



PLEASE PRINT
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JOB FACT SHEET

1 Introduction See Page 4 in Guidebook

The collection of accurate, complete, up-to-date and gender neutral job information is essential to, and forms the basis of the job evaluation process.

This job fact sheet provides a format and serves as a questionnaire designed to describe a job, to capture the skill, effort and responsibility normally required in the work, and to record the conditions under which it is usually carried out. The job fact sheet focuses on **CURRENT** job content and requirements. **THIS IS NOT AN APPRAISAL OF YOUR PERFORMANCE ON THE JOB.**

Please read the job fact sheet carefully, and complete each section. Throughout the job fact sheet examples are requested and are important as you describe the job. Attach additional pages if necessary.

Your immediate out of scope supervisor or assigned job fact sheet reviewer (where appropriate) will review your completed job fact sheet. Feel free to keep a copy of the job fact sheet. Please complete the signature Section (17) on page 21.

Any changes, as mutually agreed with your supervisor/job fact reviewer are to be recorded in the specific job fact sheet section and initialed by both parties. Additional job holder comments can be recorded in Section (16) on page 21. Additional supervisor/reviewer comments can be recorded in Section (18) on page 22.

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2 Job Identification See Page 6 in Guidebook

Job Title ***Diagnostic Medical Sonographer & Coordinator (FAU)*** **JEC # 158**

Name of person completing the job fact sheet for single employee job or contact person for multi-employee (group) job fact sheet submission.

REPRESENTATIVE JOB FACT SHEET

Home Telephone: _____

Work Telephone: _____

Health District _____

Facility/Agency _____

Department _____

Part-time Full-time Other (specify) _____

See Section (17) on page 21 for signatures.

Office use only:

3 Job Summary See Page 8 in Guidebook

Briefly describe the general purpose of this job. Consider "Why does this job exist?" and "What is this job responsible for?"

Coordinates the Sonography function of the Fetal Assessment Unit. Provides diagnostic ultrasound to high-risk obstetrical patients. Organizes, coordinates and instructs students and resident physicians in accordance with Diagnostic Medical Sonography program guidelines.

4 Key Work Activities See Page 10 in Guidebook

Consider the full range of job duties or responsibilities undertaken over the year. Summarize these in rough form before completing this section. **Group the job duties or responsibilities that are related and summarize them by a phrase, at the top of each box** (i.e. counselling and patient education; preventative maintenance; community involvement). Estimate (to the nearest 5%) the percentage of time per year spent on each key work activity summarized in the section(s) below. **The total of all key work activity sections should equal 100%.** For example: 1/2 day every day per year = 50%; 3 months per year = 25%; 2 1/2 weeks per year = 5%. (See Guidebook for other examples.)

After summarizing each key work activity, provide details or examples that describe the related job duties or responsibilities.

Key Work Activity A: Patient Imaging**Duties/Responsibilities:**

- ◆ *Prepares and assesses patient (e.g., identification, consent, medical history, medications, and instructions for procedure).*
- ◆ *Assists/transport and positions patient.*
- ◆ *Assists with and maintains sterile environment.*
- ◆ *Sets machine parameters with constant adjustments during exams.*
- ◆ *Expands test areas to capture full extent of conditions/abnormalities.*
- ◆ *Monitors patient's condition during the procedure.*
- ◆ *Recognizes significance of all structures visualized on the monitor at all times to differentiate artifacts from normal and pathological processes.*
- ◆ *Records and stores images on required hard copy.*
- ◆ *Ensures an optimal series of diagnostic views are obtained for obstetrician/radiologist to view and interpret.*
- ◆ *Prepares an initial interpretation prior to consulting with the obstetrician/radiologist.*
- ◆ *Prepares, organizes, processes and reports test results.*
- ◆ *Assists with specimen collection, labelling and transporting (e.g., amniotic fluid, blood).*

Key Work Activity B: Administration

Duties/Responsibilities:

