

Fox Valley Technical College Phlebotomy Technician Certificate Technical Standards

In order to assist students to successfully complete the Phlebotomy Technician Certificate 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 Phlebotomy Technician Certificate 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 Phlebotomy Technician Certificate 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 PHEBOTOMY 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 and pivot • Squeeze with hands 	<ul style="list-style-type: none"> • Move freely in the laboratory and patient care areas • Lift at least 25 lbs. • Move in rooms and between equipment • Reach and bend when necessary, up or down, to perform job tasks • Use both hands simultaneously and squeeze (assisting in stabilizing patients), operate fire extinguisher
FINE MOTOR COORDINATION	
<ul style="list-style-type: none"> • Grasp/pick up objects with hands and fingers • Write with pen or pencil • Key/type • Pinch and twist objects for a least five seconds • Good eye, hand & foot coordination • Simultaneous hand/wrist & finger movement 	<ul style="list-style-type: none"> • Handle pencils/pens/ syringes/ tubes and needles • Use a computer • Turn objects/knobs using fingers • Manipulate equipment • Tie a tourniquet • Perform venipuncture and capillary puncture smoothly with coordinated dexterity
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 with high temperatures for up to ½ hour 	<ul style="list-style-type: none"> • Stamina to maintain continuous physical activity 5-8 hrs. • Ability to withstand strong odors • Demonstrate flexibility during collection procedures • Exposure to body lotions, cleaning products, chemical substances, latex products
TACTILE ABILITY	
<ul style="list-style-type: none"> • Ability to distinguish subtle vibration through skin • Ability to identify the subtle difference in surface characteristics. 	<ul style="list-style-type: none"> • Identify the location and character of a vein • Discriminate veins from other structures • Distinguish difference between vein and artery (pulse) • Recognize area appropriate for blood collection (rash and inflammation)
MOBILITY	
<ul style="list-style-type: none"> • Twist and bend • Able to squat or modified squat for at least one minute • Able to walk independently without assist of a cane, walker, crutches wheelchair or the assistance of another person • Climb and descend flight of stairs • Move quickly 	<ul style="list-style-type: none"> • Respond to an emergency • Reposition clients • Collect specimens at bedside or from pediatric patients at lower levels • Collecting and transporting specimens as requested
SMELL	
<ul style="list-style-type: none"> • Detect odors 	<ul style="list-style-type: none"> • Detect differences between body and environmental odors

READING	
<ul style="list-style-type: none"> • Read and understand written documents • Read digital displays and computer monitors 	<ul style="list-style-type: none"> • Ability to read medical record, charts, graphs and worksheets • Ability to follow physician guidelines and laboratory procedures • Utilize instrumentation and respond appropriately
VISION	
<ul style="list-style-type: none"> • Read and interpret data held at normal reading distance • See objects clearly up to 20 feet away • Use depth perception • Use peripheral vision • Distinguish colors and color intensity 	<ul style="list-style-type: none"> • Read patient's identification on an ID bracelet • Recognize color change of blood specimen • Observe color change when using laboratory equipment • Color codes on supplies, flushed skin/paleness • Read information found on patient requisition • Differentiate colors of conventional blood collection tubes • Read procedure manuals and product inserts
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"> • Conversation with patients • IV pumps, bed alarms, tones used in lab equipment, fire alarms • When masks are used • During telephone use • Discussion with team and co-workers
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 • Convert numbers to and from metric to American system 	<ul style="list-style-type: none"> • Volume measurement • Charts, computerized data bases • Calculating times of collection • Use of military time and analog clock • Instrument temperature logs
INTERPERSONAL SKILLS	
<ul style="list-style-type: none"> • Establish rapport with patients and coworker • Respect value/cultural differences in others 	Provide service to and interact with patients of diverse age, gender, sexual orientation, race, religion, nationality, physical or mental condition
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 • Direct/manage/delegate activities of others 	<ul style="list-style-type: none"> • Able to interact with others to report observations and advocate for the needs of a patients • Interact as a member of the healthcare team • Follow verbal and written direction • Provide clear verbal instruction to patients and coworkers
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 • Adapt to emergent situations • Be flexible • Adapt to unpleasant and stressful situations common in clinical setting • Prioritize task to ensure completion of assigned work
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 nurse • Organize • Care for client

**FOX VALLEY TECHNICAL COLLEGE
PHLEBOTOMY TECHNICIAN (PBT) CERTIFICATE 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 Phlebotomy Technician Certificate 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 Phlebotomy Technician 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