

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-23-143

### Closing Date: Open until filled

---



**POSITION TITLE: Podiatry Technician**

**DEPARTMENT: Medical Staff**

#### **Position Summary:**

Under general supervision of the Podiatrist/Director of Wound Management, the Podiatry Technician serves as the primary point of contact for all internal and external referrals received by phone, fax, e-mail, and in person. Provides clinical, inpatient and intra-operative support, and assistance for both podiatry and wound care clinics. Serves as a podiatry primary surgical assistant. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

#### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Assists in the debridement of dystrophic/non-dystrophic nails, hyperkeratotic lesions and verruca lesions utilizing sharp, chemical and blunt tools under the direct supervision of the Director of Wound Management/Podiatrist.
- Provides primary surgical assist in podiatric/wound care surgical procedures within the operating room to include CCPMA assistance including amputations, open reduction internal fixation of lower extremity fractures and other soft tissue surgical procedures within the podiatric scope of practice.
- Prepares, maintains and sterilizes surgical tools for office/clinic based surgical procedures. Schedules wound care and podiatry patients as needed.
- Takes plaster/foam casting of lower extremity for fabrication Of AFO required for the care of chronic/recurring wounds under the direction of the Director of Wound Management/ Podiatrist.
- Provides support to the Director of Wound Management/Podiatrist in daily inpatient rounds to assist with procedures & wound care management.
- Assists in the application of wound vac materials to complex deep wounds. Provides home wound vac care education and troubleshooting.
- Measures and records height, weight, blood pressure, heart rate, oxygen saturation and respiratory rate. Determines need for and calculates BMI. Prepares and maintains injection material for local procedure blocks, steroid injections and wound care injection products under sterile technique.
- Assists in breaking down and the placement of wound care dressings on patients in a fashion matching their neurovascular status as determined by the Director of Wound Management/Podiatrist while recognizing and reporting acute signs of infection or poor home wound management.
- Provides diabetic therapeutic shoe fitting and non-custom multi-density layer orthotics for patients.
- Provides and presents initial biomechanical exam of lower extremity for semi-custom and custom orthotic preparation by the Director of Wound Management/Podiatrist.
- Prepares examination room for patients including cleaning, procedural set up and patient positioning for examination. Recognize necessary procedure and required tools to perform procedure upon initial examination of patient.
- Preforms and presents ankle brachial index vascular assessment.
- Assesses patient need for therapeutic shoes based on the evaluation results of physical assessment, circulation, skin integrity, protective sensation, pain and environmental barriers.
- Implements the therapeutic shoe fitter's treatment plan including but not limited to measuring patients for shoes, selecting the correct material, evaluating shoe fit, adjusting to accommodate individual anatomic contours, educating patients and providing relevant handouts and other information.
- Maintains an inventory of materials, supplies, instruments and equipment used in the wound care and Podiatry Clinic.
- Serves as an interpreter and assistant to the Director of Wound Management/Podiatrist as needed in any community or clinic podiatric intervention.
- Participates in wound care/podiatry departmental quality monitoring and performance improvement activities.
- Requires completion of tasks, assignments, or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.

- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma or GED. Must attain a Podiatric Medical Assistant Certificate (PMAC) granted through the American Society of Podiatry Medical Assistants (ASPMA), which is endorsed by the American Podiatric Medical Association within one year of hire. Must attain a CPR and BLS within six months of hire. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability:**

- Knowledge and skill sufficient to readily acquire orientation to the organization, the nursing environment, its staff members and operating procedures.
- Knowledge of strong work ethics in the workplace.
- Knowledge and understanding of infection control, standard of care for wound care and wound health.
- Knowledge and understanding of anatomy of the lower extremities and of biomechanics of ambulation on pathologic lower extremities.
- Knowledge and skill sufficient to provide safety, security, privacy for the patients and to keep patient information confidential.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to safely use transportation equipment such as gurneys, wheelchairs, Hoyer lift.
- Ability to provide and present a concise lower extremity medical exam including evaluation of dermatology, vascular and musculoskeletal examination.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**