

UW HEALTH JOB DESCRIPTION

Athletic Trainer – Orthotics Fitter

Job Code: 930003

FLSA Status: Exempt

Mgt Approval: J. Lewallen Date: 12-16

HR Approval: HR Date: 12-16

JOB SUMMARY

Under the supervision of the UW Hospital and Clinics Director of Orthopedics, and the UW Hospital and Clinics Manager of Orthotics, the incumbent works as an orthotics fitter for the Sports Medicine and Spine Clinics, as well as serving the roll of physician extender athletic trainer in the Sports Medicine and the Orthopedic Clinics. The incumbent assists in the negotiation of product pricing, management and development of product inventory, and assists in the daily program operations within the Research Park orthotics department.

This position involves advanced work with orthopedic appliances. Persons in this position work in conjunction with professional staff in providing orthotic services to the physically disabled. This includes evaluating, measuring, fabricating, fitting and modifying orthopedic appliances. This work involves complex patient cases, and sensitive direct patient care situations within an age scope to include pediatric, adolescent, adult and geriatric populations. Positions at this level may have responsibility in instructing new employees or students and providing leadership and guidance to lower level technical staff on orthotic lab procedures and casting techniques. Communication with other professional staff such as physicians, nurses, and therapists is necessary. This work is performed independently under the general supervision of higher level professional staff.

This position will require that the incumbent possess the clinical evaluation and educational skills expected of an Athletic Trainer for the University of Wisconsin Hospital and Clinics. Additionally, the incumbent will provide athletic training services for the University of Wisconsin Hospital and Clinics under the direction of a designated sports medicine physician.

The incumbent has direct patient contact primarily for the evaluation and treatment of medical and musculoskeletal pathology consistent with the scope and practice of athletic training clinical competencies as defined by the NATABOC and the State of Wisconsin Athletic Training Affiliated Credentialing Board. The incumbent must perform many of the outlined tasks with minimal or no supervision in the clinical setting. Patients may include pediatric through geriatric population. The Incumbent has access and knowledge of confidential medical information regarding patients' medical history. Access to this information is crucial in the evaluation and treatment of patients. Access to this information is on a regular basis.

Problems encountered are often of a high level of complexity and a considerable amount of creativity, resourcefulness, and innovation are utilized in problem solving. Patient treatment plans are developed using only broad guidelines for development which require a high degree of independence in decision-making. Coordination of patient care services with other health care providers is essential. Excellent verbal and written communication skills, including the use of relevant medical terminology, are essential.

A wide variety of internal and external contact relationships are involved in performance of the duties of this position, and a high degree of independence in creating and enhancing these relationships is expected. Internal contact include but are not limited to other members of the athletic training and physical therapy staff, physicians, nursing personnel, radiology staff, and a variety of clerical staff. External contacts include but are not limited to physicians, athletic trainers, and physical therapists from other institutions, academic athletic training programs, patient family members, equipment vendors, case managers and insurance representatives. The incumbent also plays a lead role in the development of clinical support staff, athletic training internship students, and volunteer workers.

The incumbent is highly involved in the instruction and/or training activities of a variety of students, faculty, clients, patrons, and the general public. Student programming, staff development, and research facilitation are areas which involve a high degree of problem solving, interpretation and analysis. Therefore a strong clinical, academic, and organizational background is necessary. Special background and/or continuing education is recommended to include: 1) teaching methodology 2) health-care organization, and 3) business administration.

The incumbent has access to and knowledge of the confidential medical history of patients treated. Access to this information is crucial in the evaluation, treatment, and appropriate use of DME for patients and athletes. Access to this information is on a regular basis.

