



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Orthopedic Assistant
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	January 2009; May 2015
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road 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.

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

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 **Orthopedic Assistant**, assists in the application and removal of casts and splints to patients. Keeps all orthopedic equipment in order and ready for immediate use.

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. Bucket | 7. Hand tools |
| 2. Cast saw | 8. Printer copier |
| 3. Cast spreader | 9. Scissors |
| 4. Cast stand | 10. Sink |
| 5. Casting material | 11. Splint |
| 6. Finger trap | 12. Treatment table |

*All employees within the **Orthopedic 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 **Orthopedic 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: Step stool	Seldom
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>	Occasional
9.	Exposure to slippery or uneven walking surfaces:..... Spills	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>	Not Applicable
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.*

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-wheel cart, gurney, wheelchair. Additionally, one or more person(s) assistance is available with forces greater than 40 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 25+ feet when performing job tasks (e.g. up to 40 pounds of force to travel with cart, wheelchair, cart; open/close door, drawer, file, cabinet; place or stabilize patient extremity; lock/unlock lever on wheel device).

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

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-wheel cart, gurney, wheelchair. Additionally, one or more person(s) assistance is available with forces greater than 40 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 25+ feet when performing job tasks (e.g. up to 40 pounds of force to travel with cart, wheelchair, cart; open/close door, drawer, file, cabinet; place or stabilize patient extremity; lock/unlock lever on wheeled device). *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:	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: 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 retrieving, returning, storing, adjusting, moving, equipment and supplies (e.g. miscellaneous orthopedic item, patient). The employee lifts items weighing between <1 pounds and 40 pounds when performing job tasks (e.g. orthopedic appliance; plaster and fiberglass material; bucket; miscellaneous orthopedic items stored on lower shelf; bucket). *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:	Frequent
11-25 pounds:	Occasional
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 level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, equipment and supplies (e.g. miscellaneous orthopedic item, patient). The employee lifts items weighing between <1 pounds and 40 pounds when performing job tasks (e.g. up to 40 pounds in order to assist with patient transfer; place or stabilize patient extremities; orthopedic appliance; plaster and fiberglass material; bucket; linen; miscellaneous orthopedic item stored).

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:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: 4-wheel cart, wheelchair. Additionally, one or more person(s) assistance is available with weights greater than 40 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, equipment and supplies (e.g. miscellaneous orthopedic item, patient). The employee carries items weighing between <1 pounds and 40 pounds between 5 feet and 25+ feet when performing job tasks (e.g. up to 40 pounds in order to assist with patient ambulation and/or transfer; orthopedic appliance; plaster and fiberglass material; bucket; linen; miscellaneous orthopedic item).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**0-100 pounds: Seldom **Maximum Force:** ≤5 Pounds

Comments: Overhead lift/pull down is required to perform job tasks (e.g. miscellaneous stored items). *Variables to overhead reaching will be the employee's height and anthropometric reach.* (e.g. miscellaneous casting material)

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Seldom

Comments: Overhead reach is required to perform job tasks (e.g. search for miscellaneous stored items). *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.* (e.g. search for stored items)

8.) **FORWARD REACH:****MAXIMUM FREQUENCY:** Frequent

Comments: Forward reach is performed to a distance of 28 inches when retrieving, returning, storing, adjusting, moving, stabilizing and/or transporting equipment and supplies (e.g. apply extremity cast; hold and/or stabilize patient extremity; linen change; casting preparation; housekeeping and general cleaning of the cast room; hand washing; assist with patient ambulation and/or transfer; push wheelchair or cart; wound care; dressing change; staple removal). *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, storing, adjusting, moving, stabilizing and/or transporting equipment and supplies (e.g. applying extremity cast; hold and/or stabilize patient extremity; casting preparation; housekeeping and general cleaning of the cast room). *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:** Frequent

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or equipment and supplies (e.g. adjust or remove/replace wheelchair leg support; utilize lower storage area; application or removal of casting or bracing appliance; wound care; evaluation of medical care and treatment). Maximum forward trunk flexion required is 45 degrees. *Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, sitting, kneeling, half kneeling, stooping, sitting or squatting.*

12.) **TWIST:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or equipment and supplies (e.g. reach storage areas; application or removal of casting or bracing appliance; wound care; evaluation of medical care and treatment). *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:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or equipment and supplies (e.g. reach below waist height for application or removal of casting or bracing appliance; wound care; evaluation of medical care and treatment).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not required to perform job tasks. *Kneeling may be minimized or avoided by substituting alternate positions of bending, sitting, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required to perform tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required to perform job tasks. Elevator is 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, storing, adjusting, moving, transporting equipment and supplies (e.g. to/from waiting and treatment area; assist with patient ambulation; maintain inventory; cast preparation and clean-up; housekeeping; to/from collaborating agencies). Walking length varies between 3 feet and 200+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 60-minute intervals when performing job tasks (e.g. medical documentation; examination and interviews; desktop work).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 30-minute intervals when performing job tasks (e.g. casting applications; wound care; evaluation and interview; assist physician during patient evaluation and/or treatment).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Frequent
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Comments: Good balance is required for safe walking, standing, and lifting.

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

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

Comments: Hand controls are utilized to operate equipment (e.g. medical furniture) when adjusting controls (e.g. wheelchair, table, cart). Foot controls are utilized to operate equipment (e.g. treatment table, hand washing sink control).

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 retrieving, returning, storing, handling, adjusting, moving, transporting equipment and supplies (e.g. provide medical care; documentation; housekeeping).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; casting applications; wound care; evaluation; work site cleaning).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; casting application; evaluation; patient transfers; extremity stabilization/placement).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse; handwrite, page turn, sort, file, wound care, cast application).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse; handwrite, page turn, sort, file, wound care, cast application).

Hand/foot coordination is not utilized 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. desktop work; evaluation; assist with patient care; documentation; housekeeping and cleaning; provide patient assistance). *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:

ORTHOPEDIC ASSISTANT

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	40 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	40 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	40 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull/Down</i>	<5 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i>	Seldom	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<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	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT
 _____ Date: _____
 Lyle Andersen, PT, CWCE
 Preparer Signature

Rose Torrette Date: 7-27-15
 _____ Date: _____
 Contact Person
 Title *Clinic Manager, RN*

Sue Herzog Date: 7-27-15
 _____ Date: _____
 Contact Person
 Title *HR Manager*

 Contact Person
 Title

LA/ga