

Position Description

Title	CHIEF REGISTRAR OPHTHALMOLOGY	Position Reports to	Director of Training and Director Medical Services
Classification	<i>To be determined</i>	Employment Status	Full time or part time considered
Enterprise Agreement	<i>AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 ("DiT Agreement")</i>		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world's leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

This position requires personal leadership qualities from an advanced trainee in ophthalmology who is interested in combining a clinical role with a liaison role for junior medical staff in their education and training requirements. The Chief Registrar works closely with the Director of Training in the preparation and delivery of the microsurgical training program for RANZCO trainees in the Victorian network.

This is an excellent opportunity to further develop required RANZCO competencies particularly in the domains of Communicator, Manager and Scholar.

Key Responsibilities / Performance Outcomes:

Surgical and Clinical Training opportunities

- Opportunities are offered to gain supervision and training with complex cataract cases, advanced techniques in cataract surgery, attend subspecialty clinics of interest and surgical sessions in those subspecialties, attend many of the education and training opportunities offered at the Royal Victorian Eye and Ear Hospital.
- Participate in general ophthalmology clinics and emergency department cover, which includes some evenings and weekends.

Teaching, training and JMS liaison

- Liaise and communicate with ophthalmology junior medical staff, RANZCO Director of Training and the Director of Medical Services (DMS).
- Assist with coordination of education, training, recruitment and dissemination of information according to the RVEEH microsurgical training manual.
- Advocate for enhancing the working environment for junior medical staff.
- Represent the junior doctors in meetings, committees or when liaising with nursing staff, senior medical staff and administration.
- Encourage junior medical staff to participate in organisational and educational activities.

Orientation

- Assist in orientation of new ophthalmology junior medical staff to RVEEH and its policies and procedures and documentation of these.

Representation

- Represent junior medical staff in selected meetings and committees, as agreed with DMS.

Education and Teaching

- Take part in education, teaching and training activities which may include sessions for more junior registrars and ED based medical staff including procedural skills.

Industrial Relations

- Liaise with DMS regarding concerns of junior medical staff working conditions.

Mentoring

- Provide ophthalmology junior medical staff support.

Recruitment

- Assist in recruitment process for selected positions including interviews and development of rosters from the preference of successful applications.

Quality and Safety

- Promote the involvement of junior medical staff in quality and safety activities.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.

- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- Ensure all staff perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Building our 'safety culture' where occupational health and safety is considered part of everyday work.
- Understand and manage the challenges of managing a flexible and dispersed workforce including work from home psychological and safety considerations.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	<i>MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency Excellent communication skills</i>	<i>Management qualifications, i.e. MBA/MHA</i>
Experience	<i>Completion of 2 years basic and 2 years advanced training Post-RACE or equivalent Strong understanding of RANZCO curriculum-related training requirements</i>	<i>Experience in management positions</i>
Competencies		<i>Demonstrated leadership ability Awareness of Equal Employment Opportunity (EEO) legislation</i>

Key Working Relationships

- *Director Medical Services*
- *Manager Medical Workforce Unit*
- *JMS Coordinator*
- *RANZCO Director of Training*
- *Clinical Director Ophthalmology*
- *Relevant Heads of Clinic*
- *Director, Emergency Department*
- *Director, Ambulatory Services*
- *Director, Surgical Services*

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name Dr Birinder Singh Giddey, Executive Director Medical Services

Date April 2024

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____