

**DELAWARE TECHNICAL & COMMUNITY COLLEGE  
WILMINGTON CAMPUS**

**Student Essential Functions**

**MEDICAL ASSISTANT TECHNOLOGY**

The following physical, cognitive, and environmental factors are encountered by students in training. These standards may vary depending on the specific area of practice.

**PHYSICAL PERFORMANCE STANDARDS**

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per Day	Job Essential	
						Yes	No
<b>SPEECH</b>							
Speak with Clarity				X	X	X	
Communicate with Clarity				X	X	X	
<b>HEARING</b>							
Conversation				X	X	X	
Telephone				X	X	X	
<b>SIGHT</b>							
Natural or Corrected				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
<b>MOBILITY</b>							
Lift, Push or Pull - 75 lbs		X					X
Shoulder				X	X	X	
Arm				X	X	X	
Neck							X
Standing			X			X	
Move about Facility				X	X	X	
Bending		X					X
Crawl, Stoop or Crouch							X
Kneeling							X
Running							X
Walking				X	X	X	
Climbing							X
Stairs							X
Other							X
<b>REACHING</b>							
Overhead				X	X	X	
In Front of Body				X	X	X	
Down				X	X	X	
<b>GRASPING</b>							
Overhead				X	X	X	
In Front of Body				X	X	X	
Down				X	X	X	
<b>SITTING</b>							
				X	X	X	
<b>SMELLING</b>							
							X
<b>TASTING</b>							
							X
<b>FINE MOTOR CONTROL</b>							
Hands				X	X	X	
Fingers/Tactile Sense				X	X	X	
Wrist				X	X	X	
<b>COORDINATION</b>							
Eye/Hand/Foot				X	X	X	
<b>ALLERGIES</b>							
Tolerance to Latex				X	X	X	

## COGNITIVE/MENTAL FACTORS

	Job Essential	
	Yes	No
<b>REASONING</b>		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.	<b>X</b>	
Interpret instructions furnished in oral, written, diagrammatic or schedule form.	<b>X</b>	
Deal with problems from standard situations.	<b>X</b>	
Carry out detailed, simple to complex written or oral instructions.	<b>X</b>	
Carry out simple to complex instructions.	<b>X</b>	
<b>MATHEMATICS</b>		
Simple skills - Add, subtract, multiply, and divide whole numbers and fractions, calculate time, simple measurements, percentages and norms.	<b>X</b>	
<b>READING</b>		
Complex skills - Comprehend records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures.	<b>X</b>	
<b>WRITING</b>		
Complex skills - Documentation using behavioral objectives, technical terminology, and functional outcomes.	<b>X</b>	
Simple skills - Complete English sentences with correct terminology for record documentations.	<b>X</b>	
<b>REPORTING</b>		
Orally reports at team conferences, staffing.	<b>X</b>	
<b>PERCEPTION</b>		
Spatial - Ability to evaluate and treat visual perceptual skills in the area of: visual discrimination, figure-ground, spatial relations, position in space form consistency, visual memory and visual sequential memory.	<b>X</b>	
Forms - Ability to perceive pertinent detail in objects, models, or in pictorial or graphic material; to make visual comparisons and discriminations.	<b>X</b>	
<b>CLERICAL</b>		
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.	<b>X</b>	
<b>DATA</b>		
Synthesizing	<b>X</b>	
Coordination	<b>X</b>	
Analyzing	<b>X</b>	
Compiling	<b>X</b>	
Computing	<b>X</b>	
Copying	<b>X</b>	
Comparing	<b>X</b>	
<b>PERSONAL TRAITS</b>		
Ability to comprehend and follow instructions.	<b>X</b>	
Ability to perform simple and repetitive tasks.	<b>X</b>	
Ability to maintain a work pace appropriate to given work load.	<b>X</b>	
Ability to relate to other people beyond giving and receiving instructions.	<b>X</b>	
Ability to influence people.	<b>X</b>	
Ability to perform complex or varied tasks.	<b>X</b>	
Ability to make generalizations, evaluations or decisions without immediate supervision.	<b>X</b>	
Ability to accept and carry out responsibility for direction, control, and planning.	<b>X</b>	
Ability to maintain poise and flexibility in stressful or changing conditions.	<b>X</b>	
Ability to conduct self in accordance with professional ethics.	<b>X</b>	

## ENVIRONMENTAL FACTORS

	Job Essential	
	Yes	No
Works indoors	X	
Works outdoors		X
Exposure to extreme hot or cold temperature		X
Working at unprotected heights		X
Being around moving machinery		X
Exposure to marked changes in temperature/humidity		X
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles	X	
Exposure to excessive noises		X
Exposure to solvents, grease or oil		X
Exposure to slippery or uneven walking surfaces		X
Working in confined spaces		X
Using computer monitor	X	
Working with explosives		X
Exposure to vibration		X
Exposure to flames or burning items		X
Works around others	X	
Works alone	X	
Works with others	X	
<b>SAFETY EQUIPMENT (REQUIRED TO WEAR)</b>		
Safety glasses		X
Face mask/face shield	X	
Ear plugs		X
Hard hat		X
Protective clothing	X	
Protective gloves	X	
Exposure to Blood and OPIM	X	

If you have any questions or wish to discuss further the essential functions required of the Medical Assistant Technology, please call Valerie Bergeron, (302) 657-5170.

The Federal American's with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, DTCC, Wilmington campus makes every effort to ensure quality education for all students. However, we feel obligated to inform students of the essential functions demanded by our program.

### Delaware Technical & Community College Wilmington Campus

I have read and understand the Student Essential Functions of the Medical Assistant Technology.

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

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID #

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