



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Licensed Psych Tech
Company Contact:	CEO-Recruitment Unit
Date:	August 2001

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities are based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; environmental factors; and physical/functional demands.

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GENERAL WORK DESCRIPTION:

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the shift charge nurse, the Licensed Psychiatric Technician provides psychiatric nursing, treatment and other care to mentally ill and emotionally disturbed patients and to train, assign and direct staff on an assigned basis.

SPECIFIC DUTIES:

- 1.) Trains, leads, and directs staff assigned to a specific shift and oversees and monitors the activities of the unit on an assigned shift.
- 2.) Completes incident reports and insures that the R.N, physician and management is fully informed of any incident occurring on the shift.
- 3.) Administers and charts patient medications and informs patients of the physical and psychological effects of medication and its relationship to the overall treatment plan.
- 4.) Observes and monitors patients reactions to medication and promptly reports symptoms of adverse reactions to physician.
- 5.) Participates in and conducts individual and group therapy and provides crisis intervention, crisis stabilization and follow-up services as assigned by the coordinator or charge RN.
- 6.) Performs nursing services, assessments and completes necessary documents, charts and forms as required.
- 7.) Acts as a liaison and provides support counseling to patients and family members.
- 8.) Identifies individual patient needs and performs routine nursing care including, taking and charting temperature, pulse and respiration, performs treatments and catheterizations as necessary under direction of RN.
- 9.) Works as a mental health multi-disciplinary team member and participates in diagnostic and evaluative staff conferences for cooperative planning and treatment.
- 10.) Will be required to assist with physical restraint of patients if agitated or violent behavior is exhibited.

Safety Requirements: All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

UNIFORM:

1. Hearing protection.
2. Eye protection.
3. Hand wear protection.
4. Respiratory protection.

EQUIPMENT:

- | | |
|-----------------------------------|-------------------|
| 1.) 4-wheeled carts | 5.) Thermometers |
| 2.) Computer keyboard and monitor | 6.) Gurney |
| 3.) Wheelchair | 7.) Oxygen tank |
| 4.) Blood pressure cuff | 8.) Hole punchers |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Needs, problems, attitudes and behavior patterns of mentally disordered patients.
- 2.) Mental Health programs and community resources.
- 3.) Counseling and psychological principles and how they can be applied to individuals experiencing mental disorder.
- 4.) Routing and skilled nursing care methods and techniques.
- 5.) Psychopharmacology, commonly used medicine, their therapeutic effects and possible adverse reactions.
- 6.) Current first aid methods, medical terminology and CPR.
- 7.) Proper safety procedures and health practices.

EDUCATION:

- 1.) Psychiatric Technician license and one year of responsible experience in crisis intervention, group, family or individual counseling or in a psychiatric inpatient setting.

ABILITY/QUALIFICATIONS:

- 1.) Respond to a variety of situations, including crisis situations independently, making accurate assessments and taking effective action without immediate supervision.
- 2.) Maintain confidentiality and sensitivity to the needs of patients and family members.
- 3.) Maintain complete and accurate records of patient interaction and related documentation.
- 4.) Establish and maintain effective therapeutic relationships with patients.
- 5.) Provide skilled nursing care and perform patient assessment.
- 6.) Act quickly and safely with patients exhibiting agitated or violent behavior.

EXPERIENCE/QUALIFICATIONS:

- 1.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Psych Tech position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the Psych Tech position.

WORK HOURS:

Variable 24/7

UNION:

Social Services Union, Local 535, (Optional)

ENVIRONMENTAL FACTORS

The following percentages are given in terms of an eight-hour workday:

Seldom = Less than 1%
Occasional = 1% - 33%

Frequent = 34% - 66%
Continuous = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery:	Not Applicable
3.	Exposure to marked changes in temperature and humidity: outside temperatures vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving material handling and cleaning equipment:	Not Applicable
6.	Exposure to excessive noise: Hearing protection is required. Sound levels produced up to 85dB.	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Not Applicable
9.	Exposure to slippery or uneven walking surfaces:	Seldom
10.	Working below ground:	Not Applicable
11.	Unusual fatigue factors: physical containment	Seldom
12.	Working with explosives:	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:	Not Applicable
15.	Working proximity: Alone - Closely with others -	Occasional Continuous
16.	Working inside:	Continuous
17.	Working outside:	Occasional

FUNCTIONAL ACTIVITIES

The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

The following percentages are given in terms of an eight-hour workday:

Seldom = Less than 1%	Frequent = 34% - 66%
Occasional = 1% - 33%	Continuous = 67% - 100%

1) PUSH: Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Occasional
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Seldom
76-100 Pounds:	Seldom

MAXIMUM FORCE:	100 Pounds
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Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 100 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting clients, product and equipment (e.g. 2 and 4-wheeled cart, client containment, doors, drawers, patient transfer). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. pushing a meal cart up to 25-pounds, 10-pound oxygen tank, up to 20-pound utility cart, up to 100+ pounds of force during physical client “take-down”; pushing during cardiopulmonary resuscitation; up to 10-pounds pushing outside doors open).

