

## **Job Posting – Ophthalmic Assistant/Surgery Coordinator**

### **Key responsibilities include:**

- Pre and post operative examinations
- Diagnostic testing: Wavescan, OPD and Pentacam
- Working as a member of the Refractive Surgery Team which includes: operating VISX laser, Intralase, and sterilize surgical instruments
- Coordinating a clinical research study, i.e. meeting patients and reviewing patient charts to ensure accuracy.
- Liaising with various members of the study via email, teleconference, and fax.
- Other administrative duties as assigned

### **Requirements**

- Experience with Laser Vision Correction surgeries a must
- Preference will be given to candidates who have been trained on with the VISX and/or Intralase equipment
- Excellent computer, interpersonal and communication skills