



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

MEDICAL APPLIANCE TECHNICIANS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Medical Appliance Technicians-B	V9082B	35	
Medical Appliance Technicians-O	V9082O	40	
Medical Appliance Technicians-A	V9082A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Construct, fit, maintain, or repair medical supportive devices, such as braces, artificial limbs, joints, arch supports, and other surgical and medical appliances.

Nature of Work

Medical appliance technicians construct, fit, maintain, and repair braces, artificial limbs, joints, arch supports, and other surgical and medical appliances. They follow prescriptions or detailed instructions from podiatrists, orthotists, prosthetists or other healthcare professionals for patients who need. Podiatrists or orthotists request orthoses—braces, supports, corrective shoes, or other devices; while prosthetists order prostheses—replacement limbs, such as an arm, leg, hand, or foot. Medical appliance technicians who work with these types of devices are called orthotic and prosthetic (O&P) technicians. Other medical appliance technicians work with appliances, such as hearing aids, that help correct other medical problems.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform routine adaption to equipment under the direction of more experienced employees.

Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year of relevant experience in the repair of braces, artificial limbs, joints, arch supports, and other surgical and/or medical appliances.

Minimum Qualifications

High School diploma or GED.

Operational

- Employees in this Role perform specialized adaption to equipment.
- Employees construct special adaptive equipment for disabled individuals.

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- Employees may repair wheel chairs, braces, beds, etc.
- Employees may perform upholstery work on adaptive equipment.
- Employees may estimate materials, time, and cost, and may provide training and assistance to less experienced employees.

Recommended Education and Experience for Full Performance

High School diploma or GED and one and a half (1.5) years of relevant experience in the repair of braces, artificial limbs, joints, arch supports, and other surgical and/or medical appliances.

Minimum Qualifications

High School diploma or GED and three (3) months of relevant experience in the repair of braces, artificial limbs, joints, arch supports, and other surgical and/or medical appliances.

Advanced

- Employees in this Role construct the most complex adaptive equipment.
- Employees perform upholstery work on adaptive equipment.
- Employees prepare estimates for materials, time and cost for projects.
- Employees provide training and assistance to less experienced employees.

Recommended Education and Experience for Full Performance

Associate of Applied Science in Medical Assisting or related field or a High School diploma or GED and two (2) years of relevant experience in the repair of braces, artificial limbs, joints, arch supports, and other surgical and/or medical appliances.

Minimum Qualifications

High School diploma or GED and six (6) months of relevant experience in the repair of braces, artificial limbs, joints, arch supports, and other surgical and/or medical appliances.

Knowledge and Skills

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Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

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Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Service Orientation — Actively looking for ways to help people.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation and are not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.