**Job Class Profile:** 

**Prosthetist/Orthotist IV** 

Pay Level:

CG-46

**Point Band:** 

1190-1253

						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	8	6	4	6	8	6	6	6	5	
Points	373	100	25	29	240	130	124	129	54	1204

# **JOB SUMMARY**

The Prosthetist/Orthotist IV is responsible for providing site supervision for a Rehabilitation Technology Department and addressing any concerns regarding the general functioning of the department and its staff. In addition to managing the department, will also manage a clinical caseload, and supervise clinical staff.

# **Key and Periodic Activities**

- Assesses and counsels clients on site and in other institutions by evaluating clients' physical, emotional, financial and social circumstances; determining client needs and prosthetic goals and informs clients about options.
- Fits and evaluates devices, adjusts and modifies fits, and adjusts alignment and function; arranges follow up appointments, reviews and monitors change in device fit, reviews client's function, sets up wearing schedule; delegates required repair work to staff and provides technical support.
- Measures, casts and modifies devices; assesses residual limb and physical health of client; and prepares model for fabrication.
- Confers with Rehabilitation Team members (from other professions) on client's treatment; attends team meetings; documents client files; prepares correspondence to third party payers and lawyers; prepares cost estimates; writes client referrals; and acquires advice for device suppliers and manufacturers.
- Educates clients on device usage and required care; educates staff through demonstration, evaluation of work, and testing/quizzing to prepare for certification exams; and educates co-op, nursing and medical students and volunteers.
- Orders materials parts, equipment and supplies; researches available and appropriate components; ensures adequate inventory levels; and researches and purchases new equipment.
- Ensures or arranges departmental building and equipment maintenance and improvements; addresses complaints; and delegates work.
- Researches new ideas, devices and technology; and brainstorms designs with other colleagues.
- Provides in-services to other health professionals, and gives nursing student lectures and presentations.
- Organizes speakers, advertises meetings and plans for future speakers for client support groups.

# SKILL

## Knowledge

### General and Specific Knowledge:

- Assessment techniques
- Fabrication processes
- Available materials to create devices
- Continuing education to maintain certification
- Anatomy, physiology, biomechanics, and nutrition
- Psychology for counselling
- Program design for client support groups

## **Formal Education and/or Certification(s):**

— Minimum: Undergraduate degree (Science, Engineering or a related field), 2 years formal training in the prosthetic or orthotic discipline and a 2 year residency.

## Years of Experience:

— Minimum: 2 to 3 years experience in addition to that completed during residency.

# **Competencies:**

- Use of machinery such as band saws, drill presses, handheld rotary tools, and related repair and calibration.
- Multitasking to handle multiple projects
- Problem solving and mentorship
- Artistic design skills
- Working in a team environment
- Oral and written communication skills
- Calibration and programming of devices

### **Interpersonal Skills**

- A range of interpersonal skills are used to perform activities such as listen to and ask questions to gather information from clients during assessments/interviews, provide information and direction to others, including expert advice, communicate complex information, provide care, comfort and nurturing to people who have lost limbs throughout the treatment process, provide expert advice to clients during assessment/follow-up/fitting while using language the client can understand, gain the cooperation of team members and other employees to accomplish tasks and ensure quality, instruct/teach/train clients how to use devices and residents, students and technicians on fabrications issues, coach and mentor staff, promote or sell products, services and ideas, deal with upset and angry people who are unsatisfied with devices and family members about the level of service provided, conduct formal interviews, facilitate/moderate meetings to discuss client cases, make formal presentations to other health professionals and resolve disputes.
- Communications occur with a range of contacts including employees within and outside the department, management, suppliers, students/trainees, clients and the general public, professional advisors, executive members and professional associations.
- The most significant contact is with other clients to ensure the service they expect is received and to conduct the assessment; with employees from other departments when working together

ensure a full service is provided to clients; and employees from the department to manage the efficient provision of services.

### **EFFORT**

#### **Physical Effort**

- Required to exert physical effort which can result in fatigue requiring periods of rest and regularly performs tasks that require strength and endurance.
- Regularly lifts a variety of materials up to 50lbs such as lifting of heavy casts and other products. Many of the items are awkwardly shaped making lifting and moving difficult.
- Physical effort includes bending and stooping and working in awkward positions to reach adjustment screws on prosthesis that are low to the ground and to measure and cast amputees. There is regular physical handling to fabricate devices and carry devices in and out of fitting rooms.
- Regularly uses gross and fine motor skills to lift and assemble components and plaster casts, and to use various tools to mold and shape objects.

