

Position Description

Title	ORBITAL PLASTICS & LACRIMAL (OPAL) FELLOW	Position Reports to	Head of Unit and Director Medical Services
Classification	To be confirmed	Employment Status	Full 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 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.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
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 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 March 2024

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: ____ / ____ / ____