

Moraine Park Technical College  
Nursing Assistant Program

**FUNCTIONAL ABILITY CRITERIA**  
**Revised June 2016**

The Nursing Assistant Program is highly regulated by state and federal law. OBRA, 1987 and State of WI, HFS 129, 2009 offer specific criteria for how the program will be run, what is taught, how it is taught, mandated hours needed to be completed, and ability of the nurse aide to do the work required. Also, it is the intent of Moraine Park Technical College (MPTC) to fully comply with Section 504 of the Rehabilitation Act of 1974, and the Americans with Disabilities Act (ADA) of 1990 and, the ADA Amendment Act of 2008. (In accordance with the ADA and Section 504, MPTC does not provide students with personal devices and services.)

In order to assist students successfully complete the Nursing Assistant Program and achieve certification to work through the State of Wisconsin Caregiver Program, MPTC has developed a set of objective functional ability criteria.

Students will be asked to sign a form stating whether or not they are able to meet the functional abilities, with or without accommodations, as stated in this document. **If a student enters the Nursing Assistant Program based on falsification of records related to his/her ability to meet functional requirements, he/she may face disciplinary actions.** All signed forms will be kept on file at MPTC for three years, and 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 MPTC'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. MPTC is not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of an essential element or functions of a program/course. 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.

*In accordance with ADA and Section 504 requirements, special accommodation requests require the approval of the nurse aide training program chair, the disabilities specialist and the DHS Office of Caregiver Quality. All requests for special accommodations must be approved before a student has enrolled in the program. **Students should make their request for services or accommodations to the Disability Resources Department. It is recommended that this be done at least eight weeks before classes begin so that the necessary accommodations can be arranged.***

**Accommodation Specialist in Disability Resources**

Accommodation Specialist, Beaver Dam campus 920-887-4495 or 1-800-472-4554

Accommodation Specialist, Fond du Lac campus 920-924-3196 or 1-800-472-4554

Accommodation Specialist, West Bend campus 262-335-5741 or 1-800-472-4554 TTY/VP: Use Relay/VRS

**Accommodations Allowed, Without Disability Documentation:** supportive brace or other supportive brace that does not impede required movement or interfere with infection control policies, hearing aids, glasses, and/or contacts.

The following is a list of functional abilities the students must have in order to participate in the Nursing Assistant Program at Moraine Park Technical College.

### **GROSS MOTOR SKILLS**

Ability to move in confined spaces, maintain balance in standing position, move body from one side to the other, reach below the waist and to the front or the side of the body to the level of the top of head (examples: adjust overhead lights, plug electrical appliance into wall outlet)

Ability to push, pull, stabilize, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another

### **FINE MOTOR SKILLS**

Ability to grasp, twist, squeeze, pinch, and manipulate fine equipment for at least 5 seconds (example: operate fire extinguishers)

### **TACTILE ABILITY**

Ability to distinguish subtle vibrations through the skin (pulse)

Ability to identify the subtle difference in surface characteristics (feel a raised rash)

Ability to detect temperature (skin, liquids, environment)

### **MOBILITY**

Ability to squat or modified squat (one knee on the floor) for at least one minute

Ability to move quickly in case of emergency situations

Ability to climb and descend a flight of stairs

Ability to walk independently without the assistance of cane, walker, crutches, wheel-chair or the assistance of another person

### **ENVIRONMENT & PHYSICAL ENDURANCE**

Ability to have stamina sufficient to maintain physical activity for a period of time from 5-8 hours

Ability to tolerate exposure to common allergens such as: pets, body lotions and soaps, cleaning products

- Student must inform Nursing Assistant Program Instructor **in advance** of class to assess if a pet resides in the clinical environment, attempts will be made to place students in a clinical site without a pet

Ability to tolerate working in confined areas

Ability to tolerate heat and humidity as high as 90 degrees for up to ½ hour (shower and spa rooms)

### **SPEECH AND COMMUNICATION**

Ability to interact with others to report observations and advocate for the needs of clients.

Ability to speak, write and understand English in order to be able to communicate with clients as well as report and document client information.

### **SENSES: SMELL, HEARING AND VISION**

Ability to detect differences in body and environmental odors

Ability to hear and understand voices spoken at a normal speaking volume at a distance of 10 feet (typical length of a room) (example: person to person conversation)

Ability to hear faint noises such as whispers with a range of 4 feet (considered the typical comfort zone)

Ability to see objects clearly within a minimum of 20 feet

Ability to have depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client room

Ability to read and interpret written data held at a reasonable distance

**EMOTIONAL STABILITY**

Ability to interact and support clients during times of stress and emotional upset

Ability to adapt to changing situations and emergency conditions while maintaining emotional control

Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm

Ability to focus attention on client needs despite interruptions and multiple demands

Ability to accept constructive feedback and accept responsibility for own actions.

