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Policy: A-01-ORT
Orthopedic Clinic
Ambulatory Care Division
LSU Health Sciences Center- Shreveport, LA
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SCOPE OF SERVICE ORTHOPEDIC CLINIC

A. LOCATION AND HOURS OF OPERATION

The Orthopedic Clinic is located on the 1st floor of the Ambulatory Care Building and functions 0700 to 1630 or until clinic is completed, Monday thru Friday.

Specialty Clinics are held as follows:

Total Joints	Monday
Sports/Lower Limb/Trauma	Tuesday and Thursday
Hand	Wednesday
Foot and Ankle	Thursday AM
Back and Sports	Friday

Ortho Clinic is a closed clinic and appointments are made by Ortho Clinic Staff.

Referrals/consults are to be sent to the clinic to be reviewed by an attending MD.

Emergencies are seen in the ECC. Inpatient consults are seen by the Ortho Consult physician (Beeper 1793).

B. SERVICES/CONDITIONS AND POPULATION SERVED

The clinic provides consultative, diagnostic, and therapeutic services for patients of all ages (neonates, infants, children, adolescents, adults and/or geriatrics) who experience bone, muscle and nerve pathology. Referrals to Physical and Occupational Therapy are made for rehabilitative follow-up. Referrals are made for Home Care with the assistance of the Case Manager.

CONDITIONS/DIAGNOSES TREATED

Fracture	Osteoma
Low Back Pain	Scoliosis
Tendinitis	Sprains
Ganglion Cyst	Total Hip Replacement
Degenerative Joint Disease	Total Knee Replacement
Dislocation	Synovitis
Intervertebral Disc Disorder	
Carpal Tunnel Syndrome	

C. PROCEDURES/TREATMENT/ACTIVITIES PERFORMED

Procedures performed in the clinic include

- injection of joints
- cast application and removal
- pin removal
- prosthesis fitting
- wound debridement and dressing changes
- suture and staple removal
- application of unna boots
- venipunctures
- IV fluid and medication administration
- patient education

D. CLINIC STAFFING

Medical staffing consists of Orthopedic Staff Physicians, Orthopedic Resident Physicians, Medical Students, Physician Assistants, and Nurse Practitioners.

Nursing staff consists of a RN Clinic Manager, 3 LPN's, 1 Nursing Assistant, 2 Medical Specialists (cast technicians) and 2 clerks.

Ancillary staff is in the clinic on a part-time basis and consists of physical therapists, Occupational Therapists, and Prosthetist involved with the rehabilitative phase of patient care. A Case Manager works with patients involving financial assistance, transportation, etc.

E. NURSING STAFF FUNCTIONS

Nursing staff clinic responsibilities include:

The RN Clinic Manager is responsible for:

1. overall supervision and management of clinic
2. staff development
3. conducting hiring interviews
4. attending disciplinary conferences
5. performing nursing assessments and providing direct patient care.

The LPN duties consists of:

1. administering medications and IV fluids
2. venipunctures
3. vital signs
4. basic cast application and removal
5. flowing patients in and out of exam rooms
6. patient education
7. may assume charge nurse responsibilities of the clinic

The **Medical Specialist** is responsible for:

1. ordering cast room and other supplies
2. stocking exam rooms
3. assisting physicians
4. applying and removing casts, braces and splints
5. removing staples and sutures
6. patient education
7. transporting patients
8. assisting physicians in surgery
9. requesting special equipment
10. maintaining equipment

The **Nurses' Assistants** are responsible for:

1. stocking exam rooms
2. assisting physicians
3. patient education
4. transporting patients
5. assisting physicians in surgery
7. maintaining equipment

The **Clerk** is responsible for:

1. making appointments
2. picking up charts and route sheets from Medical Records
3. greeting patients on arrival to clinic
4. answering telephone
5. addressographing necessary stationary
6. ordering charts and old x-rays when needed, etc.

F. **IMPORTANT ASPECTS OF CARE**

Important aspects of care includes:

High Volume: Management of the patient with a cast.

High Risk: Management of the following patient:

Orthopedic Patient 0-6 months post operative.

Orthopedic Patient under age 18 years.

Orthopedic Patient over age 65 years.

Problem Prone: Management of the no-show patient

G. **SCHEDULING AND ACCESSIBILITY OF CARE**

Scheduling of patients is from referral from all hospital patient care areas. The average waiting time for routine appointments is 3 weeks to 6 months; however, urgent and emergency care is provided as needed. Average waiting room time is 2-3 hours.

H. NO-SHOW FOLLOW-UP

High risk patients will be contacted in a manner appropriate to the urgency of the situation.

I. ABNORMAL TEST FOLLOW-UP

Test results that are abnormal compared to the patient's norm are referred to the ordering physician who determines the need for follow-up or additional tests and treatments.

J. PATIENT EDUCATION

Instruction sheets are given by nursing personnel for patients undergoing outpatient surgical procedures. Verbal and written instructions are given to patients by nursing staff following cast and splint application. Patient education involving patient's medical condition and home care is given by the medical staff and their assistants.