

Job Descriptions that
Lower Work Comp Costs
& Benefit Your Employees

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- * Bachelor of Science from The University of Notre Dame in 1998
- * Doctor of Physical Therapy from Creighton University in 2001
- * Certification in Job Site Analysis, Pre-Work Screen Development & FCE's
- * Began working with worker's compensation patients in 2002
- * First work onsite at an employer 2004
- * Experience with worker's compensation, adjusters and employers around the country

Objectives

- * Identify the measures included in a good job description
- * Determine whether or not a Job Description contains the details needed to help direct the care of your injured employees
- * Understand some of the ways a good Job Description can benefit employers beyond the treatment of just one injured worker (and therefore benefit employees & lower work comp costs)

2015 Workers' Compensation Statistics

- 2,905,900 cases in private industry
- 752,600 cases in the public sector
- 1,153,490 cases involved days away from work
 - * Median days away from work: 8
- 421,610 days-away-from-work cases involved sprains, strains, and tears
 - * Median days away from work: 10
- 376,190 days-away-from-work cases were due to overexertion and bodily reaction
 - * Median days away from work: 12

Most Common Workers' Compensation Injuries

- 1) Overexertion Injuries: related to lifting, pushing, pulling, carrying, hauling or throwing
- 2) Falls that do not involve falling to a lower level
- 3) Being struck by an object or equipment
- 4) Falls to a lower level
- 5) Miscellaneous exertions: caused by reaching, bending, climbing, sitting, standing, and slipping or tripping without falling

*According to Business Insurance Magazine

Terminology



Terminology

- * **Job Description vs. Job Analysis**
- * **Job Site Analysis vs. Ergonomic Assessment**
- * **Physical Demands** are the physical requirements of a job. They often include items such lifting, walking, sitting, reaching, etc.
- * **Essential Functions** (also called Critical Demands) are the components of a job that are considered crucial components of the job. These are often tasks or physical demands that occur more often as a part of a job and accommodations may be more difficult or impossible
- * **Physical Demand Level** (also called a Physical Demand Category) is a designation used in the Dictionary of Occupational Titles and places a job in a general strength and frequency category. However, specific weights, lifts, heights, activities, etc. are not specified.



- SAVE MONEY!
- STREAMLINE GOALS!
- GUIDE THE COURSE OF TREATMENT!
- GET THE EMPLOYEE BACK TO WORK
(OR STAY AT WORK)!
- SERVE AS THE BASIS FOR INJURY
PREVENTION INITIATIVES!



Overview Of How A
Good Job Description Can Help Cut Costs

- ✓ Benefits Related To The Injured Worker
- A Closer Look At GOOD Job Descriptions
- How To Maximize Benefits
- Beyond Job Descriptions



Benefits of GOOD Job Descriptions

-- Related to the Injured Worker

- * Establish clear end goals for all involved – the injured employee, workplace, medical providers, etc.
 - * Establishes expectations
 - * Indicates interest/support in the injured worker
 - * Sets the stage for accountability
- * Corroborate the injured employee's description of work requirements (or clear up confusion)
- * Help physicians determine whether cause of cumulative trauma is work related
- * Guide care (see next slide)

Guiding Treatment



- * Clear end goals
- * Objectively measure and show progress toward activities directly related to the employee and job involved
- * Allows for simulation or actual performance of functional activities and postures that the employee must be able to do as part of his or her job (treatment and testing)
- * Helps patient return to work or stay at work by matching abilities/restrictions with job demands (can avoid premature return as well)
 - * To “original” job
 - * To different position, even if just temporarily



☐ Benefits Related To The Injured Worker

☒ A Closer Look At GOOD Job Descriptions

☐ How To Maximize Benefits

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Components Of A Complete Job Description

1. Title of the Position
2. The Fair Labor Standards Act classification
3. To Whom the Position Reports
4. Any Required Experience, Education or Certifications
5. Tasks and Responsibilities of the Position
6. **Specific Physical Requirements of the Position**

What Makes A Job Description Good?

SPECIFICITY

What? How much? How often? Simply put, we need to know what that job entails, particularly from a physical demands and essential functions perspective.

Why is Specificity Important?

- * Can help guide treatment if there is an injury
- * To help match the candidate to the job
- * Employer/Employee relationship starts with transparency and clearer expectations
- * Can help guide on the job training and/or assessment items
- * Is the foundation for additional services and/or initiatives that can also contribute to decreasing work comp costs

Physical Demand Levels

PDL Level	Sedentary (lbs)	Light (lbs)	Medium (lbs)	Heavy (lbs)	Very Heavy (lbs)
Occasionally	up to 10	up to 20	21-50	51-100	>100
Frequently	negligible	10	11-25	26-50	>50
Constantly	negligible	negligible	10	11-20	>20

Based on 8 hr day	% of the Day	Amount of Time	Repetitions
Occasionally	1-33%	Up to 2.5 hrs Or 20 minutes/hr	1-100 reps/day or 1-12 reps/hour
Frequently	34-67%	2.5-5.25 hrs or 21-40 minutes/hr	101-500 reps/day or 13-62 reps/hour
Constantly	>67%	>5.25 hrs or >40 minutes/hr	>500 reps/day or >63 reps/hour

What else is needed to guide treatment or drive safety initiatives?

