



HSS REGISTERED

Orthotist

Health Salaried Officers Agreement: Level P1

Position Number: 103866

Health Technology Management Unit / Rehabilitation Technology Unit

East Metropolitan Health Service

Reporting Relationships

Manager (O&P)
HSO Level P3
Position Number: 103856



Senior Orthotist
HSO Level P2
Position Number: 103870



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

← Also reporting to this supervisor:

- Orthotist; HSO P1; 5.00FTE
- Technical Officer; HSO G3/4&5; 6.00FTE

Key Responsibilities

Provision and delivery of orthoses to adult patients referred to the Orthotic and Prosthetic Service.

Brief Summary of Duties (in order of importance)

1. Professional (85%)

- 1.1 Attend Clinics as directed and assist with the formulation of the orthotic prescription in consultation with Clinical Staff.
- 1.2 Assess the orthotic prescription, determining the type of orthosis appropriate to the patient condition and functional requirement where the orthosis is not specified.
- 1.3 Liaise with the prescribing Clinician to affect changes to the specification and/or treatment indicated by the patient assessment.
- 1.4 Complete specification of the orthosis through patient consultation and measurement, form casting and cast modification to provide corrective treatment.
- 1.5 Design and develop custom orthoses in accord with special patient needs.
- 1.6 Organise and contribute to construction of the orthosis using component assembly or custom manufacture.
- 1.7 Fit, align and adjust the orthosis to ensure conformance with the prescriptive and functional requirement and accepted quality standards relating to comfort, cosmesis, safety and finish.
- 1.8 Maintain responsibility for the orthosis until reviewed/accepted by the prescribing clinician and establish a patient review plan in accord with the medical condition and the likely service demand on the orthosis.
- 1.9 Instruct/train the patient in the correct use, care and the maintenance of the orthosis.
- 1.10 Maintain current knowledge of trends in orthotic practice, patient treatment, materials and manufacturing techniques and incorporate into routine orthotic practice.
- 1.11 Supervise technical staff assigned to the Orthotist for specific work programmes.
- 1.12 Consult with and advise medical/allied health staff on advances in orthotic practice and matters relating to the delivery of orthotic services.
- 1.13 Liaise with medical, nursing and allied health staff as required.
- 1.14 Participate in weekend and after hours work as required.

2. Administration (15% breakdown)

- 2.1 Organise workload related to specific areas of orthotic practice or designated wards, clinics or organisations external to the hospital, as assigned.
- 2.2 Maintain records and provide patient/treatment information for the central record as directed.
- 2.3 Provide recommendations on the development of orthotic resources in response to changing clinical demand and policy initiatives.

3. Education and Training (5% breakdown)

- 3.1 Maintain personal competence through participation in professional education programmes, conferences and seminars, as appropriate.
- 3.2 Provide specialised instruction to nursing and allied health staff and students as required.
- 3.3 Supervise and instruct undergraduate-post-graduate Orthotics students, accepted by the Service for clinical placement/experience.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in Prosthetics and Orthotics and eligible for full membership of the Australian Orthotic Prosthetic Association (AOPA).
2. Competence in the interpretation of the orthotic prescription, clinical measurement, orthotic fabrication, fitting and the evaluation of orthotic appliances.
3. Ability to work with patients undergoing treatment for a wide range of disabling conditions and trauma.
4. Conversance with the full range of orthotic management techniques and appliances required by the Service.
5. Effective interpersonal, verbal and written communication skills, including accurate clinical and technical documentation.
6. Ability to work as part of a multidisciplinary team.

Desirable Selection Criteria

1. Recent experience working as a professional Orthotist in a large teaching hospital and/or similar environment.
2. Knowledge and experience in spinal orthotics
3. Experience in contemporary methods of orthosis design and fabrication, including CAD/CAM.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full membership of the Australian Orthotic Prosthetic Association (AOPA) must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on June 2018
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