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way we treat
people



ORTHOPTIST (Job Ref: 6348)

- Ophthalmology Department, CYWHS – WCH Campus
- Indicative Total Remuneration: \$77,535 – \$85,390 (pro rata) – Perm P/T (30 hrs p/wk) – PO2

Working in a challenging health setting and enjoying generous salary sacrifice benefits, you will provide efficient clinical services to patients and their families. You will also contribute to undergraduate training within the Department. Demonstrating the ability to analyse clinical data, you will value a flexible work environment that strongly supports staff development. Excellent fitness facilities are also available.

Further information on job reference 6348, is also available on the SA Health website www.health.sa.gov.au/careers

Application and Contact Details

	Applications to:	Enquiries to:
Full name	Alex Crosley	Mr John Pater
Job title	Administrative Assistant, Division of Surgical Services	Medical Unit Head
Phone number	08 8161 7270	08 8161 8308 or 0410 612 434
Email address	Alexandra.crosley@health.sa.gov.au	CYWHSPaediatricOphthalmology@health.sa.gov.au
Mailing address	Children, Youth and Women's Health Service, WCH Campus, 72 King William Road, North Adelaide, SA, 5006.	

(Please note applications made online must not exceed 4MB total file size).

Potential candidates: Please forward 4 complete sets of your application which must include a covering letter (up to 2 pages) outlining a summary of your qualifications, experience, skills and knowledge relevant to the role, together with a current Resume/Curriculum Vitae including details of 3 relevant referees, **BY FRIDAY, 2 OCTOBER 2009**. Salary Sacrifice is an advantage to this position.

** The Indicative Total Remuneration is inclusive of Award salary, superannuation and other monetary benefits. Refer to the website for further information.*



Government of South Australia

Children, Youth and Women's
Health Service

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ADVICE TO PROSPECTIVE CANDIDATES

Thank you for the interest you have shown in working in the Children, Youth and Women's Health Service (CYWHS). These guidelines have been developed to assist you in understanding what we require from candidates – we have tried to simplify the process making it easier to apply to work in our organisation.

Applying for a job:

Candidates are requested to submit an application that includes:

1. A **covering letter, no more than two pages** in length, detailing
 - q the title and reference number for the position you are applying for (if the position has been advertised) and how you found out about the position (ie advertised in the press, on the website, word of mouth)
 - q a summary of your qualifications, experience, skills and knowledge, relevant to the role (please consider the selection criteria set out in the Person specification when preparing your covering letter)
2. A **Resume/Curriculum Vitae**, detailing
 - q Personal and contact details
 - q Qualifications, education, training, professional registration/associations
 - q Employment History
 - q Contact details for 3 relevant referees (please include a current or recent line Manager if possible)

****Please note it is not necessary to address each requirement detailed in the person specification.**

All appointments to the Children Youth and Women's Health Service are subject to:

- q A satisfactory police check
- q A Pre-employment Health Assessment
- q Relevant registration, qualification and visa requirements to work in the position

Any other specific requirements for the role will be detailed on the Job and Person Specification.

How to lodge an Application:

Applications should be marked "confidential" and must be submitted by the closing date to the **person and the location stated** in the advertisement in one of the following ways:

1. **By Post or in person:** To the nominated "Applications to" person listed in the advertisement. Please provide an original application and 3 copies, or as indicated on the SA Health web site <http://www.health.sa.gov.au/careers>
2. **Via email:** To the nominated "Applications to" person listed in the advertisement. Please note applications exceeding 10 pages in length should not be emailed and should be forwarded in hard copy. Applications received by email will be acknowledged by email.

The Children, Youth and Women's Health Service is an Equal Employment Opportunity Employer, has a Smoke Free Workplace Policy and supports and encourages diversity in the workplace.

Further information about CYWHS is available on the web site <http://www.cywhs.sa.gov.au>

Thank you once again for your interest in working for CYWHS we look forward to receiving your application.



