



**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.

## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.*

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## 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**

.....  
**Dept. / Division Head Name**

.....  
**Signature or**

.....  
**HE Number**

.....  
**Date**

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** .....

**APRIL 2019**