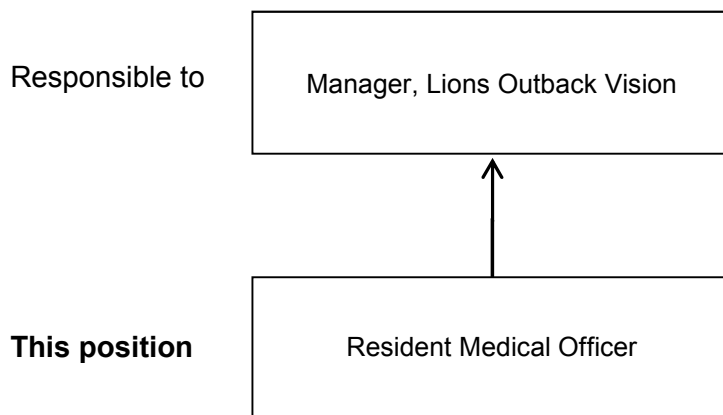


Job Description

Section 1 – Position Identification

Job Title	Resident Medical Officer
Department	Lions Outback Vision

Section 2 – Position Relationships



Section 3 – Key Responsibilities and Selection Criteria

The Resident Medical Officer (RMO's) provides clinical support for the Lions Outback Vision Van and activities conducted at Lions eye Institute, Regional Clinics and Perth Metropolitan clinics, such as Derbarl Yerrigan.

The role also supports coordination of services, liaison with patients transferred to urban areas, telephone support, and research as directed by the Director of Lions Outback Vision.

1.0 KEY RESPONSIBILITIES

Key Responsibilities

- 1.1 Prepares for clinics and provides clinical support during outreach trips (hospital and vision van) for consultant or Fellow;
- 1.2 Assist with biometry and pre-operative assessments;
- 1.3 Support strategies of the LOV team to improve the capacity of mainstream primary care services into regional and rural areas of WA and deliver culturally competent services
- 1.4 Ensure record-keeping, reporting and data collection is performed and accurate;
- 1.5 Follow-up on patient results, referrals and transfers to metro centres;
- 1.6 Assist in documenting clinical activity and audits;
- 1.7 Contribute to improvements in Telehealth services;
- 1.8 Align clinical activity reporting with research output and auditing requirements;
- 1.9 Assist with stocking and equipping outreach trips;
- 1.10 Completes dedicated research as directed.
- 1.11 Performs work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all other corporate/departmental policies and procedures;
- 1.12 Performs other related duties as assigned.

OHS & Compliance

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

Risk Management

- 1.23 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 Medical Internship completed (currently at PG 2 or above);
- 2.3 An understanding of outreach eye health services, including telehealth;
- 2.4 Advanced interpersonal skills and written communication skills including experience in report writing and relationship building;
- 2.5 Ability to build rapport and communicate effectively with Aboriginal patients, their families and care-givers.
- 2.6 Excellent computing skills including database, spreadsheet, word-processing, outlook/mail and calendaring;

- 2.7 Excellent problem-solving, project management, collaborative decision-making and analytical skills;
- 2.8 Can work effectively both independently and as part of a team and can prioritise and effectively time manage to reach desired outcomes;
- 2.9 Ability to adapt and be flexible to changes in priorities, organizational/department needs and work environments
- 2.10 Demonstrate creativity, integrity and enthusiasm in achieving results
- 2.11 Ability to travel to rural sites throughout WA;
- 2.12 Working knowledge of relevant legislation including occupational health and safety and privacy and confidentiality processes.

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 Travel to multiple rural sites for up to 3 weeks at a time
- 3.4 Main location for working hours at LEI, Nedlands office.
- 3.5 It is expected that this position description will change over time to accommodate LOV activities and priorities 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: *McCusker Director LOV*

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: ____/____/____