

JOB TITLE: Orthopaedic Technician II

DIVISION: Orthopedics

REPORTS TO: Clinical Supervisor

FLSA STATUS: Non-Exempt – Full Time

POSITION SUMMARY

Focuses on the optimal delivery of patient care with assisting physicians in their treatment of patients requiring immobilization or mobilization devices by using the most current and effective modalities and equipment possible.

SUPERVISORY RESPONSIBILITIES (if any)

None

ESSENTIAL FUNCTIONS

1. Applies immobilization/mobilization devices on patients as directed by the physician in the office or hospital.
2. Assists in post reduction casting in the operating rooms at the Orthopedic Surgery Center or area hospitals.
3. Immobilization: Applying plaster, synthetic splints and casts to the body or extremities; Fabrication of Thermoplastic splints and/braces; Fitting and applying various types of knee, wrist, ankle, elbow, and cervical immobilizers; Functional fracture bracing, both factory and custom-made
4. Mobilization: Casting, measuring, fitting and adjusting prescribed knee braces; Applying and instructing the patient in use of phalangeal devices; Cast-brace application to all major joints; Fitting of various knee, elbow, and ankle sleeves/braces; Fabrication of orthotic devices
5. Removes and/or assists in the removal of skeletal pins and external fixation devices.
6. Assumes the overall responsibility for wound debridement and care, which may include packing, dressing changes, suture and skin staple removal.
7. Documents appropriate patient charges or credits on charge slip for patient to use at checkout at front desk. Consistently presents completed DME form at time of patient checkout.
8. Assists in the coverage of patients with immobilization devices while the physician is out of the office. This will include seeing patients on an urgent basis or in follow-up with covering physician available as back-up.
9. Obtains photographs for practice to document progress, deformities and wounds.
10. Maintains accurate and timely healthcare information by documenting pertinent patient interactions in the electronic medical record for physician approval and signature. Responds to and documents patient telephone inquiries regarding casting and follow-up care electronically within EMR. Handles telephone calls independently, with physician available as back-up.

11. Provides patient education and counseling in areas such as crutch and cane ambulation, ROM exercises, progressive weight bearing protocol, and external pin care instruction. Develops new patient care protocol and media aids such as patient handouts and audio/visual instructions in concert with the physicians/physician assistants, Clinical Coordinators and Clinical Services Manager.
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PRIMARY DUTIES & RESPONSIBILITIES

- Assists in the training of clinical staff and medical residents for general cast room services such as splint and brace application.
 - Coordinates the shipping and packaging of various supplies, casts, returns, etc.
 - Communicates with facilities department for any maintenance needs with cast room equipment.
 - Provides patient counseling and education as directed by the supervising physician
 - Clean exam rooms and instruments, and restock with necessary supplies
 - Responds to incoming patient calls in a timely and appropriate manner
 - Communicates effectively with patients, families, providers, staff and others
 - Provides coverage in other areas/locations when needed
 - Attends meetings as assigned, and participates in educational activities to keep skills up-to-date
 - Demonstrates professionalism at all times
 - Keeps abreast of current issues involving patient care or practice issues by attending and participating in department, team and practice meetings
 - Displays cooperative behavior and interacts positively and effectively with others to promote a team environment
 - Is proactive in identifying, reporting and participating in the resolution of any potential or actual patient safety issues
 - Performs other duties necessary to maintain the overall efficiency and continuity of the clinic
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QUALIFICATIONS

- High School Diploma required
- Certificate in Orthopedic technician training from a technical school or community college desired **OR** equivalent in relevant years of experience with required certification (NBCOT)
- Certification from the National Board for Certification of Orthopedic Technologist (NBCOT) required
- Ability to articulate descriptions of orthopedic conditions based upon knowledge of anatomical structures and their relationship with one another
- Ability to apply and remove upper and lower extremity casts and splints
- Ability to work effectively under stress or emergency situations
- Ability to demonstrate compassion and desire to help patients
- Knowledge of safety, infection control and quality assurance policies and regulations
- Current BLS required

- Knowledge of healthcare field, medical office protocols/procedures
 - Excellent communication and interpersonal skills necessary for interacting with patients, physicians, supervisors and other staff
 - Skill in time management, prioritizing and medical care coordination
 - Ability to organize and accomplish tasks, and have the flexibility to meet changing demands on daily basis
 - Ability to project and maintain a professional image
 - Ability to work independently and excel as part of a team
 - Excellent customer service skills
 - Ability to maintain confidentiality
 - Proficient computer skills
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PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to sustain a stationary position for long periods of time
 - High degree of motor control and coordination
 - Operation of therapeutic and diagnostic medical equipment
 - Daily use of computer, typing; stationary PC, Laptop PC, keyboard and mouse
 - Light lifting of paperwork, folders or other general record keeping materials
 - Operation of various office equipment: fax machine, telephone & voice mail system, stationary/lap top computer, e-mail system, scanner, and copier
 - Lifting up to 30 pounds occasionally, and/or up to 10 pounds frequently
 - May be required to sit or stand for extended periods of time
 - Risk of exposure to hazardous conditions and blood borne pathogens
 - Occasional reaching, twisting, bending
 - Travel between locations
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Please recognize that job descriptions are not all-inclusive lists of defined responsibilities, skills, and the requirements associated with a particular job. They are designed to offer accurate guidelines for principal expectations, and the essential elements for fair compensation decisions. They are also intended to assist with performance feedback and standards determinations, aid in the employment process, and for career development.

All employment with the Company is at-will, and both the Company and each individual employee have the right to terminate the employment relationship at any time and for any lawful reason, with or without cause and with or without notice. Nothing in this job description should be construed as altering this employment at-will status.

ACKNOWLEDGEMENT

I have read and understand this job description. I will notify my Manager of any questions or concerns that I have with regards to the training I receive for this position.



JOB DESCRIPTION

Employee Signature

Date

Supervisor Signature

Date

Date: [DATE]

Completed by:

Date: [DATE]

Human Resources Approval: G. Allen