

Clinical Task Instruction

Delegated Task

D-FC08: Supply, fit and review semi-compressed felt to off-load a high-risk foot

Scope and objectives of clinical task

This CTI will enable the Allied Health Assistant to:

- safely apply semi-compressed felt to the client's foot for off-loading, including reviewing for fit and function.

VERSION CONTROL

Version: 1.0

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The CTI reflects best practice and agreed process for conduct of the task at the time of approval and should not be altered. Feedback, including proposed amendments to this published document, should be directed to the Office of the Chief Allied Health Officer (OCAHO) at: allied_health_advisory@health.qld.gov.au

This CTI should be used under a delegation framework implemented at the work unit level. The framework is available at: <https://www.health.qld.gov.au/ahwac/html/ahassist>

Prior to use please check <https://www.health.qld.gov.au/ahwac/html/clintaskinstructions> for the latest version of this CTI.

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Requisite training, knowledge, skills and experience

Training

- Completion of CTI D-WTS01 When to stop.
- If the planned scope includes semi-compressed felt to support off-loading whilst wearing an off-loading device, completion of CTI D-FC07: Supply, fit, train and review a removable cast walker or post-operative shoe +/- peg assist insole.
- Mandatory training requirements relevant to Queensland Health clinical roles are assumed knowledge for this CTI.
- If not part of mandatory training requirements, complete patient manual handling techniques including competence in the use of walk belts and assisting clients with standing transfers and walking.
- Completion of the following Queensland Health allied health assistant training modules (or corresponding units of competency in HLT43021 Certificate IV in Allied Health Assistance) or equivalent work-based learning:
 - Assist with basic foot hygiene. Padding processes, p72-76.Access the module/s at: <https://www.health.qld.gov.au/ahwac/html/ahassist-modules>
- Completion of the Queensland Government. Clinical Skills Development Service online course (2003-2025): Foot Disease: Recognise, Respond, Refer (FDRRR). Available at: <https://central.csds.qld.edu.au/central/courses/449>

Clinical knowledge

- The following content knowledge is required by an allied health assistant delivering this task:
 - common signs, symptoms and risks for developing a pressure area and/or foot ulcer
 - basic foot anatomy to the extent required to accurately identify and locate the plantar metatarsal heads, base of 5th metatarsal styloid process, calcaneus and plantar hallux
 - purpose and rationale for applying semi-compressed felt to support off-loading of a high-risk foot either
 - the method to measure, fit, and adjust semi-compressed felt to a high-risk foot
 - the range of product/s available within the local service.
- The knowledge requirements will be met by the following activities:
 - completing the training program/s (listed above)
 - reviewing the Learning resource
 - receiving instruction from an allied health professional in the training phase.

Skills or experience

- The following skills or experience are not identified in the task procedure but support the safe and effective performance of the task and are required by an allied health assistant delivering this task:
 - Nil.

Safety and quality

Client

- The allied health assistant will apply CTI D-WTS01 When to stop at all times.
- In addition, the following potential risks and precautions have been identified for this clinical task and should be monitored carefully by the allied health assistant during the task:
 - if the client has signs of infection (redness, heat, swelling) and this was not included as part of the delegation instruction, or if signs and symptoms do not match the delegation instruction, liaise with the delegating health professional prior to fitting the semi-compressed felt
 - clients may report concerns of a skin reactions allergies to adhesives from semi-compressed felt, heat rash from felt. If concerns are expressed and strategies to support wear were not included as part of the delegation instruction, cease the task and inform the delegating health professional.

Equipment, aids and appliances

- Semi-compressed felt is available in a variety of thicknesses. The delegating health professional will specify the required thickness as determined by the client's weight and the size of the deformity. The heavier the client and the larger the deformity, the thicker the semi-compressed felt required. However, if the felt is too thick it can increase the risk of pressure areas elsewhere. If the required felt thickness is not available, or if during fitting the felt appears too thick or thin, liaise with the delegating health professional.

Environment

- The semi-compressed felt to the sole of the foot should be kept dry and protected. Clients should be instructed to take care by always walking with shoes on and avoiding wet environments, including covering whilst showering.

Performance of clinical task

1. Delegation instructions

- Receive the delegated task from the health professional.
- The delegating allied health professional should clearly identify parameters for delivering the clinical task to the specific client, including any variance from the usual task procedure and expected outcomes. This may include:
 - the client's risk of falls including walking and transfer ability. If assistance is required, the type and amount should be noted e.g. walking aid, with supervision
 - the location of any wounds, pressure areas, deformity or amputations including any dressings/coverings present and/or to be applied
 - if fitting is to include an off-loading device, implement CTI D-FC07 concurrently
 - the area/s for off-loading and shape requirements of the semi-compressed felt including the required width and if application is to the foot or shoe
 - education resource for use including information on the care of semi-compressed felt
 - the period and plan for review e.g. review at high-risk foot clinic and timeframe.

