



Functional Capacity Evaluations • Ergonomic Job Site Analysis

February 27, 2004

Larry Espinosa
County of Kern Personnel Department
1115 Truxtun Ave., 1st Floor
Bakersfield, CA 93301

Dear Mr. Espinosa:

I have attached a copy of the completed Job Task Analyses (JTA) for the position of Patient Services Associate at Kern Medical Center. The JTA objectively defines the physical demands required to perform the essential job functions.

The JTA identifies the critical physical and strength demands for the above position as occasional lifting, carrying, pushing, and pulling up to 50 pounds. Activities requiring more than 50 pounds of lifting, pushing, or pulling should be performed with assistance. Therefore, the physical demand level for this position should be classified as Medium using the categories defined in *The United States Department of Labor's Dictionary of Occupational Titles, 4th Edition Supplement, 1991*. Medium work can be defined as follows:

Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

The above physical demand level will be utilized as the pass/fail criterion for the Pre-Placement Functional Capacity (FCE) Testing program. The FCE will be administered immediately following completion of the medical examination. The FCE protocol will consist of the following:

- Hand and grip strength testing.
- Measurement of cardiovascular working capacity.
- Active range of motion, functional mobility, and positional tolerance testing.
- Push/pull force measurement.
- Dynamic lifting and carrying testing.

Upon completion of the FCE the results will be compared to the physical demands outlined in the JTA and a determination of the prospective employee's ability to perform the job demands will be made. The results will be sent to the Personnel Department. The County of Kern will then be responsible for all hiring decisions.

Please review the JTA and call me at 325-5793 if you have any questions.

Thank you for the opportunity to provide service to your organization.

Sincerely,

Thomas B. Traut

Thomas B. Traut, M.Ed., RKT, CWCE
Director of Work Diagnostics and Ergonomics
Master's of Education in Exercise Science and Kinesiotherapy
Registered Kinesiotherapist
Certified work Capacity Evaluator

Enclosures

JOB TASK ANALYSIS

Employer: Kern Medical Center
Location: 1830 Flower Street
Bakersfield, CA 93305
Occupation: **Patient Service Associate**
Company Contact: Saul Betten
General Manager, Support Services
Telephone: 661 326-2577 661 862-7694 Fax
Evaluator: Thomas B. Traut, M.Ed., RKT, CWCE
Facility: California Work Diagnostics
Date: 10/31/02

Introduction:

The County of Kern provided the job description for this document. The environmental factors, physical and functional demands for this Job Task Analysis was documented by California Work Diagnostics. The methodology for documentation consisted of an on-site visit using various measuring devices such as dynamometers, scales, and tape measures. Observation of job tasks and interviews with employees and managers was conducted.

The Job Task Analysis is organized as follows: general work description, essential functions; other functions, employment standards; environmental factors; and physical demands.

General Work Description:

Under close supervision works in a patient care area performing non-clinical functions in support of patients, nursing, and medical staff. Assists patients with menus, delivers meals, transports patients within the hospital, cleans patient rooms and equipment. Incumbents follow established procedures and conform to all safety and sanitation policies.

Essential Functions:

In accordance with established policies and procedures and in accordance with federal, state, regulatory requirements and hospital health and safety regulations:

- Performs CPR as required; transports patients within the hospital as directed; assists patients to and from wheelchairs and beds; under the direction of clinical staff assists in lifting and turning patients.
- Distributes, collects, and assists patients with menu selections; practicing

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established infection control procedures distributes and collects patient trays.

- Performs cleaning tasks in patient and non-patient care areas such as public restrooms, locker rooms, nursing stations, patient food refrigerators and storage rooms.
- Transports linen, refuse and bio-hazardous materials from patient rooms and associated areas; to designated areas for pickup.
- Maintains effective working relationships with patients, the public, and hospital staff.
- Attends departmental/hospital in-service orientation, training and other meetings

Other functions

- Identifies room and facility maintenance needs and reports to appropriate staff.
- Performs other job related functions as required.

Employment standards

Nine (9) months full time paid experience in one or more of the following fields: Housekeeping, Transportation, Food Service, or Laundry work in a hospital or health care facility and possession and maintenance of a current American Heart Association Healthcare Provider Basic Life Support card. Incumbents not possessing the Basic Life Support card must successfully complete the appropriate training and qualify for the Basic Life Support card within 60 days of employment.

Knowledge of: Basic mathematics; English grammar and spelling; public relations; sanitation and general safety; basic food handling techniques.

Ability to: Understand and follow oral and written instructions; read, compare, and verify information/ perform duties in accordance with the hospital's customer service goals as part of a support services team; communicate effectively with patients, visitors, and hospital staff; develop and maintain positive working relationships with patients, the public, and co-workers; recognize needs of patients dependent upon such factors as patient's age and medical conditions; organize and perform tasks efficiently; learn hospital and governmental safety requirements and procedures; observe personal cleanliness and neatness guidelines.

