**Saskatchewan Union of Nurses  
and  
Saskatchewan Association of   
Health Organizations**

***Position Evaluation Questionnaire***

**Revised: September, 2017**

**Employee(s): Complete and forward to your Out-of-Scope Supervisor**

**Out-of-Scope Supervisor: Complete and forward to your Human Resources Department**

**Human Resources Department: Review and forward to**

**SUN/SAHO Position Evaluation Committee**

**Classification and Job Evaluation Department**

**SAHO, 900-1919 Saskatchewan Drive, Regina, Saskatchewan, S4P 4H2**

**SUN/SAHO Position Evaluation**

**New or Changed Positions**

1. Employer completes the questionnaire and submits it to SAHO for review.
2. SAHO communicates a decision to the Employer and SUN for a new position.
3. SAHO communicates a decision to the Employer, SUN and the Employee(s) if it is a changed position.

**Six Month Questionnaire Review (Required)**

1. Once a position has been occupied for six (6) months the incumbent(s) and Employer are required to review and validate or amend the initial questionnaire.
2. SAHO reviews the questionnaire and will communicate the decision to the Employer, Employee(s) and SUN.

**Reconsideration Process for New or Changed Positions**

1. There is a reconsideration process if the incumbent(s) and/or Employer wants to have the position evaluation results reconsidered.
2. The request for reconsideration must be completed within **sixty** (**60) calendar days** of receiving the classification placement.
3. Employee(s) and Employer must complete a joint new questionnaire (or amend the initial questionnaire) and forward it to the SUN/SAHO Position Evaluation Committee where it is reviewed and a decision will be communicated back to the Employer, Employee(s) and SUN.
4. The decision of the SUN/SAHO Position Evaluation Committee is final.
5. Questionnaire is designed to gather relevant information for New and Changed Positions.
6. Measure the requirements of the **position**.
7. Not an appraisal of performance.

## Before completing the questionnaire:

1. Read the entire questionnaire.
2. It is your choice to complete the questionnaire as an **individual submission** (Page iv) or as **a group submission** (Page v).

## Completing the questionnaire:

1. Review the Guidelines provided.
2. Read the introduction, instructions and all possible responses for each question **before** selecting the response that best describes your position.
3. Base all responses on **current** regular responsibilities. This would include typical assignments and responsibilities within the past 6 to 12 months.

## After completing the questionnaire:

1. Supervisor will provide comments for a new position request.
2. Supervisor and employee(s) will provide comments for a six-month review or changed position, and review them with the individual or the group contact person.
3. Employers and Employees may not change each other’s responses.
4. The supervisor will review their portion of the questionnaire with the individual or group contact person.
5. A copy of the questionnaire should be retained by the Employee(s) and the Employer.
6. The questionnaire will be forwarded by the Employer’s Human Resources Department to the SUN/SAHO Position Evaluation Committee.

Position Profile 1

FACTORS:

**Skills**

1. Knowledge and Expertise 3

2. Communication Skills 5

3. Decision Making 11

**Responsibility for:**

4. Client/Patient/Resident Care 12

5. Standards/Projects 13

6. Education 14

7. Referrals 15

8. Resources 16

9. Supervision 18

**Effort**

10. Physical Effort 20

11. Mental Effort 26

**Working Conditions**

12. Working Conditions 30

Employee Comments 37

Supervisor Comments 38

Glossary 39

|  |  |
| --- | --- |
| **Position Title:** |  |

|  |  |
| --- | --- |
| **Employee Name:** |  |

|  |  |
| --- | --- |
| **Employee Number:** |  |

|  |  |
| --- | --- |
| **Work Telephone:** |  |

|  |  |
| --- | --- |
| **Home/Cell Telephone:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |

|  |  |
| --- | --- |
| **Facility/Agency:** |  |

|  |  |
| --- | --- |
| **Program/Service:** | ***(Physical Location)*** |

***(See attached listing on Page vii)***

## New Position Changed Position Six-Month Review

|  |  |
| --- | --- |
| **SAHO File Number:** |  |

***(If known)***

## 

|  |  |
| --- | --- |
| **Date Started in Position:** |  |

|  |  |
| --- | --- |
| **Date Position Changed:** |  |

|  |  |
| --- | --- |
| **Signature:** |  |

|  |  |
| --- | --- |
| **Today’s Date:** |  |

|  |  |
| --- | --- |
| **Position Title:** |  |

|  |  |
| --- | --- |
| **Employee Name:** |  |

|  |  |
| --- | --- |
| **Work Telephone:** | ***(Contact Person for Group Submission)*** |

|  |  |
| --- | --- |
| **Home/Cell Telephone:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

|  |  |
| --- | --- |
| **Employer:** |  |

|  |  |
| --- | --- |
| **Facility/Agency:** |  |

|  |  |
| --- | --- |
| **Program/Service:** | ***(Physical Location)*** |

***(See attached listing on Page vii)***

## New Position Changed Position Six-Month Review

|  |  |
| --- | --- |
| **SAHO File Number:** |  |

***(If known)***

## 

|  |  |
| --- | --- |
| **Date Started in Position:** |  |

|  |  |
| --- | --- |
| **Date Position Changed:** |  |

|  |  |
| --- | --- |
| **Today’s Date:** |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

|  |  |  |
| --- | --- | --- |
| \*Name \*Employee # Signature | | |
|  |  | |
| Position Start Date | | |
|  | |  |

