



Workforce Health, WorkFit Services

Job Capacity Statement: *Admin Officer – Medical Records*



The information below is designed to give you an indication of the likely demands of working in this role and will help you assess whether the job may suit you. You are encouraged to ask further questions about the demands if you have any concerns as local conditions may alter the demands you experience in the role. The Contact Officer listed in the job pack is the best person to contact with any queries

Environmental Job Factors

Possible Exposure to Infectious Diseases
Exposure to dust/ fumes/ odours

Overall Psychological Job Factors

Level of Importance

Level of Job Control or Autonomy	Low
Level of Supervision or Support Received	Moderate
Contact with Co-workers/Colleagues (vs Isolation)	High
Teamwork	Low
Time Pressure (including deadlines)	Moderate

Psychological Demands (Cognitive)

Highest Level Of Complexity

Attention And Accuracy	Attention: Concentration	Moderate
Numerical	Number Skills	Moderate
Spatial Reasoning	Spatial Reasoning (requirement to accurately assess distance between objects or the fit of objects into spaces)	Moderate
Verbal	Oral Communication (including active listening)	Moderate
	Reading Literacy	Moderate

Physical Demands

Frequency (8 Hour Shift)

Max Load

Dynamic Strength		
Floor to Waist Lift	Infrequent: up to 10 minutes	10kg
Two handed Carry	Infrequent: up to 10 minutes	10kg
Waist to Eye Level Lift	Infrequent: up to 10 minutes	10kg
Physical Demands	Frequency (8 Hour Shift)	Max 'at one' Time
Manual Task Postures		
Lunge - Forward/Backward	<i>Required</i>	-
Lunge - Sideways	<i>Required</i>	-
Other		
Maintain Balance Against External Forces	<i>Required</i>	-
Position Tolerance Activities		
Neck Flexion	Occasional: up to 2.5 hours	10 minutes

Sitting	Occasional: up to 2.5 hours	60 minutes
Work Arms Overhead- Standing	Occasional: up to 2.5 hours	30 seconds
Upper Limb		
Forward Reach	Occasional: up to 2.5 hours	1 minute
Grip	Occasional: up to 2.5 hours	3 minutes
Keying/Mousing	Occasional: up to 2.5 hours	45 minutes
Precise Hand & Finger Movement/Use (Manual or Finger Dexterity)	Occasional: up to 2.5 hours	15 minutes
Overhead Reach	Occasional: up to 2.5 hours	30 seconds

NB: this is not an exhaustive list of ALL job factors and demands, but those which are considered to be significant.

Definition of frequency (based on 8 hour shift)			
Infrequent: up to 10 minutes	Occasional: up to 2.5 hours	Frequent: up to 5 hours	Constant: up to 8 hours
0 - 2%	2-33%	34-66%	67-100%
Up to 10 minutes	>10 min - 2.5 hours	>2.5 – 5 hours	More than 5 hours

Immunisation Demands		
Risk Category	Risk Category Description	Immunisation Requirements
C	Minimal patient contact**	<p>Influenza</p> <p>**Please note there is a benefit for all workers in roles with minimal patient contact to be immunised in accordance with the Australian Immunisation Handbook current edition</p> <p>Workers in these roles should strongly consider being vaccinated against the following vaccine preventable infectious diseases</p> <p>Diphtheria-Tetanus-Pertussis</p> <p>Influenza</p> <p>Measles-Mumps-Rubella</p> <p>Varicella</p>

Applicants are responsible for completing minimum immunisation requirements with their preferred immunisation provider prior to commencing employment