

## Position Description

Employment Agreement:	Senior Medical & Dental Officer, ASMS Collective Employee Agreement
Position Title:	<b>Specialist Ophthalmologist,</b>
Service & Directorate:	District Ophthalmology Service, Surgical Services and Radiology
Location:	Dunedin Hospital, Dunedin
Reports to:	Service Manager, Specialist Surgery – Delegation of responsibilities to the Unit Manager Clinical Leader, Ophthalmology
Number of direct reports:	None
Date:	October 2025

### PURPOSE OF ROLE

- Provide to patients a safe competent and respectful service in the management of their conditions according to their clinical priority.
- Communicate adequately with patients on their condition and treatment, always ensure that patient rights are protected and all consents required are acquired before treatment.
- Provide for comprehensive and appropriate records of patients seen and be responsible for ensuring that such records are available in accordance with normally accepted procedures.
- Act as a member of the Consultant Team in providing suitable cover for Dunedin Hospital, Dunedin, requirements as well as additional services offered by Te Whatu Ora at other locations.
- To provide an effective and efficient Ophthalmology service to the people within the Southern Region. An opportunity to develop an area of subspecialty may be provided.
- To assist in the development and teaching of registrars, junior medical officers, medical students, and other staff.
- Provide such tuition and lectures to Te Whatu Ora staff as may be required by agencies such as the College Training Scheme fulfilment of Medical Council requirements and hospital training requirements and to instruct, monitor and advise those staff under the direct guidance of the Senior Medical Officer.
- Report promptly to the Service Manager – Specialist Surgery any unusual incidents or occurrence, especially those which may give rise to complaints or legal action against Te Whatu Ora.
- Ensure effective use of Te Whatu Ora 's resources of staff and facilities, by the application of effective, efficient, and economical patient management techniques.
- Ensure that the standard of service provided is commensurate with Te Whatu Ora's duties and intentions and SDHB's business plan, with cognisance of Te Whatu Ora 's By-Laws and Policies.
- Keep informed of developments in the area pertinent to speciality and maintain own skills and knowledge of speciality to professional college guidelines.
- Provide speciality advice as requested by the Service Manager – Specialist Surgery.
- Promote awareness in the community of health promotion activities and disease prevention within speciality by the provision of health education.
- Actively participate in processes regulating performance and accountability which will include quality assurance measures, medical audit, and medical peer review.

- Identify from time-to-time research needs and in consultation with the Service Manager – Specialist Surgery and with approval of Te Whatu Ora 's Ethical Committee, conduct such research.
- Ensure that supervision of Resident Medical Officers occurs to meet requirements of the clinical environment and statutory organisations, and that appropriate reports are provided to meet the requirements of the Medical Council.
- Ensure that any lawful instructions of the Service Manager – Specialist Surgery are carried out in a prompt manner.
- That the report requirements for agencies such as insurance firms. Department of Social Welfare, ACC, and NZ Police are fulfilled.
- The Specialist Ophthalmologist will ensure the following when managing acute cases: That he/she participates on a roster with his/her colleague to provide continuous cover for the management of patients who present with an acute complaint.

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Role Specific Competencies	
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Developing Direct Reports and Others</b>	Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental system in the organization; is a people builder.
<b>Priority Setting</b>	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
<b>Dealing with Ambiguity</b>	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

KEY RELATIONSHIPS	
<b>Internal</b>  Patients and Whanau Medical Staff Unit/Nurse Manager All Clinic, Operating Theatre & Ward Staff Management and Support Staff	<b>External</b>  Other Healthcare Providers Community Groups

## PERSON SPECIFICATION

### Essential Criteria:

Vocationally registered or suitable for locum tenens specialist registration with Medical Council of New Zealand or eligible for general registration.

Holds FRACP or an equivalent specialist qualification.

### Experience / Knowledge:

Must have a knowledge and empathy for bi-culturalism and practices in a manner, which the patient determines, is culturally safe.

Knowledge of quality system and evidence-based practice

Two years' experience as a hospital specialist preferred

### Specific Skills:

High standard of oral and written communication skills

Demonstrated ability to promote and develop teamwork

Have the vision and ability to accommodate change

Computer skills

Ability to access and interpret relevant research

Able to provide constructive and timely feedback

Actively seeks networking opportunities

Capable of working under pressure

### Personal Qualities:

Innovative and flexible

High standard of ethical and professional practice

Energetic and able to motivate others

Able to think clearly and manage own workloads well.

Ability to interact well with other people from a variety of cultural backgrounds

### Team Accountability:

As a member of the Ophthalmology District service, this role has shared accountability to promote, enhance and facilitate the health and wellbeing of the people of the Southern District of New Zealand.

