

POSITION DESCRIPTION

POSITION TITLE:	Paediatric Clinical Resident
ORGANISATION DIVISION:	Clinical Services
EMPLOYMENT TYPE:	Full Time ; Two-year fixed term contract
WORK LOCATION:	Carlton clinic; metropolitan clinics; Outreach Services throughout Victoria
RESPONSIBLE TO:	Clinical Lead of relevant clinical area
OTHER BENEFITS	Salary packaging Two units of ACO Certificate course Up to 16 study/ professional development days over 2 years
DATE LAST REVIEWED:	May 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 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

Paediatric Clinical Residents are responsible for providing clinical services to patients of the College and pursuing the mission and objectives of the College. Clinical residents are encouraged to consolidate their general skills and are supported to develop specific and advanced skills and knowledge in the identified clinical area of paediatrics.

3. KEY RESPONSIBILITIES

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

- Provide clinical services of high quality and apply a high standard of clinical skill and knowledge.
- Provide clinical services in a personal and caring way that is timely and responsive to patient needs and involves patients in decision making.
- Complete the identified units of study and research project.
- Attend 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 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 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, showing 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.
- 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

Clinical Residents employed by the ACO are expected to be registered to practice optometry in Australia. They must also sign the undertaking and agreements to allow participation in Medicare. Where appropriate they are expected to be therapeutically endorsed and participate in PBS prescribing. They are encouraged to become a member of the Australian College of Optometry and maintain membership of Optometry Australia.

In the course of their duties, Clinical Residents may be expected to travel to the metropolitan clinics of the ACO in Melbourne and provide outreach optometry services at various locations throughout Victoria. Travel and accommodation arrangements are detailed in the Travel Policy.

Clinical Residents are expected to provide their own handheld 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.

Paediatric Clinical Residents are expected to undertake two ACO certificates (ACO Advanced Certificate in Children's Vision and ACO Certificate in Advanced Contact Lenses) and design and complete a small research activity.

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

5. JOB COMPLEXITY, SKILLS, AND KNOWLEDGE

This position reports to the Lead Optometrist of the relevant clinical area.

Broad direction and support will be provided to Clinical Residents who are expected to exercise a high level of autonomy in clinical care. Clinical Residents 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. Clinical Residents must be able to work without supervision and are expected to take responsibility for outcomes.

5.2 Problem Solving and Judgement

Clinical Residents will be expected to have a good 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

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 clinics).

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 Clinical Resident 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

- Clinical Residency appointments are generally for optometrists in their first three years of employment after graduation
- Evidence of achievement of and commitment to high standards of clinical skill and knowledge
- Demonstrated enthusiasm for clinical work
- A strong motivation to serve the community and in particular people who are disadvantaged
- Evidence of a strong patient service focus, including capacity to respond and show initiative in the provision of quality services

- Sound technology skills; proficient with computers, equipment and technology used to support clinical services
- Good interpersonal skills and an indication of working well with other people; A cooperative and supportive attitude towards others at all levels, treating people with respect, fostering collaboration and cooperation
- A capacity to work both independently and as a member of a team
- Demonstrated ability to set and pursue goals for personal development
- Self-motivated, demonstrating flexibility and a positive can-do attitude
- Ethical and honourable, demonstrating high standards and values, reliable and trustworthy

Organisational Relationships

Reports to: Lead Optometrist

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

Safety 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. Working with Children Check Card will be required for some positions.

Employment for all positions is conditional on a satisfactory National Police Check. Police checks must be renewed every three 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.