

# STANDARD OPERATING PROCEDURE

## Physical Abilities Assessment



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**Department:** Operations

SOP#137

**Applicable to:** All Staff

**Effective Date:** 02/12/2019

1 Page

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

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### **Purpose:**

The intent of this document is to outline Brighton Volunteer Ambulance (BVA)'s plan to ensure compliance with NYS DOH policy 00-10, established 09/25/2000, as well as encourage a stronger culture of fitness among BVA staff. This outline will define specific weights that must be manipulated to consistent, predetermined, heights and distances by the staff member being assessed. Additionally, a consistent evaluation form will be provided to ensure proper documentation and objective consideration when determining if a station has successfully been completed. In adhering to NYS DOH policy 00-10, BVA hopes to reduce the risk of potential injuries sustained by both staff and patients, during a lifting maneuver or patient transfer. From here forth, the staff member under assessment shall be referred to as "the subject".

### **Application:**

All active road staff shall be required to successfully pass an annual Physical Abilities Assessment or PAA. New hire personnel shall receive PAA testing during their pre-hire physical, or prior to their first training shift. Existing active road personnel shall be tested annually, the dates of which will be assigned to staff and determined by Operations. Road crew staff will be given no less than 3 months notice as to the dates offered for PAA.

### **Rationale:**

This assessment has been designed to model tasks deemed to be critical by the Operations staff, Health & Safety Dept. and employees of BVA, and is not necessarily representative of tasks performed in other agencies.

### **Proctor Guidelines:**

The Physical Abilities Assessment (PAA), consists of ten events performed consecutively. Participants will be given instructions by the proctor prior to beginning the test. This is a timed event. In addition, Station#8 (chest compressions) is timed separately. Failure to complete either Station #8 in a designated time of 2 minutes, or to complete the entire PAA in a time of 9 minutes and 30 seconds, will result in failure. The PAA is administered by two Assessment Proctors. The Lead Proctor keeps the total test time and gives instructions to the test subject. The Chest Compressions Proctor will time and count compressions on Station #8. Additional assistance may be utilized for resetting the course and for spotting on Station #6. During the course of the test, subjects may not run at any time (the penalty for running will be to return to the start of the event where running occurred).

### **Pass:**

Upon successful completion of all sections of a PAA, road crew staff will remain in service and the date of completion will be recorded and tracked, re testing will be required within a calendar year from the date of completion, or as close to this date as is practical.

### **Fail:**

Any BVA active road staff who fail or refuse to perform the PAA, or any portion of the PAA will be suspended from active road duty, effective immediately. Said personnel will be allowed to retest within a 3 month period from the date of the failed PAA. Upon successful completion of the 2nd PAA, said personnel shall be reinstated **IMMEDIATELY**. Personnel failing the 2nd attempt will be subject to further review and remain suspended from road duty. Persons removed from active duty may remain under review for no more than 3 months, once the 3 month period has passed, the staff in question shall retake the PAA and pass to be reinstated. Volunteer members may remain active members, providing they satisfy requirements set forth in the by-laws to do so, but will be

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permanently removed from active road duty. Persons who can not retake the PAA after the 3 month period, who are not volunteer staff, will be subject to termination.

### **Failing Criteria:**

- Failure to complete either Station #8 in a designated time of 2 minutes and 15 seconds, or to complete the entire PAA in a time of 10 minutes, will result in failure.
- Failure to safely complete any station will result in failure
- Failure to utilize proper lifting/lowering techniques and posture will result in failure.

### **PAA practice test:**

BVA road staff may request a PAA practice test during the 3 month notice period, to attempt to identify areas of weakness to address within the time allotted. Any BVA road staff that successfully completes the entire practice PAA, will have their records updated to reflect the current successful PAA on file. BVA road crew staff that fail any/all sections of the practice PAA will be coached as to areas of improvement needed, and possible resources or exercises to successfully address these areas. Failure of a PAA **practice test** will **not** constitute a failed attempt.

### **Execution:**

All persons subject to PAA testing will have proper lifting/lowering postures and techniques demonstrated to them prior to test date. All test subjects will receive a review of all stations and requirements, both in writing, and visual demonstration. During the course of the test, the lead proctor will give ongoing instructions to lead test subjects through the course. All active road staff will be given 2 attempts to successfully complete the PAA. All test subjects must wear class B uniform and duty boots while performing the PAA practice or PAA final.

### **Proper Lifting/Lowering Posture:**

- 1-Arms are straight
  - 2-Back is straight and in line with the heels
  - 3-Feet are shoulder width apart.
  - 4-Bending at the knees
  - 5- Power grip utilized when practical
- \*Lunge lift stance (one knee planted) is permissible, providing points 1 and 2 are followed.

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### **Identified Safety Concerns:**

To ensure impartial and consistent conduct, the PAA will be recorded for Operations use only. The proctors have the authority to discontinue the PAA at any point if/when, a significant safety concern is identified. Such concerns may be: Improper lifting technique, significant imbalances or unsteady stances, physical exhaustion or concern for physical well being. If an identified safety concern can not be remediated immediately, the PAA will be considered failed. The staff member participating will be removed from active duty and referred to the remediation process

### **Remediation:**

BVA staff who fail the first attempt at the PAA may be referred to a BVA retained athletic trainer who will, at the request of the staff member, evaluate the staff members performance and design a four week regimen to assist the staff member in successfully completing the PAA after the four week training regimen. Staff who accept this remediation may remain on active road duty. Once the four week remediation is over, staff will have 2 weeks to schedule a PAA. Failure to conduct the PAA within 2 weeks will require the staff member to be removed from active road duty, pending a successful completion of the PAA. Staff who are referred to the remediation process but refuse to participate will be removed from active duty immediately.

