South Africa Introduction to Functional Job Analysis

About this course

Faculty: Human, Bennie

[Faculty Bios]

Intended Audience: Must be Occupational Therapist or Physical Therapist

[Additional course information]

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Delivery: Live, In-Person

Student Ratio: 10:1

General Teaching Method Overview: Lecture, Lab/Experiential Exercises, Group Activities

Informed Consent: Required

Duration: Full day, 8:00am-4:00pm

Completion Requirements: Attend all course sessions, class participation, engagement in learning activities, including group activities, and completion of course evaluation.

CPD Points are available for this course.

Functional Job Analysis describes the inherent functions, tasks and demands of work. It is the foundation of work injury prevention and management- describing work for job matching, identifying ergonomic risks, developing rehabilitation plans and providing objective information for work modification or return to work planning.

This one day course provides an introduction to job analysis at both a conceptual and practical level. Participants will learn common terminology used in developing job descriptions, how to access standardized job descriptions, how to develop customized job descriptions, and ways that data can be organized/reported in a meaningful way depending on how the information will be used. Practical skills in working with subject matter experts and measuring job demands will also be explored during video case examples and in lab sessions.

Learning Objectives:

At the end of the training, participants will be able to:

1. Describe the scope and use of functional job analysis within the context of work-related knowledge skills, and abilities.
2. Discuss the benefits and limitations of standardized job descriptions for functional testing and goal setting.
3. Describe 3 options for obtaining job information, including how the situational goals and resources will impact the process of data collection.
4. Differentiate essential functions and marginal functions considering the skill, fundamental nature of the work and individuals involved in performing the task

5. Document essential functions/tasks based on video case information.
6. Describe the minimal physical demands of work tasks using video case information and the data requirements table.
7. Apply subject matter expert interview skills to elicit information on essential functions and physical job demands
8. Discuss benefits, limitations and personal preferences of 3 different report formats based on review of sample job descriptions.
9. Discuss process elements and logistics for obtaining worker/supervisor feedback to validate job description.
10. Identify the use FJAs specific to application areas such as ergonomics, rehabilitation goal setting/planning, and transitional or modified duty planning.
11. Reflect on job analysis training and identify a list of strengths, weaknesses and goals to guide ongoing professional development.

Agenda/Outline:

8:00-8:15	Introductions and Orientation
8:15-9:40	Job Analysis Foundations Standardized vs. Customized Job Information Common Terminology and Taxonomies Review of Standardized Job Analysis Examples
9:40-9:50	Break
9:50-12:00	Planning for Functional Job Analysis Planning and Scaling Job Analysis The Job Analysis Process Data Collection Methods Working with Subject Matter Experts Essential Functions and Tasks Interviewing, Data Gathering and Clarifying Group Exercise – Video Job Analysis
10:00-12:30	Lunch
12:30-3:00	Critical Physical Demands and Measurement Operational Definitions and Determining What to Measure Worker Interviews Review of Templates and Worksheets Group Exercise – Video Job Analysis
2:30-2:40	Break
2:40-4:00	Equipment Overview Tool Use and Measurement Report Components Validation Process

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