- ◆ *Provides technical direction/functional advice to staff, students and physician residents.*
- ◆ *Coordinates and organizes department workflow and schedules student and resident rotations.*
- ◆ *Acts as a liaison with other departments.*
- ◆ *Assists with the research/preparation/monitoring of capital/operating budget.*
- ◆ *Assists with the development of departmental policies and procedures.*
- ◆ *Coordinates orientation and general instruction/training for students and staff.*
- ◆ *Maintains and compiles daily record of unit activities and submits monthly reports.*

Key Work Activity C: Clinical Coordination / Instruction

Duties/Responsibilities:

- ◆ *Acts as a liaison (employer representative) with the educational institution.*
- ◆ *Evaluates practical and theoretical education of students and reports/documents progress to the educational institution.*
- ◆ *Recognizes individual student concerns or personal difficulties and offers appropriate assistance.*
- ◆ *Prepares and conducts tutorials/review sessions.*
- ◆ *Organizes, orientates, coordinates, instructs, monitors and documents students in the fetal assessment/obstetrical ultrasound program.*
- ◆ *Instructs radiology and obstetrical/gynecology resident physicians on ultrasound procedures.*
- ◆ *Provides classroom lectures for medical students, nursing students and medical residents.*

Key Work Activity D: Quality Assurance / Quality Control

Duties/Responsibilities:

- ◆ *Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.*
- ◆ *Performs and records quality control checks on all equipment.*
- ◆ *Assists in the development of quality control procedures.*

Key Work Activity E: Related Key Work Activities

Duties/Responsibilities:

- ◆ *Participates in research projects as per designated protocol and criteria.*
- ◆ *Retrieves, files, reports and distributes results.*
- ◆ *Performs computer work (e.g., data entry, back-up).*
- ◆ *Maintains inventory, orders supplies, where required by the job.*
- ◆ *Cleans, maintains and troubleshoots equipment according to established standards.*
- ◆ *Disposes of records, films and biohazardous waste, as per department procedures and policies.*
- ◆ *Responds to inquiries from physicians/patients and other staff members.*

5 Decision Making See Page 14 in Guidebook

1 = Almost never
 2 = Sometimes
 3 = Often
 4 = Most of the time

(a) In this job, do you (**circle all responses that apply**):

Follow specific instructions/procedures, use well-defined methods or use established guidelines to achieve desired end results. Example: *Accommodate patients due to their limitations.* 1 2 3 4

Modify or change established department methods and procedures, but stay within program or legislative boundaries. Example: *Redefine and adapt existing practices and methods to obtain best image.* 1 2 3 4

Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines. Example: 1 2 3 4

Other (specify) _____ 1 2 3 4

(b) When there is a situation you have not come across before do you (**circle all responses that apply**):

Immediately ask the supervisor/leader what to do 1 2 3 4

Ask co-workers for help in deciding what to do 1 2 3 4

Read manuals and figure out what to do 1 2 3 4

Decide with my supervisor what to do 1 2 3 4

Check guidelines and past practices 1 2 3 4

Decide what to do based on my related experience 1 2 3 4

Get advice with problems from management and/or other sources (i.e. *suppliers, consultants, obstetricians*) 1 2 3 4

Other (specify) *Coordinate appointments and support resources* 1 2 3 4

(c) To what extent are the decision making requirements of this job guided by others (**circle all responses that apply**):

Immediate supervisor (Example) _____ 1 2 3 4

Others in own program/department (Example) _____ 1 2 3 4

Others district wide (Example) _____ 1 2 3 4

Departmental Management (Example) *Nursing Manager* 1 2 3 4

Specialists/Clinical Experts (Example) *Obstetricians* 1 2 3 4

Senior Management (Example) _____ 1 2 3 4

Other (Example) _____ 1 2 3 4

6 Education and Specific Training See Page 16 in Guidebook

(a) What **minimum** level of completed schooling or formal training would be necessary for a **new person** being hired into this job?

