POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: January 2021

POSITION: Orthotist / Prosthetist Grade 3

AWARD/AGREEMENT: Health Professionals Service Agreement

CLASSIFICATION TITLE: Orthotist / Prosthetist Grade 3 CP10 – CP13

DEPARTMENT/UNIT: Orthotic & Prosthetic Department

CLINICAL PROGRAM: Allied Health

DIVISION: Nusing Services

ACCOUNTABLE TO: Manager, Orthotic & Prosthetic Department

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities:

The Alfred is a major tertiary referral teaching hospital and provides a number of state-wide services.

Caulfield Hospital is a provider of a range of specialty services in the areas of community services, rehabilitation, aged care, residential care and aged mental health.

Sandringham Hospital has a strong focus on meeting the health needs of the local community.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- We shares ideas and demonstrates behaviours that inspire others to follow
ALLIED HEALTH

Alfred Health Allied Health comprises a number of Allied Health disciplines who provide patient centred care across all clinical programs that operate at Alfred Health. Allied Health disciplines provide care that optimises physical, psychosocial, communication and cognitive functioning. The Allied Health Professional Practice Framework underpins the work of Allied Health in contributing to Alfred Health’s purpose.

ALFRED HEALTH PURPOSE
To improve the lives of our patients and their families, our communities and humanity.

ALFRED HEALTH ORTHOTIC & PROSTHETIC DEPARTMENT

Alfred Health, Orthotic & Prosthetic Department provides a high quality service across the three Alfred Health sites throughout the continuum of care. There is strong commitment to a service delivery model that can flexibly move resources across all sites to accommodate fluctuations in service demand. Orthotic Department staff routinely rotate across all Alfred Health campuses and support a seven day service.

The Orthotic and Prosthetic Department is located at The Alfred, but also provides services to Caulfield Hospital and Sandringham Hospitals.

ACUTE ORTHOTIC SERVICE (Alfred and Sandringham hospitals)

The Orthotic and Prosthetic Department provides orthotic management to inpatients and outpatients, for acute conditions and chronic disease conditions, from a wide variety of clinical units. As The Alfred is the major trauma centre for Victoria, the Orthotic and Prosthetic Department has an essential role in providing acute care for trauma patients to enable early mobilization, this includes a seven day service.

Orthotic Department staff work closely with medical, nursing and allied health staff from a variety of units including Orthopaedics, Neurosurgery, Trauma, Plastics, Burns, Rheumatology and Diabetes providing acute orthotic treatment and long term orthotic management to improve clients quality of life. The type of orthotic management ranges from Halo Thoracic orthoses for clients with acute spinal injuries to accommodative foot orthoses for clients with rheumatoid arthritis.

The Acute Orthotic Service consists of approximately 8.3 EFT and 12 people. A high quality patient focussed orthotic service is maintained by staff working together as a team, pursuing current best practice, continuing professional development, linking with universities and peers and providing education to clients and other health providers.

SUBACUTE ORTHOTIC SERVICE (Caulfield Hospital)
The Subacute Orthotic Service consists of approximately 1.0 EFT and 2 people. The Orthotic Department provides an extensive range of inpatient services in the areas of rehabilitation, including Acquired Brain Injury, aged care and transition care.

The Acquired Brain Injury Service

The Alfred Health Acquired Brain Injury (ABI) Rehabilitation Service provides state wide rehabilitation for people with moderate to severe acquired brain injuries including traumatic brain injuries, stroke, hypoxic brain injuries and other causes of non-progressive brain injury. It provides assessment, rehabilitation and care planning for patients with complex needs following an ABI. The service is comprised of a 42-bed inpatient rehabilitation service, a community rehabilitation service and a 4-bed transitional living service.

KEY DUTIES AND RESPONSIBILITIES

The Orthotist/Prosthetist Grade 3 is responsible for the ongoing development and provision of orthotic services to Alfred Health, providing administrative support to the manager of the department. The Orthotist/Prosthetist Grade 3 is responsible for the integration of service along the patient's continuum of care.

The position will involve work at any of the 3 Alfred Health sites, The Alfred, Caulfield and Sandringham hospitals. The position will include participation in the On Call Service or weekend service operating after hours, weekends and public holidays.

The Orthotist/Prosthetist Grade 3 is expected to possess or be developing clinical, quality, research or management knowledge and skills to an expect level.

Orthotist/Prosthetist Grade 3 will have a high clinical case load providing orthotic management, including assessment, treatment and review of inpatients and outpatients from a wide variety of clinical units.

The Orthotist may be responsible for services including acute orthopaedic and acute trauma inpatients, burns and plastics, diabetic high risk foot and outpatients; Subacute services are general rehabilitation (orthopaedic, aged care, neuro and spinal cord injuries rehabilitation) and acquired brain injury rehabilitation. The Orthotist/Prosthetist Grade 3 is responsible for the development and provision of orthotic services to specific medical units, and programs, dependent upon rotations and work allocation.

Orthotist/Prosthetist Grade 3 will provide training and education to department staff, and other health care providers, along with supervision and professional development of Grade 1 & 2 staff and Allied Health Assistants.

The Orthotist/Prosthetist Grade 3 is responsible for the education of Prosthetic & Orthotic students.

The Orthotist/Prosthetist Grade 3 has an important role contributing to the development of individuals, the clinical team and the Orthotic service through leadership, teamwork and communication.

Although this position is primarily based at The Alfred, you may be required to work at other sites of Alfred Health.

