Position Description

Title	**VITREO RETINAL (VRU) FELLOW**	**Position Reports to**	Head of Unit (Clinical) Chief Medical Services (Administrative)
Classification	Dependent upon experience of appointee	**Employment Status**	Part Time Fixed Term
Enterprise Agreement	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 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 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission and Values

The Eye and Ear is a world leader providing exceptional care. Our focus is 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. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our 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/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 LGBTQI 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:

To provide high quality services to Ophthalmology patients, whilst obtaining advanced graduate training in the area of Vitreoretinal Surgery.

The clinical exposure is wide, ranging from acute management of retinal detachments and posterior segment trauma to elective procedures such as surgery for macular diseases and proliferative diabetic retinopathy. Surgery is under consultant supervision and at the conclusion of their Fellowship it is expected that the Fellow will be proficient in the entire range of vitreoretinal surgical techniques.

In the out-patient setting, the Fellows are able to discuss and plan patient management with the consultant staff and are responsible for the assessment, admission and management of acute problems. They will also spend time attending Ocular Oncology and Medical Retina Clinics, as well as liaising with the Ocular Immunology Clinic.

The Vitreoretinal Fellows participate in the Unit's ongoing research projects and are expected to submit posters or papers for presentation or publication.

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. Attendance at Emergency Department, VRU and Medical Retina Clinics and Operating Theatre as rostered by Medical Services.
5. Initial assessment and acute management of patients referred to the Retinal Units from other hospital clinics.
6. Provision of on-call service as rostered for all patients of the Retinal Units and their consultant ophthalmologists.
7. Performance and reporting of B Scan ultrasound examinations.
8. Provision of laser treatment to hospital patients.
9. The effective teaching and supervision of junior medical staff in both the Outpatient/Emergency Department and Operating Theatre setting.
10. To participate in research under the direction of the Head of the Vitreoretinal Unit as mutually agreeable between the incumbent, Medical Services and the Heads of the Retinal Units. Research hours 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:

- 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 Quality and 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 Data Integrity 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.

- 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
Qualifications	*MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency (AHPRA)*	
Experience	*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*	
Competencies		*Basic Life Support (BLS) certification*

Key Working Relationships

Internal

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

External

- Centre for Eye Research Australia
- 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 Giddey, Executive Director Medical Services

Date October 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: _____ / _____ / _____