



## ROLE DESCRIPTION

<b>Role Title:</b>	Orthotist /Prosthetist		
<b>Classification Code:</b>	AHP1	Position Number	TBC
<b>LHN/ HN/ SAAS/ DHW:</b>	Central Adelaide Local Health Network (LHN)		
<b>Hospital/ Service/ Cluster:</b>	RAH/ TQEH/ Repat/ HRC		
<b>Division:</b>	Allied Health		
<b>Department/Section / Unit/ Ward:</b>	Orthotics & Prosthetics		
<b>Role reports to:</b>	Director Orthotics & Prosthetics		
<b>Role Created/ Reviewed Date:</b>	December 2023		
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC or DHS) <input checked="" type="checkbox"/> Working With Children’s Check (DHS) <input checked="" type="checkbox"/> National Police Check (NPC) <input checked="" type="checkbox"/> NDIS worker Check		
<b>Immunisation Risk Category Requirements:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

## ROLE CONTEXT

### Primary Objective(s) of role:

To provide Prosthetic and Orthotic (O&P) assessment, service planning, and direct clinical service provision as appropriate for inpatients and outpatients of the Royal Adelaide Hospital (RAH), The Queen Elizabeth Hospital (TQEH) and associated clinics provided by the O&P service within the Central Adelaide Local Health Network (CALHN).

Whilst the Orthotic and Prosthetic service promotes a team environment, the incumbent will need to demonstrate the ability to work independently and problem solve at both a clinical and technical level.

Position responsibilities include independent clinical case-load on and off-site; participating in quality assurance, ongoing professional development and assisting research activities within the department.

### Direct Reports:

- Reports to the Director of Orthotic and Prosthetic Services CALHN, via Prosthetist/Orthotist AHP3 staff.

**Key Relationships/ Interactions:**

Internal

- Works collaboratively with O&P clinical, technical, and administrative staff, and with Medical, Nursing and Allied Health staff of CALHN.

External

- The O&P service provides community-based care requiring clinicians to maintain and ensure clinical handover and reporting is provided to General Practitioners, Specialist referrers and external funding bodies.
- Patient centred care includes interactions with carers and family members of our patients.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- As the Royal Adelaide Hospital is a major trauma and teaching hospital there is a high demand for orthotic treatment to inpatients which is required to be provided in a timely manner. Clinicians will be expected to develop problem solving and personal time management skills.
- The incumbent will be required to build inter-professional relationships and work closely with medical, nursing and allied health staff to deliver a multi-disciplinary service.
- Working within a clinical team through change relating to clinical programs, service location, and evolving funding models such as NDIS.
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**Delegations:**

- Nil

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical Requirements	<p>To contribute to the delivery of the highest standard of patient care by:</p> <ul style="list-style-type: none"> <li>• Providing assessment and best prosthetic/orthotic intervention; formulate treatment objectives and treatment plans for clients with varying pathologies.</li> <li>• Assist and advise in pre-surgical planning and in post-operative management requiring prosthetic/orthotic services.</li> <li>• Providing direct service provision in a variety of settings (including inpatient, outpatient, external clinics), as appropriate</li> <li>• Record and report relevant information in medical records</li> <li>• Evaluates and reviews orthoses and prostheses in relation to the treatment goals.</li> <li>• Keep abreast of new developments in prosthetics/orthotics, Displaying sound knowledge of common and advanced componentry available and their source of supply.</li> <li>• Adhere to all department policies and procedures.</li> <li>• Seek counsel from senior clinicians to provide best practise and service provision.</li> <li>• Seeks every opportunity to engage consumers in their care and provide a consumer focus service.</li> </ul>
Multi-Disciplinary Approach	<ul style="list-style-type: none"> <li>• Attending and actively participating in ward rounds, huddles, case discussions and clinics seeking opportunities to demonstrate professional excellence.</li> <li>• Receives and develops client referrals, professional handovers, health professional team reports and care plans.</li> <li>• Respect, acknowledges and utilises the expertise of other health professionals.</li> <li>• Establishes and maintains effective working relationships with other health professionals to enhance collaborative practice and client access to care.</li> <li>• Interacts effectively with external bodies.</li> </ul>
Technical Requirements	<ul style="list-style-type: none"> <li>• Utilises appropriate casting / measuring techniques to facilitate fabrication of prostheses / orthoses.</li> <li>• Preparing written technical specifications and requirements for the technical team to manufacture the required device.</li> <li>• Assesses the orthosis / prostheses for structural integrity at appropriate intervals.</li> <li>• Ensures the orthosis / prosthesis is compliant with manufacturer guidelines and standards.</li> <li>• Demonstrates safe manufacturing practises and complies with WHS requirement of working within a workshop environment.</li> </ul>

