



TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Assist with patient movement and coordination under close nursing supervision</p> <ul style="list-style-type: none"> Assist patients on arrival and discharge Position patients in their bed Assist with patient lifts (e.g. bed to barouche / wheelchair) Move patients between wards / departments in a timely and safe manner Move deceased patients to mortuary and assist with viewing / release procedures <p>2. Operate specialised equipment</p> <ul style="list-style-type: none"> Operate hoists, wheelchairs, patient beds when performing patient transfers <p>3. Perform general cleaning tasks in a clinical setting</p> <ul style="list-style-type: none"> Ensure clean equipment and appliances are available at all times (e.g. bed accessories, wheelchairs, children's play equipment, gas appliances etc) Prepare and maintain beds Clean and maintain surfaces in clinical areas Store equipment and cleaning agents safely Carry out discharge/infectious discharge bed cleaning after hours in accordance with policy and training Strictly adhere to infection control policy and procedures <p>4. Distribute operating theatre items</p> <ul style="list-style-type: none"> Transport operating theatre equipment requiring repair to the Biomedical and Biotechnical engineering services Return repaired items to Operating Theatre Suite Maintain relevant records in regard to identity, location and progress of items under repair <p>5. Manage patient-related equipment</p> <ul style="list-style-type: none"> Monitor stock levels and arrange for repair, maintenance and return of equipment Maintain relevant records and participate in stock takes <p>6. Assist with distribution of linen</p> <ul style="list-style-type: none"> Collect dirty linen routinely from designated locations and prepare for collection <p>7. Develop/update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Adhere to health, safety and security procedures Adhere to infection control, safe manual handling procedures 	<p>Material/patient handling</p> <ul style="list-style-type: none"> Lifting: Patients (e.g. adults, children), theatre equipment Push/pull: Patient bed, wheelchair, hoist Carrying: Patients (e.g. adults, children), theatre equipment <p>Mobility</p> <ul style="list-style-type: none"> Walking: Throughout hospital Standing: Dynamic standing (possibly long periods) <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Intermittent bending or forward flexion <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Sustained below shoulder and chest height under load Dynamic movement: Dynamic movements of the upper limb under load <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross grasp patterns Hand dexterity: Hand dexterity and coordination <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Occasional 	<ul style="list-style-type: none"> Maintain personal presentation standards Basic reading comprehension skills Basic numerical skills Organisation and time management skills Effectively communicate with peers/customers/patients Ability to work in a team Capacity to resolve conflicts and negotiate with others Follow instructions and take direction May be exposed to aggressive customers/patients/residents May be exposed to customers/patients/residents of all ages May be exposed to the passing of residents/patients and their mortal remains May be exposed to variable patient/resident life situations (e.g. life-threatening emergencies, terminal illness) 	<p>Environment</p> <ul style="list-style-type: none"> Hospital Possible exposure to biological hazards (e.g. blood) Patient handling and team lifting Roster as per site requirements <p>Equipment</p> <ul style="list-style-type: none"> Patient bed (powered) Wheelchair Transfer aids (e.g. Patslide, ceiling hoist) Personal protective equipment, as required <ul style="list-style-type: none"> Gloves Gown Mask Trolley

PHYSICAL DEMANDS				
	R	O	F	C
Material handling	Lifting Floor to waist (FW) Waist to shoulder WS Above shoulder (AS)	✓ Variable weight (FW, WS) – patients (small children) during transfers, positioning patient (e.g. limbs) ✓ 2kg to 20kg (FW, WS) – linen bags, equipment		
	Push/Pull		✓ Bed, trolley, hoist, wheelchair, with/without patient – variable weight (children, adults) ✓ Using slide sheets/hoists to move/transfer patients	
	Carrying	✓ Variable weight (FW, WS) – patients (small children) ✓ 5kg to 20kg (FW, WS) – linen bags, equipment		
Mobility	Walking		✓ Throughout hospital, frequently when push/pulling bed/wheelchair etc.	
	Standing	✓ Intermittent, can be for long periods in theatre (e.g. positioning limbs)		
	Sitting	✓		
Back/neck	Bending Forward Lateral/twisting	✓ Sustained and repeated forward/lateral bending at trunk and neck (e.g. patient transfers)		
Upper limbs	Reaching Below shoulder/waist Forward Above shoulder Above head	✓ Repeated below shoulder and forward reach, can be under load– retrieving equipment, patient transfers, linen bags ✓ Sustained reaching – positioning patient (e.g. limbs)		
	Dynamic movement Shoulders Arms/elbow/ wrists	✓ Generally under load – flexion /extension at elbow; repeated flexion at shoulders (e.g. transfers, equipment set-up/distribution)		
Hand activity	Grasp Power Precision	✓ Precision and power grasp bilaterally /unilaterally for gripping equipment		
	Hand dexterity Keying/mousing Coordination	✓ Coordination (e.g manoeuvring beds/wheelchairs/operating theatre equipment)		
Lower limbs	Squatting/ crouching/ kneeling	✓ Intermittent crouching – adjusting equipment ✓ Intermittent knee flexion/balance (e.g. operating foot controls)		

COGNITIVE/PSYCHOSOCIAL DEMANDS				
	R	O	F	C
Communication			✓ Patients and peers	
Decision-making		✓		
Problem solving		✓		
Time management			✓ Multiple tasks, requests from supervisor/staff	
Time critical situations			✓ Theatre schedules	
Working in teams			✓	
Attention to detail			✓ High quality service	
Literacy/ Numeracy		✓ Basic reading and numerical skills		
Variable patient situations		✓ Passing of residents, transporting mortal remains ✓ Life-affecting circumstances/emergencies		
CONTEXTUAL DEMANDS				
	R	O	F	C
Indoors			✓ Air-conditioned, indoors	
Dust	✓			
Biological hazards		✓ Bodily fluids		
Vibration	✓			
Chemical exposure		✓ Cleaning products		

KEY					
FREQUENCY DEFINITIONS	NON-MATERIAL HANDLING				MATERIAL HANDLING
	% of 8hr working day	Repetitions per day	Repetitions per minute	Repetitions per hour	Repetitions per day
Rarely = R	1–5%	1–2	1 less than 5	>hourly	1–2
Occasional = O	6-33%	0–100	1 every 5-15	0 to 12	3–32
Frequent = F	34-66%	101–800	1 every 1-5	12 to 63	33–200
Constant = C	67-100%	>800	1 or more	> 63	>200

TASK 1



Assist with patient movement and coordination
– bed transfers

TASK 1



Assist with patient movement and
coordination – operating foot controls

TASK 6



Assist with distribution of linen –
collecting soiled linen bags