

POSITION DESCRIPTION

Position Title:	Trainee Orthopaedic Technologist/Technician
Business Unit/Department:	Specialist Clinics
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Trainee – Year 1 to Year 3 (1WOTT1 to 1WOTT3)
Reports To:	Senior Orthopaedic Technician
Direct Reports:	N/A
Date Prepared/Updated:	4 March 2024

Position Purpose
A Trainee Orthopaedic Technologist/Technician is responsible for the high-quality management and treatment of musculoskeletal injuries using casts/splints/braces and orthopaedic devices. A Trainee Orthopaedic Technologist/Technician works towards the successful completion of the 3 year in house traineeship. As the 3-year traineeship progresses the trainee is expected to become more independent and skilled with a greater degree of responsibility being placed upon them
Business Unit Overview
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'.
Key Responsibilities
Level One – Basic (supervised): • Anatomy and Physiology – basic understanding and identification • Terminology – relevant medical and orthopaedic/cast • Fracture Description - Basic and Common Fractures (Colles' is a distal radial fx, etc) • Simple or Obvious X-ray Interpretation - Basic and Common Fracture Identification (Transverse, Oblique etc) • Understanding of casting and splinting materials including safe usage, drying & setting times and rationale

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- Follow Infection Control Guidelines
- Application of POP and Fibreglass splints – Simple or stable fractures & soft tissue injuries.
- Application of POP and Fibreglass full casts – Simple or stable fractures & soft tissue injuries.
- Modification of splints – Complete, extend, reduce, repad.
- Modification of full casts – Reinforce, reduce, extend, window.
- Removal of splints – Safe usage of scissors on fragile or insensate skin, wounds etc
- Removal of full casts – Safe usage and technique of shears, oscillating cast saw on fragile or insensate skin etc.
- Perform a plaster check – Safely and efficiently assess the cast or splint for function and fit.
- Application of simple Orthoses. – Wrist splints, Cam Boots, Darco, Rigid sole shoes, rocker bottom shoes
- Application of Slings – Broad Arm, collar & cuff
- Knowledge of safe patient handling and transferring following hospital policies and procedures.

Level Two – Intermediate (supervised):

- Anatomy & Physiology – Intermediate Understanding and Identification
- Terminology – Relevant medical & orthopaedic/cast
- Fracture Description – Understand and explain common fracture descriptions
- X-ray Interpretation – Understand explain and identify simple fracture identification.

Plan and conduct work safely:

- Application of POP and Fibreglass splints shape and form to anatomical shape – Stable fractures & soft tissue injuries.
- Application of POP and Fibreglass full casts shape and form to anatomical shape – Stable fractures & soft tissue injuries.
- Modification of splints – Complete, extend, reduce, repad.
- Modification of full casts – Reinforce, reduce, extend, window.
- Removal of splints – Safe usage of scissors on fragile or insensate skin, wounds etc
- Removal of full casts – Safe usage and technique of shears, oscillating cast saw on fragile or insensate skin etc.
- Perform a plaster check – Safely and efficiently assess the cast or splint for function or fit.
- Application of Orthoses – Wrist splints, Cam Boots, Darco, Rigid sole shoes, Orthowedge, Rocker bottom shoes, Knee Immobilizers.
- Application of Slings – Broad arm, collar & cuff, shoulder immobilizers, elevation sling, Gilcrest

Level Three – Advanced (supervised):

- Detailed Anatomy & Physiology.
- Fractures, Classifications, Detailed Description, Identification & Mechanism Of Injury.
- X-ray Interpretation of complex fractures.
- Handling and management of unstable injuries.
- Understand reduction techniques for offended, shortened, angulated or displaced fractures.
- Complete understanding of Charnleys' three-point moulding relevant to malaligned fractures

Safe, Effective & Proficient in:

- The application of appropriate splints/casts/braces (including application of Orthoses, Wrist splints, Cam Boots, Darco, Rigid sole shoes, Orthowedge, Rocker bottom shoes, Knee Immobilizers. Knee ROM. Elbow ROM)
- for complicated, unstable & simple fractures, & soft tissue injuries POP across all campuses in the OPD, wards, ED and theatre
- Hip spicas for femoral fractures & DDH
- Theatre casting post-surgery or following a GAMP or ORIF
- ED casting following a LAMP
- Complex Thermoplastic Splinting/Bracing post Ilizarov Frame Removal
- Custom fabrication of Thermoplastic AFO, Clam Shell, UCBL
- Casting for CTEV
- Neuropathic cast/splints for Charcots' Joints, Plantar Ulcers
- Hypertonicity casts/splints
- Static Progressive splinting

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- Focused Rigidity Casting using Polyester & Thermoplastic materials
- Application and management of bone growth stimulators
- Educate medical staff in the safe and effective principles of cast application etc
- K wire removal
- Assist with External Fixator modification

It is a responsibility of a trainee Orthopaedic Technologist/Technician to fully participate in the 3-year in-house training course. Successful completion of training and examinations associated with the 3-year training course is determined by the training supervisor(s). This leads to recognition as a qualified Orthopaedic Technologist within Western Health.*

*In circumstances where the applicant has prior experience in the role, the position of 'Qualified Orthopaedic Technologist' can be granted in full or the training period shortened. This is at the discretion of the Orthopaedic Technologist manager and subject to the previous experience/skill of the applicant

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:

- Physiotherapy and Occupational Therapy medical staff
- Podiatry staff
- Orthopaedic Medical Staff
- Plastics Medical Staff
- Emergency Department Physicians.
- Manager – Specialist Clinics
- Nurse Unit Manager
- Nursing Staff
- Specialist Clinics Clerical Staff

External:

- Patient and carers
- GP's and external referrers and providers
- Community Services

Selection Criteria

Essential:

- Excellent interpersonal and communication skills
- Physically fit and able to work long periods standing
- Demonstrated time management and organisational skills
- Ability to show initiative and work with limited supervision
- Ability to work under pressure and be flexible to changing demands
- 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

Desirable:

- Certificate IV in Cast Technology.
- Membership of the Australian Institute of Orthopaedic Technologists Inc.
- Previous Health Care background
- Tertiary Degree in Health Science or relevant field
- Previous experience as an Orthopaedic Technologist/Technician

Additional Requirements

All employees are required to:

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- 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

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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