

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, hehe 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@westerntc.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 – PHLEBOTOMY CERTIFICATE

Standard Number	Technical Standards
1	Function as a team member and be able to work with individuals from a variety of social, emotional cultural and intellectual backgrounds.
2	Make independent decisions within prescribed professional guidelines
3	Exhibit a professional attitude in dress, attendance, conduct, and punctuality.
4	Collect blood, on 90 out of 100 patients, with a vacutainer, syringe and lancet on the first attempt.
5	Consult with health team members as to appropriate specimen collection methods and/or collect the specimen.
6	Accurately communicate (verbal and written) routine and STAT test results, reference ranges and specimen requirements to authorized sources via telephone, computer and hard copy, and instruct patients clearly and concisely in English.
7	Awareness and compliance 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.)
8	Dispose of medical waste safely and correctly according to laboratory standards.
9	Responsibility for patient confidentiality.
10	Adapt to new situations and technology.
11	Demonstrate the ability to work effectively in situations of high or moderate stress and tight deadlines.
12	Pay attention to detail and demonstrate the ability to interrupt work to deal with problems or stats.
13	Demonstrate the ability to work in close quarters with other students (etc.).
14	Perform work accurately and precisely within acceptable control values.
15	Identify and label specimens correctly.
16	Inventory supplies and order (practice) from catalogs.
17	Prioritize test requests to maintain standard safe patient care and maximize efficiency.

WESTERN TECHNICAL COLLEGE Health and Public Safety Division

Program Specifications – PHLEBOTOMY CERTIFICATE

The list of Program Specifications that follows can be referenced to the Standard 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.

Program Specifications	YES	NO	Technical Standard Numbers
PHYSICAL FACTORS			
Standing	◆		4, 8, 16
Walking	◆		4, 8, 16
Sitting (pro-longed 4 hr.min.)		◆	
Lifting			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.		◆	16
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	
Bending	◆		4, 16
Stooping	◆		4, 16
Crouching	◆		4, 16
Kneeling	◆		4, 16
Crawling		◆	
Running		◆	
Twisting	◆		4
Turning	◆		4
Jumping		◆	
Grasping-Firmstrong	◆		4, 16
Grasping-Light	◆		4, 16
Finger Dexterity	◆		4, 6, 15, 16
Reaching Forward	◆		4, 16
Reaching Overhead	◆		4, 16
Pinching	◆		4, 15, 16
Simultaneous use of hand, wrist, fingers (e.g. typing, data entry)	◆		4, 8, 15, 16
Coordination			
Eye-hand	◆		4, 6, 7, 8, 15, 16
Eye-hand-foot	◆		4
Driving		◆	

Program Specifications	YES	NO	Technical Standard Numbers
Vision			
Acuity, Near	◆		4, 6, 15, 16
Acuity, Far	◆		4, 6, 15, 16
Depth perception	◆		4, 6, 15, 16
Accommodation		◆	
Color vision	◆		4, 14
Field of vision	◆		4
Face-to-face conversation	◆		1, 4, 6, 15, 16
Verbal conversation with others	◆		1, 4, 6, 15, 16
Public speaking		◆	
Hear normal conversation	◆		1, 4, 6, 16
Hear telephone conversation	◆		1, 6, 16
ENVIRONMENTAL FACTORS			
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temperature		◆	
Working at unprotected heights		◆	
Being around moving machinery	◆		7, 11
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (<i>specify</i>) powdered latex gloves, aerosols, odors	◆		4, 7, 8, 14
Exposure to toxic or caustic chemicals	◆		4, 7, 8, 14
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy		◆	
Exposure to solvents, grease, or oils	◆		8
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		4
Using computer monitor	◆		4, 6, 7, 10
Working with explosives		◆	
Exposure to vibration	◆		14
Exposure to flames or burning items		◆	
Works around others	◆		1, 4, 5, 6, 9, 11, 13
Works alone	◆		2, 9, 16
Works with others	◆		1, 3, 4, 5, 6, 9, 11
Safety Equipment (Required to wear)			
Safety glasses	◆		4, 5, 7, 8
Face mask/face shield	◆		4, 5, 7, 8
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		4, 5, 7, 8
COGNITIVE/MENTAL FACTORS			
Reasoning			
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions		◆	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		2, 5, 6, 7, 15, 16
Deal with problems from standard situations	◆		2, 5, 6, 7, 15, 16
Carry out detailed but uninvolved written or oral instructions	◆		5, 6
Carry out one or two step instructions	◆		ALL
Mathematics			

Program Specifications	YES	NO	Technical Standard Numbers
Complex skills – business math, algebra, geometry or statistics		◆	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		5
Reading Complex skills – comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings		◆	
Simple Skills – Comprehend simple instructions or notations from a log book	◆		4, 5, 6, 7, 8, 9, 10, 12, 14, 15, 16, 17
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style		◆	
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		4, 5, 6, 9, 14, 15
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		◆	
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	◆		4, 14
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors in arithmetic computation	◆		6, 12, 17
Data Synthesizing	◆		17
Coordinating	◆		17
Analyzing		◆	
Compiling		◆	
Computing	◆		6
Copying	◆		6
Comparing		◆	
Personal Traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		4, 12, 15, 16, 17
Ability to maintain a work pace appropriate to a given work load	◆		12, 17
Ability to relate to other people beyond giving and receiving instructions	◆		1, 4, 5, 6
Ability to influence people	◆		1, 4
Ability to perform complex or varied tasks		◆	
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		4, 8, 9, 10, 11, 12, 14, 15, 16, 17
Ability to accept and carry out responsibility for direction, control and planning	◆		4, 8, 9, 10, 11, 12, 14, 16, 17

**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 *Phlebotomy Certificate 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
400 7th Street North
PO Box C-0908
La Crosse, WI 54602
(608) 785-9553
Fax (608) 785-9148