

Position Description

Title	Visiting Medical Officer – Balance Disorders and Ataxia Service	Position Reports to	Head of Unit Chief Medical Officer (Administrative)
Classification	(dependent upon experience of appointee)	Employment Status	As contracted
Enterprise Agreement	<i>Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 - 2026</i>		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

The Balance Disorders and Ataxia Service (BDAS) evaluates and manages patients with suspected balance disorders, most commonly of vestibular aetiology. The multi-disciplinary team consists of neurologists, ENT surgeons, medical trainees, vestibular audiologists and a vestibular physiotherapist.

The Balance Disorders and Ataxia Service Senior Medical Staff provide efficient, effective and timely patient-centred care within the Unit's area of medicine.

Senior Medical Staff provide supervision and training for Junior Medical Staff and/or students.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Ensure punctual attendance at Clinic.
4. Ensure number of units of clinical service delivered per session is optimised
5. Attendance at Senior Medical Staff.
6. Give adequate (at least 6 weeks for annual and conference) notice of intention to take leave. Manage your accrual in line with the organisations' standards.
7. Carry out treatment of patients within the limits of policy determined by the Head of Unit and the Medical Appointments and Credentialing Committee.
8. Carry out investigations which are relevant on patients of the unit or patients referred from other medical staff.
9. Supervise and arrange instruction of the Junior Medical Staff and students. Assist technical staff allotted to the Unit.
10. Complete or arrange for the completion of medico-legal reports on hospital patients as requested by the Head of Unit.
11. Participate in regular evaluation and audit of the services provided by the Clinic.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.

- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Education/qualifications/memberships:	Maintain current registration with relevant National Board in conjunction with the National Agency (AHPRA) or equivalent	
Experience	<ul style="list-style-type: none"> - Fellowship with the Royal Australasian College of Physicians OR <ul style="list-style-type: none"> - Fellow of Royal Australian College of Surgery (FRACS Otolaryngology, Head and Neck) 	
Competencies	Appropriate further training and experience	

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Reporting Lines

Position Reports to:

Head of Unit
Chief Medical Officer
Director of Medical Services

Key Working Relationships

(Internal)

- Head of Unit
- BDAS allied health staff
- Director of Medical Services
- Chief Medical Officer
- Executive Director Clinical Operations
- Medical Workforce Unit Manager

(External)

- Referring Health Professionals

Authorisations	
Manager Name	
Date Written or Reviewed	Date Revised May 2024

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description

Name: _____

Signature: _____

Date: ____ / ____ / ____