



**HSS REGISTERED**

# Technical Officer (Orthotics and Prosthetics)

**Health Salaried Officers Agreement: G-3/4**

**Position Number: 103860**

**Rehabilitation Technology Unit / Health Technology Management Unit**

**Corporate Services & Contract Management / East Metropolitan Health Service (EMHS)**

## Reporting Relationships

Manager, Orthotic & Prosthetic Service  
Award Level HSO: P3  
Position Number: 103856



Supervising Technical Officer  
Award Level HSO: G6  
Position Number: 103872



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Technical Officer, HSO G-3/4&5 x 5

## Key Responsibilities

To provide an efficient, effective and timely service in relation to the provision, repair, maintenance, quality assurance and construction of orthotic and prosthetic appliances in order to satisfy the quality and service delivery objectives of the Department, the Hospital and its customers.

## 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)

### SCOPE OF THIS POSITION

The position of Technical Officer (Orthotics & Prosthetics) works within a team responsible for manufacturing, adaptation, service and maintenance support in relation to the provision, operation, safety and serviceability of orthotic and prosthetic appliances provided to patients through Rehabilitation Technology Unit (RTU), to State Rehabilitation Services and to related hospitals and community based services (CAEP) provided to the SMHS and the State.

#### 1. The position is responsible to the Senior Orthotist / Senior Prosthetist to:

- 1.1 Provide construction, maintenance, repair, quality assurance and performance testing on specialised orthotic and interim prosthetic appliances provided directly to patients and clients of the Orthotics and Prosthetic Service. It is expected that the position will be trained across relevant areas of specialisation with the Service, in order to develop a broad and comprehensive range of skills and competencies.
- 1.2 Provide advice, training and assist Hospital clinical, allied health and other staff in relation to the operational and safety aspects of equipment and appliances falling within the scope of the position.
- 1.3 Ensure the entry of accurate information into the relevant databases in order to comply with quality assurance requirements and to provide a comprehensive record of services provided in respect of disability equipment and service provision, accurately reflecting the use of labour, parts and consumables.
- 1.1 Manage personal work flow to ensure timely compliance with the requirements of the Division's quality management objectives; viz: (i) maintenance and updating of current, accurate, and complete quality documentation reflecting the continuous improvement of work practices; (ii) facilitation of the conduct of internal review and the timely implementation of agreed initiatives.
- 1.2 Maintain appropriate contemporary knowledge of (i) rehabilitation practices, measurement and fitting techniques relevant to the provision of orthotic appliances (including spinal bracing) and interim prosthetic appliances provided for adult amputee rehabilitation (ii) safety aspects of providing orthotic and prosthetic appliances to be used in the community (iii) advanced manufacturing techniques (iv) bacterial contamination, infection control and other hazards as identified or advised.
- 1.3 Ensure at a personal level that relevant occupational safety and health practices and standards are implemented and maintained.
- 1.4 Design, construct or modify specialised orthotic and prosthetic equipment as directed.
- 1.5 Observe protocols supporting the operation and maintenance of the Division's imprest stores.
- 1.6 Provide the Supervising Technician and colleagues with information and the access necessary for maintaining reliable and timely communication at all times, while working in the hospital or on related activities.
- 1.7 Other duties as reasonably directed by the Senior Orthotist/Senior Prosthetist/Supervising Technical Officer.

#### 2. The post is responsible to service recipients to

- 2.1 Ensure delivery of services within the set time frame at an acceptable quality, in accord with priorities developed in liaison with the Supervising Technical Officer.
- 2.2 Ensure an efficient, effective, timely, and ongoing process of continuous quality improvement, consultation and feedback to customers in order to meet their needs and concerns.

#### 2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### 3. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. AQF 3 or other relevant post-secondary qualification equivalent to approximately 12 months full time formal training
2. Demonstrated competence in a range of fabrication techniques (e.g. machining, welding) relevant to the construction, modification and maintenance of light mechanical equipment.
3. Experience in constructing, fitting, fault finding, repair, safety checking and the quality assurance of light mechanical equipment.
4. Well-developed interpersonal, communication, organisational and negotiation skills.
5. Knowledge of occupational health and safety principles.

### Desirable Selection Criteria

1. AQF4 or higher qualification(s) in a relevant discipline, equivalent to a minimum of one year full time formal training.
2. Sound knowledge of contemporary principles and practices used in the design, manufacture and implementation of orthotic and prosthetic appliances. Experience in relation to the manufacture, fitting and provision of the range of orthotic and prosthetic appliances applied in a hospital or rehabilitation setting.
3. Knowledge and understanding of the general principles of Continuous Quality Improvement and their practical application in systematically evaluating and meeting customers' needs. Direct practical participation in an accredited Quality Management System such a ISO9001
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- 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	February 2020
------------	-----------------	---------------