

POSITION DESCRIPTION

POSITION TITLE:	Lead Optometrist Primary Care
ORGANISATION DIVISION:	Clinical Services
EMPLOYMENT TYPE:	Full-Time or Fractional Full Time (≥0.6)
WORK LOCATION:	Carlton clinic, Victorian metropolitan locations and outreach sites. Limited remote work
RESPONSIBLE TO:	Head of Clinic Operations and Service Improvement
OTHER BENEFITS:	Salary Packaging Low Cost CPD Professional Association fees (up to a max \$2000 pro rata per annum) Insurance of personal ophthalmic equipment Professional Indemnity Insurance for ACO work
DATE LAST REVIEW:	March 2022
APPROVED BY:	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 innovations, partnership and leadership in:

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

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 practices.

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

The Lead Optometrist Primary Care is responsible for providing clinical leadership and is responsible for the organisation, management, and development of clinical services in the Service Area of Clinical Services. The appointee works with the Head of Clinic Operations and Service Improvement to develop and improve efficiencies for both systems and the provision of primary eyecare.

The Lead Optometrist Primary Care will be based primarily at Carlton. Travel may be required to the metropolitan clinics of the ACO in Melbourne and outreach optometry services at various locations.

3. KEY RESPONSIBILITIES

To be successful as the Lead Optometrist Primary Care, the incumbent will:

- Manage the quality, development, and performance of the Carlton General Clinic against key performance indicators including patient growth, service provision, and staff engagement;
- Identify best practice, develop protocols, and drive improvements in models of care and patient management in primary care, working alongside Head of Clinic Operations and Service Improvement ;
- Provide clinical guidance and support for optometry staff providing primary care services;
- Manage the daily allocation of optometry staff, daily operations, and administration of Carlton clinical facility, including clinical dispensing;

- Provide leadership, plan and organise appropriate training, development, and support for optometry staff;
- Lead and support a team of staff expert in the delivery of high quality clinical services;
- Work with the Clinic Heads to procure equipment required for the provision of Clinical services and ensure staff are appropriately trained. Work with the facilities team and clinic leads to ensure the clinic facilities are available for service provision.
- Provide patient centred care and clinical services of high quality and apply a high standard of clinical skill and knowledge;
- 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 meetings for Clinical Services and the ACO;
- Participate in the delivery of clinical teaching including by being assigned as a clinical educator in Clinical Services;
- Contribute to and participate in the generation of knowledge by participating in clinical research; and
- Participate in, contribute to, and support the organisational activities of Clinical Services and the ACO and other tasks that may include administrative or management duties in the ACO as required.

4. SPECIAL REQUIREMENTS

Lead Optometrists are required to be registered to practise optometry in Australia. They must also sign the undertaking and agreements to allow participation in Medicare. They are expected to be therapeutically endorsed and participate in PBS prescribing. They are expected to become a member of the Australian College of Optometry and maintain membership of the Optometry Australia. Lead Optometrists are expected to strive towards becoming a fellow of the ACO.

Lead 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.

Lead Optometrists are expected to contribute to the profession and community through ongoing participation in education including by accessing and reading journals and texts and by regular attendance at lectures, seminars and courses.

Lead Optometrists are expected to maintain first aid and Cardiopulmonary Resuscitation (CPR) certification as required to retain their registration and OA membership.

5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

This position reports to the Head of Clinic Operations and Service Improvement in the Division of Clinical Services.

Broad direction and support is provided to Lead Optometrists who exercise a high level of autonomy in clinical care and leadership. The appointee operates within the framework of guidelines and protocols established by the ACO and profession.

5.1 Level of Supervision/Independence

Lead Optometrists work independently prioritising their own workload and taking responsibility for decisions and outcomes. They liaise regularly with the Head of Clinic Operations and Service Improvement and show initiative with proposals and goals for their areas of responsibility.

5.2 Problem Solving and Judgement

The appointee has a high level of problem solving skills with a methodical and resourceful approach and comprehensive technical knowledge. Sound professional judgement is required for situations of clinical care, staff management and to oversee areas of responsibility.

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 is required in areas of responsibility and is further encouraged regarding other ACO services.

5.4 Resource Management

The appointee manages resources relating to their areas of responsibility relating to assistance with operational management.

5.5 Breadth of the Position

Lead Optometrists demonstrate leadership as well as provide guidance and support for less experienced optometrists, particularly those working in the Clinical Services.

The appointee supports all Clinical Service Heads.

Lead Optometrists are expected to provide clinical care to patients, who are characterised by a wide spectrum of presentations, backgrounds and issues. They will advance and grow primary care.

Other activities may include assisting the management team with staff development, pursuing clinical research and the generation of knowledge, contributing by publication to the optometric literature and involvement in the continuing education program of the ACO.

5.6 Behavioural expectations

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

- Communicating with partners, collaborators, 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; and
- 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 and prescribe therapeutic medicines in Australia.

The appointee also holds either a post graduate qualification in an area of ocular disease management or an equivalent combination of training, education, and clinical experience.

Knowledge, Experience and Skills

The Lead Optometrist Primary Care will be required to have been in equivalent full time clinical practice for at least three years and can demonstrate clinical and professional experiences and credentials.

To be considered for selection as the Lead Optometrist Primary Care , the applicant should have:

- Extensive clinical experience and expertise in the provision of clinical services;
- Evidence of strong service focus, including responsiveness and initiative in the provision of quality services particularly for people who are experiencing disadvantage;

- Ability to drive business development and enhancements in the provision of clinical care through the review, management, and improvement of processes and systems;
- Leadership ability and the potential to participate in staff management and development;
- Well developed interpersonal skills and an indication of working well with other people;
- Evidence of support and assistance for staff towards the goal of providing good care to patients in an efficient and effective way;
- A good understanding of data analysis and reporting;
- Well developed time management skills and ability to manage multiple tasks and prioritise workload;
- A high level of competence in the areas of clinical equipment and technology and computers; and
- The ability to communicate effectively and express ideas clearly and logically, whether verbal or written — to individuals or different sized audiences.

Organisational Relationship

Reports to: Head of Clinic Operations and Service Improvement

Supervises: Optometry staff. May oversee activities working with undergraduate optometry students.

Internal Liaisons: Chief Executive Officer
Director Clinical Services
Clinic Heads
Metropolitan Clinic Site Managers and Lead Optometrists
Manager Daily Operations
Support staff managers
All staff

External Liaisons: Other eye care and health professionals
Aboriginal Service Provider staff
External agency staff at metropolitan, 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 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.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.