

## Position Description

<b>Position Title:</b>	<b>Unaccredited Registrar - Ophthalmology</b>		
<b>Reports to:</b>	<b>Director of CSU</b> <b>Head of Unit – Ophthalmology Unit</b> <b>Professional accountability is to the Chairman, Division of Surgery</b>		
<b>Award / Agreement / Contract:</b>	<b>Victorian Public Health Sector (AMA Victoria) - Doctors in Training - Multi-Enterprise Agreement – 2013-2018</b>		
<b>Classification:</b> <i>eg. RN Div 1, Occupational Therapist Gr2, etc.</i>	<b>As per HM classification</b>		
<b>Hours per week:</b>	<b>43 hours base – as per unit roster</b>		
<b>Employment Status:</b> <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	<b>Fixed Term Full Time</b>		
<b>Reports:</b>	<b>EFT:</b>	<b>NIL</b>	<b>Direct Reports:</b> <b>NIL</b>
<b>Financial Management:</b>	<b>Budget:</b>	<b>NIL</b>	

### Position Purpose

The position of Ophthalmology Registrar involves the management and care of ophthalmology patients in every respect, including assessment, operative and non operative management and postoperative care and follow up in close conjunction with junior and Consultant staff.

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services, Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its sites; including over 1,000 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$900 million

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care. In early 2018, we are finalising our new Strategic Plan 2017-2022 with progressive priorities for the future including a refresh of our vision, values and brand to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further.

Find out more at <http://www.austin.org.au/>

### Local Work Environment

The Ophthalmology unit forms part of the Surgery, Anaesthesia & Procedural Medicine Division, The Head of Ophthalmology is Dr Joan Cosgrove. The unit has approximately eight Consultant Surgeons and 1 Accredited Registrar on rotation from RVEEH. The position is located at the Austin and Heidelberg Repatriation Hospitals.

The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Under Graduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

## Position Accountabilities

### Role Specific

#### Clinical Care

- Participate in registrar presentations, audits and medical students teaching.
- Attend to all referrals within 12 hours
- Participate in Unit meetings and Clinical sessions.
- Perform after hours work and night duty as required.
- Provide a consultative service to other Units as required.
- Supervise and guide HMOs.
- Cover other surgical units as requested by the Hospital
- Demonstrate a commitment to working as a team member with peer medical, resident, nursing and other staff to provide efficient, safe and quality care across the continuum.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.
- Attendance at Division of Surgery audit is compulsory and attendance at Surgical Grand Rounds is expected.

#### Teaching and training

- Participate in both Under Graduate and Post Graduate teaching.
- Maintain log book

#### Research & Education

- Support is available for conferences and educational sessions.
- Research is encouraged.

#### Other

- Assist the Head of Unit in administrative duties as required.
- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues.
- Abide by Austin Health corporate policies and practices as varied from time to time
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when require, at the direction of management

#### All Employees

- Comply with Austin Health policies and procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Report incidents or near misses that have or could have impact on safety and participate in the identification and prevention of risks.

## Key Selection Criteria

### Essential for Performance in the Position

- A commitment to Austin Health values.
- Registered Medical Practitioner in Australia.
- Minimum 3 years post-graduation medical experience and ophthalmology exposure as a Senior HMO essential.
- Have appropriate training and experience in ophthalmology.
- Demonstrated commitment to high quality patient care.
- Demonstrated capability and interest in research.
- Demonstrated commitment to teaching.
- Demonstrated ability to communicate at all levels.
- Demonstrated surgical competency.

### Desirable but not essential for Performance in the Position

- 5<sup>th</sup> year trainee or equivalent
- Able to operate independently
- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Demonstrated understanding of Clinical Governance
- Demonstrated teamwork and collaboration
- Computer skills including use of email and the internet

### Other Relevant Information

#### Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

#### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

### Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

- |                                 |   |
|---------------------------------|---|
| <b>Our actions show we care</b> | We are inclusive and considerate. We appreciate one another, always listening and interacting with compassion.  |
| <b>We bring our best</b>        | We are guided by the needs of our patients, bringing commitment, integrity and energy to everything we do. We are passionate about delivering excellence. |
| <b>Together we achieve</b>      | Our culture of collaboration means we work openly with our people, our community and beyond to achieve great outcomes.                                    |
| <b>We shape the future</b>      | Through research, education and learning we innovate, exploring new opportunities that will change health care for the better.                            |

### Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

### Document Review Details

<b>Review date of Position Description:</b>	
<b>Manager Signature:</b>	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
<b>Employee Signature:</b>	