

Position Description

Title	Visiting Medical Officer in Ophthalmology – Orbital Plastics and Lacrimal (OPAL) Specialty Clinic	Position Reports to	Head of Clinic Chief Medical Officer (Administrative)
Classification	(dependent upon experience of appointee)	Employment Status	<i>As contracted</i>
Enterprise Agreement	<i>Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single interest Employers) Enterprise Agreement 2022 - 2026</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 220,000 patients, with over 160,000 outpatients, nearly 44,000 emergency patients and over 17,000 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.eyelandear.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:

OPAL Specialist is responsible for the delivery of high-level care to patients attending the Unit within the unit's area of medicine. They are also accountable for the supervision and training of Junior Medical Staff within the unit.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care - This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an Ethically and Legally Sound framework - Ensure the delivery of clinical services within the Department is in line with best evidence-based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Carry out treatment of patients within the limits of policy determined by the Head of Clinic and the Credentialing Committee.
4. Carry out investigations which are relevant on patients of the unit or patients referred from other medical staff.
5. Train attending medical/technical staff as required by the Head of Clinic or Chief Medical Officer.
6. Arrange instruction of Registrars and students.
7. Supervise the work of Hospital Medical Officers and assistant technical staff allotted to the Unit.
8. Advise the Head of Clinic in respect to matters pertaining to the Unit.
9. Complete or arrange for the completion of medico-legal reports on hospital patients as requested by the Chief Medical Officer or Head of Clinic.
10. Participate in the provision of out of hours cover as requested by the Head of Clinic.
11. Participate in regular evaluation of the services provided by the Clinic.
12. Punctual attendance at Clinic and/or Theatre
13. Number of units of clinical service delivered per session
14. Attendance at Senior Medical Staff and Eye section meetings
15. Timeliness of leave requests

Quality, Patient Safety and Risk Management

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

- (FOR CLINICAL POSITIONS ONLY) Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- (FOR CLINICAL POSITIONS ONLY) 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 ([link](#)) 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.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

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.

- Encourage participation in wellness@work initiatives.
- Taking adequate steps to eliminate or minimise the risk of harm to employees, contractors, volunteers and students.
- Ensure appropriate resources are made available to manage those risks.
- Conduct scheduled Planned Safety Walks and implement required improvements.
- Ensure all hazards, near miss and VHIMS reports are reviewed, thorough investigations are carried out and appropriate controls implemented.
- Ensure consultation with Health and Safety Representatives and staff on matters relating to health and safety.
- Ensure staff understand and adhere to emergency procedures.
- Minimise WorkCover costs by actively assisting the return to work of any employee injured in the area they manage.
- Lead the implementation of health and safety policies and procedures.
- 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.
- 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
A high level of clinical competence		
Education/qualifications/memberships:	Maintain current registration with relevant National Board in conjunction with the National Agency (AHPRA) or equivalent	
Experience	<ul style="list-style-type: none"> - Fellowship with the relevant College - Demonstrated leadership and communication skills - Demonstrated commitment to quality - Demonstrated experience to lead and work effectively with a multidisciplinary team 	
Competencies	Appropriate further training and experience pertinent to the OPAL Unit	
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.		

Reporting Lines

Position Reports to:

Head of Unit OPAL
Chief Medical Officer
Director of Medical Services

Key Working Relationships

Key Working Relationships

(Internal)

- Executive Director Medical Services/Chief Medical Officer
- Director of Medical Services
- Clinical Director Ophthalmology Services
- Executive Director Ophthalmology Services
- Director of Surgical Services
- Director of Ambulatory Services
- Medical Workforce Unit Manager

(External)

- Referring Health Professionals

Authorisations	
Manager Name	
Date Written or Reviewed	Date Revised June 2026

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: ____/____/____