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JOB AND PERSON SPECIFICATION

POSITION DETAILS	
Position Title: Orthoptist	Classification: P02
Position No: WC0601 Cost centre: 02420	Reports to: Medical Unit Head Department of Ophthalmology
Type of Appointment: <input checked="" type="radio"/> Permanent <input type="radio"/> Temp (Insert period) <input type="radio"/> Casual	FTE: 0.8
Date Prepared: 19 th August 2009	Initial Location: Women's & Children's Hospital
Directorate: Acute Services	Division: Department of Surgical Services Department

PREAMBLE
<p>The Children, Youth and Women's Health Service (CYWHS) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.</p> <p>The Children, Youth and Women's Health Service efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:</p> <ul style="list-style-type: none">• Specialist hospital services• Primary health care and population health programs• Integrated community care services• Services to address the health and well being of particular populations, including Aboriginal Health Programs• Education and training programs• Research.

CONTEXT AND PURPOSE OF POSITION
<p>The Department of Ophthalmology is a clinical teaching department within the Executive Services Division. The Department provides a range of services including patient care, research, community service and teaching.</p> <p>Ophthalmology's patients are seen in the Women's and Children's Outpatient's Department which is located on the 1st Floor of the Rogerson Building, 72 King William Street, North Adelaide.</p> <p>The Orthoptist is responsible for the provision of an effective and efficient Orthoptic service within the objectives and philosophies of the Department of Ophthalmology, Division of Paediatric Surgery.</p>

REPORTING/WORKING RELATIONSHIPS/INTERACTIONS
<p>q Reports to the Medical Unit Head of Ophthalmology Department</p> <p>q Works collaboratively with all members of the Department of Ophthalmology including medical and non-clinical staff.</p> <p>q Liaise with other professional bodies both within and outside the Women's and Children's Hospital</p> <p>Direct Reports to this position:</p> <p>q Nil</p>

DELEGATIONS OF AUTHORITY FOR THIS POSITION (refer to the CYWHS Delegations)

Level 4

KEY CHALLENGES

- Developing and implementing policies, protocols that will ensure the provision of high standard Orthoptic service.
- Developing and implementing clinical reviews programmes to monitor standards of practice and ensuring the maintenance of quality outcomes.
- Establishing and maintaining partnerships with key internal and external stakeholders in a changing environment.
- Working with other staff to develop and establish continuous improvement strategies within the Ophthalmology Department.

GENERAL REQUIREMENTS

Managers and staff are required to work in accordance with the Code of Conduct for Public Employees, Regional Policies and Procedures and legislative requirements including: –

- q Occupational Health Safety and Welfare,
- q Equal Employment Opportunities (including prevention of bullying, harassment and intimidation),
- q Keeping Them Safe Legislation (inclusive of Mandatory Notifier),
- q Disability Discrimination,
- q Code of Fair Information Practice,
- q Relevant Awards and Enterprise Agreements, Public Sector Management Act 1995 (Section 4, 5 & 6 only) and the Health Care Act 2008,
- q Relevant Australian Standards,
- q Duty to maintain confidentiality,
- q Smoke free workplace,
- q Applying the principles of the South Australian Government's Risk Management Policy to their work as appropriate,
- q To value and respect the needs and contributions of CYWHS Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all CYWHS practice and service delivery, and
- q To uphold and demonstrate the Region's values of Care and Compassion, Equity, Diversity, Innovation and Creativity, Participation and Collaboration, Respect, Accountability and Integrity.

SPECIFIC REQUIREMENTS

Nil

PERFORMANCE DEVELOPMENT

Required to participate in the organisation's Performance Development program which will include a regular review of employee's performance against the responsibilities, performance outcome measures associated with their position and demonstration of appropriate behaviours which reflect a commitment to CYWHS values and strategic directions.