# *\*Check off one that is most applicable*

# \*Stream \*Program

**Acute**  Adolescent Unit  Obstetrics

Education  OR & Recovery

Emergency  Outpatient

Endoscopy  Palliative

Geriatric General  Psychiatry

Health Centre  Rehab & Geriatric

HEMO (Dialysis)  Small Hospital

Integrated  Supervisors

Intensive Care  Surgical

Medical  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community**  Education

Home Care

Maternity

Mental Health

Public Health

STD, Street Program

Supervisor

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Long-Term Care**  Geriatric General

Supervisor

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other**  Air Ambulance

Primary/ACN

Nurse Practitioner

Road Ambulance

Health Line

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Location**

Urban – Regina and Saskatoon

Regional – North Battleford, Prince Albert, Swift Current, Yorkton, Lloydminster, Moose Jaw, Estevan, Weyburn, Melfort, Humboldt, Melville

Rural – All Others

**Does this position receive in-charge pay for all hours worked?  Yes  No**

Provides the evaluator with an overview of the position.

|  |
| --- |
| I. Overall Purpose/Major Function  * Briefly describe the general purpose of this position. * Consider why the position exists and the responsibilities of the position. |
|  |

|  |
| --- |
| **II. Major Areas of Responsibility**   * Provide a summary of the purpose, diversity and extent of the duties performed. * Indicate major areas of responsibility. * Identify all duties/responsibilities/activities in the position and then group them into similar areas of responsibility. * Indicate the approximate percentage of time spent for each area of responsibility. The **totals must equal 100%.** |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #1:** | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #2:** | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #3:** | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #4:** | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #5:** | |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **% of Time – Duty/Responsibility #6:** | |

Read all responses, and then check the **one response** that **best applies**.

* Consider the **minimum requirements** for a position including, but not limited to:
  + General education
  + Experience
  + Work-related qualifications
  + Life Skills
* Consider both **breadth** and **depth** of knowledge. Some positions require highly specialized knowledge in a single area of nursing; for example, maternal/child health, psychiatry, gerontology, critical care, palliative care, etc., while others may require less depth but across a broad range of nursing areas.
* The responsibility for ongoing self-education exists for every nurse and is inherent in the knowledge and expertise at every level.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Out-of-Scope**  **Supervisor**  **Response** |
|  | **RESPONSE 1**: Requires a **breadth** of knowledge of more than one specific \*area of nursing and the requirement to apply this knowledge when providing nursing care; AND/OR, an **in-depth** knowledge of a specific \*area(s) of nursing and the requirement to apply this knowledge when providing nursing care.  **Guideline**   * Depth is the specific detailed understanding of one \*area of nursing. * Breadth is an overall understanding of a number of \*areas of nursing. * This response includes precepting or buddying other nurses. Buddying includes helping to familiarize other nurses with the layout of the facility, equipment and policies/procedures specific to the service/\*area. |  |
|  | **RESPONSE 2:** Requires knowledge at the resource level of one or more specific \*areas of nursing, demonstrated by a requirement to transfer such knowledge to other nurses on a formal ongoing basis at least 25% of the time.  **Guideline**   * Refers to a required level of additional in-depth knowledge with respect to \*theoretical or clinical nursing practice. * This additional knowledge is required as part of an “\*assigned” formal role, and accounts for a \*substantial portion of the position duties. * Nurse delegation of tasks to unregulated care providers does not require such knowledge and, therefore, should not select Response 2. * Does not apply to positions which act as a resource unless 25% of time or greater is spent performing staff education. |  |
|  | **RESPONSE 3:** Requires the application of knowledge and skills required for implementing **independent assessment, diagnoses, treatment and the authority to prescribe**.  **Guideline**   * Normally related to a Nurse Practitioner role, but may be found elsewhere. |  |

|  |
| --- |
| **Employee:** (validate response with comments/examples) |
| **Supervisor:** (validate response with comments/examples) | |

Read all responses and then **place a number on a scale of 1 to 5** in the space provided to indicate time spent on the job communicating in the style indicated by the question.

