



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Clinic Nurse Manager
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	May 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.

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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 Clinic Nurse Manager is responsible to the Associate Director, Ambulatory Services for the direct and indirect management, supervision and coordination of clinic activities on a continuing basis. He/She works in partnership with Clinic Chief to achieve HAS/Clinic Goals. In addition the Clinic Nurse Manager is a qualified Registered Nurse and performs staff nurse responsibilities in addition to direct and indirect management.

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-wheeled GI cart | 13. Keyboard |
| 2. Bed control | 14. Medicine cart |
| 3. Computer | 15. Mouse |
| 4. Cooling blanket | 16. Over bed table |
| 5. Crib | 17. Printer |
| 6. Datascope | 18. Scale –standing |
| 7. Electrocardiogram machine | 19. Specialized treatment equipment |
| 8. Facsimile | 20. Surgical equipment |
| 9. GI monitoring cart (blood pressure, pulse, oxygen) | 21. Table with infant scale |
| 10. Gurney | 22. Trash cans |
| 11. Ice machine | 23. Wheelchair |
| 12. IV pole | |

*All employees within the **Clinic Nurse Manager** 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 **Clinic Nurse Manager** 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: traffic.....	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):	Seldom
5.	Driving: vehicle.....	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:.....	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>	Seldom
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:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 50 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 50 pounds.

Comments: Pushing is utilized with activities such as adjusting moving, and/or transporting equipment and patients (e.g. wheelchairs, treatment table stand, portable support equipment, scale; patient transfers; datascopes, electrocardiogram cart, crash cart). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 200+ feet when performing job tasks (e.g. push in order to provide patient care duties requiring up to 50 pounds of force to move or reposition patients within or out of chair; 4-wheeled patient support equipment; turn patient on table; open/close drawer, file, door).

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

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 50 pounds.

Comments: Pulling is utilized with activities such as adjusting moving, and/or transporting equipment and patients (e.g. wheelchairs, treatment table stand, portable support equipment, scale; patient transfers; datascopes, electrocardiogram cart, crash cart). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 5+ feet when performing job tasks (e.g. pull in order to provide patient care duties requiring up to 50 pounds of force to move or reposition patients within or out of chair; 4-wheeled patient support equipment; turn patients on table; open/close drawer, file, door). *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 equipment). The employee lifts items weighing between < 1 pound and 40 pounds when performing job tasks (e.g. assist to lift up to 200+ pound fallen patient; assist patient out of sitting to standing position; miscellaneous supplies and patient care items; patient extremity). *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. patient, miscellaneous supplies and equipment). The employee lifts items weighing between < 1 pound and 40 pounds when performing job tasks (e.g. assisting patient transfer and/or ambulation; assist patient out of sitting to standing position; miscellaneous supplies and patient care items; patient extremity).

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-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 40 pounds.

Comments: Weight carry is utilized with activities such as adjusting, moving, and/or transporting equipment, patients, and supplies (e.g. patient, miscellaneous supplies and equipment). The employee lifts items weighing between < 1 pound and 40 pounds when performing job tasks (e.g. assist patient ambulation; miscellaneous supplies and patient care items).

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

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

Maximum Force: 10 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, and/or moving equipment and supplies (e.g. IV bottles/bags, miscellaneous stored items). The employee lifts items weighing between < 1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. transport IV equipment from pole to pole; supplies on shelves up to 72 inches in height). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, adjusting, and/or moving equipment and supplies (e.g. reach and reposition IV bottles/bags; patient monitor equipment/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:**

MAXIMUM FREQUENCY:	Frequent
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Comments: Forward reach is performed to a distance of 28 inches when retrieving, returning, adjusting, and/or moving equipment and supplies (e.g. reach lateral or forward for patient treatment; desktop work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Stooping is performed when retrieving, returning, adjusting, and/or moving and utilizing equipment and supplies (e.g. stoop to reach below waist height for providing patient care activities; treat patient; patient vitals). *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:** Seldom

Comments: Squatting is performed when adjusting and/or utilizing equipment (e.g. squat to reach below waist height for adjusting foot placement onto wheelchair leg supports; reaching to lower shelves). *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 in order to reach lower shelves; patient assessment and treatment). 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.) **TWIST:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. twist to reach near or far below waist height in order to reach to lower shelves; patient assessment 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, adjusting and/or utilizing equipment and supplies (e.g. turn to reach near or far when reaching shelves; patient assessment and treatment).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when performing 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.

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. providing patient care activities; traveling between supply areas, office and examination rooms). Walking length varies between 3 feet and 200+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 60-minute intervals when preparing documentation (e.g. office work requiring handwriting and keyboard documentations; reading from or adding to medical records; attending meetings; interviews; assessment and patient treatment).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when performing patient care activities (e.g. stand in order to provide patient vitals; monitoring patient; work site observation; medical assessment and treatments; assist with minor surgery; meeting with collaborating agency and/or colleague).

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:	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, faucet, door knob, door key pad, IV pole knob; vehicle) when adjusting and/or utilizing equipment (e.g. operating wheelchair or gurney controls for providing positioning or transfer of patients; drive vehicle). Foot controls are utilized to operate equipment (e.g. hand washing sink; drive vehicle).

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

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

Comments: Grasping and coordination activities are performed when adjusting and/or preparing supplies and equipment (e.g. providing patient care requiring holding or stabilizing patients and equipment; medical documentation; desktop work).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; patient transfer; utilize treatment equipment, office work).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; transfer and ambulation assistance, pump blood pressure cuff, handle treatment and surgical equipment, office work).

Fine manipulation is utilized to perform job tasks (e.g. control knobs, buttons, handwrite, levers, keyboard, page turn, open/close medication container; administer medication; handle leads, wires and tubing; patient treatments).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, datascope, keyboard, patient assessment and treatment; assist with minor surgery; drive vehicle).

Hand/foot coordination is required to perform job tasks (e.g. drive vehicle).

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. locating patients; medical treatment; observing patients and their environment; assisting with patient care, patient treatments; work site observation; desktop work). *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:

CLINIC NURSE MANAGER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	50 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	50 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	Frequent
<i>Weight Carry</i> ¹	40 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Seldom
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Seldom
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Occasional
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Seldom
<i>Forward Bend</i> ¹	Occasional	<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> ¹	Frequent
<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