



ROLE DESCRIPTION

Role Title:	Clinical Orthotist / Prosthetist		
Classification Code:	AHP2	Position Number	
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate	Central Adelaide Local Health Network (LHN)		
Division:	Allied Health		
Department/Section / Unit/ Ward:	Orthotics & Prosthetics		
Role reports to:	Director Orthotics & Prosthetics Services		
Role Created/ Reviewed Date:	1/5/2020		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC) <input type="checkbox"/> Disability Workers Screening (DHS) <input checked="" type="checkbox"/> NDIS Worker Screening		
Immunisation Risk Category:	<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:
<p>To provide high quality advanced Prosthetic and Orthotic (O&P) assessment, service planning, and direct clinical service provision as appropriate for patients of the Orthotics and Prosthetic Services within the Central Adelaide Local Health Network (CALHN) and other associated clinics.</p> <p>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.</p> <p>Position responsibilities include independent clinical case-load on and off-site; supervising clinical and technical staff, overseeing student placements, participating in quality assurance, ongoing professional development and assisting research activities within the department.</p>
Direct Reports:
<p>Reports to the Director of Orthotic and Prosthetic Services CALHN, via Prosthetist/Orthotist AHP3 staff.</p>
Key Relationships/ Interactions:
<p><u>Internal</u></p>

- Works collaboratively with O&P clinical, technical and administrative staff, and with Medical, Nursing and Allied Health staff within 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 Central Adelaide Health service undergoes transformation there is a high demand for orthotic and prosthetic interventions to be provided in a timely manner. Clinicians will be expected to have a high level of 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.
- The incumbent will be required to supervise clinical and technical staff as well as students

Delegations:

Delegated Level Nil in accordance with CALHN's Delegation of Authority Document

Staff supervised: Direct Indirect

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 the 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.
- Some out of hours work may be required.

- Participation in the department's out-of-hours clinical roster, on an overtime basis
- Hold a current driver's license

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)* 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.
- NDIS Code of Conduct
- *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 & 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.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

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

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical requirements	<p>To contribute in the delivery of the highest standard of patient care by:</p> <ul style="list-style-type: none"> • Able to independently provide assessment and best prosthetic/orthotic intervention; formulate treatment objectives and treatment plans for clients with varying pathologies; • Assist and advise in pre-surgical planning and in post-operative management requiring prosthetic/orthotic services • Providing direct service provision in a variety of settings (including inpatient, outpatient, external clinics), as appropriate • Record and report relevant information in medical records • Evaluates and reviews orthoses and prostheses in relation to the treatment goals • Keep abreast of new developments in prosthetics/orthotics; Displaying sound knowledge of common and advanced componentry available and their source of supply; • Ensuring updates to policies and procedures that reflect current standards of practice • Adhere to all department policies and procedures • Provide clinical expertise in a specialist area
Multi-Disciplinary Approach	<ul style="list-style-type: none"> • Attending and actively participating in ward rounds, case discussions and clinics seeking opportunities to demonstrate professional excellence. • Receives and develops client referrals, professional handovers, health professional team reports and care plans. • Respect, acknowledges and utilises the expertise of other health professionals • Establishes and maintains effective working relationships with other health professionals to enhance collaborative practice and client access to care • Interacts effectively with external bodies
Technical Requirements	<ul style="list-style-type: none"> • Utilises appropriate casting / scanning /measuring techniques to facilitate fabrication of prostheses / orthoses. • Preparing written technical specifications and requirements for the technical team to manufacture the required device. • Assesses the orthosis / prostheses for structural integrity at appropriate intervals • Ensures the orthosis / prosthesis is compliant with manufacturer guidelines and standards
Professional Development& Education	<p>Promotes the education, training and research activities undertaken by the O&P service CALHN:</p> <ul style="list-style-type: none"> • Providing in-services and education to visitors • Deliver undergraduate and postgraduate teaching of allied health and medical staff, as required • Actively participating in continuing education and review of current literature • Attending conferences / seminars relevant to prosthetics/orthotics • Involvement with and / or encouragement of research relevant to prosthetics/orthotics

Business Operations	<ul style="list-style-type: none"> • Utilising fee schedules to provide quotations to fee for service patients including obtaining signed client declarations for specified terms of payment. • Coding or describing casework in the prescribed manner and to the degree of accuracy necessary for patient fees to be calculated and invoiced. • Receiving payments, issuing receipts and completing all of the associated records accurately and in the designated manner in the absence of the clerical officer or at remote locations. • Ensuring that patient details recorded in department case notes are current, accurate and complete including pensioner eligibility and information specified for invoicing purposes
Quality Improvement	<ul style="list-style-type: none"> • Assisting in planning, implementation and reporting on services including the development and implementation of service standards, policies and procedures. • Contributing and participating in departmental quality improvement programs. • Undertaking research and contributing to the development of departmental quality control programs. • Providing professional support and supervision to AHP1 and technical colleagues as well as work experience students and undergraduate Orthotists Prosthetists on clinical placement.
Human Resources / OH &S	<p>Ensures that the appropriate number of staff are appointed and deployed to meet the service standards by:</p> <ul style="list-style-type: none"> • Involvement in the recruitment of clinical and technical staff • Monitoring workflow of clinics (internal and external) and the allocation of clinical resources • Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Conduct and departmental human resources policies, including OHS&W requirements.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Appropriate Degree or equivalent qualification of Orthotists and Prosthetists

Personal Abilities/Aptitudes/Skills:

- 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 customer and 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.
- Experience in professional and / or student supervision
- Experience in basic computing skills, including email and word processing

Knowledge

- Knowledge of contemporary Orthotics and Prosthetics principles and practice
- Knowledge of Orthotic Prosthetic technical manufacturing processes and procedures.
- Understanding of Equal Employment Opportunity and Occupational Health, Safety and Welfare principles and procedures.
- Understanding of quality management principles and procedures

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Bachelor of Prosthetics and Orthotics.
- Eligibility for membership of the Australian Orthotic Prosthetic Association.
- Attained or working towards a postgraduate qualification in Orthotics and prosthetics or health care

Personal Abilities/Aptitudes/Skills:

- Sound clinical and technical skills pertaining to Orthotics and Prosthetics
- Interest in research and quality improvement

Experience

- Experience in research and development within the field of prosthetics and orthotics.
- Experience working in an acute tertiary hospital setting
- Experience in acute orthotic management with specialist skills in the area of Stroke, High Risk Foot, Burns and or Spinal cord Injury and Spinal fracture management.

Knowledge

- Knowledge of research methodology
- Knowledge of quality management including accreditation processes for health care and disability

Organisational Context

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

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:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. 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 Imaging, Pathology and Pharmacy, 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, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

Division/ Department:

The CALHN Orthotics & Prosthetics department is committed to providing high quality care to all patients. Being a major trauma and teaching hospital ensures a wide breadth of clinical experience and exposure. All campuses within the Central Adelaide LHN including Royal Adelaide Hospital, The Queen Elizabeth Hospital and Hampstead Rehabilitation Centre, work closely to ensure patient centred care. The provision of orthotics and prosthetics services is across a range of areas including acute and community based orthotics, interim and definitive prosthetics.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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.

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

Approvals

Role Description Approval

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

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name: _____ **Signature:** _____ **Date:** _____