

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3303600

Orthotist, Grade 21 3303600
Senior Orthotist, Grade 25 3303700

Brief Description of Class

Positions in this series are responsible for providing prosthetic and/or orthotic devices for patients in the Prosthetic Orthotic Center.

These positions are classified only at Helen Hayes Hospital.

Distinguishing Characteristics

Orthotist: appointment level; eligible for certification to practice as a Senior Orthotist in New York State; under close supervision, assesses patient device fit, function, and structural integrity.

Senior Orthotist: full performance level; possesses a certificate in Prosthetics and/or Orthotics; and assesses patient device fit, function, and structural integrity.

Illustrative Tasks

Orthotist

Designs and fabricates all types of prosthetic and/or orthotic devices as provided by the department.

Interprets findings, identifies problem areas, and provides corrective measures to attain proper comfort, fit, and function of device.

Establishes realistic goals in collaboration with patient, family, and other team members.

Organizes patient caseload to provide timely fabrication and delivery of devices.

Completes all required documentation in a timely manner and according to department policy.

Submits all charges for order entry to Director of designee in a timely, accurate manner.

Prepares and presents accurate patient information to other team members at rounds/conferences.

Plans and delivers Prosthetic Orthotic Center in-services to other departments and the community as requested.

Participates and contributes to the Center's Quality Management Performance Improvement Program.

Participates in the development and implementation of research projects.

Senior Orthotist

Independently performs the duties and activities of an Orthotist.

May supervise and train Orthotists and/or direct care staff and perform the full range of supervisory duties.

Minimum Qualifications

Orthotist

Open Competitive: eligible for certification to practice as a Senior Orthotist in New York State.

Senior Orthotist

Open Competitive: possession of a certification in Prosthetics and/or Orthotics by the American Board for certification in Prosthetics and Orthotics.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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