



Excellence in Patient Care

**JOB TITLE:** Orthopedic Technician  
**REPORTS TO:** Clinic Manager  
**FLSA STATUS:** Non-exempt  
**JOB OVERVIEW:** Responsible for patient care under the direction of a physician or licensed health care provider.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Perform a variety of orthopedic related activities including applying and removing dressings, removing sutures/staples, applying and removing casts and splints.
2. Assist physician in back office duties including rooming patients, taking vital signs and patient history, and assisting with minor procedures.
3. Adhere to prescription refill protocol.
4. Maintain confidentiality of sensitive information.
5. Perform basic triage per specific office protocol procedures.
6. Recognize and respond appropriately to urgent/emergent situations per protocols.

**ADDITIONAL RESPONSIBILITIES:**

1. Maintain work area, exam rooms, supplies, medications and immunizations.
2. Perform associated clerical tasks including scheduling, filing, recalls, etc.
3. Maintain professional appearance and personal conduct at all times.
4. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
5. Work as a team member within the orthopedics department and all other departments.
6. Effectively cope with typical job stress.
7. Document work processes as required.
8. Perform other duties as assigned.

**QUALIFICATIONS:**

Education:

1. High school diploma or equivalent.
2. Completion of a Certified Orthopedic Technology training program preferred.
3. Completion of an Allied Health program in a related field with Surgical Assist program preferred.
4. Completion of an accredited medical assistant program

Certification/Licensure: CPR certification for *Health Care Providers*.

Experience: Minimum two (2) years experience in a clinic and/or hospital setting.

Skills:

1. Ability to take vital signs.
2. Ability to maintain quality control standards.
3. Ability to multi-task efficiently and effectively and take direction of multiple sources.
4. Ability to establish and maintain effective working relationships with patients, medical staff and the public.
5. Ability to assist in a variety of treatments and medications as directed.

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6. Strong organizational and interpersonal skills including the ability to manage interactions with difficult people.
7. Excellent telephone skills.

Other Requirements:

1. Thorough knowledge of Orthopedic nomenclature, anatomy and disease process.
2. Knowledge of examination, diagnostic and treatment room procedures.
3. Knowledge of common safety hazards and precautions to maintain a safe work environment.
4. Must be able to act calmly and effectively in a busy or stressful situation.
5. Ability to communicate effectively in the English language in person, by phone and in writing.
6. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
7. Maintain current CPR.
8. Maintain current State of Washington Healthcare Assistant Certification in categories A, C and E.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections.

Requires frequent bending, reaching, and repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Orthopedic Technician job description and understand the functions and objectives of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER**

Last update: 10/2008