

Leading Edge Enterprises , LLC

A medical and medical research services provider to the DoD. We currently have the contract for the PRK Clinic at Lackland AFB, San Antonio, TX. At this time we have an opening for a **PRK technician**. This position is part of a contract awarded May 1, 2016. We have a salary range substantially higher than comparable GS wages with comparable benefits. Both the clinic and Leading Edge enjoy low turnover and good employee relations, with most personnel having in excess of 5 yrs seniority. If you are interested please contact Oscar Lecea, olecea@Lee2Lc.com or 210-702-2376.

GENERAL DESCRIPTION

The PRK Technician provides personal services for Photorefractive Keratectomy (PRK) Clinic at Wilford Hall Medical Center (WHMC). The PRK Technician shall perform services and support compatible with the medical facilities operating capacity and equipment. All services shall be provided in accordance with established standards, principles and ethics of the profession and applicable professional specialty organizations, The Joint Commission standards, Accreditation Association for Ambulatory Health Care, applicable Department of Defense (DoD), military specific regulations, directives, policies, MTF specific policies, procedures, and job descriptions. Contract health care providers shall give the highest regard to patient dignity and observe the precepts of the American Hospital Association's Bill of Rights for Patients. Services under this contract have been determined not to be essential for performance during a crisis or national emergency. This position is *not* Mission Essential.

QUALIFICATION REQUIREMENTS

Education, License and Experience:

- A high school diploma or equivalent as a minimum.
- Must possess and maintain current certification as an ophthalmic assistant (COA) or higher from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). Must possess and maintain a laser and microkeratome certification, which includes programming, calibration, on-site maintenance, and sterilization procedures.
- Current Basic Life Support (BLS) certification.
- At least three years previous experience in an Ophthalmology department performing evaluations of refractive surgery patients to include use of a topographer, orbscan, ultrasound, A-scan, pachymeter, and Wavefront analyzer.

Knowledge, Skills, and Abilities:

- Must pass a skills assessment test administered by Government personnel at the PRK Clinic prior to beginning work.
- Knowledge of refractive surgical equipment and procedures to include patient preparation, evaluation, and postoperative care of refractive patients.
- Knowledge of patient records in order to search the record to extract medical information and data relevant to patient care.
- Knowledge of procedures used to receive visitors and patients, screen phone calls, and answer or refer questions.

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- Knowledge of medical and specialized scientific terminology sufficient to process and type correspondence, provider instructions, reports, etc.
- Knowledge required to requisition equipment, supplies, and services.
- Ability to communicate effectively orally and in writing.

Additional Requirements include:

- US Citizenship.
- Ability to work on concurrent tasks while effectively prioritizing and coordinating work assignments.
- Ability to work in a team environment as well as independently.
- Excellent organizational skills.

- Willingness and ability to exercise courtesy, tact, and diplomacy and to establish and maintain effective working relationships with co-workers, clients and the community.
 - Health Requirements and Immunizations: Proof of immunization or immunity from or screening for the following diseases according to Air Force guidelines equivalent to that provided to active duty armed forces: Hepatitis B, MMR (Measles, Mumps, and Rubella), Varicella, Tdap (Tetanus, Diphtheria, and Pertussis), Tuberculosis (TB), HIV (HCP who have direct patient care) and influenza for all personnel prior to contract performance. For the TB screening, proof of negative TB 2-step skin testing IAW CDC recommendations are required. If an individual has a past positive TB skin test, proof of a negative chest X-ray within twelve (12) months) is required prior to personnel performing. The Government reserves the right to require more frequent Tuberculosis testing of personnel based on the facilities' annual risk assessment Additional vaccines as they are made mandatory for health care workers may also be required in unusual circumstances.
 - The HCP (Health Care Provider) may be required to submit to drug/alcohol testing. The government reserves the right to require removal for any individual who refuses or fails testing.
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WORK SCHEDULE

Surgical services shall be performed in the MTF between 0700 and 1900 Monday through Friday; Clinic hours are between 0730 and 1630 Monday through Friday (excluding federal holidays). The daily hours may vary according to the needs of the customer and program requirements as required.

ESSENTIAL JOB FUNCTIONS

- Assists PRK staff, Ophthalmology Clinic residents, and other technicians in day-to-day clinic activities including organizing and maintaining exam room stocks.
- Performs initial medical screening of patients including history, distance and near visual acuity with and without correction or pinhole, pupillary light reflex, and applanation tonometry; and assists with all aspects of patient care.
- Evaluates triage patients needing immediate attention.
- Answers or refers patient questions, and chaperones patient exams as needed.
- Excimer laser responsibilities to include equipment and instrument inventory and upkeep
- Performs ophthalmic studies including auto refraction, keratometry, tonometry, visual field testing, pachymetry, specular microscopy, ophthalmic photography, potential acuity, brightness acuity, and others.
- Uses and maintains an auto refractor, phoropter, auto and manual keratometer, tonopen, Humphrey and Goldman visual field machines, corneal topographer, A-scan machine, pachymeter, specular microscope, ophthalmic photography equipment, slit lamp, potential acuity meter, brightness acuity test, color vision plates, stereo vision test, and personal computers.
- Assists in administrative/clinical duties such as filing and phone answering.
- Maintain required continuing education for Continuing Medical Education (CME) and provide appropriate CME documentation to the QA or designated government representatives within one month after all CME accredited events.
- Comply with all applicable Air Force Instructions (API), Department of Defense Regulations, and Medical Wing Instructions (MDWI) as outlined in attachment two (2). NOTE: Copies of referenced MDWI will be furnished to prospective staff electronically upon their request through the CO.

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- Abide by federal and local MTF regulations concerning the confidentiality of patient records, as embodied in federal statutes including the Privacy Act of 1974 and the HIPAA of 2008. All medical records and reports and all financial, statistical, personnel, and/or technical data which is furnished, produced or otherwise available to the HCP during the performance of this contract are considered confidential business information and shall not be used for purposes other than performance of work under this contract. The HCP shall not release any of the above information without prior written consent of the CO.
- MTF orientation attendance is mandatory during government-paid duty hours.