

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Graduate Optometrist
<b>ORGANISATION DIVISION:</b>	Clinical Services
<b>EMPLOYMENT TYPE:</b>	Full-Time Two-year fixed term contract
<b>WORK LOCATION:</b>	Carlton clinic; metropolitan clinics; Outreach services throughout Victoria
<b>RESPONSIBLE TO:</b>	A Head of Clinic (to be determined)
<b>OTHER BENEFITS:</b>	Salary packaging Professional Association fees (up to a max \$2000 pro rata per annum) Clinic Professional Development (e.g. case reports and grand rounds, journal club, staff education programs) Low cost CPD Insurance of personal ophthalmic equipment Professional indemnity Insurance for ACO work
<b>DATE LAST REVIEW:</b>	April 2019
<b>APPROVED BY:</b>	Director of Clinical Services

## 1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovation, partnership and leadership in:

**Clinical optometry services** - providing high quality public health eye care for communities in need and leading best practice;

**Research** - undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

**Education** - providing best practice clinical learning pathways for optometrists from pre-registration through to professional practice.

The ACO's work is led by the following values and principles:

- We deeply **care** about eye health;
- Everything we do drives this **purpose**;
- Mutual **respect** guides our expectations;
- We foster excellence through **collaboration** with our patients, partners and teams;
- Our commitment to **innovation** pushes us to question and find better ways;
- We **deliver** what we promise to patients, partners and each other.

## 2. POSITION SUMMARY

Graduate Optometrists are responsible for providing clinical services to patients of the College and pursuing the mission and objectives of the College.

## 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.
- Participate in 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.
- Develop competence in the areas of clinical equipment and technology, computers and public speaking.
- Develop capability in providing clinical services in a range of settings including outreach services in metropolitan and rural areas.
- Participate in other duties which may include assisting in teaching activities, research pursuits, management and administration, and be involved in ACO public health programs.

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

Graduate Optometrists are required to be registered to practice optometry in Australia. They must also have a Medicare provider number appropriate to each location of work. They are expected to 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 become a member of the ACO and maintain memberships/fellowships of other appropriate professional bodies and maintain Professional Indemnity Insurance.

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

Graduate 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.

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

In addition, Graduate Optometrists are expected to maintain first aid and cardio pulmonary resuscitation (CPR) certification as required to retain their registration and Optometry Australia membership.

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

This position reports to one of the Heads of Clinic (to be determined).

Broad direction and support will be provided to Graduate 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. Graduate Optometrists must be able to work without supervision and are expected to take responsibility for outcomes.

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

Graduate Optometrists will be expected to develop 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. Graduates are supported by a mentor and an experienced peer group.

### **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.

### **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 and outreach sites).

### **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**

To be considered for the role of Graduate Optometrist applicants should have:

### **Qualifications**

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

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

- 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
- Sound technology skills; proficient with computers, equipment and technology used to support clinical services
- Demonstrated ability to set and pursue goals for personal development
- Highly professional in manner and appearance
- Good communication and 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 work both independently and as a member of a team
- Ethical and honourable, demonstrating high standards and values, reliable and trustworthy
- A cooperative and supportive attitude towards others at all levels, treating people with respect, fostering collaboration and cooperation
- Understanding and respecting the feelings, needs and cultural differences of others

### **Organisational Relationships**

Reports to: Head of Clinic (TBA)

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  
Clinic Managers  
Lead Optometrists  
All staff

External Liaisons: Other eye care and health professionals  
External agency staff at metropolitan, low vision and outreach sites

## **OTHER RELEVANT INFORMATION**

### **Employment Screening**

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to selecting people to provide a safe environment to our clients.

***Employment for all positions is conditional on a satisfactory National Police Check.*** 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.

During their employment, employees must inform the Human Resources Manager if they are charged with or convicted of any criminal offence, subject to formal disciplinary action by any other current or former employer or are under investigation for any improper or unprofessional conduct which may reasonably be regarded by the ACO as relevant to their position.

### **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 patients 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.*