

State of North Carolina Office Of State Personnel Position Description Form (PD-102R-92)		Approved Classification: _____ Effective Date: _____ Analyst: _____ <i>(This Space for Personnel Dept. Use Only)</i>	
1. Present Classification Title of Position Public Health Nurse III	7. Present Position No.	Proposed Position No.	
2. Usual Working Title of Position Public Health Nurse III	8. Dept., University, Commission, or Agency Caswell County Health Department		
3. Requested Classification of Position Public Health Nurse III	9. Institution and Division Caswell County Health Department		
4. Name of Immediate Supervisor Joyce Miller, RN	10. Section and Unit Public Health – Home Health – Nursing		
5. Supervisor’s Position Title & Position No. Public Health Nurse Supervisor I	11. Street Address, City and County 189 County Park Rd., Yanceyville, Caswell County		
6. Name of Employee	12. Location of Workplace, Building & Room No. Yanceyville, NC		

CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor’s Certification: I certify that:

- a) I am the Immediate Supervisor of this position; and
- b) I have provided a complete and accurate description of responsibilities and duties; and
- c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Title: _____ Date: _____

Employee’s Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Title: _____ Date: _____

Section or Division Manager’s Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Title: _____ Date: _____

Department Head or Authorized Representative Certification: I certify that this is an authorized, official position description of the subject position.

I. INTRODUCTION

A. Primary Purpose Of Organizational Unit:

1. The purpose of the Caswell County Health Department is to protect the health and welfare of citizens of Caswell County and to meet the county's health needs through direct services, research and evaluations, and community partnerships.
2. The primary purpose of the Home Health Agency is to provide a wide range of individualized medical, skilled nursing, and rehabilitative services to the residents of Caswell, Rockingham, Orange, Alamance, and Guilford Counties.

B. Primary Purpose Of Position:

1. The Primary purpose of a Public Health Nurse II position within the Home Health Agency is to provide direct intermittent, skilled nursing care under a physician's plan of treatment to clients in Caswell, Rockingham, Orange, Alamance, and Guilford Counties.
2. The objective of this position is to perform case management and independently provide care for the homebound client.
3. The position also involves supervision of home health technician and coordination of care with other disciplines and community agencies.
4. Care provided by the Home Health PHN II is critical to the maintenance or improvement of the client's health.

C. Work Schedule:

1. Monday – Friday
2. 08:00 – 17:00
3. One hour lunch
4. Rotating 24-hour on-call duty
5. After 17:00 and weekends as need arises
6. 24/7 availability in the event of a public health emergency

D. Change In Responsibilities Or Organizational Relationships:

1. The responsibilities of the Public Health Nurse are constantly increasing as new policies and procedures are added. An example of this would be the implementation of the medical advance directives policy.
2. This position will be subject to change as the Health Director and/or Home Health Nursing Director identifies additional responsibilities or as organizational change occurs.

II. RESPONSIBILITIES AND DUTIES

A. Skilled Nursing

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 35%
2. Measure and monitor blood pressure
3. Measure and monitor apical and radial pulse, respirations, and temperature
4. Monitor weight
5. Naso-gastric and gastrostomy tube insertion, monitoring, and removal
6. Suprapubic and Foley catheter tube insertion, injection, care, and removal
7. Tracheostomy care: inner cannula changes, trach appliance changes

8. Oral and tracheal suctioning
9. Observe and check for symptoms of disease process and drug reactions
10. Administer injections (subcutaneous, intramuscular, intravenous, and intradermal)
11. Wound care, skin care, and application of sterile dressings
12. Decubitus care and teaching
13. Bladder and bowel training
14. Removal of fecal impactions and administering enemas
15. Colostomy, ileostomy; jejunostomy care and teaching
16. Venipuncture/finger stick obtaining of blood samples
17. Measurement of blood sugar with glucometer
18. Monitoring of oxygen saturation with pulse oximeter
19. Range of motion exercises
20. Starting IVs and administration of intravenous fluids and antibiotics
21. Monitoring and teaching of parenteral and enteral feeding
22. Providing bereavement counseling and post-mortem care
23. Removal of surgical clamps and sutures
24. Collection of sputum, stool, blood, and urine specimen
25. Set up, monitoring, and reload of subcutaneous infusion pumps
26. Central venous catheter care (i.e. Hickman, Port-a-Cath, etc.)
27. Perform CPR, Anti-choking maneuvers, and other emergency procedures.