Elementary School Grade 8

High School: Grade 9 Grade 10 Grade 11 Grade 12

Technical/Vocational /Community College 1 yr 3 yrs 4 yrs

Specify: (Do not use abbreviations) *Diagnostic Medical Sonographer diploma*

Licensed Trades: 1 yr 2 yrs 3 yrs 4 yrs 5 yrs

Specify: (Do not use abbreviations) _____

University: 3 yrs 4 yrs Masters

Specify: (Do not use abbreviations) _____

(b) Is any Provincial, National or professional certification mandatory? Yes No

Specify: (Do not use abbreviations) *Certification with the American Registry of Diagnostic Medical Sonographers*

(c) What additional special skills, training or licenses are needed to perform the job (please specify) and indicate length of course/program? (Do not use abbreviations)

- ◆ *Intermediate computer skills*
- ◆ *Advanced knowledge of testing procedures and guidelines*
- ◆ *Interpersonal and communications skills*
- ◆ *Advanced organizational and analytical skills*
- ◆ *Ability to work independently*

7 Experience See Page 18 in Guidebook

Estimate the **minimum** relevant experience gained prior to (a) and/or on the job (b), that is required for a new person with the education recorded in Section 6, to acquire the skills needed to carry out the requirements of this job.

(a) Required previous related job experience.

- | | |
|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> 2 years |
| <input type="checkbox"/> Up to 3 months | <input checked="" type="checkbox"/> 3 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 9 months | <input type="checkbox"/> 5 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> More (specify years) _____ |

Describe the experience requirements gained on previous jobs here or elsewhere needed to prepare for this job (Do not include practicum or apprenticeship if covered in Section (6) education).

◆ *Thirty-six (36) months previous experience as a Sonographer to consolidate knowledge and skills.*

(b) Average time required on the job to learn and/or adjust to this job.

- | | |
|--|--|
| <input type="checkbox"/> 1 month or less | <input checked="" type="checkbox"/> 18 months |
| <input type="checkbox"/> 3 months | <input type="checkbox"/> 2 years |
| <input type="checkbox"/> 6 months | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 9 months | <input type="checkbox"/> More (specify years) _____ |
| <input type="checkbox"/> 1 year | |

Describe the tasks and responsibilities that need to be learned in order to satisfy the requirements of this job.

- ◆ *Develop coordination/communication/instructing skills*
- ◆ *Become familiar with region/facility/department policies and procedures*

8 Independent Judgement See Page 20 in Guidebook

All jobs require some independent action, but to varying degrees. Some jobs are highly structured and have many formal procedures, while others require judgements or actions that have no precedents to serve as a guide.

Consider the type and level of guidance provided to this job. Guidance can come from rules, instructions, established procedures, defined methods, manuals, policies, professional standards, precedents, leadership from others and direct supervision.

(a) To what extent does this job control its own work as opposed to being guided by influences such as rules, procedures, policies, supervisory presence or instructions directing actions required. **Please check the answer that most closely represents expected job requirements.**

Most job requirements (to the extent possible) are set out within structure and rules and/or readily understood schedules to guide job tasks/duties required.

Some restrictions apply, but the control over setting work priorities and pace of work is contained within the job.

There are minimal restrictions, leaving significant control over the work being carried out within the scope of the job.

Other (please explain).

(b) To what extent does this job exercise judgement to determine how the work is to be done? **Please check the answer that most closely represents expected job requirements.**

Work is mostly repetitive and predictable with little need for judgement.
 Example: _____

Work may present some unusual circumstances that require judgement or choices to be made.
 Example: _____

Work presents difficult choices or unique situations that require judgement.
 Example: *Analyzing and troubleshooting unusual problems. Recommend adaptations to methods or procedures to ensure optimal views are obtained.*

Other (please explain).