1 = N/A

2 = Up to and including 20%

3 = Greater than 20% up to 40%

4 = Greater than 40% up to 60%

5 = Greater than 60%

* The percentage total may be **more or less than 100%.**
* Questions **1** through **9** are evaluated in conjunction with one another, as these sub-factors can be performed simultaneously and are not independent of each other.
* **Any response greater than 1 requires comments/examples to be provided.**
* Measures the oral and written communication skills required to deliver or facilitate client/patient/resident care.
* Includes the importance and frequency of different types of communications.
* A nursing position can require communication with a variety of contacts including families, staff, visitors, volunteers, physicians, employees and managers of other departments, colleagues, health and social service agencies, community-based services, committees, or vendors, amongst others.
* The expression of compassion and sensitivity are viewed as being synonymous with the nursing profession, so this communication skill is not measured.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** | **4** | **5** |
| **% OF TIME** | **N/A** | **Up to and including 20%** | **>20% to 40%** | **>40% to 60%** | **>60%** |
|  |  |  |  |  |  |
| **Hrs/8 Hr Day\*** |  | Up to 1.5 hrs/day | >1.5 to 3.25 hrs/day | >3.25 to 4.75 hrs/day | >4.75 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 2.5 hrs/day | >2.5 to 4.75 hrs/day | >4.75 to 7 hrs/day | >7 hrs/day |
| **Hours per month\*** |  | Up to 32 Hrs/month | >32-64 Hrs/month | >64-96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | 1. **Provides/obtains verbal and/or written information.**   **Guideline**   * Giving or receiving information such as client/patient/resident data or status and nursing reports. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Explains or discusses detailed information**   **Guideline**   * Exchanging information needing interpretation or clarification with others.   (An example is discussing a client/patient/resident’s condition.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** | **4** | **5** |
| **% OF TIME** | **N/A** | **Up to and including 20%** | **>20% to 40%** | **>40% to 60%** | **>60%** |
|  |  |  |  |  |  |
| **Hrs/8 Hr Day\*** |  | Up to 1.5 hrs/day | >1.5 to 3.25 hrs/day | >3.25 to 4.75 hrs/day | >4.75 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 2.5 hrs/day | >2.5 to 4.75 hrs/day | >4.75 to 7 hrs/day | >7 hrs/day |
| **Hours per month\*** |  | Up to 32 Hrs/month | >32-64 Hrs/month | >64-96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor Response** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Interviews others.**   **Guideline**   * Formal or informal interviewing conducted to gather information. * Interviewing others requires the skill to ask questions, assess and probe for more information/clarification in an interactive process to gain understanding.   (An example is to interview a client/patient/resident for information about their illness and symptoms.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Provides verbal and/or written opinions/advice.**   **Guideline**   * Providing professional opinions to persuade or influence others. * Parties involved are cooperative and have reasonably common interests. There is no conflict resolution (covered under Questions 7 and 8). Tact and sensitivity are required.   (Examples include information exchanges that occur in committee work, case conferences or discussions in nursing rounds.) | | | | | | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | | | | | | |
| **Supervisor:** (validate response with comments/examples) | | | | | | | |
| **SCALE** | | **1** | **2** | **3** | **4** | **5** | |
| **% OF TIME** | | **N/A** | **Up to and including 20%** | **>20% to 40%** | **>40% to 60%** | **>60%** | |
|  | |  |  |  |  |  | |
| **Hrs/8 Hr Day\*** | |  | Up to 1.5 hrs/day | >1.5 to 3.25 hrs/day | >3.25 to 4.75 hrs/day | >4.75 hrs/day | |
| **Hrs/12 Hr Day\*** | |  | Up to 2.5 hrs/day | >2.5 to 4.75 hrs/day | >4.75 to 7 hrs/day | >7 hrs/day | |
| **Hours per month\*** | |  | Up to 32 Hrs/month | >32-64 Hrs/month | >64-96 Hrs/month | >96 Hrs/month | |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor Response** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Deliver presentations.**   **Guideline**   * **Formal** presentations where audio/visual or other \*teaching aids may be used to present prepared materials (you or someone else prepared it). * Presentations are for general information purposes only, intended to increase knowledge but not intended to move others to take action. Evaluation and follow-up are not required. * This does not include informal committee presentations referred to in Question 4.   (Examples include presentations to community groups, staff in-services.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Transfer of Knowledge/Skills**   **Guideline**   * Individual or group settings.   (Examples include one-to-one, pre-op, bath demonstrations, life skills.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** | **4** | **5** |
| **% OF TIME** | **N/A** | **Up to and including 20%** | **>20% to 40%** | **>40% to 60%** | **>60%** |
|  |  |  |  |  |  |
| **Hrs/8 Hr Day\*** |  | Up to 1.5 hrs/day | >1.5 to 3.25 hrs/day | >3.25 to 4.75 hrs/day | >4.75 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 2.5 hrs/day | >2.5 to 4.75 hrs/day | >4.75 to 7 hrs/day | >7 hrs/day |
| **Hours per month\*** |  | Up to 32 Hrs/month | >32-64 Hrs/month | >64-96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor Response** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **Counsels**   **Guideline**   * Formal \*counseling, coaching and support to bring about behavioural change.   (\*Counseling often involves conflict resolution skills. Situations are often extremely sensitive.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. **\*Negotiates/mediates.**   **Guideline**   * \*Negotiates means to bargain to reach agreement. The parties involved may not be cooperative or have common interests.   (Often involves conflict resolution skills. Situations are often extremely sensitive. Examples include negotiating housing needs, negotiating a treatment plan.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** | **4** | **5** |
| **% OF TIME** | **N/A** | **Up to and including 20%** | **>20% to 40%** | **>40% to 60%** | **>60%** |
|  |  |  |  |  |  |
| **Hrs/8 Hr Day\*** |  | Up to 1.5 hrs/day | >1.5 to 3.25 hrs/day | >3.25 to 4.75 hrs/day | >4.75 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 2.5 hrs/day | >2.5 to 4.75 hrs/day | >4.75 to 7 hrs/day | >7 hrs/day |
| **Hours per month\*** |  | Up to 32 Hrs/month | >32-64 Hrs/month | >64-96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Comments** |  | **Supervisor Comments** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | 1. \***Facilitates.**   **Guideline**   * Persuade groups to cooperate in devising and achieving a mutual goal.   (Facilitation does not require an expert knowledge of the subject.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

Read all responses, and then check the **one response** that **best applies**.

