

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Staff Nurse
Classification:	I, II, III
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2008; October 2017
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.

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 **Staff Nurse I** performs entry level direct and indirect nursing care to patients assigned to the outpatient services and recognizes signs and symptoms of disease entities. The **Staff Nurse II-III** is responsible to the Nurse Manager/Supervisor for providing direct and indirect nursing care of patient and recognizes signs and symptoms of disease entities.

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

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

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 (Examples):

- | | |
|------------------------------|---|
| 1. Audiogram machine | 12. Minor surgical equipment |
| 2. Centrifuge | 13. Miscellaneous blood draw equipment |
| 3. CPR equipment | 14. Miscellaneous general medical equipment |
| 4. Electrocardiogram machine | 15. Refrigerator |
| 5. Examination table | 16. Scale – standing |
| 6. Glucometer | 17. Syringe |
| 7. Hemacue machine | 18. Step-stool |
| 8. IV pole | 19. Table with infant scale |
| 9. Laptop Computer | 20. Urinalysis testing |
| 10. Medicine | 21. Vital sign equipment |
| 11. Medicine cart | 22. Wheelchair |

*All employees within the **Staff Nurse I, II, III** 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 **Staff Nurse I, II, III** position.*

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		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchairs, exam table, exam table stand, portable support equipment, datascopes, electrocardiogram cart, crash cart). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance between two feet and 50+ feet when performing job tasks (e.g. push 4-wheeled patient support equipment; applying cardiopulmonary resuscitation; open/close drawers/doors).

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		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchairs, exam table, exam table stand, portable support equipment, datascopes, crash cart). The employee exerts up to 25 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 drawers/doors). *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:	Seldom	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>30</u> Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 30 pounds.

Comments: A stand-up lift is utilized with activities such as adjusting, moving and/or transporting equipment and supplies (e.g., patient, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 30 pounds from/to the floor when performing job tasks (e.g. miscellaneous supplies or equipment stored on lower shelf/floor; maintain storage inventory; boxed supplies; assist with fallen patient). *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.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>30</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 30 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, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 30 pounds when performing job tasks (e.g. up to 30+ pounds in order to assist patient out of sitting to standing position, position patient extremity for treatment or examination; medical documentation; vital testing equipment; miscellaneous supplies or equipment stored on shelf; maintain storage inventory; boxed supplies; laptop computer; infant).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-100 pounds:	Not Required	Maximum Force: <u>10</u> 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, infant,). The employee carries items weighing less than 1 pound and up to 10 pounds between 5 feet and 50+ feet when performing job tasks (e.g. infant; miscellaneous stored supplies and/or inventory; miscellaneous medical equipment).

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

MAXIMUM REQUIREMENT

0-10 pounds: Seldom
76-100 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 supplies on shelves up to 72 inches in height; inventory of miscellaneous stored items; adjust overhead examination light). *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 72 inches when retrieving, returning, adjusting and/or moving equipment and supplies (e.g. miscellaneous items stored on overhead shelf; adjust procedure overhead light). *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. medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, urine analysis, venipuncture, strep test; desktop work; light housekeeping; HGBA1C Test). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Not Required

Comments: Stooping is not required when performing job tasks. *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, sitting, half kneeling, 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. medical documentation; miscellaneous supplies; patient examination and vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records and manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work). 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:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. patient examination, medical documentation; miscellaneous supplies; patient vital procedures; immunization; blood draw; miscellaneous housekeeping; manage records, storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test). *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. patient examination, medical documentations; miscellaneous supplies; 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).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is required to perform job tasks (e.g. participate in emergency cardiopulmonary resuscitation at floor level; attending to fallen patient; automated external defibrillator). *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 when performing job tasks. Elevator is available in all public buildings.

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. 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.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 15-minute intervals when preparing documentation (e.g. desktop work; patient interview, treatment).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when performing patient care activities (e.g. vital procedure, venipuncture, patient interview; laboratory testing; worksite observation; managing medical records; inventory documentation; worksite observation).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Constant

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

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

HAND:	
Right:	Not Required
Left:	Not Required
Both:	Not Required
Either:	Occasional
FOOT:	
Right:	Not Required
Left:	Not Required
Both:	Not Required
Either:	Seldom

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

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

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 and linen (e.g. patient care, documentation, light housekeeping; desktop).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; electrocardiogram; vital testing; miscellaneous medical procedures).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater).

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

Eye/hand coordination is utilized to perform job tasks (e.g. desktop work; handwriting, electrocardiogram, open/close medication containers, draw/administer medication; vena puncture; patient treatment; vital testing, 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. patient examination and vital testing, patient interview, observation; medical treatment; desktop work; documentation). *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%
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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:

STAFF NURSE I, II, III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	30 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	30 pounds	<i>Sit¹</i>	Occasional
<i>Weight Carry¹</i>	10 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance¹</i>	Constant
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Seldom
<i>Stoop</i>	Not Required	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel¹</i>	Seldom	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

Leandra Parle RN

Contact Person
Title

Date: *1-23-18*

Ann Halleday Date: *1-23-18*

Contact Person
Title

Contact Person
Title

Date: _____

LA/gm