

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Podiatry Technical Assistant
Position Number:	508276
Classification:	Health Services Officer Level 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Podiatry Services Royal Hobart Hospital
Position Type:	Permanent, Part Time
Location:	South
Reports to:	Podiatry Manager
Effective Date:	November 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant education, training, skills or experience in orthotic manufacture, footwear modifications and workshop maintenance.
Position Features:	Podiatry South delivers inpatient and outpatient services to the Royal Hobart Hospital and 14 Community Health Centres in southern Tasmania, the occupant of this position will be based in Hobart.

Note: 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:

Provide high level of technical support to podiatrists in the manufacture of foot orthoses.

Maintenance and safe operation of orthotic manufacturing equipment and orthotic lab rooms.

Maintaining stock levels and ordering of orthotic materials.

Provide supervision, training, and education of staff in foot orthoses manufacture and appropriate use of equipment.

Duties:

1. Collaborate with podiatrists in the technical design and manufacture of a range of foot orthoses to meet the clients prescribed medical needs.
2. Undertake the technical manufacture of foot orthoses which includes plaster modifications, the cutting, heating, gluing, pressing, and grinding thermoplastic and other materials.
3. General maintenance of equipment, products to ensure safe operation and use.
4. Responsible for the cleanliness and safe working lab environment for self and Podiatrists.
5. Responsible for ordering stock to ensure foot orthoses manufacture can meet timely completion.
6. Provide supervision, training, and education of staff in the use of equipment.
7. Actively maintain skills and knowledge in the contemporary manufacture of foot orthoses.
8. 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.
9. 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 providing high level of judgment and skills in the fabrication, modification, and repair of a range of orthotic devices.
- Responsible for communicating with podiatry staff regarding orthotic prescription, modification, or manufacture.
- Responsible for the supervision, training and education of staff and students on the use of orthotic equipment or Work Health and Safety procedures in the orthotic lab rooms.
- Maintaining contemporary knowledge in orthotic manufacture techniques and technology developments.
- Limited supervision is provided by senior clinical staff or the Podiatry Manager.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- 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.
- Health Care Workers within Ambulance Tasmania are expected to comply with the *Ambulance Tasmania Clinical Staff Immunisation Policy*. This position is a designated Category x position.

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. Demonstrated ability and high level of workmanship with attention to neatness, finish, accuracy, and detail in the use of plaster, plastics, leather, foams, material, and glues used in the fabrication of foot orthoses.
2. Experience in the use and maintenance of orthotic manufacture equipment such as grinding machines, fume extraction, orthotic press machines and bandsaws.
3. Ability to work without supervision, to use initiative and judgement and to work in a logical and systematic way to achieve manufacture timeframes.
4. Demonstrated ability to communicate effectively including verbal and written communication with podiatry staff, clients and a commitment to work as part of a team for the production of high-quality foot orthoses.
5. Ability to supervise, train and educate others in the appropriate and safe use of orthotic manufacture equipment.
6. Experience and or competency in the use of computers including Microsoft Office programs such as Word and Outlook.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).