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MAJOR RESPONSIBILITIES

I. Orthotics Fitter

- Effectively educates patients, family members, and staff health care professionals on the proper fitting and usage of DME.
- Per physician's prescription, evaluates patients and determines proper orthotic treatment.
- Fits orthoses to patient checking for proper fit and function.
- Evaluates fit of orthoses during return visits, and modifies as necessary.
- Responds to requests of patients, physicians, and co-workers promptly, with effective written, verbal and non-verbal communication.
- Ensures that the services performed by physician extenders maximize clinic effectiveness and efficiency as well as patient satisfaction.
- Assists in the continual evaluation and development of effective processes and procedural flow.
- Maintains compliance with state licensing boards and assures good standing.
- Reviews coding and compliance issues annually
- Assists with negotiation of product pricing, inventory management, product updates, brace fitting, and billing
- Works closely with the Manager of the UW Health Spine and Sports Medicine Clinic and the UW Health Orthopedics Clinic to address issues specific to operational efficiency and customer service as well as to develop and oversee the budgets for these areas.
- Directs new employee clinical orientation, peer mentorship program, and the development or modification of policies and procedures within the Department of Orthopedics and Rehabilitation specific to physician extenders.
- Develops educational patient information utilized within the UW Health Sports Medicine Clinic and on the UW Health website.
- Coordinates the development and evolution of the sports medicine priority care model within the UW Health Sports Medicine Clinic. Works closely with the leadership and staff from several areas, including: Sports Medicine Clinic, Spine Clinic, Orthopedics Clinics, Radiology, Orthotics, Sports Rehabilitation, and other sports medicine/orthopedics programs and ancillary services as needed.
- Observes lab problems / inefficiencies and suggests ideas to alleviate / improve situations
- Attends lectures / seminars to improve knowledge and skill in orthotics
- Seeks to improve fit and function of orthoses through application of mechanical and clinical experiences
- Provides patient safety in evaluation, treatment, and fitting procedures and adheres to safety precautions to manage risk factors to patient and self (i.e. infection control, cardiac, pulmonary, behavioral, etc)
- Attends and participates in departmental and intra-departmental meetings and educational programs
- Participates in student/intern/resident education and training
- Mentor to residents, LATs, and visiting physicians
- Confer with physicians via interdepartmental communication
- Maintains inventory in assigned areas
 - Treatment fulfills the departmental intent and objective
 - Evaluation and treatment is carried out in a timely and cost-effective manner
 - Complete an age-specific self assessment annually for child, adolescent, adult and geriatric populations
 - A minimum of two records reviewed annually with feedback given regarding need for improvement
 - All medical documentation will meet hospital and departmental criteria for content and timeliness

II. Athletic Trainer Physician Extender (Sports Medicine Clinic, Orthopedic Clinic)

1. The performance of an appropriate medical history on each patient seen that must include but is not limited to:
 - a. A thorough history of injury or condition
 - b. A primary complaint
 - c. A pain level assessment
 - d. Past medical history
 - e. Quality of life and how it is affected
 - f. Review of medications

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- g. Review of allergies
2. The performance of an appropriate physical examination on each patient seen. This includes but is not limited to:
- a. Range of motion testing
 - b. Strength and/or Manual Muscle testing
 - c. Sensation testing
 - d. Palpation
 - e. Functional testing
 - f. Ligamentous testing
 - g. Special tests as needed
3. The ordering of diagnostic studies or other referrals under the direction of the attending physician to include but is not limited to:
- a. Radiographs
 - b. MRI and MRA Studies
 - c. EMG Studies
 - d. CT Scans
 - e. Ultrasounds
 - f. Rehabilitation referrals
 - g. Physician referrals
4. The performance of educational responsibilities in specific to the needs of each individual patient. This includes but is not limited to:
- a. Exercise instruction.
 - b. Answering patient questions in regards to the treatment plan, surgery, rehabilitation and future care.
5. Providing initial rehabilitation exercises and the instruction, demonstration, and feedback on patient performance of the exercises as directed by the attending physician.
6. Fitting the patient with splints, crutches, braces, wraps, and other various equipment as directed by the attending physician. The incumbent will also educate the patient on the appropriate use of the equipment provided to the patient.
7. Removal of sutures and providing dressing changes to post-surgical patients as directed by the attending physician.
8. Aiding the physician in preparing patients for injections that will be performed by the attending physician. Preparations include cleaning and disinfecting the area to be injected and preparing materials to be utilized both prior to and after the injection.
9. Dictation and documentation of each patient visit following guidelines following all outlined guidelines in the dictation template. To include
- a. History (including pain rating and problem list updates)
 - b. Physical examination
 - c. Diagnostic test results
 - d. Impression
 - e. Plan
 - f. Patient Learning
 - g. Copy of dictated note to appropriate healthcare providers.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE ORGANIZATION'S PERFORMANCE STANDARDS

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REQUIRED QUALIFICATIONS

Education	Undergraduate Degree in Athletic Training is required. Masters Degree in healthcare, education, business, or marketing is preferred.
Work Experience	Minimum (2) years experience as a physician extender in a clinical setting preferred. Experience in the areas of orthotics lab, casting room, or equivalent experience preferred.
Licenses/Certifications	<ul style="list-style-type: none"> • Certification by the National Athletic Trainers Association Board of Certification. • Licensure as an Athletic Trainer in the State of Wisconsin • Orthotics Technician Certification (OTC) preferred.
Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Excellent knowledge of the clinical skills required of allied health professionals working within and orthopedic clinic environment. • Experience with and an excellent working knowledge of electronic medical record systems. • Knowledge of mechanism, evaluation, and treatment of medical and orthopedic and sports conditions. • Knowledge of appropriate DME application, fitting, and usage. • Knowledge of common orthopedic and sports medicine surgical procedures and appropriate post-operative rehabilitation programs. • Excellent verbal and written communication skills. • Excellent organizational skills and a detail oriented approach to job responsibilities • Ability to work in a team environment and to collaborate with a wide variety of medical professionals. • Working knowledge of current technological and audiovisual interactions. • Ability to maintain confidentiality • Ability to perform multiple tasks simultaneously • Ability to work independently and as part of a team

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
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 be 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
X	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#	Negligible- 10#
	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#