

Fox Valley Technical College Medical Assistant Program Technical Standards

In order to assist students to successfully complete the Medical Assistant Program, FVTC has developed a set of objective technical standards. Students will be asked to sign a form stating whether they are able to meet the technical standards, with or without accommodations, as stated in this document. Students in the Medical Assistant Program must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet the certificate objectives and perform job duties required by the profession. It is the intent of Fox Valley Technical College (FVTC) to fully comply with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disability Act (ADA) of 1990. (In accordance with the ADA and Section 504, FVTC does not provide students with personal devices and services).

If a student enters the Medical Assistant Program based on falsification of records related to their ability to meet the technical requirements, he/she may face disciplinary actions.

PROGRAM SKILL LEVEL Specific Ability Required for Technical Skills Attainment	APPLICATION TO MEDICAL ASSISTANT CLINICAL Activities Including but Not Limited To
GROSS MOTOR COORDINATION	
<ul style="list-style-type: none"> • Move within confined spaces • Maintain balance in multiple positions • Twist body from side to side • Reach above shoulders, below waist and out in front • Push, pull stabilize pivot 	<ul style="list-style-type: none"> • Transferring clients • Assist clients with exercises • Move in rooms and between equipment • Moving equipment
FINE MOTOR COORDINATION	
<ul style="list-style-type: none"> • Grasp/pick up objects with hands and fingers • Write with pen or pencil • Key/type • Twist/turn adjustment dials • Good eye hand & foot coordination • Simultaneous hand/wrist & finger movement 	<ul style="list-style-type: none"> • Handle syringes, needles, medications • Handle pencils/pens • Use a computer • Turn objects/knobs using hands • Manipulate equipment
ENVIRONMENT AND PHYSICAL ENDURANCE	
<ul style="list-style-type: none"> • Stand up for several hours • Sustain repetitive motions • Function in a fast paced environment • Maintain physical tolerance • Tolerate confined areas • Tolerate exposure to common allergens 	<ul style="list-style-type: none"> • At patients side during surgical and therapeutic procedures. • CPR • Work on feet for a minimum of 8 hours. • Exposure to pets, body lotions, cleaning products, chemical substances, latex products, and blood borne pathogens.
Physical Strength	
<ul style="list-style-type: none"> • Push and pull 40 pounds • Support 40 pounds of weight • Lift/carry 40 pounds • Use upper and lower body strength • Squeeze with hands 	<ul style="list-style-type: none"> • Position patient, move equipment • Ambulate patient • Pick up a child, transfer patient, bend to lift an infant or child • Physically restrain a patient. • Operate fire extinguisher, use a bulb type sphygmomanometer.
MOBILITY	
<ul style="list-style-type: none"> • Twist and bend • Able to walk independently without assist of a cane, walker, crutches wheelchair or the assistance of another person • Stoop/squat for at least one minute • Move quickly 	<ul style="list-style-type: none"> • Walk, climb and descend a flight of stairs • Respond to an emergency • Reposition clients • Ambulating clients

