

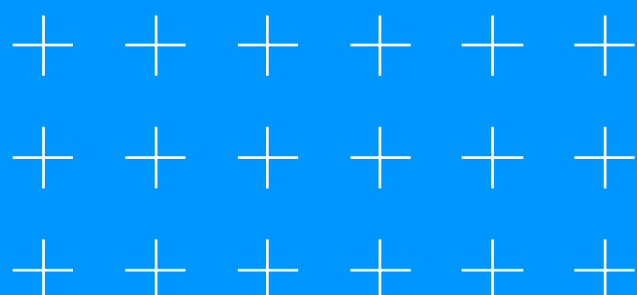


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Prosthetist/Orthotist Grade 2 – CTS  
Orthotist 0.4**

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

**Advancing health for everyone, every day.**

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



# Position Description

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<b>Position Title:</b>	Prosthetist/Orthotist Grade 2 – CTS Orthotist 0.4
<b>Service:</b>	Allied Health – Prosthetics & Orthotics
<b>Location:</b>	Royal Melbourne Hospital
<b>Reports To:</b>	Manager Prosthetics & Orthotics
<b>Enterprise Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
<b>Classification:</b>	CP3-CP51
<b>Employment Status:</b>	Part time, ongoing
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	October 2025

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## POSITION SUMMARY

This position provides high quality client centred Prosthetic & Orthotic care through competent clinical skills, effective communication, and active participation within an interdisciplinary team environment. It is 0.4 EFT within Community Therapy Services (CTS). The position is based at the Royal Park Campus and performs duties that support Outpatient Orthotic needs. On referral, the Orthotist role provides assessment, prescription, fabrication and supply of a wide range of orthopaedic devices across CTS teams. This position takes primary responsibility for supporting the efficacy of the outpatient rehabilitation programme - supporting junior staff, delegating tasks and engaging with CTS team including; CTS Business meeting and case conference.

This position complies with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures (available on MH intranet site <http://info.mh.org.au>), and the By-laws and Policies as apply from time to time.

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## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Assist with student education
- Ensure appropriate documentation in electronic medical record
- Coordination of inpatient Prosthetics & Orthotics referrals
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

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## KEY RELATIONSHIPS

### Internal

- CTS rehabilitation team
- Inpatient Rehabilitation and Aged Care Ward teams

### External

- Prosthetics & Orthotics professional community

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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Bachelor of Prosthetics & Orthotics or equivalent

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Eligibility as an NDIS provider - Working with Children Check

### Desirable:

- Member of Australian Orthotic Prosthetic Association
- Experience in provision of outpatient Prosthetics & Orthotics services

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay respect to the Traditional Owners of the lands on which we work, and we stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are dedicated to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date \_\_\_\_\_