

Employee Initials:

Employee Name:

Date:

## Modified Duty Task List: Registered Nurse

- \_\_\_\_\_ **Chart reviews** — Review charts to confirm orders have been signed. Lifting up to 10 pounds. Involves sitting, standing, handling, and near visual acuity.
- \_\_\_\_\_ **Mix IV bags** — Mix solution and medication for IV bags according to physicians' orders. Lifting up to 10 pounds. Involves sitting, standing, handling, gripping, grasping and near visual acuity.
- \_\_\_\_\_ **Patient education** — Provide individual patient instruction for insulin injections, ileostomy/colostomy care, central line, postsurgical incision care, etc. Lifting up to 10 pounds. Involves sitting, standing, handling, reaching, gripping, grasping and near visual acuity.
- \_\_\_\_\_ **Taking vitals** — Use a stethoscope to take respiration and pulse. Use a blood pressure cuff to check blood pressure, and chart vitals. Lifting up to 10 pounds. Involves sitting, standing, handling, reaching, gripping and grasping.
- \_\_\_\_\_ **Discharge planning** — Coordinate, arrange and discuss with patient any home health services, equipment, supplies, phone numbers and follow-up appointments needed once discharged. Lifting up to 10 pounds. Involves sitting, standing, walking, reaching and handling.
- \_\_\_\_\_ **Dispense medications** — Deliver medications to patients according to orders. Lifting up to 10 pounds. Involves standing, walking, reaching, grasping and gripping.
- \_\_\_\_\_ **Data entry** — Enter visual acuity, chart vital signs, assess and enter admission and discharge paperwork. Lifting up to 10 pounds. Involves sitting, standing, handling, and grasping.
- \_\_\_\_\_ **Answer floor phones** — Use a telephone to answer incoming phone calls and to transfer calls to patient rooms. Write phone messages and answer questions. Involves sitting, standing, reaching, grasping, gripping, and handling.
- \_\_\_\_\_ **Triage** — Use a telephone to answer incoming phone calls to the hospital from patients or emergency personnel to assess medical priorities. Involves sitting, standing, reaching, grasping, gripping, and handling.
- \_\_\_\_\_ **Filing** — Sort invoices, mail and reports and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, grasping and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondences. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Sort invoices and bills** — Separate bills and invoices according to office procedures. Involves sitting, standing, grasping, and handling.
- \_\_\_\_\_ **Employee-Specific Restrictions** – *if you are using this page as a supplement to your Mod Duty Offer form, please list the employee's specific restrictions in the space below:*

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## Modified Duty Task List: Healthcare Workers

- \_\_\_\_\_ **File** — File paperwork in numerical or alphabetical order. Involves sitting, standing, bending, handling, reaching and grasping.
- \_\_\_\_\_ **Read to residents** — Read books, magazines and letters. Involves sitting, standing, handling and grasping.
- \_\_\_\_\_ **Feed residents** — Cut food items using a knife and fork; feed residents meals. Involves sitting, handling, gripping, grasping and reaching.
- \_\_\_\_\_ **Assist with arts and crafts** — Help residents complete arts and crafts projects. Lifting up to 10 pounds. Involves sitting, standing, walking, stooping, bending, handling, gripping, grasping and reaching.
- \_\_\_\_\_ **Fold laundry** — Fold residents' clothes, sheets and towels. Lifting up to 10 pounds. Involves sitting, standing, reaching, handling and grasping.
- \_\_\_\_\_ **Set tables** — Set place settings of silverware, dinner plate, glasses and napkins. Place condiments for each meal on the tables. May use a wheeled cart to load supplies and bring them to the tables. Lifting up to 5 pounds. Involves sitting, standing, walking, bending, reaching, handling, and grasping.
- \_\_\_\_\_ **Manicure nails** — Use an emery board to file residents' fingernails and apply nail polish. Involves sitting, walking, reaching, handling and grasping.
- \_\_\_\_\_ **Refill water pitchers** — Use a water pitcher to fill water pitchers in residents' rooms and pass out water to residents. May use a wheeled cart to carry filled water pitchers, and push the cart from room to room. Lifting up to 5 pounds. Involves standing, walking, reaching, gripping, grasping and handling.
- \_\_\_\_\_ **Distribute medications** — Pass out daily medications to residents. May use a cart to wheel medications to resident's room. Lifting up to 5 pounds. Involves standing, walking, reaching, handling and grasping.

