

Cancer and Work Job Analysis

EMPLOYER VERSION

This form is intended to be filled out by the employer.

For the employee version, [click here](#).

Form version: 10.8.11

Cancer and Work

www.CancerAndWork.ca

Content courtesy BC Cancer Agency



www.bccancer.bc.ca



Directions:

Your employee will usually be asked to fill out forms from his/her employer or insurance company about their ability and readiness to return to work. Based on their doctor's recommendations, you will determine whether or not you have a job ready for your employee, or if you can make the necessary changes for them to return to work. The doctor's assessment is also helpful for determining eligibility for insurance.

Ready? Go! Start your assessment on the next page.

Cancer and Work Job Assessment

1. Physical Strength

Read the four descriptions below. Then check the box that best describes the physical demands of the job. If your employee is changing jobs, consider their new job duties.

The radio buttons below are clickable! You can click your answers then print this form!

Physical Intensity ¹	Weight of Loads Handled	Examples of Typical Job Duties
Limited	Up to 5kg (11lbs)	<ul style="list-style-type: none"> ▪ Examining and analyzing financial information ▪ Selling insurance to clients ▪ Conducting economic and technical feasibility studies
Light	5kg (11lbs) to 10kg (22lbs)	<ul style="list-style-type: none"> ▪ Repairing soles, heels and other parts of footwear ▪ Filing materials in drawers & cabinets ▪ Preparing and cooking meals
Medium	10kg (22lbs) to 20kg (44lbs)	<ul style="list-style-type: none"> ▪ Setting up and operating finishing machines or finishing furniture by hand ▪ Measuring, cutting and applying wallpaper to walls ▪ Adjusting, replacing or repairing mechanical or electrical components
Heavy	More than 20kg (44lbs)	<ul style="list-style-type: none"> ▪ Operating and maintaining deck equipment and performing other deck duties aboard ships ▪ Shoveling cement into cement mixers ▪ Measuring, cutting and fitting drywall sheets for installation on walls and ceilings

1) What is the physical intensity level of the job?

- Limited
 Light
 Medium
 Heavy

2) Are they currently able to meet the physical demands marked above?

- Fully
 Partially
 Not able

So far, so good! You're done part 1.

2. Physical Demands

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

<p>1. Fingering</p> <p>Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>2. Handling</p> <p>Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>3. Reaching</p> <p>Extending hand(s) and arm(s) in any direction and should include full elbow extension. Could include reaching forward, overhead, to the side and across the body.</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>4. Feeling</p> <p>Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>5. Vision</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>6. Color Discrimination</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>7. Hearing</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>8. Talking</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

9. Tasting/Smelling

Required for job: Never Occasionally Frequently Constantly

10. Standing

Required for job: Never Occasionally Frequently Constantly

11. Sitting

Required for job: Never Occasionally Frequently Constantly

12. Walking

Required for job: Never Occasionally Frequently Constantly

13. Climbing

Moving up and down using feet, legs, hands, arms and body.

Required for job: Never Occasionally Frequently Constantly

14. Stairs (Climbing/Descending)

Required for job: Never Occasionally Frequently Constantly

15. Pulling

Required for job: Never Occasionally Frequently Constantly

16. Balancing

Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

Required for job: Never Occasionally Frequently Constantly

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

17. Stooping

Bending body downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.

Required for job: Never Occasionally Frequently Constantly

18. Kneeling

Bending legs at knees to come to rest on knee or knees.

Required for job: Never Occasionally Frequently Constantly

19. Bending (at the waist)

Required for job: Never Occasionally Frequently Constantly

Great! You're already **over a quarter done**. Now continue to part 3.

3. Temperaments

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

1. **Direct, Control, Plan**

Responsibility for making plans and procedures for projects, negotiating with individuals or groups, and supervising workers.

Required for job: Never Occasionally Frequently Constantly

2. **Repetitive, Short Cycle Work**

Performing a few routine and uninvolved tasks over and over again according to set procedures, sequence, or pace with little opportunity for change or interruption. Interaction with people is included when it is routine, continual, or prescribed.

Required for job: Never Occasionally Frequently Constantly

3. **Influencing Others**

Writing, demonstrating, or speaking to persuade and motivate people to change their attitudes, judgments, or opinions, to participate in a particular activity, or to purchase a specific commodity or service.

Required for job: Never Occasionally Frequently Constantly

4. **Flexibility**

Frequent changes in tasks involving different abilities, technologies, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

Required for job: Never Occasionally Frequently Constantly

5. **Expressing Feelings**

Creativity and self-expression in interpreting feelings, ideas, or facts in terms of a personal viewpoint; treating a subject imaginatively rather than literally; reflecting original ideas or feelings in any creative form (e.g., writing, painting, composing, sculpting, decorating, or inventing).

Interpreting works of others by arranging, conducting, playing musical instruments, choreographing, acting, dancing, directing and critiquing.

Required for job: Never Occasionally Frequently Constantly

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

6. **Isolation (Working Alone)**

Working in an environment that regularly precludes face-to-face interpersonal relationships for extended periods of time, due to physical barriers or distances involved.

Required for job: Never Occasionally Frequently Constantly

7. **Perform Under Stress**

Coping with circumstances dangerous to the worker or others.

Required for job: Never Occasionally Frequently Constantly

8. **Work to Standards and Tolerances**

Adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and complying with precise instruments and specifications to attain specified standards.

Required for job: Never Occasionally Frequently Constantly

9. **Work Under Specific Instructions**

Performing tasks only under specific instructions, allowing little or no room for independent action or judgment in working out job problems.

Required for job: Never Occasionally Frequently Constantly

10. **Dealing with People**

Interpersonal relationships in job situations beyond receiving work instructions.

Required for job: Never Occasionally Frequently Constantly

11. **Making Judgments / Decision Making**

Solving problems, making evaluations, or reaching conclusions and making decisions based on subjective or objective criteria, such as the five senses, knowledge, past experience, or quantifiable or factual data.

Required for job: Never Occasionally Frequently Constantly

12. **Working Cooperatively with Others**

Working and communicating with others, including negotiating and taking responsibility for specific work task as part of a team.

Required for job: Never Occasionally Frequently Constantly

Wonderful! You've completed **three of five sections**. Continue to part 4.

4. Psychological and Cognitive Demands

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

<p>1. Self-Supervision</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>2. Supervision Exercised</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>3. Attention to Detail</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>4. Time Pressure</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>5. Multi-Tasking</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>6. Distracting Stimuli (Surrounding Noise and Interruptions)</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>7. Verbal Fluency</p> <p>Ability to speak clearly and quickly.</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>8. Processing Information Quickly</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>
<p>9. Night Shift Work</p> <p>Required for job: <input type="radio"/> Never <input type="radio"/> Occasionally <input type="radio"/> Frequently <input type="radio"/> Constantly</p>

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

10. Work Cooperatively with Others

Required for job: Never Occasionally Frequently Constantly

11. Emotional Situations (Work Tensions)

Required for job: Never Occasionally Frequently Constantly

12. Confrontational Situations

Required for job: Never Occasionally Frequently Constantly

13. Responsibility & Accountability

Required for job: Never Occasionally Frequently Constantly

14. Reading Literacy

Required for job: Never Occasionally Frequently Constantly

15. Writing Literacy

Required for job: Never Occasionally Frequently Constantly

16. Computer Literacy

Required for job: Never Occasionally Frequently Constantly

17. Numerical Skills

Required for job: Never Occasionally Frequently Constantly

18. Communication Skills

Required for job: Never Occasionally Frequently Constantly

Fantastic! You're **three quarters done**. Continue on to the last part.

5. Environmental Conditions

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

1. Noise Intensity

Exposed to in job: Never Occasionally Frequently Constantly

2. Vibration

Exposed to in job: Never Occasionally Frequently Constantly

3. Extremes of Temperature (Hot & Cold)

Exposed to in job: Never Occasionally Frequently Constantly

4. Damp or Humid Environment

Exposed to in job: Never Occasionally Frequently Constantly

5. Atmospheric Conditions

Fumes, noxious odors, dusts, mists, gases, poor ventilation.

