



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Resident Physician
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	October 2008
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (209) 549-4626

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## 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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**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 Resident Physician will participate in a supervised, longitudinal three-year educational program with purpose of training and ultimate certification in family medicine. Expected content of said training will be in accord with accrediting bodies but may be modified within those guidelines to achieve relevant education and local and national patient care objectives

**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>

<b>The Following Reflects Examples of Job Task Functions:</b>	<b>Essential/Marginal Task(s)</b>
<b>Task 1:</b> Adhere to standards for practice for care of all patients.	Essential
<b>Task 2:</b> All inpatient history and physical examinations must be performed immediately and documented within 24 hours of admission.	Essential
<b>Task 3:</b> Enter daily progress notes into the medical record of all inpatients and document all ambulatory visits appropriately and in the required timely fashion.	Essential
<b>Task 4:</b> See all general inpatients within 8 hours of admission and all ICU patients within 2 hours of admission.	Essential
<b>Task 5:</b> Provide comprehensive and coordinated care by completing required medical forms and telephone communications in a timely manner.	Essential
<b>Task 6:</b> When a patient develops a condition that the resident feels is potentially dangerous for that patient, the resident will contact the senior resident on the appropriate service and/or the	Essential

**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.

*All employees within the **Resident Physician** 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 **Resident Physician** position.*

**ENVIRONMENTAL FACTORS**



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

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: .....	Not Applicable
2.	Being around moving machinery: vehicle.....	Seldom
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: vehicle.....	Seldom
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Seldom
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Occasional
9.	Exposure to slippery or uneven walking surfaces:.....	Seldom
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors: .....	Frequent
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: Occasional 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>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 50 Pounds</b>	

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, patient and supplies (e.g. cart, door). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10+ feet when performing job tasks (e.g. push to travel with cart; open/close door, drawer, file, cabinet; patient slide transfer to/from bed/examination table/gurney; reposition patient).

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

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

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, patient and supplies (e.g. cart, door). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 5 feet when performing job tasks (e.g. pull up to 50 pounds of force to travel with cart; open/close door, drawer, file, cabinet; patient slide transfer to/from bed/examination table/gurney; reposition patient). *Pushing is the preferred method of moving carts.*

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Seldom
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-100 pounds:</b>	Not Required
<b>Maximum Force: 40 Pounds</b>	

**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, and/or transporting equipment, patient, and supplies (e.g. documents, patient). The employee lifts items weighing between <1 pound and 40 pounds when performing job tasks (e.g. lift 3-ring binder; satchel; patient transfer; individual or stacked medical records, files; miscellaneous procedural, treatment or assessment paraphernalia).

*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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-100 pounds:</b>	Not Required
<b>Maximum Force: 40 Pounds</b>	

**Assistive Devices:** 4-Wheel Cart. 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 retrieving, returning, storing, adjusting, moving, and/or transporting equipment, patient, and supplies (e.g. documents, patient, instruments). The employee lifts items weighing between <1 pound and 40 pounds when performing job tasks (e.g. lift surgical, diagnostic or treatment paraphernalia; stabilize, reposition and/or transfer patient; medical documents).

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: 20 Pounds</b>	

**Assistive Devices:** 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 20 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents, instruments). The employee carries items weighing between <1 pound and 20 pounds between 5 feet and 100+ feet when performing job tasks (e.g. carry miscellaneous patient care equipment paraphernalia; infant; individual or stacked medical records, files; 3-ring binder).

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

<b>MAXIMUM REQUIREMENT</b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Not Required
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: 10 Pounds</b>	

**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 10 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. miscellaneous medical files). The employee lifts items weighing between <1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. reach and lift for miscellaneous medication and/or stored medical paraphernalia; medical records, documents, forms). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

<b>MAXIMUM FREQUENCY:</b>	Seldom
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**Comments:** Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. reach overhead for miscellaneous medical treatment, medication, documents; 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.*

8.) **FORWARD REACH:**

<b>MAXIMUM FREQUENCY:</b>	Frequent
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**Comments:** Forward reach is performed up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. reach lateral or forward for patient assessment; equipment usage; medical emergency; desktop work; drive vehicle; open/close door, file, cabinet, drawer; patient assistance and/or transfer; surgical, diagnostic, obstetrical and/or treatment procedures; medical documentation). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

