

Classification and Qualification STANDARDS

Orthopedic Technician

Class Code: 7983

Date Established: 02-01-2010

OVERVIEW:

Orthopedic Technicians provide technical support to Physicians, Physician Assistants, and Nurse Practitioners in the delivery of standard orthopedic care and assist in running orthopedic clinics including preparing rooms and patients for orthopedic examinations and procedures, applying and removing common orthopedic devices and appliances, and assisting in routine procedures. All work is performed under the supervision of a physician or appropriate licensed practitioner.

TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Orthopedic Technicians; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Assist in running orthopedic clinics including taking patient calls, scheduling appointments, coordinating patient flow, rooming patients, and assisting with referrals to other services such as physical therapy or outside consultations or services.
- ◆ Prepare treatment rooms and patients for orthopedic clinics including ensuring patient information is assembled, radiologic images are set up for viewing, patient medical records are complete and appropriate orthopedic materials are available.
- ◆ Apply, adjust, fit and remove all common orthopedic devices including but not limited to orthopedic casts, splints, braces, slings, podiatric appliances and orthotic devices, and other similar devices and appliances ordered by a physician or other practitioner. May clean wounds, perform dressing changes and remove sutures or staples.
- ◆ Instruct patients in the proper use and care of various orthopedic appliances and devices. May provide instruction in rehabilitation exercises as directed by a licensed practitioner or physical therapist.
- ◆ Record and maintain patient treatment information in patient charts and related records including noting patient progress and care plans.
- ◆ Prepare and break down orthopedic rooms for clinics. Maintain work area and examination/procedure rooms and maintain orthopedic materials, supplies, surgical and other instruments and equipment. Assemble and disassemble and calibrate orthopedic equipment and instruments.
- ◆ Assist in urgent care clinics as needed and available.

TYPICAL QUALIFICATIONS:

Knowledge:

A basic knowledge of standard orthopedic procedures and practices; working knowledge of orthopedic devices and appliances and proper fitting; working knowledge of medical terminology pertaining to orthopedics; working knowledge of medical office and orthopedic clinic practices and procedures; and basic knowledge of code of ethics applicable to orthopedic practice, as well as applicable laws and regulations pertaining to patient confidentiality.

Abilities:

Ability to effectively apply, adjust, fit and remove the full range of common orthopedic devices and appliances; use proper aseptic techniques and prepare for procedures; read and write at a level appropriate for the position and maintain accurate and complete records; communicate effectively when instructing patients in the use and care of orthopedic devices and appliances; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Education and Experience:

Incumbents must possess a high school diploma or equivalent and preferably have completed an accredited Orthopedic Technician training program. In addition, sufficient related orthopedic experience to perform the work activities described above, which usually require twelve months of related experience.

Certification:

Certification by the National Board for Certification of Orthopedic Technologists (NBCOT) is preferred, but **not** required. Incumbents also may be required to possess and maintain certification in CPR/AED and first aid.