* Measures the necessary skills to apply knowledge, professional judgment, expertise and interpretation to make decisions that are routine to innovative.
* Includes the day-to-day clinical decisions relating to client/patient/resident care and staffing.
* Responses for decision making will be considered a **minimum** requirement to receive a rating at that level.
* **This factor does not measure duties that are temporarily assigned.**
* \*Unit is defined as a physical space in a building. For example, ICU provides various services such as neuro, orthopedics, cardiac, pediatric, etc.
* \*Area is defined as a geographic space.

Examples of programs/services include oncology, medicine, maternal child health, psychiatry, immunization, gerontology, critical care, palliative care, etc.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Requires skill to make decisions within **policies/procedures** that may be subject to interpretation or clarification. |  |
|  | **RESPONSE 2:** Requires skill to make decisions which must include **coordination** of staffing, and/or patient care and/or coordination of equipment **for one \*unit or \*area**.  **Guideline**   * Position is \*assigned an ongoing continuous requirement for decision-making respecting coordination within a \*unit or \*area. |  |
|  | **RESPONSE 3:** Requires skill to make decision or solve problems on **situations or broad issues**. Decision making must involve the \*assigned authority:   * **Changing/developing** policies, and/or standards and/or objectives **that affect an entire program/service**   **OR**   * Coordination of staffing and/or patient care for **more than one \*unit or \*area.** |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Primarily responsible for **indirect** nursing care of individual clients/patients/residents.  **Guideline**   * Indirect care is when hands-on or direct care is provided only as a secondary part of a nurse’s daily duties. * This also applies to nurses who direct/coordinate a program and/or staff. |  |
|  | **RESPONSE 2:** Primarily responsible for **direct, hands-on** nursing care of clients/patients/residents.  **Guideline**   * Direct care is defined as direct contact (verbal or physical) with the client/patient/resident. |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

* Includes identifying needs/problems, gathering and researching information, developing or modifying, implementing and evaluating standards/projects.
* This may require collaboration with clients and/or service providers.

For example, projects may include clinical studies, surveys, utilization audits, educational programs, etc.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Responsible for **gathering and sharing** individual client/patient/resident information to provide nursing care. Identifies needs/problems for standards/projects.  **Guideline**   * Refers to the responsibility for information gathered being utilized to provide nursing care to individuals. |  |
|  | **RESPONSE 2:** Responsible for **gathering/researching** information for standards/projects.  **Guideline**   * Refers to positions that are accountable for gathering/researching information to be submitted for analysis by someone else. |  |
|  | **RESPONSE 3:** Responsible for **analyzing** information and **developing/modifying** standards/projects.  **Guideline**   * Refers to positions accountable for writing and developing/modifying standards/projects based on information provided. |  |
|  | **RESPONSE 4:** Responsible for the **decision to implement** new or modified standards/projects and evaluate **overall** effectiveness.  **Guideline**   * Refers to positions accountable for assessing the effectiveness of standards/projects and making required changes. * Evaluating overall effectiveness refers to assessing standards or the project as a whole. * The accountability for this usually rests with one individual and cannot be delegated to another. |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

* The factor measures the responsibility for educating others, including clients/patients/residents, external groups such as school groups or parents and other caregivers.
* Level of responsibility increases with the complexity of the assessment, the range of education techniques employed and the program/development or preparation required.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Responsible for \***teaching and transferring skills** to clients/patients/residents, families and other staff.  **Guideline**   * This includes precepting or buddying other nurses. * Buddying includes helping to familiarize other nurses with the layout of the facility, equipment and policies/procedures specific to the \*unit/\*area. |  |
|  | **RESPONSE 2:** Responsible for **developing and/or delivering formal education programs** to clients/patients/residents in an individual or group setting and/or formally \*teaching nurses and/or other unregulated care providers by providing advanced expertise (including demonstration/instruction).  **Guideline**   * Includes formal orientation, which is a planned process to provide essential information. * Formal education programs could include diabetic education, prenatal education programs, etc. |  |
|  | **RESPONSE 3:** Responsible for developing and delivering formal education programs from their inception, including \***consultation with multiple stakeholders**.  **Guideline**   * This is a participatory process to meet mutual goals; it’s not simply an information gathering process. * For example: * Development of an education program for a school requiring \*consultation with parents, teachers, local school board, etc. * Development of an education program for renal patients that requires \*consultation with CRNS, College of Nursing, College of Physicians and Surgeons, Kidney Foundation, etc. |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

* This factor measures the responsibility of the position to make the appropriate referrals in providing client/patient/resident care.
* Referrals can be internal or external to the organization.

