

## UW HEALTH JOB DESCRIPTION

### ORTHOTIC TECHNICIAN - SENIOR

Job Code: 900011	FLSA Status: Non-Exempt	Mgt. Approval: J. Lewallen	Date: April 2024
Department : Orthotics & Prosthetics		HR Approval: J. McCoy	Date: April 2024

#### JOB SUMMARY

The Orthotic Technician-Senior position involves advanced level technical work with orthopedic appliances. This position works in conjunction with professional staff in providing orthotic services to the physically disabled. This includes evaluating, measuring, fabricating, fitting and modifying orthopedic appliances. This work involves complex patient cases, and sensitive direct patient care situations within an age scope to include pediatric, adolescent, adult and geriatric populations. Positions at this level may have responsibility in instructing new employees or students and providing leadership and guidance to staff on orthotic lab procedures and casting techniques. Communication with other professional staff such as physicians, nurses, and therapists is necessary. This work is performed independently under the general supervision of higher-level professional staff.

#### MAJOR RESPONSIBILITIES

##### Metal/leather lower extremity orthoses:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Takes measurements and drawing of affective limb(s).
- Corrects drawings with the use of measurements and standard techniques.
- Constructs orthosis with corrected drawing, joint components, side bars, bands, padding and leather. Construction requires use of proper tools and machinery such as bending irons, drill press, band saw, grinders, buffers, sewing machine, etc.
- Fits orthosis to patient, checking for proper clearances, alignment and function.
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.

##### Polypropylene lower extremity orthoses:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment. Takes measurements and plaster impression (negative) of affected limb(s).
- In consultation with higher level orthotic personnel determines what joint components will be used.
- Changes Angles of impression (negative) at knee and/or ankle as is desirable for goals of orthotic treatment.
- Using shaving tools, shapes model (positive) to measurements for proper fit, control and clearances.
- Contours metal components (joints) as needed.
- Vacu-forms model and components with appropriate plastic.
- Cuts out and assembles orthosis.
- Fits orthosis to patient, checking for proper clearances, alignment and function.
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.

##### Foot Orthoses:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Takes impressions of patient's feet.
- In consultation with higher level personnel determines proper materials and construction design.
- Modifies model with shaping tools.
- Fabricates orthosis using heat forming, bonding, shaping procedures.
- Fits orthosis to patient, checking for proper clearances, alignment and function.
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.

##### Custom Shoes:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Takes impressions of patient's feet.
- Determines with patient the type of shoes desired.
- Generates written specifications for shoe construction.
- Arranges for shipping of casts, specifications and purchase order to shoe company.

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- Upon arrival of completed shoes, checks construction against specification records.
- Fits orthosis to patient, checking for proper clearances, alignment and function.
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.

### Fits prefabricated lower extremity orthosis:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Fits the orthosis (arch supports, Becker, Wheaton, Pavlic etc., ankle braces, custom and non-custom foot orthoses, knee braces).
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.

### Patient instruction and documentation:

- Instructs patient and/or family on proper use of orthosis including tolerance build up, alertness to potential problems, cleaning and maintenance.
- Records in patient chart information regarding orthosis construction, fit, adjustments, Performance and patient interaction.
- Consults with other health professionals such as nurses, therapists on orthosis application, use, fitting problems, etc.

### Prefabricated spinal orthoses:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Fits prefabricated orthosis (cervical collars, Warm and Forms, corsets, Jewetts, Cash, etc.).
- Consults with higher level orthotic personnel for evaluation of problems in function or fit.
- Instructs patient and/or family on proper use of orthosis including tolerance build up, alertness to potential problems, cleaning and maintenance.
- Records in patient chart information regarding orthosis construction, fit, adjustments, Performance and patient interaction.
- Consults with other health professionals such as nurses, therapists on orthosis application, use, fitting problems, etc.

### Custom spinal orthoses:

- Receives the physician's prescription, and in conjunction with higher level orthotic personnel, evaluates the patient and determines orthotic treatment.
- Takes measurements and impressions of patient's trunk.
- Takes measurements and drawing of affective limb(s).
- Corrects drawings with the use of measurements and standard techniques.
- Constructs orthosis with corrected drawing, joint components, side bars, bands, padding and leather. Construction requires use of proper tools and machinery such as bending irons, drill press, band saw, grinders, buffers, sewing machine, etc.
- Fits orthosis to patient, checking for proper clearances, alignment and function.
- In consultation with higher level orthotic personnel determines what joint components will be used.
- Instructs patient and/or family on proper use of orthosis including tolerance build up, alertness to potential problems, cleaning and maintenance.
- Records in patient chart information regarding orthosis construction, fit, adjustments, Performance and patient interaction.
- Consults with other health professionals such as nurses, therapists on orthosis application, use, fitting problems, etc.

### Custom Corset

- Take measurements, send out for Camp to manufacture

### Additional duties:

- Observes lab problems/inefficiencies and suggests ideas to alleviate/improve situation.
- Attends lectures/seminars to improve knowledge and skill in orthotics.
- Seeks to improve fit and function of orthoses through application of mechanical and clinical experiences.
- Provides patient safety in evaluation, treatment, and fitting procedures and adhere to safety precautions to manage risk factors to patient and self (i.e. infection control, cardiac, pulmonary, behavioral etc.).
- Attends and participates in departmental and intra-departmental meetings and educational programs.
- Participates in student/intern/resident education/training and team meetings/activities.

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- Mentors residents, Licensed Athletic Trainers (LAT), and visiting Physicians.
- Confers with physicians via interdepartmental communication.
- Maintains inventory in assigned areas.
- Ensures treatment fulfills the departmental intent and objective.
- Ensures evaluation and treatment is carried out in a timely and cost-effective manner.
- Completes an Age-Specific Self-Assessment annually for Child, Adolescent, Adult and Geriatric populations.
- Ensures all medical documentation will meet hospital and departmental criteria for content and timeliness.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	
Work Experience	Minimum	
	Preferred	Two years' experience in orthotics lab, casting room or other relevant experience.
Licenses & Certifications	Minimum	
	Preferred	Registered Orthotic Technician
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Advanced knowledge of orthotic devices and their usage.</li> <li>• Advanced knowledge of disabilities and diseases related to orthotics.</li> <li>• Advanced skill in patient evaluation for orthotic care.</li> <li>• Advanced skill in casting techniques.</li> <li>• Advanced skill in model modification.</li> <li>• Advanced skill with machine tools, power tools, custom orthoses and vacuforming procedure.</li> <li>• Communication skills (verbal and written) with patients and health care workers.</li> <li>• Self-motivated, but open to instruction and new ideas.</li> <li>• Knowledge and understanding of UW Health Policy and Procedures, especially regarding patient confidentiality.</li> <li>• Demonstrate the knowledge and skills necessary to provide care appropriate to within an age scope to include pediatric, adolescent, adult and geriatric patients served on his or her assigned unit/department.</li> <li>• Demonstrate knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her age-specific needs.</li> </ul>	

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
X	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.