9 Working Relationships See Page 22 in Guidebook

(a) What are the typical contacts or working relationships **necessary** in doing this job? For each contact listed below determine the purpose of the contact and **check off all that apply** in the chart below. **Do not include contact with those you supervise.**

Purpose of Contact

- A) No exchange
- B) Exchange of factual or work related information
- C) Explanation and interpretation of information or ideas
- D) Discussion of problems with a view to obtaining consent, cooperation and/or coordination of activities
- E) Counselling
- F) Secure cooperation of others for the development of services, programs, policies or agreements on behalf of the Program/Department
- G) Negotiation of service and/or supply agreements

Work Related Contact	Check Off All That Apply (more than one if applicable)						
	Purpose of Contact						
	A	B	C	D	E	F	G
Employees in the same department		✓	✓	✓			
Employees in another department/site/agency (specify)		✓	✓	✓			
<i>Co-workers in private sector</i>							
Students		✓	✓		✓		
Managers/supervisors of programs/departments or services		✓	✓	✓			
Clients/patients/residents		✓	✓	✓	✓		
Family of clients/patients/residents		✓	✓	✓			
Physicians		✓	✓	✓			
Business representatives <i>Equipment manufacturers</i>		✓	✓	✓			✓
Suppliers/contractors		✓	✓	✓			✓
Volunteers	✓						
General public	✓						
Other health care organizations or agencies <i>SUN students</i>		✓	✓				
Professional organizations/agencies	✓						
Government departments	✓						
Social Service establishments	✓						
Community Agencies	✓						
Police and Ambulance	✓						
Foundations	✓						
Others (specify) <i>Mohawk College</i>		✓	✓	✓		✓	

9 Working Relationships (cont d)

How often does your job require you to:

1 = Almost never
2 = Sometimes
3 = Often
4 = Most of the time

(b) Have to tell people things they don't want to hear?

Other employees	1	<u>2</u>	3	4
Client/patients/residents/families	1	2	<u>3</u>	4
The general public	<u>1</u>	2	3	4
Other (specify) <i>Anyone requesting exam that can not be performed immediately</i>	1	2	<u>3</u>	4

(c) Have contact with very upset or very angry:

Clients/patients/residents/families (not other workers)?	1	2	<u>3</u>	4
Outside groups (not other workers)?	<u>1</u>	2	3	4
General public	<u>1</u>	2	3	4
Other employees	1	<u>2</u>	3	4
Management	<u>1</u>	2	3	4
Physicians	1	<u>2</u>	3	4
Other (specify) _____	1	2	3	4

(d) Have contact with extreme/special needs clients/patients/residents?

Specify: *Mentally challenged, language barriers*

	1	2	<u>3</u>	4
--	---	---	----------	---

(e) Talk with clients/patients/residents:

Get information from them	1	2	3	<u>4</u>
Inform them	1	2	3	<u>4</u>
Counsel them	1	<u>2</u>	3	4
Devise mutual goals/objectives with them	<u>1</u>	2	3	4
Check on their progress <i>Follow up ultrasound</i>	1	2	<u>3</u>	4

(f) Talk with families:

Get information from them	1	2	<u>3</u>	4
Inform them	1	2	<u>3</u>	4
Counsel them	1	<u>2</u>	3	4
Devise mutual goals/objectives with them	<u>1</u>	2	3	4
Check on their progress	<u>1</u>	2	3	4

10 Impact of Action See Page 26 in Guidebook

When carrying out your job duties and responsibilities what is the likelihood that there would be an impact or outcome affecting the following? Such affects are typical and are not to be classed as carelessness, wilful neglect or extreme circumstances.

Safety of others

Is an impact likely? Yes No

If yes, please provide an example(s)

Client/patient/resident relations

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Missed pathology could mean missed treatment.*
-

Family of clients/patients/residents

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Errors affecting patients can have serious emotional effect on families.*
-

Provision of services

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Delays in service cause delays in diagnosing illness/injury and prescription of treatment.*
-

Departmental/site/agency/district operations

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Delays in service or errors can cause delays in diagnosis/treatment, affecting operations of other departments.*
-

Equipment/instruments

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Improperly maintained equipment can provide incorrect or unusable results.*
-

Reports and records

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Poor record keeping can lead to poor diagnosis or delays in treatment/services.*
-

Financial resources

Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Poorly handled/maintained equipment leads to expensive repair/replacement.*
-

Other *Students*

Is an impact likely? Yes No

If yes, please provide an example(s):

- ◆ *Improper instruction of students can lead to misdiagnosis of illness causing delays, upset clients, families, physicians, or cost to district in repeat testing.*
-

11 Leadership/Supervision See Page 28 in Guidebook

Leadership refers to the requirements of the job to supervise others, lead others, provide functional guidance or provide technical direction to enable others to carry out their job. Do not include clients/patients/residents.