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Environmental Factors

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

Occasional =1-33% Frequent =34-66% Continuous =67-100%

	Environmental Factors	Frequency
1.	Unprotected Heights	Not Required
2.	Moving Machinery	Not required
3.	Walking on uneven ground or slippery surfaces	Occasional
4.	Exposure to chemicals and hazardous materials (needle sticks and medications)	Occasional
5.	Driving cars or other moving equipment	Not Required
6.	Exposure to noise	Not Required
7.	Exposure to extreme temperature changes	Not Required
8.	Exposure to dust, gas, or fumes	Not Required
9.	Excessive vibration	Not required
10.	Working proximity: Alone- Closely with others-	Occasional Frequent
11.	Working inside	Continuous
12.	Working outside	Occasional

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SUMMARY OF PHYSICAL DEMANDS

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

Occasional =1-33% Frequent =34-66% Continuous =67-100%

PUSHING/PULLING – Force Required	
0-10 Pounds: Frequent	35-50 Pounds: Occasional
11-24 Pounds: Frequent	51-75 Pounds: Not Required
25-34 pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Pushing and pulling is involved with such job duties as transporting patients via wheelchairs, gurney's, or beds; moving food carts throughout the unit; moving housekeeping carts throughout the unit; moving furniture and IV poles in the patient care rooms. Pushing and pulling also occurs when mopping, sweeping, moving large trash containers, opening and closing doors.	

LIFTING – Floor to 48 inches	
0-10 Pounds: Constant	36-50 Pounds: Occasional
11-25 Pounds: Frequent	51-75 Pounds: Not Required
26-35 Pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Lifting from the floor to a height of 48 inches is required when lifting up trash containers; trash bags; cleaning supplies including mops, brooms, sweepers, and spray bottles. Must be able to assist in patient transfers. Patient transfers occur on an occasional basis throughout the day. Patient weight ranges from 5-500 pounds. The amount of lifting strength employed during patient transfer is dependent upon the assistance available and the independence of the patients.	

OVERHEAD LIFT	
0-10 Pounds: Occasional	36-50 Pounds: Not Required
11-25 Pounds: Not Required	51-75 Pounds: Not Required
26-35 Pounds: Not Required	76-100 Pounds: Not Required
Job Duties/Comments: Overhead lifting is performed with small housekeeping items such as dusters, cleaning bottles, and rags.	

CARRYING	
0-10 Pounds: Constant	36-50 Pounds: Occasional
11-25 Pounds: Frequent	51-75 Pounds: Not Required
26-35 Pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Carrying of trash containers; trash bags; cleaning supplies including mops, brooms, sweepers, and spray bottles.	

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OVERHEAD REACH

Frequency: Occasional.

Job Duties/Comments: Reaching to a height of 72 inches is required when performing housekeeping duties such as dusting and wiping down the shower units.

FORWARD REACH

Frequency: Frequent.

Job Duties/Comments: Reaching forward is required during the delivering and collecting of menus, with housekeeping tasks, changing napkin and paper towel dispensers, when transferring and transporting patients, and during the distribution of food trays.

STOOPING AND FORWARD BENDING

Frequency: Occasional.

Job Duties/Comments: Stooping and forward bending at the waist is required when retrieving lunch trays from the food cart, when performing cleaning activities, housekeeping activities, during transfer and transporting of patients,

SQUATTING

Frequency: Occasional.

Job Duties/Comments: Squatting is performed when retrieving lunch trays from the food cart, when performing cleaning activities, housekeeping activities, during transfer and transporting of patients,

TWISTING

Frequency: Occasional.

Job Duties/Comments: The employee twists when retrieving lunch trays from the food cart, when performing cleaning activities, housekeeping activities, during transfer and transporting of patients,

KNEELING

Frequency: Occasional.

Job Duties/Comments: Kneeling is occasionally performed retrieving lunch trays from the food cart, when performing cleaning activities, housekeeping activities, during transfer and transporting of patients,

CRAWLING

Frequency: Not Required.

STAIR CLIMB

Frequency: Occasional.

Job Duties/Comments: The employee may utilize the stairs when moving about the hospital units.

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LADDER CLIMB
Frequency: Occasional
Job Duties/Comments: Changing cubical curtains, cleaning walls, ceilings and fixtures

WALKING
Frequency: Continuous.
Job Duties/Comments: Walking is continuously performed in the Patient Service Unit throughout the day as well as throughout the entire hospital when transporting patients.

SITTING
Frequency: Not Required.

STANDING
Frequency: Continuous.
Job Duties/Comments: Standing is performed on a continuous basis throughout the day with all activities.

BALANCE
Frequency: Continuous.
Job Duties/Comments: Good balance is required with the following tasks: on surfaces that may be wet or slippery.

POWER GRASPING
Frequency: Occasional.
Job Duties/Comments: Power grasping is performed when transporting or transferring patients, delivering and retrieving food trays.

SIMPLE GRASPING
Frequency: Continuous
Job Duties/Comments: Continuous grasping of mops, rags, brooms, dusters, and spray bottles is performed during housekeeping tasks.

PINCH GRIPS
Frequency: Occasional
Job Duties/Comments: Is performed with hospital duties to grasp items such as mops, brooms, etc.

FINE MANIPULATION AND MEDIUM DEXTERITY
Frequency: Occasional.
Job Duties/Comments: Fine manipulations and medium dexterity is required for handwriting tasks when assisting in patient surveys and menus.

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EYE/HAND COORDINATION

Frequency: Frequent.

Job Duties/Comments: Eye and hand coordination is required in the performance of housekeeping tasks delivering and retrieving food trays, transferring and transporting of patients.