Key Result Areas	Major Responsibilities
Professional Development & Education	<p>Promotes the education, training and research activities undertaken by CALHN O&amp;P Department</p> <ul style="list-style-type: none"> <li>• Providing in-services and education</li> <li>• Assisting AHP2/3 staff in undergraduate and postgraduate teaching of allied health and medical staff, as required</li> <li>• Actively participating in continuing education and review of current literature</li> <li>• Attending conferences / seminars relevant to prosthetics/orthotics</li> <li>• Involvement with and / or encouragement of research relevant to prosthetics/orthotics</li> </ul>
Business Operations	<ul style="list-style-type: none"> <li>• Utilising fee schedules to provide quotations to fee for service patients including obtaining signed client declarations for specified terms of payment.</li> <li>• Coding or describing casework in the prescribed manner and to the degree of accuracy necessary for patient fees to be calculated and invoiced.</li> <li>• Ensuring that patient details recorded in department case notes / EPAS are current, accurate and complete including information specified for invoicing purposes.</li> <li>• Keep abreast of the changes to NDIS and other funding bodies to ensure the information you provide to consumes is accurate and up to date.</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>• Assisting in planning, implementation and reporting on services including the development and implementation of service standards, policies, and procedures.</li> <li>• Contributing and participating in departmental quality improvement programs.</li> <li>• Undertaking research and contributing to the development of departmental quality control programs.</li> <li>• Providing professional support and supervision to work experience students and undergraduate Orthotists Prosthetists on clinical placement.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- Appropriate Degree or equivalent qualification of Orthotists and Prosthetists
- Eligibility for membership of the Australian Orthotic Prosthetic Association.

#### **Personal Abilities/Aptitudes/Skills:**

- Sufficient physical strength, flexibility, and endurance for the manual handling requirements of the caseload, including out of hours work.
- Ability to ensure the provision of efficient and effective Prosthetic and Orthotic services.
- Excellent verbal and written communication skills.
- Demonstrated commitment to a high level of client service.
- Self-motivated.
- Ability to work under pressure and to demonstrate effective time management skills.
- Ability to show initiative and creativity.
- Effective problem solving.
- Ability to empathise with patients and their families.
- Effective interpersonal skills.
- Conflict resolution skills
- Ability to develop professional networks.
- Be willing to undertake training for the provision of new or innovative technologies, participate in Continuing Professional Development and O&P Educational Sessions

#### **Experience:**

- Experience in prosthetic and orthotic service delivery
- Experience working in a multi-disciplinary setting.
- Proven experience in computing skills, including email and word processing to facilitate effective use of SUNRISE and/ or other relevant systems.

#### **Knowledge:**

- Clinical knowledge, sufficient to enable safe and effective work with appropriate supervision in a variety of clinical areas.
- Awareness of responsibilities regarding work health and safety.
- Knowledge of current Vascular, Orthopaedic, and neurological conditions
- Understanding of acute adult hospital setting; rehabilitation/subacute setting or community/ambulatory based rehabilitation and settings
- Knowledge of Evidence Based Practice.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications:**

- Bachelor of Prosthetics and Orthotics.
- Eligibility for membership of the Australian Orthotic Prosthetic Association.
- Demonstrated involvement in relevant professional development.
- For new or recent graduates, a demonstrated high level of achievement in the clinical courses of their entry-level program

### **Personal Abilities/Aptitudes/Skills:**

- Sound clinical and technical skills pertaining to Orthotics and Prosthetics
- Interest in research and quality improvement
- Experience in working with client with complex and challenging behaviours.

### **Experience:**

- Experience working with adults with various health conditions in an acute tertiary hospital, subacute rehabilitation hospital and / or community & ambulatory settings.

### **Knowledge:**

- Evidence based practise of orthotic/prosthetic management of client with vascular, orthopaedic, and neurological conditions.

### Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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 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.

### General Requirements:

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

- *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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 by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

#### **Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

#### **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.

#### **White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

#### **Resilience:**

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



## Organisational Context

### Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission 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.

### 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.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

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

### Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit, Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH)

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN, visit [centraladelaide.health.sa.gov.au](http://centraladelaide.health.sa.gov.au)

## Values

### Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

#### Values

##### *People first*

#### Behaviours

- I am there for my patients and colleagues when they need me most.
- I put myself in my patients and colleagues shoes to understand their needs.
- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.
- I respect uniqueness in my colleagues, our patients and their families.

##### *Ideas driven*

- I look and listen to ensure I fully understand the problem and find a solution.
- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.
- I invest in my own learning and look for opportunities to explore and introduce new ideas.
- I am interested in critical research and how it informs creative thinking.

##### *Future focussed*

- I embrace leading practices and use them to evolve our ways of working.
- I lead and support change to improve patient and organisational outcomes.
- I am constantly on the look-out for opportunities to improve.

##### *Community minded*

- I put my hand up to lead work that matters.
- I am accountable and focused on value.
- I value and champion diversity.
- I embrace collaboration and constructive partnerships.

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### 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.

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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

## **Role Acceptance**

### **Employee Acceptance**

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

## **Approvals**

### **Role Description Delegate Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**