



Stay at Work / Return to WorkSM

Modified Duty Guidelines

Health Care

CNA / LNA / RN / LPN

MODIFIED DUTY OPTIONS*

CERTIFIED NURSE ASSISTANT (CNA) and LICENSED NURSE ASSISTANT (LNA)

- 1. Assist in dining room.** *Help pass out food plates, pour hot and cold beverages, help feed residents, cut up food, obtain substitute meal choices, supervise eating, monitor dining room.*
- 2. Assist with admission, care of clothing and valuables.**
- 3. Answer call bells and relay residents' requests to appropriate staff members.**
- 4. Check unit signage and patient labels.** *Label glasses and dentures, check to make sure ID bracelets are in place, check all name plates on outside of doors and above bed --if missing report to nurses.*
- 5. Direct visitors.**
- 6. Distribute mail.**
- 7. Help with recreation programs.** *Assist residents with doing crafts, playing bingo, reading daily newspapers, delivering books, reading mail, writing letters.*
- 8. Help with inventory in different departments as needed.** *Count inventory, e.g., linen in laundry and/or dietary, housekeeping, maintenance and nursing areas, if no lifting required. Record on inventory sheets.*
- 9. Meal time needs.** *Feed residents, pass out day/evening nourishments; pass out trays*
- 10. Observe patients' overall condition and report observations to nurses.**
- 11. Organize patient areas.** *Keep dressers, beside stands and closets in order. Clean closets in residents' room; wipe down over-bed tables and geri-chair trays with alcohol; make beds.*
- 12. Pass out ice and water pitchers; refill as needed.**
- 13. Patient one-on-one visits.** *Read and write letters.*
- 14. Patient personal care.** *Shave facial hair; comb and style patients' hair. Routine and special mouth care to tube-fed or special needs residents, nail care per unit protocol.*
- 15. Patient personal needs.** *Polish residents' shoes, clean their glasses, change batteries in hearing aides. Keep adaptive devices clean, worn appropriately and in good repair. Give bed baths, check bedside stands to make sure each resident has soap, lotion, etc., and sew for residents.*
- 16. Patient toileting needs.** *Empty foley drainage bags and record, if able to bend.*
- 17. Perform tasks assigned by Nurse (within the scope of job description) and assist Nurse.** *Assist nurses with treatment as able and record.*

FOR POLICYHOLDER AND BROKER PARTNERS OF A.I.M. MUTUAL INSURANCE COMPANIES

**NOTE: Modified duty options are guidelines only. Be sure to tailor any modified duty assignments in accordance with both the Nursing and CNA scope of practice laws in Massachusetts and applicable laws in other states. Policies specific to each healthcare facility may also affect job tasks associated with modified duty.*

18. Restock the unit.
19. Take vital signs.
20. Transport patients
21. Unit cleaning.

**TRANSITIONAL WORK SCHEDULE
ONE-HANDED MODIFIED DUTY OPTIONS*
CNA and LNA**

1. Answer call lights.
2. Assist in recreation department.
3. Assist nurse with admissions and discharges.
4. Distribute mail to residents.
5. Fill water pitchers with ice and water.
6. Pass nourishments (snacks).
7. Pass water pitchers one at a time.
8. Photocopy, shred, file.
9. Light cleaning.
10. Read to residents.
11. Record intake and output.
12. Telephone work.
13. Track inventory and stock storage room (5 lbs. or less).
14. Visit with residents/patients one-on-one.

**MODIFIED DUTY OPTIONS*
REGISTERED NURSE (RN) and LICENSED PRACTICAL NURSE (LPN)**

1. CNA/LNA supervision and assignments.
2. Create/review/revise nursing care plans.
3. Medication administration.
4. Perform treatments.
5. Provide personal care for residents.
6. Shift assignments.
7. Take vital signs.
8. Update CNA/LNA assignments.
9. Various nursing clerical duties.
10. Verify current orders.

FOR POLICYHOLDER AND BROKER PARTNERS OF A.I.M. MUTUAL INSURANCE COMPANIES

**NOTE: Modified duty options are guidelines only. Be sure to tailor any modified duty assignments in accordance with both the Nursing and CNA scope of practice laws in Massachusetts and applicable laws in other states. Policies specific to each healthcare facility may also affect job tasks associated with modified duty.*



Stay at Work / Return to WorkSM

Modified Duty Guidelines

Physical Therapy &

Health Care – OTHER

Dietary / Housekeeping / Maintenance
/ Recreation / Social Services

MODIFIED DUTY OPTIONS*

PHYSICAL THERAPIST / PHYSICAL THERAPIST ASSISTANT/ PT AIDE

1. **Equipment Cleaning.** *Clean mat tables, parallel bars, etc.*
2. **Inspection of equipment and maintenance requests, if needed.**
3. **Supervise ambulation and gait.** *Physical Therapist only.*
4. **Supervise Activities of Daily Living (ADLs).** *This would include dressing, grooming, showering, eating/feeding oneself, toileting, personal hygiene.*
5. **Limited filing, placing records on charts.**
6. **Assist/Supervise home exercise programs.**
7. **Assist/supervise daily exercise for healthy persons.**
8. **Review documentation for compliance.**
9. **Perform PT interventions within stated restrictions.** *Physical Therapists only.*
10. **Create educational campaign and focus for the practice/facility.**
11. **Supervise PT Assistants / Aides within state-designated scope of practice.** *Physical Therapists only.*

