

POSITION DESCRIPTION

Position Title:	Qualified Orthopaedic Technologist/Technician
Business Unit/Department:	Adult Specialist Clinics
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 1 – Year 1 to Year 2 (1WOTG21 to 1WOTG22)
Reports To:	Surgical Operations Manager Senior Orthopaedic Technologist/Technician
Direct Reports:	N/A
Date Prepared/Updated:	16 September 2024

Position Purpose
<p>Under the written and/or verbal direction of the treating medical clinician/unit, the Qualified Orthopaedic Technologist/Technician will perform casting, bracing or splinting duties at the Western, Sunshine and Williamstown campuses to outpatients and inpatients of Western Health.</p> <p>The Qualified Orthopaedic Technologist/Technician will also provide direction and/or supervision to the Trainee Orthopaedic Technologists.</p>
Business Unit Overview
<p>The Adult Specialist Clinics at Western Health provide expert review and management for patients requiring consultation by specialist clinicians. The Specialist Clinic setting acts as a conduit for patients accessing services at Western Health and provides care and ongoing management and ensures referral and communication pathways are in place to optimize the patient journey. Service delivery is provided across the patient continuum of care by the Specialist Clinics Nursing, Referral Management and Patient Management Teams. The objective of the Specialist Clinics coordinated team approach is to improve patient access and processes - in essence this equates to "right patient, right clinic, right time".</p>
Key Responsibilities
<ul style="list-style-type: none"> • Application, modification and removal of casts/splints/braces and Orthopaedic devices • Fully responsible for the safe and effective production of casts that have optimal fit and function • Correctly manage unstable and stable fractures, including the manipulation of fractures • Define the appropriate course of action and prioritisation for a referral and know when to seek further guidance or clarification on a patient's treatment • Thorough understanding of fractures, mechanisms their management and potential complications • Report any concerns as to a patient's condition with relevant disciplines

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- Educate patients on the relevant care specific to their injury within the device
- Removal of 'K' wires and application of basic dressings
- Removal of casts
- Read and interpret x-rays
- Work independently
- Safely apply and remove total contact casts on high risk feet
- Maintain cleanliness and layout of plaster room
- Maintain own work tools and the tools within the plaster room
- Ordering of stock and stock management
- Liaising with different stakeholders to achieve best patient outcome
- Undertaking documentation of work performed
- Work across multiple campuses
- Access to own transport to facilitate across campus work
- Follow hospital policies and procedures
- In conjunction with service manager support staff to meet service targets/goals
- In conjunction with service manager ensure appropriate orientation of new staff
- Mentor and assist with educating Trainee Technicians.
- Assist with and lead education sessions for other Health disciplines eg, Medical, Allied Health
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers. Demonstrate effective negotiation skills and conflict resolution skills when dealing with difficult situations
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Assist in achieving budgetary targets with regards to consumables.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Orthopaedic Consultants/Unit
- Plastics Consultants/Unit
- Emergency Department Physicians
- Surgical Operations Manager
- Nurse Unit Manager ASC
- Nursing and Clerical staff
- Allied Health staff

External:

- Patients and their significant others
- GP's and External referrers and Providers
- Community Services

Selection Criteria

Essential:

- Highly developed knowledge of the Qualified Orthopaedic Technologist/Technician role within Western Health or similar Health organisation

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- Minimum 3 years of relevant experience as a Plaster Technologist/Technician.
- Motivated and enthusiastic with a positive attitude toward work and colleagues
- Ability to study and assist others with their training
- Follow appropriate procedures and reporting lines
- Ability to demonstrate initiative
- Ability to work with no or limited supervision
- Excellent time management skills

Desirable:

- Tertiary Degree in Health science or relevant field
- Membership of the Australian Institute of Orthopaedic Technologist Inc.
- Previous Health Care background

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- 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 Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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