

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

|                                                     |                                                                       |                       |                                                                                            |
|-----------------------------------------------------|-----------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------|
| <b>Job ad reference</b>                             | CAH571388                                                             | <b>Classification</b> | L25 – L27<br>L18 – L24                                                                     |
| <b>Role title</b>                                   | Senior Staff Specialist or Staff Specialist (Ophthalmologist)         | <b>Salary</b>         | \$244 201 - \$258 910 per annum (L25 – L27)<br>\$204 206 - \$237 196 per annum (L18 – L24) |
| <b>Status (temp/perm)</b>                           | Temporary Fulltime ASAP – 01 Feb 2026                                 | <b>Closing date</b>   | 23 <sup>rd</sup> July 2024                                                                 |
| <b>Directorate/<br/>Hospital and Health Service</b> | Medical Services<br>Cairns and Hinterland Hospital and Health Service | <b>Contact name</b>   | Roxanne Wu                                                                                 |
| <b>Location</b>                                     | Cairns                                                                | <b>Contact number</b> | 07 4226 6355                                                                               |

*Cairns and Hinterland Hospital and Health Service does not accept applications submitted through recruitment agencies. Medical Practitioners are encouraged to apply online via Smartjobs or directly with Recruitment Cairns.*

## Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

## Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

## Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: <https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



Queensland  
Government

## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## Your opportunity

Provide high quality specialist Ophthalmology services at the Cairns Hospital joining a committed team of Ophthalmologists running a busy Ophthalmology service. Working within your Scope of Clinical Practice you will commit to clinical governance, patient safety and continual development of your clinical knowledge and skill and to the supervision and training of junior medical staff and students. You will participate in the consultant after hours on call roster for Ophthalmology.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Provide and ensure high quality clinical services to patients requiring ophthalmology surgical care.
- In conjunction with the Clinical Director of Surgery, contribute to, support and encourage surgical unit activities, including clinical audit for Ophthalmology.
- Actively participate in the HHS Integrated Risk Management and Safety programme, including participation in the Incident Monitoring System and Root Cause Analysis where appropriate.
- As required, actively participate in committees relevant to areas of clinical responsibility.
- Liaise with other Hospital Departments as required ensuring the coordination of safety, efficiency and cost effectiveness of Hospital services.
- Implement and undertake teaching and educational initiatives and responsibilities within the specialty area.
- Manage the performance appraisal and development of subordinate staff.
- Participate in the Cairns and Hinterland Hospital and Health Service surgical outreach program.
- Provide expert consultancy / advisory services as required to both internal and external agencies that are relevant to the health industry.
- Manage the administrative requirements of patient care including ensuring discharge summaries and medico-legal correspondence is completed with minimal delay.
- Comply with contemporary human resource management policies and practices, including workplace health and safety, anti-discrimination, employment equity and Queensland Health's Code of Conduct.
- Actively support the delivery of private practice where reasonable, and clinically appropriate in accordance with the Granted Private Practice agreement.
- Contribute as required in accreditation programs.

## Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to the commencement of clinical duties.
- Registration as a Specialist Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

- The successful appointee must have Fellowship of the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) or equivalent.
- The successful appointee must have at least 1 year post Fellowship or equivalent experience in General or Comprehensive Ophthalmology.
- This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however, you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Demonstrated clinical experience and comprehensive skills for a wide range of common and general ophthalmological procedures including cataract surgery, glaucoma management and simple oculoplastic procedures.
- Demonstrated willingness to participate in teaching at Undergraduate and Postgraduate levels and demonstrated commitment to continuing professional education including maintenance of personal knowledge and skills.
- Demonstrated ability to work as a team leader or member in a multidisciplinary approach to service provision.
- Demonstrated understanding and commitment to the principles of quality improvement and to the principles of hospital accreditation.
- Demonstrated ability to practise in a cross-cultural environment.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.
- Certified copies of your:
  - Basic medical qualification
  - Fellowship (s)
  - Diploma (s)

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the Smart jobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government Smart Jobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to smartjobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the Smart jobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3752.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.

- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles'. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

## Declaration of outside practice

Given the extensive nature of the duties for this position, it is incumbent on the Service to understand exactly what other duties you may have. As such, notification of all other medical officer engagements is required, whether as an employee, contractor or business owner, including the following detail of such engagements:

1. Nature of engagement
2. Location
3. Working times
4. Duration of work
5. On call commitments

# Organisational Chart

Updated November 2023

