

ORTHOPEDIC TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
0118	Orthopedic Technician	02	444	6 mo.	12/01/13	Rev.
0119	Orthopedic Technologist	02	444	6 mo.	12/01/13	Rev.

Promotional Line: 14

Series Narrative

Employees in this series provide orthopedic assistance to patients and the medical staff of a healthcare facility.

DESCRIPTIONS OF LEVELS OF WORK:

Level I: Orthopedic Technician

0118

Employees at this level provide orthopedic assistance to patients and medical staff.

An Orthopedic Technician typically -

1. applies and removes casts (including specialized casts, fracture braces, external fixators) using plaster, fiberglass, or synthetic materials. This involves adjusting, removing, repairing, bivalving, wedging and windowing of casts
2. removes and changes dressings assessing the condition of wounds prior to cast applications. Consults with physician for further orders when problems are identified. Debride wounds as directed
3. measures and fits patients for orthopedic braces, devices and ambulatory aides. Instruct patients regarding care and proper use. Assists in the application, maintenance and adjustment of skeletal traction
4. removes sutures, staples and pins (related to external fixators)
5. fabricates and applies splints and bandages (i.e., finger splints, unna boots, pressure dressings, humeral splints, knee splints, etc.)
6. instructs patient/family in the care of the cast, splint or brace as well as skin care. Reinforces the teaching of the medical information provided by the physician regarding the specific injury, treatment plan and anticipated results
7. orders and maintains equipment and manages orthopedic supplies
8. sterilizes and maintains functional condition of clinical instruments for minor surgery and procedures
9. interacts with other departments (medical records and radiology) to obtain the resources needed to assist in patient care
10. performs related duties as assigned

Level II: Orthopedic Technologist**0119**

Employees at this level provide paraprofessional orthopedic services, such as complex casting and orthopedic treatment techniques to patients and orthopedic assistance and instruction to the medical staff.

An Orthopedic Technologist typically -

1. performs all the functions of the Orthopedic Technician including complex cast and device applications and removals
2. assists radiology staff with patients requiring specialized x-rays
3. provides on-the-job instruction and demonstration of casting techniques to other health professionals (medical students, residents, nursing staff and Orthopedic Technicians) as requested
4. triage patient concerns about casts or traction equipment by examining problem and making necessary adjustments in the equipment, modifying the cast, or alerting the physician to the problem
5. participates in continuing education and development
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Orthopedic Technician****0118****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Eighteen (18) months of medical experience which included applying and/or removing casts and using a variety of orthopedic supplies and equipment

Note: Current certification as a Registered Orthopedic Technologist by the American Society of Orthopedic Professionals or as an Orthopaedic Technologist – Certified by the National Board for Certification of Orthopaedic Technologists, as required by the employing institution, satisfies qualification #2.

Note: As required by the position to be filled a current/valid certification as a Certified Medical Assistant by an approved certifying board as defined by the employing institution.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Working knowledge of plaster, fiberglass, and synthetic casting materials
2. Basic knowledge of orthopedic surgical techniques
3. Ability to apply and modify casts
4. Ability to set up and adjust traction devices

5. Ability to apply dressings to wounds
6. Good oral communication skills

Level II: Orthopedic Technologist**0119****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Current certification as a Registered Orthopedic Technologist by the American Society of Orthopedic Professionals or as an Orthopaedic Technologist – Certified by the National Board for Certification of Orthopaedic Technologists, as required by the employing institution.
3. Two (2) years (24 months) of experience comparable to that gained at the Orthopedic Technician level

Note: Current certification as an Orthopedic Technologist – Certified by the National Board for Certification of Orthopaedic Technologists, as required by the employing institution, satisfies qualifications #2 and #3.

Note: As required by the position to be filled a current/valid certification as a Certified Medical Assistant by an approved certifying board as defined by the employing institution.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Advanced knowledge of plaster, fiberglass, and synthetic casting materials
2. Advanced knowledge of orthopedic surgical techniques
3. Experience in applying and modifying casts
4. Experience in setting up and adjusting traction devices
5. Ability to explain and demonstrate the principles and techniques of orthopedic devices and casting techniques to medical students, residents, and nursing staff
6. Experience in applying dressings to wounds
7. Good oral communication skills