

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Lead - Orthotist/Prosthetist
Position Number:	510766
Classification:	Allied Health Professional Level 4
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Allied Health Services Orthotics Prosthetics Service Tasmania (OPST)
Position Type:	Permanent, Full Time/Part Time
Location:	South
Reports to:	State Clinical Manager Orthotic & Prosthetic Services (OPST)
Effective Date:	September 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Bachelor of Prosthetics and Orthotics or an equivalent tertiary Prosthetic and Orthotic qualification</p> <p>Current Registration to Work with Vulnerable People</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Eligibility for membership of the Australian Orthotic Prosthetic Association</p> <p>Postgraduate qualifications relevant to the requirements of the role</p> <p>Current Driver's Licence</p>
Position Features:	Intrastate travel is a requirement of the role

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Assist the State Clinical Manager in coordinating statewide orthotic and prosthetic services with an evidence based, patient centred approach, in accordance with organisational policies and best practice.

Duties:

1. Coordinate the delivery of regional inpatient orthotic and prosthetic services, based at the Royal Hobart Hospital (RHH) and Launceston General (LGH), as well as outpatient and community orthotic and prosthetic services in the South, North and North-West of Tasmania.
2. Provide clinical leadership, including planning, coordinating and maintaining the orthotic and prosthetic staff and clinic roster in collaboration with the State Clinical Manager.
3. Assist the clinical manager with the human and physical resources within the department, including recruitment, orientation, clinical performance reviews, stores and asset procurement.
4. Undertake additional responsibilities as required in the absence of the Clinical Manager.
5. Provide clinical leadership and be an effective member of a multidisciplinary team in managing a clinical case load to a high level of expertise to achieve patient focused outcomes.
6. Managing complex referrals and waitlists to prioritise service caseload in line with orthotic prosthetic services policies, procedures and guidelines.
7. Provide professional support and supervision to orthotic prosthetic services staff and students as well as maintain relevant professional knowledge and skill base to ensure continued competency and professional growth in clinical and leadership areas.
8. Provide leadership and expertise with strategic planning, innovative clinical service development and/or implementation of evidence-based research, quality improvement activities and research projects, in response to health service demands and staffing levels.
9. Initiate and significantly contribute to the development and evaluation of professional and technical procedures, policies, goals, and objectives.
10. Develop and implement orthotic, prosthetic and multidisciplinary clinical education programs for orthotist/prosthetists and other relevant health professionals, including contributing to health promotion to the wider community.
11. Lead, attend, participate, and contribute to clinical, senior team, department or multidisciplinary meetings and employ a collegial approach to problem solving. This includes representing orthotic and prosthetic services in the wider health care setting.
12. Provide leadership in identifying, developing and implementing areas of research and clinical quality and safety improvement to support decision making.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The occupant is expected to work under the general direction of the State Clinical Manager and is responsible for:

- Directly reporting to and assisting the State Clinical Manager with the day-to-day service delivery for the area, including acting for the manager during periods of absence.
- Undertaking specialist consultancy services to deliver an advanced scope of orthotic and/or prosthetic practice within orthotic/prosthetic multidisciplinary teams in accordance with professional, best practice and ethical standards.
- Working independently with the ability to exercise considerable initiative and professional judgement in complex clinical and service areas.
- Creating and maintaining the orthotic and prosthetic staff and clinic rosters.
- Leading and contributing to the development of clinical practices, procedures and guidelines that support delivery of best practice clinical care.
- Delivering professional education and support to orthotic and prosthetic staff and students.
- Initiating and contributing to service development, professional development programs, health promotion activities and research activities.
- Exercising reasonable care in the performance of duties consistent with relevant Work Health and Safety legislation.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Extensive orthotic and/or prosthetic experience and demonstrated high-level expertise in the management of patients with complex care needs within multidisciplinary team environments.
2. Demonstrated leadership and the ability to develop, implement and evaluate policies and procedures within a government organisation.
3. Demonstrated ability to work collaboratively in a multidisciplinary team and be adaptable and flexible in a complex environment subject to change, to enable best practice care to be delivered.
4. Demonstrated ability to initiate and lead quality improvement and research activities and the skill to facilitate change within a service.
5. Demonstrated ability to ongoing self-education and supporting/leading the education of other staff within a team environment.
6. High-level written and oral communication, interpersonal, negotiation and conflict resolution skills in supervising professional staff and students.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).