

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Staff Optometrist
<b>ORGANISATION DIVISION:</b>	Clinical Services
<b>EMPLOYMENT TYPE:</b>	Full-Time or Fractional Full Time ( $\geq 0.6$ ) Three Year Fixed Term Contract or Ongoing
<b>WORK LOCATION:</b>	Carlton clinic; Metropolitan clinics; Outreach services throughout Victoria
<b>RESPONSIBLE TO:</b>	Head of Clinic (to be determined)
<b>OTHER BENEFITS:</b>	Salary packaging Professional Association fees (up to a max \$2000 pro rata per annum) Low cost CPD Insurance of personal ophthalmic equipment Professional Indemnity Insurance for ACO work
<b>DATE LAST REVIEW:</b>	March 2018
<b>APPROVED BY:</b>	Director of Clinical Services

## **1. THE AUSTRALIAN COLLEGE OF OPTOMETRY**

The Australian College of Optometry (ACO) strives to preserve sight and prevent blindness. The ACO leads clinical best practice and educates the profession; delivers public health eye for those most in need; teaches optometry students; supervises research and higher degrees; and undertakes research in the National Vision Research Institute of Australia to improve understanding of vision and the diseases and disorders that impact on vision.

## **2. POSITION SUMMARY**

Staff Optometrists are responsible for providing clinical services to patients of the ACO and have the demonstrated or potential ability to participate in other ways to the pursuit of the mission and objectives of the Division of Clinical Services and the ACO.

## **3. KEY RESPONSIBILITIES**

To be successful in the role, the incumbent will be required to:

- Provide clinical services of high quality and apply a high standard of clinical skill and knowledge, whilst working to established clinic protocols.
- Partake in the implementation of ACO clinical governance and clinical excellence strategies.
- Provide clinical services in a personal and caring way that is timely and responsive to patient needs and involves patients in decision making.
- Attend to work punctually and discharge duties in a timely fashion.
- Act always in a professional and ethical way in relationships with patients, colleagues and other health care and service professionals.
- Work independently, effectively and efficiently in pursuit of defined goals in addition to working as a member of the team of staff, proactively sharing the workload.
- Actively participate in staff meetings and other Clinical Services and ACO meetings.
- Continually seek to improve their skills and knowledge by accessing and reading journals and texts and by regular attendance at lectures, seminars and courses.
- Set personal goals for the development of particular skills or areas of knowledge and pursue those goals effectively.
- Maintain confidentiality about information acquired about the business of the ACO and in the course of attending to patients and show discretion in the exchange of this information with colleagues.
- Be competent in public speaking and participate in community education and health promotion.

- Provide clinical services in a range of settings including outreach services.
- Develop at least two areas of specialist clinical skill or knowledge leading to participation in speciality clinics
- Participate in clinical teaching as may be evidenced by being assigned as a clinical educator in the Division of Clinical Services (normally after at least three years of experience)
- Participate, contribute, assist and support the organisational activities of the Division of Clinical Services and the College
- Participate in other duties which may include assisting in teaching activities, participating in research pursuits, assisting in management and administration and be involved in Clinical Services and ACO public health and health promotion programs.

#### **4. SPECIAL REQUIREMENTS**

Staff Optometrists are required to be registered to practice optometry in Australia and must maintain Professional Indemnity Insurance. They must also have a Medicare provider number appropriate to each location of work. They must be therapeutically endorsed to prescribe schedule 2, 3 and 4 medicines for the treatment of eye conditions and participate in PBS prescribing. They are encouraged to maintain memberships/fellowships of appropriate professional bodies.

Staff Optometrists are expected to provide their own hand held ophthalmic equipment which includes (but is not limited to) retinoscope, direct ophthalmoscope, indirect ophthalmoscope, 90D or equivalent lens, 20D or equivalent lens, gonioscopy, PD ruler, pen torch, lens flippers, phoria card, tweezers.

Staff Optometrists are encouraged in the course of their employment to pursue tertiary postgraduate studies. This may be related to clinical specialties or other work related studies.

Staff Optometrists may be appointed to Deputy Manager and Manager positions at metropolitan clinics or to assist Head or Lead Optometrists in clinical specialties or other areas of operational management.

Staff Optometrists at more senior levels are encouraged to participate in an approved volunteer optometry aid program.

Staff Optometrists at more senior levels are expected to contribute to the profession and community through at least one publication and annual participation in education.

Staff Optometrists are expected to maintain a Cardio Pulmonary Resuscitation (CPR) certification to the requirements of the Optometry Board of Australia.