SMELL	
<ul style="list-style-type: none"> • Detect odors 	<ul style="list-style-type: none"> • Foul smelling drainage, alcohol breath, smoke, gasses, or noxious smells
READING	
<ul style="list-style-type: none"> • Read and understand written documents • Read digital displays and computer monitors 	<ul style="list-style-type: none"> • Flow sheets, charts, graphs, worksheets
VISION	
<ul style="list-style-type: none"> • See objects up to 20 inches away • See objects up to 20 feet away • Use depth perception • Use peripheral vision 	<ul style="list-style-type: none"> • Distinguish colors and gray scale • See information on computer screen, skin conditions. • Color codes on supplies, flushed skin/paleness
HEARING	
<ul style="list-style-type: none"> • Hear and discriminate speech at normal conversation levels • Hear faint voices and faint body sounds • Discriminate speech with background noise • Hear audible alarms • Hear when unable to see lips 	<ul style="list-style-type: none"> • Person-to-person report • Blood pressure sounds • Monitors, fire alarms • When masks are used
TACTILE	
<ul style="list-style-type: none"> • Feel differences in size and shape • Feel differences in surface characteristics • Feel Vibrations • Detect hot and cold temperatures 	<ul style="list-style-type: none"> • Palpate veins and pulses, identify body landmarks • Skin turgor, rashes • Skin, solutions, overall environment
MATH	
<ul style="list-style-type: none"> • Add, subtract , multiply, divide and count • Comprehend and interpret graphical data • Tell and measure time • Read and interpret measurement marks • Document numbers in records 	<ul style="list-style-type: none"> • Convert numbers to and from metric, apothecaries', and American system • Measure height, weight, respirations, pulse • Measurement tapes and scales • Charts, computerized data bases
INTERPERSONAL SKILLS	
<ul style="list-style-type: none"> • Establish rapport with individuals • Respect value/cultural differences in others 	
COMMUNICATION SKILLS	
<ul style="list-style-type: none"> • Speak, read and write English • Listen and comprehend spoken and written English • Exhibit and comprehend nonverbal cues • Collaborate with others 	<ul style="list-style-type: none"> • Direct/manage/delegate activities of others • Healthcare workers, peers, and patients. • Interact as a member of the healthcare team • Reports and forms
EMOTIONAL STABILITY	
<ul style="list-style-type: none"> • Establish professional relationships • Adapt to changing environments • Deal with the unexpected • Focus attention on tasks • Accept feedback appropriately • Accept responsibility for own actions 	<ul style="list-style-type: none"> • Cope with strong emotions in others • Maintain composure in the face of multiple responsibilities • Provide patient with emotional support regarding condition, crisis, death • Grief, anger
CRITICAL THINKING	
<ul style="list-style-type: none"> • Comprehend and follow instructions • Follow processes from start to finish • Sequence information 	<ul style="list-style-type: none"> • Application of knowledge and skills • Adapt decisions based on new information
ANALYTICAL THINKING	
<ul style="list-style-type: none"> • Solve problems • Transfer knowledge between situations • Prioritize tasks • Use short and long term memory 	<ul style="list-style-type: none"> • Recognize when need assistance of Provider • Organize • Care for patient

**FOX VALLEY TECHNICAL COLLEGE
MEDICAL ASSISTANT PROGRAM**

**TECHNICAL STANDARDS CRITERIA
Statement of Understanding**

For students with a disability, reasonable accommodations are available. Reasonable modifications are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in FVTC's courses, services, activities, and use of the facilities. To be eligible for disability-related services/accommodations, students must have a documented disability. This documentation must be provided by a licensed professional, and qualified in the appropriate specialty area. The College is also not obligated to provide an accommodation that poses an undue financial or administrative burden to the College or poses a direct threat to the health and/or safety of others.

Examples of accommodations allowed, without disability documentation: supportive back brace or other supportive braces that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts. Other student-suggested accommodations will require approval of the Program Chair, the Disabilities Specialist, and the Department of Health Services. All requests should be approved BEFORE the student has enrolled in the program. Any accommodation cannot substantially alter the requirements of the program or inflict an undue burden on the respective program and clinical sites.

If after the start of class a student status changes and the student can no longer meets all of the required above named program technical standards; it is the student's responsibility to notify their instructor of any changes in their inability to perform and of the technical standards listed here. The College is required to keep these documents on file.

The Americans with Disabilities Act of 1991 (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 her of his disability. In keeping with these laws, colleges of the Wisconsin Technical College System (WTCS) make every effort to insure 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 of a student in the Medical Assistant program. In addition, information was given to the student on reasonable accommodations to meet the Technical Standards at this time.

_____ I have read and understand the *Technical Standards Criteria* specific to a student in the
initials Medical Assistant Program

_____ I am able to meet the *Technical Standards* presented with or without accommodation.
initials

_____ I was provided with information concerning accommodations or special services, if needed
Initials at this time.

Name of Student (Please print)

Student ID#

Signature of Student

Date