Specify any jobs or work group as appropriate, under one or more of these categories. **Check all that apply and provide examples.**

- | | | Examples |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Provide occasional orientation to others. | <i>Staff, students, residents</i> |
| <input checked="" type="checkbox"/> | Assign and/or check work of others doing work similar to yours. | <i>Staff, students, residents</i> |
| <input checked="" type="checkbox"/> | Lead a project team; prioritize tasks, assign work, monitor progress to achieve planned outcome(s). | <i>Obstetric ultrasound training of students and residents</i> |
| <input checked="" type="checkbox"/> | Provide functional advice/instruction to others in how to carry out work tasks. | <i>Ultrasound students, Obstetrical/Gynecology residents</i> |
| <input checked="" type="checkbox"/> | Provide technical direction as an expert in a field in order for others to carry out their primary job responsibilities. | <i>Staff, students</i> |
| <input checked="" type="checkbox"/> | Provide input to appraisal, and/or hiring. | <i>Students</i> |
| <input checked="" type="checkbox"/> | Coordinate replacement and/or scheduling of employees. | <i>Work and call schedules. Schedules students and residents.</i> |
| <input type="checkbox"/> | Supervise a work group; assign work to be done, methods to be used, and take responsibility for all the group. | _____ |
| <input checked="" type="checkbox"/> | Supervise the work, practices and procedures of a defined program. | <i>Student program</i> |
| <input type="checkbox"/> | Supervise the work, practices and procedures of a department. | _____ |
| <input checked="" type="checkbox"/> | Provide counseling and/or coaching to others. | <i>Ultrasound students and residents</i> |
| <input type="checkbox"/> | Provide health promotion/outreach (teaching/instruction). | _____ |
| <input checked="" type="checkbox"/> | Other (specify) | <i>Research projects</i> |

12 Responsibility for Resources See Page 30 in Guidebook

Responsibility for resources refers to the responsibility of the job for determining the use of resources, setting service standards and/or monitoring the results produced by others.

Determining the use of resources affects the way resources such as information, material, processes, instrumentation, equipment, technology and finances are utilized at the workplace in order to contribute to the control and/or flow of work.

While all jobs have a responsibility to ensure quality, service and/or performance criteria established for the job are met, some jobs are also responsible for setting service standards and/or monitoring the results produced by other jobs.

From the following, please check all that apply.

	Examples
<input checked="" type="checkbox"/> Provide input for the evaluation of services delivered.	<i>Evaluation of students</i>
<input checked="" type="checkbox"/> Make resource allocation choices.	<i>Submit requests for products required</i>
<input type="checkbox"/> Design programs and/or services for delivery.	_____
<input checked="" type="checkbox"/> Develop new methods and/or procedures.	<i>New techniques for new protocols</i>
<input checked="" type="checkbox"/> Modify established methods and/or procedures.	<i>Scanning procedures, training methods, manuals</i>
<input checked="" type="checkbox"/> Establish tests and/or service standards.	<i>Quality Assurance, Quality Control</i>
<input checked="" type="checkbox"/> Verify accuracy of information provided by others.	<i>Verify patient clinical history, student exams</i>
<input checked="" type="checkbox"/> Select vendors/contractors for supply of goods and services.	<i>Research new equipment or purchases</i>
<input checked="" type="checkbox"/> Prioritize order/sequence of tasks carried out.	<i>Prioritize daily work</i>
<input checked="" type="checkbox"/> Determine training needs for others.	<i>Ultrasound students and residents</i>
<input checked="" type="checkbox"/> Approve expenditures and/or commitment of resources.	<i>Non-capital supplies</i>
<input checked="" type="checkbox"/> Edit reports produced by others.	<i>Ultrasound students and residents</i>
<input checked="" type="checkbox"/> Address changes in conditions that affect client/patient care plan.	<i>Report patients change in status. Report unusual test results</i>
<input type="checkbox"/> Develop expenditures for budget planning.	_____
<input checked="" type="checkbox"/> Develop internal control procedures.	<i>Quality Assurance on equipment</i>
<input checked="" type="checkbox"/> Ensure compliance with regulations.	<i>Policies and procedures, Code of ethics</i>
<input type="checkbox"/> Other (specify)	_____

