

# Austin Health Position Description



**Position Title: Grade 1 - Graduate Orthotist /  
Prosthetist**

Classification:	C07-CP2
Business Unit/ Department:	Manager of Orthotic and Prosthetic Department
Employment Type:	Fixed-Term Full-Time
Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Hours per week:	40 (including ADO's)
Reports to:	Manager of Orthotic and Prosthetic Department
Direct Reports:	0
Financial management:	Budget:
Date:	19/12/23

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community-based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff across its sites; and are known for our specialist work in liver transplant, Victorian Spinal Cord Injury Service, Victorian Respiratory Support Service, cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Position Purpose

The Grade 1 Graduate Orthotist / Prosthetist will be recognised as a developing clinician in a specialist area as and demonstrate foundational skills and professional knowledge. They will provide quality and patient-focussed orthotic and / prosthetic clinical services. This will include services within the Orthotic Inpatient Acute Care and / or the Orthotic Outpatient Community Care Streams.

They will actively participate as a team member in the O&P Department and in relevant inter-disciplinary teams.

They are expected to exhibit a commitment to professional development and continuous service improvement, with a focus on extending their individual practices and performance to provide optimal clinical outcomes.

## About Orthotic/Prosthetic Department

This position is based within the Orthotic and Prosthetic Department. This department forms part of the Division of Allied Health. Allied Health employs over 1,000 health professionals across 27 disciplines, broadly known as the therapies and sciences, who work as key members of the multidisciplinary team aiming to provide the best outcomes for patients via preventing, diagnosing, and treating a range of healthcare conditions.

Allied Health staff support patients at every stage of their healthcare journey across Austin Health with services provided across all three sites (acute and sub-acute), in the ambulatory setting, at home and in the community.

The O&P Department is committed to promoting the highest levels of management for our patients through the use of the use of person-centered evidence-based practice.

The Department provides services to all three campuses of Austin Health, across all Divisions. The department provides care across the continuum and is a registered service provider for a number of funding bodies including NDIS, VALP, TAC & Workcover.

The clinician employed in this position reports to the Manager of Orthotics and Prosthetics and is expected to travel across campus' as required and adopt a flexible approach to clinical caseload management and the provision of care during periods of planned and unplanned leave. They will also be expected to participate in an after-hours roster system.

The department is focused on developing the professional body of knowledge and practice of staff in a range of areas to ensure high quality service provision. This is achieved through staff participating in ongoing training and professional development, clinical supervision and performance review, research, quality improvement activities and undergraduate and / or post-graduate student teaching. The department has a continuing education, student and quality improvement strategy which is developed and operationalised through senior leadership forums and committees.

## Purpose and Accountabilities

### Role Specific:

#### Clinical

Provide evidence based clinical care to a designed patient group.

- Prioritisation and provision of direct clinical services to areas of Austin Health in accordance with case load requirements.
- Provide clinical services in accordance with the professional and ethical standards of the Australian Orthotic Prosthetic Association.
- Actively participate in the multidisciplinary team approach to patient management.
- Ability to work predominantly within an acute and rehab setting.
- Ability to work across multiple campuses in a demanding clinical setting, requiring time management, organisational and communication skills.
- Ability to undertake technical tasks, maintain technical competencies and evaluate quality of own workmanship.
- Perform finishing operations on orthoses and prostheses as required.
- Undertake appropriate personal continued professional development (CPD) and demonstrate learning's via the application in day-to-day practice.
- Ability to liaise effectively.
- Be responsible for accurate and timely documentation e.g., Statistics, medical documentation, forms, administration.
- Ensure financial accountability of all orders and timely submission of patient related invoices.
- Responsible for meeting KPI's.
- Assist in the maintenance of adequate stock levels in the department, especially materials and components.

#### Quality and Risk

- Actively contribute to the development and continuing improvement of the orthotics and prosthetics service.
- Ensure compliance with mandatory training requirements.
- Actively participate in the ongoing identification, assessment, treatment, and prevention of risks
- Undertake activities and audits to support compliance with the national standards and NDIS practice standards.
- Strive towards continuous improvement, by initiating, participating and continuously evaluating the quality and outcomes of interventions and participating in quality improvement initiatives.

#### Professional Development

- Participate in department performance appraisal, supervision and Professional Development Planning process.
- Be proactive in attendances to educational courses and in-services as appropriate. Report this in annual PRD.

- Presentations to internal and external professional bodies as required.
- Monitoring of new developments in the orthotic and prosthetic profession.
- Maintain and build on current knowledge of relevant literature, clinical development, and componentry.
- Undertake specific duties and clinical load as directed by the Manager or senior leadership team.

### **Information Management**

- Record in patient medical files according to policy/ procedure and Austin Health documentation standards.
- Adhere to Austin Health's policies for use of Information Technology.
- Meet activity and reporting timelines for projects and committee work.
- Record accurate statistics and performance data.

### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse):  
<https://austinhealth.sharepoint.com/sites/Intranet>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct
- Undertake specific duties and load as directed by the Manager.

## **Selection Criteria**

### **Essential Knowledge and skills:**

- A demonstrated commitment to Austin Health values:
  - Our actions show we care
  - We bring our best
  - Together we achieve
  - We shape the future.
- Masters of Clinical Prosthetic and Orthotics (or Bachelor equivalent).
- AOPA membership with certification as an Orthotist / Prosthetist via CPD program fulfilment.
- Knowledge of orthotic / prosthetic principles for vascular, orthopaedic, spinal and neurological patient groups.
- An understanding of prescription principles, the application of biomechanical principles, and knowing how to apply and evaluate their application in a clinical setting.
- An understanding of applications of outcome measures to assess effectiveness of care.
- Ability to undertake technical tasks (includes ability to evaluate all technical work and assess for adherence to quality standards / measures).
- Ability to be actively involved within a team and promote team cohesion and collaboration.
- Excellent written and oral communication skills, including sound computer skills.

- Excellent time management and prioritisation skills with resultant effective outcomes.
- Ability to participate in a Saturday Service (rostered no more than 10 Saturdays per year).
- Current Working with Children Check
- Current NDIS Worker Screening check
- Current drivers license.

**Desirable but not essential:**

- Orthotic / Prosthetic experience in acute and rehabilitation multidisciplinary environments.
- Fabrication experience.
- Previous experience working with patient information systems, large organisations systems and processes is preferable.
- Knowledge of current trends in the O&P industry (eg. technology, materials, techniques, sustainable practices, policies, relevant standards and health care funding arrangements).

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	