MODIFIED DUTY OPTIONS*

DIETARY POSITIONS – HEALTH CARE

1. **Serve lunch trays for staff.**
2. **Assist in feeding, if properly in-serviced and trained.**
3. **Prepare and distribute refreshments.** *Fill juice orders for p.m. nursing needs. Fill coffee and water containers.*
4. **Fill and clean the juice machine.**
5. **Prepare food.** *Wash produce, dish up desserts, measure single serving containers of condiments, prepare dry products, prepare items such as toast, prepare/set up/store desserts and breads for meals.*
6. **Clean.** *Clean tables and chairs in dining room area, wipe down work tables in kitchen, clear dishes in dining room, clean store room including refrigeration and dry storage.*

FOR POLICYHOLDER AND BROKER PARTNERS OF A.I.M. MUTUAL INSURANCE COMPANIES

*NOTE: Modified duty options are guidelines only. Be sure to tailor any modified duty assignments in accordance with the Physical Therapy scope of practice laws by state and applicable laws affecting other positions in the health care industry. Policies specific to each healthcare facility may also affect job tasks associated with modified duty.

-
7. **Restock kitchen and dining room.** *Refill salt & pepper, fill spice rack.*

 8. **Help the cook,** *e.g., poaching eggs or slicing meat.*

 9. **Do paperwork, make out new tray cards.** *Verify & update resident diet orders, obtain meal selections from residents and tally results, revise recipe files, update paperwork as needed by Food Service supervisor, update files in Food Service supervisor office.*

 10. **Set-up.** *Set up patient trays according to the therapeutic menu for proper diet adherence as well as likes and dislikes, set up night time nourishments for patients, set up dining room for meal times.*

 11. **Assist therapist and recreation in obtaining necessary kitchen supplies.**

 12. **Inventory.** *Check-in orders upon delivery.*

 13. **Assist recreation in a cooking group.**
-

MODIFIED DUTY OPTIONS*
MAINTENANCE POSITIONS – HEALTH CARE

1. **Do environmental rounds.** *Might include checking all call bells for proper operation and functioning; check water temperatures in different areas, assuring they meet the 110-120 degree F range; check refrigerators for proper temperatures, not to exceed 40 degrees F; check freezers for 0 degree F.*

 2. **Change light bulbs.**

 3. **Change electrical outlets.**

 4. **Repair screens.**

 5. **Exterior rounds and maintenance PRN (as necessary)**

 6. **Preventative Maintenance.** *Resident beds, faucets/shower control units, cabinet heaters-entrance vestibules, HVAC units (all, if climbing ladder not a problem), electrical in resident's room/equipment inspection, wheelchairs/geri-chairs (shop work), all furniture, all door closers, lock sets, latches, push bars, all window blinds.*

 7. **Wash windows (exterior, no climbing).**

 8. **Perform most repair requisitions.**
-

MODIFIED DUTY OPTIONS*
RECREATION POSITIONS – HEALTH CARE

1. **Assist with structured programs.**

 2. **Organize craft sales and bake sales.**

 3. **Create monthly calendars to distribute to residents.** *Provide list to nursing department concerning out trips and special events.*

 4. **Develop and send invitations about upcoming special events to family members and friends.**

 5. **Interview new and returning residents to discover likes, dislikes and abilities.**

 6. **Pass out refreshments.** *Feed residents.*

 7. **Walk with ambulatory residents.**
-

FOR POLICYHOLDER AND BROKER PARTNERS OF A.I.M. MUTUAL INSURANCE COMPANIES

*NOTE: Modified duty options are guidelines only. Be sure to tailor any modified duty assignments in accordance with the Physical Therapy scope of practice laws by state and applicable laws affecting other positions in the health care industry. Policies specific to each healthcare facility may also affect job tasks associated with modified duty.

8. Order supplies with assistance of director.
9. Complete assigned paperwork.
10. Telephone contacts to increase volunteer program. *Update volunteer records, file applications.*
11. Reorganize recreation equipment closet.
12. Oversee residents who are in recreation room while staff continues transporting.
13. Take attendance for each formal group program.
14. Participate in one-to-one programming on the floors and with games, e.g., checkers, chess, cards, etc.
15. Lead and assist in formal group programs. *Assist in set-up of programs.*
16. Read to residents.
17. Attend resident care conferences.
18. Daily documentation of resident programs and attendance records.
19. Clean recreation equipment.
20. Plan and make monthly decoration. Write articles for the newsletter.
21. Reorganize recreation room.

MODIFIED DUTY OPTIONS*
SOCIAL SERVICES – HEALTH CARE

1. Mailings and update mailing list, labels.
2. Collate admissions and marketing packets.
3. One-to-one visits encouraging letter writing.
4. Facility tours for new admissions.
5. Light Filing and light typing.
6. Assist with name bands and labeling resident items.
7. Assist other departments.
8. Create an education campaign specific to the institutions.
9. Follow up phone calls.

FOR POLICYHOLDER AND BROKER PARTNERS OF A.I.M. MUTUAL INSURANCE COMPANIES

**NOTE: Modified duty options are guidelines only. Be sure to tailor any modified duty assignments in accordance with the Physical Therapy scope of practice laws by state and applicable laws affecting other positions in the health care industry. Policies specific to each healthcare facility may also affect job tasks associated with modified duty.*