

POSITION DESCRIPTION

15 May 2011

This Position Description is a guide and will vary from time to time and
between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Optometrist

REPORTS TO (Title):

Service Manager, Low Vision Service

LOCATION:

Outpatients, Burwood Hospital

PRINCIPAL OBJECTIVE

Responsible for providing visual examinations, dispensing prescriptions and prescribing a wide range of low vision aids.

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Service Manager
2	Occupational Therapists
4	Ophthalmologists / Medical Staff
5	Administrative Staff

EXTERNALLY:

1	Eye Specialists / Optometrists
2	Lighthouse Vision Trust
3	GPs
4	Geriatricians
5	Suppliers of visual aids/equipment
6	Royal NZ Foundation of the Blind
7	Other organisations/agencies involved in the field of Low Vision
8	Patients, family/whanau

KEY PERFORMANCE OBJECTIVES:

Task	To provide full visual examinations to determine appropriate visual aids and provide advice. Screen for pathologic problems and refer as necessary.
Expected Result	<ul style="list-style-type: none"> • Complete all examinations in an appropriate manner • Triage and reply to referral letters as required • All client referred are to be seen within 180 days to comply with MoH Waiting List requirements • Ensure communication is clear, accurate and concise • Educate/provide information about relevant eye condition • Train clients in the use of visual aids.
Task	To ensure accurate records are maintained.
Expected Result	<ul style="list-style-type: none"> • Information is fully and accurately entered in patient clinical records • Referrals are made to appropriate agencies and documentation filed • Follow-up consultations are arranged within appropriate timeframes • Provide reports to referring professionals including discharge letters.
Task	To work closely with other agencies / organisations involved in the field of Low Vision.
Expected Result	<ul style="list-style-type: none"> • Foster relationships with outside agencies • Share information with other agencies for visually impaired/blind people • Advise the LVT of equipment needs.
Task	To participate effectively within the Low Vision Clinic.
Expected Result	<ul style="list-style-type: none"> • Attend and contribute positively to team meetings. • Provide input into the Quality process, including review and development of policies and procedures. • Provide peer support within the team.
Task	To be responsible for development of own personal knowledge and skills.
Expected Result	<ul style="list-style-type: none"> • Participate in annual performance appraisal in accordance with HR policy. • Identify own training needs and attend training sessions, courses and conferences as appropriate. • Update skills and knowledge relevant to the position.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if you cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Staff members within CDHB are responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

- Hold a current New Zealand Practising Certificate.
- Have organisational and planning skills.
- Effective verbal and written communication skills.

PERSONAL ATTRIBUTES:

- Ability to work as a member of a team.
- High standard of staff and public relations.
- Awareness of and sensitivity to cultural issues.

MANDATORY**Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accept responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.