13 Physical Demands See Page 32 in Guidebook

(a) What **physical effort** is required on a **regular** basis for your job? Please provide examples that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift. (e.g. For an 8 hour shift 6 hrs = 75%, 4 hrs = 50%, 2 hrs = 25%, 1 hr = 12%, ½ hr = 6%). **Percentages may not add to 100%.**

Place a checkmark in the chart below indicating the frequency of occurrence over a year. Indicate weight where applicable.

Light weight up to 9 kg/20 lbs

Medium weight over 9 kg/20 lbs

Heavy weight over 23 kg/50 lbs

Occasional - means the activity occurs once in a while.

Frequent - means the activity occurs often.

Continuous - means the activity occurs almost every day.

ACTIVITY EXAMPLES	WEIGHT	DURATION	FREQUENCY		
	Light, Medium, Heavy (specify)	Approximate % of time/day	Occasional	Frequent	Continuous
<i>Assisting/transferring patients</i>	<i>L - H</i>	<i>20%</i>			✓
<i>Scanning patients - Working in uncomfortable positions for extended periods with continual repetitive motion</i>	<i>L - M</i>	<i>80%</i>			✓
<i>Pushing, pulling machines, moving furniture</i>	<i>M - H</i>	<i>25%</i>			✓
<i>Obtaining charts and films, filing</i>	<i>L - M</i>	<i>25%</i>			✓
<i>Stocking supplies, cleaning equipment</i>	<i>L</i>	<i>10%</i>		✓	

13 Physical Demands (cont d)

(b) Does your work require **accurate hand/eye or hand/foot coordination**? Please provide examples that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift. (e.g. For an 8 hour shift 6 hrs = 75%, 4 hrs = 50%, 2 hrs = 25%, 1 hr = 12%, ½ hr = 6%). **Percentages may not add to 100%.**

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Occasional - means the activity occurs once in a while

Frequent - means the activity occurs often.

Continuous - means the activity occurs almost every day.

ACTIVITY EXAMPLES	DURATION	FREQUENCY		
	Approximate % of time/day	Occasional	Frequent	Continuous
<i>Scanning patients/film critique</i>	80%			✓
<i>Computer operation</i>	20%			✓
<i>Guiding students hand movements</i>	25%			✓
<i>Assisting with biopsies and preparing laboratory specimens</i>	12%		✓	
<i>Organizing and handling supplies for procedures</i>	5%	✓		

14 Sensory Demands See Page 36 in Guidebook

(a) What **Visual Effort** is required on a **concentrated** basis in your job? Please provide examples that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift. (e.g. For an 8 hour shift 6 hrs = 75%, 4 hrs = 50%, 2 hrs = 25%, 1 hr = 12%, ½ hr = 6%). **Percentages may not add to 100%.**

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Occasional - means the activity occurs once in a while.

Frequent - means the activity occurs often.

Continuous - means the activity occurs almost every day.

ACTIVITY EXAMPLES	DURATION	FREQUENCY		
	Approximate % of time/day	Occasional	Frequent	Continuous
<i>Scanning/film critique</i>	80%			✓
<i>Supervising student technique</i>	25%			✓
<i>Computer operation</i>	20%			✓
<i>Reading charts, patient histories</i>	12%		✓	
<i>Assembling instruments on probes</i>	12%			✓
<i>Assessing student images, technical impression sheets</i>	25%			✓

14 Sensory Demands (cont d)

(b) Does your job require that you **Listen Attentively**? Please provide examples that are applicable to your job.