B. Travel

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 10%
2. More than half of the Home Health clients live in rural areas of the county
3. Home Health Nurses travel an average of 30 – 100 miles a day

C. Plan and Assess

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 15%
2. Receive assignment for new and scheduled patients
3. Study health history, primary and secondary diagnosis, medications, and special treatments ordered.
4. Contact physician for clarification of orders if needed or confer with other disciplines before initial visit is made and if any changes occur during on-going visits
5. Gather necessary supplies
6. Plan daily work schedule based on clients' needs and orders
7. Work independently in providing client care
8. On a home visit
 - a. Interview patient and family to determine physical, social, psychosocial, and economic needs
 - b. Take health history
 - c. Perform in depth review of function of body systems (i.e. cardiopulmonary, neurological, gastrointestinal, etc.)
 - d. Assess home environment

- e. Assess capacity of family members and/or care givers to provide daily care
- f. Based on the above assessments
 - 1) Define client problems by using tools of the nursing diagnosis
 - 2) Develop comprehensive plan of care including short- and long-term goals. Establish priorities.
 - 3) Evaluate plan of care and nursing interventions at each return visit
 - 4) Continue or change home care services as needed.

D. Teach and Counsel

- 1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 10%
- 2. Teach all aspects of diabetic care, insulin injection, filling syringes, use of glucometer; foot care, skin care, etc
- 3. Teach special diets with consultation from nutritionist, various diet manuals, and literature
- 4. Care of naso-gastric and gastrostomy tubes
- 5. Teach use of home oxygen therapy equipment (i.e. tanks, concentrators, and nebulizers)
- 6. Medication action, interactions, scheduling, and side effects
- 7. Teach care of sterile and non-sterile wound dressings and changing of same.
- 8. Teach administration of subcutaneous, intramuscular, or intravenous injections
- 9. Teach facts about disease or condition
- 10. Give appropriate instruction to prevent spread of disease
 - a. Proper cleansing of equipment
 - b. Disposal of supplies
 - c. Use of rubber gloves
 - d. Proper hand-washing technique, etc
- 11. Teach use of apnea monitors and suction machines
- 12. Teach in and out catheterization
- 13. Teach bladder irrigation and care
- 14. Instruct patient and/or caregiver in proper personal care
- 15. Teach safe transfer and lifting
- 16. Assess compliance with teaching and re-instruct as needed
- 17. Counsel clients and/or caregiver
 - a. in proper personal care
 - b. Counsel regarding responsibility for client care and necessity for role changes
 - c. Counsel regarding dependency and aging
- 18. Use attentive listening to help client and family express feelings, maintain open communication and assist client and family in resolving feelings and coping with others

E. Records

- 1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes

- b. Estimated Percent of Time: 23%
- 2. Complete plan of treatment including determination of Medicare diagnostic codes and according to agency and state licensure division guidelines—obtaining physician signature on plan of treatment
- 3. Send letter requesting hospital discharge summary
- 4. Complete problem list with nursing diagnosis and chronic/past problems
- 5. Maintain one page documentation sheet with patients vital signs, intake, output, temperature, wound condition, teaching, weight, and physical assessment of all systems
- 6. Complete the following forms:
 - a. Fill out medication sheet with list of side effects and interactions. Update as needed
 - b. Complete laboratory request forms
 - c. Complete health history sheet and personal data sheet
 - d. Complete Financial Information Sheet including all insurance information, income, and social security number of client as well as all who live in the home.
 - e. New Patient Information Sheet for Home Health clerk and place information on Board in nurses' area
 - f. Review and Obtain client's signature on general authorization sheet, patient's Bill of Rights and Responsibilities, and Finance Sheet
 - g. Home Health Aide assignment sheet on clients receiving aide services and document supervision
- 7. Provide medical update of patient's condition to Medicare every other month
- 8. Document nursing note for each visit describing nursing assessment, services, provided, communication with other disciplines, communication with family and/or physician
- 9. Submit written summary of clients' progress and renewal orders to physicians every sixty (60) days
- 10. Inform patient regarding Advance Medical Directives, leave booklet in home, and document that client was informed and document whether or not client has directive in chart
- 11. Submit physician telephone orders for changes in client care
- 12. Obtain physician order for discharge when services are terminated
- 13. Write and mail discharge summary to physician once patient is discharged

