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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 *Laboratory Information System
Technologist*

JEC # 252

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?"

The Laboratory Information System Technologist is responsible for laboratory information system application development and support including the integration of new technologies and service goals with laboratory processes.

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: System Development and Documentation**Duties/Responsibilities:**

- ◆ *Determines how LIS software will be configured and how the workflow is designed to best integrate technology with the provision of efficient and timely laboratory services.*
- ◆ *Develops LIS solutions that are complementary to operational needs and resource challenges by performing user requirements definition, software evaluation and selection, system configuration setup, validation, training and documentation.*
- ◆ *Processes system change requests while working within the software options/functionality/limitations, with consideration of best practice guidelines, regulatory issues and operational needs.*
- ◆ *Identifies system software programming limitations to ensure optimal patient care outcomes and works with vendors to develop solutions.*
- ◆ *Researches, evaluates and implements additional and upgraded system functionality.*
- ◆ *Verifies, validates and recommends or rejects the implementation of software upgrades/changes (version, release or patch), as well as hardware and/or operation system upgrades.*
- ◆ *Configures, tests and validates interface communications between the LIS and various laboratory analyzers, and between the LIS and other computer systems, both internal and external to the Health Region.*
- ◆ *Participates in local and/or external projects involving the LIS.*
- ◆ *Develops, writes and monitors compliance of supporting procedures, policies and reports.*
- ◆ *Pursues customized software changes designed to improve Lab operations.*
- ◆ *Evaluates new equipment and technology for system suitability and use.*

Key Work Activity B: System Maintenance / Troubleshooting / Support**Duties/Responsibilities:**

- ◆ *Sets up and maintains security access for users of LIS applications.*
- ◆ *Troubleshoots and evaluates reported or recognized problems.*
- ◆ *Informs and advises laboratory management about any system functionality issues that will impact laboratory services.*
- ◆ *Performs demographic maintenance to ensure integrity of LIS database.*
- ◆ *Monitors LIS operation for system degradation.*
- ◆ *Supports the operational system needs of all the various divisions of Laboratory Medicine and the LIS needs of the end-users of Laboratory Services.*
- ◆ *Provides limited hardware support by evaluating hardware issues and resolving or forwarding to IT Services as required.*

Key Work Activity C: Administration / Coordination / Management Reporting**Duties/Responsibilities:**

- ◆ *Provides functional advice/technical expertise and problem solving suggestions related to laboratory services as supported by LIS functionality and laboratory reporting requirements.*
- ◆ *Provides evaluation of and/or produces documentation for laboratory processes, policies and procedures.*
- ◆ *Builds LIS files and manages the documentation and reporting of LIS workload statistics.*
- ◆ *Communicates with departments and various services or agencies regarding issues, needs, service requirements or proposed changes that may have an impact on LIS functionality.*
- ◆ *Coordinates system downtime events and resolutions.*
- ◆ *Prepares written and/or oral reports for various Departments, and management personnel.*
- ◆ *Maintains documentation records as per requirements.*
- ◆ *Provides information and statistical reports for business case submissions for capital expenditures for software / hardware purchase.*

Key Work Activity D: Quality Assurance / Quality Control**Duties/Responsibilities:**

- ◆ *Maintains database integrity.*
- ◆ *Develops, generates and validates statistical data from the LIS; including the use of SQL (Structured Query Language) and other third-party software products.*
- ◆ *Leads the development of validation test scripts, and reviews outcomes to ensure that changes do not adversely affect laboratory operations.*
- ◆ *Follows preventative maintenance programs and recognizes systematic malfunctions and maintains event logs.*
- ◆ *Provides system development and support of Quality Assurance/Quality Control programs as required by local protocols, government regulations and laboratory licensing.*

Key Work Activity E: Education and Training**Duties/Responsibilities:**

- ◆ *Participates in continuing education activities in order to maintain expertise and competency in medical laboratory science, state-of-the art equipment and technology.*
- ◆ *Provides ongoing training, guidance and leadership to users and end-users of the LIS and inter-related systems.*
- ◆ *Prepares and distributes communications and training material related to LIS and inter-related systems functionality.*
- ◆ *Monitors system use by other staff and re-educates as required, provides feedback to managers on the competency of other staff and identifies potential issues.*

