

Statement of Duties

Position Title: Orthotist/Prosthetist	Position Number: Generic	Effective Date: January 2020
Group and Unit: Tasmanian Health Service (THS)		
Section: Orthotic Prosthetic Services Tasmania	Location: North/North West/South	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: State Manager or Regional Manager, Orthotic Prosthetic Services Tasmania (OPST)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide client-centered, evidence-based orthotic and prosthetic services for clients, involving effective collaboration with peer services, interdisciplinary teams and referrers.

Contribute to the enhancement of client services and quality systems as lead and directed by senior clinicians and managers of Orthotic Prosthetic Services Tasmania (OPST).

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, 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 Tasmanian Health Service (THS) patient information systems and record keeping practices.
14. Assess and triage referrals and plan the most effective response.
15. Participate in the planning, development and review of orthotic and prosthetic services within the THS and assist with the implementation of new or modified orthotic and prosthetic treatment methodologies.
16. Collaborate with technicians and provide guidance and training in technical work associated with clinical caseloads.
17. Provide training to clinicians and undergraduates in orthotic and/or prosthetic clinical practice.
18. Ensure safety standards are maintained through the implementation of safety policies and the monitoring of quality assurance programs.

General

19. Comply with mandatory training requirements, and with requirements relating to the maintenance of health, vaccination and security system checks.
20. Be aware of fire, evacuation and disaster response procedures.
21. Maintain a current working knowledge and understanding of Work Health and Safety legislation requirements.
22. Monitor your own performance through participation in the performance review process.
23. Comply with and have a working knowledge and understanding of standard precautions/infection control procedures.
24. Attend and contribute to regular staff and clinicians' meetings or other extraordinary meetings at OPST.
25. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
26. 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.

Scope of Work Performed:

- In consultation with senior clinicians and managers of OPST, be responsible for service provision, monitoring quality of care and reporting outputs against client treatment plans.
- 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 THS.
- 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.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Tertiary qualifications in Orthotics and Prosthetics, and evidence of membership of the Australian Orthotic Prosthetic Association.
- 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.

Desirable Requirements:

- Current Driver's Licence.

Selection Criteria:

1. Experienced in the provision of orthotic/prosthetic services including knowledge of current evidence-based orthotic/prosthetic practices in acute and rehabilitation settings.
2. Commitment to person-centered care provision for clients and their families.
3. Demonstrated ability to contribute to collaborative practices, and to work effectively with peer disciplines and referrers.
4. Highly developed interpersonal skills including effective oral and written communication skills, collegial support, conflict resolution, negotiation and public relations skills.
5. Demonstrated commitment to continuing professional development, and continuous quality improvement.
6. 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 (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.