F. Supervise

- 1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 1%
- 2. Home Health Technicians (HHT)
 - a. Supervise client care provided by HHT
 - b. Determine, with physician input, a plan of care for HHT to follow
 - c. Communicate plan with family and HHT
 - d. Instruct HHT on procedures as necessary and observe HHT performance of procedures
 - e. Evaluate with clients and/or family how well HHT is performing his/her

work

G. Coordinate Patient Care

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 1%
2. Receive referrals from physicians, discharge planning nurses, social workers, family members, friends, and neighbors
3. Coordinate home health care with services of other disciplines. Confer regularly with PT, OT, ST, MSW, and Nutritionist when they are also visiting client.
4. Coordinate services as client moves from home to hospital or nursing home
5. Involve other disciplines and other community resources as needed to achieve plan of care. (i.e. DSS, Community Care, Inc, DME suppliers, Hospice, etc)
6. Pre-Visit Case Management
 - a. Determine needed supplies
 - b. Prepare necessary lab forms
 - c. Telephone clients and/or caregivers to inform them of scheduled visits, obtain address, directions, etc.
7. Follow-up Home Visits as ordered to
 - a. Provide nursing care
 - b. Reassess client
 - c. Supervise home health technician
 - d. Assist family to obtain transportation
 - e. Schedule MD visits
 - f. Arrange for medications to be picked-up from pharmacy
8. Communicate to nursing supervisor problems in patient care, difficulty in handling case load or paper work
9. Communicate requested lab results and client status to MD

H. Continuing Education/Community Activities

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 3%
2. Attend in-service education programs present by the Agency
3. Attend other pertinent continuing education outside the agency
4. Participate in CPR recertification as needed
5. Participate in community relations activities (i.e. health fairs and presentations to community groups)
6. Take HOSA, medical students, and residents in rural health rotation on home visits
7. Complete continuing education and in-service sheets quarterly and as needed

I. Office Duties

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 1%
2. Complete mileage, time, and on-call reimbursement sheets
3. Turn in appropriate leave request slips
4. Attend Home Health conferences

5. Complete sheet inventory sheets for supplies taken to patient
6. Check and rotate vehicle supplies every three months
7. Fill out new supply request sheet
8. Complete progress notes depending on frequency of visits

J. Orientation/Training

1. Relative importance of this responsibility or duty
 - a. Essential Service: Yes
 - b. Estimated Percent of Time: 1%
2. Participate in the orientation of new nurses as directed by nursing supervisors
3. Demonstrate assessments, procedures, and teaching techniques
4. Share information with new nurses about community resources

III. **OTHER POSITION CHARACTERISTICS**

A. Nature And Degree Of Accuracy Required In Work:

1. Precision and accuracy are mandatory in client assessment, instruction, recording, and reporting.
2. Accuracy in taking and recording telephone referrals and orders is essential.
3. Accurate client assessments are important to determine medication changes or changes in client status.
4. The nurse must be accurate in the interpretation of data and making nursing judgments.

B. Consequence Of Error Or Greatest Potential Effect On The Organization:

1. Error in work could cause serious damages or, at worst, death to the client.
2. This could lead to law suits against nurses and/or the agency and well as damage of the agency's reputation within the community.

