

DUTY STATEMENT

rCDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Receiver's Medical Executive, the Optometrist, Correctional Facility, conducts examinations of the eye using observation and instruments to determine visual acuity and perception, focus, and coordination to diagnose diseases and other abnormalities for the patient. Maintains order and supervises the conduct of inmates and protects and maintains the safety of persons and property.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
40%	Conducts and analyzes eye examinations using observation, instruments and pharmaceutical agents to detect signs of injury, disease (e.g., glaucoma, cataracts, and diabetes), abnormalities, and vision defects. Develops appropriate treatment plan based on the patient's general health conditions. Conducts eye and facial measurements to correctly interpret prescriptions for the proper fit. Adjusts and repairs corrective lenses. Monitors eye illnesses by conducting follow-up examinations. Diagnoses sight problems, such as nearsightedness or farsightedness. Tests patients' depth and color perception and tests patients' ability to coordinate and focus their eyes. Performs visual field testing to determine whether the patient has adequate peripheral vision and examines the eye with an ophthalmoscope to view the inside of the eye. Prescribes medications for the treatment of eye diseases. Prescribes, fits, and repairs glasses for patients.					
40%	Reviews and updates patients' medical files and medical histories. Documents results and recommendations of each visit. Refers patients to an Ophthalmologist when they need further evaluation, treatment, or surgery. Generates and reviews all Request for Service consultations when patients need to be seen by a specialty physician. Conducts post-operative follow-up care with patients. Educates patients about their diagnosis, treatment plan, lens care, and visual hygiene. Documents progress notes, prescriptions for glasses, eye pressure, and vision exams in the patient's charts. Communicates with nursing staff to order medical supplies such as glasses, eye drops, and contact lenses.					

15%	Ensures the Department is compliant with the American Disability Act (ADA) for patients with visual disabilities. Ensures and documents Effective Communication is achieved when communicating with visually disabled patients. Completes the <i>Effective Communication</i> form. Verifies and confirms patients meet ADA criteria. Analyzes optical equipment needs. Documents, prepares, and submits work orders to the Receiver's Medical Executive when major medical equipment needs to be repaired.
5%	Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern theory and practice of measuring defects of the eye and correction of such defects by lenses, prisms, or eye exercises without recourse to drugs, medicine, or surgery and skill in their application; and tools, materials, and equipment of the profession. <i>Skill in:</i> Directing the work of ancillary medical staff. <i>Ability to:</i> Use the tools, materials, and equipment of the profession; prescribe, fit, and adjust glasses for the correction of visual defects; and develop and maintain effective working relations with institutional staff. LICENSE REQUIREMENTS Possession of a valid license to practice optometry in the state of California. DESIRABLE QUALIFICATIONS OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. SPECIAL PERSONAL CHARACTERISTICS • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE