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@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 – OCCUPATIONAL THERAPY ASSISTANT

Function Number	Essential Functions OCCUPATIONAL THERAPY ASSISTANT
1	Provide OT services and collaborate with OT as specified in the plan of care.
2	Prepare area and client for intervention.
3	Teach, and supervise/assist client with intervention involving activities, daily living skills, assistive technology, exercises, training of equipment/devices, orthotics/prosthetics.
4	Teach, and supervise/assist client with transfers safely.
5	Teach, and supervise/assist client with wheelchair mobility skills.
6	Teach, and supervise/assist client with program/activities to be completed in a variety of contexts such as community, clinic, home, etc.
7	Teach, and supervise/assist client with relaxation skills, coping skills and leisure skills
8	Collaborate with client and caregiver to provide desired psychosocial support, including dealing with psychological aspects of illness and addressing issues of quality of life.
9	Teach health care workers, clients, and caregivers to perform selected intervention procedures and functional activities.
10	Participate in discharge planning.
11	Administer intervention modalities as directed by the OT.
12	Perform assessments as directed by OT, intervention team, and according to regulatory bodies.
13	Monitor and respond to emergencies and indications of distress.
14	Modify activities and techniques according to intervention plan, client progress and needs.
15	Adhere to guidelines outlined by universal precautions for infection control.
16	Recognize client's and caregiver's response to intervention and collaborate with OT to modify intervention plan.
17	Recognize own reaction to illness, disabilities, strengths and weaknesses in self and others.
18	Recognize and handle the stresses of workload.
19	Respect cultural, religious, and economic diversity.
20	Demonstrate effective written, oral, and nonverbal communication skills.
21	Complete documentation records for OT services.

Program Specifications – OCCUPATIONAL THERAPY ASSISTANT

Function Number	Essential Functions OCCUPATIONAL THERAPY ASSISTANT
22	Demonstrate safe, ethical, and legal practice in all areas of OT practice.
23	Demonstrate effective use of time management.
24	Demonstrate problem solving skills.
25	Apply basic principles of levels of supervision and responsibility, e.g., healthcare system, policies and procedure, fiscal considerations, etc.
26	Assume responsibility for professional development.
27	Use support personnel to assist with appropriate departmental activities.

Program Specifications – OCCUPATIONAL THERAPY ASSISTANT

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	Essential Function/s Numbers
Standing	♦		1-5, 9, 11,
Walking	♦		1, 3, 4
Sitting	♦		1, 3
Lifting 10 lbs.	♦		1-6, 9, 11, 12, 13
20 lbs.	♦		1, 2, 4, 5, 9, 11, 12, 13
50 lbs.	♦		1, 2, 4, 5, 11
100 lbs.		♦	
100 lbs. +		♦	
Carrying 10 lbs.	♦		1-4, 9, 11, 12, 13
20 lbs.	♦		1, 2, 4, 9, 11, 12
50 lbs.	♦		1
100 lbs.		♦	
100 lbs. +		♦	
Pushing/Pulling 10 lbs.	♦		1-6, 9, 11
20 lbs.	♦		1-6, 9, 11
50 lbs.	♦		1-5, 9, 11
100 lbs.	♦		1, 4, 9
100 lbs. +	♦		1, 4, 9
Climbing		♦	
Balancing	♦		1-6, 9, 11,12
Bending	♦		1-6, 9, 11,12
Stooping	♦		1- 6, 9, 11
Crouching	♦		1-3, 5, 9
Kneeling	♦		1, 3, 5, 9
Crawling	♦		1
Running		♦	

Physical Factors	YES	NO	Essential Function/s Numbers
Twisting	♦		1-3
Turning	♦		1-5
Jumping	♦		3
Grasping-Firm/Strong	♦		1-7, 9, 11-14
Grasping-Light	♦		17, 9, 11-15
Finger Dexterity	♦		1-3,5-7,9,10-14, 21
Reaching Forward	♦		1-7, 9, 10-14
Reaching Overhead	♦		1-3, 5, 6, 9, 11, 12
Pinching	♦		1, 11, 12, 20, 21
Simultaneous use of Hand, wrist, fingers (e.g., typing, data entry)	♦		1-3, 5-7, 9, 11-14
Coordination Eye-hand	♦		1-7, 9, 11-14, 21
Eye-hand-foot	♦		4, 5
Driving	♦		1, 11 - 12
Touch Characteristics (e.g., size, shape, texture)	♦		3, 5, 11, 13
Vibration/palpation	♦		4, 5, 11, 12, 13
Temperature	♦		3, 11, 12
Acuity, Far	♦		1, 5
Depth perception	♦		1, 3-7, 9, 11-13
Accommodation	♦		3, 5, 7
Color vision	♦		1, 3, 12
Field of vision	♦		1, 3, 5, 7, 9, 11
Hearing Face-to-face conversation	♦		1-9, 12, 13,16
Verbal conversation with	♦		1, 3, 8, 9, 12, 15, 16
Public speaking	♦		3-7, 20
Hear normal conversation	♦		1-9, 12
Hear telephone conversation	♦		1, 3, 8, 16