C. Type Of Instructions Provided To Employee:

1. Home Health Nursing Director approves patient assignments on a daily basis, based on caseload.
2. New referrals are assigned as clients are accepted.
3. In the event of a public health emergency, the employee will receive "Just-in-time" training once he/she arrives on the site.

D. Guidelines, Regulations, Policies And References Used By Employee:

1. Caswell County government employee handbook
2. Caswell County Health Department Policies and Procedures
3. North Carolina Pandemic Flu Plan
4. National Response Plan
5. OSHA Regulations
6. Caswell County Emergency Response Plan
7. Health Insurance Manual (Medicare Guidelines)
8. Medicaid Manual
9. Home Health Policy and Procedure Manual
10. Private Insurance Training Manual/Guidelines
11. Physicians Desk Reference
12. Medical Dictionary
13. Nursing Practice Manual
14. ICD-9 CM Code Book

15. Nurse Practice Act
 16. Home Care IV Therapy Manual
 17. Infection Control in the Home Setting
 18. Home Health Orientation Manual
 19. Geriatric Patient Education Resource Manual
 20. A Provider's Guide to the Medicare Home Health Certification Process
 21. Patient Teaching Manual
 22. Home Care Patient and Family Instructions
- E. Supervision And Observation Of Work Received By Employee:
1. This position is directly supervised by the Home Health Nursing Director.
 2. PHN II work is also reviewed regularly by record review and consultation one-on-one with the Home Health Nursing Director.
 3. Records are audited through utilization review which is performed quarterly on a sample of records.
 4. Any information publicly distributed (ex. Newspaper articles, CCHD MOW program brochures) must be approved by the agency's Public Information Officer (PIO), the Health Director. If the Health Director is unavailable the Health Educator serves as the back-up PIO.
- F. Variety And Purpose Of Personal Contacts With Examples Of Issues Or Problem Resolution:
1. Close contact with the Home Health Nursing Director and other Home Health staff
 2. Close contact with hospital discharge planners, physicians and their nurses, laboratories, medical equipment rental services, pharmacists, clients and their families.
 3. Case conferences with other agency nurses as required by Medicare guidelines
 4. Conferences as needed with other Home Health Staff to discuss client progress or schedule changes
 5. Conferences as needed with Home Health Nursing Director regarding new referrals, status of home health clients, equipment and supplies needed, and changes in scheduling
 6. Consult frequently with physicians regarding changes in the condition of patients, reporting of lab work, and changes in orders.
- G. Physical Effort:
1. The essential functions of this job requires
 - a. Frequent travel to client's homes
 - b. Ability to move around health department on a daily basis
 - c. Occasionally to enter public or private facilities that may not be handicap accessible.
 2. It also requires the ability to:
 - a. Use a computer and telephone on a daily basis
 - b. Travel to meetings locally and occasionally statewide—sometimes requiring overnight stay.
 3. This position includes lifting, transferring, and moving totally dependent clients may occur.
 4. Lifting and carrying equipment and supplies from the storage room to the car and