For example, other health professionals, community resources, community-based organizations and/or government departments/agencies.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: **Not** responsible for making referrals.  **Guideline**   * This encompasses positions with no direct client/patient/resident care responsibilities. |  |
|  | **RESPONSE 2:** Responsible for **making referrals** to other health professionals or internal disciplines according to “defined policy”.  **Guideline**   * Refers to well-defined rules that govern the assessment and reporting requirements when particular situations are identified. * Refers to responsibility for referrals that require a physician’s authorization. |  |
|  | **RESPONSE 3:** Responsible for conducting an **assessment** and providing **written** referrals to other health professionals or external agencies. Follow-up on the referral is not required.  **Guideline**   * Refers to the position’s responsibility for independent initiation of the referral, including \*documentation of relevant past medical history, current assessment, and rationale for the referral to the appropriate health professional or external agencies. Interagency transfers and \*documentation of same also apply when the position has the responsibility for the independent initiation of the transfer. |  |
|  | **RESPONSE 4:** Responsible for conducting an assessment and providing written referrals to other health professionals or external agencies. **Follow-up and continued contact** with the client/patient/resident and other health professionals or external agencies is required to coordinate nursing care.  **Guideline**   * Follow-up and continued contact refers to the responsibility for continual assessment of the patient’s progress and the maintenance of ongoing communication with the referral personnel/agency and the client, followed by revision of the care plan as necessary. * At this level, the RN, RPN or RNNP is the “hub of care” for a patient, client or resident. |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

* Equipment/materials are defined as physical assets or materials, including machinery, vehicles, materials and/or supplies used while performing duties.
* Resources include supplies, equipment and financial resources (money or budgets).
* Responsibility for resources includes working with finances, maintenance and procurement of resources.
* **Does not** consider responsibility for people resources, which is measured in the Supervision Factor.
* **Does not** measure duties that are temporarily assigned.

|  |  |  |
| --- | --- | --- |
| **Working with Finances** | **Maintenance** | **Procurement** |
| 1, 2 and 3 can be and/or finances, maintenance, procurement | | |
| 1. Frugal use – refers to the routine use of equipment, office materials, medical equipment and supplies in the most efficient manner and with minimal waste | 1. Nil | 1. Nil |
| 1. Frugal use – example, gas cards, procurement cards, ordering or reordering regularly used supplies   Petty cash, input into  (wish list) | 2. Standard procedures – e.g., calibrating equipment such as glucometers, audiometers, dialysis machines, cardiac monitors. | 2. Reordering regularly used supplies, small expenditures |
| 1. Know your budget, monitor it, project budget financial responsibility.   This response is for an allocated budget amount and discretionary spending within that budget. | 3. Responsible for coordinating maintenance for an \*assigned \*area. This response includes those positions with \*assigned responsibility for all maintenance and upkeep of employer vehicles. | 3. Purchase of supplies other than regularly used items for the \*assigned \*area. |
| 4. Must include: managing a budget for a specific \*area **OR** maintenance **and** procurement of equipment. | | |
| 1. Develop, allocate, monitor, administer budget in a service/program/agency. | 4. Same as 3. | 4. New equipment: research products, the need for and cost and either purchase the product or recommend the purchase of a product. |

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Responsibility for **routine** handling of resources and minimizing waste. This includes one or more of the following:   * Routine use and operation of equipment where there is no requirement to maintain equipment. * Use of office materials, medical equipment and supplies in the most efficient, cost-effective manner. |  |
|  | **RESPONSE 2:** Responsible for **maintaining** resources. This includes one or more of the following:   * Routine handling, operation and basic care of equipment. * Applying standard procedures to test/calibrate equipment and/or make prescribed adjustments to ensure proper functioning to glucometers, audiometers, dialysis machines and/or cardiac monitors, etc. * Monitoring supplies and ordering regularly used supplies. * Using financial resources for routine transactions, such as gas cards, procurement cards, petty cash expenditures, etc. |  |
|  | **RESPONSE 3:** Responsibility \***assigned** for **administering** resources in a particular \*area. This includes one or more of the following:   * Coordinating maintenance of equipment for an \*assigned \*area, which includes positions responsible for maintenance of an employer vehicle. * Responsible for monitoring spending within an allocated budget for a defined project, program \*area and/or grant programs. * Purchasing supplies beyond regularly used items for an \*assigned \*area. |  |
|  | **RESPONSE 4**: Responsibility \***assigned** for **managing** resources in a specific \*area. This includes one or more of the following:   * Developing, allocating, monitoring and administering the budget and expenditures for a particular service/program/agency. * Managing equipment for a specific \*area, including determining the type and quantity of equipment required, providing purchase recommendations and ensuring equipment is maintained and ready for use. |  |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | | |

Read all responses, and then check the **one response** that **best applies**.

* Measures the nature of the supervisory demands, not the numbers of employees supervised.
* Includes supervision of employees of the organization, including full-time, part-time and casual employees.
* **Does not** include supervision of volunteers.
* Unregulated care providers are defined as support staff such as LPNs, unlicensed care providers, students, etc.

