Post Offer Employment Testing (POET) & Fit for Duty (FFD) Testing: Design & Implementation (POET)

About this course

Faculty: Cameron, Daley, Dunlap, Peterson, Webber, Yeager

Faculty Bios

Intended Audience: Licensed healthcare professionals - Physical Therapist, Occupational Therapist, Physical Therapist Assistant, Occupational Therapist Assistant, Athletic Trainer, Registered/Certified Kinesiologist. Consideration of other state licensed health/safety personnel based on space and background.

Additional course information

Prerequisites: Participants are encouraged to have a working knowledge of job analysis/job descriptions.

Program Level (AOTA): Intermediate

Delivery: Live, In-Person

Student Ratio: 10:1

General Teaching Method Overview: Lecture, Discussion, Group Activities, Quiz

Informed Consent: No

Duration: 1 day, 6 contact hours

Completion Requirements: Attend all course sessions, class participation and successful completion of lab/small group activities, activities, obtain passing quiz score of 80% or higher, and completion of course evaluation.

CEU Credit: Approved by Michigan APTA for 6 CEUs. CEU Locker #155049

WorkWell's Post Offer Employment Testing (POET) is designed to determine a job applicant's ability to safely perform the functional requirements of a specific job. Based on validated, functional job descriptions to ensure job relatedness, POET enables an employer and potential employees to identify potential mismatches between physical job requirements and physical capabilities of a prospective worker (or fitness for duty when considering return to work/Fit for Duty testing). Compliant with Americans with Disabilities Act (ADA) and Canadian Human Rights' legislation, the WW POET/FFD screens are based on the worker's capability to perform specific job functions. It allows the employer to make hiring and return to work decisions in a legal, fair and non-discriminatory way.

In this 1-day training, providers learn to develop job specific screens which can be used during the applicant hiring process (POET), for transferring employees from one job to another, or determination of an injured employee's ability to return to work following an acute injury or illness (FFD). In addition to learning elements of test item selection, cut point determination, test development and screen validation, this program also includes case examples, resource materials, and a review of administrative considerations including ADA/EEOC regulatory considerations of functional screens.

Please note: For POET training, WorkWell highly recommends participants have previous training in functional job analysis. The WorkWell software will be of limited use without familiarity and background with the WorkWell FJA. If not attending FJA training, it is strongly recommended that facility have the WorkWell FJA program and at least one person trained in FJA.

Learning Objectives:

At the completion of the course, participants will be able to:

1. Differentiate the conditions for appropriate use of functional testing in post offer employment testing (POET), agility testing, pre offer inquiries, and fit for duty exams.
2. Summarize 5 key regulatory considerations related to functional testing (pre hire and fit for duty) within the context of the Americans with Disabilities Act (ADA), EEOC, discrimination, direct threat and adverse impact.
3. Analyze scope of work implications based on project variables including number of POET, anticipated screen length, payment and potential for adverse impact.
4. Develop a test exam including task description, test parameters, safety progressions and scoring cut points.
5. Describe the process of developing a circuit test in complex situations which involve high volume material handling and cyclical task execution.
6. Choose logistics for obtaining worker/supervisor feedback to validate job descriptions considering sampling practices and group dynamics.
7. Develop logistical elements of test delivery through the use of an implementation procedure checklist
8. Summarize clinical considerations of service delivery for POET/Fit for Duty testing including training, scope of practice and licensure/supervision.

Agenda/Outline:

8:00 - 8:15	Introductions Orientation- Disclosure, facilities review and safety considerations

8:15-9:30	POET Learning Objectives
	Operational Definition of POET
	Types of Functional testing
	Compare and Contrast POET, Post Offer Functional Testing, Agility Testing, and Fit for Duty Testing (FFD)
	Presentation and Discussion of Regulatory Considerations in Post Offer Functional Testing
	    Introduction to Americans with Disabilities Act (ADA) and EEOC Regulatory Considerations
	    Reasonable accommodations/possible modification
	POET Overview
	    Roles and responsibilities in POET Design and Program Implementation
	    Role of Job Descriptions in POET Design
	    Concepts and Considerations in Developing POET
	      Design Elements
	      Design Process
	      Establishing Applicant Appropriateness for Functional Testing
	      Reviewing Results and Outcomes of Screening
	      Issues in Testing such as Discrimination, Safety, etc.

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and occupational therapists.

9:30-9:40	Break

9:40-10:30	Post Offer Employment Test Design
	    Transitioning from Sales to Implementation
	    Reviewing and Obtaining Information from FJD
	    Identify Essential Functions/Critical Demands and Incorporate in
	       Testing
	    Location/Test Equipment and Ensuring Consistency of Testing
	    Determine Functional Parameters and Scoring

10:30-11:30	Small Group Exercise- POET Design
	    Review forms and templates for POET Examples
	    Design POET from Sample Job Description
	    Present and Discuss Design Elements to Large Group

11:30-12:00	Validation and evaluating test utility and relevance with worker input Dissemination of information and Data Management
12:00-12:30	Break

12:15-1:30	Large Group Activity- Guided POET Development for Complex
	Testing Example
	Process Elements of clinical delivery of POET applicant testing
	      Determining Location, Sequence and Timing of Testing in
	      Employer
	          Hiring Procedures
	    Scheduling, Entry to Testing and Paperwork
	    Completing a Health History and Systems Review
	    Functional Testing and Scoring
	    Documentation

1:30-3:00	Developing Standard Operating Procedures in Collaboration with
	Employer (P&P)
	    Roles and Responsibilities
	    Accommodation
	    Scheduling
	    Medical exam, history and systems review
	    timing/coordination
	    Scoring Standards
	    Retesting Policy
	    Dissemination of Results
	Tracking Outcomes/Issues in Screening

Equipment: None specific to training; although similar to Functional Capacity Evaluation, based on local employer client needs and tests designed.