Exposed to in job: Never Occasionally Frequently Constantly

6. Hazards

Exposed to in job: Never Occasionally Frequently Constantly

7. Machine / Equipment Operation

Required for job: Never Occasionally Frequently Constantly

8. Radiation

Exposed to in job: Never Occasionally Frequently Constantly

9. Flying Particles

Exposed to in job: Never Occasionally Frequently Constantly

Never = Not part of your job Occasionally = 1-2 hours a day Frequently = 3-5 hours Constantly = 6-8+ hours

10. Blood / Body Fluids

Exposed to in job: Never Occasionally Frequently Constantly

11. Communicable Disease

Increased exposure to colds, flu, and other diseases & illnesses.

Exposed to in job: Never Occasionally Frequently Constantly

12. Toxic & Caustic Chemical Exposure

Exposed to in job: Never Occasionally Frequently Constantly

13. Explosives

Exposed to in job: Never Occasionally Frequently Constantly

14. Electrical Hazards

Exposed to in job: Never Occasionally Frequently Constantly

15. Narcotics / Controlled Pharmaceuticals

Exposed to in job: Never Occasionally Frequently Constantly

16. Latex

Exposed to in job: Never Occasionally Frequently Constantly

17. Odors

Exposed to in job: Never Occasionally Frequently Constantly

18. Other (Specify):

Exposed to in job: Never Occasionally Frequently Constantly

Congratulations!

✓ You're done the Cancer and Work Job Assessment Form!

*Your next step is the **Cancer and Work Task Analysis Form**. Here's how to complete it (you'll find an example on the next page):*

1) Write down all your employee's tasks:

Write down all of the tasks required for the job that your employee will to return to in the "Job Duties" column. Consider all of the duties and responsibilities of the job and the contexts in which the employee does them.

2) Estimate the time each takes:

For each job task you record, estimate the percentage of time that they spend doing the task. For example, if they are a food server, they may spend 30% of each shift clearing tables.

3) Identify essential tasks:

Select the critical (essential) and the non-critical (non-essential) duties. Mark E for essential duties and NE for non-essential duties. To decide which duties are essential and which are non-essential, think about:

- Could the task be given to another employee/employer?
- How much time do they spend doing the task?
- How does the task affect getting the job done?
- Do the tasks exist to get the job done?
- How does finishing this task affect the performance of other employees?
- Is the job highly specialized?
- If they are unable to do the tasks, what will happen?
- Which tasks do you, the employer, think are essential?

4) Rank the tasks:

Rank the tasks from most to least important.

Example Cancer and Work Task Analysis Form

Here’s an **example completed Cancer and Work Task Analysis** form:

Job duties (examples)	% of time doing the job task	Write ‘E’ if the duty is essential or ‘NE’ if the duty is non-essential	Rank the tasks by importance 1 = most important 2 = 2 nd most important (and so on for each)
Serving customers	4 hours per 8 hour shift = 50%	E	1
Clearing and cleaning tables	1 hour per 8 hour shift = 12.5%	E	3
Cleaning up at the end of shift	1/2 hour per 8 hours shift = 6.3%	NE	4
Making change & adding up tips	1 hour per 8 hours shift = 12.5%	E	2

Now begin the Cancer and Work Task Analysis for your employee on the following page.

Cancer and Work Task Analysis Form

Job duties	% of time doing the job task	Write 'E' if the duty is essential or 'NE' if the duty is non-essential	Rank the tasks by importance 1 = most important 2 = 2nd most important (and so on for each)

Job duties	% of time doing the job task	Write 'E' if the duty is essential or 'NE' if the duty is non-essential	Rank the tasks by importance 1 = most important 2 = 2nd most important (and so on for each)

Congratulations!

✓ You're done the task analysis form!

You now have the information that you need to summarize the results.

Complete the **Cancer and Work Job Analysis Summary Form** on the following pages to facilitate the planning of your employee's return to work, including:

1. An **explanation** of the job demands from the above chart, and
2. A **summary** of the current barriers to work based on the behaviours, skills, and abilities required for the job and your current level. These will assist the health practitioners in understanding the employee's needs.
3. A **tool** to analyze which behaviours, skills, and abilities may be considered for **accommodations**.

See the next page for an example of a completed summary form.

Example Cancer and Work Job Analysis Summary Form

Example Part 1 of 3: Personal & Job Info

See page 24 for a blank form for you to complete. Use this example as a reference.

