



**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

Join the Royal
Melbourne
Hospital team



Position Description

Specialist Ophthalmologist

THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**

Position Description

Position Title:	Specialist Ophthalmologist
Service:	Division of Surgery
Location:	Royal Melbourne Hospital
Reports To:	Head of Ophthalmology, Director of Surgical Services
Enterprise Agreement:	9. Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Classification:	As per EBA
Employment Status:	Permanent Part-Time
Immunisation Risk Category:	Category A
Date of Review:	December 2025

POSITION SUMMARY

- Provide ambulatory, emergent, procedural and possibly surgical care for patients with subspecialty ophthalmic conditions and ambulatory, emergent, procedural and surgical care for patients with general ophthalmic conditions
- Contribute to emergency ophthalmic care at the RMH by taking part in the after-hours on-call roster
- Provide clinical and didactic education to ophthalmic registrars, medical students, and students from other disciplines working with the unit
- Attend regular clinical meetings, audit meetings and journal club meetings
- Comply with Quality Management policies and procedures, and participate in Quality Management activities for ophthalmology
- Support and participate in the Health Service OH&S Procedures and implement (where appropriate) at unit/service area level.
- Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, sites/areas or equipment.

Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity, which include:

- A workplace which is free from harassment
- Ensure that activities and practices will prevent and eliminate unlawful discrimination
- Promote Melbourne Health values and fairness in the workplace

- Contribute to the successful management of diversity in the workplace
- Comply with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures (available on MH intranet site <http://info.mh.org.au>), and the By-laws and Policies as apply

DEPARTMENT SUMMARY

- Part of large trauma & referral centre
- Deals with complicated internal and external referrals.
- Ophthalmology department is made up of consultants, junior medical staff and orthoptists

KEY ACCOUNTABILITIES

- Support and participate in the Health Services OHS procedures and implement where appropriate at unit/service level
- Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, site/areas or equipment
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

KEY RELATIONSHIPS

Internal

- Head of Ophthalmology
- Senior Medical Staff in ophthalmology and other specialists including neurosurgery, ENT, OMFS and plastics
- Registrars
- Hospital Medical Officers
- Advanced Trainees

External

- Royal Victorian Eye and Ear Hospital
- Relevant Clinical Schools
- External referrers
- RANZCO
- Relevant subspecialty societies

KEY SELECTION CRITERIA

Formal Qualifications

- Appropriate health professional tertiary qualifications

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Minimum of one-year Fellowship training in General and Cataract ophthalmic subspecialty with MBS clinics
- Participate in on-call roster
- Participate in audit and clinical meetings

Desirable:

- Research publications in relevant fields

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that the RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date
