

# Position Description

## Grade 2 – Orthotist / Prosthetist

<b>Classification:</b>	CP3-CP51
<b>Business unit/department:</b>	Orthotics and Prosthetics
<b>Work location:</b>	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)
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	24
<b>Reports to:</b>	Manager Orthotics and Prosthetics
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	Mar 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 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 provide quality and patient-focussed orthotic and / prosthetic clinical services. This will include services initially within the Orthotic Inpatient and Acute Care Stream.

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 and subacute).

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 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.

• Prioritisation and provision of direct clinical services to areas of Austin Health in accordance with case load requirements, including consolidated knowledge of:

- Acute Spinal Management
- Orthopaedic Fracture Management
- Pressure injury and prevention
- Early Post op amputee management

• Provide clinical services in accordance with the professional and ethical standards of the Australian Orthotic Prosthetic Association



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- 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

## 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 teaching/clinical guidance to other members of the department utilising expertise through, for example, direct teaching, 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 finding of research in scientific publications and at relevant conferences



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## 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. 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.
- Ability to evaluate one's performance and the achievement of goals.
- Participation in quality improvement processes and quality improvement initiatives if required. • 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.

## Selection criteria

### Essential skills and experience:

- 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 amputee management, orthopaedic and musculoskeletal orthotics, pressure injury management and prevention and neurological lower limb management.
- 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



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- 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 [austin.org.au](http://austin.org.au)
  - 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).

### **Desirable but not essential:**

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:

- 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.*



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- 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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