



NORTHWOOD TECHNICAL COLLEGE

17-536-1 Pharmacy Technician Functional Abilities Disclosure

It is the intent of the Northwood Technical College (Northwood Tech) to fully comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S. C & 794), the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C & 1201. *et seq.*), and the ADA Amendment Act of 2008. In accordance with these laws, Northwood Tech does not provide students with personal devices and services.

In order to assist students to successfully complete this program, Northwood Tech has developed a set of objective functional ability criteria. At the time of application, students are asked to sign the Functional Ability Disclosure stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **Students entering the program based on falsification of records related to their ability to meet functional requirements, may face disciplinary action.** The signed acknowledgement of this information will be filed in the student's permanent record. If the student is required to sign the form again at a later date designated by the program requirements, the signed form will be kept on file in the student's record maintained by the program director/faculty for five years, then destroyed.

For students with a disability, reasonable accommodations are available. Reasonable accommodations are defined as modifications or adjustments that allow individuals with disabilities to gain equal access and have equal opportunities to participate in Northwood Tech'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, qualified in the appropriate specialty area. Northwood Tech is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or function of a program /course. Northwood Tech 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.

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 Program Director or Academic/Divisional Dean, the campus Accommodation Specialist, and the Wisconsin Department of Health Services (for Nursing Assistant only). All requests should be approved before the student is enrolled in the program. Any accommodation cannot substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the program.

If you are a person with a documented disability and would like to request accommodations, complete the [Reasonable Accommodation Request Form](#) and contact the [Accommodations Specialist](#) at your campus. It is recommended that reasonable accommodation requests be made 30 days prior to class start date to allow time for accommodations to be coordinated. Requests for reasonable accommodation must be made a minimum of fourteen (14) calendar days prior to the first day the service is needed.

Functional abilities required for participation in this program are listed below:

GROSS MOTOR SKILLS

- Move in confined spaces
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Reach out front.
- Squeeze with hands

PHYSICAL STRENGTH

- Push and pull 10-20 pounds frequently, 25-50 pounds occasionally
- Lift 10-20 pounds frequently, 25-50 pounds occasionally
- Carry equipment/supplies
- Turn wrists forcefully to open bottles and containers

FINE MOTOR SKILLS

- Pick up objects with hands
- Grasp small objects with hands
- Write legibly with pen or pencil
- Key/type at a computer
- Pinch/pick up or otherwise work with fingers
- Twist with fingers
- Squeeze with fingers
- Turn wrist while applying pressure

MOBILITY

- Walk
- Climb and descend a flight of stairs
- Climb step stools
- Stand, kneel, twist, bend, stoop, squat
- Move quickly in case of emergency situations
- Reach overhead, in front of body, and down
- Grasp overhead, in front of body, and down

ENVIRONMENT

- Tolerate exposure to common allergens such as: body lotions and soaps, cleaning products, and Latex
- Work around machinery
- Tolerate exposure to dust, fumes, smoke, gases, odors, mists, irritating particles
- Work in sterile preparation areas with gloves, gown, and mask
- Tolerate exposure to toxic or caustic chemicals
- Tolerate exposure to solvents
- Tolerate strong odors
- Work in confined spaces

PHYSICAL ENDURANCE

- Have stamina sufficient to be on one's feet and maintain physical activity for a period of 8 hours
- Sustain repetitive movements using hands, fingers, wrists, arms, legs and feet

SPEECH AND COMMUNICATION

- Speak English clearly
- Write English proficiently
- Listen and comprehend spoken English
- Exhibit and comprehend nonverbal cues

VISION

- See objects up to 20 feet away
- See objects up to 20 inches away
- Able to read fine print
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity

SMELL

- Detect odors

HEARING

- Hear normal speaking-level sounds
- Hear telephone ring
- Hear voices over the telephone
- Hear auditory alarms

TACTILE ABILITY

- Feel differences in sizes, shapes, and surface characteristics
- Detect hot and cold temperatures

READING

- Read and understand written documents
- Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, procedures, and drawings
- Read and understand digital and computer displays

MATH

- Count
- Add, subtract, multiply, and divide
- Read and interpret measurements
- Tell time and calculate time
- Compute fractions and decimals
- Convert numbers to and from different weight and volume systems
- Apply formulas

ANALYTICAL THINKING/CRITICAL THINKING

- Ability to comprehend and follow instructions
- Analyze and interpret abstract and concrete data
- Problem solve
- Prioritize tasks
- Sequence information
- Use long-term memory
- Use short-term memory

EMOTIONAL STABILITY

- Cope with strong emotions and physical outbursts
- Cope with own emotions in a mature and professional manner
- Adapt to changing/unexpected situations and stressful environments
- Focus attention on the task despite interruptions and multiple demands
- Accept constructive feedback and accept responsibility for own actions

INTERPERSONAL SKILLS

- Establish rapport and relate to individuals
- Collaborate with others on the health care team
- Respect/value cultural differences in others
- Negotiate interpersonal conflict
- Demonstrate ethical behavior and integrity
- Demonstrate respect for others

Functional Abilities Signature Statement

Northwood Technical College has developed a set of objective functional ability criteria for this program. By signing below, I am confirming that I have read and understand the bulleted information below and the information contained in this Functional Abilities Disclosure and that I am:

- Able to meet the Functional Abilities Criteria as presented with or without accommodation.
- Will be provided with information concerning accommodations or special services upon request.

(This signed document is needed only for those students who did not complete the online application or requested additional information.)

Signature: _____

Student ID: _____

Program: _____

Date: _____