



NORTHWOOD TECHNICAL COLLEGE

17-513-1 Phlebotomy

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
- Arm-hand steadiness

PHYSICAL STRENGTH

- Carry equipment/supplies
- Push and pull 20 pounds
- Lift 20 pounds

FINE MOTOR SKILLS

- Pick up objects with hands
- Grasp small objects with hands
- Write legibly with pen or pencil
- Ability to make precisely coordinated movements of the fingers on one or both hands to grasp, manipulate or assemble very small objects
- Twist
- Squeeze with fingers

MOBILITY

- Move quickly in case of emergency situations
- Climb and descend a flight of stairs
- Walk

ENVIRONMENT

- Tolerate exposure to common allergens such as: pets, body lotions and soaps, cleaning products, and Latex
- Tolerate strong odors

PHYSICAL ENDURANCE

- Have stamina sufficient to maintain physical activity for a period of 8 hours
- Sustain repetitive movements

SPEECH AND COMMUNICATION

- Speak English clearly
- Write English
- 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
- Read and interpret written data held at a reasonable distance
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity
- Perceptual speed to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures or patterns

SMELL

- Detect odors

HEARING

- Hear normal speaking-level sounds
- Hear faint noises
- Hear faint body sounds
- Hear in situations when not able to see lips
- Hear auditory alarms

TACTILE ABILITY

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

READING

- Read and understand written documents
- Understand charts, graphs, and worksheets
- Read and understand digital and computer displays

MATH

- Add, subtract, multiply, and divide
- Count
- Read and interpret measurements
- Tell time
- Measure time
- Comprehend and interpret graphic trends
- Compute fractions and decimals

ANALYTICAL THINKING/CRITICAL THINKING

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Problem solve
- Prioritize tasks
- Sequence information
- Use long-term memory
- Use short-term memory
- Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules

EMOTIONAL STABILITY

- Cope with strong emotions and physical outbursts
- Cope with own emotions
- Adapt to changing/unexpected situations and stressful environments
- Focus attention on the needs of others despite interruptions and multiple demands
- Accept constructive feedback and accept responsibility for own actions
- Ability to concentrate on a task over a period of time without being distracted

INTERPERSONAL SKILLS

- Establish appropriate relationships with clients, families, and coworkers
- Provide clients with emotional support
- Collaborate with others on the health care team
- Respect/value cultural differences in others
- Negotiate interpersonal conflict

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: _____