2. Preparation

- Marker
- Semi-compressed felt of the required thickness
- Client resource/handout to support care and wear.

3. Introduce task and seek consent

- The allied health assistant introduces themselves to the client.
- The allied health assistant checks three forms of client identification: full name, date of birth, plus one of the following: hospital unit record (UR) number, Medicare number, or address.
- The allied health assistant describes the task to the client. For example:
 - “I am going to fit this felt to your foot to help reduce your foot symptoms while you are walking and standing”.
- The allied health assistant seeks informed consent according to the Queensland Health Guide to Informed Decision-making in Health Care, Version 2.6 (2025).

4. Positioning

- The client's position during the task should be:
 - sitting comfortably in a supportive chair or on a height-adjustable plinth.
- The allied health assistant's position during the task should be:
 - in a position to allow access to the foot for sizing and fitting of the semi-compressed felt.

5. Task procedure

- Explain and demonstrate (where applicable) the task to the client.
- Check the client has understood the task and provide an opportunity to ask questions.
- The task comprises the following steps:
 1. Educate and demonstrate (if necessary) the use and location of the semi-compressed felt to the client and/or carer.
 2. Ask the client to remove any footwear and/or socks and confirm the location of any wounds and areas for off-loading.
 3. If planned use is with the client's shoe remove the existing in-sole. If planned use is with an off-loading device implement CTI D-FC07 as per the delegation instruction.
 4. Orientate the semi-compressed felt adhesive to the foot and/or footwear.
 5. Locate a piece of semi-compressed felt with the required width (5, 7 or 10mm) and similar in the size and shape required, as per the delegation instruction.
 6. Using scissors:
 - a. cut the semi-compressed felt at 90°, checking sizing regularly.
 - b. Once the semi-compressed felt is the correct size, add any required shaping as per the delegation instruction e.g. U or doughnut, confirming placement using the foot markings.
 - c. Bevel the edges.
 - d. If dual layering is required, repeat steps a-c.

7. Peel backing from the felt and stick to the foot or shoe as per the delegation instruction. Cover the felt padding with adhesive non-woven fabric tape to reduce slippage. Refit the client's off-loading device/shoe.
 8. Review the client's ability to safely mobilise with the semi-compressed felt and planned footwear (shoe/off-loading device) in situ. If required, make adjustments for comfort, fit and function. Review walking. If comfort, fit, function problems persist liaise with the delegating health professional.
 9. Instruct the client and/or carer, to check their feet at the end of each day and post showering to ensure that the semi-compressed felt remains dry and intact. If skin irritations occur (itchy, rash) the client is to remove the semi-compressed felt and contact the service as soon as possible.
- During the task:
 - provide feedback and correct errors in the performance of the task including:
 - the client's shoe has an insole this can be used to support sizing.
 - if felt is being applied directly to the skin and
 - not adhering, remove the felt. Check skin is clean and dry, check the adhesiveness has not perished. Replace and re-apply the adhesive felt as indicated.
 - the client reports or has known skin sensitivity to adhesives use barrier film prior to applying the felt.
 - there are concerns of skin tears (e.g. frail, thin, papery skin) stick the semi-compressed felt to non-adhesive surface of a piece of adhesive non-woven fabric tape of comparable size. Apply directly to the skin and then cover both the tape and semi-compressed felt with another layer of tape.
 - edges that are perpendicular, will increase pressure at the boundary, this can be uncomfortable and also place the client at further risk of injury. With each fitting check edges and/or if the client complains of pain, re-check that all edges are bevelled.
 - the addition of felt onto the foot can transfer pressure to other areas of the foot when wearing footwear. Confirm with the client if there is rubbing or pressure elsewhere on the foot during walking including the heel and dorsal surface. Adjustments to footwear may improve fit and function e.g. straps may need to be lengthened compared to usual location.
 - monitor for adverse reactions and implement appropriate mitigation strategies as outlined in the Safety and quality section above including CTI D-WTS01 When to stop.
 - At the conclusion of the task:
 - encourage feedback from the client on the task
 - provide summary feedback to client, emphasising positive aspects of performance and areas to work on
 - provide instructions for independent practice of the task (including reinforcing safety considerations) if this was requested by the delegating health professional
 - ensure the client is comfortable and safe.

6. Document

- Document the outcomes of the task in the clinical record, consistent with relevant documentation standards and local procedures. Include observation of client performance, expected outcomes that were and were not achieved, and difficulties encountered or symptoms reported by the client during the task.
- For this task, the following specific information should be presented:

- site semi-compressed felt applied
 - left/ right,
 - thickness of felt
 - location (e.g. plantar forefoot) and
 - aperture site
- education provided to the client e.g. wear and care, warnings for safety including inspection frequency and care
- the plan for review and ongoing management e.g. review at high-risk clinic in timeframe indicated in delegation instruction.

