**PROPER POSITIONING FOR KEYBOARDING**

**Client's Name: Therapist: Date:**

**List any adaptive equipment used:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **3** | **2** | **1** | **TOTAL** |
| **Head position** | Head in neutral position (or slightly forward) and head is in line with the torso  | Head occasionally tilts forward, backward or rotates  | Head is consistently tilted forward, backward or rotated |  |
| **Back supported by chair** | Sitting up straight with back supported, body in front of keyboard | Occasionally slumps or slouches but body is in front of keyboard | Slumps or slouches often. Body is not in front of keyboard |  |
| **Elbow position** | Elbows are close to body; angle is open about 90-120 degrees | Elbows are occasionally out to the side or forward or elbow angle is < 90 or >120 degrees | Elbows are often out the side or forward and elbow angle is < 90 or >120 degrees |  |
| **Wrist position** | Wrist is neutral and level with forearms  | Wrists occasionally slump or arch | Wrists are often resting on the desk or keyboard or arched |  |
| **Finger position** | Fingers on home row and curved | Fingers occasionally flat or not curved on home row | Fingers flat on keyboard |  |
| **Hip position** | Hips at about 90 degrees | Hips occasionally greater or less than 90 degrees | Hips often greater or less than 90 degrees |  |
| **Knee position** | Knees at about 90 degrees | Knee angle occasionally varies  | Knee angle varies often |  |
| **Legs** | Legs are not crossed | Legs occasionally cross | Legs are often crossed |  |
| **Feet** | Feet are flat on the floor | Feet occasionally are not flat on the floor | Feet are often not flat on the floor |  |
| **TOTAL SCORE OUT OF 27 POINTS** |  |

Reference: Cornell University. Workstation Ergonomics Guidelines for Computer Use by Children. Retrieved on 11/6/2016 at <http://ergo.human.cornell.edu/cuweguideline.htm>

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