Even more **SPECIFICITY**

From the Dictionary of Occupational Titles

TITLE(s): LABORER, STORES (any industry) alternate titles: order picker; parts picker; stock

selector; warehouse worker Performs any combination of following tasks to receive, store, and distribute material, tools, equipment, and products within establishments: Reads production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed. Conveys materials and items from receiving or production areas to storage or to other designated areas by hand, handtruck, or electric handtruck. Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, type, style, color, or product code. Sorts and stores perishable goods in refrigerated rooms. Fills requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to production workers or assembly line. Assembles customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department. Marks materials with identifying information, using stencil, crayon, or other marking device. Opens bales, crates, and other containers, using handtools. Records amounts of materials or items received or distributed. Weighs or counts items for distribution within plant to ensure conformance to company standards. Arranges stock parts in specified sequence for assembly by other workers. May use computer to enter records. May compile worksheets or tickets from customer specifications [ORDER DETAILER (clerical) 221.387-046]. May drive vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment. May complete requisition forms to order supplies from other plant departments. May prepare parcels for mailing. May maintain inventory records. May restock aircraft commissary supplies, such as linens, glasses, emergency kits, and beverages, and be designated Commissary Agent (air trans.). May be known according to specific duty performed as Cloth-Bin Packer (textile); Cooler Worker (dairy products); Order Filler (any industry); Produce Clerk (retail trade) II; Tool Chaser (any industry).

GOE: 05.09.01 STRENGTH: M GED: R2 M1 L1 SVP: 2 DLU: 88



PDL Level	Medium (lbs)
Occasionally	21-50
Frequently	11-25
Constantly	10

Small excerpt rom a good (specific) job description

Key							
C = Continuous	F = Frequent				O = Occasional	N = Not Applicable	
More than 5.5 hours (67-100%) > 500 reps/day	2.5 to 5.5 hours (34-66%) 101-500 reps/day				Less than 2.5 hours (1-33%) 1-100 reps/day	Not at all or rarely	
Activity	C	F	O	N	Essential Function	Comments	
Waist to Floor Lift, 0-25 lbs.		X			Yes	Lifting of various equipment/materials/supplies ranging in weight from 0-25 lbs. between approximately 10 to 36".	
Waist to Floor Lift, 26-100 lbs.			X		Yes	Lifting of various equipment/materials/supplies ranging in weight from 26-100 lbs. between approximately 10 to 36".	
Waist to Crown Lift, 0-50 lbs.			X		Yes	Lifting of various bars ranging in weight from 0-50 lbs. between heights of 36 to 62".	
Carry (unilateral or bilateral), 0-100 lbs.			X		Yes	Various equipment/materials/supplies ranging in weight from 0-100 lbs. less than 10 ft.	
Horizontal Push/Pull, 0-80 lbs. of force			X		Yes	Positioning of various equipment/materials/supplies at varying heights to complete work related activities.	
Reach Below Shoulder		X			Yes	Reach heights may vary between 10" to 42" when retrieving various equipment/materials/supplies and performing service technician duties.	
Reach at or Above Shoulder			X		Yes	Reach heights between 42" to 72". Reaching at or above shoulder level required to when entering/exiting tractor cabs.	

VS.

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- ☐ Beyond Job Descriptions



The benefits of **GOOD** job descriptions are maximized when:

- * They exist for all jobs
- * They are completed by an individual trained in the observation & assessment of movement & activities
- * The process includes input from appropriate managers, supervisors and company personnel, followed by review and validation of the end result
- * They are in place pre-injury
- * They are used to initiate safety, screening & improvement programs

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More “Things” For Consideration



Even if you have a good job description, an onsite visit may be helpful, particularly in more severe injuries, difficult to close cases, and when the job is difficult to describe. Seeing the job in action can help providers better understand how the critical demands fit together (combo movements), such as

- * Reaching while squatting
- * Always moving weight from left to right

This additional information can further guide treatment and can give providers the opportunity to provide tips for adaptations or modifications that may reduce risk of re-injury or aggravation.

More “Things” For Consideration

A GOOD Job Description Can Be Used By The Employer For Other Cost Saving Measures

- * A Post Offer Pre Work Screening Program
- * Matching Employees To Jobs
- * Creating Clear Expectations of the Physical Requirements of the Job
- * Guiding on-the-job or new employee training and/or assessment
- * Implementation of preventive activities when done so according to OSHA rules – temporary restrictions, stretching programs, “first aid”
- * Identify high risk activities and take a proactive approach to modifications and improved safety.



So how can you use this information at work tomorrow?

- ❖ Look at your current job descriptions.
- ❖ Review the information you currently offer your providers in the event of a work related injury.
- ❖ Does it include enough specificity to successfully guide treatment or help you get the information you need?
- ❖ Consider your company specific goals and needs, including the injured worker—would more SPECIFICITY and/or expanded services be of benefit? If so, acting now can save time and money later!

Questions????

Thank you for coming!

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