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: *Each situation must be evaluated to ascertain whether or not previously developed methods or procedures can be applied.* 1 2 3 4

Modify or change established department methods and procedures, but stay within program or legislative boundaries. Example: *There are continual improvements/new technology/advancement opportunity/safety initiatives that change established methods. However, all laboratory operations are performed under the auspices of regulatory agencies, and are subject to scrutiny.* 1 2 3 4

Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines. Example: *Develop innovative / optimum solutions for specific physician / ward requirements without impacting negatively on system users* 1 2 3 4

Other: *LIS Technologist will suggest (and secure authorization for) modifications to requested wording of reportable test results, to ensure clarity and consistency in reporting.* 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) 1 2 3 4

Other *Analyze problem independently and follow-up with co-worker/manager* 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) *LIS manager, system changes* 1 2 3 4

Others in own program/department *LIS team, other laboratory staff* 1 2 3 4

Others district wide *Information Technology Department* 1 2 3 4

Departmental Management (Example) *Laboratory Unit Managers* 1 2 3 4

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

Senior Management (Example) *Director of Diagnostic Services* 1 2 3 4

Other (Example) *Software vendor* 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 2 yrs 3 yrs

Specify: (Do not use abbreviations) *Medical Laboratory Technologist 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)

- ◆ *Certified by the Canadian Society for Medical Laboratory Science(CSMLS)*
 - ◆ *Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists*
-

(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)

- ◆ *Advanced knowledge of laboratory operation and of the specific disciplines integrated processes, testing procedures and function of the LIS (Laboratory Information System).*
 - ◆ *Advanced knowledge of computer systems integration in a clinical environment and of interfacing LIS to external systems and LIS peripherals.*
 - ◆ *Advanced written and verbal communication, organizational, interpersonal and computer skills.*
 - ◆ *Decision making, analytical, and problem solving skills.*
 - ◆ *Ability to work independently and as a member of a team.*
 - ◆ *Ability to instruct, collaborate and evaluate performance.*
 - ◆ *LIS Software training.*
 - ◆ *Valid drivers license, where required by the job.*
-
-
-

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 type="checkbox"/> 3 years |
| <input type="checkbox"/> 6 months | <input checked="" 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).

- ◆ *Forty-eight (48) months previous discipline-related experience as a Medical Laboratory Technologist to consolidate knowledge and skills required to provide laboratory services including twenty-four(24) months user experience working with the Laboratory Information System.*

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

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

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

- ◆ *Become familiar with department processes and applicable related software applications*
- ◆ *Become familiar with region/facility/department policies and procedures*
- ◆ *Develop a working knowledge of all LIS software modules and its application to laboratory services*
- ◆ *Develop knowledge of LIS functionality for compliance with established provincial/regional/departmental legislation, 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: *Work involves taking action in the analysis of a problem and implementation of a solution, while adhering to the standard practices of the profession of medical laboratory science and of information management.*
- _____
- _____

- (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: *Some choice of methods/procedures when rectifying problems and directing staff in alternate procedures when encountering system problems. The optimum solution requires evaluation of multi-faceted competing/conflicting laboratory needs (i.e. cost vs. service), limitations that exist within the application itself or standards of clinical practice.*

- Work presents difficult choices or unique situations that require judgement.

Example: _____

- Other:
- _____

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)		✓	✓	✓		✓	
Students		✓	✓				
Managers/supervisors of programs/departments or services		✓	✓	✓		✓	
Clients/patients/residents	✓						
Family of clients/patients/residents	✓						
Physicians		✓	✓	✓		✓	
Business representatives		✓	✓	✓			
Suppliers/contractors		✓	✓	✓			
Volunteers	✓						
General public	✓						
Other health care organizations or agencies		✓	✓	✓		✓	
Professional organizations/agencies <i>CAP inspectors</i>		✓	✓				
Government departments <i>Saskatchewan Health</i>		✓	✓				
Social Service establishments	✓						
Community Agencies	✓						
Police and Ambulance	✓						
Foundations	✓						
Others (specify) <i>Software user groups</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	<u>1</u>	2	3	4
The general public	<u>1</u>	2	3	4
Other (specify) <i>Physician offices</i>	1	<u>2</u>	3	4

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

Clients/patients/residents/families (not other workers)?	<u>1</u>	2	3	4
Outside groups (not other workers)?	1	<u>2</u>	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: _____

