

UW HEALTH JOB DESCRIPTION

PEDORTHIST

Job Code: 900014	FLSA Status: Non-Exempt	Mgt. Approval: J. Lewallen	Date: March 2021
Department: Orthotics & Prosthetics	HR Approval: J. Theisen	Date: March 2021	

JOB SUMMARY

The Pedorthist is responsible for the provision of professional orthotic treatment for both inpatient and ambulatory patients. At this level, the incumbent is proficient in evaluating patients with physical disabilities, disease or deformity for appropriate orthotic treatment. In consultation with other orthotists, medical staff, residents, and therapists, the Pedorthist determines optimal treatment plan and selects appropriate foot orthoses and pedorthic footwear. The incumbent is responsible for and/or oversight of the design, fabrication fitting and modification of foot orthoses and pedorthic footwear. These orthoses are used to treat injuries, diseases and defects that impair the nervous or musculoskeletal systems.

This is an independent position responsible for working on a variety of cases with minimal supervision. This position requires innovation and creativity in solving problems. Problems encountered are moderate in complexity. Contact with patients may be initiated by family, patient, caregiver, nurse or therapist, but is only pursued by physician prescription. 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 large caseload is extensive and essential. The incumbent has access to and knowledge of the confidential medical history of patients treated. The incumbent is knowledgeable in procedures to assure confidentiality of patient information.

MAJOR RESPONSIBILITIES

1. Evaluates patients with physical disabilities, disease or deformity for appropriate orthotic treatment.
2. Consults when necessary with medical staff, residents, therapists, and Orthotists on optimal treatment plan.
3. Select appropriate orthosis.
 - **Prefabricated Orthoses**
 - Takes appropriate measurements.
 - Fitting and adjustment of orthosis.
 - Evaluation of function.
 - Instruction on use.
 - Follow-up care.
 - **Custom Made Orthoses**
 - Takes measurements and plaster impression needed for fabrication of orthotic device.
 - Skillfully applies knowledge of tools and machines in the Orthotics and Prosthetics Laboratory to fabricate the orthosis. This includes model modification, component selection and fitting, vacu-forming, and finishing processing.
 - Finishes orthosis for fitting or instructs and guides technician to do so.
 - Performs fitting and delivery of orthosis to patient with Orthotist input as appropriate.
 - Instructs patient and/or family on proper use and care of orthosis and goals of treatment with Orthotist input as appropriate
 - Provides follow-up care with modification and repair as needed.
4. Attends continuing education conferences and shares information with other Orthotic Laboratory staff and medical therapeutic staff.
5. Maintains supply of orthoses and components.

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

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent
	Preferred	Bachelor's degree in a clinical science, biological science, or related field
Work Experience	Minimum	Experience in a healthcare setting.
	Preferred	Two (2) years' experience as a Pedorthist
Licenses & Certifications	Minimum	Certification or eligible for certification by the American Board for Certification in Orthotics and Prosthetics as a Certified Pedorthist
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Knowledge of and ability to assist in evaluation of foot orthotic needs on a diverse patient population. • Knowledge of and ability to fit foot orthoses, UCBLs, shoes, custom shoes, and SMOs. • Knowledge of disabilities and diseases related to pedorthics. • Skill in casting and model modification techniques. • Skill in fabrication of custom foot orthoses including vacu-forming, plaster modification, power tool usage etc. • Verbal and written communication skills with patients and staff. • Ability to instruct and provide direction to other health care workers. • Ability to manage a large patient caseload. • Ability to work collaboratively and participate in a team approach. • Tolerance to acute care setting. • Tolerance to a machine shop setting • Knowledge and skills necessary to provide care appropriate to the pediatric, adolescent, adult and geriatric age groups. • Knowledge of the principles of growth and development for the pediatric, adolescent, adult and geriatric age groups and ability to provide the care needed as described in Orthotics and Prosthetics policies and procedures.
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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 dockets, 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#
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.