

## Functional Job Analysis (FJA)

### About this course

**Faculty:** Cameron, Daley, Dunlap, Peterson, Webber, Yeager

[Faculty Bios](#)

**Intended Audience:** Licensed healthcare professionals - Physical Therapist, Occupational Therapist, Physical Therapist Assistant, Occupational Therapist Assistant, Athletic Trainer, and Registered/Certified Kinesiologist. Consideration of other state licensed health/safety personnel based on space and background.

[Additional course information](#)

**Program Level (AOTA):** Intermediate

**Delivery:** Live, In-Person

**Student Ratio:** 10:1

**General Teaching Method Overview:**

Lecture, Video Case Study, Experiential Site Visit, Group Activities, Quiz, Discussion

**Informed Consent:** Required

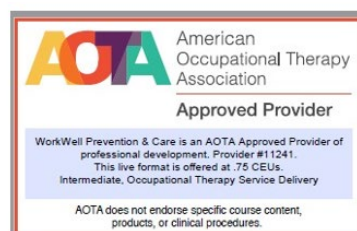
**Duration:** 1 day, 7.75 contact hours

**Completion Requirements:** Attend all course sessions, class participation and successful completion of lab/small group activities, obtain passing quiz score of 80% or higher, and completion of course evaluation.

**CEU Credit:** Approved by Michigan APTA for 7.75 CEUs. CEU Locker # 155048

WorkWell's Functional Job Analysis (FJA) is a comprehensive, structured process of identifying and evaluating the physical and functional aspects of work. Job analysis is the basis for matching workers' abilities to job requirements in areas such as injury prevention, early intervention, ergonomics, gap analysis/rehabilitation goal setting, return to work decision making and vocational training/placement. The WW FJA objectively quantifies, measures and describes the physical/functional components of the job, including the required tasks, movements, forces and postures to help develop and validate a resultant Functional Job Description report.

This 1-day training is designed to help clinicians improve knowledge and skills in evaluating physical/functional job demands and presenting the information to employers, healthcare providers and other stakeholders in a useful manner. Lab sessions will include video job analysis and a site visit to help participants with skill development related to equipment use, workplace interactions and interviewing skills. Resource materials include multi-format templates and examples to help participants organize/document data and present reports in a meaningful way.



### Learning Objectives:

At the completion of the course, participants will be able to:

1. Plan activities associated with performing a Functional Job Analysis, including site contact, equipment preparation, data collection and report output
2. Differentiate essential functions and marginal functions based on case information, considering the skill, fundamental nature, criticality, frequency and number of individuals involved in performing the task.
3. Analyze work tasks based on case information, using a standardized taxonomy to describe the types of physical demands that comprise the task
4. Demonstrate workplace data collection, including operation of basic measurement tools/equipment measuring force/load, heights, distance and time.
5. Demonstrate basic interview skills, eliciting information on specific task performance and physical demands from subject matter experts using language and interpersonal skills appropriate for the work setting.
6. Document common physical demand descriptors, defining intensity and duration of work with specific numeric data, and frequency of work using a standardized taxonomy.
7. Differentiate job description reporting options for employers and health professionals, including the usefulness and limitations of data organized by task or physical demand.
8. Discuss logistics for obtaining worker/supervisor feedback to validate job descriptions considering sampling practices and group dynamics.
9. Explain the use of FJAs in the workplace and clinic- specific to application areas such as ergonomics, work rehabilitation goal setting, developing transitional/modified duties, and development of post offer pre work screening.
10. Discuss job analysis experiences and identify at least 2 personal strengths, weaknesses and goals to guide ongoing professional development in this area.

### Agenda/Outline:

8:00 - 8:15	Introductions Orientation- Disclosure, facilities review and safety considerations
8:15 - 9:40	Purpose and uses of FJA Operational definitions and work frequency concepts Roles and responsibilities related to FJA logistics and performance Description of FJA components Sales proposal considerations Functional job analysis implementation process
9:40 - 9:50	Break
9:50 - 10:30	Review of job analysis process/method Identifying and documenting Job objective Essential/marginal functions Tasks/activities

	Critical demands/physical demands
10:30 - 12:00	Review of data collection forms and templates Lab- Small group activity- Video FJA Determine functions and activities Identifying critical demands Discussion and Practice Data Documentation
12:00-12:30	Organization of FJA resources and planning for site work Use of forms and organizational tools Equipment/PPE Conduct in the workplace Interacting with onsite individuals Data gathering
12:30-1:00	Lunch Break
1:00-2:30	Lab- Guided site visit/workplace job analysis exercise Large group Interviews with supervisor and or worker/s Small group break outs- additional conversation with workers Identify functions/critical demands Worksite measurements
2:30-2:40	Break
2:40- 4:00	Lab- Large and small group work- Writing functional job description Review and discuss examples of FJDs from varied work settings
4:00-4:30	Review of data presentation/FJD reporting- templates and computer options Overview of validation options and forms
4:30-5:00	Application and use of FJD information Using the FJD for modifying jobs Work accommodations/modifications/transitional duty Ergonomics Post offer employment testing Training and education Marketing strategies

**Equipment Needed for Implementation:** Basic Equipment- Tape measure, force gauge, hand/pinch dynamometer, documentation tools/computer