(e) Talk with clients/patients/residents:

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

(f) Talk with families:

Get information from them	<u>1</u>	2	3	4
Inform them	<u>1</u>	2	3	4
Counsel them	<u>1</u>	2	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)

- ◆ *Set-up of test files, calculation of results affect end result and impact patient care*

Client/patient/resident relations Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *System failures cause delays in patient treatment. Delay in treatment due to a failure to notify clients/physicians in changes to test menus. The physician may be required to phone the lab and specifically request the tests or provide missing information before receiving the results, or tests not reported correctly (correct patient/correct care provider/correct clinic) may prevent treatment of a clinically-relevant lab result.*

Family of clients/patients/residents Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Extended patient care and increase in emotional burden/financial implications*

Provision of services Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *LIS provides multi-site functionality and facilitates patient testing/reporting. Failure of the LIS Technologist to complete and sign off validation of a software upgrade within an allotted timeframe will result in delays to implementation of that software, and result in the need to reschedule the coordinated go-live effort with the Lab staff and management (acute care and community), the vendor, physicians, ward/clinic staff, and staff involved with inter-connected systems.*

Departmental/site/agency/district operations Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Same as above. Failure to develop the LIS to support an efficient, effective paperless work operation will result in significant impact to department operations. No access to system/options (Security profile); Potential overtime (Ineffective design/process).*

Equipment/instruments Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Errors could affect interface between system and department operating equipment. Newly-purchased analyzers cannot be operated in their most efficient manner until the LIS Technologist has obtained proper cabling and developed/validated the interface by working with the LIS vendor, the analyzer vendor and the Lab staff.*

Reports and records Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Poor data quality affects reporting, statistics, patient record, etc.*

Financial resources Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Non-functioning/poor design systems can require additional resources to complete work*

Other *Security* Is an impact likely? Yes No

If yes, please provide an example(s)

- ◆ *Poorly configured systems may allow unauthorized access to information.*

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>LIS training to new users</i> |
| <input checked="" type="checkbox"/> | Assign and/or check work of others doing work similar to yours. | <i>Check/troubleshoot statistical data and file setup of other LIS staff, e.g., valid SQL data</i> |
| <input type="checkbox"/> | Lead a project team; prioritize tasks, assign work, monitor progress to achieve planned outcome(s). | _____ |
| <input checked="" type="checkbox"/> | Provide functional advice/instruction to others in how to carry out work tasks. | <i>LIS functionality to all laboratory staff/management</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>LIS users, end-users</i> |
| <input checked="" type="checkbox"/> | Provide input to appraisal, and/or hiring. | <i>Provides input for evaluation of staff</i> |
| <input type="checkbox"/> | Coordinate replacement and/or scheduling of employees. | _____ |
| <input type="checkbox"/> | Supervise a work group; assign work to be done, methods to be used, and take responsibility for all the group. | _____ |
| <input type="checkbox"/> | Supervise the work, practices and procedures of a defined program. | _____ |
| <input type="checkbox"/> | Supervise the work, practices and procedures of a department. | _____ |
| <input type="checkbox"/> | Provide counselling and/or coaching to others. | _____ |
| <input checked="" type="checkbox"/> | Provide health promotion/outreach (teaching/instruction). | <i>LIS functionality training/promotion to other areas within the district/outside</i> |
| <input checked="" type="checkbox"/> | Other (specify) | <i>Act as SoftComm e-mail Administrator</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>Participates in LIS vendor s client satisfaction surveys.</i>
<input checked="" type="checkbox"/> Make resource allocation choices.	<i>Input into requests for funding for software, LIS customizations, SCR requests</i>
<input type="checkbox"/> Design programs and/or services for delivery.	_____
<input checked="" type="checkbox"/> Develop new methods and/or procedures.	<i>Establish operational/security procedures</i>
<input checked="" type="checkbox"/> Modify established methods and/or procedures.	<i>Revise operational procedures with system change requests</i>
<input checked="" type="checkbox"/> Establish tests and/or service standards.	<i>Build test profiles for physicians & clinics</i>
<input checked="" type="checkbox"/> Verify accuracy of information provided by others.	<i>Confirm and correct patient demographic data as entered by SWADD</i>
<input checked="" type="checkbox"/> Select vendors/contractors for supply of goods and services.	<i>Assist with vendor selection for laboratory equipment and software (e.g., Document Control Software)</i>
<input checked="" type="checkbox"/> Prioritize order/sequence of tasks carried out.	<i>Prioritize user change request by urgency</i>
<input checked="" type="checkbox"/> Determine training needs for others.	<i>Design training and orientation for LIS users</i>
<input type="checkbox"/> Approve expenditures and/or commitment of resources.	_____
<input checked="" type="checkbox"/> Edit reports produced by others.	<i>Prepare amended patient reports</i>
<input type="checkbox"/> Address changes in conditions that affect client/patient care plan.	_____
<input checked="" type="checkbox"/> Develop expenditures for budget planning.	<i>Prepare statistics and test volumes for cost analysis and capital equipment</i>
<input checked="" type="checkbox"/> Develop internal control procedures.	<i>Develop methods to ensure accurate transfer of information to LIS</i>
<input checked="" type="checkbox"/> Ensure compliance with regulations.	<i>Build safeguards, and audit mechanisms into LIS as much as possible to comply with regulatory bodies</i>

