

## Position Description

<b>Position Title</b>	Orthoptist
<b>Department / Division</b>	Ophthalmology Department, Division of Surgery
<b>Classification</b>	Grade 2 Yr. 1 - Grade 2 Yr. 4 (PN 21 – PN24)
<b>Position reports to</b>	Operational: Chief Orthoptist Professional: Chief Orthoptist
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### ROLE PURPOSE

The Orthoptist is responsible for delivering a high standard of orthoptic and ophthalmic care to out-patients and referred in-patients in both independent and multidisciplinary, consultant led clinics.

The Orthoptist works autonomously and collaboratively on a combination of clinical, administrative, educational and research tasks, as determined by the Chief Orthoptist and/or Director of Ophthalmology. Tasks will vary according to the needs of the Ophthalmology Department.

### KEY ACCOUNTABILITIES

**Provision of Care**

- Lead by example in the delivery of excellent, evidence based orthoptic care.
- Provide evidence based, orthoptic assessment and care of both outpatients and referred inpatients in sponsored or independent clinics in line with key accountabilities.
- Support Grade 1-2 staff in their patient management and clinical reasoning with complex patients.
- Be familiar with and work in accordance with evidence based, RCH Department of Ophthalmology assessment, management and referral guidelines.
- Initiate and facilitate patient discharge in line with department discharge guidelines.
- Maintain accurate and timely record keeping, including assessments, treatment aims, interventions, outcomes and follow up advice.
- Ensure timely provision of care through appropriate prioritisation of own caseload, that of colleagues as well as patient needs.
- Timely completion of administrative tasks relating to the provision of clinical care and advice.
- Act to reduce error and sources of risk in own practice and as well as the broader Orthoptic and Department of Ophthalmology setting.
- Act as a clinical resource to healthcare professionals, delivering specialist advice, support and/or education.
- Maintain clinical consulting rooms, department resources and equipment to a standard for current practice and use.

**Communication**

- Well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders.
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions.
- Facilitate open and effective communication across all levels of the Department of Ophthalmology and more broadly across the organisation.
- Act to remove personal barriers to effective communication.
- Promote an open, friendly, and professionally supportive and educative environment.
- Assist the Chief Orthoptist and Department Director with ad hoc administrative tasks as required.

**Collaborative Practice**

- Be respectful of the needs of patients, parents, visitors, and other staff and maintain a professional approach to all interactions.
- Provide child-centred, family-focused care through partnership with parents/ families.
- Work in collaboration with internal and external colleagues and multidisciplinary teams.
- Provide In-Service training.
- Actively participate as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement.

**Continuous Improvement**

- Actively participate and contribute to continuous improvement and continuing education/CPD opportunities internal and external to RCH.
- Identify personal and professional development needs, and plan and implement strategies for achieving them.
- Achieve and maintain competency in relevant skills in line with departmental requirements relevant to the role.
- Act to reduce error and sources of risk in own practice.
- Contribute positively to change processes, through demonstrating flexibility and openness to change.
- Identify local risks and escalates appropriately to line manager and relevant stakeholders.

**Lifelong learning**

- Attend the RCH Orthoptic Professional Development CPD events and actively contribute to increase professional knowledge and skill base required to maintain role functions and ensure best clinical practice is maintained.
- Participate in projects and educational/CPD events as allocated by the Chief Orthoptist or Department Director.
- Maintain an awareness of current orthoptic and ophthalmic practice and apply the principles of evidence-based practice to clinical work.
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning.
- Actively promote an environment of lifelong learning.

**Supervision, Leadership and People Management**

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework.
- Provide clinical supervision to Grade 1 orthoptists and students, and provides regular, constructive, and developmental feedback to team.
- Supervise students in a supportive environment according to department guidelines.

#### **Research**

- Understands the principles of evidence-based practice.
- Evaluates own practice with respect to the evidence.
- Finds, critically reviews, evaluates & interprets literature and applies to current role/service.
- Supports the department's research culture and agenda.
- Appropriately shares evidence with colleagues within the team and wider community e.g., via a journal club, special interest groups, department/internal/external meetings, and conferences.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Bachelor of Applied Science (Orthoptics) or equivalent.
- Registered with the Australian Orthoptic Board (AOB).
- Demonstrated commitment to work and contribute as part of a team.

#### **Desirable:**

- At least one-year clinical experience in paediatric orthoptics or three years' experience as a clinical orthoptist.
- Experience working with patients with strabismus/ocular motility disorders.
- Experience in, or desire to work in clinical research.

### **KEY SELECTION CRITERIA**

- Highly motivated with a commitment to delivering a high standard of eye care
- A capacity to work both autonomously and within an inter-disciplinary team
- Well-developed organisation and planning skills with the ability to prioritise workload effectively to meet key accountabilities and deadlines
- High level of computer literacy
- Well-developed interpersonal, communication and presentation skills (oral and written ability)
- Flexibility to perform a wide variety of tasks and reprioritise assignments, often at short notice
- Timely and accurate clinical documenting/reporting
- Effective communication and positive, team orientated approach
- Paediatric orthoptic experience
- Clinical research and teaching experience
- Evidence of evaluation of own practice

### **OTHER REQUIREMENTS**

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children Check throughout their employment.
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

## RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

## QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

September 2024