ESSENTIAL FUNCTIONS

Essential functions represent the essential non-academic requirements of the program that a student must be able to master to become employable. Examples of this program’s essential functions are provided below. The National Accrediting Agency for Clinical Laboratory Science, in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, requires us to define and publish essential functions. If you are not sure that you will be able to meet these essential functions, please consult with the MLT program director for further information and to discuss your individual situation. If restrictions are necessary due to a disability, reasonable accommodations will be made. To receive accommodations, the student must contact Educational Support Services.

KEY

Rare – less than once or twice a week
Occasional – 0-2.5 hours per day
Frequent – total of 2.5 – 5.5 hours per day
Constant – more than 5.5 hours per day

VISION
- Near Vision – Reading 20 inches or less – constant
  o Reading of procedures
  o Digital printouts
  o Gradation on syringes and pipettes
  o Computer terminals
- Depth Perception – Constant
- Color Vision – Constant
- Far Vision (more than 20 feet) – Occasional
- Detail perception – Frequent
  o Visual comparisons and discriminations
  o Differences in shapes and shadings of figures

HEARING and VERBAL COMMUNICATION
- Direct communication – frequent
- Telephone communication – occasional
- Hear and locate timers/alarms – occasional

LARGE MOTOR SKILLS
- Standing – frequent
- Sitting – frequent
- Static neck position – frequent
- Walking – occasional
- Climbing stairs – occasional
- Pushing/Pulling – occasional
- Stooping/Bending – occasional
• Reaching – occasional

**SMALL MOTOR / MANIPULATIVE SKILLS**
• Hand/Arm control – frequent
• Fingering – frequent
  o Fine manipulation
  o Writing
  o Keying/Typing
• Simple grasping – frequent

**STRENGTH**
• Lifting/Carrying up to 10 pounds – occasional

**COMPUTATIONAL SKILLS**
• Metric conversions – occasional
• Algebraic problem solving – occasional

**ATTENTIVENESS**
• Maintain alertness – constant
• Maintain concentration – constant

**MEMORY SKILLS**
• Short term memory – constant
• Long term memory – constant

**REASONING SKILLS**
• Transfer knowledge – frequent
• Process information – frequent
• Problem solving – frequent
• Prioritize tasks – frequent
• Evaluate outcomes – frequent
• Comprehension – frequent

**EMOTIONAL STABILITY**
• Responsibility – constant
• Adaptability – frequent
• Accountability – constant
• Appropriate response – constant

**POSSIBLE EXPOSURE**
• Radiation – rare (dependent upon type of procedures)
• Toxic/Caustic chemicals – rare (dependent upon type of procedures)
• Fumes/Odors – rare (noxious smells from various types of body fluids/excretions)
• Mutagenic/Carcinogenic materials – rare (dependent upon type of procedures)
• Blood/Body Fluid Pathogens – constant (Standard Precautions are incorporated into everything laboratory personnel do to eliminate exposure)
• Airborne pathogens – rare
OCCUPATIONAL FACTORS

- The positions available in the field of medical laboratory technology may require all or combinations of the following:
- Appearance/Hygiene policies**
- Possible shift work
- Customer/Public interactions
- Working under specific instructions
- Evaluating performance of others
- Performing multiple tasks simultaneously
- Working alone or apart, in physical isolation from others
- Working under time constraints
- Team work
- Dealing with the unexpected
- Handling stressful or emotional situations

** NOTE: Appearance/Hygiene policies often include a conservative appearance, and do not allow visible body piercings, tattoos, excessive jewelry, or unnatural hair colors.
ESSENTIAL FUNCTIONS
MEDICAL LABORATORY TECHNICIAN PROGRAM

After reviewing the essential functions, please sign in the appropriate area at the bottom of this sheet if you understand the functions and have no questions or concerns. The signed form must be in the program director’s office by the end of the second week of the semester.

If you do not understand the essential functions or have a question regarding any of the functions, please sign in the appropriate area and contact the program director at your earliest convenience. Please be assured that all discussions are confidential.

A. I have read and understand the essential functions.

_________________________________________  ______________________________________
Student Signature                                      Date

B. I have read the essential functions, but would like to discuss the information further with the program director. I will be scheduling an appointment as soon as possible with the program director.

_________________________________________  ______________________________________
Student Signature                                      Date