

# Job Analysis/Ergonomics



We are pleased to announce a clinical education course scheduled for your area!  
A course description has been attached.

- DATES:** March 3-4, 2012
- INSTRUCTORS:** Steve Clark, PT
- LOCATION:** 6000 Turkey Lake Rd., Ste. 203  
Orlando, FL 32819
- TARGET AUDIENCE:** PT OT PTA COTA ATC
- INSTRUCTIONAL LEVEL:** Intermediate
- TUITION:** \$395 Waived for full time employees of Select Medical's Outpatient Division
- COURSE CAPACITY:** 25 (allocated on a first come first serve basis)
- CONTACT HOURS:** 14
- ACCREDITING BODIES:** Approved provider with NATBOC, AOTA & the OPTA.
- ENROLLMENT:** <http://selectedu.selectmedicalcorp.com/registration.aspx> or contact [apsiegel@selectmedicalcorp.com](mailto:apsiegel@selectmedicalcorp.com) for an application form

Participants will receive notification by e-mail from the Department of Outpatient Education confirming their acceptance into the program 4-6 weeks prior to the course. If you do not received confirmation of your status please call 804-290-0170 or email [apsiegel@selectmedicalcorp.com](mailto:apsiegel@selectmedicalcorp.com).

All participants are expected to attend the entire educational program. No partial continuing education credit can be extended. In the event that an individual who has been confirmed for a program fails to attend without giving prior notification, notification of their absence will be sent to their Market Manager.

Please be advised that the Department of Outpatient Education will not be able to reimburse the participant for any travel, lodging, or meal costs associated with attendance at the program.

Please distribute to all clinicians in your markets that do not have access to email or the intranet.

**Select Medical Department of Outpatient Education**  
1794 N. Parham Road, Richmond, VA 23229  
Phone: (804) 290-0179 Fax: (717) 635-3054

# Job Analysis/Ergonomics

## Course Description:

The focus of this course is to provide the basic concepts of performing an Ergonomic Worksite/Job Analysis. The course will review the theoretical basis and causative factors of musculoskeletal injuries as related to ergonomics in the workplace. The ergonomics education will reinforce an understanding of ergonomics as related to workers compensation, ADA, disability and rehabilitation. The participant will develop the skills necessary to perform the following types of worksite ergonomic Analyses: Work Task Analysis, Work Risk Analysis and Work Station Analysis. The difference between each type of job / ergonomic analysis will be discussed as well as the forms and tools needed to perform the assessments and to complete the Select Medical standard reports. A brief overview will also be given on the following injury prevention Workstrategies product lines: Employment Testing (Post Offer and Fit for Duty) and Educational Classes (lifting, computer comfort, etc.).

The need for Ergonomics programs and job site evaluations has grown with the onset of ergonomic standards in several states, the ongoing industry specific OSHA Ergonomics programs and employer recognition of the cost effectiveness of injury prevention programs. In areas around the country these programs have been highly successful and cost effective and can also lead to providing employers with the continuum of services that Select Medical provides.

**Target audience:** PT OT PTA COTA ATC

**Instructional Level:** Entry Level to Intermediate

## Prerequisites:

Suggested reading: Elements of Ergonomics Programs A Primer Based on Workplace Evaluations of Musculoskeletal Disorders. Please locate by following this link: [Elements of Ergonomics](#)

## Course Objectives:

Upon completion the participant will be able to:

- Understand the difference between Work Task Analysis, Work Risk Analysis and Work Station Analysis.
- Perform a basic ergonomic job site evaluation
- Understand the tools and application of the tools needed when performing a job analysis.
- Identify ergonomic risk factors
- Be able to utilize an Automated Evaluation and Report for Work Station Ergonomics.
- Be able to utilize an Automated NIOSH Lift Equation Spreadsheet.
- Be able to utilize an Automated RULA Spreadsheet.
- Recommend appropriate ergonomic solutions based on assessment
- Write a relevant Select Medical format Work Task Analysis report, Work Risk Analysis report and Work Station Analysis report.
- Understand additional injury management services available to employers



**Select Medical Department of Outpatient Education**  
1794 N. Parham Road, Richmond, VA 23229  
Phone: (804) 290-0179 Fax: (717) 635-3054

# Job Analysis/Ergonomics

## Schedule:

### Day 1 Topic

- 8:00 Course Registration, Introduction, Policy & Procedures Training Form
- 8:30 Injury Prevalence and Bureau of Labor Statistics
- 9:00 Work Related Musculoskeletal Disorders
- 10:30 Break
- 10:45 Risk Factors: Individual and Work Related
- 11:45 U.S. Dept of Labor Definitions: Material Handling and Positional
- 12:45 Lunch
- 1:15 Work Task Analysis Methods and Lab
- 2:45 Work Task analysis report writing overview
- 3:00 Break
- 3:15 Work Risk Analysis Methods and Lab
- 5:00 Work Risk Analysis report writing overview
- 5:30 Adjourn

### Day 2 Topic

- 8:00 Work Station Analysis Methods and Lab
- 9:15 Work Station Analysis report writing overview
- 9:30 Case Studies and Report Writing Lab
- 10:30 Break
- 10:45 Case Studies and Report Writing Lab cont
- 11:30 Ergonomic and Injury Prevention Interventions
- 12:45 Break
- 1:00 Final Report Writing and Case Study Review
- 1:30 Marketing and Billing
- 2:00 Adjourn

## Program Accreditation:

The Select Medical Outpatient Clinical Education Department is approved or has applied for accreditation by the following organizations or licensing bodies to provide continuing education for this program. The program offers 14 contact hours for full attendance and completion of all course requirements. Accreditation by the providers below does not imply endorsement of the course content, specific products, or clinical procedures. Approval or endorsement by other organization or licensing bodies is the responsibility of the participant.

Florida Physical Therapy Association

## ADA Compliance:

The Select Medical Outpatient Clinical Education Department will take all reasonable measures to guarantee equal access to learning opportunities for attendees with disabilities. Educational programming will be sensitive to any sensory or physical impairment that requires special arrangements on behalf of the participant. Please indicate on your registration form if you should be contacted regarding any physical or mental impairment that would require special accommodation to ensure a satisfactory learning experience.

**Select Medical Department of Outpatient Education**  
1794 N. Parham Road, Richmond, VA 23229  
Phone: (804) 290-0179 Fax: (717) 635-3054