Program Specifications – OCCUPATIONAL THERAPY ASSISTANT

Environmental Factors	YES	NO	Essential Function/s Number
Works indoors	♦		1-21, 24
Works outdoors	♦		3, 6, 7, 22
Exposure to extreme hot or cold temp		♦	
Working at unprotected heights		♦	
Being around moving Machinery	♦		1, 4, 5
Exposure to marked changes in		♦	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles *(specify) (Ethylene oxid*	♦		1, 3, 9, 11
Exposure to toxic or caustic Chemicals		♦	
Exposure to excessive noises		♦	
Exposure to radiation or electrical energy	♦		3, 11, 13
Exposure to solvents, grease, or oils	♦		3, 7, 11, 13
Exposure to slippery or uneven walking	♦		5
Working in confined spaces	♦		1, 4, 11
Using computer monitor	♦		1, 3, 11, 12
Working with explosives		♦	
Exposure to vibration	♦		1, 11
Exposure to flames or burning items		♦	
Works around others	♦		1,3-5,7-9,11,12,13, 18

Environmental Factors	YES	NO	Essential Function/s Number
Works alone	♦		1, 12, 21
Works with others	♦		1-27
Safety Equipment *(Required to wear)* Safety glasses	♦		1, 3, 7, 11, 13, 15
Face mask/face shield	♦		1, 11, 13, 15
Ear plugs		♦	
Hard Hat		♦	
Protective Clothing	♦		1, 13, 15

Program Specifications – OCCUPATIONAL THERAPY ASSISTANT

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	♦		3, 5, 8, 16-24
Interpret instructions furnished in oral, written, diagrammatic, or schedule	♦		1-13, 16, 23, 24
Deal with problems from standard	♦		3-9,12,13 ,16 ,22
Carry out detailed but uninvolved written or oral instructions	♦		1, 3, 5-12
Carry out one or two step Instructions	♦		1, 3, 5-12
Mathematics Complex skills –Business math, algebra, geometry or statistics		♦	
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple Measurements	♦		6, 8, 11-13, 20
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and main-tenance of equipment, safety rules and procedures and drawings	♦		1-3,6,7,9-12,13,20 25

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills – Comprehend simple instructions or notations from a logbook	♦		1-3,6,7,9-12,13,20,25
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	♦		3, 6-8, 9, 21
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in logbook	♦		3, 6-8, 10-13, 20, 21
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	♦		1, 3-7, 11, 12
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	♦		1, 3, 5, 6, 7, 11, 12

Program Specifications – OCCUPATIONAL THERAPY ASSISTANT

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
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	♦		3, 20, 25
Data Synthesizin	♦		1, 3, 5, 11, 13, 20, 24
Coordinating	♦		5, 10, 12, 20, 24
Analyzing	♦		1, 3, 5, 10-12, 20, 24
Compiling	♦		3, 5, 10, 12, 13, 20, 25
Computing	♦		3, 5, 10, 12, 13, 20, 25
Copying	♦		3, 5, 10-12, 20, 25
Comparing	♦		3, 5, 11-13, 20, 24, 25
Personal traits Ability to comprehend and follow instructions	♦		1-3, 5-18, 20, 22, 23, 35
Ability to perform simple and repetitive tasks	♦		1, 2, 5, 7, 11, 12, 13, 15
Ability to maintain a work pace appropriate to a given	♦		2, 9, 17, 20, 23
Ability to relate to other people beyond giving and receiving Instructions	♦		1-13
Ability to influence people	♦		3, 6, 8
Ability to perform complex or varied tasks	♦		1, 3-7, 11, 12

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Ability to make generalizations, evaluations or decisions without immediate	♦		1-27
Ability to accept and carry out responsibility for direction, control and planning	♦		1-16, 21, 20, 23, 25, 26

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 specific to a student in the Occupational Therapy Assistant program.

OR

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

_____ (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.

_____ Name of Student (please print)

_____ Student ID#, SS#, or DOB

_____ 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