

# Western Technical College

## Health & Public Safety Division Technical Standards Criteria

It is the intent of Western Technical College to fully comply with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act (ADA) of 1990.

In order to assist students to successfully complete our programs, Western Technical College has developed a set of objective technical standards criteria. Students will be asked to review the technical standards for the program of choice, and then sign a form stating whether or not they are able to meet the technical standard abilities, with or without accommodations, as stated in this document. **If a student enters a program with falsification of records related to their ability to meet these requirements, he/she may face disciplinary action.** All documents will be kept on file with the College.

For students with a disability, reasonable accommodations are available. Reasonable accommodations allow individuals with disabilities to gain equal access and have equal opportunities to participate in Western Technical College courses, services, activities, and use of the facilities. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum/clinical site, if it lowers academic standards, or poses an undue administrative or financial burden. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, qualified in the appropriate specialty area.

In accordance with ADA and Section 504 requirements, accommodation requests require the approval of Western's Access and Language Services. All requests for special accommodations must be approved as soon as possible. In some programs, accommodations must be approved by an outside agency or clinical site. Delays in beginning a course/program may occur while this process is arranged. The prospective student must provide documented proof of the need for the special accommodation.

**Accommodations allowed, without disability documentation:** supportive back brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require the approval of the Access and Language Services Manager.

If you are a person with a documented disability and would like to request accommodations, please contact Kris Follansbee, Manager of Access and Language Services at [accessservices@westernnc.edu](mailto:accessservices@westernnc.edu) or (608) 785-9875. It is recommended that you contact Kris at least three weeks prior to the start of the course so an accommodation plan can be made. However, programs with clinical components may take longer than three weeks for accommodations to be in place.

**Program Specifications – MEDICAL LABORATORY TECHNICIAN**

<b>Function Number</b>	<b>Technical Standards</b>
<b>1</b>	Function as a team member and be able to work with individuals from a variety of social, emotional cultural and intellectual backgrounds.
<b>2</b>	Exhibit a professional attitude in dress, attendance, conduct, and punctuality.
<b>3</b>	Comply with safety procedures, including the use of appropriate safety equipment. (Follow OSHA, DILHR and State guidelines for blood borne pathogens, chemical hazards and radiation standards.)
<b>4</b>	Dispose of medical waste safely and correctly according to laboratory standards.
<b>5</b>	Follow patient confidentiality guidelines.
<b>6</b>	Make independent decisions within prescribed professional guidelines.
<b>7</b>	Adapt to new situations and technology.
<b>8</b>	Demonstrate the ability to work effectively in situations of high or moderate stress.
<b>9</b>	Demonstrate the ability to work in close quarters with other students and laboratory professionals.
<b>10</b>	Collect blood, on patients, with a vacutainer, syringe and lancet on the first attempt.
<b>11</b>	Identify and label specimens correctly.
<b>12</b>	Perform work accurately and precisely within acceptable control values.
<b>13</b>	Perform automated, semi-automatic and manual testing accurately and safely.
<b>14</b>	Demonstrate ability to accurately communicate using English verbal and written test results.
<b>15</b>	Inventory supplies and order (practice) from catalogs.
<b>16</b>	Demonstrate a working comprehension of the technical and procedural aspects of laboratory tests combined with an understanding of test theory and human physiology.
<b>17</b>	Recognize appropriate test selection and abnormal results.
<b>18</b>	Recognize technical problems and perform corrective action according to predetermined criteria.
<b>19</b>	Prioritize test requests to maintain standard safe patient care and maximize efficiency.

<b>Function Number</b>	<b>Technical Standards</b>
<b>20</b>	Prepare: a. Reagents/media/blood products according to established procedures. a. Instruments to perform tests. b. Controls appropriate for testing procedures. c. Reagent replacement on instruments.
<b>21</b>	Make mathematical computation utilizing standard formulas.
<b>22</b>	Correlate: a. Clinical data to assess test results. b. Quality control data to assess test results. c. With other laboratory data to assess test results. d. With physiologic processes to assess/validate test results.
<b>23</b>	Evaluate: a. Clinical data to specify additional tests. b. To verify test results. c. To check for possible source of errors d. To determine possible inconsistent results/ e. To recognize health and disease states. f. To assess validity/accuracy of procedures for a given test. g. To determine appropriate instrument adjustments and preventative maintenance. h. To recognize common procedural/technical problems. i. To take corrective action according to predetermined criteria.

**Program Specifications – MEDICAL LABORATORY TECHNICIAN**

The list of Program Specifications that follows can be referenced to the Function Numbers above. The ability to perform these actions or activities is necessary to complete program lab and clinical functions as well as to work in this field.

