

Job Description

Specialist Ophthalmologist

Surgical and Perioperative Services

Position Title:	Specialist Ophthalmologist
Organisation Unit:	Surgical and Perioperative Services
Location:	Whangarei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	General Manager, Surgical and Perioperative Services, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> To provide a high quality of care for all patients presenting to the Ophthalmology Department, ensuring ready access to prompt care on the basis of priority. To manage patients efficiently and safely To achieve economies which do not compromise quality of care To instruct, teach and advise Resident Medical Officers and Medical Students in relation to ophthalmology To participate actively and contribute to quality improvement and service development To undertake administrative tasks in a timely and competent manner

Functional Relationships

The Specialist Ophthalmologist will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> General Manager of the Service Clinical Director of the Service Service Manager Chief Medical Officer Chief Operating Officer Director of Nursing and Midwifery Consultants in the Department Consultants from other specialities Registrars and House Officers Clinical Nurse Manager Clinical Nurse Specialist Theatre Manager and theatre staff Eye clinic staff including nursing and clerical 	<ul style="list-style-type: none"> GPs and external referrers Tertiary Specialists and referral Hospitals Professional bodies & College Private providers Patients and their families Other relevant community agencies

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Specialist Ophthalmologist encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Responsibilities
- Records and Documentation
- Patient Information and Informed Consent
- Staff and Patient Relations
- Consultation Advice
- Quality Assurance
- Team Effectiveness
- Service Planning, Budgeting and Management
- Resource Utilisation
- Teaching Responsibilities
- Continuing Medical Education
- Statutory Requirements
- Consultancy
- Telehealth
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora Te Tiriti o Waitangi Training
Clinical Responsibilities	<ul style="list-style-type: none"> • Professional responsibility to patients is paramount. • The Specialist Ophthalmologist will perform clinical duties which lie within their training and ability and will manage patients according to contemporary convention and college guidelines. • The Specialist Ophthalmologist will work collaboratively and share responsibility with his or her colleagues to ensure an efficient and effective quality critical care services are provided. <p>Clinical Duties of the Specialist Ophthalmologist may include:</p> <p><u>Outpatient Clinics</u></p> <p>To undertake Outpatient clinics for the consultation and the treatment of New patients, Follow-up patients, and special interest clinic patients.</p> <p>Clinic work includes supervising the work of Junior medical, nursing and technical staff attached to the clinic and occasionally training elective medical students.</p> <p>Clinic work also includes corresponding and arranging investigations, treatments, consultation with colleagues and other associated activities.</p> <p><u>Operating Theatre</u></p> <ul style="list-style-type: none"> • Ensure all surgery is conducted safely and efficiently. Ensure scheduled theatre session time is fully maximised so that patients receive their surgery as booked.
Records and Documentation	<ul style="list-style-type: none"> • Comprehensive and accurate medical records will be maintained for all patients with whom the Specialist Ophthalmologist is involved.
Patient Information and Informed Consent	<ul style="list-style-type: none"> • Patients will be given a clear explanation of all procedures and treatments where possible. • Informed consent will be obtained from all patients in accordance with Te Whatu Ora policy.
Staff and Patient Relations	<ul style="list-style-type: none"> • The Specialist Ophthalmologist will work together with other Ophthalmologists to ensure provision of a high-quality service. • The Specialist Ophthalmologist will liaise with other specialists and staff as necessary to maintain optimal patient care.

