The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Casual Orthoptist

The Royal Melbourne Hospital

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.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	Casual Orthoptist
Service:	Allied Health
Location:	RMH – City Campus
Reports To:	Allied Health Manager & Chief Orthoptist
Enterprise Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification:	PN21-PN24
Employment Status:	Casual
Immunisation Risk Category:	Category A
Date of Review:	November 2026

POSITION SUMMARY

The successful candidate will provide an exceptional level of orthoptic service and evidence-based patient care. At Melbourne Health, orthoptists play an integral role in providing support to the ophthalmology, neuro ophthalmology and a variety of other services operating closely with the department. As part of the orthoptic team, you will perform orthoptic assessments including but not limited to refraction, visual fields, A-scans, corneal topography, pachymetry, ocular motility assessments as well as supporting clinical trials and other related work within the department.

KEY ACCOUNTABILITIES

- Work in the clinical setting as rostered or directed by a senior orthoptist
- Willing to assist in student education /mentoring / supervision of orthoptic, optometry, medical and nursing students as well as aid in the education of residents and registrars
- Help flag patients who may be suitable for clinical trial/research projects undertaken by the Department and Hospital
- Work in your scope of practice and seek help where required.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Seek feedback on your work including participation in annual performance discussion.
- Continue to learn through mandatory training and other learning activities.
- 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.
- 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.
- Protect confidential information from unauthorised disclosure and not use, disclose confidential information except for the purpose of performing your duties at RMH

KEY RELATIONSHIPS

Internal

- Orthoptic Staff
- Head of Ophthalmology
- Allied Health Managers
- Ophthalmology dept junior & senior medical staff
- Medical Photography Staff
- Nursing Staff
- Clerical/Administration Staff

External

- Royal Victorian Eye and Ear Hospital
- Peter Mac Callum Cancer Centre
- Relevant Clinical Schools
- Clinical trials teams
- External referrers

KEY SELECTION CRITERIA

Formal Qualifications

- Bachelor of Orthoptics (Honours), Masters of Orthoptics or equivalent.

Essential:

- Registration with the Orthoptic Board of Australia
- Demonstrated knowledge of and skills in orthoptics and ophthalmic assessments
- Professional skills, enthusiasm and initiative to provide excellent clinical service.
- Able to demonstrate an ability to manage time and prioritise tasks.
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Satisfactory WWCC , Immunization Assessment and National Police Check

Desirable:

- Membership with National Peak Body - Orthoptics Australia Ltd
- Experience with EPIC (EMR)
- Willingness to present at conferences/meetings

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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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