KEY ACCOUNTABILITIES	DELIVERABLES	EXAMPLE MEASURES
PROVIDE A COMPREHENSIVE CLINICAL SERVICE	<p>Share responsibility for the assessment and high quality care of patients presenting to the Ophthalmology Service, on a regular basis during scheduled hours.</p> <p>Conduct outpatient clinics and procedures on a weekly basis . This will include seeing both new patients referred by General Practitioners or other Specialists, and those requiring follow up, the ratio being dependent upon demand and the time available. Patients will be referred to the referring practitioner as soon as practicable and consistent with the delivery of a high standard of care.</p> <p>To undertake Outpatient clinics, to manage new patients, follow up patients</p>	

	<p>Clinic work includes supervising the work of junior medical, nursing and technical staff attached to the clinic.</p> <p>.</p> <p>Is responsible for the ophthalmic assessment and care of patients across the District on a regular basis during average routine hours.</p> <p>Be familiar with appropriate modern techniques.</p> <p>Continue to keep patient hospital stay to the minimum compatible with high standards of ophthalmic care to be reviewed annually.</p> <p>Carry outward rounds as required during the average routine working hours.</p> <p>Complete operating session as required and actively participate in Avastin management.</p> <p>Provide early advice for those patients referred for an ophthalmic opinion by hospital specialist colleagues. He/she will also provide advice for General Practitioners and Resident Medical Officers.</p> <p>Participate in outreach clinics as required. This will normally be on a monthly rotation and will involve travelling to outreach hospitals/clinics. Regular teaching sessions for rural and primary practitioners will form part of this process. A board car and accommodation (or reimbursement) where appropriate will be provided for such travel commitments.</p> <p>Participate in the emergency on-call roster for Consultant Ophthalmology (to be available by telephone within 1 hour, and available to come into the hospital within 2.5 hours). And to provide on-call coverage for annual leave, study/CME leave, sick leave, and consultant replacement/ cover.</p>	
<b>OPERATING THEATRE</b>	<p>Access pre-operative patients in an appropriate manner</p> <p>Use theatre time effectively, avoiding list over-runs whenever possible</p> <p>Train and supervise the surgery of junior medical staff</p>	
<b>ENSURE OPTIMAL USE OF RESOURCES</b>	<p>Delegate tasks and responsibilities appropriately to clinical support staff assessing task complexity against assessed skill levels of individuals.</p> <p>Be responsible for the clinical and educational management of House Surgeons and registered medical officers, attached to the Ophthalmic Surgical Department.</p>	
<b>PROVIDE PATIENT CARE IN LINE WITH ACCEPTED BEST PRACTICE AND WITHIN RESOURCE CONSTRAINTS</b>	<p>The Specialist Ophthalmologist will ensure:</p> <ul style="list-style-type: none"> <li>- That the patient is fully informed of her/his condition and clinical management.</li> <li>- That patients are seen in priority order in the clinic and assessed and decisions regarding clinical investigation and therapeutic options made.</li> <li>- That further investigation of the patient where appropriate is arranged and monitored to ensure accurate diagnosis and treatment.</li> </ul>	

	<ul style="list-style-type: none"> <li>- That where appropriate the patient is admitted to hospital or placed on a waiting list according to condition severity and priority.</li> </ul>	
<b>APPROPRIATELY MANAGE ALL PATIENTS ADMITTED UNDER YOUR CARE</b>	<p>The Specialist Ophthalmologist will ensure:</p> <ul style="list-style-type: none"> <li>- That appropriate investigations are arranged, and all necessary steps are taken to determine condition and diagnosis.</li> <li>- That patients are properly and adequately informed about the treatments and procedures and that consent procedures are carried out.</li> <li>- That risks and benefits of all treatment are explained and discussed with the patient.</li> <li>- That special procedures and investigations are carried out by self or a designated member of the team who has the skills deemed appropriate by the consultant.</li> <li>- That all necessary forms, reports and documentation are completed.</li> <li>- That post procedure/investigation management of patients is appropriate and efficient and all appropriate information is relayed to patient caregiver and General Practitioner.</li> </ul>	
<b>PARTICIPATE IN ALL ASPECTS OF DIRECT INDIVIDUAL PATIENT CONTACT</b>	<p>The Specialist Ophthalmologist will ensure the following when managing elective cases:</p> <ul style="list-style-type: none"> <li>- That all letters of referral are vetted at the earliest possible opportunity, prioritised within 7 days of receipt, and allocated to an appropriate outpatient clinic.</li> <li>- That all such patients are seen in the clinic, assessed, and decisions regarding management made.</li> <li>- That further investigation of the patient, where appropriate, is arranged and monitored for accurate diagnosis and treatment requirements.</li> <li>- That the patient is fully informed of his/her condition and the proposed management of such.</li> <li>- That, where appropriate, the patient is placed on the ophthalmic waiting list. S/he will be assigned a priority according to the degree of urgency of the complaint.</li> <li>- That the general administrative requirements of the clinic are fulfilled.</li> <li>- That the report requirements for agencies such as insurance firms, Department of Social Welfare, ACC, and NZ Police are fulfilled.</li> </ul> <p>The Specialist Ophthalmologist will ensure when managing acute cases:</p> <ul style="list-style-type: none"> <li>- That he/she assists his/her colleagues to provide cover and management of patients who present with an acute complaint.</li> </ul> <p>The Specialist Ophthalmologist will ensure the following when managing all patients requiring surgery:</p>	

