



Australian Government

Department of Education, Employment and Workplace Relations

HLTPO306C Participate in prosthetic and orthotic service provision

Release: 1

HLTPO306C Participate in prosthetic and orthotic service provision

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required for a prosthetic/orthotic technician to participate in the provision of prosthetic and orthotic technical services to clients under the supervision or guidance of an appropriate health professional

Application of the Unit

Application

Work performed requires a broad knowledge base and the ability to apply solutions to a defined range of unpredictable problems

It is expected that an orthotist or prosthetist/orthotist oversees client evaluation, cast measurement and fittings, wherever possible

Individuals will take responsibility for their own outputs and limited responsibility for the quantity and quality of output of others

The extent of a technician's role in prosthetic/orthotic client service provision is subject to organisation policy and procedure

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Establish a positive relationship with the client | 1.1 Use appropriate <i>language and interpersonal skills</i> to establish rapport with client
1.2 Identify <i>specific needs</i> and expectations of the client
1.3 Maintain confidentiality of client information |
| 2. Participate in review of client's prosthetic and orthotic needs | 2.1 Gather and review <i>relevant client information</i> as directed, or in accordance with organisation policy and procedure
2.2 Review client needs in conjunction with the client and <i>appropriate health professionals</i>
2.3 Participate in the development of an <i>Action Plan</i> for treatment in conjunction with <i>appropriate health professionals</i> and client |
| 3. Review and evaluate service provided to client | 3.1 Monitor client feedback to ensure prosthetic/orthotic device meets their needs
3.2 Complete <i>related administrative requirements</i> in accordance with organisation policy and procedures |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Anatomy, physiology, biomechanics and common pathologies relevant to the prosthetic orthotic technician's role in client service provision
- Behavioural, social and personal aspects of disabilities
- Funding policies of health funds, insurers and government agencies in relation to provision of special footwear, prostheses and orthoses to eligible clients
- Influences of the living environment and its effect on the disabled
- Legislative and social rights of persons with a disability or impairment
- Role of other appropriate health professionals
- Workplace procedures for recording and retaining documentation

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply literacy in English or a community language depending on the language used in pamphlets or workplace manuals
- Collect and interpret relevant client information
- Communicate and work effectively with work colleagues, associates and clients encompassing teamwork, client confidentiality, and appropriate communication and interpersonal skills.
- Communicate with people from diverse cultural and linguistic backgrounds
- Comply with organisation policy in relation to the scope and boundary of the role of the prosthetic orthotic technician in relation to client service provision
- Follow administration and record-keeping procedures

REQUIRED SKILLS AND KNOWLEDGE

- Participate in the review of clients' needs
- Provide a prosthetic/orthotic device designed to meet individual client requirements
- Recognise, report and manage errors and risk within work role
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Undertake anatomical measurement
- Use effective interpersonal and communication skills with clients and health professionals
- Use numeracy skills including the ability to complete arithmetic calculations for manufacturing a prosthetic/orthotic device, and for anatomical measurement
- Use oral communication skills as required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
 - asking questions
 - providing clear information
 - listening to and understanding workplace instructions
 - clarifying workplace instructions when necessary
 - effective verbal and non-verbal communication with a range of internal and external persons
 - literacy in English or a community language, depending on client group and organisation requirements
- Use reading and writing skills as required to fulfil job roles in a safe manner and as specified by the organisation at a level of skill that includes reading workplace safety and organisation procedure manuals, maintaining job records, drafting correspondence and documenting client information
- Use problem solving skills required for specifying or designing a prosthetic/orthotic device to meet specific client needs

Evidence Guide

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 this Training Package.

Critical aspects for assessment

- The individual being assessed must provide evidence

EVIDENCE GUIDE

and evidence required to demonstrate this competency unit:

- of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Context of and specific resources for assessment:

- Access to appropriate workplace where assessment can take place
- Simulation of realistic workplace setting for assessment
- Tools and equipment to assess a prosthetic/orthotic device
- Relevant organisation policy, guidelines, procedures and protocols

Method of assessment may include:

- Observation of work activities
- Observation of simulation
- Written tasks
- Relevant formal and informal education/training courses
- Case studies and scenarios
- Interviews/questioning
- Role plays

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities
- Related units:*
- This unit can be assessed independently
 - However holistic assessment practice with other health technician units of competency is encouraged

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. 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.

- An appropriate health professional may include:*
- Prosthetist orthotist
 - Specialist or general medical practitioner
 - Physiotherapist
 - Occupational therapist
 - Other allied health professionals

RANGE STATEMENT

Language and interpersonal skills may include:

- Language may be English, sign language or community language depending on client group
- Interpersonal skills include active listening, asking open questions, providing encouragement, displaying empathy

Specific needs may relate to:

- Amputation
- Physical impairment
- Disability
- Biomechanical deficit
- Diseases eg: polio, cerebral palsy, diabetes, multiple sclerosis, spina bifida, stroke, etc
- Complex needs involving a combination of health, social, economic and personal factors

Relevant client information may include:

- Referral from appropriate health professional
- Anatomical measurements
- Type of orthotic required (model, make, dimension), control mechanism, function
- Clinical information
- Financial status ie: healthcare benefits, private health insurance, insurance claim
- Client specifications and assessments
- Work specifications and patterns
- Design/construction drawings/sketches

Action plan may include:

- Selection and design of footwear, orthotic or prosthetic
- Modification or repair to footwear, orthotic or prosthetic
- Proposed client follow up
- Referral to clinical professionals

Related administrative requirements may include:

- Completion of job records
- Completion of client records
- Correspondence

RANGE STATEMENT

Modification may include:

- On-site - fit eg: stretch footwear, apply insole,
- trim orthotic as required
- Off-site - shoe repairer, orthotist for brace
- Raisers
- SACH heels
- Rocker sole
- Wedges and flares
- Metatarsal bars
- Heel ferrules
- T. Straps
- Velcro closure
- Fitting adjustments

Hand tools and machinery may include:

- Hand tools - knives, skiving tools, hammers, pincers, hole punchers, hack saw
- Machinery - footwear finishing, router, band saw, flat bed sewing machine, post sewing machine, overlocker, patcher, shoe stretcher, infra red heat lamps, pneumatic tools

Unit Sector(s)

Not Applicable