Position Title: Prosthetic / Orthotic Technician

Campus: Ballarat

Directorate: Operations

Department: Allied Health

Reporting to: Manager, Prosthetics and Orthotics and Executive Director Subacute & Community, Chief Allied Health Officer

Appointment Terms/Conditions:

Classification and Code: Allied Health Assistant Grade - Grade 3 (with above award payment) IN28 - IN30

Enterprise Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) (Single Interest Employers)

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

This position is primarily located at the Queen Elizabeth Centre, Ballarat. The primary purpose of the Prosthetic/Orthotic Technician position is to ensure high quality technical support in the delivery of Prosthetic and Orthotic services. This role will include supervision of junior technical staff, delivery of technical skills teaching to prosthetic and orthotic students and staff, and responsibility for work-flow, stock control and daily operations of the workshop / laboratory.

Primary job requirements involve the provision of assistance to the clinical staff to ensure timely and quality service provision to the clients of Ballarat Health Services as required.

Experience as a Prosthetics / Orthotics Technician is essential. Evidence of relevant higher education qualification such as a certification trade or degree qualification, with skill adaptable to the Prosthetic and Orthotic technical role is required.

KEY ACCOUNTABILITIES

Technical/Clinical

Complete technical tasks for Grampians Health clients under supervision of a qualified prosthetist/orthotist:

- 80% time will be spent in client attributable activity as evidenced by analysis of workload statistics
- Ensure the smooth transition of technical work, liaising with relevant staff to ensure continuity of care for individual patients / clients and their families
- Good knowledge of technical and manufacture requirements for service provision to clients and their families.

Ensure the ongoing ability to provide clinical excellence the technician will:

- Participate in and meet the standards of the Grampians Health Performance Development & Review Program
- Participate and fulfil requirements of allied health and discipline specific orientation, induction, mentorship, supervision and performance management programs
- Participate in a quality improvement activity or research project for the discipline annually.
- Participate in relevant research and take opportunities to prepare and / or present papers at relevant workshops/seminars or conferences.
- Participate in the monitoring of new developments in technical aspects of Prosthetics and Orthotics through journal review, attend and present at departmental in-services, and attend relevant internal and external educational opportunities.
- Ensure all technical activity undertaken fulfils or exceeds the applicable competency standards of the profession.
- Engage in and support technical work in your discipline/team that is guided by evidence-based practice and in which outcomes are monitored and modifications are made as required.
- Participate in the development of fabrication techniques and technical guidelines
- Provide training and support to staff within the technical and clinical teams.

Clinical Support

1. Communication

The Prosthetic/Orthotic Technician will maintain effective oral and written communication at all levels:

- Active and collaborative participation in the regular Grampians Health discipline meetings and in allied health, service and program meetings as delegated by the Clinical Manager, as evidenced by attendance records and peer review feedback at annual performance review.
- Maintain effective communication within Grampians Health and with external organisations as evidenced via structured feedback such as peer feedback and annual performance review.
- Be accessible to the P&O manager on a day to day basis, to provide support and assist with problem solving.
- Communication with supervisor(s) / team members, in relation to technical and program issues.

2. Equipment and Stock Management

The Prosthetic/Orthotic technician will be responsible for the:

- Maintenance, cleanliness and tidiness of designated work areas and equipment storage areas.
- Adherence to sound housekeeping principles; and compliance with the regular cleaning rosters as evidenced by audits and peer review feedback at annual performance review.

- Maintenance of designated special equipment/tools/machinery in the P&O department according to the maintenance schedule as evidenced by audits and peer review feedback at annual performance review.
- Management of stock, through ordering and receiving of goods, and monitoring stock levels, and education of staff regarding these tasks.

3. Information Management

The Prosthetic/Orthotic Technician will ensure information is managed in line with organisational, allied health and discipline standards:

- Complete required statistical records for client - related and other activities within the specified timeframes.
- Participate in the monitoring and review of data generated for the purposes of discussing staffing requirements and workloads, and for monitoring the efficiencies of new work practices and quality activities.

4. Human Resource Management

In liaison with the Clinical Manager and senior staff, the Prosthetic/Orthotic Technician will participate in workforce maintenance and development:

- Participate in discussion regarding staffing requirements.
- Participation in the orientation, induction and professional development of students (including work experience students) and other Grampians Health personnel as directed.
- Participation in Grampians Health Performance Development & Review Program and Clinical/Technical Supervision Program.

5. Service Development

The Prosthetic/Orthotic Technician will participate in the development of services that are accessible to those clients of Grampians Health with the greatest potential to benefit:

- Active participation in strategic planning, staff meetings, service development and other relevant forums.

The Prosthetic/Orthotic Technician will understand and adhere to relevant financial aspects of departmental function:

- Participate in discussion pertaining to resource allocation, equipment purchasing and revenue generation.
- Have an appreciation of the budget process, practice fiscal responsibility and act in accordance with relevant organisational policies and procedures such as the Grampians Health Delegations of Authority.

6. Governance and Risk Management

The Prosthetic/Orthotic Technician will demonstrate:

- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.

KEY SELECTION CRITERIA

Technical Knowledge and Skills

- Extensive experience in technical duties for the manufacture of Prostheses and Orthoses and service provision to the clinical staff and their clients.
- Extensive understanding of the Prosthetic and Orthotic profession, the role of the P&O technician and desire to work in the role.
- Demonstrated commitment to quality and evidence-based practice in prosthetics and orthotics.
- Evidence of a commitment to ongoing learning

Work Environment

- Ability to cooperate and work well with others in the pursuit of team goals
- Demonstrated flexibility and ability to adapt constructively within a busy and dynamic working environment
- Demonstrated knowledge of sound occupational health and safety practices.

Personal attributes

- Demonstrated attributes of empathy and client centred focus, and show pride in their work.
- Ability to work independently and appropriately identify when to seek help
- Demonstrated understanding of, and desire to work in the role
- Demonstrated ability to monitor, evaluate and modify own performance through reflective practice

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

- Compliance with all Grampians Health Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.