

JOB DESCRIPTION**JOB DETAILS**

Job Title :	Orthotic Assistant
Pay Band :	3
Department :	Orthotics
Hours of work :	34
Essential Qualifications:	GCSE English and Maths grade C or above
Job Reference:	1052

ORGANISATIONAL ARRANGEMENTS**Accountable to:**

- 1. (Managerially)** Orthotics Clinical Lead
- 2. (Reporting)** Orthotics Service Manager

Responsible for:

Assisting the Orthotist's with the treatment of Orthotic patients within the Orthotics Dept.

JOB PURPOSE

To assist the Orthotist's to carry out Orthotic treatment for patients.

To assist with administrative, technical and clinical duties within the Orthotics Dept.

DUTIES AND RESPONSIBILITIES

- Prepare and close clinic rooms for the Orthotist before and after clinic by cleaning of clinic rooms, equipment, clerical areas
- Prepare patients for their appointment including notes, orthoses, order forms, specification sheets, casting/scanning equipment, act as a chaperone, guiding patients into clinic rooms and assisting them to undress/dress the body area of treatment.
- Assisting Orthotist's with manual handling support as required for patient positioning and casting and using a hoist as required.
- Assisting Orthotist's, under guidance, writing orders for repeat and or repair of orthoses
- Assist in different clinic areas with the Orthotist: theatre, schools, wards and off-site clinics
- Assist the Orthotist in implementing care packages for patients
- Assist the Orthotist for any duty required under their guidance.
- Arrange as required follow up appointments and transport for patient's as directed by the Orthotist.
- Process all orders, orthoses and update patients' records at the end of each clinic.
- Complete the stock management of patient clinic rooms, orthoses and equipment at all 3 clinical sites – including monitoring equipment, leaflets and catalogues, re-ordering, reshelfing.
- Collate and publish reports from Orthotist's on product reviews, and product cost comparisons.
- Attend and take minutes in meetings as required.

- Arrange and timetable Rep, Company visits and demonstrations within the department.
- Plan and organise day to day work tasks and activities linking in with the Orthotist's clinics, prioritising to ensure effective outcomes.
- Communicate with clinical, technical and clerical team within Orthotics at all times.
- Assist in audit and service evaluations, writing patient info leaflets etc
- Follow instructions from the Orthotist of any tasks that they require completing
- Taking orthoses to and from the workshop for repairing/altering by the technician
- Undertaking very simple technical duties within the workshop – strap replacement, gluing etc.
- Sealing casts, processing scans once removed from the patient.
- Assisting the Orthotist with any technical adjustments required under their guidance.

ADDITIONAL INFORMATION

There will be the frequent requirement to assist in manual handing activities with moving, holding and positioning patients for Orthotic treatment.

The work will be undertaken within the hospitals and at the special schools in which we have clinics.

The individual will adhere to all trust and department protocols.

RISK MANAGEMENT & NHSLA GOOD PRACTICE

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

RISK MANAGEMENT, HEALTH AND SAFETY

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.
- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place

- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

INFECTION CONTROL

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

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Infection control should be routinely covered within the annual appraisal process.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. This duty lasts indefinitely, and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to

preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

RECORDS MANAGEMENT

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

GENERAL

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

This job description is not an exhaustive list of duties as the post-holder will also be expected to undertake any other duties commensurate to the banding.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

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To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

Date Prepared: 07/07/2014

Prepared By: Jane Dewsbury

Date Reviewed:

Reviewed By:

All job descriptions should also include an organisational chart.

PERSON SPECIFICATION FOR THE POST OF ORTHOTIC ASSISTANT

Criteria	Essential Requirements	Desirable Requirements	Evidence
Qualifications/Training	English and maths GCSE Grade C or above or equivalent UK Driving licence		Certificates
Experience	Experience of working in clinical and customer service environments.	Experience of working in a hospital environment and with knowledge of some medical terminology.	
Skills and Competencies	Able to work on own initiative and under pressure Able to work within a multidisciplinary team. Good communication skills. Written, oral and electronic. Customer care skills including a pleasant and professional manner IT literate		
Knowledge (including specialist or technical knowledge required)	Understanding of and commitment to confidentiality and data security requirements.		
Personal Qualities	Flexibility Innovative Physically fit Ability to empathise and negotiate Ability to handle a high volume of work.		