

Position Description

Position title	Orthotist Prosthetist
Department / Division	Orthotic and Prosthetic Department, Nursing and Allied Health
Classification	Grade 1 Year 1 – Grade 1 Year 5 (CO7-CP2)
Position reports to	Manager, Orthotics and Prosthetics
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

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

The Orthotic and Prosthetic Department is responsible for providing ongoing Orthotic and Prosthetic care to both inpatients and outpatients with a wide range of orthopaedic and neuromuscular conditions, including but not limited to Cerebral Palsy, infant hips, feet and heads, neuromuscular conditions, scoliosis and acute spinal care.

ROLE PURPOSE

This role is part of the clinical team in the Orthotic and Prosthetic Department. It is a foundation position, with a focus on skills and knowledge acquisition.

KEY ACCOUNTABILITIES

Provision of care:

- Delivers Orthotic care to inpatients and outpatients of The Royal Children's Hospital according to the protocols of the Orthotic Department.
- Participates in the Orthopaedics Department fracture clinic on a weekly basis.
- Participates in a co-ordinated team approach to care.
- Demonstrates sound organisational skills through efficient time management and professional responsibility.
- Actively participates in the Hospital and Departmental Occupational Health and Safety processes
- Is available for consultation to allied health and medical staff regarding patients seen in the department, or for whom a consultation is requested.
- Attends department meetings and participates in department committees as delegated.
- Is an active team member and shares knowledge amongst health professionals and peers within the department.
- Participates in other duties as allocated consistent with the employee's skill level and classification.

Lifelong learning:

- Participate in professional development activities to ensure that best clinical practice is maintained.
- Provide yearly documentation of meeting the CPD requirements of the Australian Orthotic and Prosthetic Association (AOPA).

Collaborative Practice:

- Provide child centred, family focused care through partnership with parents/ families.
- Work in collaboration with multidisciplinary teams.
- Demonstrate ability to cooperate and work well with others in the pursuit of team goals.
- Actively participate as part of a team to ensure ongoing excellence in service delivery and contribute to continuous improvement.

Communication:

- Well-developed verbal communication and interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders.
- Communicate effectively with patients and families to ensure their understanding and that their needs and views are included in plans and actions.
- Act to remove personal barriers to effective communication.
- Take collective ownership of problems.
- Consider 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.
- Achieve and maintain competency in relevant skills in line with departmental requirements relevant to the role.

Supervision, Leadership and People Management:

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework.

Organisation and Planning

- Well-developed organisation and planning skills.
- Actively liaise with technical staff to ensure the timely delivery of prostheses.

Research:

- Understand the principles of evidence-based practice.
- Evaluate current practice with respect to the evidence.
- Find, critically review, evaluate & interpret literature and apply to current role/service.
- Support research agenda for Orthotic and Prosthetic Department.
- Develop methods to keep up to date with evidence related to area of clinical interest or current role.
- Share evidence with colleagues within own team and wider service eg special interest groups, journal clubs, department in-services, inter-professional education sessions.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Master of Clinical Prosthetics & Orthotics or Bachelor of Prosthetics and Orthotics or equivalent.
- Evidence of eligibility for membership to AOPA.
- Evidence of compliance with AOPA Continuing Professional Development requirements.
- Demonstrated commitment to work and contribute as part of a team.

Desirable:

- AOPA membership is highly desirable.
- Orthotic clinical practice, providing both off the shelf and custom made devices.

KEY SELECTION CRITERIA

- Excellent interpersonal, communication and presentation skills.
- Ability to work with infants, children, adolescents and families.
- Capacity to work in a child / family centred model.
- Ability to work effectively and co-operatively as a member of a multidisciplinary team.
- Ability to reflect on practice, behaviour and interactions and subsequently modify to ensure best practice results.
- Commitment to building professional skills and capacity.
- Strong team player with the ability to work independently.
- Excellent time management skills and ability to prioritise.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and hold or undertake a Working with Children Check and NDIS Worker's Check prior to commencing employment.
- Employees are required to maintain a valid Working with Children Check and NDIS Worker's Check 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 LGBTQI community and people with disability.

Position description last updated	May 2025
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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	Yes
Sitting – remaining in a seated position to complete tasks		Frequent
Standing – remaining standing without moving about to perform tasks		Occasional
Walking – floor type even, vinyl, carpet		Frequent
Lean forward/forward flexion from waist to complete tasks		Occasional
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		Rare
Lifting/Carrying	Light – less than 5 kilos	Occasional
	Moderate – 5-10 kilos	Rare
	Heavy – 10-20 kilos	Rare
Push/Pull of equipment/furniture/patient assessment/positioning and treatment	Light forces – less than 10 kilos	Occasional
	Moderate forces - 10-20 kilos	Occasional
	Heavy forces – over 20 kilos	Rare
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	Occasional
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	Occasional
Psychosocial Demands	Frequent
Observation skills – assessing/reviewing in/outpatients	Occasional
Problem solving issues associated with clinical and non-clinical care	Frequent
Attention to detail	Frequent
Working with distressed patients and families	Rare
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Rare

Definitions used to assess frequency of tasks/demands as above	
Prolonged/Constant	71-100% of time in position
Frequent	31-70% of time in position
Occasional	16-30% of time in position
Rare	0-15% of time in position
Not Applicable	