

POSITION DESCRIPTION

Position Title:	General Ophthalmology Fellow
Business Unit/Division:	Office of CMO
Award Agreement:	In accordance with the AMA Victoria – Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification:	HM25 – HM30
Employment Type:	Fixed term, full time
Reports to:	Ophthalmology Unit Consultants, Head of Ophthalmology Unit and Director of Surgery, Chief Medical Officer through the Junior Medical Workforce Unit
Date Prepared/Updated:	August 2025

General Role Statement:

The Northern Health Ophthalmology Service is provided through the division of surgery. The NH Ophthalmology Unit provides its current medical and surgical services through Broadmeadows Hospital. NH Ophthalmology Unit has a partnership with RVEEH as it supports registrar training. NH Ophthalmology Unit is strongly supported by orthoptists as well as outpatient and theatre staff. The self-contained dedicated well-equipped outpatient clinic is located meters away from the state-of-the-art new day surgical unit (DSU) providing a very patient and clinician friendly work environment.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Department of Ophthalmology consists of:

- 10 Consultants
- 4 Orthoptists
- 1 Full-time Fellow (this position) and possibility a second fellow in 2025 (0.5 at Northern/0.5 RVEEH)
- 0.5 RANZCO accredited registrar

The Northern Health Ophthalmology Service is provided through the division of surgery. The NH Ophthalmology Unit provides its current medical and surgical services through Broadmeadows Hospital. NH Ophthalmology Unit has a partnership with RVEEH as it supports registrar training. NH Ophthalmology Unit is strongly supported by orthoptists as well as outpatient and theatre staff. The self-contained dedicated well-equipped outpatient clinic is located meters away from the state-of-the-art new day surgical unit (DSU) providing a very patient and clinician friendly work environment.

The post is innovative as it combines excellent surgical opportunities with clinical training in house as well as advanced learning opportunities at the Royal Victorian Eye and Ear Hospital. This is made possible by harmonizing timetables so all major teaching events by the fellow can be attended except in extenuating circumstances. In addition, a central location with services being delivered at Broad meadows Hospital makes for easy access from most suburbs of Melbourne.

There is no on-call and inter-site work is rare being occasional calls to see patients at Northern Hospital in Epping.

Candidates are expected to be actively involved with Divisional, sub-specialty and unit audit, medical student, junior resident and registrar education and research including participating in the NH Research Program submitting research proposal/s with the desired aim being conference presentation or paper publication as part of their ongoing CME and personal development requirements.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Support and assist the unit in the provision of high-quality services consistent with Northern Health values
- Provide clinical leadership through:
 - Active involvement in patient care
 - Assistance in the management of emergency patients and elective patients
 - Urgent consultation and assistance in resuscitation and management of patients
 - Support outreach services across the network
- Ensure enhanced patient flow from the emergency department to wards and/or theatre whilst facilitating efficient and timely discharge of patients
- Ensure that registrars are given appropriate access to clinical activities to comply with training requirements
- Participation in:
 - Allocated Fellow sessions, either scheduled or on an as required basis
 - Unit on-call roster and emergency operating
 - Audit and other quality activities and committees
 - Team meetings, ward rounds and other unit activities
- Contribute to ongoing service improvement and clinical and workforce innovation
- Ensure Northern Health provides high quality accessible surgical services within allocated resources and meets the needs of the Northern Health community
- Complete all mandatory training and professional development requirements

Strategic and Project Management Leadership

- Contribute to processes ensuring patients receive high quality services and continuity of care, and that high-quality clinical standards and clinical outcomes and risk management approaches and accreditation requirements are achieved
- Undertake relevant quality & safety activities to ensure you and your area of responsibility comply with the National Safety & Quality Health Service (NSQHS) Standards
- Lead timely access to inpatient and outpatient services
- Contribute to the provision of excellence in clinical services, research, education and knowledge transfer
- Contribute to the establishment and maintenance of a high-quality multidisciplinary team, open communication, collaborative working relationships and professional behaviours
- Supervise clinical staff and encourage open communication including escalation of concerns
- Duties as outlined in the relevant Enterprise Agreement

Organisation-Wide Contribution

- Participate and co-operate in consultative processes to improve health and safety
- Manage staff through effective development strategies; ensure there are effective consultation and communication processes in place
- Monitor the operations and continuous improvement of the Northern Health Occupational Health and Safety Management System to provide a safe and positive workplace
- Provide leadership and support for junior medical staff, appraise their performance, ensure staff complete mandatory and required training and are provided with professional training and development
- Ensure financial responsibility and implement strategies that will ensure sustainable measures are in place

Diversity and Inclusion

- Advocate for and inclusive, culturally safe work environment and celebrate the diversity of the Northern community
- Advocate for patient rights and encourage and support patient participation in their care
- Create an environment that is conducive to learning and encouraging of medical students
- Create an environment that is conducive to the growth, development and learning of trainees
- Create an environment that is conducive to the growth, development and learning of all staff

Innovation and Culture Change

- Support academic, research, education, training & supervision roles

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Applicants must have at least 3 years of accredited training
- Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the

Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Knowledge, Skills and Behaviours

- Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees
- Capacity to be an effective member of the team, stimulate constructive debate and support colleagues in the achievement of objectives
- Able to communicate effectively with team members and colleagues
- Able to communicate effectively and appropriately with patients and families, including those from diverse cultural backgrounds
- Maintains clinical and administrative documents accurately
- Facilitates continuity of patient care through effective communication and handover of relevant information

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: