

# Position Description

Vacancy ID: 4777

<b>Position:</b>	<b>Orthoptist, Eye Clinic</b>
<b>Reports to:</b>	<b>Nurse Manager</b>
<b>Role Relationships:</b>	<p><u>Internal</u></p> <p><b>All members of the Ophthalmology Service, including medical, nursing, clerical and management staff</b></p> <p><u>External</u></p> <p><b>Patients and/or their relatives</b></p> <p><b>Department of Health Medical Officers, nurses and teachers</b></p> <p><b>General Practitioners</b></p> <p><b>Other Medical Specialists</b></p> <p><b>Plunket Nurses</b></p> <p><b>Therapists of multi-disciplinary teams</b></p> <p><b>Support services</b></p> <p><b>Opticians/ Optometrists</b></p> <p><b>The Royal NZ Foundation for the Blind</b></p>
<b>FTE:</b>	<b>1.0</b>

## Organisation Context

MidCentral District Health Board (MDHB) is undergoing a transformational change programme to firmly establish itself as a high performing health system that meets the current and future demands of its communities.

A key component of the transformation change programme is the implementation of the Integrated Service Model – the vehicle by which MDHB will implement the DHB’s strategy (displayed at Appendix B). At maturity, the Integrated Service Model will deliver an integrated health and social care system that ensures individuals, patients, family/whanau and communities are the centre of everything we do.

The transformation will provide an improved service experience and a work environment where staff feel valued and empowered to carry out their work with excellence.

## Role Purpose

The provision of an accurate, efficient and quality Orthoptic service, in association with Ophthalmology services.

<i>Compassionate Ka whai aroha</i>	<i>Respectful Ka whai ngākau</i>	<i>Courageous Ka mātātoa</i>	<i>Accountable Ka noho haepapa</i>
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AREAS OF RESPONSIBILITY	PERFORMANCE MEASURES
Plans and implements appropriate clinical diagnosis, assessment and treatment of referred Orthoptic patients.	<ul style="list-style-type: none"> <li>Quality consultations are carried out within the British Orthoptic Society code of ethics/ Australian Orthoptic Board ethics (or equivalent) to ensure favourable peer review</li> <li>All measurements taken are accurate.</li> </ul>
Organises the provision of Orthoptic assessment and treatment services effectively and efficiently.	<ul style="list-style-type: none"> <li>Efficient utilisation of clinic times and co-ordination of department.</li> <li>Care is provided in a timely fashion, in accordance with patient's clinical priorities and acceptable waiting times.</li> </ul>
Delivers care in a sensitive fashion, taking into account cultural differences and the recognition of patient rights.	<ul style="list-style-type: none"> <li>All patients receive and understand adequate instruction regarding their treatment.</li> <li>Consultation with other health professionals as required.</li> <li>Communication with all staff and patients is at all times professional to ensure Mid Central Health's commitment to customer service is met.</li> </ul>
Maintains a high standard of professional care in accordance with the conditions specified by the British Orthoptic Society or the equivalent thereof.	<ul style="list-style-type: none"> <li>Documentation is accurate, leading to appropriate diagnosis and treatment. All documentation must be comprehensive and easily understood.</li> <li>Participates in training and education where appropriate and to maintain professional competence.</li> <li>Reads current journals and other relevant information.</li> </ul>
Works co-operatively with management to ensure the provision of a quality service.	<ul style="list-style-type: none"> <li>Service objectives are met.</li> <li>Patient satisfaction is positive.</li> <li>Quality audits are regularly undertaken and appropriate actions taken to improve or ensure maintenance of standards of care delivery.</li> </ul>
Appropriate care is taken of departmental equipment and resources are used appropriately.	<ul style="list-style-type: none"> <li>Equipment is used in accordance with instructions and specifications.</li> <li>Equipment is maintained to appropriate operating standards.</li> <li>Utilisation of resources is efficient, with no unnecessary wastage.</li> </ul>

AREAS OF RESPONSIBILITY	PERFORMANCE MEASURES
<p>Health and Safety Apply Health and Safety knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</p>	<ul style="list-style-type: none"> <li>• Is familiar with all policies and procedures as they affect the work environment.</li> <li>• Ensure that safe working procedures are practised and no person is endangered through action or inaction.</li> <li>• Is aware of and can identify hazards and take action accordingly, including preventing or minimising the adverse effects of hazards.</li> <li>• Is able to apply MidCentral District Health Board's emergency procedures, including use of safety equipment and materials.</li> <li>• Ensure that all incidents including near misses are reported within the required timeframe using the District Health Board's incident reporting system.</li> <li>• Actively participate in the District Health Board's health and safety programmes, through input into meetings and feedback through committee structures.</li> </ul>
<p>Treaty of Waitangi Understand and apply knowledge of the Treaty of Waitangi</p>	<ul style="list-style-type: none"> <li>• Apply knowledge of the Treaty of Waitangi and its application in Health in terms of the articles and principles to all work practices.</li> <li>• Attend appropriate Treaty of Waitangi education.</li> </ul>

## Key Competencies

Competencies are the skills, knowledge and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified.

For the purposes of selection essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

### ESSENTIAL COMPETENCIES

#### Qualifications

- Must hold the minimum qualification of either Diploma/Bachelor of Applied Science in Orthoptics (Australia) or Diploma/ Bachelor Science in Orthoptics (UK) or the equivalent thereof from another country.

#### Skills and Experience

- The applicant must have sufficient knowledge and experience (postgraduate at least 2 years) in the management of amblyopia, concomitant and incomitant strabismus etc.
- Practice Orthoptics and manage the said clinics with relative autonomy, in the view to liaising with ophthalmologist colleagues when necessary.
- To be able to perform automated visual field perimetry.
- To be able to instil eye drops.

#### Desirable

- To be able to refract.
- To be able to perform Intraocular pressure measurements.

#### Other Requirements

- A valid New Zealand/ International drivers licence in order to transport one to outreach clinics

#### Vulnerable Children Act 2014

- Meets the statutory and organisational requirements for working with children, as per the Vulnerable Children Act 2014 and MidCentral District Health Board policy, including a satisfactory police check and other safety checking processes.

## Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. MDHB will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Occupational Health & Safety/ Infection Prevention & Control Team.

- Ability to move about and undertake necessary duties in the Ophthalmology Department and at Outreach Clinics.
- Ability to stand, walk, sit, bend, crawl/crouch for short periods.
- Manual dexterity sufficient to undertake documentation and perform Orthoptic tasks using related equipment such as prism bars, occluders, Lees screen and synoptophore.
- Visual ability sufficient to drive, write record, assess patient vision enabling accurate performance of essential job duties.
- Hearing and speech, sufficient to communicate with patients and co-workers enabling performance of job.
- A high degree of mental concentration is required.
- Skin condition should allow frequent contact with water, soap/disinfectant soap for the purpose of hand washing hygiene.
- Freedom from colonisation of infection with MRSA.
- Must be able to function under rapidly changing and demanding conditions.

*Compassionate  
Ka whai aroha*

*Respectful  
Ka whai ngākau*

*Courageous  
Ka mātātoa*

*Accountable  
Ka noho haepapa*

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the PSA & District Health Boards Allied, Public Health & Technical Multi-Employer Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the PSA union.

### NATURE AND TENURE OF APPOINTMENT

The appointment will be subject to the conditions contained in this schedule, MidCentral District Health Board's policies and appropriate legislation.

The appointment is permanent but may be terminated by four weeks notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The annual salary will be on the Allied & Public Health salary scale, up to \$72,891 with further progression beyond this based on merit.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

Hours of work will be 40 per week.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral District Health Board, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

### SMOKE FREE ENVIRONMENT

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health Board are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

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## CODE OF CONDUCT

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

## ‘SHARED APPROACH TO WORK PRINCIPLES’

Developing a shared approach to working together

It is important that MidCentral District Health Board has a healthy and safe working environment in which all employees feel their contribution is valued and appreciated. The actions and behaviours below are intended to provide a guide and assist us all to develop and maintain this environment.

To be happy and proud in our work we will:

- Care for and support each other to have a safe work environment;
- Treat each other with trust and respect, recognising cultural and other differences;
- Communicate openly, honestly and act with integrity;
- Enable professional and organisational standards to be met;
- Support each other to achieve, and acknowledge contributions and successes.

MidCentral District Health Board does not tolerate bullying, harassment, or inappropriate behaviour in the workplace environment.

## CONFIDENTIALITY

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments.

It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis.

Confidential information concerning a patient or client who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board’s Confidentiality Policy.

## HEALTH DECLARATION

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

## DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

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### **POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral District Health Board are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years.

Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required.

Notwithstanding the police clearance process upon appointment, in future all MidCentral District Health Board employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process.

MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

### **VULNERABLE CHILDREN ACT 2014**

Due to the this role having contact with children and MidCentral District Health Board's commitment to child protection, shortlisted applicants will be subject to 'safety checks' in accordance with the Vulnerable Children Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

### **APPLICATIONS**

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees\* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included.

You can choose to submit your application via our online process or in writing.

To apply online, please visit the "Vacancies" page under "Working at MDHB" on our website: [www.midcentraldhb.govt.nz](http://www.midcentraldhb.govt.nz).

Hard copy application forms are available by contacting Human Resources on +64 6 350 8850 or email [vacancy@midcentraldhb.govt.nz](mailto:vacancy@midcentraldhb.govt.nz). If returning by post, your application should be addressed to **Human Resources, MidCentral District Health Board, Private Bag 11036, Palmerston North 4442.**

*\*Referee reports obtained or provided are subject to Section 27 (1) (c) of the Official Information Act 1982 and Section 29 (1) (b) of the Privacy Act 1993 and shall not be released or their contents disclosed to the applicant or to any person not directly involved in MidCentral District Health Board's appointment and review procedures.*



## MidCentral DHB's Values and Behaviours

All employees of MidCentral District Health Board will adopt the values and demonstrate the behaviours related to them of being Compassionate, Respectful, Courageous and Accountable - in the following ways:

### COMPASSIONATE - KIA WHAI AROHA

- Is responsive to the needs of people, whānau and the community.
- Strives to deliver beyond expectations and go the extra mile.
- Shows concern for others and offers proactive and timely assistance and support to others.
- Is empathetic and mindful of others and sensitive to their feelings.
- Creates an environment where others feel safe and supported, encouraging them to contribute and share their views and perspectives.

### RESPECTFUL – KIA MĀTĀTOA

- Shows politeness, admiration and honour to others and does not cause offence.
- Actively listens when someone is speaking and shows value for other peoples' perspectives.
- Genuinely engages and listens to others and considers their views while making decisions.
- Is inclusive of diverse perspectives and the cultural beliefs of others and actively seeks to improve own knowledge.
- Recognises team member strengths and development needs, and coaches them to maximise their potential.

### COURAGEOUS – KIA WHAI NGĀKAU

- Speaks up when things are not right.
- Is adventurous in search of feedback and is open to feedback.
- Puts organisational interests ahead of their own.
- Speaks up when they have to contribute or when other's behaviour is inconsistent with the DHB's values.
- Champions innovative ideas in the team, and on behalf of the team.
- Is willing to question accepted approaches and processes and open to challenge.

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## ACCOUNTABLE – KIA NOHO HAEPAPA

- Acknowledges and assumes responsibility for their actions and does not blame others when things go wrong.
- Strives for excellence and delivers high quality care that focuses on the needs of the consumer and whānau.
- Is innovative and strives for quality and excellence.
- Following through on conversations – saying what you will do and doing what you say.
- Is able to intervene effectively when progress against budgets, plans or projects is off track.
- Is committed to rapid resolution of complaints, problems and issues.

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## Appendix B – MidCentral DHB’s Strategy

# WE ARE COMMITTED TO

**Ka ū tā mātou mahi**



**QUALITY LIVING**  
Kia pai te noho



**HEALTHY LIVES**  
Kia ora te tangata



**WELL COMMUNITIES**  
Kia ora te hapori

### WE ARE ABOUT

*Better health outcomes, better health care for all*

**Ko tā mātou mahi**

*He whakapai ake i te hauora hei oranga mō te katoa*

### INDIVIDUALLY AND TOGETHER WE WILL

*Achieve quality and excellence by design*

*Connect and transform primary, community and specialist care*

*Partner with people and whānau to support health and wellbeing*

*Achieve equity of outcomes across communities*

**He mahi takitahi hei toa takitini**

*Kia kounga, kia hiranga te hoahoa*

*Kia mahi tahi me te tangata, me te whānau hei tautoko i te hauora me te oranga*

*Kia tūhono e pai ake ai te atawhai tuatahi, te atawhai hapori, te atawhai ngaio*

*Kia tōkeke ngā hua mō ngā hapori katoa*

### WE WILL BE

<i>Compassionate</i>	<i>Respectful</i>
<i>Courageous</i>	<i>Accountable</i>

**Ka pēnei mātou**

<i>Ka whai aroha</i>	<i>Ka whai ngākau</i>
<i>Ka mātātoa</i>	<i>Ka noho haepapa</i>

### WE WILL ACHIEVE THIS SUCCESS THROUGH OUR

<i>People</i>	<i>Partners</i>	<i>Information</i>	<i>Stewardship</i>	<i>Innovation</i>
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**Ka eke angitu mātou mā**

<i>Ō mātou iwi</i>	<i>Ō mātou hoa mahi</i>	<i>Te whakamōhio</i>	<i>Te tiaki</i>	<i>Te auaha</i>
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MidCentral District Health Board | Te Pae Hauora o Ruahine o Tararua