

Western Technical College

Health & Public Safety Division Phlebotomist/Specimen Processor 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 the Phlebotomy Program, 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, they 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 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 Services Manager.

If you are a person with a documented disability and would like to request accommodations, please contact the Manager of Access Services at accessservices@westerntc.edu or (608) 785-9875. It is recommended that you contact them 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.

A change in your ability to perform any of the Technical Standards must be reported to the Associate Dean (608-789-4757) or to your instructor immediately.

Program Specifications – PHLEBOTOMIST/SPECIMEN PROCESSOR TECHNICAL DIPLOMA

Standard Number	Technical Standards
1	Practice standard precautions.
2	Comply with laboratory safety procedures, including the use of appropriate safety equipment.
3	Dispose of biological waste safely and correctly according to laboratory standards.
4	Follow patient confidentiality guidelines.
5	Identify and label specimens accurately.
6	Perform blood (vacutainer, syringe, lancet) and other specimen collection procedures per CLSI standards.
7	Process lab specimens per CLSI standards.
8	Perform work accurately and precisely within acceptable control values.
9	Use appropriate quality control protocol and assess acceptability the results.
10	Operate laboratory instruments efficiently.
11	Perform routine maintenance on laboratory instruments.
12	Perform accurate data entry.
13	Utilize Laboratory Information Systems (LIS).
14	Accurately communicate (verbal and written) reference ranges and specimen requirements to authorized sources via telephone, computer and hard copy, and instruct patients clearly and concisely in English.
15	Exhibit a professional attitude in dress, attendance, conduct, and punctuality
16	Demonstrate positive attitude.
17	Communicate with colleagues and patients in a professional manner.
18	Function as a team member and be able to work with individuals from a variety of social, emotional, cultural and intellectual backgrounds.
19	Apply ethical behaviors.
20	Demonstrate the ability to work effectively in situations of high or moderate stress.
21	Demonstrate the ability to work in close quarters with other students and laboratory professionals.
22	Pay attention to detail and demonstrate the ability to interrupt work to deal with problems or stats.

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Adapt to new situations and technology.

WESTERN TECHNICAL COLLEGE Health and Public Safety Division

Program Specifications – PHLEBOTOMIST/SPECIMEN PROCESSOR TECHNICAL DIPLOMA

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	◆		6,7,10,11
Walking	◆		6,7,10
Sitting (pro-longed 4 hr.min.)		◆	
Lifting			
10 lbs.	◆		3,11
20 lbs.	◆		3,11
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		3,11
20 lbs.	◆		3,11
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		3,11
20 lbs.	◆		3,11
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Climbing		◆	
Balancing		◆	
Bending	◆		3,6,11
Stooping	◆		3,6,11
Crouching	◆		6
Kneeling	◆		6
Crawling		◆	
Running		◆	
Twisting	◆		3,6,7,10,11
Turning	◆		3,6,7,10,11
Jumping		◆	
Grasping-Firmstrong	◆		2,5,6,7,10,11
Grasping-Light	◆		2,5,6,7,10,11
Finger Dexterity	◆		2,5,6,7,10,11,12,13
Reaching Forward	◆		2,3,6,7,10,11
Reaching Overhead	◆		6
Pinching	◆		2,3,6,7,10,11
Simultaneous use of hand, wrist, fingers (e.g. typing, data entry)	◆		5,6,7,10,12,13
Coordination			
Eye-hand	◆		2,3,6,7,10,11
Eye-hand-foot	◆		6
Driving		◆	

Program Specifications	YES	NO	Technical Standard Numbers
Vision			
Acuity, Near	◆		2,3,5,6,7,8,10,11,12,13
Acuity, Far	◆		2,3,5,6,7,8,10,11,12,13
Depth perception	◆		2,3,5,6,7,8,10,11,12,13
Accommodation		◆	
Color vision	◆		2,3,5,6,7,8,9
Field of vision	◆		2,3,5,6,7,8,9
Face-to-face conversation	◆		4,5,6,14,17,18
Verbal conversation with others	◆		4,5,6,14,17,18
Public speaking		◆	
Hear normal conversation	◆		4,5,6,14,17,18
Hear telephone conversation	◆		4,5,6,14,17,18
ENVIRONMENTAL FACTORS			
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temperature		◆	
Working at unprotected heights		◆	
Being around moving machinery	◆		2,7,8,10,11
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	◆		3,6,7,10,11 (aerosols, odors, biohazards)
Exposure to toxic or caustic chemicals	◆		3,6,7,10,11
Exposure to excessive noises	◆		7,10,11
Exposure to radiation or electrical energy	◆		7,10,11
Exposure to solvents, grease, or oils	◆		7,10,11
Exposure to slippery or uneven walking surfaces		◆	
Working in confined spaces	◆		6,7,21
Using computer monitor	◆		4,6,7,8,9,10,11,12,13,14
Working with explosives		◆	
Exposure to vibration	◆		7,10,11
Exposure to flames or burning items		◆	
Works around others	◆		ALL
Works alone	◆		7,8,9,10,11,12,13,22,23
Works with others	◆		1, 2,4,5,6,14,15,17,18,19,20,21
Safety Equipment (Required to wear)			
Safety glasses	◆		2,3,6,7,8,10,11
Face mask/face shield	◆		2,3,6,7,8,10,11
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		2,3,6,7,8,10,11
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	◆		1,2,3,4,5,6,7,8,9,10,11,12,13
Deal with problems from standard situations	◆		1,2,3,4,5,6,7,8,9,10,11,12,13,23
Carry out detailed but uninvolved written or oral instructions	◆		1,2,3,4,5,6,7,8,9,10,11,12,13
Carry out one or two step instructions	◆		1,2,3,4,5,6,7,8,9,10,11,12,13
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	◆		8,9
Reading Complex skills – comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		1,2,3,4,7,8,9,10,11
Simple Skills – Comprehend simple instructions or notations from a log book	◆		5,6,12,13,14,17
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	◆		4,5,6,7,14,17
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	◆		5,6,7,8,9,10,11
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	◆		5,6,7,8
Data Synthesizing	◆		5,6,7,8,9,10,11
Coordinating	◆		5,6,7,8,9,10,11
Analyzing		◆	
Compiling		◆	
Computing	◆		5,6,7,8,9,10,11,12,13
Copying	◆		5,6,7,8,9,10,11,12,13
Comparing		◆	
Personal Traits Ability to comprehend and follow instructions	◆		ALL
Ability to perform simple and repetitive tasks	◆		1,2,3,4,5,6,7,8,9,10,11,12,13
Ability to maintain a work pace appropriate to a given work load	◆		1,2,3,4,5,6,7,8,9,10,11,12,13
Ability to relate to other people beyond giving and receiving instructions	◆		4,5,6,14,15,16,17,18,19,20,22,23
Ability to influence people	◆		6,14,15,16,17,18,19
Ability to perform complex or varied tasks	◆		1,2,3,4,5,6,7,8,9,10,11,12,13,20,21,22,23
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		ALL
Ability to accept and carry out responsibility for direction, control and planning	◆		8,18,19

Technical Standards Criteria and Supplemental Information Phlebotomist/Specimen Processor Student Signature Page

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 their 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.

Yes No I have read and understand the **Technical Standards** relative to the Phlebotomist/Specimen Processor program.

Yes No I can meet the **Technical Standards** as specified and do not need any reasonable accommodations to meet those standards at this time.

If checked No above: Please [Click Here](#) to complete the accommodation request form.

Yes No
 N/A **If applicable to my program:** I have read the **Supplemental Information Sheet** and I understand my program's expectations.

Printed Name

Student ID #/ DOB

Signature

Date