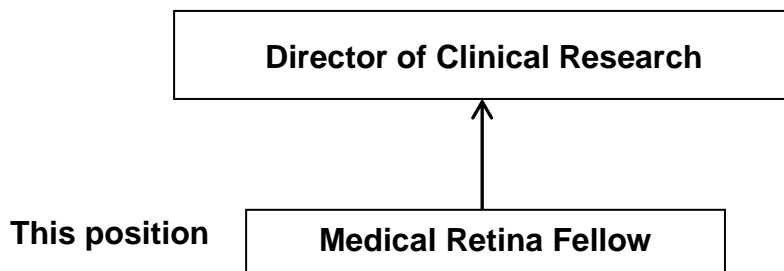


Job Description Form

Section 1 – Position Identification

| | |
|-------------------|-----------------------|
| Job Title | Medical Retina Fellow |
| Division | Research |
| Department | Clinical Research |
| Section | Clinical Research |

Section 2 – Position Relationships



Section 3 - Key Responsibilities

The Medical Retina Fellow provides clinical and research support and conducts translational research into causes, diagnosis and treatment of autoimmune, inflammatory, paraneoplastic and degenerative diseases of the retina and choroid.

The Medical Retina Fellow will work with the Director of Clinical Research and assist in general medical retina clinics, recruit clinical trials patients, perform retinal assessments and record clinical phenotype. Key responsibilities will include literature review, manuscript preparation, study design, grant and ethics application, coordination of participant recruitment and scheduling. This position interacts with clinical and research collaborators in Australia and overseas to facilitate the conduct of multi-centre research projects.

1. MISSION AND VALUES

- 1.1. Commitment to the philosophy and values of the Lions Eye Institute.
- 1.2. Integration of values into everyday working decisions

2. STATEMENT OF DUTIES

- 2.1. Evaluation of patients including taking medical history and physical examination
- 2.2. Formulation of differential diagnosis and organise further investigation as appropriate including pathology, radiology and other diagnostic tests
- 2.3. Referral of patients to and communication with medical specialists as indicated
- 2.4. Ensuring communication with junior and other senior medical staff and with other members of the team providing care to the patient.
- 2.5. Performance of surgical procedures where appropriate or assisting with medical procedures or surgical operations, as required, specific to the presenting ophthalmology condition
- 2.6. Supervision of residents and interns
- 2.7. Preparing case presentations for teaching rounds and departmental meetings
- 2.8. Assisting in the design of research projects into the causes, diagnosis and treatment of autoimmune and inflammatory retinopathy, including preparation of funding applications and appropriate ethical clearances in conjunction with research support staff, other investigators and collaborators.
- 2.9. Conducting research, recruitment of and interaction with participants in research studies in accordance with research ethics protocols.
- 2.10. Encouraging community / user participation in direction of research programs.
- 2.11. Recruiting participants and collecting research data and/or overseeing the contribution of junior research staff to these activities.
- 2.12. Contact and schedule research participants and coordinate bookings for assessments
- 2.13. Examining and performing investigations on research study participants.
- 2.14. Data collection and collation of research data for registry studies.
- 2.15. Contributing to the analysis of data, preparation and submission of manuscripts and reports
- 2.16. Effective liaison with LEI, UWA and RPH staff, students, research participants and external organisations on research matters.
- 2.17. Assist with preparation and follow up of research related correspondence and documents
- 2.18. Communicate effectively with all team members.
- 2.19. Ensures confidentiality is maintained at all times.
- 2.20. Actively supports LEI Policies and Procedures
- 2.21. Other duties as directed

3. SELECTION CRITERIA

Essential

- 3.1. Eligible for registration by the Medical Board of Australia
- 3.2. Permanent residency status in Australia or able to be sponsored for temporary residency status
- 3.3. Experience in ophthalmology and medical retina through training program or equivalent.
- 3.4. Demonstrated high-level interpersonal skills including the ability to consult and negotiate with other stakeholders to ensure project objectives are met
- 3.5. Demonstrated evidence of written and oral communication skills including the ability to conduct research activities and write reports
- 3.6. Demonstrated evidence of ability to work effectively both independently and as a member of a team
- 3.7. Demonstrated evidence of an understanding of data management, data analysis and knowledge of statistical analysis methods
- 3.8. Demonstrated evidence of experience with completion of all aspects of high quality research from conception of ideas to publication of manuscripts
- 3.9. 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

- 3.10. Shows a personal commitment to continuing professional education and development
- 3.11. Completed basic ophthalmology training
- 3.12. Shows an interest in and commitment to research and teaching
- 3.13. Demonstrated evidence of good presentation skills
- 3.14. Demonstrated evidence of high standard of ophthalmic clinical and surgical care achieved through quality improvement audit and audit cycle

4. CONDITIONS OF EMPLOYMENT

- 4.1 Individual Employment Contracts
- 4.2 Commitment to the philosophy and values of the Lions Eye Institute.
- 4.3 WA Workers with Children's Check
- 4.4 WA Police Clearance

5. Approval

Approved By:

A/Prof Fred Chen
Director of Clinical Research