

## Job Description



**Job Title:** Orthotist/Prosthetist  
**Location:** Laramie  
**Department:** Physical Therapy  
**Report To:** Director of Physical Therapy

### Job Summary:

Design and fabricate medical supportive devices and measure and fit patients for them.

### Core Competencies:

#### Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

#### Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

#### Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

#### Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

#### Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a

winning mindset that says “I want to be great at what I do. I want my personal life and my work to be spectacular.” Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

### Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

### Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

### Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

## **Essential Duties & Responsibilities:**

- Evaluate and interview patients to determine their needs.
- Take measurements or impressions of the part of patient's body that will be fitted with a brace or artificial limb.
- Design and fabricate orthopedic and prosthetic devices base on physicians' prescriptions.
- Select materials to be used for the orthotic or prosthetic device.
- Instruct patients in how to use and care for their devices.
- Adjust, repair, or replace prosthetic and orthotic devices.
- Document care in patients' records.

## **Adherence to Facility/Departmental Policy:**

- Demonstrate compassion and caring in dealing with others.
- Project a pleasant and professional image.
- Analyze situations and make decisions to bring a favorable resolution.
- Respond with flexibility to changing work load or patient assignments.
- Foster positive working relationships.

- Demonstrate self-directed and motivated behavior.
- Accept responsibility for own professional growth and personal conduct.
- Perform other duties as directed/required to ensure efficient operation of the department.
- Maintain good attendance record.
- Arrive to work punctually.
- Observe confidentiality when performing all duties and responsibilities.

### Education:

Degree/Diploma Obtained	Program of Study	Required/Preferred
Bachelor's or Master's Degree	Orthotics/Prosthetics	Required

### Certification & Licensure:

Certification	Orthotics/Prosthetics	Required
Membership	American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC)	Preferred

### Experience:

Years of Experience	Required/Preferred
1	Preferred

### Physical Requirements:

Action	Description	Frequency
Seeing	Must be able to read patient charts, use a computer, and visually evaluate the patient during the rehabilitation process	Constant
Hearing	Must be able to hear well enough to communicate to physicians, medical staff, physical therapy staff, administrative staff, and patients/families	Constant
Speaking	Must be able to verbally communicate with physicians, medical staff, physical therapy staff, administration staff, and patients/families	Constant
Fingering/Grasping	Must be able to write and type to use hands and fingers to aid patients while maneuvering orthotics/prosthetics	Constant
Bending/Crouching	Must be able to lower one's body in order to aid patients while maneuvering orthotics/prosthetics	Frequently
Standing		Frequently
Sitting		Frequently

## Weight Demands:

Action	Description	Frequency
Lifting	Must be able to lift 10 pounds or less	Frequently
Lifting	Must be able to lift 11 – 75 pounds	Occasionally
Pushing/Pulling	Must be able to aid in patient movement while maneuvering orthotics/prosthetics	Frequently

## Working Conditions:

*The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.*

### Environmental Hazards

The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

### Physical Hazards

Physical harm is possible when performing physical requirements, as listed above.

Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

### Unique Work Schedule/Travel

May be required to work after hours, on weekends, or holidays.

May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

## Employee Statement of Understanding:

*I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.*

*I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.*

*As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.*

**Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.**