

TECHNICIAN PERFORMANCE REVIEW

Employee Name: _____

Last review date: _____ Current review date: _____

Evaluation Key

1. Does not meet expectations, needs improvement			
2. Meets expectations, performs at consistent acceptable levels most of the time			
3. Exceeds Expectations, performs consistently all of the time			
Building Patient Relationships			
Welcomes the patient	1	2	3
Always a smile in voice	1	2	3
Identifies self to patient	1	2	3
Completely explains the exam process to the patient	1	2	3
Treats the patient in a way they would wish to be treated	1	2	3
Personal Traits			
Organized and efficient in daily duties	1	2	3
Respects and helps co-workers accomplish their objectives	1	2	3
Works as a team	1	2	3
Acts in a respectful way toward their supervisor and provider	1	2	3
Even temperament	1	2	3
Clothing and grooming consistent with the job	1	2	3
Is at work on time and prepared for the day	1	2	3
Absenteeism	1	2	3
Level I			
Knows basic anatomy of the eye	1	2	3
Can read and understand the doctors plan	1	2	3
Chief complaint with 4 elements	1	2	3
Health hx including family hx, smoking vaccines, dentures, walking devices and blood pressure	1	2	3
Diabetic - Blood sugar, A1C if available, year dx with disease	1	2	3
Medications - All current medications updated	1	2	3
How to import med from pharmacy and/or list current med and	1	2	3
D/C meds that patient no longer takes	1	2	3
Can take B/P	1	2	3
Check VA near and far	1	2	3
Check pupils, angles, motility and confrontation correctly	1	2	3
Auto-refract with correct input on objective tab	1	2	3
Check pressure with perkins and tonopen	1	2	3
Perform BAT test	1	2	3
Perform stereo test and color plates	1	2	3
Read glasses, bifocals, progressive, prism	1	2	3

Inputting testing in testing tab/marketing post codes	1	2	3
Visual field 24-2, 30-2, drivers license, ptosis	1	2	3
Perform pachymetry manual	1	2	3
Perform OCT, macula, optic nerve, pach	1	2	3
Perform fundus and disc photos	1	2	3
Perform Tear Lab testing	1	2	3
Setting up foreign body tray and probing and irrigation tray	1	2	3
Room patients and put glasses rx in phoropter	1	2	3
Refills on drops and tech calls	1	2	3
Change bulbs and batteries in perkins, tonopen, direct, muscle light, and retinoscope.	1	2	3
Change bulbs in slit lamp, indirect, and projector	1	2	3
Change filter in VF machine	1	2	3
Calibrate perkins and slit lamp	1	2	3
Level II			
Know diseases of the eye	1	2	3
Know elements of a cataract workup (H&P, OCT, IOL Master)	1	2	3
Perform topography	1	2	3
Set up and assist with lasers (YAG, YAG PI, SLT)	1	2	3
Can identify instruments for procedures (1	2	3
Check insurance for prior authorization	1	2	3
Set up and assist for chalazion/cyst	1	2	3
Set up for removal of papilloma/biopsy - complete paperwork, labeling of sample, contact lab	1	2	3
Knowledge of autoclaving instruments	1	2	3
Pack and set up travel equipment	1	2	3
Pharmacology - Drug usage, names of medications that can be harmful to the eye	1	2	3
Level III			
Enter injection information in computer (lot #, exp. Date)			
Perform IVFA (inject and photos)	1	2	3
Set up and assist with PDT	1	2	3
Set up Argon laser (Focal, PRP)	1	2	3
Set up and assist with injections (Avastin, Eylea, Lucentis, Triesence, Kenalog, Depo, Vancomycin, Fortaz, Ozurdex)	1	2	3
Set and assist with Durysta Injection	1	2	3
Set up and assist with Botox	1	2	3
Set up and assist with Prokera or BioD placement	1	2	3
Have knowledge of the different punctal plugs	1	2	3
Knowledge of floating duties	1	2	3
Able to dispense and adjust glasses			
Scribing duties	1	2	3
Billing codes	1	2	3
Proper consenting for procedures and injections	1	2	3

Prepared to take COA	1	2	3
Passed COA	1	2	3

Total Score: _____

Tech Level Achieved: _____

Comments Evaluator: _____

Comments Technician: _____

Signature Evaluator: _____

Signature Technician: _____