



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Nursing Assistant (Medical Assistant)
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	January 2009
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (209) 549-4626

INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen 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 is 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; safety requirements; equipment; environmental factors; and physical/functional demands.

Chief Executive Office – Recruitment Unit
P.O. Box 3404, Modesto, CA 95354

Phone (209) 525-6341 Fax (209) 525-4056

Chief Executive Office – Risk Management Division
P.O. Box 1723, Modesto, CA 95354

Phone (209) 525-5710 Fax (209) 525-5779

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 department manager, the Nursing Assistant is responsible for the direct patient care activities and related non-professional services necessary for caring for the personal needs and comfort of patients.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

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.

Equipment:

- | | |
|--|------------------------|
| 1. 4-wheel cart | 10. Keyboard/monitor |
| 2. Audiogram | 11. Nebulizer |
| 3. Blood analyzing equipment | 12. Refrigerator |
| 4. Blood pressure equipment (Manual/Automated) | 13. Scale – chair |
| 5. Body temperature monitor | 14. Scale – standing |
| 6. Centrifuge | 15. Syringe |
| 7. Electrocardiogram machine | 16. Trash cans |
| 8. Examination lights | 17. Urinalizer |
| 9. Examination table | 18. Vital sign monitor |
| | 19. Wheelchair |

*All employees within the **Nursing Assistant** 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 **Nursing Assistant** position.*

ENVIRONMENTAL FACTORS



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

Seldom =	1% - 2%	Frequent =	34% - 66%
Occasional =	3% - 33%	Constant =	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 may seasonally vary between 28-110 degrees.	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving:	Not Applicable
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:.....	Seldom
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Occasional
15.	Working proximity:.....	Alone: Not Applicable Closely with others: Continuous
16.	Working inside:.....	Continuous
17.	Working outside:.....	Not Applicable

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.

PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH**: *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>35</u> Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

Comments: Pushing is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchair, exam table, exam table stand, portable support equipment, datascopes, electrocardiogram cart, crash cart). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance between 3 feet and 35+ feet when performing job tasks (e.g. push 4-wheeled patient support equipment, applying cardiopulmonary resuscitation; open/close drawer/door; position patient).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>35</u> Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

Comments: Pulling is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchair, exam table, exam table stand, portable support equipment, datascopes, electrocardiogram cart, crash cart). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance between two feet and 5+ feet when performing job tasks (e.g. pull 4-wheeled patient support equipment, open/close drawer/door; position patients). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

<u>MAXIMUM REQUIREMENT</u>	
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 or more person(s) assistance is available with weights greater than 40 pounds.

Comments: A stand-up lift is utilized with activities such as adjusting, moving and/or transporting equipment, patients and supplies (e.g., patient, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 40 pounds when performing job tasks (e.g. lift miscellaneous supplies or equipment stored on lower shelf/floor; miscellaneous housekeeping; maintain storage inventory; patient assistance). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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

<u>MAXIMUM REQUIREMENT</u>	
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 or more person(s) assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as adjusting, moving and/or transporting equipment, patients and supplies (e.g. lift or position patient and/or patient extremity, patient, miscellaneous medical inventory). The employee lifts items weighing less than 1 pound and up to 40 pounds when performing job tasks (e.g. lift or position patient and/or patient extremity; stored inventory to/from shelves; medical documentation; vital testing equipment; miscellaneous housekeeping; patient assistance).

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

<u>MAXIMUM REQUIREMENT</u>	
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: 25 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Weight carry is utilized with activities such as moving and/or transporting equipment and supplies (e.g. linen, storage, infants.). The employee carries items weighing less than 1 pound and up to 10 pounds between 3 feet and 50+ feet when performing job tasks (e.g. lift medical documentation, miscellaneous stored items; miscellaneous medical equipment; housekeeping; assist with patient ambulation).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**

0-10 pounds:	Occasional	
11-25 pounds:	Not Required	
26-100 pounds:	Not Required	Maximum Force: 5 Pounds

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

Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning and/or moving equipment and supplies (e.g. storage). The employee lifts items weighing less than 1 pound and up to 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous inventory on shelves). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Occasional

Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, adjusting and/or moving equipment and supplies (i.e. reach for stored inventory on overhead shelf). *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: Frequent

Comments: Forward reach is performed to a maximum distance 28 inches when retrieving, returning, adjusting, moving and/or transporting equipment and supplies (e.g. reach lateral or forward for medical document; miscellaneous inventory; patient vital procedure; push/pull; lift/carry; injection administration; housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, urine analysis venipuncture, strep test; desktop work; PT/INR). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Seldom

Comments: Stooping is performed when retrieving, returning, adjusting, moving and/or transporting equipment and supplies (e.g. stoop for medical document; miscellaneous inventory; patient vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work). *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.) **SQUAT:** (*Unloaded*)

**MAXIMUM
FREQUENCY:** Not Required

Comments: Squatting is not required to perform job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11.) **FORWARD BEND:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. bend to reach near or far below waist height for medical document; miscellaneous inventory; patient vital procedures; push/pull; lift/carry; injection administration; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work; PT/INR). Maximum forward trunk flexion required is 60 degrees. *Employee may minimize or 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.) **TWIST:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Twisting at the waist is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. twist for medical document; miscellaneous inventory; patient vital procedures; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Turning is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. turn for medical document; miscellaneous inventory; patient vital procedures; housekeeping; manage records; manage storage inventory).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is required to perform job tasks (e.g. participating in emergency cardiopulmonary resuscitation at floor level; attending to fallen patient). *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. *Elevator available.*

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.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, moving, and/or transporting equipment and supplies (e.g. walk to/from reception/examination room, supply area, laboratory, medical record storage, office). Walking length varies between 3 feet and 100+ feet depending on job task. *Specific work tasks may require up to frequent standing and/or walking.*

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 15-minute intervals when performing job tasks (e.g. desktop work; patient interview, medical documentation, treatment). *Specific work tasks may require up to frequent sitting and/or walking.*

20.) **STAND: (Static)**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 20-minute intervals when performing patient care activities (e.g. stand for vital procedure, venipuncture, patient interview; laboratory testing; managing medical records; inventory documentation; worksite observation).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Continuous
-------------------------------	------------

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

22.) **HAND/FOOT CONTROL:**

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Not Required
Left:	Not Required
Both:	Seldom
Either:	Occasional
FOOT:	
Right:	Not Required
Left:	Not Required
Both:	Not Required
Either:	Occasional

Comments: Hand controls are utilized to operate equipment (e.g. examination table, wheelchair, faucet, door knob) when adjusting and/or utilizing equipment (e.g. operate wheelchair or table controls for providing positioning or transfer of patient; hand washing; open/close door). Foot controls are utilized to operate equipment (e.g. handwashing sink, wastebasket, examination table).

23.) **UPPER AND LOWER EXTREMITY COORDINATION:**

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Not Required

Comments: Grasping and coordination activities are performed when adjusting and/or preparing supplies, equipment (e.g. patient care, documentation, housekeeping).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; electrocardiogram; vitals monitoring; documentation; treatment procedures).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; treatment procedures; assist with patient transfer).

Fine manipulation is utilized to perform job tasks (e.g. desktop work; handwrite, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vital testing, keyboard, page turn, sort, file; laboratory testing).

Eye/hand coordination is utilized to perform job tasks (e.g. desktop work; handwrite, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vitals monitoring, keyboard, page turn, sort, file; laboratory testing).

Hand/foot coordination is not required to perform job tasks.

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

24.) CERVICAL (NECK) MOVEMENT:

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. observing patients and their environment, patient care, patient treatment; desktop work; laboratory testing; housekeeping; patient reception). *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 SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

NURSING ASSISTANT

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	35 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	35 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	40 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	40 pounds	<i>Sit</i> ¹	Occasional
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance</i> ¹	Continuous
<i>Overhead Reach</i> ¹	Occasional	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Occasional	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Frequent	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Seldom	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Seldom	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

	Date: _____		Date: _____
Lyle Andersen, PT, CWCE Preparer Signature		Contact Person Title	

	Date: _____		Date: _____
Contact Person Title		Contact Person Title	

LA/au