

Statement of Duties

Position Title: Coordinator Low Vision Clinic	Position Number: 508905	Effective Date: February 2016
Group and Unit: Tasmanian Health Service (THS) – Clinical Support		
Section: Clinical Support	Location: South	
Award: Allied Health Professionals (Tasmanian State Service) Agreement	Position Status: Permanent	
	Position Type: Part Time	
Level: Level 3	Classification: Allied Health Professional	
Reports To: Director Allied Health; Consultant Optometrist, Low Vision		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

The Coordinator Low Vision Clinic manages the day-to-day administration of the clinic at the Royal Hobart Hospital (RHH) as well as working with the clinic optometrists and providing follow-up home visits to some patients.

The role is suitable for an allied health professional with an interest in supporting patients of all ages to maximise their independence and cope with the impact of vision loss.

The Coordinator provides patients with support for adjustment to vision loss, education and referrals to other support services where required.

Duties:

1. Coordinate a range of services to maximise each client's capacity to live independently, and refer clients to appropriate services in the community.
2. Act as an advocate for clients in the development, implementation and monitoring of individualised treatment programs to ensure optimum outcomes are achieved.
3. Assess and evaluate client functioning within the home and community, and provide follow up and support to clients within community based programs to ensure safety, independence and the identification of support needs..
4. Advise clients on the availability of community support services and income support programs and liaise with the appropriate services on their behalf to maximise independence.
5. Provide a counselling and support service to clients suffering loss of vision in accordance with current legislation, standards and THS guidelines
6. Provide patient progress reports to the Consulting Optometrist and maintain clinical records including all relevant details on the computer database.

7. Maintain an accurate inventory of all low vision aids held in the Unit and on loan to clients and undertake the maintenance of optical and non-optical aids.
8. Provide regular reports to the Low Vision Steering Committee on assessments, care planning and recommendations.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

The Coordinator is responsible for:

- working without direct supervision. The Consultant Optometrist will provide broad professional guidance.
- exercising initiative and judgement in the resolution of clinical and administrative problems associated with the role.
- maintaining an up to date knowledge of community based support services available to clients suffering vision loss.
- Comply at all times with THS policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate allied health professional course of study at a recognised tertiary institution and registered with the relevant Board or, in the case of self-regulated professions, eligible for membership of the relevant professional association.
- Current Driver's License
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - I. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences

2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge of and experience in the field of low vision including a comprehensive understanding of support services available to clients suffering vision loss.
2. Demonstrated ability to provide counselling and ongoing support for clients, including the ability to assess needs, evaluate services, monitor progress of clients and recommend alternative approaches if necessary.
3. Demonstrated ability to advocate and negotiate on behalf of clients to facilitate change and independence.
4. High level interpersonal and written and verbal communication skills, including high level ability to empathise with clients suffering loss of vision.
5. High level time management skills, including the ability to manage conflicting demands in an environment subject to pressure.
6. High level ability to work without supervision in a multidisciplinary environment and exercise sound professional judgement.

Working Environment:

- The position is based at the RHH however some intrastate travel will be required to service clients in the community.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts,

Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.