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>Sitting at workstation</i>		80%			✓
<i>Computer operation</i>		80%			✓
<i>Moving printers and computers Unpacking supplies</i>	<i>M</i>	5%		✓	
<i>Awkward positions when troubleshooting equipment, computer hardware</i>		5%		✓	
<i>Walking within department</i>		5%		✓	
<i>Meetings</i>		50%		✓	
<i>Lifting light materials</i>	<i>L</i>	10%			✓
<i>Telephone conversations</i>		15%		✓	

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>Computer operation & keyboarding</i>	80%			✓
<i>Troubleshooting/maintenance activities of instruments/hardware</i>	15%	✓		
<i>Medical Laboratory Technologist duties (microscope, setting up tests, handling specimens)</i>	5%	✓		
<i>Driving to other sites</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>Reading textbooks, manuals, requisitions, labels</i>	20%			✓
<i>General computer operation</i>	80%			✓
<i>Comparison and verification of accurate test set-up requiring viewing several files and procedures</i>	80%			✓
<i>Observing instrument function/interface operation and providing computer system surveillance</i>	50%			✓
<i>Designing/producing reports</i>	50%		✓	

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>Support calls (telephone)</i>	<i>30%</i>			✓
<i>Taking direction</i>	<i>10%</i>		✓	
<i>Problem solving</i>	<i>50%</i>			✓
<i>Consultation with users/end users</i>	<i>10%</i>		✓	
<i>Documentation/meetings</i>	<i>20%</i>		✓	

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

Yes
 No

If yes, please give examples: *Answering concern of physician on phone, troubleshooting user problems, working on assigned project and a system problem develops which requires immediate attention.*

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 (specify) <i>Laboratory reagents</i>	✓		
Cold	✓		
Congested workplace			✓
Dust	✓		
Extreme temperature	✓		
Foul language	✓		
Grease			
Head lice			
Heat	✓		
Inadequate lighting		✓	
Inadequate ventilation		✓	
Insects, rodents, etc.	✓		
Interruptions			✓
Isolation	✓		
Latex		✓	
Moisture			
Mold	✓		
Multiple deadlines			✓
Noise		✓	
Odor			✓
Oil <i>Immersion</i>	✓		
Radiation exposure (specify)			
Second hand smoke			
Soiled linens	✓		
Steam	✓		
Transporting or handling human remains	✓		
Travel	✓		
Vibration <i>Centrifuges</i>	✓		
Other (specify)			

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 (specify)	✓		
Traveling in inclement weather	✓		
Excessive/unpredictable weights	✓		
Exposure to infectious disease (specify) <i>Patient specimens, bacteria cultures</i>	✓		
Extreme noise	✓		
Faulty/inadequate equipment	✓		
Personal injury	✓		
Personal safety at risk due to isolation <i>Call backs</i>	✓		
Radiation exposure (specify) <i>Ultraviolet</i>	✓		
Sharp objects	✓		
Small aircraft			
Steam	✓		
Verbal and/or physical abuse	✓		
Video display terminal			✓
Violence			
Working from heights			
Other (specify) <i>Exhaust fumes</i>	✓		

(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: *Following laboratory safety protocol and standards in handling biological fluids and hazardous chemicals, etc.*

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: _____

