

Grade 2 Medical Photographer

Position Description

Title	Grade 2 Medical Photographer	Position Reports to	Manager, Diagnostic Eye Services
Classification	CL6- CL9	Employment Status	Full Time Part Time Casual
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026.		

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.eyearandear.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:

The title of Grade 2 medical photographer reports to Manager, Diagnostic Eye Services (DES).

The role purpose of a Grade 2 medical photographer is to provide clinical expertise and clinical leadership to their peers, other staff, patients, colleagues, and students, across both Ambulatory Services and Surgical services at the hospital.

In line with the Hospital's strategic directions, as part of the Medical Photography team, to provide high quality photographic services and diagnostic imaging to support the assessment, diagnosis and management of patients and to facilitate research.

To assist the Senior Photographer (Grade 3 Medical Photographer) with the oversight of MedPIC to ensure the effectiveness and smooth functioning of the team.

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 that 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. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Other- The key responsibilities specific to this position are as listed below. This list is intended as a guide and is not all-inclusive
 - Demonstrate a strong work ethic and work in the clinical setting as rostered.
 - Assist in the development and implementation of clinical competency standards
 - Assist in the training and assessment against competency standards for MedPIC staff
 - Meet clinical competency standards in performing medical photographic techniques, and specialized ophthalmic techniques as outlined in the Departmental handbook.
 - Identify opportunities for and seek training or upskilling in new technology and clinical skills.
 - Share and impart technical skills and practices experienced at other organisations that may contribute to enhancement of our services.
 - Provide clinical trouble shooting &/or problem solving to support the provision of medical photography services
 - Contribute to reviews and audits of work practices.
 - Contribute to the capture and development of patient and clinical statistics for the Department.
 - To communicate effectively with patients and their family / carer
 - To communicate effectively with colleagues.
 - Demonstrate initiative to improve clinical service delivery

- Contribute to the development of multidisciplinary teams in order to improve clinical service delivery
- Provide leadership for Diagnostic Eye Service colleagues, both clinical and managerial
- Maintain up-to-date mandatory training
- Actively contribute to the capture and development of patient and clinical statistics.
- To be flexible in the provision of clinical services, and have awareness and insight into the needs and well-being of the patients.
- To have an understanding of, and to work in line with, the strategic goals of the Department and Hospital.
- To be flexible in the provision of clinical services, and have awareness and insight into the needs and well-being of the Department and Hospital.
- To mentor/supervise orthoptic students and assist them to relate theoretical knowledge to clinical practice.
- To contribute to research efforts undertaken by the Department and the Hospital
- To assist and support senior DES staff in their work as required

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 ([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.

(Statement for all nurse, doctor, orthoptist, pharmacist, pharmacy technician)

- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

(Statement for all medical and nursing positions)

- 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	<ul style="list-style-type: none"> Higher education degree eg. Bachelor or Masters in a biomedical/allied health discipline. 	<ul style="list-style-type: none"> Membership of the Australian Institute of Medical and Biological Illustration, (AIMBI) or Ophthalmic Photography Society, (OPS) Bachelor Applied Sciences (photography)
Experience	<ul style="list-style-type: none"> Professional skills, enthusiasm and initiative to provide excellent clinical service. Ability to communicate and work effectively in a team environment. Commitment to quality activity and provisions. Ability to work effectively with a variety of situations, individuals or groups. Experience in working with 	<ul style="list-style-type: none"> Previous clinical experience, public and or private sector in a clinical ophthalmology setting Previous or current participation in research / scholarly activities Previous experience with Photoshop or similar digital imaging software Problem solving ability; able to analyze, interpret and report on information, and provide recommendations.

	<p>vision impaired adults and children.</p> <ul style="list-style-type: none"> • Participation in clinical teaching or mentoring 	
Competencies	<ul style="list-style-type: none"> • Demonstrated ability in clinical, and/ or scientific photography, including: <ul style="list-style-type: none"> ○ OCT ○ Retinal photography ○ Wide field photography • Familiarity with Photoshop, graphics and digital imaging technology • Familiarity with videography and digital video editing 	<ul style="list-style-type: none"> • Ophthalmic photography skills, i.e. <ul style="list-style-type: none"> ○ Slit lamp photography ○ Studio Photography ○ Other ophthalmic imaging • Capacity to make decisions within appropriate timeframes, objectively considering all relevant facts.

Reporting Lines

Position Reports to –Manager, Diagnostic Eye Services

Number of Direct reports – 0 - – *but required to provide clinical leadership for Grade 1 staff*

Key Working Relationships

(Internal)

- Medical Photography staff
- Orthoptic staff
- Medical staff
- Nursing staff
- Clerical staff
- Other hospital staff

(External)

- Patients, Carers and Consumers
- CERA staff

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 Catherine Mancuso, Manager DES

Date 17/01/2023

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: ____ / ____ / ____