

Position Description

Title	Emergency Physician – Visiting Medical Officer	Position Reports to	Director of Emergency Department 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 over 160 years. The Eye and Ear has over 90 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, over 45,000 emergency patients and over 14,000 inpatients.

Our Mission, Vision 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.

Vision

We will inspire and advance specialist eye and ENT care.

Mission

We improve health and wellbeing outcomes through excellence in:

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

Guiding Principles

- **Integrity** - We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** - We are compassionate, thoughtful and responsive to the needs of our consumers.
- **Collaboration** - We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes.
- **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://eyeandear.org.au/about/publications/>

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 Emergency Department Senior Medical Staff provide efficient, effective and timely patient-centred care within the Emergency Department (ED) and the ED Short Stay Unit.

Senior Medical Staff in ED include Consultant Ophthalmologists, ENT surgeons and Emergency physicians who together provide oversight of the department and supervision and training for Junior Medical Staff.

Key Responsibilities / Performance Outcomes:

1. Take direct patient load and provide high quality standard of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team. Consult with specialty doctors and peers to ensure excellence in specialty and general medical care.
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. Ensure punctual attendance at ED shifts.
4. Ensure that timely, efficient and high quality care is provided to patients in the ED.
5. Appropriate use of investigations for diagnosis in the ED.
6. Carry out treatment of patients within the scope of practice of an emergency physician.
7. Maintain accurate patient records and provide patients/carers and patients' GP with ED discharge summary.
8. Provide oversight and management of the ED and ED SSU. This includes oversight of overall patient flow, recognition of clinically high priority and vulnerable patients and ensuring responsible use of resources in ED.
9. Membership of hospital Code Blue team and MET response as well as assessment, management and appropriate disposition of deteriorating patients.
10. Attendance at Senior Medical Staff and ED consultant meetings.
11. Give adequate (at least 6 weeks for annual and conference) notice of intention to take leave. Manage your accrual in line with the organisations' standards.
12. Involvement in teaching and supervision of trainees and medical students within the department.
13. Complete or arrange for the completion of medico-legal reports on hospital patients as requested by the Head of Unit.
14. Maintain compliance with Continuing Professional Development (CPD) requirements.

15. Participate in regular evaluation and audit of the services provided by the ED.

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 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.

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
- 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.

- 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
Education/qualifications/memberships:	Maintain current registration with relevant National Board in conjunction with the National Agency (AHPRA) or equivalent	
Experience	Fellowship with the Australasian College for Emergency Medicine	
Competencies	Advanced Life Support	
<i>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.</i>		

Reporting Lines

Position Reports to:

Director of Emergency Department
Chief Medical Officer
Director of Medical Services

Key Working Relationships

(Internal)

- Head of Unit
- Chief Medical Officer
- Director of Medical Services
- Operations Director Emergency, Aboriginal Health and Clinical Education
- Clinical Director Ophthalmology/ENT Services
- Medical Workforce Unit Manager
- Medical Workforce Unit Coordinators
- Nurse Unit Manager Emergency Department
- Operations Director of Ambulatory Services
- Operations Director of Surgical Services

(External)

- Referring Health Professionals

Author of Position Description or Manager of Position:

Name: Dr Birinder Giddey, Executive Director Medical Services

Date: August 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: ____ / ____ / ____