

# Position Description

## Orthoptist Grade 3

<b>Classification:</b>	Grade 3
<b>Business unit/department:</b>	Orthoptics
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	20
<b>Reports to:</b>	Operational - Chief Orthoptist Clinical - Director of Ophthalmology Professional - Director of Allied Health
<b>Direct reports:</b>	nil
<b>Financial management:</b>	Budget:
<b>Date:</b>	June 2025

### Position purpose

The Grade 3 Orthoptist is a senior clinical leader and subject matter expert, responsible for delivering high-quality, evidence-based orthoptic care across Austin Health. This role integrates expert clinical practice with leadership, education, research, and service development to ensure optimal patient outcomes and continuous service improvement.

With at least seven years of professional experience and recognised specialist knowledge, the Grade 3 Orthoptist is expected to exercise advanced professional judgement, work autonomously in clinical decision-making, and contribute to the strategic and operational planning of the Ophthalmology Unit. The role includes mentoring and supervising junior orthoptic staff and students, contributing to clinical audits (including biometry and cataract surgery outcomes), and fostering strong relationships with key stakeholders such as La Trobe University and Orthoptics Australia.

Working in close collaboration with the Head of Department, the Grade 3 Orthoptist supports service leadership by promoting best practice standards, advancing innovation through research and teaching, and ensuring clinical governance and quality assurance within the orthoptic service.

## About the Directorate/Division/Department

The Ophthalmology Unit is based in the Outpatients Department at the Repat Campus, where multiple clinics run throughout the week.

The Orthoptic Unit, closely integrated with the Ophthalmology Unit, delivers comprehensive orthoptic services across Austin Health. Both inpatient and outpatient orthoptic services are based at the Repat Campus and the Royal Talbot Campus. The unit is dedicated to providing high-quality patient care and has a strong commitment to undergraduate and postgraduate teaching.

Both the Ophthalmology and Orthoptic Units operate within the Surgical and Procedural Medicine (SAPM) Division, which offers a broad range of surgical services, including elective and 24/7 emergency surgery. The division is committed to delivering exceptional patient care and fostering ongoing professional development for its staff.

## Position responsibilities

### Role Specific:

#### Leadership & Strategic Support

- Provide expert clinical leadership in designated orthoptic-led clinics, supporting the Chief Orthoptist in driving service excellence across Austin Health.
- Support the implementation of service improvement initiatives and caseload prioritisation strategies to enhance responsiveness and safety of clinical services.
- Collaborate with the Chief Orthoptist and Head of Ophthalmology in strategic planning and service development.

#### Clinical Excellence & Quality Improvement

- Deliver high-quality, evidence-based orthoptic care with advanced clinical decision-making in areas such as cataract, glaucoma, neuro-ophthalmology, and retinal disease.
- Work collaboratively with orthoptists, ophthalmologists, nursing staff, and registrars to ensure efficient multidisciplinary clinics and optimal patient flow.



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- Contribute to the development, implementation, and evaluation of clinical protocols and care pathways in collaboration with the Chief Orthoptist and senior medical staff.
- Assist in the auditing of clinical outcomes (e.g., cataract surgery results, biometry accuracy) to inform quality improvement.

### **Workforce Development & Professional Leadership**

- Provide professional supervision, guidance, and support to Grade 1 and 2 orthoptists.
- Contribute to onboarding, peer mentoring, and competency development of new staff under the direction of the Chief Orthoptist.
- Promote a positive team culture and collaborative working environment aligned with Austin Health values.

### **Education & Research**

- Lead and contribute to the clinical teaching of undergraduate orthoptic students in partnership with La Trobe University and in alignment with the department's teaching program.
- Support and participate in the teaching of ophthalmology registrars and medical students, fostering an interprofessional learning environment.
- Actively engage in clinical research and support the Chief Orthoptist in facilitating and promoting research activity within the unit.
- Participate in internal and external professional development events and demonstrate a commitment to continuing professional growth, including presenting at conferences and professional forums.

### **Operational & Administrative Support**

- Support the Chief Orthoptist in optimising clinic workflow and patient scheduling, ensuring high-quality and timely care delivery.
- Provide input into service planning, rostering, and resource utilisation as required.
- Participate in departmental meetings, clinical governance activities, and Austin Health's performance development program.
- Attend Royal Talbot Rehabilitation Centre as required to deliver orthoptic assessments for ABI, Mellor, and Spinal patients.
- Undertake administrative tasks including documentation, reporting, and stock/equipment liaison in support of the service.

### **Stakeholder Engagement & Collaboration**

- Maintain effective communication and relationships with internal departments, La Trobe University, and professional bodies including Orthoptics Australia.



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- Represent the orthoptic service in relevant forums and promote its contributions to interdisciplinary patient care and service innovation.

## Credentialing and Scope of Clinical Practice

- Registration with the Orthoptic Board of Australia.

## Selection criteria

### Essential Knowledge and skills:

- Bachelor of Orthoptics & Ophthalmic Sciences (or equivalent qualification) and registration with the Orthoptic Board of Australia.
- Minimum of seven (7) years of clinical experience in orthoptics, with demonstrated expertise across a broad scope of practice.
- Proven ability to work independently and exercise expert professional judgement in orthoptic-led clinics.
- Commitment to delivering high-quality, evidence-based, patient-centred care.
- Strong understanding of professional, legal, and ethical standards in orthoptic practice.
- Demonstrated commitment to continuous quality improvement, patient safety, and clinical governance.
- Experience supporting service improvement initiatives and implementing change within a multidisciplinary team environment.
- Demonstrated experience in mentoring and supporting the development of junior orthoptists and students.
- Active involvement in undergraduate and postgraduate teaching of orthoptic and medical students.
- Capacity to contribute to research and educational programs in collaboration with the wider ophthalmology team.
- Highly developed interpersonal and communication skills, with the ability to engage effectively with colleagues, students, patients, and stakeholders.
- Proven ability to work collaboratively within a multidisciplinary team to provide coordinated, high-quality care.
- Proficient in the use of clinical information systems and electronic health records.
- Experience with rostering systems and risk management reporting tools.
- Advanced computer literacy, including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- A commitment to Austin Health values, ensuring professional integrity and excellence in patient care.

### Desirable but not essential:

- Previous hospital experience.



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- Higher academic achievements, such as a post-graduate qualification, Honours or above.
- experience overseeing the delivery of clinical trials (external and internal)
- experience in the credentialing of orthoptic extended scope of practice

### Professional qualifications and registration requirements

- Bachelor of Orthoptics & Ophthalmic Sciences or equivalent.
- Registration with the Orthoptic Board of Australia.

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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