

Position Description

Position title	Orthotic Prosthetic Technical Officer
Department / Division	Orthotic and Prosthetic Unit/ Ambulatory and Allied Health
Classification	Grade 2 Year 1 – Grade 2 Year 5 (TO21-ON37)
Position reports to	Manager, Orthotics and Prosthetics
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is *a world where all kids thrive*.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

Orthotic Prosthetic Technical Officers are an essential part of the Orthotic and Prosthetic Unit. They are responsible for the fabrication and finishing of a wide range of orthoses (body braces) and prostheses (artificial limbs). This role is primarily in the workshop, without patient contact

ROLE PURPOSE

This Grade Two Orthotic Prosthetic Technical Officer is an experienced position within the team. The successful applicant will be required to work closely with the clinician who sees patients and other technicians to manufacture orthoses and prostheses and the various parts of these to a high technical standard. They may sometimes assist the clinician when they are seeing a patient.

They will be responsible for managing their own workload and time, to ensure that tasks are completed in a timely manner and that they maintain stock levels they are responsible for. They will have the ability to transfer solutions from one task to another and have or develop the skills to provide customised solutions for individual patients. They will work in collaboration with the clinicians at the RCH.

KEY ACCOUNTABILITIES

Provision of care:

- Produces work at a high technical standard
- Manages own workload and ensures that tasks are finished, and devices are available for other technicians and clinicians when they are required
- Responsible for more complex manufacturing tasks within the department. These may include CAD-CAM processes such as 3D carving and 3D printing, and/or an area of specialised skill such as prosthetic or advanced orthotic manufacture
- Monitors stock and material levels and orders these as required
- Maintains documentation, records and data as per discipline specific guidelines and RCH procedures.
- Actively contributes to continuous improvement.
- Participates in other duties as allocated consistent with the employee's skill level and classification.

Lifelong learning:

- Participates in professional development activities to ensure that best practice is maintained.
- Supports others to review, reflect on and evaluate their own practice.
- Undertakes additional training and/or professional development to continually progress skills
- Complies with AOPA Continuing Professional Development requirements, as these become available

Collaborative Practice:

- Actively leads the workshop in the Hospital and Departmental Occupational Health and Safety processes and emergency procedures. These may include OH&S representation, fire warden and first aid responsibilities
- Attends and contributes to department meetings and department competency sessions as well as participates in department committees as delegated
- Demonstrates ability to cooperate and work well with others in the pursuit of team goals.
- Actively participates as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement.

Communication:

- Has well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders.
- Communicates effectively with clinicians, technicians and other stake holders to ensure their understanding and that their needs and views are included in plans and actions.
- Acts to remove personal barriers to effective communication.

- Takes collective ownership of problems.
- Considers different points of view and compromise, where necessary and appropriate, to reach consensus.

Continuous Improvement:

- Actively contributes, as an individual and as a member of a team, to the continuous improvement of health care quality and patient safety.
- Acts to reduce error and sources of risk in own practice.
- Escalates risk appropriately within the healthcare team.
- Achieves and maintains competency in relevant skills in line with departmental requirements relevant to the role.

Supervision, Leadership and People Management:

- Participates in supervision in accordance with local department operating procedures and the RCH Allied Health Clinical Supervision Guideline.

Organisation and Planning:

- Demonstrates well-developed organisation and planning skills.
- Actively liaises with clinical staff to ensure the timely delivery of orthoses and prostheses.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Good hand skills and experience with making, fabricating, or repairing small to medium sized devices
- A well-developed understanding of OH&S concepts and implementation
- Minimum two years previous experience in a wide range of orthotic and/or prosthetic manufacture

Desirable:

- A formal qualification in a health science field or trade qualification is highly desirable

KEY SELECTION CRITERIA

- Excellent interpersonal, communication and presentation skills
- Ability to manage own workload
- Committed team player with the ability to work independently
- Evidence of good hand skills
- Demonstrated ability to learn new skills
- Lateral thinking and problem-solving skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check, NDIS Worker Check and a Working with Children Check prior to commencing employment

- Employees are required to maintain a valid Working with Children's Check and NDIS Worker screening throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

INHERENT REQUIREMENTS OF THIS ROLE		
There are a number of critical work demands (inherent requirements) that are generic across all positions at The Royal Children's Hospital. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Workplace Health & Safety.		
Physical Demands		Frequency
Work Hours	This role is typically performed during standard business hours	Yes
	This role requires shift work, including day, afternoon, night & weekends	No
	This role is required to participate in an on-call roster	No
Sitting – remaining in a seated position to complete tasks		Occasional
Standing – remaining standing without moving about to perform tasks		Frequent
Walking – floor type even, vinyl, carpet		Frequent
Lean forward/forward flexion from waist to complete tasks		Frequent
Trunk twisting – turning from the waist to complete tasks		Occasional
Kneeling – remaining in a kneeling position to complete tasks		Rare
Squatting/crouching – adopting these postures to complete tasks		Rare
Leg/Foot movement – to operate equipment		Occasional
Climbing stairs/ladders – ascending/descending stairs, ladders, steps		Not Applicable
Lifting/Carrying	Light – less than 5 kilos	Frequent
	Moderate – 5-10 kilos	Occasional
	Heavy – 10-20 kilos	Occasional
Push/Pull of equipment/furniture	Light forces – less than 10 kilos	Frequent
	Moderate forces - 10-20 kilos	Frequent
	Heavy forces – over 20 kilos	Occasional
Reaching – arm fully extended forward or raised above shoulder		Occasional
Head/Neck Postures – holding head in a position other than neutral (facing forward)		Rare
Sequential repetitive actions in short period of time	Repetitive flexion & extension of hands, wrists & arms	Occasional
	Gripping. Holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's licence		Not Applicable
Sensory Demands		Frequent
Sight – use of sight is integral to most tasks		Prolonged/Constant
Hearing – use of hearing is integral to most tasks		Frequent
Touch – use of touch is integral to most tasks		Frequent
Psychosocial Demands		Frequent
Observation skills – assessing/reviewing in/outpatients		Not Applicable



Problem solving issues associated with clinical and non-clinical care	Frequent
Attention to detail	Frequent
Working with distressed patients and families	Not Applicable
Dealing with aggressive and uncooperative people	Not Applicable
Dealing with unpredictable behaviour	Not Applicable
Exposure to distressing situations	Not Applicable

Position description last updated	April 2026
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