

UW HEALTH JOB DESCRIPTION

Casting Technician

Job Code: 900002

FLSA Status: Non-Exempt

Mgt. Approval: Schick, Rifelman, Brazelton, Swain 12-16

HR Approval: CMW 12-16

JOB SUMMARY

The Casting Technician is responsible for application and removal of casts including complex casting and orthopedic splints and devices. The position has a significant amount of patient contact and is typically involved in the team assessment of patient needs and fitting/finishing services of patients that may fall in all age groups neonatal to geriatrics. The Casting Technician- ensures the proper maintenance, record keeping, and ordering of tools, equipment and/or inventory and provides training for medical students and residents as well as nursing, ancillary staff and students.

This position requires a fundamental knowledge of technical work with orthopedic bracing and casting related activities. Positions allocated to this level are responsible for application, modification, repair and fitting of a wide variety of casts, splints and braces. Casting activities include application of upper and lower extremity casts from simple to complex using a variety of materials; arrange, assemble and adjust traction equipment; apply and adjust braces and splints; and remove sutures and staples. The Casting Technician will also assist in stocking and ordering of supplies. Clinical work is performed under the general supervision of a licensed patient care professional- or supervisory staff.

MAJOR RESPONSIBILITIES

A. Application of casts using a variety of materials including plaster and synthetic casting materials and high and low temperature plastics, with minimal or no supervision

- Apply appropriate cast/splint per physician order using appropriate casting/ splint material with body in appropriate position.
- Shape cast to ensure maximum comfort and minimum unnecessary pressures
- Trim and remodel cast to ensure comfort and fit with cast knife, cast cutter, and cast spreader to remove parts of cast and to enlarge cast to decrease pressure in swollen area.
- Performs appropriate documentation and patient education related to cast or splinting and as directed by physician, Nurse Practitioner, Physician Assistant resident or Registered Nurse.
- Mold, fit and trim synthetic or plastic splints to fit patients
- Customize splints and braces as necessary for patient use.
- Serial casting for flexion contractures and diabetic ulcers

B. Application and adjustment of orthopedic devices such as braces, splints, and compression stockings.

- Obtain measurements from patient as necessary.
- Prepare mold of appropriate part of patient's body ensuring body part in proper alignment.
- Position, align and adjust orthopedic device on correct body part ensuring correct fit to patient with maximum possible comfort.
- Adjust hinged orthopedic devices to physician specifications.
- Modify or customize brace or splint for appropriate patient fit.
- Instruct patient on use, adjustment, and adaptation and care of device.

C. Assistance in Operating Room, Inpatient Units, Ambulatory Surgery and Emergency Department

- Assist physician with application of body casts and leg casts when necessary.
- Apply prescribed braces and orthopedic devices to patient according to physician order.
- Provide cast modification as needed.
- Instruct patient regarding cast care, brace/splint application and care
- Fit support stockings per physician order.

D. Supplies and Equipment Maintenance

- Clean exam and procedure tables, work areas and tools according to schedules. Clean general equipment (wheelchairs, IV poles, etc.) according to guidelines.

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- Stock exam and procedure rooms according to schedules and as needed. Inventory specialty items. Initiate reorder of supplies as needed.
- Clean and maintain all clinic specialty equipment according to hospital infection control standards and clinic procedures, eg. Speculums, flexible sigmoidoscope, etc.
- Report non-functioning or defective equipment to supervisor and submit repair request.
- Prepare and stock special procedure trays: suture trays, toenail trays, etc, and follow reprocessing procedures.
- File paperwork as required.
- Maintain tools and equipment.

E. Miscellaneous duties

- Arrange for take home supplies for patients.
- Obtain equipment for physicians and other providers on request
- Fit patient and instruct on use of crutches and canes.
- After completion of competency training, obtain blood pressure, heart rate, temperature and respirations on patients as ordered.

F. Clinic Team Member Responsibilities

- Communicate effectively with patients/families and the clinic team in a manner that promotes positive working relationships.
- Understand own behavior and how it affects others.
- Within defined standards and with minimal supervision, problem solves and makes decisions about clinic functions and patient care issues as an active team member.
- Provide organizational and clerical support to facilitate optimal patient care and clinic operation.
- Demonstrate proficiency in use of the computer for appointment scheduling, visit processing, order entry, charge entry, documentation of patient care and retrieval of information.
- Facilitate the coordination of patient services within the clinic and other departments, e.g. radiology, clinical lab, ECG and outside agencies.
 - a) Complete all lab forms, requisitions, and consults.
 - b) Obtain results of various tests as requested.
 - c) Prepare release of information forms.
 - d) Prepare, file and disperse HMO referral, insurance and disability forms.
 - e) Assist with processes to obtain "indigent medications" as needed.
- Prepare/maintain medical records and x-rays for health care providers including ordering, chart prep for visit, tracking, filing, and faxing/copying when appropriate. Review records before visit to assure needed information is present and requested tests are ordered.
- Complete a charge document for every clinic encounter, assuring it is complete, accurate. Provides the completed form to the clerical staff for entry on the day of the encounter.
- Provide results of diagnostic tests to patients under the direction of physician and/or registered nurse.
- Perform telephone screening of patient problems/concerns under RN supervision.
- Staff in other clinics, as directed, in response to staffing shortages and/or acuity increases after receiving appropriate orientation.
- Participate in orientation of selected employees.
- Provide direction for volunteers, medical assistant students and new employees as directed by clinic manager.
- Participate in Quality Assurance/ Improvement activities to meet Clinic Service Standards and other improvements.
- Initiate and implement projects that are designed to improve organization and operations in the clinic.

G. Recognize own needs for personal development and continuing professional growth

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- Attend workshops and seminars.
- Attend a minimum of 50% of staff meetings, including huddles.
- Complete required annual inservice and training programs eg. Safety, fire, CPR.
- Recognize the need for continued growth by attending staff development programs and workshops.

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

JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent
	Preferred	Educational courses related to casting
Work Experience	Minimum	Prior experience as a Casting Technician, Nursing Assistant, Medical Assistant, Orthopedic Surgical Technician and other related profession.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Knowledge of orthopedic devices and their usage, fracture casting techniques. • Effective written and oral communication skills. • Tolerance to an acute care setting. • Ability to work as a team member. • Self motivated, but open to instruction and new ideas. • Familiarity or ability to learn with medical terminology. • Knowledge of and ability to implement aseptic technique. • Demonstrated computer experience, including a basic knowledge of Microsoft Word and Excel.

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 FUNCTION

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 docket, 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#	Negligible-10#

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	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:				