

## Position description

<b>Position</b>	Optometry Liaison Officer		
<b>Purpose</b>	Work within the GPLO-OLO Program to support integration and systems improvement between primary care and the HHS		
<b>Approval date</b>	5 July 2022	<b>Approved by</b>	Libby Dunstan

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- be informed and led by community voice
- re-orient the health system toward care close to home
- build capacity of providers to meet health needs of our region.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

#### Role-specific

- work with key stakeholders in primary and tertiary care sectors to improve patient outcomes for patients receiving ophthalmic services

[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

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- identify gaps between primary and ophthalmic specialist care and scope out areas for future work that will improve the coordination of systems and lead to improved patient outcomes
- develop an annual work plan outlining key activities and outcomes
- review opportunities and support the development of GP/Optomety education in topics related to Ophthalmology
- contribute to Network Link and SEE Magazine (Qld Optometry newsletter) with articles of interest and key messages to both the GP and Optometry community within Brisbane North and Moreton Bay region
- represent primary care at meetings designated for improving services and aiming to deliver seamless care across the care continuum.

### **General**

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

## **Reporting relationships**

### **Relationships**

Reports to: Manager | Integration

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

## **Key selection criteria**

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### **Qualifications and experience**

- a current Optometry qualification that is recognised by AHPRA
- a qualification in the use of Therapeutics e.g. Graduate Certificate in Ocular Therapeutics
- wide-ranging personal practical experience in primary care Optometry
- interest in systems and quality improvement
- the ability to liaise closely with the Department of Ophthalmology, Metro North Health. Previous experience working with a public multi-profession HHS Ophthalmology Department is desirable.
- membership of Optometry Australia is an advantage.

## **Capabilities**

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

## **Other**

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)