Indicate the duration of time that the activity is present during the normal workday or shift. (e.g. For an 8 hour shift 6 hrs = 75%, 4 hrs = 50%, 2 hrs = 25%, 1 hr = 12%, ½ hr = 6%). **Percentages may not add to 100%.**

Place a checkmark in the chart below indicating the frequency of occurrence over a year.

Occasional - means the activity occurs once in a while.

Frequent - means the activity occurs often.

Continuous - means the activity occurs almost every day.

ACTIVITY EXAMPLES	DURATION	FREQUENCY		
	Approximate % of time/day	Occasional	Frequent	Continuous
<i>General direction and instruction from physicians</i>	20%			✓
<i>Patient histories</i>	20%			✓
<i>Discuss cases and instruct students</i>	15%			✓
<i>Equipment sounds</i>	75%			✓
<i>Telephone, intercom messages</i>	12%			✓
<i>Observing patients</i>	60%			✓
<i>Dialoging with vendors, other departments</i>	10%	✓		

(c) Must attention be shifted frequently from one job detail to another?

Yes
 No

If yes, please give examples: *Multiple tasks performed during each exam. May get stat request. Multiple patients. May be performing an exam and get called by a student for assistance.*

15 Working Conditions See Page 40 in Guidebook

(a) Are you exposed to some degree of **unpleasantness** in the day-to-day activities of your job? **Check all conditions that apply to you, and indicate only one of "occasional", "frequent", "continuous".**

Occasional - means the condition occurs once in a while.

Frequent - means the condition occurs often.

Continuous - means the condition occurs almost every day.

CONDITION (specify if applicable)	OCCASIONAL	FREQUENT	CONTINUOUS
Blood/body fluids			✓
Chemical substances <i>Bleach, cidex, cleaning solutions</i>			✓
Cold			
Congested workplace			✓
Dust			
Extreme temperature		✓	
Foul language	✓		
Grease			
Head lice	✓		
Heat <i>From machine</i>		✓	
Inadequate lighting			✓
Inadequate ventilation		✓	
Insects, rodents, etc.	✓		
Interruptions			✓
Isolation			
Latex			✓
Moisture			
Mold			
Multiple deadlines			✓
Noise <i>Machine hum</i>			✓
Odor		✓	
Oil			
Radiation exposure (specify)			
Second hand smoke			
Soiled linens			✓
Steam			
Transporting or handling human remains			
Travel			
Vibration			
Other			

15 Working Conditions (cont d)

(b) Is there some degree of exposure to **hazards** in the day-to-day activities of your job? **Check all hazards that apply to you, and indicate only one of "occasional", "frequent", "continuous".**

Occasional - means exposed to hazards once in a while.

Frequent - means exposed to hazards often.

Continuous - means exposed to hazards almost every day.

HAZARD (specify if applicable)	OCCASIONAL	FREQUENT	CONTINUOUS
Abusive clients	✓		
Blood/body fluids			✓
Chemical substances <i>Bleach, Cidex, cleaning solutions</i>			✓
Traveling in inclement weather			
Excessive/unpredictable weights <i>Patients, equipment</i>		✓	
Exposure to infectious disease (specify) <i>HIV, Hepatitis</i>	✓		
Extreme noise	✓		
Faulty/inadequate equipment	✓		
Personal injury			
Personal safety at risk due to isolation			
Radiation exposure (specify) <i>X-ray</i>	✓		
Sharp objects			✓
Small aircraft			
Steam			
Verbal and/or physical abuse	✓		
Video display terminal			
Violence	✓		
Working from heights	✓		
Other (specify)			

(c) Do you have to take certain training, precautions or wear protective clothing to avoid a work injury? (Check one and provide an explanation or example of the type of precaution(s) normally taken).

Yes

No

Please explain your answer: *Wear gloves, gowns, protective eye wear, mask, lead aprons*

16 Other Comments See Page 44 in Guidebook

Please add any additional information or comments and reference the specific job fact sheet section and question as appropriate.

USE ADDITIONAL SHEETS IF NECESSARY.

17 Signatures See Page 46 in Guidebook

(a) Single job submission

Signature: _____

Date: _____

(b) Multiple job/group submission

Signatures:

Date: _____

