

 Oroville Hospital	Job Description for Orthopedic Assistant	Department:	Orthopedic Clinic
		Dept.#:	7098
		Last Updated:	07/26/13
		Position:	Non-Exempt

Reports To

Clinic Manager

Job Summary

Orthopedic Assistants need a strong knowledge of anatomy, physiology and medical terminology and expertise in different materials and equipment involved in casts, splints and braces. The Orthopedic Assistant must be able to work effectively under stress or emergency situations.

Duties

- Fitting and Applying pre-operative braces, crutches, and other soft goods
- Helping prepare and apply casts and orthopedic appliances
- Removing casts and splints
- May assist with orthopedic procedures done in the office as directed by the physician
- Performs in office X-Rays as requested by the physician
- Give patient instructions concerning cast care and the use of orthopedic appliances
- May prepare and set up traction as requested by the physician
- Clean and stock the cast and soft goods room
- Order special supplies and equipment
- Performs other duties as assigned

Qualifications

- High School Graduate or equivalent
- Current BLS
- Demonstrated interpersonal and communication skills, including being empathetic, tactful and courteous
- The ability to pay attention to detail and prioritize responsibilities
- Must have proven ability to maintain professional conduct and confidentiality in the care of patients
- Must possess basic computer skills

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Lifting Requirements

The Job requires physical effort, including the ability to sit or stand for an extended time and to push, pull, squat, twist, turn, lift, bend, stoop and reach overhead.