Physical Factors	YES	NO	Technical Standard/s
Standing	◆		4, 10, 13, 15
Walking	◆		4, 10, 13, 15
Sitting (pro-longed 4 hr.min.)	◆		
Lifting			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		15, 20
20 lbs.	◆		15, 20
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	

Physical Factors	YES	NO	Technical Standard/s Number
Bending	◆		4, 10, 11, 13, 15, 18, 20
Stooping	◆		4, 10, 11, 13, 15, 18, 20
Crouching	◆		4, 10, 11, 13, 15, 18, 20
Kneeling	◆		4, 10, 11, 13, 15, 18, 20
Crawling		◆	
Running		◆	
Twisting	◆		10
Turning	◆		10, 13
Jumping		◆	
Grasping-Firm/Strong	◆		10-13, 15, 18, 20
Grasping-Light	◆		10-13, 15, 18, 20
Finger Dexterity	◆		10-15, 18, 20
Reaching Forward	◆		10-13, 15, 18, 20
Reaching Overhead	◆		10, 12, 13, 15
Pinching	◆		10, 11, 15, 18
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		10-13, 15, 18, 20
Coordination			
Eye-hand	◆		10-14, 18, 20
Eye-hand-foot	◆		10, 15, 18, 20
Driving		◆	



**Program Specifications – MEDICAL LABORATORY TECHNICIAN**

<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Technical Standard/s Number</b>
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp	◆		15
Working at unprotected heights		◆	
Being around moving Machinery	◆		13, 18
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles <i>(specify) powdered latex gloves, aerosols, odors</i>	◆		3, 4, 13, 15, 20
Exposure to toxic or caustic Chemicals	◆		4, 13, 20
Exposure to excessive noises	◆		12, 13
Exposure to radiation or electrical energy	◆		12, 13, 18
Exposure to solvents, grease, or oils	◆		12, 13, 18
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		8, 9, 12, 13, 14, 18, 20
Using computer monitor	◆		1, 3, 5, 7, 11-15, 17-20
Working with explosives		◆	
Exposure to vibration	◆		
Exposure to flames or burning items	◆		12, 13, 20

<b>Environmental Factors</b>	<b>YES</b>	<b>NO</b>	<b>Technical Standard/s Number</b>
Works around others	◆		ALL
Works alone	◆		ALL
Works with others	◆		ALL
Safety Equipment <i>(Required to wear )</i> Safety glasses	◆		ALL
Face mask/face shield	◆		12, 13
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		ALL

**Program Specifications – MEDICAL LABORATORY TECHNICIAN**

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		ALL
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		ALL
Deal with problems from standard situations	◆		ALL
Carry out detailed but uninvolved written or oral instructions	◆		ALL
Carry out one or two step Instructions	◆		ALL
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		12, 13, 18, 20, 21
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple Measurements	◆		12, 13, 18, 20, 21
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		ALL

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		ALL
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		14, 23
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		ALL
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		ALL
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		ALL

**Program Specifications – MEDICAL LABORATORY TECHNICIAN**

Cognitive/Mental Factors	YES	NO	
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		ALL
Data Synthesizing	◆		ALL
Coordinating	◆		ALL
Analyzing	◆		ALL
Compiling	◆		ALL
Computing	◆		ALL
Copying	◆		ALL
Comparing	◆		ALL
Personal traits			
Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		ALL
Ability to maintain a work pace appropriate to a given work load	◆		ALL
Ability to relate to other people beyond giving and receiving Instructions	◆		ALL
Ability to influence people	◆		1, 6, 8, 16, 17, 18, 23
Ability to perform complex or varied tasks	◆		ALL

Cognitive/Mental Factors	YES	NO	Technical Standard/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		ALL
Ability to accept and carry out responsibility for direction, control and planning	◆		ALL



**Health & Public Safety Division  
Technical Standards Criteria  
Statement of Understanding**

The Americans with Disabilities Act of 1990 (42 U.S.C. & 12101 *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. & 794) prohibits discrimination of persons because of his/her disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the Technical Standards required of a student in the chosen program.

**Please complete this form and return to Admissions.**

\_\_\_\_\_  
(initials/date) I have read, understand, and can meet the *Technical Standards Criteria* specific to a student in the *Medical Laboratory Technician Program*.

**OR**

\_\_\_\_\_  
(initials/date) I am unable to meet the Technical Standards Criteria presented and am requesting accommodations at this time (*Please [Click Here](#) to complete the Accommodation Request Form*).

\_\_\_\_\_  
(initials/date) I understand that I must meet with Western's Access Services to arrange for any accommodations prior to class start.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Student ID#, SS#, or DOB

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Return to:  
Western Technical College  
Attn: Admission  
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PO Box C-0908  
La Crosse, WI 54602  
(608) 785-9553  
Fax (608) 785-9148