



Select Medical Outpatient Division
Clinical Education Department
1217 Ira E. Woods Avenue, Grapevine TX 76051
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TO: Managers and Clinicians
FROM: Alan Evans, PT, MOMT, FAAOMPT, MCSP
DATE: 7/7/2010
RE: **EDUCATION PROGRAM ANNOUNCEMENT**
Current Concepts and Practical Clinical Applications

Please find below information regarding a clinical education course scheduled for your area:

COURSE: Job Analysis/Ergonomics
(Work Task Analysis, Work Risk Analysis and Work Station Analysis)

DATES: September 18-19, 2010

SCHEDULED INSTRUCTOR: Anne Marciniak, PT
Cincinnati, OH

LOCATION: NovaCare
4360 Ferguson Drive, Ste. 120
Cincinnati, OH 45245
Host Center Manager: Ryan Rosswurm
Host Contact(s): Kevin Cassidy

DIRECTIONS: State Route 32 East to Eastgate Boulevard. At the end of the off ramp, take a left at the stop light. Continue straight (on Eastgate Boulevard) through 2 more lights. You will pass a large sign – Ivy Point and Eastgate Boulevard will become Ferguson Drive. Turn left at the first building on your left – 4360 Ferguson Drive – NovaCare Eastgate. Public parking is available at the front and rear of the building. Cincinnati/N. Kentucky Airport is approximately 20 miles.

Tuition is waived for employees of Select Medical Corporation's Outpatient Division. Course enrollment is limited to 20 participants.

Space is limited and is allocated on a first come first serve basis. Course participants will be given a certificate for 14 contact hours of education. Participants will receive notification by fax or e-mail from the Clinical Education Department confirming their acceptance into the program 4-6 weeks prior to the course. If you have not received confirmation of your status 30 days prior to the date of the program, call 817-488-5159 or email linda.gilles@selectmedicalcorp.com

All participants are expected to attend the entire educational program. No partial continuing education credit can be extended. In the event that an individual who has been confirmed for a program fails to attend without giving prior notification, notification of their absence will be sent to their Market Manager.

Please be advised that the Clinical Education Department will not be able to reimburse the participant for any travel, lodging, or meal costs associated with attendance at the program.

Job Analysis/Ergonomics
September 18-19, 2010 – Cincinnati, OH

Course Description:

The focus of this course is to provide the basic concepts of performing an Ergonomic Worksite/Job Analysis. The course will review the theoretical basis and causative factors of musculoskeletal injuries as related to ergonomics in the workplace. The ergonomics education will reinforce an understanding of ergonomics as related to workers compensation, ADA, disability and rehabilitation. The participant will develop the skills necessary to perform the following types of worksite ergonomic Analyses: Work Task Analysis, Work Risk Analysis and Work Station Analysis. The difference between each type of job / ergonomic analysis will be discussed as well as the forms and tools needed to perform the assessments and to complete the Select Medical standard reports. A brief overview will also be given on the following injury prevention Workstrategies product lines: Employment Testing (Post Offer and Fit for Duty) and Educational Classes (lifting, computer comfort, etc.).

The need for Ergonomics programs and job site evaluations has grown with the onset of ergonomic standards in several states, the ongoing industry specific OSHA Ergonomics programs and employer recognition of the cost effectiveness of injury prevention programs. In areas around the country these programs have been highly successful and cost effective and can also lead to providing employers with the continuum of services that Select Medical provides.

Target Audience: PT, PTA, OT, COTA, ATC **Instructional Level:** Entry to Intermediate

Prerequisites: Self study module (complete review of material and answer test questions)

Course Objectives

The participant will be able to:

1. Understand the difference between Work Task Analysis, Work Risk Analysis and Work Station Analysis.
2. Perform a basic ergonomic job site evaluation
3. Understand the tools and application of the tools needed when performing a job analysis.
4. Identify ergonomic risk factors
5. Be able to Utilize an Automated Evaluation and Report for Work Station Ergonomics.
6. Be able to Utilize an Automated NIOSH Lift Equation Spreadsheet.
7. Be able to Utilize an Automated RULA Spreadsheet.
8. Recommend appropriate ergonomic solutions based on assessment
9. Write a relevant Select Medical format Work Task Analysis report, Work Risk Analysis report and Work Station Analysis report.
10. Understand additional injury management services available to employers

Instructor Biography:

Anne Marciniak, PT has been is currently the Regional Director of Industrial Services based out of Cincinnati, OH. She graduated in 1994 with a degree in Physical Therapy from the University of Vermont and joined the company in 1996. She has served as the market coordinator for a variety of industrial programs including Functional Capacity Evaluations, Work Conditioning/Hardening, Post Offer Testing, Ergonomics Consultation, Transitional Work, Injury Prevention and Chronic Pain Management. She is an Accredited Transitional Work Developer for the State of Ohio BWC and has performed on-site industrial services for over 60 employers. She has presented more than 120 times to clinicians, physicians, case managers, and employers on various industrial topics focusing both on safety and rehabilitation. She is currently Select Medical Corporation's national account manager for WorkSTEPS employment testing.

Agenda
Day 1

7:30 am	Registration
8:00	Introduction, Policy & Procedures Training Form
8:30	Injury Prevalence and Bureau of Labor Statistics
9:00	Work Related Musculoskeletal Disorders
10:30	Break
10:45	Risk Factors: Individual and Work Related
11:45	US Dept. of Labor Definitions: Material Handling and Positional
12:45	Lunch
1:15	Work Task Analysis methods and lab
2:45	Work Task Analysis report writing overview
3:00	Break
3:15	Work Risk Analysis methods and lab
5:00	Work Risk Analysis report writing overview
5:30	Adjourn

Day 2

8:00am	Work Station Analysis methods and lab
9:15	Work Station Analysis report writing overview
9:30	Case Studies and Report writing lab
10:30	Break
10:45	Case Studies and Report writing lab
11:30	Ergonomic and Injury Prevention Interventions
12:45	Break
1:00	Final Report Writing and Case Study Review
1:30	Marketing and Billing
2:00	Adjourn

Instructor Disclosure Statement:

The instructor has declared that she does not have a financial interest or other relationship with the manufacturers or providers of services that may be discussed in the course.

Program Accreditation:

The Select Medical Outpatient Clinical Education Department is approved or has applied for accreditation by the following organizations or licensing bodies to provide continuing education for this program. The program offers 14 contact hours for full attendance and completion of all course requirements. Accreditation by the providers below does not imply endorsement of the course content, specific products, or clinical procedures. Approval or endorsement by other organization or licensing bodies is the responsibility of the participant.

Ohio Physical Therapy Association



ADA Compliance:

The Select Medical Outpatient Clinical Education Department will take all reasonable measures to guarantee equal access to learning opportunities for attendees with disabilities. Educational programming will be sensitive to any sensory or physical impairment that requires special arrangements on behalf of the participant. Please indicate on

your registration form if you should be contacted regarding any physical or mental impairment that would require special accommodation to ensure a satisfactory learning experience.