#### Concentration

- Visual concentration is required to ensure safety and that the work is completed properly when using tools such as drills, saws, grinders. Many of the parts worked with are very small and delicate requiring visual concentration to ensure they are not lost or damaged. Assessments require visual concentration to identify range of motion, joint angles, gait patterns (i.e. to assess any abnormalities which need to be incorporated into the device)
- Auditory concentration includes listening to multiple stakeholders while working in a noisy environment. In many instances these loud machines are on for hours at a time making concentration very challenging.
- Other sensory concentration such as touch is required to ensure surfaces are smooth so client comfort is achieved, and to assess range of motion. During assessment there must be palpation of body parts to determine bone structure, skin elasticity, scar mobility, etc.
- Repetition requiring alertness occurs as the job entails fitting a similar level of amputation over and over, but each client and limb is different requiring that attention be given to each client. Must exercise higher than normal levels of attentiveness when working with shop equipment to ensure safety. Inattentiveness would not be a matter of life and death generally, but could cause skin ulcers not to heal, client falls, etc.
- Required to work under **deadlines** to have devices ready for clients, to deal with unscheduled clients that require emergency repairs while they wait, and when assessments run longer than expected causing a backlog, and to manage department concerns.
- **Eye/hand coordination** is required when fabricating devices, and working with various devices to fit the client properly.
- **Exact results and precision** is required when fabricating to produce a device of high quality and function. The measurements and impressions taken must be correct.

#### Complexity

 Tasks are different /unrelated and require the use of a broad range of skills and diversity of knowledge.

- Constantly tasks are different but related from a device fabrication perspective, and the issues must be defined where there is limited opportunity for a standardized solution as all clients present with different conditions. Regularly, encounters tasks where none or a limited number of guidelines or procedures exist, or as clinical leader are required to perform diverse tasks involving a wide variety of responsibilities and situations. Regularly, duties involve creative problem definition and analysis and development of complex solutions possibly independently, or in a team setting, and encounter unique/multi-functional problems. It is only on an occasional basis that tasks are repetitive/well defined, are simple with obvious solutions and well defined where a limited number of solutions exist and can be addressed by following procedures or guidelines.
- Typically challenges would include determining how to fabricate a device that will fit properly and maximize client potential, while also improving the efficiency across a number of department issues (i.e. making available workspace compatible to all employee needs, improving stock reordering process, etc.).
- From a device fabrication perspective there are very few written resources, and sometime solutions require the advice and personal experiences of co-workers or colleagues and other times trial and error provides the only options.

# RESPONSIBILITY

## Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled. Functions as the primary clinician for the client and the final products are not subject to approval from any other person before being dispensed.
- Without formal approval, can make most decisions involving the health care of clients, and fabrication techniques/procedures, and can make basic improvements to the department, basic billing and purchasing.
- Would require supervisory approval for unusual billing issues, final action on staffing issues, changes to departmental policies, large purchases, and major equipment problems.
- Uses discretion within predetermined limits when determining devices for client use within their scope of practice. Discretion and judgement are used to interpret directions and apply guidelines to interpret a physician prescription for a limb and independently determine the most suitable limb for the client.
- Exercises a high degree of independent discretion and judgement when dealing with difficult clients and family members and determining when to terminate clinical relationships.

### Impact

- Generally has impact within immediate work area, department, within the organization and on clients. Additionally, may impact equipment (used to make devices could be damaged), finances (cost of materials and completion of billing), material resources (used in fabrication could be ruined), human resources (used to remake devices), health and safety (due to poor fitting devices) and corporate image.
- By carrying a clinical caseload, can have a positive impact as it frees up technicians for other work, affects the general workload of the department, and allows other health care professionals (i.e. Physiotherapist) to commence their work in rehabilitating the client. If work

is performed well there will be improvements to a clients physical abilities and their ability to carry out activities of daily living.

- Errors are generally detected upon testing of the device or when trialed by the client.
- The most typical error or mistake occurs during device fabrication and impacts the work load of the technician in the division. Also if an error occurs such as not having enough relief in a joint device rubbing will occur, leading to blisters and lesions. This will not only result in the client being injured and unable to wear the device but other disciplines may have to delay therapy they are providing. In this case, the client has noticed the error however a high percentage of clients do not have sensitivity in their limbs, so if the clinician fails to check for rubbing, etc. serious damage such as ulcers could occur, which could eventually lead to amputation.

## **Development and Leadership of Others**

- Typically responsible for direct and ongoing bargaining unit supervisory activities for a large size work group of employees (> 10 employees).
- Performs a project leader role in the clinical improvement process by conducting evaluation, review and implementation of ideas to improve service provided to clients.

# WORKING CONDITIONS

### **Environmental Working Conditions**

- Required to use safety precautions and equipment at all times such as wearing a respirator, eye
  and hearing protection, safety shoes, covering skin when working with irritants such as
  fibreglass, and working under a fume hood when working with adhesives.
- There is a moderate likelihood of receiving minor cuts, bruises and abrasions and injury or illness resulting in partial or total disability.
- Working in a workshop setting with clients, there is exposure to dirt and dust from power equipment, odours, unusual/distracting noise, toxic fumes from plastics/resins/adhesives; vibrations, hazardous chemicals, toxic or poisonous substances, awkward or confining spaces, limited ventilation, bodily fluids and waste, infectious disease, wet or slippery surfaces, temperature extremes, sharp objects and heavy machinery. Occasional travel is required.