

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Orthoptist
Position Number:	508903
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South - Surgical and Perioperative Services
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Head of Ophthalmology Department
Effective Date:	March 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Australian Orthoptic Board</p> <p>Registered with the Australian Orthoptic Board</p> <p>Current Working with Children Registration</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

As an effective member of the Ophthalmic team, the Senior Orthoptist:

- Provides senior-level Orthoptic clinical assessment and treatment.
- Works collaboratively with the Ophthalmology Department to ensure the effective delivery of orthoptic services.
- Undertakes a wide range of general Ophthalmic diagnostic procedures and assists in service development.

Duties:

1. Provide a high level of Orthoptic clinical expertise working as a member of the Ophthalmic team in accordance with established Orthoptic standards and policies.
2. Assess and implement treatment and management programs for patients referred within the Ophthalmic Department or other units within the health care system.
3. Provide vision screening and assessment with support from our paediatric low vision services team.
4. Triage all paediatric and orthoptic related referrals and provide initial Orthoptic assessment to streamline paediatric referrals into the general Ophthalmology clinic.
5. Maintain a register of at-risk paediatric patients attending Eye Clinic. Follow up paediatric fail to attends in a timely manner and refer onto Social Work and Child Safety as necessary.
6. Provide clinical and professional guidance and support to Allied Health Assistants and technician staff within the eye clinic. Allow observation in clinic from undergraduate orthoptic students, medical students, optometry students and child health nurses as required.
7. Maintain adequate treatment records and ensure relevant agencies are notified regarding ongoing management of Orthoptic patients.
8. Be responsible for Orthoptic resources and Eye Clinic diagnostic equipment and be responsible for upgrade and maintenance of stores and equipment.
9. Develop and review policies and procedures for Orthoptic activities and represent the Ophthalmic team at relevant meetings to ensure that services are delivered in accordance with client's and hospital's need.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
11. 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.

Key Accountabilities and Responsibilities:

The Senior Orthoptist directly reports to the Head of the Department of Ophthalmology and is responsible for:

- Contributing to the overall leadership and management of the Orthoptic Services.
- Exercising high degree of independent professional judgement in the provision of clinical services.
- Maintaining contemporary knowledge and use this to develop protocols and guidelines.
- Providing clear direction to staff, so that all staff understand their responsibilities and duties.

- Establishing and maintaining collaborative working relationships within relevant services across the southern region of Tasmania.
- Regularly attending State and National conferences relevant to the specialty of the clinical team.
- Demonstrating commitment to clinical quality and safety through:
 - a. continual learning and development
 - b. application of evidence-based practice and research.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Significant general Orthoptic experience, with high working knowledge and experience in core areas of Orthoptics particularly, paediatric assessment, and assessment of neurological and motility disorders.
2. Ability to work independently while managing a high case load
3. Proficiency in Ophthalmic diagnostic procedures including Visual fields, Optical Coherence Tomography (OCT), fundus photography & A Scan biometry.

4. Proven ability to lead an identified Orthoptic team and coordinate/supervise Orthoptic services, allied health assistants and technicians within the Ophthalmic clinic.
5. Proven commitment to evidence-based practice, quality improvement, research, and ongoing professional development.
6. Demonstrated analytical skills, initiative, and flexibility, including the ability to develop, implement and evaluate service improvements, policies, protocols and procedures, within a complex working environment.
7. Ability to communicate effectively and liaise with a wide referral base within the health care system, and proven ability to deliver comprehensive written and oral reports.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).