

Position	Clinical Prosthetist/Orthotist
Classification	AHP2
Division	Rehabilitation, Aged Care and Palliative Care (RAP)
Department / Section / Unit / Ward	Orthotics Prosthetics South Australia
Role reports to	Operationally: > Director OPSA Professionally: > Director OPSA
CHRIS 21 Position Number M62600	Role Created / Review Date 03/05/2022
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category B (indirect contact with blood or body substances)

JOB SPECIFICATION

Primary Objective(s) of role:

To provide high quality advanced Prosthetic and Orthotic assessment, service planning, and direct clinical service provision as appropriate for clients who access Orthotics and Prosthetics South Australia (OPSA) and associated clinics. Supervisory and leadership role within OPSA team.

Whilst OPSA 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.

Position responsibilities include supervising clinical and technical staff, mentoring students on placement, facilitating quality assurance, participating in ongoing professional development and assisting research activities within the department.

Direct Reports: (List positions reporting directly to this position)

> Nil.

Key Relationships / Interactions:

Internal:

- > Reporting to the Director OPSA, via Senior Prosthetist/Orthotist AHP3 staff, and responsible for mentoring and supervising AHP1 clinicians, TGO Technicians and mentoring students.
- > Works collaboratively with OPSA clinical, technical and administrative staff, and with Medical, Nursing and Allied Health staff of SALHN.

External:

- > Works collaboratively with medical Nursing and allied health staff from other SA Health LHNs, external clinical agencies, and private sector referrers to OPSA service.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > 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: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.

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.

Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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.
 - > Hold current driver's license.
 - > Some out of hours work may be required.

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.
Patient Care Standards / Quality Improvement	<ul style="list-style-type: none"> > To assist the Prosthetic & Orthotic health care professionals in the delivery of the highest standard of patient care by: <ul style="list-style-type: none"> > Providing assessment and best prosthetic/orthotic intervention; formulate treatment objectives and treatment plans for clients with complex pathologies; > Consult in clinic advocacy for P&O input, acute and sub-acute > 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 > Reviewing systems and processes and implementing improvements > Ensuring updates to policies and procedures that reflect current standards of practice > Record and report relevant information in OPSA files and SALHN medical records (Sunrise) > Responsibility for delivering QI projects as determined by OPSA Senior Clinical team, and participate in Quality Improvement projects > Keep abreast of new developments in prosthetics/orthotics; Displaying sound knowledge of common and advanced componentry available and their source of supply; > Adhere to all OPSA/RAP/SALHN policies and procedures
Leadership	<ul style="list-style-type: none"> > Provides leadership and direction for the service by: <ul style="list-style-type: none"> > Liaising closely with relevant team members, concerning management of clients, contributing to harmonious workplace, effective conflict resolution within team where required. > Maintaining close liaison with community organizations and health providers involved in related issues and service delivery > Engaging with supervisees within formal and informal framework to support best practises, and staff wellbeing. > Ensuring patient centred care is foremost in clinical, supervisory and team activities.
Education, Training and Research	<ul style="list-style-type: none"> > Promotes the education, training and research activities undertaken by OPSA by: <ul style="list-style-type: none"> > Providing mentorship to students and supervising visitors to OPSA > Assisting in undergraduate and postgraduate teaching of allied health and medical staff, as required > Actively participating in continuing education and review of current literature > Willingness to actively contribute to OPSA presentations development and delivery at conferences / seminars relevant to prosthetics/orthotics > Involvement with and / or encouragement of research relevant to prosthetics/orthotics
Human Resources / WH&S	<ul style="list-style-type: none"> > Ensures that the appropriate number of staff are appointed and deployed to meet service standards by:

	<ul style="list-style-type: none"> > Involvement in the recruitment of clinical and technical staff > Monitoring the workflow of external clinics and 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 resource policies, including the WH&S requirements.
Contribution to effective operation of unit	<ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions and public sector values. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Prosthetics and Orthotics, or equivalent
- > Eligible for membership to Australian Orthotic Prosthetic Association.

Personal Abilities/Aptitudes/Skills

- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety
 - Quality management and the provision of person and family centred care.
 - Risk management.
- > Ability to ensure the provision and promotion of high quality, efficient and effective Prosthetic and Orthotic services
- > Excellent communication skills– both written and oral
- > Ability to work under pressure and to demonstrate effective time management
- > Ability to develop professional networks
- > Be willing to undertake training for the provision of new or innovative technologies, participate in Continuing Professional Development and OPSA Educational Sessions
- > Sound experience in professional and/or student supervision
- > Demonstrated conflict resolution skills
- > Demonstrated commitment to Allied Health multi-disciplinary practice
- > Commitment to research, education and health promotion as part of quality clinical practice

Experience

- > Experience in all aspects of service delivery relating to prosthetics and orthotics.
- > Experience in multi-disciplinary setting
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards.

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Thorough knowledge of current Orthotic/Prosthetic practices.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Sound clinical and technical skills pertaining to Orthotics & Prosthetics
- > Highly developed communication skills

Experience

- > Proven experience in computing skills, including Sunrise, Microsoft excel,
- > Previous experience in research and development within the field of prosthetics and orthotics
- > Experience with 3D scanning equipment relevant to prosthetics and orthotics

Knowledge

- > Awareness of the Charter of Health and Community Services rights.

- > Knowledge of research methodology
- > Knowledge of quality management including accreditation processes
- > Working knowledge of National Disability Insurance Scheme (NDIS) & South Australian funding bodies

Educational/Vocational Qualifications

- > Attained or working towards a postgraduate qualification in Orthotics and Prosthetics or health care

Other Details

- > Nil.

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.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

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.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Clinical Prosthetist / Orthotist in the Division of Rehabilitation, Aged Care and Palliative Care and organisational context and the values of SA Health as described within this document.

Name

Signature

Date