Program Specifications – PHLEBOTOMY CERTIFICATE

Standard Number	Essential Functions
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.

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-Firmtrong	♦		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 *(specify) 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

Phlebotomy Certificate Program
Essential Functions 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 Essential Functions required of a student in the chosen program.

Please complete this form and return to Admissions.

_____ (initials/date) I understand that I must meet with Western's Access and Language Services to arrange for any accommodations prior to the start of classes.

_____ (initials/date) I have read, understand, and can meet the Essential Functions specific to a student in the Phlebotomy Certificate program.

OR

_____ (initials/date) I am unable to meet the Essential Functions presented and am requesting accommodations at this time. *(Please complete and submit the Accommodation Request Form to Access Services.)*

_____ Name of Student (please print)

_____ Student

_____ Signature of Student

_____ Date

Return to:

Western Technical College
Attn: Admissions
400 Seventh Street North
P.O. Box C-0908
La Crosse, WI 54602
(608) 785-9553
Fax (608) 785-9148