

UW HEALTH JOB DESCRIPTION

ORTHOTIST

Job Code: 900012	FLSA Status: Exempt	Mgt. Approval: J. Lewallen	Date: 12.2016
Department : Orthotics & Prosthetics		HR Approval: C.W.	Date: 12.2016

JOB SUMMARY

The Orthotist is responsible for the provision of professional orthotic treatment for both inpatient and ambulatory patients at UW Health. The incumbent is responsible for the evaluation of patients with physical disabilities, disease or deformity for appropriate orthotic treatment. In consultation with medical associates, residents, and therapists determines an optimal treatment plan and selects appropriate orthoses. The incumbent is responsible for and/or oversight of the design, fabrication, fitting and modification of orthoses. This position requires innovation and creativity in solving problems. Problems encountered are moderate in complexity. Contact with patients may be initiated by family, patient, case manager, nurse or therapist, but is only pursued by an appropriate prescription. Solutions are provided by the attending Orthotist. Consultation and collaboration with the Senior Orthotist or Manager is sought in more difficult cases. Decision making is made under general supervision. This position requires verbal and written communication with families, nurses, therapists, physicians, residents and students. Organization of patient care scheduling, coordinating and follow up on a moderate to large caseload is extensive and essential.

MAJOR RESPONSIBILITIES

1. Evaluates and treats patients with physical disabilities, disease or deformity for appropriate orthotic/prosthetic treatment.
2. Consults when necessary with medical associates, residents, therapists and senior level Orthotists/Prosthetists on optimal treatment plan.
3. Attends continuing education conferences and shares information with other Orthotics Laboratory associates and medical therapeutic associates.
4. Maintains supply of orthoses, prostheses and components.
5. Participates in process improvement activities and department educational opportunities.
6. Understands proper billing and coding regulations and is able to articulate proper billing and coding regulations to referral sources and coworkers.
7. Understands of accreditation standards and participates in accreditation preparation and surveys.
8. Ability to work at all UW Health Orthotics locations including the UW Rehab Hospital.
9. Participates in weekend on-call schedule.

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

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> Completion of an Orthotics Practitioner Program. Completion of an American Board of Certification accredited Residency.
	Preferred	
Work Experience	Minimum	Prior healthcare experience
	Preferred	Two (2) years of experience as an Orthotist. Experience in an acute care hospital setting is preferred.
Licenses & Certifications	Minimum	Certification from the American Board for Certification in Orthotics as a Certified Orthotist (CO), or Certified Prosthetist Orthotist (CPO).
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Knowledge of and ability to fit orthoses. Knowledge of and ability to evaluate orthotic needs on a diverse patient population. Knowledge of disabilities and diseases related to orthotics. Skill in casting and model modification techniques. Skill in fabrication of custom orthoses and/or prostheses including vacu-forming, joint contouring, power tool usage etc. Verbal and written communication skills with patients and staff. Ability to instruct and provide direction to other healthcare workers. Ability to manage a large patient case load. Ability to work collaboratively and participate in a team approach. Tolerance to acute care setting. Tolerance to a machine shop setting.

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- Ability to stand for long periods of time.
- Ability to work on short time frame pressures.

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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and 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.	Up to 10#	Negligible	Negligible
Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
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.