2) PULL: Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Occasional
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Seldom
76-100 Pounds:	Seldom

MAXIMUM FORCE:	100 Pounds
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Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 100 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting clients, product and equipment (e.g. 2 and 4-wheeled cart, client containment; doors, drawers, patient transfer). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. pulling a meal cart up to 25-pounds, 10-pound oxygen tank, up to 20-pound utility cart, up to 100+ pounds of force during physical client “take-down”, pushing during cardiopulmonary resuscitation, up to 10-pounds pulling outside doors open). *Pushing is the preferred method of moving carts.*

3) STAND-UP LIFT: *Lifting from/to floor and waist height level.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Seldom	
11-25 Pounds:	Seldom	
26-35 Pounds:	Seldom	
36-50 Pounds:	Seldom	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	
		MAXIMUM FORCE: 40 Pounds

Assistive Devices: One person assistance is available with weights greater than 40 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning and/or transporting clients, equipment and supplies (e.g. patients, client's personal items, miscellaneous personal items). The employee lifts items weighing between <1 pound and 40 pounds from/to 36 inches off the floor when performing job tasks (e.g. lifting clients with transfer from floor/chair; up to 20-pound client personal item bin from shelves at 6 inches from the floor; lift/lower gurney with/without patient; miscellaneous accidentally dropped items).

4) LEVEL LIFT: *Lifting weight from between waist height level and chest height level for a maximum horizontal distance of four feet.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Seldom	
36-50 Pounds:	Seldom	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	
		MAXIMUM FORCE: 40 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. meal tray, client personal items, nourishment, recreational equipment, patient). The employee lifts items weighing between <1 pound and 40 pounds up to 36 inches in height when performing job tasks (e.g. lifting up to 20-pound client's personal items bin; up to 10-pound stack of medical files; miscellaneous patient care items; transfer patient to/from seclusion bed and gurney; lifting up to 200+ pound patient onto/form gurney).

5) WEIGHT CARRY: *Carrying weight between waist and chest height level beyond a distance of four feet.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Not Required	
36-50 Pounds:	Not Required	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	
		MAXIMUM FORCE: 5 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 20 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. bin, clip board, meal tray). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 50 feet when performing job tasks (e.g. carrying up to 5-pound meal tray, 1-pound clip board; medical records).

6) OVERHEAD LIFT/PULL DOWN: Lifting weight from/to chest and overhead height level

MAXIMUM REQUIREMENT

0-10 Pounds:	Not Required
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required

MAXIMUM FORCE: 0 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Comments: Overhead lift/pull down is not required to perform job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7) OVERHEAD REACH:

MAXIMUM FREQUENCY: Not Required

Comments: Overhead reach is not required to perform job tasks. *A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.*

8) FORWARD REACH:

MAXIMUM FREQUENCY: Occasional

Comments: Forward reach is performed to a distance of 18-36 inches when retrieving, returning, adjusting, transporting and/or managing clients, equipment and supplies (e.g. reach lateral or forward for assisting nursing giving medication; pushing wheelchairs; assist clients with transfer activities and ambulation; feeding and dressing clients; recreational activities; physical containment; distributing nourishments; assisting with clients personal needs, monitoring client's vital signs; managing medical records, desktop work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9) STOOPING:

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when retrieving, returning, adjusting, transporting and/or managing clients, equipment and supplies (e.g. stoop to reach below waist height for lifting client, miscellaneous items lying on the floor or low shelves and cabinets; assist with clients when seated or lying; responding to code green behavioral crisis; medical emergency; management of assertive behavior; back-up medication stored in lower cabinet). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

10) SQUATTING: (Unloaded)

MAXIMUM FREQUENCY: Seldom

Comments: Squatting is performed when adjusting equipment (e.g. squat to reach below waist height cranking manual bed and gurney in order to change head and foot position; medical emergency; patient take-down). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11) REPETITIVE BENDING:

MAXIMUM FREQUENCY: Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, transporting and/or managing clients, equipment and supplies (e.g. bend to reach near or far below waist height for providing client transfer; activities; bowel and bladder attention; client physical containment; recreational activities; lifting client's miscellaneous personal items; housekeeping). Maximum forward trunk flexion required is 60 degrees. *Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

12) TWISTING:

MAXIMUM FREQUENCY: Occasional

Comments: Twisting at the waist is performed when retrieving, returning, adjusting, transporting and/or managing clients, equipment and supplies (e.g. twist for assisting client with transfer activities; personal care; recreational activities; physical containment). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13) TURNING:

MAXIMUM FREQUENCY: Occasional

Comments: Turning is performed when retrieving, returning, adjusting, transporting and/or managing clients, equipment and supplies (e.g. turn for assisting client with transfer activities; reaching overhead; personal care; recreational activities; physical containment).