	<ul style="list-style-type: none"> <li>- That all patients are seen pre-operatively to review the decision to operate and to plan the surgery.</li> <li>- That all patients are properly and adequately informed about the planned surgery and the administrative requirements for consent are carried out.</li> <li>- That in the case of planning operating lists, that the workload for the list is neither unduly excessive nor unduly light and that the order in which the cases are scheduled facilitate the orderly and efficient progress of the list.</li> <li>- That operations will be carried out either by him/herself or by a member of his/her team under supervision of a degree deemed appropriate by the surgeon.</li> <li>- That an operation note, laboratory forms, audit forms, MIS data entry, and any other necessary documentation is completed.</li> <li>- That the post-operative management of all patients is appropriate and efficient. Attendance in the wards at other times as required, and consultation with other members of the team.</li> </ul> <p>The Specialist Ophthalmologist will ensure the following when managing all inpatients:</p> <ul style="list-style-type: none"> <li>- That regular ward rounds are conducted with other members of the medical team, nursing staff, and other ancillary staff where appropriate.</li> <li>- That where necessary the surgeon will be available to attend at other times within the hospital and also be available for consultation by phone with other members of the medical team.</li> </ul> <p>The administrative requirements for discharge are carried out promptly, including communication with the patients General Practitioners, in order to facilitate proper ongoing care of the patient after s/he leaves hospital:</p> <ul style="list-style-type: none"> <li>- That follow-up in an outpatient clinic occurs where necessary.</li> </ul>	
<b>COMMUNICATION</b>	<p>Patients receive an appropriate level of information regarding their condition and its management.</p> <p>Maintain effective interpersonal relationships with multidisciplinary staff, patients and relatives.</p> <p>Ensure patient complaints are dealt with sensitively, promptly and effectively following Te Whatu Ora procedures.</p> <p>Communicate effectively with appropriate community services such as general practitioners to facilitate safe follow up care for patients.</p> <p>Ensure legal requirements and Te Whatu Ora policies and contractual provisions are adhered to when communication with patients, relatives, and members of the public and other health professionals.</p>	
<b>MAINTAIN OWN PROFESSIONAL DEVELOPMENT</b>	<p>Participate in regular clinical meetings with other members of medical staff. These meetings may include the Friday audit meeting, medical x-ray meetings, journal club, weekly</p>	

	<p>departmental meetings, and discussion with visiting consultants.</p> <p>Comply with the requirements of appropriate Professional bodies such as Medical Council.</p> <p>Be committed to maintaining and updating own knowledge and skills and participate in ongoing professional activities and regular performance review.</p> <p>Participate in the re accreditation programme of the Australasian College of Physicians or equivalent College as appropriate.</p>	
<b>PARTICIPATE AND CONTRIBUTE TO EDUCATION OF STAFF AND PATIENTS</b>	<p>Contribute to case review sessions and other activities.</p> <p>Conduct formal or informal teaching for other professional groups, including nurses and general practitioner as requested.</p> <p>Advise individual patients regarding preventative aspects of health care.</p> <p>Liaise with community support groups as appropriate.</p>	
<b>INFORMATION MANAGEMENT AND TECHNOLOGY</b>	<p>Information gathering processes are followed to collect patient, clinical and volume information.</p> <p>Identifies information requirements and resources needed and follows documentation standards for both internal and external communication.</p> <p>Acts as a role model for the use of on-line tools.</p>	
<b>GENERAL</b>	<p>Attend and contribute to Te Whatu Ora meetings as requested/approved by the Clinical Leader Ophthalmology.</p> <p>Attend teaching and audit meetings weekly</p> <p>Keep up to date with Te Whatu Ora matters and read such papers as necessary.</p> <p>Prepare reports as required.</p> <p>Uphold the principles of the Treaty of Waitangi, developing and maintaining an effective multi-cultural perspective.</p> <p>Perform such other duties as may be reasonably required by the Clinical Leader.</p> <p>Be subject to the overall direction of Te Whatu Ora.</p> <p>Comply with all Te Whatu Ora policies and procedures.</p> <p>To hold at all times an up-to-date annual practising certificate and indemnity insurance cover and be able to provide evidence of such.</p> <p>To carry out any other duties as may be required by the Unit/Service Manager, Specialist Surgery.</p>	
<b>TREATY OF WAITANGI</b>	<p>Te Whatu Ora is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.</p>	
<b>HEALTH AND SAFETY</b>	<p>Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all</p>	



	hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times.	
<b>QUALITY AND PERFORMANCE</b>	<p>Maintain professional and organisational quality standards.</p> <p>Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</p> <p>Continuously identify improvement opportunities to perform job in most effective manner.</p> <p>Investigate opportunities to achieve goals in a more efficient way.</p>	Performance is in alignment with HR quality audit standards, organisational requirements, and professional standards.

## CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date