

Austin Health Position Description



Position Title: Grade 2 Orthotist / Prosthetist

Classification:	CP3 – CP51
Business Unit/ Department:	Orthotic and Prosthetic (O&P)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment Type:	Parental Leave Cover
Hours per week:	40 Hours (including ADO's)
Reports to:	Manager of Orthotic and Prosthetic Department
Direct Reports:	0
Financial management:	Budget: 0
Date:	20/12/23

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 2 Orthotist / Prosthetist will be recognised as an established clinician in a specialist area as recognised by the Employer and demonstrate consolidated skills and professional knowledge.

They will motivate and inspire others through the provision of quality and patient-focussed orthotic and /or prosthetic clinical services within both Inpatient and Outpatient Streams (acute, subacute and community).

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 departmental continuous improvement, with a focus on extending their individual practices and performance to provide the most optimal clinical outcomes.

About O&P

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.

Role Specific

Clinical Care

Provide excellent evidence based clinical care to a designated patient group.

- Prioritisation and provision of direct clinical services to areas of Austin Health in accordance with case load requirements, including consolidated knowledge of:
 - Pressure injury and prevention
 - Acute spinal management
 - Musculoskeletal conditions
- Provide clinical services in accordance with the professional and ethical standards of the Australian Orthotic Prosthetic Association.
- Manage and demonstrate detailed assessment, care planning and intervention with attention to professional values, skills, knowledge, and theory.
- Assessment of patients' functional status and provision of orthoses / prostheses for inpatients and outpatients referred to the Department, including planning, evaluation of treatment, and ongoing treatment plans.
- Demonstrate and maintain high level of specialist knowledge related to clinical practice.
- Provide high level consultation regarding clinical care issues to the multidisciplinary team.
- Ability to undertake technical tasks and liaise with technical staff regarding fabrication.
- Negotiate, liaise, and advocate with appropriate organisations on behalf of patients, families/significant others.
- Participate in unit multidisciplinary meetings and contribute to treatment care and discharge planning.
- Undertake and model evidence-based practice principles and interdisciplinary practice in the provision of care.
- Provide high level clinical assessment and resulting professional report writing, clinical justification and quoting to third party funding bodies such as NDIS, SWEP, TAC and Workcover.
- Ensure documentation of patient care is in accordance with Austin Health and departmental standards.
- Maintain relevant statistics and performance data.
- Ensure financial accountability of all orders and timely submission of patient related invoices.
- Assist in the maintenance of adequate stock levels in the department, especially materials and components.

Clinical leadership

Deliver care within the context of departmental and Austin Health aims and priorities.

- Supports and supervises Grade 1's, Allied Health Assistants, students etc.
- Act as a role model for staff, setting and clearly communicating behavioural expectations.

- Contribute to a team environment which promotes a positive culture, opportunity for learning and development, safety and welfare of employees.
- Perform additional administrative duties and projects under direction of the Manager.
- Participate in annual performance reviews and development processes in the designated stream.
- Complete departmental and organisational administrative activities including data collection, workflow documents, patient attendance reports and billing advice information in a timely manner.

Education and Research

- Initiate and provide clinical guidance to other members of the department utilising expertise through, for example, direct demonstration, team meetings and continuing education forums.
- Initiate and provide training and education to hospital staff and other professionals within Austin Health and externally on issues pertaining to their discipline.
- Participate in the organisation and overall management of undergraduate and postgraduate student training in the clinical area of expertise.
- Participate in the development and implementation of research projects pertaining to the relevant area of clinical practice as part of the departmental research program.
- Present findings of research in scientific publications and at relevant conferences

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.

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. Scope and implement changes with the Manager's approval.
- Maintain and build on current knowledge of relevant literature, clinical development and componentry.
- Set and achieve measurable and achievable goals for yourself.
- Participation in quality improvement processes and quality improvement initiatives.
- 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 as per policy and procedures.

All Employees:

- Comply with Austin Health policies & procedures.
- 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

Selection Criteria

Essential Knowledge and skills:

- A 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.
- 5 years of relevant clinical experience
- Demonstrated established levels of specialist knowledge and clinical skills in an area of clinical practice relevant to Austin Health, including orthopaedic and musculoskeletal orthotics, pressure injury management and prevention and acute spinal injuries
- Demonstrated commitment to evidence-based practice and ability to translate this into practice.
- Demonstrated ability to undertake professional supervision and promote professional competence of other staff.
- Demonstrated experience in teaching, training and education.
- Established interpersonal skills that promote team development and engagement, and a proven ability to relate to people at all levels within an organisation
- Demonstrated research or quality improvement project work, including knowledge and skills in data analysis.
- High level written and verbal skills.

- Demonstrated history of and commitment to ongoing professional development and specialisation
- Ability to participate in a Saturday Service (rostered no more than 10 Saturdays per year - pro rata for part time staff).
- Current driver's license
- Current Working with Children Check
- Current NDIS Worker Screening check

Desirable knowledge and skills:

- Experience in the application and management of Total Contact casts
- Experience in the management of Halo Thoracic Orthoses
- Hold a higher degree or progressing towards higher qualification in a relevant clinical area.
- Demonstrated evidence of research, publication, and public presentation
- Demonstrate a working knowledge of the Victorian public health care system and resource allocation.

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/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	