



Australian Government

MSTMF4004 Select and adjust prefabricated medical grade footwear and accessories

Release: 1

MSTMF4004 Select and adjust prefabricated medical grade footwear and accessories

Modification History

Release 1. Supersedes and is equivalent to LMTMF4004A Select and adjust pre-fabricated medical grade footwear and accessories

Application

This unit of competency covers the skills and knowledge required to select and adjust prefabricated medical grade footwear and accessories. Foot conditions that apply are those of low complexity and risk.

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 prefabricated 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.

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 | Clarify assessments and prescriptions | 1.1 | Check assessments, prescriptions and referrals to confirm that all required information has been provided, as required |
| | | 1.2 | Consult other parties, if necessary, to clarify or provide additional information |
| | | 1.3 | Refer client to other medical, health and medical grade footwear practitioners, if required |
| | | | |
| 2 | Determine medical grade footwear requirements | 2.1 | Discuss requirements with client or others as appropriate, and reach agreement |
| | | 2.2 | Select appropriate range and style of prefabricated medical grade footwear and accessories |
| | | 2.3 | Specify construction, materials and style of prefabricated medical grade footwear to match client requirements |
| | | 2.4 | Order prefabricated medical grade footwear from appropriate suppliers and confirm availability within specified timelines |
| | | | |
| 3 | Select medical grade footwear to match client requirements | 3.1 | Select prefabricated medical grade footwear to meet client requirements |
| | | 3.2 | Assess mechanical, dimensional and therapeutic factors of medical grade footwear |
| | | 3.3 | Prepare job sheets and specifications defining adjustments and modifications to prefabricated footwear and accessories, as required |
| | | 3.4 | Identify and confirm costs and timelines |
| | | 3.5 | Determine requirements for adjustment and modification of prefabricated medical grade footwear |
| | | 3.6 | Use hand tools and machinery to undertake adjustments, as required |
| | | | |
| 4 | Undertake modification and | 4.1 | Arrange for fitting of prefabricated medical grade footwear and accessories |

**fit of footwear
and accessories**

- 4.2 Select and fit insoles to footwear, where required
- 4.3 Make other modifications, as necessary, to the prefabricated medical grade footwear
- 4.4 Conduct administrative tasks associated with the purchase and adjustment of prefabricated medical grade footwear and related accessories
- 4.5 Maintain client files

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

Footwear types and adjustments include one or

- a range of styles and types (e.g. slip-on, court, boot, sandal and inner shoe)

more of the following:

- range of adjustment:
 - on-site: fit (e.g. stretch footwear, apply insole and adjust accessory, as required)
 - off-site: shoe repairer

Reasons to refer client to other practitioner include one or more of the following:

- infections
- open wounds, including ulcers
- injuries or sprains
- suspected disease
- prefabricated shoe that is unlikely to attain a satisfactory outcome

Prefabricated medical grade footwear includes one or more of the following:

- footwear with additional depth and width
- semi-orthopaedic footwear
- post-operative shoes
- ready-made
- therapeutic footwear to client measurements and requirements

Accessories include one or more of the following:

- insoles
- arch supports
- toe buds
- corn pads
- bunion shields

Selection criteria for choosing medical grade footwear and accessories includes one or more of the following:

- design style: court, boot, rigid, flexible and low trim line
- size: to specific benchmarks, such as width, length, toe angle and arch
- structure: heel height and width, counter stability and sole flexibility
- features: for individual needs and use, e.g. cushion sole
- function: fit, walk and stairs

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

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 MSTMF4004 Select and adjust prefabricated medical grade footwear and accessories

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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 criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices and other reference material
- applying relevant standards
- evaluating, addressing and solving a variety of prefabricated footwear and accessory problems
- communicating effectively with the client to obtain clear and precise information about problems with the footwear
- preparing job sheets and specifications defining adjustments and modifications to prefabricated medical grade footwear and accessories, as required
- selecting and adjusting prefabricated medical grade footwear accessories, foot orthoses and semi-orthopaedic footwear and orthoses to complement footwear, on at least three (3) occasions
- conducting fittings and making appropriate adjustments to meet client needs
- conducting administrative tasks associated with the purchase and adjustment of prefabricated medical grade footwear and related accessories
- maintaining client files.

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
- range and characteristics of prefabricated 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 prefabricated 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 prefabricated footwear and accessories, including knowledge of when referral to other practitioners is necessary
- assessment criteria to select prefabricated orthoses
- assessment criteria to determine adjustment requirements of new and existing prefabricated footwear (design, fit and size, structure, features, functional and 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 prefabricated footwear
- limitation of own knowledge and skills and awareness of more appropriate service providers for client referral
- work health and safety (WHS) and environmental aspects of relevant workplace activities
- 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 selecting and adjusting prefabricated medical grade footwear and accessories, 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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