MAJOR RESPONSIBILITY 1 –		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
<p>1.1 Provide Clinical Services to patients and their families as required.</p>	<p>Consulting with patients and their families as required, both independent of and in conjunction with Ophthalmology consultants.</p> <p>Attending Paediatric Outpatients and Outreach Clinics as scheduled.</p> <p>Developing and implementing clinical review programmes to monitor standard of practice.</p> <p>Liaising with members of the Department of Ophthalmology, the Child Development Unit, the Growth and Development programme and Child and Youth Health.</p> <p>Liaising with other professionals including Medical Specialists, General Practitioners, Optometrists, Psychologists, Occupational Therapists, Speech Therapists, Speech Therapists and Nursing Staff.</p>	<p>A timely service is delivered to patients, striving for their needs to be met at all times. Patients and their families are given adequate and accurate information upon which to base their decision on treatment and follow up.</p> <p>Feedback from patients (internal and external) indicates level of satisfaction.</p>

MAJOR RESPONSIBILITY 2 -		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
<p>2.1 Promote undergraduate training in the discipline of Orthoptics.</p>	<p>Support and contribute to the continuing education of staff and visitors to the Department, (including Medical and Orthoptic students).</p>	<p>Student placements are reported on accurately and professionally within an agreed timeline.</p>

MAJOR RESPONSIBILITY 3 -		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
<p>3.1 Review, develop and instigate strategic direction for the provision of Ophthalmology at the Women's and Children's Hospital and Child and Youth Health.</p>	<p>Orthoptic services are established, enhanced and maintained.</p>	<p>Specific evaluation of systems and procedures are provided in the development of Orthoptic services on site and in a peripheral setting.</p>

MAJOR RESPONSIBILITY 4 -		
RESPONSIBILITIES	PERFORMANCE OUTCOMES	MEASURES
4.1 Support and actively participate in a positive culture and safe work environment within the Ophthalmology Department	Contributes to a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity and innovation. Role models a positive approach and commitment to customer service. Voices views and concerns in a constructive manner.	Behaviour and attitude in carrying out day to day duties and interaction with clients and other team members. Appropriate participation at team meetings. Participation in quality improvement and training and development activities.
SPECIAL CONDITIONS		
q Hours of work will be centred on the opening hours of the Paediatric Outpatient Department. q Some out of hours work may be required. q Appointment will be subject to a satisfactory Criminal History Check. q Intra and interstate travel may be required. q May be relocated to meet organisational need.		

PERSON SPECIFICATION - Please limit essential criteria to no more than 15. <i>Qualifications, Experience, Skills and Knowledge required to fulfil the requirements of this position</i>
ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)
Qualifications: <ul style="list-style-type: none"> A Degree in Applied Science (Orthoptics) or equivalent qualification approved by the Commissioner for Public Employment
Skills:
Demonstrated: <ul style="list-style-type: none"> Ability to achieve a varied workload level, meeting timely deadlines Ability to work independently Ability to develop and maintain effective working relationships with peers and staff at all levels Ability to liaise and work within a multi-disciplinary setting High level written and oral communication skills Ability to analyse and interpret clinical data Ability to communicate well with patients and their families
Experience: <ul style="list-style-type: none"> Familiarity with the field of Paediatric Orthoptics
Knowledge: <ul style="list-style-type: none"> Knowledge of the principals and practice of OHSW, Equal Opportunity, and the Public Sector Management Act employee conduct standards and diversity appropriate of the requirements of the position.
DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)
Qualifications: <ul style="list-style-type: none"> Registration with the Australian Orthoptic Board Honours completion or other relation studies Membership and participation in professional groups e.g.: Orthoptic Association of Australia
Experience: <ul style="list-style-type: none"> Experience in clinical Orthoptics Experience in undertaking research activities Experience with the development of educational programmes
Knowledge:

Approved By Delegate	(Print Name)	(Signature)	(Date)
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I have read and understand the responsibilities, performance outcomes and performance measures described within this document:

Acknowledged by Position Incumbent	(Print Name)	(Signature)	(Date)
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Note: The Job Specification is not intended to be an exhaustive list of all duties, but is intended to reflect the major responsibilities associated with the position. As the strategic directions of the organisation and division/department change, this Job Specification may change and develop. However, areas of responsibility will remain within the identified classification.
