

## Job Analysis Report

<b>Employer:</b> Duke Raleigh Hospital	<b>Date of Analysis:</b> December 9, 2014
<b>Department:</b> Duke Raleigh Hospital – Cancer Center	<b>Prepared by:</b> Caitlyn Turner, ATC, CEAS I
<b>Job Title:</b> Clinical Nurse I (4023); Clinical Nurse II (4024); Clinical Nurse II, FP (4270); Clinical Nurse III (4025); Clinical Nurse III, FP (4520); Clinical Nurse IV (4026); Clinical Nurse IV, FP (4525); Clinical Nurse Specialist (5264); Clinical Nurse, PRN (4231); Clinical Services Nurse I (5451); Clinical Services Nurse II (5402) Clinical Services Nurse III (5403); Clinical Services Nurse IV (5404) Nursing Care Assistant I (4105); Nursing Care Assistant II (4106); Nursing Care Asst, ADV FP (4511); Nursing Care Asst, FP (4274); Nursing Care Asst/Health Unit Coord (4240); Resource Pool Nurse (4280); Clinical Lead (4262); LPN (4086), Med LPN (4521); Med LPN, FP (4512); Nurse Clinician (5151); Patient Service Tech I (4275); Patient Service Tech II (4276); Patient Service Tech III (4277)	<b>Physical Demand Classification:</b> Heavy

PHYSICAL DEMANDS				
Activity	Amount of Time			Description of Job Tasks
	Occasional (0%-33%)	Frequent (34%-66%)	Constant (67%-100%)	
Sitting		X		Intermittent use of task chairs/stools, access work below waist level
Standing/walking		X		On level floor, patient care, and when assisting MD
Climbing	X			Step to reach items, etc
Balancing	X			While moving and transferring patients, extended reach beyond 20", etc.
Bending at Waist	X			Extended reach, patient care
Stooping, Crouching and/or Kneeling (Access work below waist level)	X			Patient care, trash clean up, IV, etc
Lifting		X		Floor to overhead – see exertion charts
Lifting One-handed	X			Up to 10 lbs from floor to 83" high
Pushing	X			Materials, equipment, transfers, etc
Pulling	X			Materials, equipment, transfers, etc
Reaching Below Knee	X			Access supplies, operate controls, etc
Reaching Knee to Shoulder			X	Patient care, computer work, etc
Reaching Above Shoulder	X			Up to 83" to access overhead supplies, height assist available
Handling/Grasping			X	Materials, equipment, patient with and without coupling assists, etc

PHYSICAL DEMANDS				
Activity	Amount of Time			Description of Job Tasks
	Occasional (0%-33%)	Frequent (34%-66%)	Constant (67%-100%)	
Fingering/Pinching		X		Fine motor activities, keying, writing, knobs, switches, etc.
Talking			X	Communication
Hearing			X	Communication, alarms, etc
Vision			X	Visual acuity, eye-hand coordination, depth perception, observing change in status, etc
Color Vision		X		Instructions, warnings, change detection, etc

WEIGHT DEMANDS/EXERTION OF FORCE							
Weight	Lifting Levels						
	Floor	Knee	Knuckle	Waist	Chest	Shoulder	Overhead
Less than 10 lbs.	X	X	X	X	X	X	X
10-25 lbs.	X	X	X	X	X		
26-50 lbs.		X	X	X			
51-75 lbs.		X	X	X			
76-100 lbs.							
Greater than 100 lbs.							

WEIGHT DEMANDS/EXERTION OF FORCE					
Weight	Weight/Force Descriptors	Amount of Time			
		Not at All (0%)	Occasional (0-33%)	Frequent (33-66%)	Constant (67-100%)
Less than 10 lbs.	Equipment, supplies, materials				X
10-25 lbs.	Wheel Chairs, carts, equipment, minimum assist transfers, etc			X	
26-50 lbs.	Minimum to moderate assist transfers- with or without assistance		X		
51-75 lbs.	70 lbs/force – push/pull bed, moderate to maximum assist transfers with slide assistance, chair to chair transfer 140# (2 man) etc		X		
76-100 lbs.		X			
Greater than 100 lbs.		X			

Lifting up to 75 pounds on an occasional basis places this position in the Heavy physical demand classification level.

