

<b>Position</b>	Orthotic/Prosthetic Technician
<b>Classification</b>	TGO1
<b>Division</b>	Rehabilitation, Aged Care and Palliative Care (RAP)
<b>Department / Section / Unit / Ward</b>	Orthotics and Prosthetics South Australia (OPSA) RHP
<b>Role reports to</b>	Operationally: > Director of OPSA M62729 Professionally: > Director of OPSA M62729
<b>CHRIS 21 Position Number</b> M63147	<b>Role Created / Review Date</b> 28/04/2022
<b>Criminal History Clearance Requirements</b> <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	<b>Immunisation Risk Category</b> Category C (minimal patient contact)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The Orthotic/Prosthetic technician is required to assist the clinical orthotists/prosthetists in the production of high quality orthoses/prostheses provided to inpatients, outpatients and outreach patients of the SALHN.

### Direct Reports: (List positions reporting directly to this position)

N/A

### Key Relationships / Interactions:

Internal:

Reports to the Director OPSA via AHP 3 staff.

Works collaboratively with OPSA Clinical, Technical, Ancillary and Administrative staff.

External:

- SALHN staff
- Vendors and suppliers to OPSA

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Limited supervision, competing priorities of customer service, workflow recording and stock management.

### Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

## Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

## General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Mental Health Act 2009 (SA)* and Regulations.

## Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Areas	Major Responsibilities
<p>Direct/indirect patient/client care: Provide a comprehensive Orthotic/Prosthetic technical service to support the AHP Orthotist/Prosthetist's in the manufacture, repair and modification of orthoses and prostheses</p>	<ul style="list-style-type: none"> <li>&gt; High quality orthoses and prostheses are produced in a timely manner and that meet all requirements of the prescription, as indicated on OPSA job card and verbal hand-over.</li> <li>&gt; Assist with stock control and recommendations for stock purchasing, stocktake, stores management.</li> <li>&gt; Assist the AHP Orthotist/Prosthetist with patient-based activities at the direction of, and supervision of the AHP Orthotist/Prosthetist (e.g. moulds, fittings).</li> <li>&gt; Seek &amp; accept support &amp; feedback from AHP Orthotists/Prosthetists</li> <li>&gt; Contribute to data collection, through recording of componentry parts used in manufacture</li> <li>&gt; Record manufacturing process on Job card and sign for TGA manufacturing compliance</li> <li>&gt; Review TGA process with AHP co-workers to develop and refine productivity</li> <li>&gt; Maintain contemporary materials and componentry and technique knowledge for O&amp;P manufacture</li> <li>&gt; Products meet or exceed industry standards.</li> <li>&gt; Products are completed in a timely manner.</li> <li>&gt; Patient, family and staff satisfaction.</li> </ul>
<p>Encourage and foster a positive culture and safe working environment</p>	<ul style="list-style-type: none"> <li>&gt; A team environment which promotes positive learning and development, safety and welfare of employees, acknowledges cultural and personal differences, and encourages creativity and innovation.</li> <li>&gt; Voices views and concerns in a constructive manner.</li> <li>&gt; Team members demonstrate a positive approach and commitment to client service.</li> <li>&gt; A positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively.</li> <li>&gt; Team continuously improves its services.</li> <li>&gt; Staff satisfaction reviewed via performance management and supervision processes.</li> </ul>
<p>Awareness of and actively participate in quality management, quality assurance and risk management activities and ongoing improvement of Orthotic/Prosthetic services.</p>	<ul style="list-style-type: none"> <li>&gt; Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.</li> <li>&gt; Assist with continuous improvement and quality activities as directed by AHP Orthotic/Prosthetic staff.</li> <li>&gt; Identifies and complies with established procedures and processes to identify and manage risks within Orthotics/Prosthetics, to ensure TGA manufacturing compliance, and contribute to patient safety.</li> <li>&gt; Level of participation in quality management activities.</li> <li>&gt; Evidence that risks have been identified and reported, through to WH&amp;S officer. Opportunity to receive training for workshop WH&amp;S officer.</li> <li>&gt; Actively adhere to plant and equipment and chemical competencies, including service and maintenance check of workshop operational equipment, and report workshop risks to Director and WH&amp;S officer.</li> </ul>
<p>Ensure a high standard of professional conduct is maintained</p>	<ul style="list-style-type: none"> <li>&gt; Maintain professional conduct and standards at all times when assisting with patient based activities and completing orthoses/prostheses.</li> <li>&gt; Commitment to achieving and complying with National Safety &amp; Quality Health Service Standards.</li> <li>&gt; Satisfied patients and families.</li> <li>&gt; Positive feedback from staff.</li>   <li>&gt; <i>“Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.”</i></li> </ul>

- > *“Commitment to achieving and complying with National Safety & Quality Health Service Standards.”*

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > A Diploma or Advanced Diploma in a relevant Technical discipline. (Prosthetic and Orthotic Technician or a technical discipline or equivalent experience),
- >

### Personal Abilities/Aptitudes/Skills

- Excellent interpersonal and communication skills to effectively undertake technical production.
- Ability to work under pressure and to demonstrate effective time management.
- Conflict resolution skills.
- Ability to work as part of a team.
- Ability to use hand tools and workshop machinery in a safe and effective manner.
- Ability to work independently as directed and follow guidelines and specifications.
- Demonstrated good mechanical reasoning, technical aptitude and the ability to work with their hands.
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Experience working in a technical manufacturing area using a variety of materials, processes and machines

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of stock management systems

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

### Personal Abilities/Aptitudes/Skills

- Excellent technical skills pertaining to Orthotics and Prosthetics.
- High level of workmanship with attention to neatness, finish, accuracy and detail.

### Experience

- > Proven experience in basic computing skills, including email and word processing

### Knowledge

### Educational/Vocational Qualifications

### Other Details

## Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

## SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network
	> Southern Adelaide Local Health Network
	> Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network
	> Yorke and Northern Local Health Network
	> Flinders and Upper North Local Health Network
	> Riverland Mallee Coorong Local Health Network
	> Eyre and Far North Local Health Network
	> South East Local Health Network

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



**Code of Ethics**

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Domestic and Family Violence**

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.



**Role Acceptance**

I have read and understand the responsibilities associated with the Orthotic / Prosthetic Technician in the Division of Rehabilitation, Aged, And Palliative Care and organisational context and the values of SA Health as described within this document.

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date