

# Position Description

<b>Title</b>	<b>ORBITAL PLASTICS &amp; LACRIMAL (OPAL) FELLOW</b>	<b>Position Reports to</b>	Head of Unit and Director Medical Services
<b>Classification</b>	To be confirmed	<b>Employment Status</b>	Full Time Fixed Term
<b>Enterprise Agreement</b>	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 (“DiT Agreement”)		

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 Guiding Principles

Our focus is on providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health.

### Our Vision

We will inspire and advance specialist eye and ENT care

### Our Mission

We improve health and wellbeing outcomes through excellence in:

1. Clinical Care
2. Teaching
3. Education
4. Research
5. Innovation

### Guiding Principles

1. **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
2. **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
3. **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
4. **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation.

Please read our full Strategic Plan here:

[https://www.eyeandear.org.au/page/About\\_Us/Our\\_Publications\\_and\\_DVDs/](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:

To provide high quality services to Ophthalmology patients, whilst obtaining advanced graduate training in the area of OPAL. The position has a strong clinical component with a busy operating schedule and clinics with a significant number of new tertiary referrals from a wide source and a steady source of emergency patients.

The position also provides unpaid time for research activities to be undertaken. The Fellow is encouraged to be involved in clinical research, the preparation of papers for publication in peer reviewed journals, and presentation at national and international meetings. The Fellow is also expected to be involved in education and supervision of Registrars.

The OPAL Fellow participates in the Emergency Medicine roster with shifts ranging from 0745 to 2200 and Saturday or Sunday shifts as rostered.

## Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care - This includes assessment, planning, implementation, evaluation, management and ongoing care of OPAL patients 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. Management and ongoing care of OPAL patients.
4. Attendance at Emergency Department, OPAL Outpatient Clinics, and Operating Theatre as rostered by Medical Services. This includes after hours and weekend shifts in the Emergency Department.
5. Admitting Officer duties when rostered to the Emergency Department
6. Management of hospital inpatients, including ward rounds.
7. After hours and weekend work will be required.
8. Provision of on-call service as rostered for patients of the OPAL Unit and its consultants.
9. The effective teaching and supervision of junior medical staff in both the Outpatient/Emergency Department and Operating Theatre.
10. To participate in research under the direction of the Head of the OPAL Unit. Research hours may be noted on the roster but not paid by the Hospital, except where alternative funding arrangements have been secured i.e. The Hospital Ethics & Research Committee or other research grants.

## Quality, Patient Safety And Risk Management

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

- 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.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- ALS competency will be determined for nursing and medical staff working in specific departments based on acuity.

### 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 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
<b>Qualifications</b>	MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency (AHPRA)	
<b>Experience</b>	Completion of years 1 to 4 of the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) training program or equivalent Successful completion of the RANZCO Advanced Clinical Exams (RACE) or equivalent	
<b>Competencies</b>		Basic Life Support (BLS) certification

## Key Working Relationships

### Internal

Head of OPAL  
 Director Medical Services Manager  
 Medical Workforce  
 Director Emergency Department JMS  
 Coordinator  
 Service Departments (Theatres, Clinics, Emergency, Surgical Bookings Unit, Pharmacy and HIS) Ophthalmology Senior Medical Staff  
 Nursing Staff

### External

Centre for Eye Research Australia (CERA) University of Melbourne  
 Referring Doctors General Practitioners

*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 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: \_\_\_\_\_

Signature: \_\_\_\_\_

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