



Australian Government

Department of Education, Employment and Workplace Relations

LMTMF4004A Select and adjust pre-fabricated medical grade footwear and accessories

Release: 1

LMTMF4004A Select and adjust pre-fabricated medical grade footwear and accessories

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge necessary for the selection and adjustment of pre-fabricated medical grade footwear and accessories. Foot conditions that apply are those of low complexity and risk.

Application of the Unit

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This unit applies to activities associated with selecting and adjusting pre-fabricated medical grade footwear and accessories. Footwear related medical conditions covered by this unit are those that can be assisted by medical grade footwear. Discretion, initiative and judgement may be demonstrated on the job in own work, either individually or in a team environment. 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, or in a retail situation.

General information may be obtained from client or other parties in relation to perceived problems with the footwear.

Application of pre-fabricated footwear and accessories is concerned with foot-related medical conditions that cannot be assisted by footwear available from normal retail outlets.

The extent and nature of adjustments are dependent on the specifications and client requirements. Footwear types may include a range of styles and types, eg slip-on, court, boot, sandal, inner shoe. Types of adjustment are:

- on-site - fit, eg stretch footwear, apply insole, adjust accessory as required
- off-site - shoe repairer

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 assessment, prescription and referral information, discuss and confirm needs with the client and complete client records. Team work skills are used in working as a member of a health and referral network. Planning and organising, problem solving and initiative and enterprise are required to select and carry out appropriate adjustments 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 Clarify assessments and prescriptions, as required	1.1 Assessments, prescriptions and referrals are considered to confirm that all required information has been provided, as required 1.2 Other parties are consulted, if necessary, to clarify or provide additional information 1.3 Client is referred to other medical, health and medical grade footwear practitioners if required
2 Determine medical grade footwear requirements	2.1 Requirements for decision making and selection criteria are discussed and agreed with client and others as appropriate 2.2 Construction, materials and style of pre-fabricated medical grade footwear are specified to match client requirements 2.3 As required, pre-fabricated footwear is ordered from appropriate suppliers and availability within specified timelines is confirmed
3 Select medical grade footwear to match client requirements	3.1 Pre-fabricated medical grade footwear is selected to meet client requirements 3.2 Medical grade footwear is assessed in terms of mechanical, dimensional and therapeutic factors 3.3 Requirements for adjustment and modification of pre-fabricated medical grade footwear are determined
4 Undertake modification and fit of footwear and accessories (as required)	4.1 Arrange for fitting of pre-fabricated medical grade footwear and accessories to be conducted 4.2 Insoles where required are selected and fitted to footwear 4.3 Other modifications are made as necessary to the pre-fabricated shoes
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:

- range and characteristics of pre-fabricated medical grade footwear and accessories and how they can be used to meet specified footwear problems
- relative clinical, practical and other advantages and disadvantages of pre-fabricated footwear
- awareness of the implications of the use of stockings, bandages and orthotic devices
- awareness of gait and the implications it may have on footwear
- applied anthropometrics of the foot, the variables in and effects of physical force systems (orthotic and footwear) on the body and dimensional, shape and other physical characteristics of pre-fabricated footwear
- assessment criteria to select pre-fabricated footwear and accessories, including knowledge of when referral to other practitioners is necessary
- assessment criteria to select pre-fabricated orthoses
- assessment criteria to determine adjustment requirements of new and existing pre-fabricated footwear (design, fit and size, structure, features, functional, technical)
- other practitioners in the field and in major related fields, including:
 - roles, capabilities and limitations
- footwear construction and standards
- terminology
- diagnostic and definitive constructions
- modification processes
- materials and tools and equipment used
- full range of procedures to adjust pre-fabricated footwear
- limitation of own knowledge and skills and awareness of more appropriate service providers for client referral
- 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, problem solve and address a variety of pre-fabricated foot, footwear and accessory problems
- conduct fittings
- make appropriate adjustments to meet client needs
- use hand tools and machinery to undertake adjustments, as required
- communicate effectively with the client to obtain clear and precise information about problems with the footwear

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

- communicate and work effectively with work colleagues, associates and clients, encompassing teamwork, client confidentiality, and appropriate communication and interpersonal skills
- apply procedures and processes, including report requirements
- 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: • select appropriate range and style of pre-fabricated footwear • select materials and techniques to adjust footwear • adjust pre-fabricated footwear accessories and foot orthoses • adjust semi-orthopaedic footwear and orthoses • select related orthoses to complement footwear • prepare job sheets and specifications defining adjustments and modifications to pre-fabricated footwear and accessories as required • identify and confirm costs, timelines etc. • conduct administrative tasks associated with the purchase and adjustment of pre-fabricated medical grade footwear and related accessories • communicate effectively with clients • 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.
Referred should occur:	• when situations include: • infections • open wounds, including ulcers • injuries or sprains • suspected disease • pre-fabricated shoe that is unlikely to attain a satisfactory outcome
Pre-fabricated medical grade footwear may include:	• footwear with additional depth and width, semi-orthopaedic footwear, post operative shoes, ready-made or therapeutic footwear to client measurements and requirements
Accessories may include:	• insoles • arch supports • toe buds • corn pads • bunion shields
Selection criteria may include:	• design- style, eg court, boot, rigid, flexible, low trim line • size - to specific benchmarks, such as width, length, toe angle, arch • structure - heel height and width, counter stability, sole flexibility • features - for individual needs and use, eg cushion sole • function, eg fit, walk, stairs
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