

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Orthotist/Prosthetist
Position Number:	Generic
Classification:	Allied Health Professional Level 3
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South and Hospitals North/North West Allied Health Professional Services
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	State Manager or Regional Manager, Orthotic Prosthetic Services Tasmania
Effective Date:	January 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualifications in Orthotics and Prosthetics, and evidence of membership of the Australian Orthotic Prosthetic Association</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>Current Driver's Licence</p> <p>Post-graduate qualifications relevant to the requirements of the position</p>

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:

In consultation with the Orthotic Prosthetic Services Tasmania (OPST) State and Regional Managers:

- Provide leadership to the orthotic and/or prosthetic clinical teams within OPST.
- Coordinate the provision of an efficient and effective orthotic and/or prosthetic service, which includes facilitating consumer-perspectives in service design, and providing support and training for clinical, technical and administrative teams.
- Provide client-centered, evidence-based orthotic and prosthetic services for clients, involving effective collaboration with peer services, interdisciplinary teams and referrers.

Duties:

Clinical

1. Provide high quality, client-centred orthotic and/or prosthetic services and lead other staff and clinical teams within OPST to achieve optimal outcomes for all clients.
2. Inform and train clients and carers. Assist clients to develop new skills relevant to optimising the success of their orthotic / prosthetic management.
3. Institute appropriate procedures for the provision of orthotic/prosthetic treatment by assessing neuro-musculo-skeletal disorders, formulating prescriptions, fabricating and providing orthoses and prostheses, and following a treatment plan.
4. Ensure the fabrication of effective orthoses/prostheses by maintaining and developing high standards of technical work, and by providing guidance and advice to associated colleagues.
5. Monitor client progress and conduct quality assurance procedures.
6. Participate in relevant clinics, ward rounds and interdisciplinary team systems.
7. Undertake quality improvement, service development and professional development activities and assist in developing research partnerships with the aim of enhancing the efficacy of orthotic and prosthetic treatment methodologies.
8. Ensure the provision of efficient clinical services for the public by prioritising caseloads to appropriately meet clinical demands.

Consultancy

9. Provide background knowledge and guidance for other health professionals regarding specialised procedures and complex orthotic and/or prosthetic service types.
10. Participate in medical, nursing and allied health peer education programs by demonstrating and lecturing.
11. Inform and support clients, relatives and carers in matters relating to orthotic and prosthetic treatment.
12. Guide other clinicians to effectively and appropriately refer clients to peer clinical services.

Supervisory/Administrative

13. Maintain internal OPST and Department of Health (DoH) patient information systems and record keeping practices.
14. Institute appropriate procedures for the provision and management of 'public' orthotic and prosthetic inpatients and for all outpatient services, by assessing and triaging referrals and planning the most effective response.

15. Institute appropriate procedures for the provision and coordination of out-of-hours on-call services (in those areas where that service is provided).
16. Participate in the planning, development and review of orthotic and prosthetic services within the DoH and assist with the implementation of new or modified orthotic and prosthetic treatment methodologies.
17. Assist with interviewing, selection and performance appraisal of clinical, technical and administrative staff.
18. Supervise and collaborate with technicians through the allocation and prioritisation of work, and provide guidance and training in technical work associated with clinical caseloads.
19. Provide training to clinicians and undergraduates in orthotic and/or prosthetic clinical practice.
20. Ensure safety standards are maintained through the implementation of safety policies and the monitoring of quality assurance programs.
21. Oversee usage of orthotic and/or prosthetic components and materials stored at OPST South/North/North West.

General

22. Comply with mandatory training requirements, and with requirements relating to the maintenance of health, vaccination and security system checks.
23. Be aware of fire, evacuation and disaster response procedures.
24. Maintain a current working knowledge and understanding of Work Health and Safety legislation requirements.
25. Monitor your own performance through participation in the performance review process.
26. Comply with and have a working knowledge and understanding of standard precautions/infection control procedures.
27. Attend and contribute to regular staff and clinicians' meetings or other extraordinary meetings at OPST.
28. 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:

- Responsible for orthotic and/or prosthetic service quality provided by OPST North or North West or South including:
 - service provision.
 - monitoring quality of care practices.
 - service delivery systems maintenance and development.
 - providing specialist input into OPST's compliance with applicable funding systems and legislative requirements.
 - reporting clinically relevant outputs against service plan goals.

- Responsible for exercising independent professional judgment in the resolution of complex clinical challenges, and for providing support in client service provision to HP Level 1 and 2 clinicians, technicians, administrative staff and to students.
- Responsible for providing out-of-hours on-call services as required, in areas where that service is provided.
- Responsible for compliance with the State Service Code of Conduct and observation of established policies and protocols of OPST and of the DoH.
- Responsible for providing broad assistance to the State and Regional Managers of OPST.
- Required to liaise without supervision with colleagues, to enable the highest quality of care to be provided for clients requiring orthotic and/or prosthetic management.
- 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. High level capability in resolving complex clinical challenges and needs; developed through extensive experience and maintenance of currency of practice in specialised service delivery types within the field of orthotics and prosthetics, and participation in a range of interdisciplinary clinical services.
2. Commitment to person-centred care provision for clients and their families.
3. Demonstrated experience in staff supervision, training and performance appraising.
4. Demonstrated ability to collaborate and to lead clinical teams effectively.
5. Highly developed interpersonal skills including effective oral and written communication skills, collegial support, conflict resolution, negotiation and public relations skills.
6. Ability to deliver on planned objectives and to report on clinical service performance.
7. Demonstrated commitment to continuing professional development, research and continuous quality improvement.
8. Demonstrated knowledge and understanding of Work Health & Safety legislation and principles and their application in the orthotic/prosthetic work environment.

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](#).