

# Job Task Analysis

**Employer: Stanislaus County** 

**Occupation:** Physical Therapy Aide

Company Contact: Risk Management

1010 10<sup>th</sup> Street

Modesto, California 95354

(209) 525-5770

**Date:** October 2008; May 2015

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

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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 **Physical Therapist Aide** assists in providing therapy treatments to assigned patients as well as performing related work of a non-patient care nature.

**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

<u>Safety Requirements</u>: 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. Adaptive furniture (Benches, Chair)
- 2. ADL equipment (DME and adaptive equipment)
- 3. Balance board
- 4. Balance swing
- 5. Balls
- 6. Bike
- 7. Bolster
- 8. Bolster swing
- 9. Dynamometer
- 10. Elastic bands
- 11. Electrical stimulator
- 12. Equipment cabinets, boxes
- 13. Ergonomic bike
- 14. Exercise machines
- 15. Exercise Mat
- 16. Fine motor manipulatives
- 17. Free weights
- 18. Gait Belt
- 19. Gait trainer
- 20. Goniometer
- 21. Hand-driven tricycle
- 22. Heat gun
- 23. Hot/Cold packs
- 24. Hoyer Lift and Slings
- 25. Miscellaneous ADL equipment
- 26. Miscellaneous hand and rehabilitation exercise devices
- 27. Muscle stimulator
- 28. Paraffin
- 29. Parallel bars

- 30. Platform swing
- 31. Power wheelchair (training only)
- 32. Refrigerator, microwave, stove
- 33. Rock wall
- 34. Rolling stool
- 35. Scooter
- 36. Scooter board
- 37. Sensory testing tools
- 38. Splint making equipment
- 39. Splint pan
- 40. Splinting materials (aquaplast, padding, strapping, scissor)
- 41. Stairs
- 42. Stop watch
- 43. Suspended ball
- 44. Table mat, floor mat
- 45. Tape measure
- 46. TENS
- 47. Therapy balls
- 48. Therapy exercise ball
- 49. Therapy putty
- 50. Transfer Belt
- 51. Treadmill
- 52. Treatment table
- 53. Ultrasound
- 54. Walker
- 55. Weight well
- 56. Wheelchair
- 57. Whirlpool

All employees within the **Physical Therapy Aide** 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 **Physical Therapy Aide** 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:  Treadmill	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:	Not Applicable
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Seldom
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:  Hand protection is available; hand washing	Occasional
15.	Working proximity:	Not Applicable Continuous
16.	Working inside:	Continuous
17.	Working outside:	Seldom

#### **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

FREQUENCY DEFINITIONS	<u>SELDOM</u>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>CONSTANT</b>
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: Occasional11-25 pounds: Seldom

**26-35 pounds:** Not Required **Maximum Force:** <u>35</u> Pounds

**Assistive Devices:** Wheelchair, walker, 4-wheeled cart/chair. Additionally, one person assistance is available with forces greater than 35 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting moving and/or transporting patients, equipment and supplies (e.g. mobile equipment). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. push patients in standing frame, wheelchair, mobile desktop, bolster, hoyer lift, mobile cabinet; scooter; assisting with patient transfers to/from chair/mat/table or floor; door, file, cabinet).

#### 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:** Not Required **Maximum Force:** <u>35</u> Pounds

Assistive Devices: Wheelchair, walker, 4-wheeled cart/chair. Additionally, one person assistance is available with forces greater than 35 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting moving and/or transporting patients, equipment and supplies (e.g. mobile equipment). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. pull patients in standing frame, wheelchair, mobile desktop, bolster, hoyer lift, mobile cabinet; scooter; assisting with patient transfers to/from chair/mat/table or floor; door, file, cabinet). *Pushing is the preferred method of moving carts*.

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

#### MAXIMUM REQUIREMENT

0-10 pounds: Occasional11-25 pounds: Occasional26-35 pounds: Seldom36-50 pounds: Seldom

**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 and/or transporting patients, equipment and supplies (e.g. infant, child, young adult, miscellaneous exercise and training equipment, toys, activity trays). The employee lifts items weighing between less than 1 pound and 150+ pounds when performing job tasks (e.g. up to 150-pound patient from/to chair/floor/mat with assistance; wheelchair and/or components; miscellaneous therapy equipment; floor mat, bolster; miscellaneous activity of daily living equipment; chair, bench, adaptive furniture, weighted bean bag; housekeeping). Variable to lifting from/to the floor height is the availability of the elevating mat table from 18 inches in height. Safe lifting is performed by utilizing a posture of partial squatting and a straight back.