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
|  | **RESPONSE 1**: Responsible for completing own case load or work assignments according to nursing standards of practice, may provide guidance to nurses, and/or other unregulated care providers.  **Guideline**   * Provide guidance means providing work direction in the form of information/demonstration on an informal basis, precepting and buddying. * Buddying includes helping familiarize other nurses with the layout of the facility, equipment and policies/procedures specific to the service/\*area. |  |
|  | **RESPONSE 2:** Responsible for the \***clinical** supervision of one or more nurses and/or other unregulated care providers. This includes ensuring that standards of practice are maintained.  **Guideline**   * Refers to those providing \***clinical supervision** OR instructions through formal education programs, formal orientation programs, certification of nurses in specialized nursing procedures and determining competencies. * Formal orientation is a planned process to provide essential information. * \*Clinical supervision in this level is defined as the supervision of the \*clinical work of other staff that provide direct care. * Includes a diverse group of positions that provide \*clinical supervision to both unlicensed and licensed care providers. |  |
|  | **RESPONSE 3:** Responsible for **supervising** the \***assigned supervision** of one or more nurses and/or other unregulated care providers. Supervisory duties encompass \*clinical supervision, monitoring work allocation and/or ensuring the appropriate deployment of staff.  **Guideline**   * Refers to those with \***assigned** supervisory responsibility and authority to direct other unregulated care providers.   (Appropriate deployment of staff may mean approval of short notice time off, floating staff from one work \*area to another and/or calling in staff.) |  |
|  | **RESPONSE 4:** Responsible for **full** supervision of one or more nurses and/or other unregulated care providers. In addition to the supervisory responsibilities described in (3) above, you are responsible for organizing work schedules and rotations (long term), vacation planning, completing performance reviews and participating in the recruitment process.  **Guideline**   * Complete performance review involves the assessment of the contributions of others according to agreed upon criteria. * Participate in the recruiting process refers to involvement in the interviewing of candidates and input into the selection process. * **Response 4 – MUST include ALL of the responsibilities listed in all levels of this factor.** |  |

|  |
| --- |
| **Employee:** (validate response with comments/examples) |
| **Supervisor:** (validate response with comments/examples) | |

Read all responses and then **place a number on a scale of 1 to 3** in the space provided to indicate the typical percentage of time required for each type of effort (Questions 1 through 11).

1 = N/A

2 = Up to and including 40%

3 = Greater than 40%

* The percentage total may be **more or less than 100%**.
* Measures the typical effort required in the position that may result in physical or sensory fatigue.
* Efforts may be **simultaneous**.
* Consider the physical effort required after all safety precautions have been taken.
* Provide specific comments/examples to indicate the response you have chosen for each type of effort.

|  |  |  |  |
| --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **1.** **Lifting, pushing or pulling under 8 kg (17 ½ lbs).**  **Guideline**   * Examples of items under 8 kg (17 ½ lbs) may include an infant, small equipment. * Lifting refers to the effort required to move items to a different position or height, but does not include transporting them over a distance (see Question 3. *Carrying*). | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **2.** **Lifting, pushing or pulling 8 kg (17 ½ lbs) or over.**  **Guideline**   * Examples of items 8 kg (17 ½ lbs) or over may include clients/patients/residents, carts, oxygen tanks, beds. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **3. Carrying over 4 kg (8 ¾ lbs).**  **Guideline**   * Examples of items 4 kg (8 ¾ lbs) that require moving from one place to another may include supply bags, equipment, TV, clients/patients/residents/ x-ray apron. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **4.** **Bending, reaching or crouching.**  **Guideline**   * Intended to capture the physical movements around beds and clients/patients/residents to access equipment and perform procedures. * May also include getting in and out of a vehicle for work purposes.   (Examples include reaching to change an IV bag, crouching to deal with client/patient/resident, bending to pick up equipment.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **5.** **Walking/standing for more than 30 minutes at one time.**  **Guideline**   * To answer 2 or 3 indicates that you have no opportunity to sit during a 30 minute period or longer. * If you stand for two-45 minute periods in your 8 hour shift, this is 1.5 hrs of 8 hrs which represented 19% of your day = 2 rating. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SCALE** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **6.** **Sitting for more than 90 minutes at one time.**  **Guideline**   * To answer 2 or 3 indicates that you have no opportunity to stand/walk during a 90 minute period or longer. * If you sit for two-90 minute periods in your 8 hour shift, this is 3 hrs of 8 hrs which represents 38% of your day = 2 rating. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **7.** **Holding constrained/awkward positions for greater than 15 minutes.**  **Guideline**   * Often required when duties must be performed in limited physical settings such as an airplane, ambulance, or private residence. * Constrained is defined as a severely restricted position held for a defined period of time.   (An example is holding an awkward position during or assisting a procedure that takes more effort than normal.) | | | | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | | | | |
| **Supervisor:** (validate response with comments/examples) | | | | | |
| **SCALE** | | **1** | **2** | **3** | |
| **% OF TIME** | | **N/A** | **Up to and including 40%** | **> 40%** | |
|  | |  | ↓ | ↓ | |
| **Hrs/8 Hr Day\*** | |  | Up to 3.25 hrs/day | >3.25 hrs/day | |
| **Hrs/12 Hr Day\*** | |  | Up to 4.75 hrs/day | >4.75 hrs/day | |
| **Hours per month\*** | |  | Up to 32.96 Hrs/month | >96 Hrs/month | |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **8.** **Visual concentration.**  **Guideline**   * Intended to measure an intense level of visual effort that can cause eye strain and is tiresome. * Does not include reading for general understanding purposes or general observation.   (Examples are concentrated viewing on a computer terminal, reading documents or charts). | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **9. Sensory concentration.**  **Guideline**   * Measures an intense level of sensory effort often required to observe, monitor and process information simultaneously.   (Examples include \*counseling by listening and observing non-verbal cues, monitoring client/patient/resident status by using sensory skills, listening and observing monitors, driving a vehicle as required by the employer.) | | | | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | | | | |
| **Supervisor:** (validate response with comments/examples) | | | | | |
| **SCALE** | | **1** | **2** | **3** | |
| **% OF TIME** | | **N/A** | **Up to and including 40%** | **> 40%** | |
|  | |  | ↓ | ↓ | |
| **Hrs/8 Hr Day\*** | |  | Up to 3.25 hrs/day | >3.25 hrs/day | |
| **Hrs/12 Hr Day\*** | |  | Up to 4.75 hrs/day | >4.75 hrs/day | |
| **Hours per month\*** | |  | Up to 32.96 Hrs/month | >96 Hrs/month | |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Supervisor**  **Response** |
| |  | | --- | |  | | **10.** **Manual dexterity/coordinator.**  **Guideline**   * Involves specialized hand movements, which require precision, accuracy and fine motor control.   (Examples include keyboarding, setting up and aligning precision equipment such as arterial lines, giving injections, removing sutures, physical examination, palpation.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **11.** **Restraining or working with resistance forces.**  **Guideline**   * Restraining refers to holding back or restricting movement.   (Examples of resistant forces include client/patients/residents with physical conditions that involve spastic movements, clients/patients/residents that are combative, restraining a squirming child.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