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Employee Initials:

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Date:

## Modified Duty Task List: Healthcare Workers Cont.

- \_\_\_\_\_ **Take and chart vitals** — Use a stethoscope to take residents' pulse and respiration; use blood pressure cuff to take blood pressure readings. Chart all readings in residents' charts. Lifting up to 5 pounds. Involves sitting, standing, walking, reaching, handling and grasping.
- \_\_\_\_\_ **Supervise residents outside** — Watch over residents sitting outside and move residents out of direct sunlight. Ensure that no one wanders off the property. Involves sitting, standing, walking, field of vision and far acuity.
- \_\_\_\_\_ **Empty bedpans** — Empty bedpans in residents' rooms, rinse bedpans and place them on the floor near one end of the residents' beds. Lifting up to 8 pounds. Involves standing, walking, reaching, grasping, gripping and handling.
- \_\_\_\_\_ **Assist with bathing** — Stand in shower room and ensure that residents do not slip and fall while bathing. If a resident falls, worker will call for help immediately. Involves standing, walking, hearing and field of vision.
- \_\_\_\_\_ **Answer phones** — Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling and gripping.
- \_\_\_\_\_ **File** — Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, grasping and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Sort invoices and bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping and handling.
- \_\_\_\_\_ **Paint** — Touch up exterior and interior painting and prep of walls and hallways. Includes spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling and reaching.
- \_\_\_\_\_ **Sweep** — Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.

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Employee Initials:

Employee Name:

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## Modified Duty Task List: Office Employees

- \_\_\_\_\_ **Answer phones** — Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, gripping.
- \_\_\_\_\_ **Greet customers** — Receive customers, check appointments, notify employees of customers' arrivals and ask customers if they would like refreshments. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Filing** — Sort invoices, mail and reports and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, grasping and handling.
- \_\_\_\_\_ **Open and stamp mail** — Open correspondence and date stamp. Involves sitting, and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondences. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Make files** — Type labels and place on file folders. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Sort invoices and bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, and handling.
- \_\_\_\_\_ **Collate booklets or materials** — Put information for booklets or projects in correct order and then staple, punch holes or bind. Lifting up to 5 pounds. Involves sitting, standing, and handling, reaching and gripping.
- \_\_\_\_\_ **Painting** — Touch up paint. Interior walls and hallways, including spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling, fingering and reaching.
- \_\_\_\_\_ **Sweeping** — Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.

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Date:

## Modified Duty Task List: Food Service

- \_\_\_\_\_ **Hostess** — Greet and seat customers at tables, hand out menus, and refill drinks. Involves standing, walking, bending, reaching and handling.
- \_\_\_\_\_ **Table setup** — Clean tables and place clean silverware, napkins, glassware and plates on table. Lifting up to 5 pounds. Involves standing, walking, bending, reaching and handling.
- \_\_\_\_\_ **Fill condiments** — Refill sugar, salt, pepper, mustard, ketchup, jelly and sugar. Lifting up to 5 pounds. Involves sitting, standing, walking, reaching, and handling.
- \_\_\_\_\_ **Wrap silverware** — Wrap place settings in paper or cloth napkins. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Fold napkins** — Fold napkins in decorative design and place on table or insert in glassware. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Sweep floors** — Use carpet sweeper to remove debris from floors. Involves standing, walking, bending, stooping, reaching and handling.
- \_\_\_\_\_ **Food preparation** — Chop, dice, peel, wash and separate. Open cans and drain food items. Lifting up to 5 pounds. Involves sitting, standing, walking, bending, reaching, handling, and grasping.
- \_\_\_\_\_ **Wash dishes** — Load dishes on racks. Slide racks into machine and pull clean racks out of machine. Stack clean dishes on shelves. Lifting and carrying up to 10 pounds. Involves standing, walking, bending, stooping, reaching, handling and carrying.
- \_\_\_\_\_ **Wash and spray kitchen floor** — Use mop, sprayer and hose to clean floor and remove food debris and stains. Involves standing, walking, bending, stooping, handling and reaching.
- \_\_\_\_\_ **Food expediter** — Verify that food is grouped for proper distribution to customer. May place condiments on plates for distribution. Lifting up to 10 pounds. Involves standing, walking, reaching, handling, and grasping.

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## Modified Duty Task List: Food Service Cont.

- \_\_\_\_\_ **Ticket taker/cashier** — Take tickets or run the cash register. Involves standing, sitting, reaching, and handling.
- \_\_\_\_\_ **Cafeteria monitor** — Monitor students during lunch and enforce lunchroom rules and policies. Involves standing, sitting and walking.
- \_\_\_\_\_ **Inventory** — Perform inventory of food, silverware, kitchen utensils and cleaning products. Involves standing, walking, sitting, grasping. May require climbing a ladder or stool.
- \_\_\_\_\_ **Server** — Serve food to students. Lifting up to 5 pounds. Involves standing, walking, lifting and reaching.
- \_\_\_\_\_ **Answer phones** — Take incoming calls and messages and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, and gripping.
- \_\_\_\_\_ **File** — Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, grasping and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Sort invoices and bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, and handling.
- \_\_\_\_\_ **Sweep** — Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.