7. Report to the delegating health professional

- Provide comprehensive feedback to the health professional who delegated the task.

References and supporting documents

- Queensland Health (2015). Clinical Task Instruction D-WTS01 When to stop. Available at: <https://www.health.qld.gov.au/ahwac/html/clintaskinstructions>.
- Queensland Health (2025). Guide to Informed Decision-making in Health Care. Version 2.6. Available at: <https://www.health.qld.gov.au/consent/clinician-resources/guide-to-informed-decision-making-in-healthcare>.

Assessment: performance criteria checklist

D-FC08: Supply, fit and review semi-compressed felt to off-load a high-risk foot

Name:

Position:

Work Unit:

Performance criteria	Knowledge acquired	Supervised task practice	Competency assessment
	<i>Date and initials of supervising AHP</i>	<i>Date and initials of supervising AHP</i>	<i>Date and initials of supervising AHP</i>
Demonstrates knowledge of fundamental concepts required to undertake the task.			
Obtains all required information from the delegating health professional, and seeks clarification if required, prior to accepting and proceeding with the delegated task.			
Completes preparation for the task including off-loading device and/or padding, marker, tape and client education resources.			
Introduces self to the client and checks client identification.			
Describes the purpose of the delegated task and seeks informed consent.			
Positions self and client appropriately to complete the task and ensure safety.			
<p>Delivers the task effectively and safely as per delegated instructions and CTI procedure.</p> <p>a) Clearly explains the task, checking the client's understanding.</p> <p>b) Removes the client's footwear.</p> <p>c) Accurately</p> <ul style="list-style-type: none"> - locates and marks the bony landmarks and pressure areas aligned with the delegation instruction. - fits the semi-compressed felt aperture for size and location to support off-loading goals. <p>d) Reviews the client's ability to safely walk with the semi-compressed felt and footwear in situ.</p> <p>e) Adjusts the semi-compressed felt for comfort, fit and function.</p> <p>f) Provides education to the client and/or carer on the care of the semi-compressed felt.</p> <p>a) During the task, maintains a safe clinical environment and manages risks appropriately.</p> <p>b) Provides feedback to the client on performance during and at completion of the task.</p>			
Documents the outcomes of the task in the clinical record, consistent with relevant documentation standards and local procedures.			

Provides accurate and comprehensive feedback to the delegating health professional.				
Notes on the scope of the training and competency of the allied health assistant:				
The allied health assistant has been trained and assessed as competent to deliver the task for the following semi-compressed felt applications:				
<input type="checkbox"/> Forefoot/ Plantar metatarsal	<input type="checkbox"/> Including cut out			
<input type="checkbox"/> Full foot/ plantar	<input type="checkbox"/> Including cut out			
<input type="checkbox"/> Heel	<input type="checkbox"/> Including cut out			
<input type="checkbox"/> Arch	<input type="checkbox"/> Including cut out			
<input type="checkbox"/> Digital - plantar				
<input type="checkbox"/> Digital - dorsal				
<input type="checkbox"/> Other _____				
Comments:				
Record of assessment competence:				
Assessor name:		Assessor position:		Competence achieved: / /
Scheduled review:				
Review date:	/ /			

Supply, fit and review semi-compressed felt to off-load a high-risk foot: Learning resource

Required reading

- Fernando ME, Horsley M, Jones S, Martin B, Nube VL, Charles J, Cheney J, Lazzarini PA. Australian guideline on offloading treatment for foot ulcers: Part of the 2021 Australian evidence-based guidelines for diabetes-related foot disease; version 1.0. Brisbane, Australia: Diabetes Feet Australia, Australian Diabetes Society; 2021.
 - Page 5 - Offloading Australian Recommendations List; and
 - Pages 18-19 - Recommendation 5 explanatory notesAvailable at: <https://www.diabetesfeetaustralia.org/wp-content/uploads/2021/10/Offloading-Guidelines-V1.0121021.pdf>

Required viewing

Self-adhesive padding that can be applied to customise around the wound area and improve force distribution away from the wound to promote healing.

- Blister Prevention (2016). Donut Pads (Made With Orthopedic Felt) For Treating Foot Blisters. Available at: <https://www.youtube.com/watch?v=UXFqwgV-iag>
- HRSAtube (2023). How to use adhesive felt to relieve plantar pressure. Available at: <https://www.youtube.com/watch?v=YFo2YfN8uek>
- Mobile Podiatry (2020). How to: Chirpody felt. Available at: <https://www.youtube.com/watch?v=pWtZLeoQG2Q>
- Motivation Australia (2021). Offloading pads. Available at: <https://www.youtube.com/watch?v=O-RFAhGQXk>