**Physical Demand Levels of Work (PDC Levels)**  
*(Based on Lifting, Pushing, Pulling, or Exerting a Force)*

<b>PDC Level</b>	<b>Occasional (0-33% of workday)</b>	<b>Frequent (34-66% of workday)</b>	<b>Constant (&gt;67% of workday)</b>
<b>Sedentary</b>	<i>1# to 10# Standing/Walking</i>	<i>Negligible Sitting</i>	<i>Negligible Sitting</i>
<b>Light</b>	<i>11# to 20#</i>	<i>Up to 10# Stand/Walk and/or Standing while pushing/pulling arm/leg controls</i>	<i>Negligible and/or Seated while pushing/pulling arm/leg controls</i>
<b>Medium</b>	<i>21# to 50#</i>	<i>11# to 25#</i>	<i>Up to 10#</i>
<b>Heavy</b>	<i>51# to 100#</i>	<i>26# to 50#</i>	<i>11# to 20#</i>
<b>Very Heavy</b>	<i>Over 100#</i>	<i>Over 50#</i>	<i>Over 20#</i>

*Reference: Dictionary of Occupational Titles (US Dept. of Labor, Fourth Edition, Revised 1991)*

*Don Barnes* 3/11/15  
 Don Barnes, Chief HR Officer Date

*Cathy Turner AT/CEAS* 2/18/2015  
 Provider Representative Date

## Authorization for Job Specific Testing

Duke Raleigh Hospital understands that the essential functions of the employment position must be identified in order to meet the requirements for the Americans with Disabilities Act (ADA). A job analysis must be completed to quantify the physical demands of the position. This identification will result in the determination of one or more job specific tests associated with the essential functions that will either qualify or disqualify the post-offer or post employment (fit for duty) candidate for the position, with or without reasonable accommodations, if applicable.

For the Position of: **Patient Service Tech - Inpatient/Outpatient Units**

The Company representative hereby acknowledges the following as valid job specific tests:

**Job Specific Test I: Bed Positioning:** Candidate will demonstrate the ability to pull an object, positioned 18" away from them on a table at waist height requiring 70 lbs/force, towards them to the side of bed towards them using draw sheet method and then return weight to center of bed and pull weight up 6 inches laterally towards one end of the table times one to simulate ability to maneuver patient in bed with acceptable body mechanics. Instruct candidate in staggered foot place and use of weight shifting to push/pull.

**Job Specific Test II: Chair to Bed Transfer:** Candidate will demonstrate the ability to lift box weighted to 70# from top handles sitting on chair then pivot 90 degrees and place box on a chair seat to the right and then repeat to the left with acceptable body mechanics times one to simulate moving patient from chair to bed with moderate to maximum assist.

**Job Specific Test III: Postural Tolerance:** Candidate will demonstrate the ability to maintain a squat or half-kneeling position for 2 minutes and then stand (may use 1 hand assistance to get up and down if needed) and then transition to a forward bent position for 2 minutes while performing an upper extremity task to simulate sustained work postures at waist level or below.

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts 75 lbs occasionally (less than 33% of the time or 1-100 times per day).
2. Employee's position requires pushing/pulling a maximum force of 70 lbs occasionally (less than 33% of the time or 1-100 times per day).

**Safe Lifting Criteria:** 12" to knuckle: 75 lbs

Company: Duke Raleigh Hospital  
Address: 1305 Navaho Dr  
Raleigh, NC 27609

Provider: Job Ready Services, LLC  
Address: 2300 Westinghouse Blvd, Suite 107  
Raleigh, NC 27604

  
Don Barnes, Chief HR Officer

  
Provider Representative Reviewed 1/22/2014