

## PM Position Description

Eye Associates is the combined practices of all the ophthalmologists who have a relationship with Eye Group Pty Ltd. Eye Group provides the practice services for Eye Associates and employs staff to provide those services.

### Key roles

- Be answerable to MD and Board of Eye Group for the efficient running of Eye Associates.
- Manage Eye Group employees (reception, administrative and orthoptic staff) and contractors/ consultants/ external advisors
- Support and coordinate the Eye Associates Doctors and their practices.
- Contribute to the development the Eye Group and Eye Associates by practice promotion/ public relations
- Provide advice to the Board and implement advice from the Board concerning:
  - \* Strategic development of Eye Associates and Eye Group
  - \* Financial and budgetary status of Eye Group and Eye Associates

### Must be able to demonstrate: -

- Effective Business Management skills
- Organisation and time management skills
- Ability to communicate effectively at all levels (including keeping Eye Group Board fully informed and advised)
- Problem solving abilities
- Strong team focus
- Leadership qualities
- Delegation of tasks appropriately and effectively

### Acquiring sound understanding of : -

- Culture of Eye Associates and patients relationship
- Roles/strengths and weaknesses of all the Eye Group employees and Eye Associates Doctors for the better running of Eye Associates
- The IT infrastructure of Eye Group including the website
- The position of Eye Associates within local, national and international ophthalmology and medicine

### Expectations and Duties of Practice Manager

- Develop and implement job descriptions of all Eye Group staff
- Training and development of staff
- Employ and dismiss staff in liaison with the Board of Eye Group
- Be the team leader for all staff, especially 2IC and Chief Orthoptist
- Lead by example in appropriate demeanour, dress standards, punctuality and interaction with:
  - \* Eye Associates doctors
  - \* patients and their families
  - \* referrers and their staff
  - \* customers, suppliers
  - \* advisors and consultants,
- Ensure OH&S, Privacy Act and Medico-Legal legislation is adhered to
- Ensure practice is clean and tidy, and a safe working environment
- Ensure all financial transactions are correct, complete and recorded appropriately
- Ensure efficient rostering of staff to optimise resource allocation to match Doctors' workloads
- Play a role in and contribute to the Australian Association of Practice Managers, its conferences and its relationship with the Royal Australian and New Zealand College of Ophthalmologists