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

#### **MAXIMUM REQUIREMENT**

0-10 pounds: Frequent11-25 pounds: Occasional26-35 pounds: Seldom36-50 pounds: Seldom

**51-100 pounds:** Not Required **Maximum Force:** <u>40</u> 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 and/or transporting patients, equipment and supplies (e.g. infant, child, young adult, miscellaneous exercise and training equipment, toys, activity trays). The employee lifts items weighing between less than 1 pound and 150+ pounds when performing job tasks (e.g. up to 150-pound patient from/to chair/floor/mat with assistance; wheelchair and/or components; miscellaneous therapy equipment; floor mats, bolster, shower chair; miscellaneous activity of daily living equipment; chairs, benches, adaptive furniture, weighted bean bags; range of motion exercises; assist patients with transfers and gait training; lift individual extremity; housekeeping).

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

MAXIMUM REQUIREMENT

0-10 pounds: Frequent11-25 pounds: Occasional26-35 pounds: Occasional36-50 pounds: Occasional

51-100 pounds: Not Required Maximum Force: 40 Pounds

Assistive Devices: 4-wheeled cart/chair. Additionally, one person assistance is available with weights greater than 40 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, moving and/or transporting patient, equipment and supplies (e.g. therapy equipment, furniture). The employee carries items weighing between less than 1 pound and 40 pounds between 5 feet and 100+ feet when performing job tasks (e.g. lift up to one end of mat or bolster and drag; miscellaneous activity trays, miscellaneous wheelchair part; adaptive furniture; exercise paraphernalia; assistance with gait training). Variable to carrying equipment may be lifting one end and dragging equipment.

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

#### **MAXIMUM REQUIREMENT**

**0-10 pounds:** Seldom

11-100 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, storing, adjusting, moving and/or transporting equipment and supplies (e.g. miscellaneous patient treatment items). The employee lifts items weighing between less than 1 pound and 10 pounds to a maximum height of 84 inches when performing job tasks (e.g. lift up to 84 inches in height for bolster, fine manipulation devices, exercise balls, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous stored therapy items). Variables to overhead reaching will be the employee's height and anthropometric reach.

#### 7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Seldom

**Comments:** Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. search up to 84 inches in height for bolster, fine manipulation devices, exercise balls, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous stored therapy items; housekeeping). 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 of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting patients, equipment and supplies (e.g. patient care; activity of daily living training, manual and/or power mobility training, developmental training; application of lower extremity splints; range of motion exercises; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; modality treatment). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

#### 9.) **STOOP**:

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting patients, equipment and supplies (e.g. patient therapy; activity of daily living training, manual and/or power mobility training, developmental training; application of lower extremity splints; range of motion exercises; patient transfers; balance and coordination exercises; housekeeping; therapeutic positioning). 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.) **SOUAT**: (Unloaded)

MAXIMUM FREQUENCY: Seldom

**Comments:** Squatting is performed when retrieving, returning, storing, adjusting, moving, and/or transporting patients, equipment and supplies (e.g. patient therapy; activity of daily living training, manual and/or power mobility training, developmental training; application of lower extremity splints; range of motion exercises; patient transfers; balance and coordination exercises; housekeeping; therapeutic positioning). 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 is performed when retrieving, returning, storing, adjusting, moving, and/or transporting patients, equipment and supplies (e.g. patient therapy; activity of daily living training, manual and/or power mobility training, developmental training; application of lower extremity splints; range of motion exercises; patient transfers; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; modality 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 is performed when retrieving, returning, storing, adjusting, moving, and/or transporting patients, equipment and supplies (e.g. patient therapy; activity of daily living training, manual and/or power mobility training, developmental training; fabrication of lower extremity splints; range of motion exercises; patient transfers; gait training; balance and coordination exercises; housekeeping; therapeutic positioning). 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 transporting patients, equipment and supplies (e.g. patient therapy; activity of daily living training, manual and/or power mobility training, developmental training; fabrication of lower extremity splints; range of motion exercise; patient transfers; gait training; balance and coordination exercises; housekeeping; therapeutic positioning).

#### 14.) **KNEEL**:

MAXIMUM FREQUENCY: Occasional

**Comments:** Kneeling is performed when retrieving, returning, storing, adjusting, equipment and supplies (e.g. patient therapy; activity of daily living training, developmental training; application of lower extremity splints; range of motion exercises; patient transfers; balance and coordination exercises; housekeeping; therapeutic positioning). *Kneeling may be minimized or avoided by substituting alternate positions of bending, sitting, squatting, or half kneeling.* 

#### 15.) **CRAWL**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Crawling is performed when treating patients (e.g. patient mat therapy; activity of daily living training, developmental training).

