

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	Ophthalmology Technician			
<b>Reports to</b>	Charge Nurse Manager Outpatients, Wairau Hospital			
<b>Location</b>	Wairau Hospital			
<b>Department</b>	Ophthalmology			
<b>Direct Reports</b>	Nil		<b>Total FTE</b>	
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b>	Nil
<b>Delegated Authority</b>	<b>HR</b>	Nil	<b>Finance</b>	Nil
<b>Date</b>	April 2026			
<b>Salary band (indicative)*</b>	Allied Health MECA PSA Core Scale B			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

**Wairuatanga** – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

**Rangatiratanga** – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

**Whanaungatanga** – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

**Te Korowai Āhuru** – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

## About the role

The primary purpose of the role is to:

Provide Ophthalmic assistance and other appropriate duties that facilitate the smooth operation of business conducted at Health NZ .

Key Result Area	Expected Outcomes / Performance Indicators
<b>Clinical / Professional Practice</b>	<ul style="list-style-type: none"> <li>• Performs and carries out duties under delegations of care from Registered Nurse (RN), Optometrists and Ophthalmologists as agreed.</li> <li>• Working with and assisting Consultants, registrars and optometrist clinics.</li> <li>• Manages own clinic time and resource to meet service requirements.</li> <li>• Scope of practice following competency sign off.               <ul style="list-style-type: none"> <li>➤ Visual Field Testing (VFT)</li> <li>➤ Visual acuity testing.</li> <li>➤ Instilling drops in patient eyes.</li> <li>➤ OCT testing (Optical Coherence Tomography).</li> <li>➤ Ophthalmic Photography – retinal photo screening for diabetes and/or optic discs.</li> <li>➤ Lensometer</li> <li>➤ Tonometry</li> <li>➤ Auto refractor</li> <li>➤ Ophthalmic Biometry and Topography,</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Care and maintenance of instruments in dispensary as required.</li> <li>• Assisting with intraocular injection clinics.</li> <li>• Assisting with ophthalmic diagnostic procedures as required.</li> <li>• Other duties to ensure the smooth operation of clinics for doctors, patients and staff.</li> <li>• Manages administrative component of patient load, scheduling, attending and departing patients, reporting and audits as required.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participates in performance review process including review of performance goals and identification of areas for professional development.</li> <li>• Maintains own clinical knowledge, competence and demonstrates same in work.</li> <li>• Has a thorough knowledge of departmental and organisational policies, protocols and guidelines.</li> <li>• Participates in departmental meetings and other multidisciplinary meetings as appropriate.</li> </ul>
<b>Quality Improvement &amp; Organisational</b>	<ul style="list-style-type: none"> <li>• Participates in quality improvement processes in your area of work.</li> <li>• A quality, customer-focused service is provided at all times, which follows best practice.</li> <li>• Follows protocols as set out in the manual and other requirements of the Quality Management System and provides clinical and technical support meeting accreditation standards</li> <li>• Demonstrates a commitment to quality principles and continuous improvement contributing to ongoing quality improvement, including the development of policies and protocols, in ophthalmology, the work environment and service delivery.</li> <li>• Provides services within the agreed budget limits.</li> <li>• Ensures there is an asset management system in place, with associated maintenance and replacement schedules and forecasting of equipment as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager.</li> </ul>
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori.</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care.</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.</li> </ul>

<b>Equity</b>	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes.</li> <li>• Shows a willingness to personally take a stand for equity.</li> <li>• Supports Māori-led and Pacific-led responses.</li> </ul>
<b>Innovation &amp; Improvement</b>	<ul style="list-style-type: none"> <li>• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table.</li> <li>• Models an agile approach – tries new approaches, learns quickly, adapts fast.</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices.</li> </ul>
<b>Collaboration and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.</li> <li>• Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.</li> </ul>
<b>Health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives.</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.</li> </ul>
<b>Compliance and Risk</b>	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit.</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>

**Matters which must be referred to the CHARGE NURSE MANAGER**  
**OUTPATIENTS**

- Any patient safety concerns

**Relationships**

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• Patients and Whanau</li> </ul>	<ul style="list-style-type: none"> <li>• Other team members of the Ophthalmology service, including the Nelson Ophthalmology service.</li> <li>• Staff from the wider outpatient service at Wairau</li> </ul>

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## About you – to succeed in this role

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### You will have

### Essential:

- A health-related qualification, or relevant experience.
  - Proven ability to create effective working relationships.
  - The ability to work as an integral part of the team and maintain professional and positive relationships with other service providers.
  - A knowledge of quality control and quality assurance is essential.
  - Experience and understanding of principles of continuous quality improvement.
  - Able to prioritise work and ability to meet expected timeframes.
  - Commitment to patient centred care.
  - Proven high level of communication skills.
  - Able to work on a roster basis.
  - Must be capable of physical demands of working in the clinic.
  - Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook.
  - Keeps up to date with available information technology relevant to position.
  - Understands and complies with Health NZ Information Technology policies.
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- A natural, open manner and a level of self-confidence which helps generate trust and good working relationships.
  - Honesty and integrity.
  - Good organisational and time management skills.
  - Good interpersonal and communication skills.
  - Excellent decision making skills with focus on outcomes.
  - Provides a positive role model for other staff.
  - Professional and considerate attitude towards patients and other staff.
  - Adapts to change with a willingness to learn new procedures, technologies and systems .
  - Sense of humour.

### Desired:

- Experience in implementing Te Tiriti o Waitangi in action.
- Previous experience as a technician within Ophthalmology
- Knowledge and care of specialised equipment required
- Competency in performing OCT and Visual Field Testing

- Understanding and experience working with clients with visual impairment

**You will be able to Essential:**

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

**Desired:**

- Previous Ophthalmic work

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

*\*The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*