



Providing Accommodation to New and Existing Employees: An Employer's Guide in Managing the Challenge

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Patrick McConnell, OT is a graduate of the University of Illinois-Chicago, College of Health Sciences. Prior to joining WorkWell in 2011, Patrick had been a WorkWell clinical provider since 1993. As part of Clinical Operations, Patrick supports the WorkWell Provider Network, employers and referrers in questions or resources related to Work Injury Prevention and Management.

In addition to clinical practice and employer support, Patrick is active in the American Occupational Therapy Association (AOTA) Work Programs Section. He regularly guest lectures at Graduate Programs in Occupational Therapy in the areas of Healthcare Ergonomics and Work Injury Rehabilitation.

Learning Overview-

Participants will become familiar with:

1. Understanding the definition of physical demands and how they are identified and documented

2. Understanding how knowledge of physical demands provides value to your organization's hiring, injury prevention and return to work strategies.

Recruitment and Retention Challenge

Employer Use of Functional Testing

- Post Offer Employment Test (POET)
- Fit For Duty (FFD)
- Application

POET Functional Screen (Job Applicant)

Employee Example One

- Applicant functionally fails
- Internal employer review
- Results review with applicant (Human Resources)
- Applicant hired with accommodations

FFD Functional Test (Return To Work)

Employee Example Two

- Physician referral for safety
- Functional Failure
- Internal employer review
- Results review with employee
- Return to work with accommodations

Functional Testing

- Americans with Disabilities Act
- Job Analysis (Physical Demand Identification)
- Functional Scorecard

Functional Testing and ADA

- Documentation
- Design and implementation



Identify physical demands of a job

- Observation
- Interview Subject Matter Experts
- Determine Essential Functions
- Take measurements

Organize the physical demands

- Document
- Verify/Validate
- Reassess periodically

Functional Scorecard

Worker Name:	DOI:	DOS:
Job Title:	Date of Completion:	
Employer:	Source: () Worker interview	
	() Formal description from employer	
Therapist:	() Supervisor/employer rep familiar with the job	

Physical Demand/Task Dimensions of Task	Range of Demand	Total Frequency	Functional Ability	Job Match? Y/N
Lifting				
Carrying				
Push/Pull				

Developing a Functional Scorecard





POET – Make informed hiring decisions

- POET (Post Offer Employment Test) created from validated functional scorecard
- Based on the job's critical demands
- Performed post-offer, pre-hire
- Able to be modified/adjusted per employer process

Fit For Duty

- FFD: created from validated functional scorecard
- Based on the job's critical demands
- For Employee return to work planning, injury prevention initiatives
- Able to be modified/adjusted per employer process

Resources

- Occupational Requirements Survey (ORS) – Focusing on physical demands of the job, not the physical capabilities of the worker

What is the Occupational Requirements Survey (ORS)?

The BLS conducts this survey under an agreement with the Social Security Administration (SSA). The goal of the ORS is to collect and publish information about specific work-related requirements that will be available to the public and used by SSA to help make decisions for their disability programs. For more information on the ORS, see www.bls.gov/ors.

- Education, Training & Experience:** Minimum education, Experience, Non-degree credentials, On-the-job training
- Cognitive & Mental Requirements:** People skills, Work pace, Problem solving, Control of workload
- Physical Demands:** Sitting, Standing, Climbing, Reaching, Keyboarding, Lifting or carrying
- Environmental Conditions:** Extreme heat or cold, Heavy vibrations, Hazardous contaminants, Outdoors, Noise level, Wetness, Humidity

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Visual Overview for Physical Demands

This page provides an overview and basic descriptions of the Occupational Requirements Survey (ORS) physical demand elements. The assessment of these requirements is focused on the physical demands of the job, not the physical capacities of the worker.

Physical demands refer to the level and duration of physical exertion generally required to perform critical tasks in support of critical job functions, for example - sitting, standing, walking, lifting, carrying, reaching, pushing, and pulling. These definitions correspond to the 2018 reference year estimates.

For more information about physical demands and how they are calculated, see the [factsheets page](#) and the [Handbook of Methods](#).

[Visual Overview for Physical Demands : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov/ors/publications/factsheets/physical-demands)

Additional Resources

- US Department of Labor/Employment and Training Administration: O*net, onetonline.org Valid, job descriptions on almost 1,000 occupations in the USA.
- US Department of Labor's Office of Disability Employment Policy: Job Accommodation Network, askjan.org Provides guidance on workplace accommodations and disability employment issues.

Q&A



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