Key Responsibility Area	Expected Outcomes
Consultation Advice	<ul style="list-style-type: none"> The Specialist Ophthalmologist will see and advise on inpatients referred by hospital specialist colleagues for an opinion. When on call the Specialist Ophthalmologist will liaise with RMOs, also Auckland Hospital colleagues when necessary, to ensure continuity of service and appropriate use of resources.
Quality Assurance	<ul style="list-style-type: none"> The Specialist Ophthalmologist will maintain the high standards of patient care as set out by RANZCO. The Specialist Ophthalmologist will participate in quality assurance activity including reviews of patient care, reviews of complications and reviews of any deaths that occur in the service. The Specialist Ophthalmologist will contribute to the departmental clinical audit program. The Specialist Ophthalmologist will attend as appropriate to any enquiries or complaints from patients, relatives, staff or management. The Specialist Ophthalmologist will contribute to the formal review of staff within the department annually. The Specialist Ophthalmologist will participate in developing initiatives for patient safety and quality improvement
Team Effectiveness	<ul style="list-style-type: none"> The Specialist Ophthalmologist will work collaboratively with other specialists in the department to ensure provision of a quality service. The Specialist Ophthalmologist will liaise with other clinical specialists as necessary to maintain optimal patient care. Cover for absent colleagues will be provided in accordance with policy and departmental practice.
Service Planning, Budgeting and Management	<ul style="list-style-type: none"> Each Specialist Ophthalmologist shall contribute in part to administration of the Department and work together to achieve an effective service.
Resource Utilisation	<ul style="list-style-type: none"> Each Specialist Ophthalmologist is responsible for the effective and efficient use of resources including ophthalmology supplies and pharmaceuticals.
Teaching Responsibilities	<ul style="list-style-type: none"> Ensure that systems are in place for the requirements to train and assess University of Auckland 5th & 6th year students and Trainee Interns. Ensure effective teaching for Ophthalmology Registrar. Contribute to the RMO training programme. Provide oversight and teaching to Ophthalmology nursing staff
Continuing Medical Education	<ul style="list-style-type: none"> The Specialist Ophthalmologist will keep up to date with trends and developments and utilisation of technology in intensive care medicine on an ongoing basis. This will be done through regular discussion with colleagues, reading literature and participating in conferences and meetings. Formal approval of an ethics committee via the Chief Medical Officer will be sought for any research undertaken or involvement in therapeutic trials which will be conducted in assistance with other ethics committees' protocols.

Key Responsibility Area	Expected Outcomes
Statutory Requirements	<ul style="list-style-type: none"> The requirements of all Acts relevant to clinical practice are observed. Procedures involving patients meet statutory requirements and are fair and clinically appropriate.
Consultancy	<ul style="list-style-type: none"> Courts and other agencies are advised on Service matters where appropriate. Opinions are given in an appropriate manner on changes to statutes and controversial and ethical issues within current guidelines and policies. Media requests for comment on clinical matters related to the Service are dealt with promptly in conjunction with the Clinical Director, Chief Medical Officer and Te Whatu Ora media staff as appropriate.
Telehealth	<ul style="list-style-type: none"> It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
Health & Safety	<ul style="list-style-type: none"> Ensure compliance with designated responsibilities detailed in Northland District Health Board's Health and Safety Policy and annual objectives Promote an environment of physical, occupational, cultural, ethical and legal safety Participate in the organisation's Health and Safety Management training programme. Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> Practicing and observing safe work methods; The use of safety equipment; Reporting unsafe conditions or equipment; and Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Vocationally Registered Ophthalmologist – Registerable in New Zealand• A New Zealand driver's licence or equivalent• Current Practising Certificate from the Medical Council of New Zealand• Fellowship of the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) or actively working towards.	

Experience

Essential	Desirable
<ul style="list-style-type: none">• Previous experience as a Specialist Ophthalmologist	<ul style="list-style-type: none">• Previous experience as a Specialist Ophthalmologist in New Zealand• Experience in a subspeciality area of Ophthalmology, complementary to the department

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015	<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills

- Excellent written and verbal communication skills
- Demonstrated ability to providing a high level of technical service
- Sound clinical knowledge and judgement
- Ability to work under pressure and balance competing priorities
- Forward planning and time management skills
- Ability to supervise or train junior medical staff

Personal Attributes

- Awareness and sensitivity to cultural and gender differences
- Ability to work effectively and harmoniously in a multidisciplinary team
- Professional and clinical credibility
- Approachable
- Proven commitment to provision of quality care
- Ability to be flexible, versatile and open to change

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title _____

Signature of employee: _____

Date: _____