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## Modified Duty Task List: Building Maintenance

- \_\_\_\_\_ **Painting** — Touch up paint. Interior walls and hallways, including spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lift up to 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling, and reaching.
- \_\_\_\_\_ **Check light fixtures** — Check lights throughout building and replacing bulbs. Lifting up to 30 pounds. Involves standing, walking, climbing ladders, reaching, gripping and handling.
- \_\_\_\_\_ **Sweeping** — Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.
- \_\_\_\_\_ **Inspection** — Check condition of paint, fences, parking lot surfaces, cracks in foundation, stairwells, gutters, roof and water damage from leaks. Involves standing, walking, stooping, bending, reaching and handling.
- \_\_\_\_\_ **Minor repairs** — Replace locks; key locks; patch drywall; replace outlets, cove basing and ceiling tiles; hang fixtures; replace signage; and patch carpet. Involves standing, walking, climbing, stooping, bending, reaching, handling and kneeling.
- \_\_\_\_\_ **Setups** — Arrange conference and meeting rooms, including setting up tables, chairs, sound system and audio/visual equipment. Lift up to 20 pounds. Involves standing, walking, climbing, stooping, bending, reaching, gripping, grasping, handling and kneeling.
- \_\_\_\_\_ **Answer phones** — Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, and gripping.
- \_\_\_\_\_ **Filing** — Sort invoices, mail and reports and place them in alphabetical or numerical order in appropriate file area. Involves sitting, standing, reaching, grasping and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondences. Lift up to 10 pounds. Involves sitting, standing, and handling.
- \_\_\_\_\_ **Invoices and bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, and handling.

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## Modified Duty Task List: Custodial Employee

- \_\_\_\_\_ **Clean restrooms** — Clean sinks, wipe off countertops, restock paper goods and refill soap dispenser. Supplies can be placed on a wheeled cart. Lifting up to 10 pounds. Involves standing, bending, and handling, grasping and reaching.
  - \_\_\_\_\_ **Vacuum** — Clean hallways, entryways, elevators, office areas, banquet rooms or conference rooms. Lifting up to 20 pounds. Involves standing, walking, bending, and handling, grasping and reaching.
  - \_\_\_\_\_ **Dust** — Use a duster to clean workspaces, partitions, computer terminals, windowsills, restroom cubicle dividers, railings, table bases and stairways. Involves standing, walking, bending, climbing stairs, and handling, grasping and reaching.
  - \_\_\_\_\_ **Wash windows** — Use a cloth, squeegee and spray bottle to clean windows, glass partitions, mirrors, doors and cabinets. Supplies can be placed on a wheeled cart. Lifting up to 5 pounds. Involves standing, walking, stooping, bending, crouching, handling, and reaching.
  - \_\_\_\_\_ **Empty trash** — Empty small wastebaskets located at office cubicles. Replace plastic trash bag liner. Lifting up to 10 pounds. Involves standing, walking, stooping, bending, handling and reaching.
  - \_\_\_\_\_ **Clean cigarette receptacles** — Use a handheld sifter to clean sand in receptacle and replace sand as needed. Lifting up to 10 pounds. Involves standing, walking, bending, handling, reaching and grasping.
  - \_\_\_\_\_ **Polish** — Use cloths and polish cleaners to hand-polish railings and doorplates in entryways and lobbies. Involves standing, walking, stooping, bending, handling and reaching.
  - \_\_\_\_\_ **Answer phones** — Take incoming calls and messages, and transfer calls to appropriate extensions. Involves sitting, standing, reaching, handling, and gripping.
- 
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# Modified Duty Task List: Custodial Employee Cont.

- \_\_\_\_\_ **File** — Sort invoices, mail and reports, and place them in alphabetical or numerical order in appropriate file area. Lifting up to 10 pounds. Involves sitting, standing and handling.
- \_\_\_\_\_ **Purge or shred files** — Clean out old files and dispose of unneeded invoices and correspondence. Lifting up to 10 pounds. Involves sitting, standing and handling.
- \_\_\_\_\_ **Sort invoices or bills** — Separate bills or invoices according to office procedures. Involves sitting, standing, grasping, and handling.
- \_\_\_\_\_ **Paint** — Touch up painting on interior walls and hallways; includes spackling, caulking and taping. Restripe parking lots and paint curb barriers. Lifting to up 10 pounds. Involves standing, walking, stooping, bending, climbing ladders, handling and reaching.
- \_\_\_\_\_ **Sweep** — Sweep parking lot, common areas, entrances, exits and stairwells. Involves standing, walking, stooping, bending, reaching and handling.
- \_\_\_\_\_ **Undertake minor repairs** — Replacing locks, keying locks, drywall patching, replacing outlets, cove basing, ceiling tiles, handling fixtures, replacing signage and carpet patching. Involves standing, walking, climbing, stooping, bending, reaching, handling, and kneeling.
- \_\_\_\_\_ **Inspect** — Includes checking paint condition, fences, parking lot surfaces, cracks in foundation, stairwells, gutters, roofs and water damage from leaks. Involves standing, walking, climbing ladders, reaching and handling.
- \_\_\_\_\_ **Check light fixtures** — Check lights throughout building and replace bulbs. Involves standing, walking, climbing, stooping, bending, reaching, handling and kneeling.
- \_\_\_\_\_ **Set up** — Arrange conference and meeting rooms. Includes setting up tables, chairs, sound system and audio visual equipment. Involves standing, walking, stooping, bending, reaching and handling.

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