



Australian Government

Department of Education, Employment and Workplace Relations

LMTMF4003A Modify medical grade footwear

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge necessary for the modification to medical grade footwear to meet changed foot conditions.

Application of the Unit

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This unit applies to activities associated with maintaining or modifying medical grade footwear. The unit relate to the modification and repair of footwear for medical grade applications generated by direct contact by client, referral or prescription. Significant judgement is required in planning, design, technical or supervisory activities related to products or processes.

Work is generally conducted in a small business situation. Work role may include:

- sole practitioner
- member of a team of medical grade footwear specialists
- member of an enterprise or regional health care team

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 interpret modification requirements and specifications and complete client records. Planning and organising, problem solving and initiative and enterprise are required to select and carry out appropriate modification using required technology. Self management is required to ensure own work complies with specifications, requirements and quality standards.

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 Review medical grade footwear	1.1 Modification requirements and specifications are reviewed to confirm required information has been provided prior to modification 1.2 Footwear is examined to determine suitability and practicability of modification in relation to specifications
2 Determine resources required to modify or repair medical grade footwear	2.1 Appropriate modification techniques are selected to ensure compatibility and durability 2.2 Materials to make modifications and repairs are selected to match medical grade footwear design requirements
3 Make modifications or repairs	3.1 Equipment is checked to confirm compliance with manufacturer operating instructions 3.2 Modification and repair compounds such as glues and resins are stored and used in accordance with OHS practices and manufacturer guidelines 3.3 Footwear is appropriately prepared for modification 3.4 Modification to footwear is conducted to ensure compliance with specifications or requirements
4 Finish medical grade footwear	4.1 Detailed information obtained from final fitting is reviewed and steps for implementing any changes to footwear are initiated 4.2 Finishing off is carried out, final components added and product given final check to ensure compliance with established quality standards prior to delivery to client as appropriate
5 Maintain records	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:

- full range of procedures to review footwear
- assessment criteria to determine modification requirements of new and old footwear (design, fit/size, structure, features, function, technical)
- full range of modification designs and their purposes in relation to footwear problems
- procedures for making modifications or repairs, including inclusion and allowance for orthoses, newness of materials, tissue tolerance etc.
- applied anthropometrics of the foot, the variables in and effects of physical force systems (orthoses and footwear) on the body and dimensional, shape and other physical characteristics of commercial footwear
- footwear construction and standards; terminology; diagnostic and definitive constructions; modification processes; materials and tools and equipment used
- other practitioners in the field and in major related fields, including their roles, capabilities and limitations
- safety and environmental aspects of relevant workplace activities
- OHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- evaluate footwear to determine repair or modification options
- select materials and techniques appropriate for required modification and repair
- use hand tools and machinery to undertake modifications
- communicate effectively with the client to obtain clear and precise information about problems with the footwear
- evaluate, problem solving and address a variety of design and modification problems
- communicate and work effectively with work colleagues, associates and clients, encompassing teamwork, client confidentiality and appropriate communication and interpersonal skills
- consult and liaise in a professional manner with people external to the enterprise such as allied health professionals and government agencies
- communicate and interact effectively with clients, component suppliers and in the workplace
- establish and interpret 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

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

- 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:

- interpret order forms and specifications defining footwear modification requirements
- identify and confirm costs, timelines etc.
- conduct tests to aid in deciding how repairs or modification are to be carried out in relation to footwear problem
- record causes of problems and document modification solutions
- identify any special construction details and constraints
- select materials and techniques to modify footwear
- perform a full range of standard orthopaedic footwear modifications in relation to footwear problem
- communicate effectively with clients 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:	• conventional leathers • textiles • plastic sheeting • padding • reinforcement • sole and related materials • fastening or closing devices such as: • Velcro • laces • buckles • other items such as adhesives and threads
Equipment may include:	• hand and machine tools and equipment and a variety of combinations
OHS practices	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: • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • other OHS practices relevant to the job and enterprise

Unit Sector(s)

Sector Medical Grade Footwear