



Australian Government

MSTMF4002 Conduct medical grade footwear assessments for clients with footwear-related medical conditions

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to LMTMF4002A Conduct medical grade footwear assessments for clients with footwear-related medical conditions

Application

This unit of competency covers the skills and knowledge required to conduct medical grade footwear assessments for clients with footwear-related medical conditions (includes up to medium complexity and risk conditions).

The unit of competency encompasses skills and knowledge used in the collection and analysis of information from clients, carers and health or medical professionals. It applies to assessing the foot or foot-related condition to provide the necessary information to develop and modify medical grade footwear and orthoses. Foot conditions include those of medium complexity and risk only.

Work is generally conducted in a small business situation and the work role may include:

- sole practitioner
- member of a team of medical grade footwear specialists
- member of an enterprise or regional health care team or working in association with other allied health or medical professionals.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Medical grade footwear

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|--|-----|---|
| 1 | Provide potential client with information about services and products | 1.1 | Outline services and products and provide general estimates of costs of services and products |
| | | 1.2 | Present possible subsidised funding options for services and products to client |
| | | 1.3 | Provide client with estimate of time required to conduct assessment and the general procedures associated with the assessment |
| | | 1.4 | Advise client on general and medical documentation and footwear and orthoses required for assessment |
| | | 1.5 | Negotiate and confirm suitable appointment time and location for assessment |
| | | 1.6 | Establish client's current walking condition and need for assistance in attending assessment |
| 2 | Interpret prescription or referral information | 2.1 | Review prescriptions and referrals to determine action to be taken |
| | | 2.2 | Contact health and medical professionals or agencies to clarify issues or to obtain further information |
| 3 | Obtain pertinent personal and medical information from client | 3.1 | Obtain general health status and personal information to establish client profile |
| | | 3.2 | Obtain detailed information regarding client medical history and present health status and condition |
| | | 3.3 | Record information accurately and completely to assist in determining possible plans of action |
| 4 | Observe general physical and emotional state of client and implement supportive actions | 4.1 | Determine degree of mobility and level of assistance and support required by client |
| | | 4.2 | Minimise client discomfort by providing walking aids or transport devices, as required |
| | | 4.3 | Use a friendly and empathic communication style to reassure client and reduce anxiety or stress |
| | | 4.4 | Note other physical characteristics of client that may |

			have an affect on future plans of action
		4.5	Maintain assessment environment to comply with professional and accepted community standards for client comfort and privacy
		4.6	Consult other suitably qualified professionals, if necessary, to discuss concerns or issues arising from client's physical or emotional state
5	Identify client's needs and expectations	5.1	Identify client lifestyle and work needs
		5.2	Identify client personal short and long-term goals
		5.3	Discuss client expectations related to services and products to be provided, and reach agreement between client and service provider
		5.4	Answer client questions about short and long-term improvement in condition honestly and frankly
		5.5	Determine client's general suitability for service and products and discuss options with client and medical and health professionals, as required
6	Conduct physical assessment of foot and lower limb	6.1	Carry out physical examination of foot and lower limb and compare prescription and referral information compared with findings, if appropriate
		6.2	Identify presence and extent of medical conditions of foot and lower limb, including any skin conditions that may affect the provision of any medical grade footwear and orthoses
		6.3	Assess range of motion of foot and lower limb, function of muscles and joints, status of joints, and other factors and abnormalities, which affect the functioning of the foot, against established norms
		6.4	Record information accurately and completely
7	Carry out measurements on foot, footwear	7.1	Select appropriate measurement techniques based on client's presenting medical problem and work health and safety (WHS) practices

	and orthoses	7.2	Take direct and representation measurements related to shape and size of foot
		7.3	Perform gait analysis to obtain baseline data of client's walk pattern and comparison to average healthy parameters
		7.4	Use supplementary measurement techniques to confirm primary findings or to provide additional data
		7.5	Conduct trial fit using commercial or client footwear
		7.6	Examine footwear and orthoses and take measurements, as necessary
		7.7	Record measurements within prescribed levels of accuracy
		7.8	Analyse data derived from measurements and record results in client file using established procedures
8	Work collaboratively with other health professionals	8.1	Recognise and acknowledge roles and functions of other service providers within accepted ethical standards
		8.2	Consult health care professionals and other service providers, as appropriate, and in accordance with relevant legislation, for information, advice, assistance or cooperation
		8.3	Advise clients fully on indications and reasons for referral
		8.4	Document client consent to release relevant information to other professionals or service providers
		8.5	Provide client information to other health professionals or service providers, in accordance with medico-legal requirements and ethics related to confidentiality
		8.6	Communicate outcome of referral process to initiating practitioner and service provider, orally or in writing
9	Develop a management plan and seek	9.1	Analyse all information provided by client, health professionals or agencies, and analyse and prioritise measurements to provide the basis for the plan of action

**approval of client
and other parties
to implement
plan**

- | | |
|-----|--|
| 9.2 | Formulate a plan of action and present options to the client, in consultation with carers, health professionals or agencies, where necessary |
| 9.3 | Allocate client sufficient time to consult with other parties to make an informed decision about proposed plan of action |
| 9.4 | Develop specifications that reflect the client needs, current medical condition and feasibility to produce footwear or orthoses |
| 9.5 | Reach agreement with client, and other parties if necessary, regarding costs, timelines and payment schedules to implement plan of action |
| 9.6 | Prior to commencement of any stage of the plan of action, provide client with a briefing to ensure complete understanding of processes, procedures and expected outcomes |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Workplace procedures
include one or more of the
following:**

