

Job Analysis Form

ALTERNATE FORMAT AVAILABLE



SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Personal Health Services Sup. Asst.

DEPARTMENT: Public Health (Jail)

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Supervises the day-to-day management of nursing and allied health staff within specific clinical areas.

WORK ENVIRONMENT: Jail Public Health Clinic

ESSENTIAL FUNCTIONS: Participate in the hiring, supervision and evaluation of assigned staff. Schedule resources to meet changing work load needs. Provide professional and technical support to staff and troubleshoot daily delivery of client care. Identify training needs for staff and facilitate staff development. Participate in the development, implementation and evaluation of staff training, orientation and education programs. Develop, implement, monitor and evaluate service delivery systems and health services programs. Develop, implement, monitor and evaluate quality assurance activities to demonstrate compliance with standards, laws, regulations, policies and procedures. Recommend new and/or revised policies and procedures to the supervisor. Review and use clinical and medical records to determine health care needs and assignment of appropriate resources. Respond to requests from ombudsman, families and other concerned parties regarding patient care issues.

PHYSICAL DEMAND	HRS PER SHIFT	PHYSICAL DEMAND	HRS PER SHIFT
Standing	1 – 3 hours	Reaching knee-waist	0 – 30 minutes
Walking <input type="checkbox"/> uneven terrain	2 – 3 hours	Reaching floor-knee	0 – 30 minutes
Sitting	3 – 4 hours	Lifting/Carrying 1-10#	10 min – 1.5 hour
Climbing stairs	45 min – 1 hour	Lifting/Carrying 11-20#	0 – 30 minutes
Climbing _____	0	Lifting/Carrying 21-50#	0
Balancing	0	Lifting/Carrying 51-100#	0
Bending/Stooping	15 – 30 minutes	Lifting/Carrying 100+#	0
Kneeling	0	Handling	3 – 5 hours
Crouching	0 – 15 minutes	Hand Controls	0
Crawling	0	Fingering <input checked="" type="checkbox"/> keyboarding	5 – 7 hours
Foot controls	0	Vision to assure safety of others	5 – 7 hours
Reaching above shoulders	15 – 30 minutes	Hearing to assure safety of others	5 – 7 hours
Reaching waist-shoulder	1 – 3 hours	Heightened Awareness	5 – 7 hours

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date

Exposures:

- Outside weather
- Non-weather related temp below 55°
- Non-weather related temp above 75°
- Humidity/dampness
- Moving mechanical parts
- Exposed high places
- Vibration
- Toxic or caustic chemicals
- Confined spaces
- Wet Gasses
- Fumes Odors
- Dusts Mists
- Radiation Explosives
- Noise Level _____
- Other _____

Special Requirements:

- CDL Respirator use