Read all responses and then **place a number on a scale of 1 to 3** in the space provided to indicate time spent on the job applying mental effort in the style indicated by the question.

1 = N/A

2 = Up to and including 40%

3 = Greater than 40%

* The percentage total may be **more or less than 100%**.
* Questions **1** through **7** are evaluated in conjunction with one another, as these sub factors can be performed simultaneously and are not independent of each other.
* Measures the typical effort required in the position that may result in mental or psychological fatigue and/or distress.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | ***2*** | **3** |
| **% OF TIME** | **N/A** | ***Up to and including 40%*** | **> 40%** |
|  |  | *↓* | ↓ |
| **Hrs/8 Hr Day\*** |  | *Up to 3.25 hrs/day* | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | *Up to 4.75 hrs/day* | >4.75 hrs/day |
| **Hours per month\*** |  | *Up to 32.96 Hrs/month* | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Out-of-Scope**  **Supervisor**  **Response** |
| |  | | --- | |  | | **1.** **Exposure to highly emotional situations, which are EXPECTED.**  **Guideline**   * An expected situation is when the outcome is predictable.   (Emotional situations may include death, loss, pain, clients/patients/residents that are upset, aggressive, discourteous.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Out-of-Scope**  **Supervisor**  **Response** |
| |  | | --- | |  | | **2.** **Exposure to highly emotional situations, which are UNEXPECTED.**  **Guideline**   * An unexpected situation is when the outcome is not predictable.   (Emotional situations may include death, loss, pain, clients/patients/residents that are upset, aggressive, discourteous.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **3.** **Dealing with multiple and/or conflicting demands.**  **Guideline**   * The requirement to do more than one thing at a time. This may include responding to needs of the client/patient/resident, family and/or other unregulated care providers simultaneously. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **4.** **Dealing with frequent interruptions.** | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **5.** **Dealing with changing priorities.**  **Guideline**   * Refers to situations where circumstances change and are beyond your control. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **6.** **Lack of time for job completion.**  **Guideline**   * Within your regular hours of work.   (May be due to lack of resources, staffing, equipment, time, etc.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **7. Dealing with a variety of situations.**  **Guideline**   * The requirement to be versatile and undertake significant role changes.   (Examples of this effort would be the requirement to switch between supportive, directive, empathetic roles.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

Read all responses and then **place a number on a scale of 1 to 3** in the space provided to indicate time spent on the job applying working conditions in the style indicated by the question.