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures (SOPs)
- 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 - WHS practices
Australian Standards include:	the relevant industry or Australian Standards that are current at the time this unit is being undertaken
Medium complexity and risk foot conditions include one or more of the following:	- the client is suffering foot-related pain or discomfort - ulceration is not present - there is only a single risk factor
Risk factors include one or more of the following:	- age - systemic problems such as diabetes (insulin dependent) - haemophilia - peripheral vascular disease - neuropathy - ulcers - missing toes - lower limb amputations
Clients include one or more of the following:	- those referred for assessment by medical or health care professionals - those making direct contact
Assessment includes one or more of the following:	- initial meeting of client and practitioner - ongoing during development of medical grade footwear and orthoses - as part of follow-up or regular client review
Need for assistance in attending assessment includes one or more of the following:	- language interpreters or other facilitators experienced in sign language or the use of communication devices used by physically or intellectually impaired people - walking aids or transport devices, such as walking sticks, frames or wheelchairs
Assessment environment includes one or more of the following:	- on-site at workplace - in a hospital or community health care centre - at a residential aged care or disability facility - at client or carer home

Allied health professionals include one or more of the following:

- podiatrists
- physiotherapists
- community health nurses

Medical professionals include one or more of the following:

- general practitioners
- specialist medical practitioners
- surgeons
- radiologists

WHS practices

WHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and include one or more of the following:

- manual handling techniques
- SOPs
- personal protective equipment (PPE)
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other WHS practices relevant to the job and enterprise

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTMF4002A Conduct medical grade footwear assessments for clients with footwear-related medical conditions

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTMF4002 Conduct medical grade footwear assessments for clients with footwear-related medical conditions

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices and other reference material
- applying relevant standards
- communicating with clients and carers in a manner consistent with the client level of understanding of processes and procedures
- liaising and consulting with medical and allied health professionals
- conducting physical examinations of the foot and lower limbs and obtaining measurements
- performing gait analysis, including:
 - comparison to average healthy parameters
 - identification of common problems and consequences
- recording and documenting measurements and other test results
- using problem-solving approach to make decisions related to medical grade footwear or orthoses options
- developing a plan of action and management plan
- complying with the principles and standards of ‘duty of care’ and observing ethical standards of client confidentiality
- following up and reviewing client’s progress
- performing administrative tasks associated with maintaining client records, financial record keeping, and filing and storing client’s foot tracings, impressions or casts
- establishing and maintaining effective working relationships with clients, colleagues and other health and medical professionals
- identifying limitation of own knowledge and skills and making referral to more appropriate service providers, as required
- using clear, accurate and relevant oral and written communication which meets professional and ethical standards
- achieving multi-disciplinary collaboration and input, when necessary
- recognising primary accountability and responsibility for client
- applying work health and safety (WHS) policies in work operations
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant Australian Standards
- problem-solving approach to carry out assessments of clients with foot-related medical conditions based on an appropriate level of anatomy and physiology knowledge
- client medical condition classification system for determining medical grade footwear and orthotic options (common medical conditions include orthopaedic, vascular, neurological and degenerative)
- principles of biomechanics and kinesiology that directly influence the design and development of medical grade footwear and orthoses
- foot bones, including names, locations and functions
- foot and leg muscle groups and how they work and the effect of paralysis on muscle groups
- types of common skin injuries and the indications that, if present, require referral to another health professional
- healthy and abnormal gait patterns, the consequences of abnormal gait, including basic knowledge of lower back problems
- common surgical and physiotherapy procedures and their consequences for the provision of medical grade footwear and orthoses
- measurement techniques, including:
 - direct measurements (rulers and tape measures and representation)
 - footprints (tracing ink pressure and draw in landmarks)
 - casts (plaster impression and foam)
 - foot tracing (90, 60 and 45 degrees)
 - indirect scale - footwear scales (Brannock devices)
- shoe fittings (commercial and own), extra non-footwear measures - pressures (pressure footprints)
- measurement equipment, such as scanners, computerised and video gait pattern analysers, and other new technologies
- principles of medical grade footwear design and how they can be used to meet individual client requirements
- general and medical grade footwear construction techniques, materials and tools and equipment used
- Australian Standards or industry standards used in the construction of footwear
- follow-up and ongoing review process
- practitioner and client relationship and factors that can affect this relationship
- services provided by medical and allied health professionals
- available prefabricated footwear
- WHS and environmental aspects of enterprise production processes
- operation of state/territory and federal government departments (e.g. Department of Veterans' Affairs) and state/territory health agencies relevant to medical grade footwear operations

- health insurance funds and reimbursement or supplementary paying schemes, including Aids and Appliances Program, Department of Veterans' Affairs, workers' compensation and Brotherhood of St Laurence
- health insurance and funding
- industry and workplace codes of practice
- multi and cross-disciplinary principles and practices
- relevant codes of practice and regulations governing other practitioners, allied health professionals and service providers
- roles, capabilities and limitations of appropriate medical and allied health professionals, other practitioners, community resources and services
- range of services capable of being supplied by other professionals and service providers
- personal, professional and medico-legal accountability
- maintenance of client and colleague confidentiality
- team and group leadership and group dynamics
- community expectations of practitioners
- documentation requirements
- conflict resolution techniques
- individual attributes and differences affecting the practitioner and client relationship, regulatory requirements, copyright obligations and codes of practice
- WHS practices, including hazard identification and control measures
- quality practices
- workplace practices
- recording and reporting practices.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in conducting medical grade footwear assessments, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications associated with this unit.

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