14) KNEELING:

MAXIMUM FREQUENCY: Seldom

Comments: Kneeling is performed when managing clients (e.g. kneel for physical "take-down" of client during containment; applying cardiopulmonary resuscitation). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15) CRAWL:

MAXIMUM FREQUENCY: Not Required

Comments: Crawling is not required to perform job tasks.

16) STAIR CLIMB:

MAXIMUM FREQUENCY: Not Required

Comments: Stair climb is not required to perform job tasks.

17) LADDER CLIMB:

MAXIMUM FREQUENCY: Not Required

Comments: Ladder climbing is not required to perform job tasks. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18) WALKING:

MAXIMUM FREQUENCY: Frequent

Comments: Walking is performed when retrieving, returning, transporting and/or managing clients, equipment and supplies (e.g. walking during client observation; recreational activities; client's off-site appointment; pushing wheelchairs; interaction between departments; client personal care; meal distribution; walking with client; job site surveillance). Walking length varies between 3 feet and 600+ feet depending on job task.

19) SITTING:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 60 minute intervals when attending meetings and/or utilizing equipment (e.g. data entry on keyboard; treatment team meetings; driving off-site to scheduled appointments; medical documentation).

20) STANDING: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 5 minute intervals when interacting with client and/or utilizing equipment (e.g. stand for visual and verbal interaction with clients; meal observation and assistance; client vital monitoring).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

Comments: Good balance is required for safe walking, standing, climbing and lifting.

22) OPERATING HAND/FOOT CONTROLS:

MAXIMUM REQUIREMENT	
HAND:	
Right:	Seldom
Left:	Seldom
Both:	Seldom
Either:	Seldom
FOOT:	
Right:	Seldom
Left:	Seldom
Both:	Not Required

Either: Seldom

Comments: Hand controls are utilized to operate equipment (e.g. wheelchair, manual patient bed, gurney, vehicle) when adjusting and/or utilizing equipment (e.g. position of bed, lock/unlock wheelchair). Foot controls are utilized to operate equipment (e.g. sink/faucet control, vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasping:	Occasional
Firm Grasping:	Seldom
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when adjusting, utilizing, operating and/or managing clients, supplies, equipment and machines (e.g. client personal care, recreational activities, physical containment, client transfer activity, charting and driving).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; general client personal care, driving, vital monitoring, lifting light items, nourishment distribution).

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; physical containment, adjusting gurney, client transfer assistance, door lock/key).

Fine manipulation is utilized to perform job tasks (e.g. handwriting, keyboard, vital monitoring, door lock/key).

Eye/hand coordination is utilized to perform job tasks (e.g. driving vehicle, vital monitoring, handwriting, door lock/key).

Hand/foot coordination is utilized to perform job tasks (e.g. hand washing, driving vehicle).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24) NECK RANGE OF MOTION:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Occasional
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. client observation, data entry, hand writing, driving vehicle, recreational activities; job site surveillance). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

END OF REPORT

Stanislaus County Job Task Analysis

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of **Psych Tech**.

Please note the specific summary of maximum weight and frequency requirements of the definitions as follows:

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Psych Tech	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)¹</i>	100 pounds
<i>Pull (Force)¹</i>	100 pounds
<i>Stand Up Lift¹</i>	40 pounds
<i>Level Lift¹</i>	40 pounds
<i>Weight Carry¹</i>	5 pounds
<i>Overhead Lift/Pull Down</i>	Not Required
<i>Overhead Reach</i>	Not Required
<i>Forward Reach¹</i>	Occasional
<i>Stooping¹</i>	Occasional
<i>Squatting (Unloaded)</i>	Seldom
<i>Repetitive Bending¹</i>	Occasional
<i>Twisting</i>	Occasional
<i>Turning</i>	Occasional
<i>Kneeling</i>	Seldom
<i>Crawl</i>	Not Required
<i>Stair Climb</i>	Not Required

¹ Essential functions required while performing the critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Psych Tech	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Not Required
<i>Walking</i> ¹	Frequent
<i>Sitting</i> ¹	Frequent
<i>Standing (Static)</i> ¹	Occasional
<i>Balance</i> ¹	Frequent
<i>Operation of Hand Controls</i> ¹	Seldom
<i>Operation of Foot Controls</i> ¹	Seldom
<i>Simple Grasping</i> ¹	Occasional
<i>Firm Grasping</i> ¹	Seldom
<i>Fine Manipulation</i> ¹	Frequent
<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Neck Range of Motion</i> ¹	Frequent

It is agreed that this document is correct.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Date: _____

Christi [Signature]
 Contact Person
 Title: **IMC**

Date: *8/19/04*

 Contact Person
 Title
[Signature]
 Contact Person
 Title

Date: _____

Date: *8/16/04*

¹ Essential functions required while performing the critical demands of the job.

LA/cm