

# Grade 2 Orthoptist Position Description

<b>Title</b>	<i>Grade 2 Orthoptist</i>	<b>Position Reports to</b>	<i>Manager, Diagnostic Eye Services</i>
<b>Classification</b>	<i>PN21 – PN24</i>	<b>Employment Status</b>	<i>Full-time Part-time Casual</i>
<b>Enterprise Agreement</b>	<i>Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021 - 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 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/](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:

In line with the Hospital's strategic directions; to provide high-quality orthoptic services and evidence-based patient care in clinics operated within the Diagnostic Eye Services and other clinical units of the Eye and Ear, wherein the provision of effective and efficient orthoptic services to support those provided by ophthalmology is paramount. The Grade 2 orthoptist is to provide leadership and professional support to other staff under the guidance of the Manager Diagnostic Eye Services.

### 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. The key responsibilities specific to this position are as listed below. This list is intended as a guide and is not all-inclusive:
  - Work in the clinical setting as rostered or directed by a senior staff member.
  - Meet clinical competency standards as outlined in the Departmental handbook.
  - Identify opportunities for and seek training or upskilling in new technology and clinical skills.
  - Share and impart clinical skills and practices experienced at other organisations that may contribute to enhancement of our own services.
  - Contribute to reviews and audits of work practices.
  - Contribute to the capture and development of patient and clinical statistics for the Department.
  - Communicate effectively with patients and their family / carer
  - Contribute to the patient education process as to their vision and eye conditions
  - Communicate effectively with all colleagues.
  - Provide a significant contribution to the development and clinical leadership of multidisciplinary teams in order to improve clinical service delivery
  - Provide clinical leadership for orthoptic colleagues
  - Demonstrate flexibility in the provision of clinical services, and have awareness and insight into the needs and well-being of the patients.
  - Demonstrate an understanding of, and to work in line with, the strategic goals of the Department and Hospital.
  - Mentor/supervise orthoptic students and assist them to relate theoretical knowledge to clinical practice.
  - Provide Clinical Supervision for more junior staff
  - Contribute to research efforts undertaken by the Department and the Hospital
  - Undertake appropriate credentialing training to undertake specific clinical roles within the department
  - To undertake specific tasks relevant to individual portfolios as directed by the Manager Diagnostic Eye Services.

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

## Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
<b>Qualifications</b>	<i>Bachelor of Orthoptic &amp; Ophthalmic Sciences Degree, or equivalent.</i>	<i>Membership of Orthoptics Australia <a href="https://www.orthoptics.org.au/">https://www.orthoptics.org.au/</a></i>
	<i>Registration with the Orthoptic Board of Australia and hold a valid certificate of currency. <a href="https://www.australianorthopticboard.org.au/">https://www.australianorthopticboard.org.au/</a></i>	<i>Participation in professional organisations, eg OA</i>
<b>Experience</b>	<i>Excellent communication, organisation and negotiation skills.</i>	<i>Previous clinical experience, public and or private sector.</i>
	<i>Proven ability to work effectively with a variety of situations, individuals or groups.</i>	<i>Previous or current participation in research / scholarly activities</i>
	<i>Knowledge of recent clinical practices in orthoptics, and experience in working with vision impaired adults and children.</i>	
	<i>Participation in clinical teaching</i>	
<b>Competencies</b>	<i>Demonstrated commitment to patient outcomes</i>	

## Reporting Lines

**Position Reports to** – Manager Diagnostic Eye Services

**Number of Direct reports** - Nil

### Key Working Relationships

*(Internal)*

*Orthoptic staff*

*Medical staff*

*Medical Photography staff*

*Nursing staff*

*Clerical staff*

*Other hospital staff*

*(External)*

*Patients, Carers and Consumers*

*CERA staff*

*LaTrobe university staff (School of Vision Sciences)*

*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

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_