**INTERPERSONAL SKILLS**

Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers

Ability to interact as a member of the healthcare team

Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/disabilities

**READING**

Ability to read and understand at a minimum of a 8<sup>th</sup> grade level with ability to understand charts, graphs and worksheets

Ability to read and understand digital and computer displays.

**MATH**

Ability to do basic math including add, subtract, multiply, and divide **without** the use of a calculator

Ability to count and understand the meaning of numbers

Ability to measure length by reading a tape measure or ruler

Ability to tell time on a clock

**Student Pregnancy Risk Management Policy**

MPTC is committed to ensuring equal opportunity for all students regardless of sex, including students experiencing pregnancy and childbirth. Accommodation Specialists are available to coordinate accommodation plans, for students who are pregnant or who have recently experienced childbirth and have related medical restrictions. Pregnant students are encouraged to work closely with the Accommodation Specialist. It is the responsibility of the pregnant student to initiate requests for accommodation and to help arrange specific accommodations.

Students admitted to the Nursing Assistant Program are at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness.

Students who are pregnant should:

1. Consult with their individual instructors regarding the types of hazards to which the student may be exposed in the class in which she is enrolled or in which she is expecting to enroll in the future.
2. Contact their treating physician as soon as possible to obtain recommendations for a plan to minimize exposure to hazards with the possibility of reproductive effects which they may be exposed.
3. If accommodations, work restrictions, or class schedule changes are recommended, contact the Accommodation Specialist as early as possible to assist in developing an accommodation plan in accordance with the physician's recommendations. The student will be asked to provide a copy of the specific restrictions or accommodations recommended by her treating physician to the Accommodation Specialist.

Student Accommodation Specialist will discuss with the student possible accommodations based upon student's individual needs.

If a student is unable to complete her clinical experience the following needs to be done:

1. Student needs to provide documentation from her physician on her limitations.
2. Instructor will provide this information to the Nursing Assistant Program Director who will send it to the state Nursing Assistant Consultant to request an extension.

***Student will receive an incomplete until she finishes her clinical experience.***

MPTC does not discriminate against students on the basis of sex or pregnancy. MPTC recognizes that it is the right of the pregnant student to make decisions concerning the pregnancy. At the same time, the pregnant student is expected to complete each requirement of the curriculum by a schedule or plan that can reasonably be implemented and under which risks are deemed acceptable by the student and her physician. Student and her physician are responsible to determine risk levels of participation in educational activities within the Nursing Assistant Program, based upon the student's health condition and any known risk factors. MPTC makes no representations as to whether risks of harm to the pregnant student and/or unborn child are acceptable.

MPTC does not control decisions of affiliate clinical agency partners of clinical placements.

## **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 her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. To aid in student success, it is important to inform students of the functional abilities demanded by a particular occupation. The purpose of this document is to ensure students acknowledge that they have been provided information on the functional abilities required for their chosen program. In addition, information was given to the student on reasonable accommodations to meet the *Functional Abilities* at this time.

I have read and I understand the *Functional Ability Categories* specific to my program choice.

\_\_\_\_\_  
(initials first  
day of class)

\_\_\_\_\_  
(initials first  
day of clinical)

I am able to meet the *Functional Abilities* as presented (Check box)

\_\_\_\_\_  
(initials first  
day of class)

\_\_\_\_\_  
(initials first  
day of clinical)

Without Accommodations

With Accommodations

(I understand that if I check that accommodations are needed, I must meet with the Accommodations Specialist **prior** to the course.)

\_\_\_\_\_  
(initials  
first day  
of class)

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

\_\_\_\_\_  
(initials first  
day of class)

\_\_\_\_\_  
(initials first  
day of clinical)

### **Student Insurance**

All students enrolled in classes or in clinical/practicum will automatically be enrolled in and billed for the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The Plan offers comprehensive benefits when an accident occurs while on campus, at a clinical/practicum site or during travel to and from a clinical/practicum site. Please note Moraine Park does not assume any responsibility for personal injuries or property damage on campus or at any offsite clinical arrangement. Each student's participation in a class is strictly voluntary, and it is strongly encouraged that all students carry their own medical and property insurance. Refer to *myMPTC/Student tab/Student Resources/Accident Insurance* links for additional information.

### **Accident Reporting**

If an injury/incident occurs on school property, an incident report must be completed within 24 hours with the assistance of school personnel. If an injury/incident occurs at a clinical site, an incident report must be completed and submitted for both the clinical site and Moraine Park. Please work with clinical and college coordinators to complete appropriate paperwork in a timely manner.

It is your responsibility to voluntarily and confidentially disclose information regarding the nature and extent of your disability to our trained Learning Specialists who will write an accommodations plan based on your needs. For the safety of students and residents, you must demonstrate competence in skills before being allowed to participate in clinical.

**This form is to be completed when receiving program information during an admission meeting and at the time of Clinical Placement.**

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date