

Position Description

Grade 3 – Orthotist / Prosthetist – Stream Leader Orthotic Outpatients and Community Care

Classification:	CO10-CP13
Business unit/department:	Orthotics and Prosthetics
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 (including ADO's)
Reports to:	Manager Orthotics and Prosthetics
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	Jan 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples

Position purpose

The Grade 3 Orthotist / Prosthetist is a clinical leader and has specialist skills in an area recognised by the Employer and within the wider profession. They will provide leadership to a specific clinical stream (Prosthetics, Orthotic Inpatients & acute care or Orthotic outpatients and community care).

They will demonstrate superior consolidated skills and have contemporary professional knowledge that will support high quality patient care and contribute to service outcomes.

They will be leaders in building and contributing to knowledge in their area of expertise and will encourage teaching, research and mentoring within a designated clinical stream. They are expected to lead and develop individuals and teams, in a way which will motivate and inspire others.

Their influence extends beyond their streams individual members, and they are expected to input into service decisions outside of the O&P Department and will represent Allied Health in service discussions in their area of expertise.

The expectation is that Grade 3 staff hold a 60-70% clinical caseload with the option to flex up or down

depending on wider service needs.

They will lead a specialised portfolio of work in conjunction with the manager who supports the entire O&P service.

About the Directorate/Division/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 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

Position responsibilities

Clinical

Provide evidence based clinical care to a designed patient group.

- Provide high quality, patient centered, evidence based clinical care to a designated patient group.
- Function as the senior clinician in a clinical stream of care (Prosthetics, Orthotic Inpatients & acute care or Orthotic outpatients and community care) demonstrating a high level of specialist knowledge related to clinical practice.
- Undertake and model evidence-based practice principles and interdisciplinary practice in the provision of care.
- Provide high level consultation regarding complex clinical care and discharge planning issues to the multidisciplinary team and external organisations as required. Including attending multidisciplinary meetings as required.



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- Prioritisation and provision of direct clinical services to areas of Austin Health in accordance with case load requirements. Including timely triage and management of referral lists.
- Maintain competency and certification in relevant specialised clinical areas.
- Prepare and submit required reports and quotations to external funding bodies within departmental timeframes to ensure timely delivery of patient care.
- 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.
- Ability to undertake technical tasks, maintain technical competencies and evaluate quality of own workmanship.

Clinical Leadership

- Lead discipline services to a clinical stream of care within the context of departmental and Austin Health aims and priorities.
- Demonstrate clinical leadership and accountability by adhering to Department processes for all aspects of service provision.
- Create a team environment which promotes a positive culture, opportunity for learning and development, safety and welfare of employees.
- Support and provide clinical supervision for Grade 2's, Grade 1's, Allied Health Assistants, and students.
- In conjunction with the Manager, re-allocate staff during periods of changing demand.
- Participate in human resource management as requested by the Manager.
- Participate in the development, implementation and evaluation of policy, service provision and strategic direction of the department with a particular focus on the designated clinical stream.
- Lead their clinical stream through service reviews and change by synthesising the problem and conveying a positive message for change.
- Represent the area of responsibility and/or department at relevant Austin Health forums and meetings as required.
- Perform additional administrative duties and projects under the direction of the Manager.
- Analyse and present clinical streams performance data to the wider department to inform and enhance service delivery.
- Responsible for meeting clinical streams KPI's.
- Responsible for leading and delivering a designated portfolio of work, supported by the Manager which supports the entire O&P service (Quality and Safety, Education or Work Health and Safety)
- Maintain connections with the wider Allied Health team and the MDT to enhance service outcomes: Where applicable, work with external agencies; to enhance outcomes and broaden their reach as care providers.

Teaching

- Provide input into department policy and procedures regarding training and education for staff, students, and other health professionals
- Prepare, plan, and participate in undergraduate and postgraduate student training in their designated clinical stream. The stream leader is responsible for providing student assessment and feedback.
- Initiate and provide training and education to hospital staff, other professionals, and student groups within Austin Health and externally on issues pertaining to their discipline.
- Presentations to internal and external professional bodies as required.



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- Initiate and provide teaching/clinical supervision to other members of the department utilising expertise through direct teaching, mentoring, team meetings and continuing education forums. Supervision to be delivered as per the Austin Health Clinical Supervision Guideline.

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.
- Comply with Austin Health policies & procedures
- Comply with the Code of Conduct

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.
- Monitoring of new developments in the orthotic and prosthetic profession ensuring clinical practice is current and evidence based.
- Maintain and build on current knowledge of relevant literature, clinical development, and componentry.
- Participate in regular supervision with the Grade 4 clinical lead (or clinician) or Manager.

Research (desirable)

- Develop and implement research projects pertaining to the relevant area of clinical expertise as part of the departmental research program
- Present findings of research in scientific publications and at relevant conferences
- Supervise clinical research students as required

Information Management

- Ensure the appropriate dispersion of information to staff
- 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
- Maintain and store minutes of meetings in areas of responsibility
- Record accurate statistics and performance data.

Selection criteria



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Essential skills and experience:

- Over 7 years of relevant clinical experience
- Demonstrated high levels of specialist knowledge and clinical skills in an area of clinical practice relevant to Austin Health including working in and providing expert advice within multidisciplinary clinics.
- 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 expertise in teaching, training, and education
- High level interpersonal skills that promote team development and engagement, and a proven ability to relate to people at all levels within an organization
- Demonstrated research or quality improvement project work, including knowledge and skills in benchmarking and data analysis
- High level written and verbal skills
- Knowledge and experience of working with external funding bodies (i.e. NDIS, TAC, Workcover and SWEP), including provision of relevant assessments reports and service quotations.
- Demonstrated history of and commitment to ongoing professional development and specialisation.
- Knowledge of current trends in the O&P industry (e.g. technology, materials, techniques, sustainable practices, policies, relevant standards, and health care funding arrangements).
- Knowledge of work, health and safety requirements in an Orthotic and Prosthetic service relating to both patients and workers.
- Ability to participate in a Saturday Service (rostered no more than 10 Saturdays per year).

Desirable but not essential:

- 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

Professional qualifications and registration requirements

- Masters of Clinical Prosthetic and Orthotics (or Bachelor equivalent).
- AOPA membership with certification as an Orthotist / Prosthetist
- Current Working with Children Check
- Current NDIS Worker Screening check
- Current drivers license.

Quality, safety and risk – all roles

All Austin Health employees are required to:



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- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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