

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>Ministry:</b> Ministry of Health and Medical Services		
<b>1. Position Title:</b> Eye Department Refractionist	<b>2. Salary Level:</b> 8-7	<b>3. Division:</b> : Eye department
<b>4. Reports To:</b> DHS/DDHS	<b>5. Direct Reports:</b> Ophthalmology HOD	
<b>6. Primary Objective of the Position:</b> Refractionist for eye clinic		

<b>7. Position Overview</b>		
9. Financial:	10 Legal:	
11. Internal Stakeholders:  To be referred to Manager:	12. External Stakeholders:  To be referred to Manager	
<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1. -	1. Performing objective and subjective refraction, visual acuity test, and other relevant examinations	Visual acuity results

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	to assess a patient's refractive error	
<b>Key Area 2</b>	2. Determine corrective lens prescription (Based on the test results, they determine the appropriate prescription for eye glasses)	Spectacle prescriptions
<b>Key Area 3</b>	3. Assist with patient care (Refractionist may also assist with patient history taking, explain test procedures and prepare patients for examinations or procedure)	Patient's satisfactions
<b>Key Area 4</b>	4. Collaborate with other eye care professionals (Refractionist often work as part of a team with optometrists or ophthalmologist, referring patients for further diagnosis or treatment as needed.)	Number of patients refer to ophthalmologist
<b>Key Area 5</b>	5. Ensure proper functioning of equipment ( Maintain and ensure the proper functioning of vision testing equipment)	Number of equipment
<b>Key Area 6</b>	6. Proficiency in using ophthalmic equipment (Refractionist need to be comfortable using various instruments for vision testing)	Improve vision

10. Key Challenges	11. Selection Criteria
	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education: Nursing background with basic ophthalmic background certificate of nursing/bachelor of Nursing with any eye background e.g. PGDEC or PGCEC with 2 years' post degree relevant work experience</b></p> <p><b>Job Training: N/A</b></p> <p><b>Prerequisite: N/A</b></p>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

<b>Approved by:</b>	<b>Date of Issue:</b>
---------------------	-----------------------

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>1. Knowledge:</b></p> <ul style="list-style-type: none"><li>• Good knowledge with Microsoft Office</li><li>• Basic knowledge of statistics</li><li>• understands primary eye care</li></ul> <p><b>2. Skills:</b></p> <ul style="list-style-type: none"><li>• Proficient in English</li><li>• Report writing skills</li><li>• Communications skills – both verbal and in writing.</li><li>• Competent IT skills (Microsoft Office)</li></ul> <p><b>3. Attributes:</b></p> <ul style="list-style-type: none"><li>• Communicating and influencing</li><li>• Team working</li><li>• Flexibility</li><li>• Enthusiastic to complete the task</li></ul>
	<b>11.3</b>

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

**Approved by:**

**Date of Issue:**