

Position Description

Orthotist / Prosthetist

Classification:	Grade 1, CO7-CP2
Business unit/department:	Orthotics and Prosthetics
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Full-Time
Hours per week:	40 (38 + ADO) per week
Reports to:	Manager Orthotics and Prosthetics
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	Sept 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 1 Orthotist / Prosthetist will be recognised as a clinician in a specialist area and demonstrate developing skills and professional knowledge.

They will provide quality and patient-focussed orthotic and / prosthetic clinical services. This will initially be positioned within the Orthotic Inpatient and Acute Care Stream.

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.
- 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.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- 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.

Selection criteria

Essential skills and experience:

- 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.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- 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).

Desirable but not essential:

- Orthotic / Prosthetic experience in acute and rehabilitation multidisciplinary environments.
- Fabrication experience.
- Previous experience working with patient information systems, large organisation 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).

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.*
- 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.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

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.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future