

Cognitive psychosocial job demands analysis (CPJDA)

A CPJDA outlines the objective cognitive, psychological and social components of a worker's job. A claim owner may ask you to complete a CPJDA (C1447) to help support return to work, as it aims to assess the job requirements.

A CPJDA:

- Allows us to measure a confirmable gap between a worker's pre-accident job duties, goals, current abilities, tolerance and capacity for specific tasks. This assists employers by outlining possible modified work accommodations specific to the work abilities.
- Provides a foundation for treatment providers, workers and employers to develop the best possible return-to-work plan, based on objective work restrictions and abilities.

When considering accommodations or modifications for psychological injury, it's important to:

- Discuss your employee's current work ability, capacity and tolerance with your claim owner.
- Ask what needs to change in the workplace for a safe return to work.
- Have a tentative plan for a safe and timely return to work, even if the employee is not currently fit.

If you have a documented job description or physical demands analysis (PDA) that includes cognitive and psychosocial job demands, you can use the following cover sheets to submit your description to the claim file:

- [CPJDA cover sheet \(C1447A\)](#)
- [Combined PDA and CPJDA cover sheet \(C1489\)](#)

If you *do not* have a documented job description or PDA that includes cognitive and psychosocial job demands, you can use the following document to create one:

- [CPJDA \(C1447\)](#)

These documents are available on the [WCB-Alberta website](#).

To help you correctly complete a CPJDA, follow the step-by-step guide below. You can also access a completed [transit operator example](#) on our website. If you need additional assistance, consider registering for our [return-to-work \(modified work\) seminar](#).

Step-by-step guide

1. Start on [page 5 of the C1447](#) with a brief description of a typical workday. Include the hours per shift and work schedule.

Transit operator example:

- Operate a variety of vehicles including a 40-foot transit bus with up to 62 passengers or a double decker bus with up to 80 passengers. Drive routes within and around the city and includes on demand transit (ODT) service.
- 7.5 to 9 hours/shift. 35 hours/week.

2. List the primary job duties and responsibilities. This includes fundamental duties that, without reasonable accommodation, are required to accomplish the objectives of the job.

Transit operator example:

- Operation/inspection of public transit vehicle
- Navigating traffic, road and weather conditions
- Interaction with the public
- Following bus routes, schedules and timing

3. Now that you've thought about the general job demands, work through each task starting on [page 1](#). Select an intensity rating (low, moderate or high) based on the included definitions. Select a frequency and include a comment of the job tasks.

Transit operator example:

- Task: attention to detail
 - Intensity: high demand – intense level of attention or concentration is required with any errors made having detrimental consequences (e.g., safety of others)
 - Frequency: constant basis (67%-100%)
 - Comments: safe driving and operation of the bus, awareness of road conditions and navigating traffic
4. Outline any workplace or work task accommodations you may be able to support by checking them off or outlining them in the “Other” box.

For more information on cognitive psychosocial job demand analysis, use the resources below or contact your claim owner with any questions.

Resources

- [Psychological injuries - WCB Alberta](#)
- [Psychological injuries and returning to work fact sheet](#)
- [Cognitive psychosocial job demands analysis workshop](#)
- [Alberta Municipal Health and Safety Association \(AMHSA\)](#)
- [Support your employee as they recover from a psychological injury fact sheet](#)

