

POSITION DESCRIPTION

POSITION TITLE:	Lead Optometrist Paediatric Services
ORGANISATION DIVISION:	Clinical Services
EMPLOYMENT TYPE:	Full-Time or Fractional Full Time (≥0.6)
WORK LOCATION:	Carlton clinic, Victorian metropolitan locations and outreach sites
RESPONSIBLE TO:	Head of Specialist Services and Clinical Care
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:	June 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 Paediatric Services is responsible for providing clinical leadership and is responsible for the organisation, management and development of Paediatric Services in the Division of Clinical Services and will work with the Head of Specialist Services and Clinical Care to develop and build clinical services and relationships with external partners.

The Lead Optometrist Paediatric Services will be based primarily at Carlton. Travel may be required to the metropolitan clinics and outreach optometry clinics of the ACO at various locations.

3. KEY RESPONSIBILITIES

To be successful as the Lead Optometrist Paediatric Services, the incumbent will be required to:

Non-Clinical

- Manage the quality, development, and performance of Paediatric Services against key service indicators including patient growth, service provision and staff engagement;
- Identify best practice and drive improvements in models of care and patient management in the area of paediatric and binocular vision services;
- Work alongside the Head of Specialist Services and Clinical Care, to innovate and enhance the area of paediatric services to lead the profession and build and expand clinical care and relationships;

- Advance and grow the provision of paediatric services through innovation and enhancement, partnerships, specialist referrals and establishment of clinical initiatives, in line with the strategic goal of the ACO;
- Undertake management and administrative duties to ensure effective operation and delivery of paediatric services;
- Provide information and reports, monitor and review policies, quality, and standards, and support the business planning and development of paediatric services.
- Actively participate in meetings of Clinical Services and the ACO;
- 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;
- 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;

Clinical

- Provide patient centred care and clinical services of high quality and apply a high standard of clinical skill and knowledge;

Education & Training

- Maintain specialist clinical skill and knowledge in paediatric clinical care by participation in teaching, education, and research;
- Lead, develop and support a team of staff expert in the delivery of high-quality clinical care in the area of paediatric services and binocular vision;
- Participate in assisting with the development of emerging clinicians through involvement with the ACO Paediatric Certificate;
- Participate in the delivery of clinical teaching as may be evidenced by being assigned as a clinical educator for Clinical Services;
- Continually seek to improve their skills and knowledge by accessing and reading journals and texts and by regular attendance at lectures, seminars, and courses;
- Contribute to and participate in the generation of knowledge by clinical research within the area of clinical Paediatric services;

General

- Set personal goals for the development of particular skills or areas of knowledge and pursue those goals effectively;
- Work effectively with Head of Specialist Services and Clinical Care , and other staff;
- Act always in a professional and ethical way in relationships with partners, collaborators, 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.

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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 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 Specialist Services and Clinical Care in Clinical Services.

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

5.1 **Level of Supervision/Independence**

Lead Optometrists must be able to work independently prioritising their own workload and taking responsibility for decisions and outcomes. They are expected to liaise regularly with the Senior Manager who is directly responsible for their work and to show initiative with proposals and goals for their areas of responsibility.

5.2 **Problem Solving and Judgement**

The appointee will be expected to have a high level of problem-solving skills with a methodical and resourceful approach. Sound professional judgement is required for situations of clinical care, staff management and to oversee areas of responsibility. Comprehensive technical knowledge is needed 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 is required in areas of responsibility and is encouraged in other ACO services.

5.4 Resource Management

The incumbent will be expected to manage resources relating to their areas of responsibility and in other roles relating to assistance with operational management.

5.5 Breadth of the Position

Lead Optometrists will be required to demonstrate leadership and provide guidance and support for less experienced optometrists, particularly those working in the clinical service or area of significance for which they accept responsibility. Communication will be required with other health care practitioners, ACO support staff and other senior clinical staff and external agency staff when working off Carlton site (metropolitan clinics, outreach sites, low vision services).

The incumbent will support all Clinical Services managers.

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

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.

Knowledge, Experience and Skills

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

To be considered for selection as the Lead Optometrist Paediatric Services, the applicant should have:

- Extensive clinical experience and expertise in the provision of paediatric eyecare services;
- A post graduate qualification in paediatric services or equivalent combination of training, education, and clinical experience in the provision of paediatric care;
- Ability to drive the business development and enhancements in the area of Paediatric Services;
- Leadership ability and the potential to participate in staff management and development;
- Evidence of a strong service focus, including responsiveness and initiative in the provision of quality services;
- A strong motivation to serve the community and in particular people who are disadvantaged;

- Well-developed interpersonal skills and an indication of working well with other people;
- Self-motivation, flexibility and a positive can-do attitude;
- Evidence of support and assistance for staff towards the goal of providing good care to patients in an efficient and effective way;
- Evidence of the ability to review, manage and improve processes and systems;
- 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, 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 Specialist Services and Clinical Care
Supervises:	Optometry staff working in Paediatric Services . May oversee activities working with undergraduate optometry students. May oversee activities of support staff
Internal Liaisons:	Chief Executive Officer Director Clinical Services Director of Education, Membership and Marketing Metropolitan Clinic Site Managers and Lead Optometrists Support staff managers All staff
External Liaisons:	Other eye care and health professionals Hospitals and paediatric service stakeholders 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 Islander people for roles within the organisation.