

# Classification and Qualification STANDARDS

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## Orthopedic Technician

*Class Code: 7983*

*FLSA: Non-Exempt*

*Classification Standard Reformatted: 03-01-2014*

### **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 duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Orthopedic Technicians typically perform work involving some or all of the following duties: 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.

### **MINIMUM QUALIFICATIONS:**

#### ***Knowledge:***

General knowledge of standard orthopedic procedures and practices; code of ethics applicable to orthopedic practice; and applicable laws and regulations pertaining to patient confidentiality. Working knowledge of orthopedic devices and appliances and proper fitting; medical terminology pertaining to orthopedics; and medical office and orthopedic clinic practices and procedures.

#### ***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 to the duties of the position; maintain accurate and complete records; communicate effectively when instructing patients in the use

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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:***

High school diploma or equivalent and one year of related orthopedic experience or combination of education and experience which provides the required knowledge and abilities.

***Certifications:***

Incumbents may be required to possess and maintain certification in CPR/AED and first aid.