

DELAWARE TECHNICAL & COMMUNITY COLLEGE
Jack F. Owens and Wilmington Campuses
Essential Functions

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The following physical, cognitive and environmental factors are encountered by students in training and in the workforce:

These standards may vary depending on the specific area of practice.

PHYSICAL PERFORMANCE STANDARDS

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

COGNITIVE/MENTAL FACTORS

	Job Essential	
	Yes	No
REASONING		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	√	
Interpret instructions furnished in oral, written, diagrammatic or schedule form	√	
Deal with problems from standard situations	√	
Carry out detailed, simple to complex written or oral instructions	√	
Carry out simple to complex instructions	√	
MATHEMATICS		
Simple skills – Add, subtract, multiply and divide whole numbers and fractions, calculate Time, simple measurements, percentages and norms	√	
READING		
Complex skills – Comprehend records, documents, evaluations, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures	√	
WRITING		
Complex skills – Documentation using behavioral objectives, technical terminology and functional outcomes for reimbursement	√	
Simple skills – Complete English sentences with correct terminology for records documentation	√	
REPORTING		
Orally reports at team conferences, staffings, family conferences and family education Sessions	√	
PERCEPTION		
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	√	
Form – Ability to perceive pertinent detail in objects, models, or in pictorial or graphic material; to make visual comparisons and discriminations	√	
CLERICAL		
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	√	
DATA		
Synthesizing	√	
Coordination	√	
Analyzing	√	
Compiling	√	
Computing	√	
Copying	√	
Comparing	√	
PERSONAL TRAITS		
Ability to comprehend and follow instructions	√	
Ability to perform simple and repetitive tasks	√	
Ability to maintain a work pace appropriate to given work load	√	
Ability to relate to other people beyond giving and receiving instructions	√	
Ability to influence people	√	
Ability to perform complex or varied tasks	√	
Ability to make generalizations, evaluations or decisions without immediate supervision	√	
Ability to accept and carry out responsibility for direction, control and planning	√	
Ability to adapt approach to individual needs of clients	√	
Ability to maintain poise and flexibility in stressful or changing conditions	√	
Ability to conduct self in accordance with professional ethics	√	

ENVIRONMENTAL FACTORS

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

If you have any questions or wish to discuss further the essential functions required of the Occupational Therapy Assistant, please call Jan Gorecki, MS, OTR/L.

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

Adapted from: Milwaukee Area Technical College

DTCC, Owens/Wilmington is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act

**Delaware Technical & Community College
Owens and Wilmington Campuses**

I have read and understand the Essential Functions of the Occupational Therapy Assistant Program.

Student Signature

Date

700-

Printed Name

Student ID #

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