

OPHTHALMIC TECHNICIAN

Retina Foundation of the Southwest

Reporting to: Dr. Mark Pennesi MD/PhD/FARVO

Department: Inherited Retinal Degeneration Clinic

Immediate Opening

Benefits include Medical, Dental, Vision, PTO, Long Term Disability and 401K.

POSITION RESPONSIBILITIES:

- Providing technician support to the team of Clinical Research Coordinators conducting clinical research trials in the ophthalmology (retina) field.
- Conducting study participant testing for retinal disorders in a clinic setting that includes:
 - Refraction and Visual Acuity Examinations (Snellen, ETDRS)
 - Imaging: Heidelberg OCTs, OPTOS, and Fundus Photography)
 - Functional testing: Kinetic/Static Visual Fields, Microperimetry, Electroretinograms
 - Vital Signs
- Collecting, documenting, and filing of clinical research data, including patient medical records.
- Adhering to good clinical practice (GCP), OSHA, and HIPAA guidelines.
- Executing clinical trial protocol and regulatory requirements as directed by the PI.
- Processing and shipping biological specimens for study trial visits.
- Timely skills certifications obtained upon employment. Continued certifications of skills required for Clinical Trials.
- Working collaboratively with the investigators and study team
- Working well under time deadlines, and issues requiring notification and/or escalation.
- Adept at working with all ages (children to older adults)

QUALIFICATIONS:

- STEM Bachelor's Degree preferred from an accredited institution.
- COT, COA, or equivalent knowledge, a plus.
- Preferred experience in an Ophthalmology clinic
- Phlebotomy experience a plus.
- An expressed interest in Clinical Research with a willingness to learn.
- High attention to detail and problem-solving skills required.
- Data quality and work ethic of the highest standard.

- Strong interpersonal, writing, and communication skills required.
- Work independently with minimal supervision, and enjoys working as part of a team.
- Ability to effectively operate the following software programs: Windows, Microsoft Word, and Excel.

Job Type: Full-time

Pay: \$24.00 - \$26.45 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Bereavement leave
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Medical Specialty:

- Ophthalmology

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Ophthalmology: 1 year (Preferred)

Ability to Commute:

- Dallas, TX 75231 (Required)

Work Location: In person