



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTMF4001A Select and adjust pre-fabricated footwear-related orthoses**

**Revision Number: 1**

## **LMTMF4001A Select and adjust pre-fabricated footwear-related orthoses**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge necessary to cover the selection and adjustment of prefabricated footwear-related orthoses.

## Application of the Unit

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This unit applies to activities associated with selecting and adjusting prefabricated footwear-related orthotics. Work is generally conducted in a small business situation. Work role may include that of sole practitioner or working directly with medical grade footwear practitioners.

Footwear-related orthotic devices concerned with correcting the foot problem are limited to drop foot splints, ankle or foot orthoses (AFO), ankle braces, etc. Certain specific construction tasks associated with the fabrication may be delegated to other people, such as footwear technicians or skilled tradespeople.

This unit is applied according to OHS and workplace practices of the enterprise, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skill associated with communication to review assessments and prescriptions, maintain client files and consult with other parties to clarify or obtain information as required. Planning and organising and problem solving skills and initiative and enterprise are required to select and adjust existing orthoses to meet client needs. Technology will be used to make modifications.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

### Prerequisites

## Employability Skills Information

**Employability Skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Not applicable.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Clarify assessments and prescriptions	1.1 Assessments and prescriptions are reviewed to confirm that all required information has been provided prior to selection and modification of prefabricated orthoses 1.2 Other parties are consulted, if necessary, to clarify or provide additional information
2 Determine resources required to modify orthoses	2.1 Availability of <i>materials</i> and equipment to modify stock and prefabricated orthoses are confirmed 2.2 Materials to modify existing orthoses are selected to match design requirements
3 Select orthoses	3.1 Appropriate <i>tools and techniques</i> needed to adjust orthoses are selected to ensure achievement of design 3.2 Existing orthoses are selected for repeat client if only minor design changes are required 3.3 Orthoses are adjusted to accommodate client foot shape, alignment and specific footwear designs 3.4 Shapes of orthoses are checked to assess effect on footwear and function
4 Adjust and finish orthoses	4.1 Orthoses are reviewed and matched against footwear and adjustments made as required 4.2 Orthoses are finished off to meet established quality standards 4.3 Determine modifications required to the shoe to allow for orthoses, as required
5 Perform record keeping procedures	5.1 Client files are maintained 5.2 Administrative tasks are completed

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Demonstrates knowledge of:

- the elements and principles of medical grade orthotic and footwear design and how they can be used to meet specified requirements
- applied biomechanical, kinesiology and pathology of the foot, the variables in and effects of physical force systems (orthoses and footwear) on the body and the dimensional
- range and characteristics of prefabricated orthotic devices
- footwear construction and standards; terminology; diagnostic and definitive constructions; modification processes; materials and tools and equipment used
- safety and environmental aspects of relevant workplace activities
- relevant OHS legislation, regulatory requirements, copyright obligations and codes of practice
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- evaluate, problem solving and addressing a variety of common orthotic requirements
- assess and modifying orthoses
- using hand and machine tools, and operating computer equipment
- communicate and working effectively and professionally in the workplace
- communicate and interacting effectively with clients, component suppliers and in the workplace
- establish and interpreting procedures and processes
- determine report requirements and presenting reports and information in appropriate formats
- read, interpret and follow information on work specifications, standard operating procedures and work instructions and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Demonstrates skills and knowledge to:

- review client specifications and measurements
- obtain and clarify instructions and requirements for prefabricated orthoses
- assess characteristics of prefabricated orthoses against specifications
- adjust orthotics to meet specifications and quality standards
- identify special construction details and constraints
- take accurate measurements
- identify and confirm costs, timelines, etc.
- communicate effectively with design team, customers, etc.
- apply OHS policies in work operations
- maintain accurate records

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OHS practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

### **Context and specific resources for assessment**

Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OHS practices.

### **Guidance information for assessment**

This unit may be assessed independently or in combination with other relevant units.

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the Performance Criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Materials may include:	<ul style="list-style-type: none"> <li>• metals</li> <li>• thermoplastic</li> <li>• thermoset</li> <li>• leather</li> <li>• appropriate textiles</li> <li>• interfaces</li> <li>• appropriate padding</li> <li>• reinforcement</li> <li>• soling and related materials</li> <li>• fastening or closing devices and other specific items such as adhesives</li> </ul>
Tools and techniques may include:	<ul style="list-style-type: none"> <li>• hand and machine tools</li> <li>• cam</li> <li>• mechanical duplicators</li> <li>• pour techniques</li> <li>• a variety of combinations</li> </ul>
OHS practices	<p>OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:</p> <ul style="list-style-type: none"> <li>• manual handling techniques</li> <li>• standard operating procedures</li> <li>• personal protective equipment</li> <li>• safe materials handling</li> <li>• taking of rest breaks</li> <li>• ergonomic arrangement of workplaces</li> <li>• following marked walkways</li> <li>• safe storage of equipment</li> <li>• housekeeping</li> <li>• reporting accidents and incidents</li> <li>• other OHS practices relevant to the job and enterprise</li> </ul>

## **Unit Sector(s)**

**Sector**                      Medical Grade Footwear