Name of worker: Jill Jones		Date form completed: Mar / 9 / 2014 <small>Month Day Year</small>	
Title of job: Server		Title of immediate supervisor: Food Services Inspector	
Number of hours per week: 20	Schedule of hours: Evenings, 6-11pm Tuesday to Saturday (5 hour shifts)		
Job status: <input checked="" type="radio"/> Permanent full-time <input type="radio"/> Permanent part-time <input type="radio"/> Temporary or term <input type="radio"/> Casual		Benefits: <input checked="" type="radio"/> None <input type="radio"/> Lone-Term-Disability <input type="radio"/> Employment Insurance <input type="radio"/> Canada Pension Plan or other	
Environmental conditions of job: - Food odours - Food orders (extreme temperatures, hot)			

Example Part 2 of 3: Understanding the Job

Essential Duties:					
Description of duty	% of day	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge
Taking food orders	30%	Flexibility Dealing with people Working under stress	Light work (standing) Fingering (writing with a pen) Vision Hearing	Time pressures Verbal Fluency Distracting Stimuli (other people coming into restaurant or making demands) Exposure to confrontational situations	None
Serving customers	30%	Same as above	Light: Lifting up to 20lbs Frequent: Walking, standing, handling, and feeling Occasional reaching	Same as above	Fatigue. Concern: Cannot stand / walk for more than an hour
Clearing tables	30%	Working under stress	Same as above		Same as above

Non-Essential Duties:					
Description of duty	% of day	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge
Putting plates away in the cupboards	5%		Light: Standing, reaching, lifting overhead		Never able to do lifting overhead
Making coffee	5%		Light: Standing and reaching		None

Example Part 3 of 3: Summary Statements

Summarize your barriers to return to work:

Only able to stand/walk for up to a maximum of four hours per shift
Unable to reach above head level

Summarize your essential and non-essential duties for consideration of accommodation:

ESSENTIAL: Taking food orders, and serving customers requires standing and walking. I am only able to do this four hours maximum per day.

NON-ESSENTIAL: Putting plates in the overhead cupboards is something I am unable to do.

Cancer and Work Job Analysis Summary Form

Part 1 of 3: Personal & Job Info

Name of worker:		Date form completed: ____ / ____ / ____ Month Day Year	
Title of job:		Title of immediate supervisor:	
Number of hours per week:	Schedule of hours:		
Job status: <input type="radio"/> Permanent <input type="radio"/> Temporary or term <input type="radio"/> Casual	Benefits: <input type="radio"/> None <input type="radio"/> Lone-Term-Disability <input type="radio"/> Employment Insurance <input type="radio"/> Canada Pension Plan or other		
Environmental conditions of job:			

Part 2 of 3: Understanding the Job

Refer back to your **Task Analysis** that you completed (see pages 18-19).

Essential Duties:					
Description of duty	% of day	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge
Non-Essential Duties:					
Description of duty	% of day	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge

Part 3 of 3: Summary Statements

Summarize the employee's barriers to return to work:

Summarize the employee's essential and non-essential duties for consideration of accommodation:

Congratulations!

✓ You're done the Cancer and Work Job Summary form!

Here are your recommended next steps:

Give the completed Cancer and Work Job Analysis Summary Form to the employee for Review with their doctor.

Questions for the employee ask:

1. Discuss your perceived barriers to work.
2. Ask if something can be done to increase your functioning.
3. Ask about his/her expectations of recovery (how much and how long).
4. Get as much specific information as you can on what your doctor feels you can do work-wise.

For more ideas on what to ask, see the article [Communicating with your Healthcare Team](#) on the [CancerAndWork.ca](#) website.

If the doctor is unable to comment on any of these areas, ask them which specialists they should be seeing to get this information (i.e. medical specialist, neuropsychologist, physiotherapist, occupational therapist, kinesiologist, and physical rehabilitation specialist). For descriptions of these specialists, see the article [Roles of Professionals](#) on the [CancerAndWork.ca](#) website.

Further Resources

Advise employees to visit their local practitioner to receive further guidance on their return to work process.

See also the many resources available on the www.CancerAndWork.ca website.

Content in this job assessment form is based on material from the BC Cancer Agency, copyright © 2014, used with permission.



¹ Strength requirement adapted from the Career Handbook (CH) from the National Occupation Classification 2011, a joint product of Statistics Canada and Human Resources and Skills Development Ottawa Canada.