KEY CAPABILITIES AND VALUES:

As members of Alfred Health we VALUE:

- Integrity
- Accountability
- Collaboration
- Knowledge

Our organisation promotes behaviours that are consistent with these values.

Clinical
To carry out Orthotic service delivery to inpatients and outpatients of Alfred Health including an on call and weekend service.

- Responsible for the provision and ongoing development of orthotic services to the assigned units and programs and other units as requested in consultation with the senior clinicians and Manager, Orthotic Department at the level of a developing expert
- Actively lead and contribute to the Orthotic Department team to ensure operational effectiveness
- Provide Orthotic services to Caulfield Hospital and Sandringham Hospital
- Participate in clinical ward rounds and team meetings where applicable
- Attend and participate in unit meetings and ward rounds where applicable and contribute to discharge planning for patients of the designated units
- Document all assessment, treatment and discharge information in the patient medical history, consistent with departmental and Alfred Health policies
- Provide advice regarding orthotic management to Orthotic Department staff and other staff throughout Alfred Health and the community as required.
- Administrative duties including the collection of patient data and non-patient related data and enter data onto system
- Manufacture and fabrication of orthoses and prosthesis where applicable
- Enter all monthly clinical and non-clinical activity using the statistical software, in accordance with departmental policy

KPIs

- Achieve competency in Core Skills and Competency skills, as per departmental policy, before undertaking such activity (Target 100%)

Education

- Responsible for the delivery of undergraduate education within the Orthotic Department.
- Provide education to Orthotic Students, and Post Graduate Prosthetist/Orthotist Students, as appropriate.

KPIs

- Undertake direct student supervision of clinical placements annually. (Target, number of students to be agreed)

Quality & Research

- Lead departmental and unit initiatives
- Lead to departmental research projects.
- Actively participate in the departmental quality planning processes
- Utilise Riskman in the recording of incidents and near misses in accordance with Alfred Health policy.
- Comply with Occupational Health and Safety, Infection Prevention and Risk Management frameworks for clinical areas of responsibility

KPIs

- Lead in quality or research projects annually (Target, number and projects to be agreed)
- Achieve competency in OH&S and infection prevention requirements (Target 100%)

Supervision
- Provide junior staff and students working in the area with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Provide regular informal and formal supervision for Grade 1, 2 Orthotist and Allied Health Assistants as outlined by departmental policy and structure.
- Actively participate in formal supervision with the manager of department or other as defined by departmental policy and structure.
- Provide instruction and supervision of allied health assistants in directing patient care.
- Actively participate in an annual performance review in accordance with departmental policy.

**KPIs**

- Rotation Plan in place with Manager (Target 100%)
- Own Individual Supervision Plan in place with manager (Target 100%)
- Annual Performance review and plan in place (Target 100%)

**Professional Development**

- To participate and contribute in both internal and external continuing education programs (eg. case presentations, in-services, special interest group meetings and professional development events).
- To demonstrate a commitment to improving professional performance.
- Lead the provision of educational activities and opportunities within the Orthotic Department.

**KPIs**

- Attendance at internal & external courses, and conferences (Target, number and activity to be agreed)

**Team and Communication**

- Acts as a role model for junior staff by ensuring adherence to professional behaviours consistent with the Alfred Health Code of Conduct and AOPA Ethical Code and Professional Conduct
- Promotes effective communication within the team.
- To be responsible for a portfolio of the department, consistent with experience and ability.
- To participate and contribute in regular Orthotic Departmental meetings.

**Quality, Safety, Risk and Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

**Other**

- Undertake other responsibilities as directed by the Manager, Orthotic & Prosthetic Department.
- May be required to work at any of the campuses of Alfred Health.
- Abide by The Alfred – Alfred Health corporate policies and practices as varied from time to time.
- Ensure safe work practices and environment in accordance with The Alfred – Alfred Health policies as varied from time to time.

- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
KPIs

- Annual attendance and participation in Emergency Procedures Training (Mandatory)
- Annual attendance at Back Smart Manual Handling Training (Mandatory)

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

KEY CAPABILITIES:

DUTIES AND RESPONSIBILITIES

Skills

- Developing clinical expertise in orthotic management, including assessment, fabrication, treatment and outcome measures
- Ability to thoroughly and effectively assess and manage patients with conditions throughout the continuum of care, with a holistic approach.
- Ability to plan and manage caseload, to co-ordinate/delegate workloads as appropriate, within the department as delegated.
- Capacity to effectively manage issues both up and down the line of accountability.
- Competence in teaching Orthotists, undergraduate students and other staff.
- Ability to work effectively in a team.
- Ability to objectively assess and improve the quality of service being provided, at the level of the clinical unit, as delegated
- Contribute to research relevant to orthotic practice, at a level of a beginning researcher.
- Excellent intra and inter personal skills, including time management, verbal and written communication, conflict resolution and negotiation skills.
- Proficient in use of Microsoft Office.

KEY SELECTION CRITERIA:

- Demonstrated advanced knowledge and skills in the provision of orthotic services.
- Demonstrated ability to plan and manage a caseload, including the co-ordination of other staff
- Demonstrated ability to undertake quality initiatives
- Demonstrated ability to supervise students, AHAs and Grade 1 & 2 Staff
- Demonstrated communication skills
- Demonstrated time management skills

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

Bachelor of Prosthetics & Orthotics or equivalent
Eligible for Australian Orthotic & Prosthetic Association membership
- **Desirable**
  
  Current AOPA membership is highly desirable

**COMMITMENT TO CHILD SAFETY**

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

**Position Description authorised by:** Gavin Burchall

**Date:** 08 January 2021