

# THE HONG KONG POLYTECHNIC UNIVERSITY

## SCHOOL OF OPTOMETRY

### Post Specification

**Senior Ophthalmic Assistant / Ophthalmic Assistant** (Ref. 19082006-IE)

#### Duties

The appointee will be required to:

- (a) assist the Optometrists to deliver optometric services in the Optometry Clinic and all satellite clinics of the University;
- (b) collect preliminary patient information and case history;
- (c) assist in activities to ensure the smooth operation of the Optometry Clinic and all satellite clinics of the University in the delivery of their functions; and
- (d) perform any other duties as assigned by the Head of School or his/her delegates.

The appointee will be required to work on shift and/or to work on Saturdays/Sundays/public holidays.

#### Qualifications

Applicants for the **Senior Ophthalmic Assistant** post should have five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards), Chinese Language (Level 2 if results are obtained from 2007 onwards) and Mathematics; or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language, Chinese Language and Mathematics; plus at least five years of relevant experience OR a recognised certificate.

Applicants for the **Ophthalmic Assistant** post should have Form 3 standard or above.

Applicants should also have:

- (a) relevant working experience in clinical setting;
- (b) a good command of both English and Chinese, with fluency in Putonghua being an advantage; and
- (c) good communication and interpersonal skills.

#### Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

20 August 2019