



## UNION JOB DESCRIPTION

**JD3326**

<b>JOB TITLE:</b>	Certified Orthotist	<b>JOB DESCRIPTION NO.:</b>	60505
<b>CLASSIFICATION:</b>	Orthotist Grade II (b)	<b>GRID/PAY LEVEL:</b>	P 09
<b>COLLECTIVE AGREEMENT:</b>	Health Science Professionals	<b>HSCIS NO.:</b>	44200
<b>UNION:</b>	HSA	<b>JOB/CLASS CODE:</b>	60505
<b>PROGRAM/DEPARTMENT:</b>	CYF Rehab Orthotics, Prosthetics & Seating Program	<b>BENCHMARKS (If Applicable):</b>	
<b>REPORTING TO:</b>	Orthotics Department Supervisor		
<b>FACILITY/SITE:</b>	QACCH		

### JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Orthotics Department Supervisor and utilizing a client-centred approach and working within the context of a multidisciplinary team, provides and manages comprehensive Orthotic care based upon a clinical assessment and physicians' prescription. Supervises Technicians. Monitors the achievement of service objectives within area of responsibility and adheres to established budgetary guidelines.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assesses each client's need for orthoses in consultation with client, historical data, referring physician, and client/family provider according to professional and service standards.
2. Designs and provides specifications for the manufacture of orthoses.
3. Supervises Orthotic Technician(s) in the manufacture of clinically appropriate devices and/or modifications to off-the-shelf devices and components. Assigns and coordinates work assignments, monitors workload, and participates in the selection, orientation, training, and evaluation of designated Technicians.
4. Ensures fitting and any subsequent warranty work is completed within acceptable time standards of service where funding of device has been achieved.
5. Participates in relevant VIHA clinics as assigned.
6. Works closely with Scheduling Clerk to ensure client appointments are scheduled in consideration to client condition, travel, and other factors.
7. Establishes and maintains liaison with medical staff and other caregivers concerning the progress of clients as appropriate.
8. Prepares appropriate documentation to achieve funding support within established timelines.
9. Documents assessments, work orders, and service delivery on the client record in accordance with professional standards and QAOPS clinical standards, policies and procedures.
10. Completes required records and statistics in accordance with the requirements of the provincial, federal governments and VIHA.

11. Participates in Research and other projects as assigned.
12. Participates in quality assurance through device time studies, program and process evaluation, and costing of devices.
13. Adheres to established budgetary guidelines. Assists Supervisor in monitoring the achievement of service objectives within area of responsibility by tracking and reviewing service delivery and related information and reports. Reviews results with Supervisor.
14. Actively participates in team meetings.
15. Contributes to staff, family, and community education with VIHA Programs/Services as appropriate.
16. Maintains and upgrades knowledge of current developments by reviewing professional literature, consulting with other professionals and participating in relevant education programs.
17. Ensures the environment is free from hazards and that equipment is safe and in good working order by reporting need for supplies, equipment, and repairs to Manager or by filling in appropriate requisition forms.
18. Ensures that adequate supplies and stock are maintained for devices to be manufactured and fitted.
19. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Certification by Canadian Board of Certified Prosthetists and Orthotists (CBCPO) in good standing. Eligible for membership in the Orthotics Prosthetics Canada (OPC). Two years recent experience in Orthotic assessment and design for children and adults with multiple handicaps and one year supervisory experience. Attendance at relevant workshops, seminars, and demonstrations. Valid class 5 Driver's License.

### **Skills And Abilities**

- Clinical competency in the profession.
- Ability to work with children, youth, adults and their families.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize own time and responsibilities and to establish priorities.
- Ability to work as a team.
- Ability to supervise.
- Analytical and decision-making skills.
- Ability to work within budgetary parameters.
- Ability to operate related equipment.
- Physical ability to perform the duties of position.
  - Travel is a requirement of this position.
  - Travel arrangements must meet operational requirements.