

### Job Analysis Tool

<b>Name of staff member:</b>	
<b>Name of Manager:</b>	
<b>Completed by:</b>	
<b>Date completed:</b>	
<b>Job title:</b>	
<b>Reason for Analysis:</b>	

Example of physical job requirements:	Examples of Posture Repetition and Force:	Examples of cognitive job requirements:
<ul style="list-style-type: none"> <li>● Sitting</li> <li>● Standing</li> <li>● Kneeling</li> <li>● Crawling</li> <li>● Walking</li> <li>● Reaching</li> <li>● Pushing</li> <li>● Pulling</li> <li>● Manual handling</li> <li>● Climbing</li> <li>● Fine motor skills</li> <li>● Typing</li> <li>● Tool use: what tool/ movement requirement/ any vibration</li> </ul>	<p>Posture: Non neutral sustained posture required to perform the task.</p> <p>Repetition: the task required repetitive movements: how often</p> <p>Force: what is the force required: what is the weight, how far is this moved and how often and is any equipment available to help.</p>	<ul style="list-style-type: none"> <li>● Hearing</li> <li>● Vision</li> <li>● Perception</li> <li>● Reading</li> <li>● Writing</li> <li>● Speech</li> <li>● Memory</li> <li>● Attention</li> <li>● Higher level cognitive abilities: problem solving, insight</li> <li>● Judgement and planning</li> <li>● Safety awareness</li> <li>● Work pace</li> <li>● Self-supervision</li> <li>● Deadlines and work pressure</li> <li>● Interpersonal skills</li> <li>● Self-regulation and the need to work,</li> </ul>

Task:	Physical requirement:	Posture/ repetition/ force:	Cognitive requirements:	Concerns raised:
<i>Example: Rolling or repositioning a patient in bed</i>	Standing, manual handling: pushing, pulling, reaching	Non neutral posture: leaning forwards Force required to move the patient: slide sheets available	Safety awareness	Shoulder injury: complains of pain and reduced movement. Unsure if they can complete this task.

### Functional Capacity Assessment:

If you are unable to complete this and require further assessment of the individual's functional capacity to perform the task please refer to occupational health through a management referral and request a FCA with Occupational Therapy. Please send the completed job analysis.

<b>Assessment completed by:</b>	
<b>Date of assessment:</b>	

<b>Task:</b>	<b>Ability:</b>	<b>Recommendations:</b>


