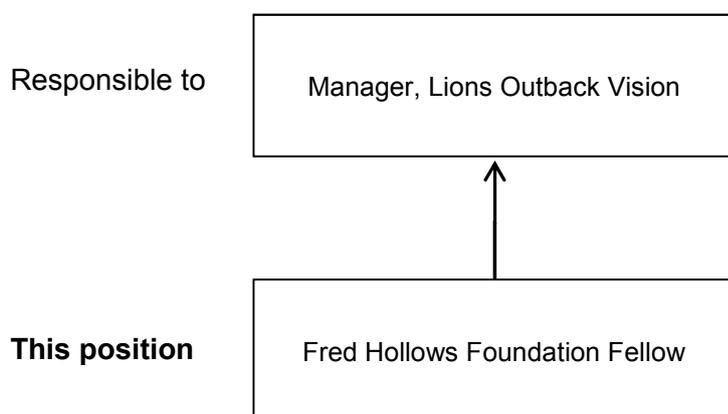


Job Description

Section 1 – Position Identification

Job Title	Fred Hollows Foundation Fellow
Department	Lions Outback Vision

Section 2 – Position Relationships

Section 3 – Key Responsibilities and Selection Criteria

The Fred Hollows Foundation Fellow provides clinical and research support for Lions Outback Vision, working with the McCusker Director in leading and assisting the delivery of clinical services to benefit regional, remote and Indigenous Western Australians.

Outreach is supported with clinical involvement from the Fellow who accompanies consultants and registrars during outreach trips for up to three weeks at a time. Outreach services are delivered to regional areas on a roster according to the yearly visits schedule.

The role also supports coordination of services, liaison with patients transferred to urban areas, on-call support, telehealth consultations and research opportunities with a range of active projects.

1.0 KEY RESPONSIBILITIES

Clinical Duties

- 1.1 Approximately 22 weeks of outreach clinics throughout WA
- 1.2 Provide clinical services to Perth clinics
- 1.3 On-call telephone advice support for GPs and optometrists from regional sites where telehealth is not practical, with occasional on-call for registrars at Perth hospitals needing advice on country patients.
- 1.4 Conduct telehealth consultations as required

Administration/Logistics

- 1.5 Provides administrative and logistical support for outreach clinics, including answering patient enquiries, arranging follow-up, troubleshooting, communicating with other health care providers, consolidating referral pathways and other administrative duties required to ensure smooth running of clinics;
- 1.6 Regular assessment and triaging of written patient referrals;
- 1.7 Assist in inventory stocktake where necessary for outreach trips with travelling kit.
- 1.8 Contributes to the units reporting requirements and completes Quarterly and Annual Fred Hollows Foundation Reports.

Research

- 1.6 Develop written grant proposals for research and funding bodies as they arise during the year, with support from other members of Outback Vision.
- 1.7 Analysis and write-up of study results from new or existing projects at Lions Outback Vision, with a view to publishing as peer-reviewed journal articles or technical reports.
- 1.8 Participate in matters relating to research, e.g. critical analysis of new or important literature, update on research progress, rehearse talks and presentations in front of the group, assess grant applications etc.

Professional Development

- 1.9 Involvement as required on committees such as Telehealth Steering 4.2 Group, Indigenous health networks, relevant metropolitan hospital meetings (RPH).
- 1.10 Teach ophthalmology registrars and residents at their Friday afternoon teaching on at least two occasions during the year. Topics by negotiation with registrars.
- 1.11 Mentor students who visit the LOV program and support sessions at the Rural Clinical Schools.
- 1.12 Participation and presentation where appropriate at conferences during the year, e.g. Rural Health West, RANZCO WA Branch Meeting, RANZCO Scientific Congress.
- 1.13 Supporting other members of the unit on an ongoing basis where needed, e.g. assisting with reports, providing clinical input for non-clinical staff, helping with scheduling and logistics, chairing team meetings if required etc.

Other Duties

- 1.14 Comply with Quality, Health and Safety requirements, laws, regulations and company policy/procedures
- 1.15 Undertake reasonable steps to protect personal health and safety and others in the workplace
- 1.16 Follow safe work practices and use personal protective equipment as appropriate to position and protocol
- 1.17 Participation and support in Quality/OHS activities and OSH/Quality training initiatives including participation in quality audits (as required)
- 1.18 Report hazards and injuries to appropriate personnel

- 1.19 Attend and complete mandatory training requirements (as determined by your position and Manager)
- 1.20 Other duties as directed

OHS & Compliance

- 1.21 Comply with Quality, Health and Safety requirements, laws, regulations and company policy/procedures
- 1.22 Undertake reasonable steps to protect personal health and safety and others in the workplace
- 1.23 Follow safe work practices and use personal protective equipment as appropriate to position and protocol
- 1.24 Participation and support in Quality/OHS activities and OSH/Quality training initiatives including participation in quality audits (as required)
- 1.25 Report hazards and injuries to appropriate personnel
- 1.26 Attend and complete mandatory training requirements (as determined by your position and Manager)
- 1.27 Identifies and documents work place hazards and strategies to minimise risks
- 1.28 Promotes staffs awareness of relevant policies and procedures
- 1.29 Promotes availability of Occupational Health and Safety Policies/Procedures.
- 1.30 Other duties as directed

Risk Management

- 1.31 Assist the Institute, your manager and co-workers to identify, manage and mitigate risks in the workplace or to the Institute and its staff, patients and visitors.

2.0 SELECTION CRITERIA

Essential

- 2.1 MBBS Qualification
- 2.2 Eligible for registration by the Medical Board of Australia
- 2.3 Permanent residency status in Australia.
- 2.4 Experience in ophthalmology and medical retina through training program or equivalent, including telehealth.
- 2.5 Demonstrated high-level interpersonal skills including the ability to consult and negotiate with other stakeholders to ensure project objectives are met
- 2.6 Demonstrated evidence of written and oral communication skills including the ability to conduct research activities and write reports
- 2.7 Demonstrated evidence of ability to work effectively both independently and as a member of a team
- 2.8 Ability to build rapport and communicate effectively with Aboriginal patients, their families and care-givers
- 2.9 Ability to adapt and be flexible to changes in priorities, organisational/ department needs and work environments
- 2.10 Ability to travel to rural sites throughout WA
- 2.11 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

3.0 CONDITIONS OF EMPLOYMENT

- 3.1 Individual Contracts of Employment
- 3.2 Willingness to be flexible and adjust hours to meet work demands, including occasional peak periods where required to work evenings or weekends.
- 3.3 Requirement for on-call work.
- 3.4 Travel to multiple regional and remote sites for up to 3 weeks at a time

- 3.5 It is expected that this position description will change over time due to the nature of LOV activities but this will be discussed beforehand with the appointee
- 3.6 Commitment to the philosophy and values of the Lions Eye Institute and integration of these into everyday working decisions
- 3.7 Implementation of Occupational and Health standards.
- 3.8 Actively supports LEI Policies and Procedures

4.0 APPROVAL

Approved By: *Manager, Lions Outback Vision*

Employee Acknowledgement

I acknowledge:

- I have read and fully understand the Position Description and requirements of the position
- I agree that I have the physical ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- LEI may alter the duties of this position description if and when the need arises. Any such change will be in consultation with affected employee(s)

Employee signature: _____

Print Name: _____

Date: ____/____/____