- from the car to the client's home is frequent.
5. This may require climbing steps.
- H. Work Environment And Condition:
1. The Caswell County Health Department is
 - a. A two-story, climate controlled building
 - b. Not completely handicap accessible with stairs (no elevator) to reach the other floor.
 2. The Home Health Agency is located on the first floor of the building.
 3. This position requires home visits that:
 - a. Are often made in inclement weather
 - b. Requires driving on both primary and secondary roads.
 - c. Are sometimes unsafe and animals may present a hazard.
 4. This position requires frequent contact with the public which may lead to exposure to tobacco smoke, perfumes, or other irritants.
 5. Interaction with the public has the potential for infectious disease concerns.
 6. During a public health emergency, being exposed to the elements or various hazards may be necessary.
- I. Machines, Tools, Instruments, Equipment And Materials Used:
1. Computer
 2. Office Equipment (copier, fax machine, calculator, etc.)
 3. Vehicle
 4. Medical Equipment (oximetry, centrifuge, glucometer, etc.)
 5. Medical Supplies
- J. Visual Attention, Mental Concentration And Manipulative Skills:
1. Visual attention is required for observation and inspection of clients when assessing client's condition and performing various procedures.
 2. Accuracy during these procedures and mental concentration is needed to perform calculations.
 3. Intensive mental concentration is required when performing highly technical procedures and when making independent nursing judgment about clients in the home based on nursing observation.
 4. Manual dexterity is required to work with instruments and equipment.
 5. Acute sensory perception is necessary to detect changes in the client's condition, odors of wounds, and to distinguish colors of medicines.
 6. Visual attention and mental concentration are required when driving, writing, developing plan of care, and documenting.
- K. Safety For Others:
1. Proper use of a motor vehicle
 2. Precision/accuracy in injections and observation in performing technical skills is required to safeguard clients
 3. Instruct and observe bleeding precautions for patients on anticoagulant therapy
 4. Instruct and observe proper/safe use of side rails, turning sheets
 5. Instruct and observe proper/safe techniques when transferring clients
 6. Employee should use universal precautions when necessary
 7. Employee should participate in annual respiratory training program and be fit tested for masks.

- a. Employee will ensure the confidentiality of patient information.
- 8. Dynamics Of Work Or Changes That Impact Work:
 - a. Must be an effective team player, flexible, and have the ability to change at a moment's notice if public health emergencies occur.
 - b. Inclement weather and poorly maintained roads and driveways increase risks and difficulty of making home visits.
 - c. In the event of a public health emergency the employees role may change
- 9. First Responder Duties
 - a. Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents.
 - b. This position, like all other positions within the Caswell County Health Department may be required to participate in emergency response activities as deemed necessary by the Caswell County Health Director or his/her designee. Availability during emergencies and exercises is required.

IV. KNOWLEDGE, SKILLS, & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS

A. Knowledge, Skills And Abilities:

- 1. Thorough knowledge of health appraisal tools
- 2. Thorough knowledge of highly technical procedures now being provided at home
- 3. Considerable knowledge of available resources
- 4. Considerable knowledge and skills in application of nursing theory, practices, principles, and techniques.
- 5. Understands and applies concepts of public health and community health
- 6. Understands and applies concepts of nursing care for selected individuals, families and groups for health promotion, health maintenance, health education, and coordination of care.
- 7. Community organization and development skills
- 8. Effective written and verbal communication skills
- 9. Time management skills
- 10. Ability to coordinate available resources as needed
- 11. Ability to make independent nursing judgments
- 12. Ability to exercise good judgment in apprising situations and making decisions
- 13. Ability to plan and execute work effectively and to deal tactfully with the public and with other health professionals
- 14. Ability to secure cooperation of clients
- 15. Ability to maintain effective working relationships
- 16. Ability to record services rendered and to interpret and explain records, reports, and physicians' orders
- 17. Ability to handle emergency situations as they arise

B. Training and Experience Requirements

- 1. Required Minimum Training:

- a. BS Degree in nursing
 - 1) From a four-year college or university
 - 2) Which includes a public health nursing rotation
 - 3) And one year of public health nursing experience
 - b. Or, graduation from an accredited school of professional nursing,
 - 1) Two years of professional nursing experience
 - 2) Including one year in public health
 - 2. Equivalent Training And Experience:
 - a. An equivalent combination of education and experience
 - b. There is no equivalent for nursing training
- C. License Or Certification Required By Statute Or Regulation:
 - 1. License to practice as a Registered Nurse in North Carolina by the NC Board of Nursing
 - 2. CPR Certification
 - 3. Employees who are required to drive in the performance of their job duties must show proof of a valid driver's license.

