Transitional/Modified Duty Job List for: Visiting Nurse Association

Company Name: ________________________________

Location: ________________________________ Date: ________________________________

This document was designed as a tool to assist in the development of transitional or modified duty job tasks that can be offered to an employee when placed on medical restriction due to a work related injury. The benefits of creating a list of job tasks include: prompt placement of an employee into a job that accommodates their medical restrictions, reduces lost time cases, and lowers related workers’ compensation claim costs. Modified duty job tasks are intended to be temporary in nature and not permanent jobs. As the medical restrictions are updated over time, the employee could be expected to take additional job tasks as they progressively heal while remaining at work and transition back to their regular job.

Step 1
Create a list of jobs under the Transitional / Modified Duty Job Tasks section in Column 1. A list of sample job tasks has been created below as an example. This job task list is created by touring the facility or operations and identifying applicable job tasks to be performed.

Step 2
For each job task listed in column 1, place an “x” in the boxes to the right of the job task if the task would accommodate a restriction related to that physical demand. Example: The first row, Watching DVDs, is completely checked across the row for all physical demands because watching training DVDs can be done standing or sitting and does not require physically demanding job tasks such as walking, bending, pulling or lifting. For the Training Material Inventory & Stocking job task in row #2, sitting, bending, reaching, walking and some lifting categories were not checked, because these tasks require physical demands that would not accommodate a medical restriction for those categories.

Step 3
Estimate the total time the job tasks normally take to complete and record this within one of the “Hours” columns on the far right of the table.

Step 4
When a medical restriction document is received from a medical provider, the physical demands columns can be reviewed to see what corresponding job tasks can accommodate the specific restrictions.

NOTE: The information contained below is an example of a transitional / modified duty job task list. It is not intended to be a complete and all inclusive list of the job tasks which may be available to accommodate medical restrictions. Each company will need to customize the form based on the nature of their operations and specific job tasks available. The specific physical demands, such as weights lifted or push/pull forces should be measured and quantified. Not all job tasks will be suitable for all medical restrictions or union agreements.
Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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<table>
<thead>
<tr>
<th>Physical Demands/Requirements – The following are physical demands or requirements found in many job tasks.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transitional/Modified Duty Job Tasks</strong></td>
</tr>
<tr>
<td>Standing</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>VISITING NURSE ASSOCIATION</td>
</tr>
<tr>
<td>11. Assist in vehicle inspections. Use clipboard or other means to document inspections in conjunction with another employee.</td>
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</tbody>
</table>