### **Injuries:**

BVA staff who report an injury while participating in a PAA must immediately cease the PAA. Operations must be notified and an injury report, special report, and transport or refusal chart must be documented and submitted to both the HR department and the H&SO. The staff member in question will then be referred to the agencies Occupational Health clinic for evaluation before returning to active road duties. Injuries do not constitute a failure of the PAA on either attempt.

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### **Station 1: Deploy Gurney**

- Place all response gear onto the gurney
- Deploy the loaded gurney from its start position inside the back end of the truck.
- Release the gurney and walk backwards six feet while holding onto the gurney. Rotate the gurney 180 degrees and proceed to the Push/Pull station.

### **Station 2: Stretcher Push/Pull**

- Push or pull a stretcher loaded with weight equal to typical BVA agency equipment bags a along a carpeted course with 4 boards placed under the carpet spaced evenly.(see "Materials" for a detailed description).
- While pushing or pulling the stretcher, both hands must remain on the stretcher handles (if the stretcher is moved with only one hand in contact, the station must be restarted).
- Place the stretcher next to the assisted lift station and lower it to a comfortable loading position.

### **Station 3: Gear Retrieval**

- Retrieve all response gear from the gurney, and carry the items to the designated area.
- Place said equipment on the designated area neatly, you may not drop or "toss" the equipment.
- You will then walk to the independent lift station.

### **Station 4: Independent Lift**

- Lift 120 Lbs from the floor, to a standing position, using proper lifting/lowering posture.
- Walk forwards 10ft, turn around, and walk back to the beginning of the independent lift station.
- Place the weight on the floor, again utilizing the proper lifting/lowering posture.
- You will then walk to the assisted lift station.

### **Station 5: Assisted Lift**

- With the assistance of a Corps Officer, or staff member who has successfully completed a previous physical ability assessment, lift a total weight of 250lbs from the floor, to the lowered stretcher, observing the proper lifting/lowering posture.

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- Return the weight to the floor, with assistance, and while observing proper lifting/lowering posture.
- You will then walk to the stair carry station.

### **Station 6: Stair Carry**

- Collect all response gear and walk to the front of the stairs.
- Walk up the stairs to the top platform.
- Walk down the stairs to the floor. Walk to the side of the stairs and place the gear back in the designated area.
- You may pause, rest, or set the gear down on the steps, but all gear must be on your person when moving up or down.
- You will then walk to the lift assist station

### **Station 7: Lift Assist**

- Two people properly lift the patient from the floor.
- Place patient in a seated position on the chair nearby.
- You will then walk to the CPR station.

### **Station 8: CPR**

- Perform 200-220 chest compressions on a CPR mannequin in a time of 2 minutes or less or the test will be terminated.
- Must have a passing score of 70% or higher.
- You will then walk back to the gear retrieval station.

### **Station 9: Stretcher Load**

- Return the equipment to the gurney, and return the gurney to the back of the truck. Stow all gear properly. Walk to the driver door and climb into the truck. When you are belted in the driver's seat and the door is closed, time is stopped.

### **Station 1: Deploy Gurney**

- Deploy the loaded gurney from its start position inside the back end of the truck.
- Release the gurney and walk backwards six feet while holding onto the gurney. Rotate the gurney 180 degrees and place the gurney in the gear retrieval station.
- You will then walk to the independent lift station.

Pass/Fail \_\_\_\_\_

### **Station 2: Stretcher Push/Pull**

- Push or pull a stretcher loaded with weight equal to typical BVA agency equipment bags a total distance of 100 feet (50 feet up, 50 feet back) along a carpeted course with 2x4's placed under the carpet every ten feet (see "Materials" for a detailed description).
- While pushing or pulling the stretcher, both hands must remain on the stretcher handles (if the stretcher is moved with only one hand in contact, the course must be restarted).
- Place the stretcher next to the assisted lift station and lower it to a comfortable loading position.

Pass/Fail \_\_\_\_\_

### **Station 3: Gear Retrieval**

- Retrieve the BLS gear bag, ALS gear, oxygen and LP15 monitor from the gurney, and carry the items to the designated area.
- Place said equipment on the designated area neatly, you may not drop or "toss" the equipment.

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-Lift 120lbs from the floor, to a standing position, using proper lifting/lowering posture.

-Place the weight on the floor, again utilizing the proper lifting/lowering posture.

-You will then walk to the assisted lift station.

Pass/Fail

### **Station 5: Assisted Lift**

-With the assistance of a Corps Officer, or staff member who has successfully completed a previous physical ability assessment, lift a total weight of 250lbs from the floor, to the lowered stretcher, observing the proper lifting/lowering posture.

-Return the weight to the floor, with assistance, and while observing proper lifting/lowering posture.

-You will then walk to the stair carry station.

Pass/Fail

### **Station 6: Stair Carry**

-Retrieve the response gear and walk to the front of the stairs.

-Walk up the stairs to the top platform.

-Walk down the stairs to the floor. Walk to the side of the stairs and place the payload on the floor.

-You may pause, rest, or set the gear down on the steps, but all gear must be on your person when moving up or down.

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Pass/Fail

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Pass/Fail

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-Perform 200 chest compressions on a CPR mannequin in a time of 2 minutes or less or the test will be terminated. -Must have a passing score of 70% or higher.

-You will then walk back to the gear retrieval station.

Pass/Fail

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-Return the response gear to the gurney, and return the gurney to the back of the truck. Stow all gear properly. Walk to the driver door and climb into the truck. When you are belted in the driver's seat and the door is closed, time is stopped.

Pass/Fail

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Cumulative Pass/Fail \_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Proctor: \_\_\_\_\_

Testee: \_\_\_\_\_