

Position Description

Title	Clinical Research Orthoptist / Research Assistant	Position Reports to	David Sousa
Classification	Grade 2 Level 4 to Grade 3 Level 4	Employment Status	Part time (0.7 FTE)
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025		

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 more than 160 years. The Eye and Ear has over 90 different outpatient specialist 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 190,000 patients, with over 130,000 outpatients, nearly 44,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our vision is to inspire and advance specialist eye and ENT care. Our mission is to improve health and wellbeing outcomes through excellence in clinical care, teaching and education, research and innovation. Our values of **Integrity, Inclusive and Accessible Care, Collaboration and Excellence** 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
- **INCLUSIVE AND ACCESSIBLE CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **COLLABORATION** 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://eyeandear.org.au/about/publications/strategic-plan/>

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. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#). The Eye and Ear is a smoke free environment.

Position Summary:

The Research Orthoptist/Research Assistant plays a key role in delivering high-quality research support to the Vitreoretinal Unit at the Royal Victorian Eye and Ear Hospital.

Working as part of a team of ophthalmic clinicians and multidisciplinary researchers, the incumbent will be involved in clinical research and assessment of participants with retinal conditions, with a predominant focus on a coordinator role for an investigator-initiated CERA-sponsored randomised controlled clinical trial in retinal detachment.

Key Responsibilities / Performance Outcomes:

1. Work within an ethically and legally sound framework. Ensure responsibilities are undertaken in accordance with the Eye and Ear policies and procedures, Code of Conduct and applicable legislation.
2. Information Technology (IT) skills that are commensurate with the requirements of the role.
3. Assist in patient identification, recruitment and scheduling of appointments
4. Assist in the collection and management of clinical data in compliance with research protocols, including the timely data entry, monitoring data quality, and ensuring security and confidentiality
5. Conduct patient assessments as required by protocols, including subjective refractions, best corrected visual acuity, intraocular pressure, optical coherence tomography (OCT) scans, colour fundus photographs, microperimetry, questionnaires
6. Assist in processing biological samples for testing (e.g., vitreous) with provided training
7. Ensure all trial activities are conducted in compliance with Good Clinical Practice (GCP), institutional policies, ethical guidelines, and applicable regulatory requirements.
8. Collaborate and communicate effectively with the Principal Investigator, team members, researchers, and participants to ensure the smooth progress of the research project as a part of the collaborative team

Quality, Patient Safety And Risk Management

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

- 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.
- Is compliant with the Eye and Ear Data Accountability Framework.

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.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in Orthoptics/Optomety and registration with the Australian Orthoptic Board/AHPRA and rights to practice in Australia. Early career or experienced clinicians with an interest in research are encouraged to apply. 	<ul style="list-style-type: none"> • Current Good Clinical Practice (GCP) certification
Experience	<ul style="list-style-type: none"> • Clinical eye care experience and demonstrated ability to learn new techniques and procedures 	<ul style="list-style-type: none"> • Experience with coordinating research and/or project management • Familiarity with clinical research, clinical trials, and research guidelines and regulations • Familiarity with different types of ocular imaging and testing platforms, including OCT, fundus cameras. • An understanding of clinical

		<p>research processes, regulations and ethical guidelines (e.g., ICH-GCP)</p> <ul style="list-style-type: none"> • Experience with research data collection, management, and analysis, in particular undertaking clinical research involving the recruitment and assessment of human participants
Competencies	<ul style="list-style-type: none"> • High level of organisation and time management • Excellent attention to detail and ability to adhere to written guidelines and study protocols • Strong interpersonal skills, a demonstrated ability to work both independently and collaboratively within a multidisciplinary team, and to interact positively and cooperatively • Excellent communication skills • Highly developed time management and organisational skills, including demonstrated experience in coordinating clinical workflows, prioritising tasks, meeting deadlines and effectively balancing competing demands • Strong computer literacy, including competence with Microsoft office applications 	

Reporting Lines

Position Reports to – David Sousa

Number of Direct reports - 0

Key Working Relationships

Internal:

- Medical staff
- Nursing staff
- Allied Health staff
- Research staff
- Health Information staff
- Pharmacy staff
- Other relevant departments

External:

- Health Professionals
- Patients
- Other agencies (including CERA)

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.

Special requirements and other information

1. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
2. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position.
3. Occasional availability outside normal working hours for events will be required.
4. This position will have no direct reports.

Author of Position Description or Manager of Position:

Name Nathan Vos

Date 09/07/2025

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: Dr Nathan Vos - DMS

Signature: Nathan Vos

Date: 9/7/2025