<b>MAXIMUM FREQUENCY:</b>	Seldom
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**Comments:** Stooping is performed when manipulating, handling, retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. stoop to reach below waist height for patient assessment; equipment usage; medical emergency; patient assistance and/or transfer; surgical, diagnostic, obstetrical and/or treatment procedures; medical documentation). *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 manipulating, handling, retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. bend to reach near or far below waist height for patient assessment; equipment usage; medical emergency; open/close file, cabinet, drawer; patient assistance and/or transfer; surgical, diagnostic, obstetrical and/or treatment procedures; medical documentation). Maximum forward trunk flexion required is 45 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:** Occasional

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. twist for patient assessment; equipment usage; medical emergency; desktop work; open/close door, file, cabinet, drawer; patient transfer; surgical; diagnostic, obstetrical and assessment procedures; medical documentation). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair.*

13.) **TURN:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. turn for patient assessment; equipment usage; medical emergency; open/close door, file, cabinet; patient assistance and/or transfer; surgical, diagnostic, obstetrical and/or assessment procedures; medical documentation).

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, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Crawling is not required to perform job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stair climb is required in order to travel to/from multi-story building for urgent medical response. Maximum number of approximately 66 steps is climbed. Elevators are available.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Ladder climbing is not required to perform job tasks.

18.) **WALK:**

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. walk to/from meetings with collaborating specialty areas, patients and/or colleagues; carry miscellaneous surgical, diagnostic and/or treatment paraphernalia; to/from parking lot/office facility/inter-departments). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. sit for meetings with collaborating specialty areas, patients and/or colleagues; medical treatment and/or assessment; drive vehicle). *Specific work tasks may require up to frequent standing and/or walking.*

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

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Static standing is performed for a maximum of up to 120-minute intervals when performing job tasks (e.g. stand for surgical, diagnostic, obstetrical treatment, and/or assessment procedures; medical documentation.; meetings with collaborating agencies and/or colleagues). *Surgical procedures may require standing up for 4+ hours. Specific work tasks may require up to frequent sitting and/or walking.*



21.) **BALANCE:**

<b>MAXIMUM FREQUENCY:</b>	Continuous
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**Comments:** Good balance is required for safe walking, standing, climbing, reaching and lifting.

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Seldom
<b>Either:</b>	Occasional
<b>FOOT:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Seldom
<b>Either:</b>	Occasional

**Comments:** Hand controls are utilized to operate equipment (e.g. vehicle, miscellaneous medical instruments). when adjusting equipment and controls (e.g. drive vehicle; sink control handle; blood pressure bulb, surgical instruments; diagnostic table adjustment levers). Foot controls are utilized to operate equipment (e.g. drive vehicle; sink control pedal; surgical instruments control pedal).

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Seldom
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Occasional

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, operating, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. vehicle, medical equipment, desktop work; miscellaneous medical procedures).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; treatment, surgical, diagnostic procedures; drive vehicle; push/pull).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; treatment, surgical, diagnostic procedures; drive vehicle; push/pull).

**Fine manipulation** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, computer; page turn, sort, file; treatment, surgical, diagnostic procedures).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, computer; page turn, sort, file; treatment, surgical, diagnostic procedures).

**Hand/foot coordination** is utilized to perform job tasks (e.g. drive vehicle, treatment, surgical, procedure; hand wash). *Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*



**24.) CERVICAL (NECK) MOVEMENT:**

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

*Comments:* Neck movement is required when performing job tasks (e.g. desktop work; medical treatment and procedures; assessment; drive vehicle). *Participation in the observation of the work environment allows 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:

### RESIDENT PHYSICIAN

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	50 pounds	<i>Stair Climb</i> <sup>1</sup>	Seldom
<i>Pull (Force)</i> <sup>1</sup>	50 pounds	<i>Ladder Climb</i> <sup>1</sup>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	40 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	40 pounds	<i>Sit</i> <sup>1</sup>	Occasional
<i>Weight Carry</i> <sup>1</sup>	20 pounds	<i>Stand (Static)</i> <sup>1</sup>	Frequent
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> <sup>1</sup>	Continuous
<i>Overhead Reach</i> <sup>1</sup>	Seldom	<i>Hand Control</i> <sup>1</sup>	Occasional
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Occasional
<i>Stoop</i> <sup>1</sup>	Seldom	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i> <sup>1</sup>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Occasional	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i> <sup>1</sup>	Occasional
<i>Kneel</i> <sup>1</sup>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

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 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

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 Contact Person  
 Title

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