

## UW HEALTH JOB DESCRIPTION

### ORTHOTIST/PROSTHETIST

Job Code: 900013	FLSA Status: Exempt	Mgt. Approval: J. Lewallen	Date: March 2021
Department: Orthotics & Prosthetics		HR Approval: J. Theisen	Date: March 2021

### JOB SUMMARY

The Orthotist and/or Prosthetist is responsible for the provision of professional orthotic and/or prosthetic 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 and/or prosthetic treatment. In consultation with medical associates, residents, and therapists determines an optimal treatment plan and selects appropriate orthoses and/or prostheses. The incumbent is responsible for the oversight of the design, fabrication, fitting and modification of orthoses and/or prostheses. 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 and/or Prosthetist. Consultation with the Senior Orthotist/Prosthetist 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 and Prosthetics 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 articulates proper billing and coding regulations to referral sources and coworkers.
7. Understands accreditation standards and participates in accreditation preparation and surveys.
8. Ability to work at all UW Health Orthotics and Prosthetics locations including the UW Rehab Hospital and Meriter Hospital.
9. Participates in weekend and holiday 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"> <li>▪ Completion of an Orthotics and/or Prosthetics Practitioner Program.</li> <li>▪ Completion of an American Board of Certification accredited Residency.</li> </ul>
	Preferred	
Work Experience	Minimum	Prior healthcare experience
	Preferred	Two (2) years of experience as an Orthotist and/or Prosthetist. Experience in an acute care hospital setting is preferred.
Licenses & Certifications	Minimum	Certification from the American Board for Certification in Orthotics and Prosthetics as a Certified Orthotist (CO), Certified Prosthetist (CP), or Certified Prosthetist Orthotist (CPO).
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Knowledge of and ability to fit orthoses and/or prostheses.</li> <li>• Knowledge of and ability to evaluate orthotic and/or prosthetic needs on a diverse patient population.</li> <li>• Knowledge of disabilities and diseases related to orthotics and/or prosthetics.</li> <li>• Skill in casting and model modification techniques.</li> <li>• Skill in fabrication of custom orthoses and/or prostheses including vacuum-forming, joint contouring, power tool usage etc.</li> <li>• Verbal and written communication skills with patients and staff.</li> <li>• Ability to instruct and provide direction to other healthcare workers.</li> </ul>

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- 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.
- 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,

<b>X</b>	Infants (Birth – 11 months)	<b>X</b>	Adolescent (13 – 19 years)
<b>X</b>	Toddlers (1 – 3 years)	<b>X</b>	Young Adult (20 – 40 years)
<b>X</b>	Preschool (4 – 5 years)	<b>X</b>	Middle Adult (41 – 65 years)
<b>X</b>	School Age (6 – 12 years)	<b>X</b>	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 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<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
<b>X</b> <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.