



DEPARTMENT OF HEALTH

## Child and Adolescent Health Service

### JOB DESCRIPTION FORM

TITLE	Joyce Henderson Paediatric Ophthalmology Fellow
CCU/CSU/ DIVISION	Surgical Services Clinical Care Unit
DEPARTMENT/WARD	Ophthalmology
SITE/LOCATION	Princess Margaret Hospital for Children

This Job Description Form (JDF) contains details about the role and duties of the above position and the attributes required of the position's occupant.

You have a shared responsibility with your supervisor/manager to ensure that this JDF is kept up-to-date and is used during discussions about your performance, achievements, future goals and development requirements. It is very important that you read this JDF carefully and discuss any matters that are unclear, or of concern, with your supervisor/manager.

In performing your duties, it is important that you are aware of your responsibility to perform your job in a manner that is consistent with the WA Health Code of Conduct, a summary of which is reproduced below for your information. As a CAHS employee, you must note also that you are a Public Sector employee and therefore expected to act in accordance with the Western Australian Public Sector Code of Ethics. Full copies of both the Code of Conduct and the Code of Ethics are available on the intranet.

#### **Our Code of Conduct**

WA Health's Code of Conduct identifies the values that we collectively hold as fundamental in our work and describes how these values translate into action.

We are all responsible for our conduct in the workplace. We aim to encourage each other to uphold the principles and responsibilities outlined in our Code of Conduct and ensure that our behaviour is above reproach and able to withstand public scrutiny.

Our clients, their families, carers and other users of the health system are foremost in our decisions and actions.

#### **Our Values**

**Care** by demonstrating commitment and consideration to others as we work.

**Respect** for each other, our clients and their families, carers and the community by preserving individual dignity and supporting the right of everyone to make choices.

**Excellence** by providing high quality, accessible, integrated and safe health care to the community. We believe in working in partnership with clients to improve their health.

**Integrity** by providing quality services and advice for the common good and having honest dealings and communication with other people.

**Teamwork** by valuing the contribution of the team, working safely and cooperatively and communicating effectively with the team.

**Leadership** by communicating WA Health's vision, taking responsibility for our actions and decisions and displaying trust in our colleagues.



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### JOB DESCRIPTION FORM

<b>JOYCE HENDERSON</b>	
<b>FELLOW PAEDIATRIC OPHTHALMOLOGY SURGERY - YEAR 1-2</b>	
SURGICAL SERVICES CLINICAL CARE UNIT	
Position No: <b>520726</b>	Effective Date: <b>March 2014</b>

**INDUSTRIAL AWARD / AGREEMENT:** Department of Health Medical Practitioners (Metropolitan Health Services) AMA Industrial Agreement 2013

REPORTING RELATIONSHIPS	
Responsible to	Chair Surgical Services Clinical Care Unit
Responsible to	Head of Dept, Ophthalmology & Managing Director Lions Eye Institute
THIS POSITION	

POSITIONS UNDER DIRECT SUPERVISION			OTHER POSITIONS UNDER CONTROL	
<u>Title</u>	<u>Classification</u>	<u>FTE</u>	<u>Category</u>	<u>FTE</u>
TOTAL FTE's:			TOTAL FTE's:	

**PRIME FUNCTION / KEY RESPONSIBILITIES:** The Fellow's clinical responsibilities would mainly involve research and clinical service into prevention and treatment of children's eye injury in Western Australia based at Princess Margaret Hospital (PMH). The position would also help increase the research collaboration between Lions Eye Institute (LEI) and PMH with 50% of time spent at the Lions Eye Institute.

## BRIEF STATEMENT OF DUTIES

### Clinical Duties

- Evaluation of patients including taking medical history and physical examination.
- Formulation of differential diagnoses and organising further investigations as appropriate including blood tests, x-rays and other diagnostic tests.
- General surgical care of ward and clinic patients including prescribing medications and therapeutic interventions.
- Ensuring communication with junior medical staff and with other members of the team providing care to the patient.
- Referral of patients to, and communication with, medical specialists as indicated.
- Provision of advice to colleagues both within and outside the hospital.
- Performance of surgical procedures where appropriate, or assisting with medical procedures / operations, as required, specific to the discipline of Ophthalmology.
- Certification of deaths, informing the coroner where necessary and reporting notifiable diseases to the relevant government authority.
- Arrangement of urgent and elective hospital admissions for patients.
- Supervision of Interns and Residents.
- Teaching Undergraduates, Interns and Residents.
- Preparing case presentations for Grand Rounds and Departmental meetings..
- Participating in or assisting with research projects.
- Involvement in clinical audits and Mortality and Morbidity meetings.

### General Duties

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performing duties in accordance with relevant Occupational Safety and Health and Equal Opportunity legislation.
- Performing duties in accordance with Government, WA Health, North Metropolitan Area Health Service and Departmental / Program specific policies and procedures.
- Participation in a continuous process to monitor, evaluate and develop services and performance.
- Undertaking other duties as directed.
- Participation in on call roster.

### Research and Education Duties

- Encouraging community / user participation in direction of research programs.
- Assisting in the design of research into the prevention of children's eye injuries, including preparation and obtaining of appropriate ethical clearances and preparation of funding applications, in conjunction with research support staff, other investigators and collaborators.
- Conducting research, recruitment of and interaction with participants in research studies in accordance with the University of Western Australia's (UWA) and/or PMH approved human research ethics protocols.
- Recruiting participants and collecting research data and/or overseeing the contribution of junior research staff to these activities.
- Examining research study participants.
- Collating research data for epidemiological studies.
- Contributing to the analysis of data, preparation and submission of manuscripts and reports.
- Participating in community education to prevent children's eye injuries and publicising results of the research undertaken.
- Effective liaison with LEI, PMH and UWA staff, students, research participants and external organisations on research matters.
- Involvement in outreach paediatric eye clinics to remote regions of Western Australia.

Promote awareness of and ensure compliance with:

- clinical and/or corporate governance requirements; and
- legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.

**SELECTION CRITERIA**

**ESSENTIAL MINIMUM REQUIREMENTS**

1. Eligible for registration by the Medical Board of Australia.
2. Permanent residency status in Australia or able to be sponsored for temporary residency status.
3. Currently enrolled in Ophthalmology training program in country of origin and have completed RACE or equivalent.
4. Demonstrated high-level interpersonal skills including abilities to consult and negotiate with other stakeholders to ensure project objectives are met.
5. Demonstrated evidence of written and oral communication skills including abilities to research and write reports.
6. Demonstrated evidence of abilities to work effectively both independently and as a member of a team.
7. Demonstrated evidence of an understanding of data management, data analysis and knowledge of statistical analysis methods.
8. Demonstrated evidence of experience with completion of all aspects of high quality research from conception of ideas to publication of manuscripts.
9. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

**DESIRABLE REQUIREMENTS**

1. Shows a personal commitment to Continuing Professional Education and Development.
2. Shows an interest in and commitment to research and teaching.
3. Demonstrated evidence of good presentation skills.

**LOCATION:** Princess Margaret Hospital

**APPOINTMENT FACTORS:** Evidence of registration by the Medical Board of Australia must be provided prior to commencement. This position is subject to a successful Criminal Record Screening Check and a successful Pre-Placement Health Screening Clearance Check. This position is subject to a Working With Children (WWC) Check. This is a compulsory check for people who carry out child related work in Western Australia.

**CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)**

**Executive Director / Director / Head of Department:** The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title	Signature	Date
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**Human Resource Delegate - Job Description Approved.**

Title	Signature	Date
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**Occupant -** I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)	Signature	Date
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