1 = N/A

2 = Up to and including 40%

3 = Greater than 40%

* The percentage total may be **more or less than 100%**.
* Measures the likelihood, frequency and severity of exposure to hazardous or disagreeable working conditions in your work environment after all required safety precautions have been taken. Exposure to different working conditions can be **simultaneous.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Out-of-Scope**  **Supervisor**  **Response** |
| |  | | --- | |  | | **1.** **Travel during work hours.**  **Guideline**   * Does not include going to and from home. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **2.** **Travel requiring overnight stay(s).**  **Guideline`**   * Only applies when it is a requirement of the position.   (For example, overnight stays to attend educational opportunities would not apply unless it is required of the position.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |
| --- | --- | --- |
| **Employee Response** |  | **Out-of-Scope**  **Supervisor**  **Response** |
| |  | | --- | |  | | **3.** **Travel in extreme temperatures or inclement weather.**  **Guideline**   * Does not include going to and from home. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **4.** **Exposure to odours.**  **Guideline**   * Noxious odours.   (Examples include odours from infection, body waste, chemicals, garbage, etc.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **5.** **Exposure to hazardous materials.**  **Guideline**   * Includes unsanitary conditions.   (Examples include radiation, sharps, radioactive materials, human/animal waste, body fluids, latex, chemotherapy drugs, etc.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |
| --- | --- | --- |
| **Employee Response** | **`** | **Out-of-Scope**  **Supervisor**  **Response** |
| |  | | --- | |  | | **6.** **Exposure to unpredictable situations.**  **Guideline**   * Refers to situations where you are required to deal with the unknown. * Unpredictable **does not** refer to the physical condition of the client. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **7.** **Exposure to physical confrontation.**  **Guideline**   * Situations where you are required to use an intervention to prevent physical confrontation. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **8.** **Verbal and emotional abuse.**  **Guideline**   * Refers to inappropriate/unacceptable treatment.   (Examples include abuse from clients/patients/residents, families, the public.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **9.** **Exposure to constant low level noise.**  **Guideline**   * Refers to monotonous, stress-inducing types of noises that are inherent in the work and cannot be removed or relocated.   (Examples include noise from monitors, printers, AV equipment, human noises.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale** | **1** | **2** | **3** |
| **% OF TIME** | **N/A** | **Up to and including 40%** | **> 40%** |
|  |  | ↓ | ↓ |
| **Hrs/8 Hr Day\*** |  | Up to 3.25 hrs/day | >3.25 hrs/day |
| **Hrs/12 Hr Day\*** |  | Up to 4.75 hrs/day | >4.75 hrs/day |
| **Hours per month\*** |  | Up to 32.96 Hrs/month | >96 Hrs/month |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **10.** **Exposure to extreme loud noise.**  **Guideline**   * Noise that you cannot escape or withdraw from.   (Examples include loud crying, yelling, noise from cast cutters, drills.) | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **11.** **Working alone.**  **Guideline**   * Situations where you are the only person around and are working with clients/patients/residents. * Situation can occur in health facilities or in private residences where you are out of sight, sound, assistance of other staff. * Does not include working alone at a computer in an office. | | | | |  | | --- | |  | | |
| **Employee:** (validate response with comments/examples) | | | | | | |
| **Supervisor:** (validate response with comments/examples) | | | | | | |
| **Scale** | | **1** | **2** | **3** | |
| **% OF TIME** | | **N/A** | **Up to and including 40%** | **> 40%** | |
|  | |  | ↓ | ↓ | |
| **Hrs/8 Hr Day\*** | |  | Up to 3.25 hrs/day | >3.25 hrs/day | |
| **Hrs/12 Hr Day\*** | |  | Up to 4.75 hrs/day | >4.75 hrs/day | |
| **Hours per month\*** | |  | Up to 32.96 Hrs/month | >96 Hrs/month | |

**\* Hours are approximate.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **12.** **Working in geographic isolation.**  **Guideline**   * Working in a location without physical assistance (i.e., ambulance, physicians, other medical personnel) readily available within 30 minutes. | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | |  | | **13.** **Wearing personal protective equipment.** | |  | | --- | |  | |
| **Employee:** (validate response with comments/examples) | | |
| **Supervisor:** (validate response with comments/examples) | | |

Is there any additional information you feel is significant to the position, but is not covered in the questionnaire? Please describe below.

|  |
| --- |
|  |

Comment on areas where mutual agreement was not reached or on areas the questionnaire has not covered.

|  |
| --- |
|  |

**Prior to the questionnaire being submitted, please review your portion of the questionnaire with the individual or group contact person.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUT-OF-SCOPE SUPERVISOR'S NAME:**   |  | | --- | |  | | | | |
| **Position Title:** |  | | |
| **Department:** |  | | |
| **Work Phone No.:** |  |  | |
| **Signature:** |  | **Date:** |  |
|  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **EMPLOYER HUMAN RESOURCES CONTACT NAME:**   |  | | --- | |  | | | | | |
| **Position Title:** |  | | |
| **Department:** |  | | |
| **Work Phone No.:** |  |  | |
| **Signature:** |  | **Date:** |  |
|  | | | |

**Area –** A geographical space.

**Assigned** – A requirement of that position, as designated by the employer.

**Clinical Supervision** – Supervision of the clinical work of another staff member who provides direct patient/client/resident care, along with the authority to make the necessary changes and/or recommendations to ensure the standards of care are met.

**Consultation** - To seek advice and input into the development process. This is a participatory process to meet mutual goals, not simply an information gathering process.

**Counseling –** Providing advice and support to others whether they are a client/patient/resident or staff.

**Documentation** – Information provided by the factors throughout the questionnaire.

**Facilitate** – To either **lead** a group discussion or **initiate** a group meeting and help come up with decisions/solutions to situations.

**Negotiation –** Discussion and bargaining (give and take) between parties to reach the end result or solution.

**Substantial** – Being of considerable degree, amount, or extent.

**Teaching** – To transfer skills.

**Theoretical -** Of, relating to, or based on theory.

**Unit** – A physical space in a building (e.g. ICU which can provide various services such as neuro, orthopedics, cardiac, pediatric, etc.)