#### 16.) **STAIR CLIMB**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Stair climb is required in order to go to/from the training stair during activity of daily living and gross motor training. Maximum number of up to 8 steps is climbed.

#### 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, and/or transporting patient, equipment and supplies (e.g. travel to/from treatment sites, waiting room, classroom, school yard, conference room; gait training; housekeeping). 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 60-minute intervals when performing job tasks (e.g. desktop work; therapy treatment).

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

MAXIMUM FREQUENCY: Occasional

**Comments:** Static standing is performed for a maximum of 30-minute intervals when treating patients (e.g. gross motor activity training; patient transfer to/from chair equipment; monitoring and training with mobility devices; activity of daily living training; patient observation; mobility and gait training; housekeeping).

#### 21.) **BALANCE**:

MAXIMUM FREQUENCY: Frequent

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

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

#### MAXIMUM REQUIREMENT

HAND:

Right: Not Required
Left: Not Required
Both: Not Required

Either: Seldom

FOOT:

Right: Not Required
Left: Not Required
Both: Not Required
Either: Seldom

**Comments:** Hand controls are utilized to operate equipment (e.g. wheelchair) when performing job tasks (e.g. wheelchair control lever; hoyer lift; miscellaneous mobility devices). Foot controls utilized to operate equipment (e.g. mobility equipment foot brake).

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

#### MAXIMUM REQUIREMENT

Simple Grasp: Frequent
Firm Grasp: Occasional
Fine Manipulation: Occasional
Eye/Hand Coordination: Frequent
Hand/Foot Coordination: Not Required

**Comments:** Grasping and coordination activities are performed when treating, retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. provide therapy treatment, housekeeping).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; patient exercises; housekeeping).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; stabilize patient, operate exercise equipment; operate hoyer lift/treatment table; wheelchair controls; balance and coordination exercises; gait training; patient transfers).

**Fine manipulation** is utilized to perform job tasks (e.g. handwrite, page turn, file, keyboard; mouse; fine motor exercises; operate buttons/switches).

**Eye/hand coordination** is utilized to perform job tasks (e.g. stabilizing patients; handwrite, file, page turn, keyboard, mouse; operate exercise equipment; operate buttons/switches; housekeeping).

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:**

#### MAXIMUM REQUIREMENT

**Static Neutral Position:** Frequent

Flexing: Frequent
Rotating: Frequent
Extending: Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; patient treatment; monitor patient and the therapy environment; housekeeping). Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.



## Stanislaus County

### JOB TASK ANALYSIS SUMMARY

FREQUENCY DEFINITIONS	<u>SELDOM</u>	OCCASIONAL	<u>FREQUENT</u>	CONSTANT
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:

PHYSICAL THERAPY AIDE							
Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements				
Push (Force) <sup>1</sup>	35 pounds	Stair Climb	Seldom				
Pull (Force) 1	35 pounds	Ladder Climb	Not Required				
Stand Up Lift <sup>1</sup>	40 pounds	Walk	Frequent				
Level Lift <sup>1</sup>	40 pounds	Slt <sup>1</sup>	Occasional				
Weight Carry <sup>1</sup>	40 pounds	Stand (Static) 1	Occasional				
Overhead Lift/Pull Down	10 pounds	Balance <sup>1</sup>	Frequent				
Overhead Reach <sup>1</sup>	Seldom	Hand Control <sup>1</sup>	Occasional				
Forward Reach <sup>1</sup>	Frequent	Foot Control	Seldom				
Stoop	Occasional	Simple Grasp	Frequent				
Squat (Unloaded) 1	Seldom	Firm Grasp	Occasional				
Forward Bend <sup>1</sup>	Frequent	Fine Manipulation	Occasional				
Twist <sup>1</sup>	Occasional	Eye/Hand Coordination	Frequent				
Turn <sup>1</sup>	Occasional	Hand/Foot Coordination	Not Required				
Kneel <sup>1</sup>	Occasional	Cervical (neck) Movement	Frequent				
<sup>1</sup> The critical demands of the job.	Seldom						
Lyle Andersen	, P T						
Lyle Andersen, PT, CWCE Preparer Signature	Date:	Contact Person Title	·				
Contact Person Title HR Manager LA/ga	_ Date: <u>[~] 4~[5</u>	Medical Therapy Uni	14-15 & Manager				
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