

WESTERN TECHNICAL COLLEGE Health and Public Safety Division

Program Specifications – NURSING - ASSOCIATE DEGREE / PRACTICAL NURSING

Function Number	Essential Functions	NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING
1	Articulate the roles and relationships of nurses to the public and other health care providers.	
2	Collaborate with the client and family, nurses, and members of other health team disciplines to plan, implement and evaluate health care activities for clients and their families during the preventative, maintenance, restorative, and terminal phases of health care.	
3	Utilize the nursing process (assess, plan, implement, evaluate) in the execution of general nursing procedures in the maintenance of health, prevention of illness or care of the ill.	
4	Delegate nursing care activities that are commensurate with the educational preparation and demonstrated abilities of the person supervised and within legal and ethical parameters of the nurse practice act.	
5	Supervise and evaluate the provision of nursing care by licensed and unlicensed personnel.	
6	Therapeutically respond to verbal, emotional, and physical cues of clients from a variety of social, emotional, cultural and intellectual backgrounds.	
7	Document nursing care and client/family responses to nursing and medical therapeutics in the legal record utilizing appropriate spelling, grammar and medical terminology.	
8	Interpret emotional and physical assessment data, physician orders, and results of laboratory tests utilizing principles from the behavioral and physical sciences.	
9	Calculate medication dosages and fluid administration rates utilizing the metric system and mathematical concepts of ratios and equations.	
10	Respect values and beliefs of individuals/families from a variety of social, emotional, cultural, and intellectual backgrounds.	
11	Provide personal care for individuals of all ages and sexes.	
12	Assist individuals undergoing life crisis.	
13	Assume responsibility for personal goals, professional development and success.	
14	Make independent nursing decisions.	
15	Carry out nursing responsibilities within a fast paced, dynamic, demanding work environment that may include working varied shifts, weekends and holidays.	
16	Safely and reliably lift, transfer, ambulate, and position clients of all ages, sexes, and body types utilizing principles of body mechanics.	
17	Respond to visual, olfactory, tactile and auditory cues.	

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Function Number	Essential Functions	NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING
18	Handle, label and transport body tissues and fluids.	
19	Use germicides and disinfectants.	
20	Manipulate instruments, dressings, and equipment in the execution of diagnostic and therapeutic procedures.	
21	Perform CPR.	
22	Wash hands frequently	
23	Palpate body structures.	

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The list of Program Specifications that follows can be referenced to the Function Numbers on the two previous pages. 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 – NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING

Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		11, 16
Walking	◆		16
Sitting	◆		1-15, 17-20, 22, 23
Lifting			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.	◆		16
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		16, 20
20 lbs.	◆		16, 20
50 lbs.	◆		16, 20
100 lbs.	◆		16, 20
100 lbs. +	◆		16, 20
Climbing	◆		16, 20
Balancing	◆		16, 21
Bending	◆		16, 20, 21, 23
Stooping	◆		16, 20
Crouching	◆		16, 20, 21
Kneeling	◆		21
Crawling		◆	
Running	◆		15

Physical Factors	YES	NO	Essential Function/s Number
Twisting	◆		16, 20
Turning	◆		16, 20, 21
Jumping		◆	
Grasping-Firm/Strong	◆		16, 20, 21
Grasping-Light	◆		18, 23
Finger Dexterity	◆		18-20, 23
Reaching Forward	◆		16, 20-22
Reaching Overhead	◆		20
Pinching	◆		20
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		7
Coordination			
Eye-hand	◆		16, 18, 20-21, 23
Eye-hand-foot	◆		16
Driving		◆	
Vision			
Acuity, Near	◆		5, 7, 9, 11, 16-18, 20-21
Acuity, Far	◆		17
Depth perception	◆		16-18, 20-21, 23
Accommodation	◆		16-18, 20-21, 23
Color vision	◆		17-18
Field of vision	◆		16-17, 20
Face-to-face conversation	◆		1-6, 10-12, 17
Verbal conversation with others	◆		1-6, 10-12, 17
Public speaking	◆		1-2
Hear normal conversation	◆		2-6, 10-12, 17
Hear telephone conversation	◆		2, 8, 12

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Environmental Factors	YES	NO	Essential Function/s Number
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp	◆		20
Working at unprotected heights		◆	
Being around moving machinery	◆		20
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (<i>specify</i>)	◆		11, 17-20, 22
Exposure to toxic or caustic chemicals	◆		19
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy	◆		20
Exposure to solvents, grease, or oils	◆		19
Exposure to slippery or uneven walking surfaces	◆		16, 19-20
Working in confined spaces	◆		ALL
Using computer monitor	◆		7, 8
Working with explosives		◆	
Exposure to vibration	◆		20-21
Exposure to flames or burning items		◆	
Works around others	◆		15
Works alone	◆		7-9,13-14,17-18,22,23

Environmental Factors	YES	NO	Essential Function/s Number
Works with others	◆		1-6, 10-12, 16, 21
Safety Equipment (<i>Required to wear</i>)			
Safety glasses	◆		20
Face mask/face shield	◆		20
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		20

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Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		2-6, 8, 10-15, 17, 20
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		3, 5, 7-9
Deal with problems from standard situations	◆		2-5
Carry out detailed but uninvolved written or oral instructions	◆		2-3
Carry out one or two step instructions	◆		2-3
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		9
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		9
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		2-3, 13, 20

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		2-3, 13, 20
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		1, 2, 7
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		1, 2, 7
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	◆		16-17, 20-21, 23
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	◆		6, 7, 8, 20

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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	◆		7, 8, 9, 20
Data Synthesizing	◆		1-4, 8, 12
Coordinating	◆		2-5
Analyzing	◆		2-3, 8, 14, 17
Compiling	◆		4-5, 7
Computing	◆		9
Copying	◆		7
Comparing	◆		3-5, 8, 17, 20, 23
Personal traits			
Ability to comprehend and follow instructions	◆		2
Ability to perform simple and repetitive tasks		◆	
Ability to maintain a work pace appropriate to a given work load	◆		15
Ability to relate to other people beyond giving and receiving instructions	◆		2, 4-6, 10-12
Ability to influence people	◆		2-6, 10-12
Ability to perform complex or varied tasks	◆		11-12, 20

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		2-5, 13-14
Ability to accept and carry out responsibility for direction, control and planning	◆		2-5, 11-12, 14-15

A change in your ability to perform any of the Essential Functions must be reported to the Associate Dean (608-785-9195) or to your instructor immediately.

Name Printed: _____

Student ID#, SSN# or DOB: _____

**WESTERN TECHNICAL COLLEGE
HEALTH AND PUBLIC SAFETY DIVISION**

Nursing – Associate Degree Program

**Essential Functions Student Signature Page
To Be Completed Before Program Entry**

Yes

No

I have read and I understand the Essential Functions relative to the Nursing-Associate Degree program.

Yes

No

I am able to meet the Functional Ability standards as specified and do not need any reasonable accommodation to meet those standards at this time.

_____ (✓)

I require the following reasonable accommodation(s) to meet the Functional Ability standard as specified:

Signature of Student

Date

A change in your ability to perform any of the Essential Functions must be reported to the Associate Dean (608-785-9195) or to your instructor immediately.

The Americans with Disabilities Act bans discrimination of persons with disabilities, and, in keeping with this law, Western Technical College makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation. Students requiring accommodation or special services to meet the Functional Ability standards of the above named program *must* contact the Disability Services office located in the Academic Resource Center, Room 164 or at 785-9875 for assistance.