V. **ORGANIZATIONAL CHART**

- A. Please Attach An Organizational Chart With The Following Information:
 - 1. Name Of Division And Department
 - 2. Names Of Units In The Organization
 - 3. All Permanent EPA And SPA Employees
 - 4. Position Numbers, FTE, Salary Grade And Classification Titles
 - 5. Solid Lines Indicating Direct Supervisory Relationships
 - 6. Date Chart Was Prepared
 - 7. Signature Of Division Or Section Manager

SUPPLEMENTAL INFORMATION FOR ADA COMPLIANCE
Checklist For Determining The General Physical Requirements, Physical Activities,
Visual Acuity, And Working Conditions Of Staff Positions

Position Title: Public Health Nurse III Position #: _____

Check the letters that correspond with the physical aspects of the essential functions of the position. Essential functions are the fundamental job duties, meaning the position exists to perform the function; there are a limited number of employees among whom the performance of the function can be distributed; and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization. The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified, an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

I. GENERAL PHYSICAL REQUIREMENTS - Please check the ONE description of general physical requirements that best describes the work requirements of the position:

- A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- C. Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

II. PHYSICAL ACTIVITIES - Please check ALL physical activities that apply to the essential functions of the position. Only check an activity if it is a required part of the job:

- A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. Only check this activity if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Only check this activity if the amount and kind of balancing required exceeds that required for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.

- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Crawling: Moving about on hands and knees or hands and feet.
- G. Reaching: Extending hand(s) and arm(s) in any direction.
- H. Standing: Particularly for sustained periods of time.
- I. Walking: Moving about on foot to accomplish tasks; only check this activity if walking is required for long distances or moving from one work site to another.
- J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- L. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Only check this activity if it occurs frequently and requires the substantial use of the upper extremities and back muscles.
- M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- N. Grasping: Applying pressure to an object with the fingers and palm.
- O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- R. Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.

III. VISUAL ACUITY - Please check the ONE description of visual acuity requirements (including color, depth perception, and field of vision), that best describes the requirements of the position:

- A. The worker is required to have close visual acuity to perform an activity such as:
 1. preparing and analyzing data and figures;
 2. transcribing;
 3. viewing a computer terminal;
 4. expansive reading;
 5. visual inspection involving small defects, small parts and/or operation of machines (including inspection);
 6. using measurement devices; and/or
 7. assembly of fabrication of parts at distances close to the eyes.
- B. The worker is required to have visual acuity to perform an activity such as:
 1. operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach;
 2. performing mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- D. The worker is required to have visual acuity to
 1. determine the accuracy, neatness, thoroughness of work assigned (i.e., custodial, food services, general labor, etc.) or

- 2. make general observations of facilities or structures (i.e., security guard, inspection, etc.)

IV. WORKING CONDITIONS - Please check ALL conditions the worker is subject to in performing the essential functions of the position:

- A. The worker is subject to inside environmental conditions with protection from weather conditions but not necessarily from temperature changes.
- B. The worker is frequently subject to outside environmental conditions with no effective protection from weather.
- C. The worker is frequently subject to temperatures below 32 degrees or above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- D. The worker is frequently subject to enough noise to cause worker to shout in order to be heard above the ambient noise level.
- E. The worker is subject to significant vibration of extremities or whole body.
- F. The worker is subject to hazards that include a variety of physical conditions, such as
 - 1. proximity to moving mechanical parts,
 - 2. moving vehicles,
 - 3. electrical current,
 - 4. working on scaffolding and high places,
 - 5. exposure to high heat, or
 - 6. exposure to chemicals.
- G. The worker is routinely subject to one or more of the following conditions that affect the respiratory system or the skin:
 - 1. fumes, odors,
 - 2. dusts, mists, gases
 - 3. oils and other cutting fluids, or
 - 4. poor ventilation.
- H. The worker is frequently required to wear a respirator.
- I. The worker frequently is required to function in close quarters, narrow aisles or passageways, crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and water line pipes, and other areas that could cause claustrophobia.
- J. The worker is routinely exposed to clients with active infectious diseases.
- K. The worker is required to function around prisoners or patients in an inpatient mental facility.
- L. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Signature of Supervisor if other than Dept/Office Head

Date

Employee's Signature

Date

Signature of Dept/Office Head

Date