Staff Optometrists are expected in the course of their duties to travel to the metropolitan clinics of the ACO in Melbourne, and provide outreach optometry services at various locations. Travel and accommodation arrangements are detailed in the ACO Travel Policy.

## **5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE**

This position reports to a Head of Clinic.

Broad direction and support will be provided to Staff Optometrists who are expected to exercise a high level of autonomy in clinical care. Staff Optometrists must operate within the framework of guidelines and protocols established by the ACO and profession.

### **5.1 Level of Supervision/Independence**

Work will be carried out under minimal direct supervision. Staff Optometrists must be able to work without supervision and are expected to take responsibility for outcomes.

### **5.2 Problem Solving and Judgement**

The appointee will be expected to have a high level of problem solving skills and to develop sound professional judgment. Good technical knowledge is required to solve a range of problems. Activities will require initiative and independent decision making.

### **5.3 Professional and Organisational Knowledge**

A working knowledge of all relevant policies/programs of the ACO and profession is required. Professional procedural and clinical knowledge should be contemporaneous. Specialist knowledge may be developed in clinical and other ACO services.

### **5.4 Resource Management**

None; except when appointed to Deputy Manager or Manager positions at metropolitan clinics and when assisting Head or Lead Optometrists in clinical specialities or other areas of operational management.

### **5.5 Breadth of the Position**

Clinical service delivery is required across a variety of sites and a range of clinical specialities. Patients will be characterised by a wide spectrum of presentations, backgrounds and issues. Communication will be required with other health care practitioners, ACO support staff and senior clinical staff and external agency staff when working off Carlton site (metropolitan clinics, outreach sites, low vision services).

### **5.6 Behavioural Expectations**

Professional behaviour is expected at all times in the workplace, as evidenced by staff:

- Communicating with patients and colleagues in an open, clear and friendly manner
- Treating others fairly and objectively and ensuring freedom from discrimination, harassment and bullying
- Behaving honestly and with integrity
- Complying respectfully with any lawful and reasonable request given by a staff member's supervisor

- Using resources of the ACO in a proper manner
- Abiding by the policies, procedures and guidelines of the ACO
- Upholding the ACO values and good reputation of the ACO
- Accepting and working with decisions and outcomes determined through the management and governance structures of the ACO
- Establishing a good and healthy work/life balance
- Working constructively to resolve conflict in a timely manner
- Contributing positively to the workplace and the enjoyment and satisfaction of colleagues

## **6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES**

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

## **7. KEY SELECTION CRITERIA**

### **Qualifications**

- A degree or Optometry Council of Australia and New Zealand certification that allows registration to practice optometry in Australia.

### **Knowledge, Experience and Skills**

- Minimum of two years experience working in clinical optometry
- Evidence of achievement of and commitment to high standards of clinical skill and knowledge
- Demonstrated enthusiasm for clinical work
- Evidence of a strong service focus, including capacity to respond and show initiative in the provision of quality services
- A strong motivation to serve the community and in particular people who are disadvantaged
- Demonstrated ability to set and pursue goals for personal development
- Highly professional in manner and appearance
- Good interpersonal skills and an indication of working well with other people
- Self motivated individual who demonstrates flexibility and a positive can-do attitude
- A capacity to contribute towards the goal of the ACO Clinic of providing good care to patients in an efficient and effective way

- A high level of competence in the areas of clinical equipment and technology, computers and public speaking
- Evidence of ability to contribute as a member of a team as well as the ability to work independently

### **Organisational Relationships**

Reports to: Head of Clinic (to be determined)

Supervises: no direct staff supervision  
 may oversee activities performed by undergraduate students  
 may oversee activities of support staff in metropolitan clinics

Internal Liaisons: Chief Executive Officer  
 Director of Clinical Services  
 All staff

### **OTHER RELEVANT INFORMATION**

#### **Employment Screening**

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to protecting and not placing at unreasonable risk vulnerable people, members of the communities we serve and our employees.

***Employment for all positions is conditional on a satisfactory National Police Check valid for working with Children/Vulnerable Groups.*** Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

***Employment in this role is conditional on a satisfactory Working with Children Check.*** Working with Children checks must be renewed every five years.

#### **Pre-employment Medical Check**

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

#### **Privacy Notification**

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

***The Australian College of Optometry is an Equal Opportunity Employer.***  
*With clients from highly diverse cultural and social groups, we welcome applications from people with the widest possible diversity of background, culture and experience including Aboriginal and Torres Strait Islander people.*