

FUNCTIONAL ABILITIES FOR THE TECHNICAL DIPLOMA PROGRAM HEALTH UNIT COORDINATOR

Functional Ability Categories and Representative Activities/Attributes For the Technical Diploma Program Health Unit Coordinator

TO: Prospective Health Unit Coordinator Students

FROM: Diane Anderson, MS, RN, CS, FNP, APNP, CDE, Program Coordinator: Health Unit Coordinator

RE: Functional Abilities of the Health Unit Coordinator

The Federal American with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, Gateway Technical College makes every effort to ensure quality education for all students. However, we feel obliged to inform students of the functional abilities demanded by a particular occupation.

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

FUNCTIONAL ABILITIES

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently Per Day	Job Essential	
						Yes	No
Speech							
Speak English with Clarity				X	X	X	
Communicate with Clarity				X	X	X	
Hearing							
Conversation				X	X	X	
Telephone				X	X	X	
Communication Devices				X	X	X	
Sight							
Natural or corrected without assistance				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
Fine print on written forms/electronic devices				X	X	X	
Mobility							
Lift, push or pull – 50 lbs			X			X	
Shoulder				X	X	X	
Arm				X	X	X	

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently Per Day	Job Essential	
						Yes	No
Neck				X	X	X	
Standing			X		X	X	
Move about facility			X		X	X	
Bending		X			X	X	
Crawling		X					X
Kneeling		X					X
Twisting body				X	X	X	
Running	X						X
Walking			X		X	X	
Climbing	X						X
Stairs		X					X
Other	X						X
Reaching							
Overhead				X	X	X	
In front of body				X	X	X	
Down				X	X	X	
Grasping							
Overhead				X	X	X	
In front of body				X	X	X	
Down				X	X	X	
Sitting				X	X	X	
Smelling		X					X
Tasting	X						X
Fine Motor Control							
Hands				X	X	X	
Fingers/Tactile Sense				X	X	X	
Wrist				X	X	X	
Coordination							
Eye/Hand				X	X	x	
Eye/Hand/Foot				X	X	X	
Allergies							
Tolerance to Latex				X	X	X	
Other Allergies							

COGNITIVE/MENTAL FACTORS

	Job Essential	
	Yes	No
Reasoning		
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	X	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	X	
Deal with problems from standard situations	X	
Carry out detailed but uninvolved written or oral instructions	X	
Carry out one or two step instructions	X	
Mathematics		
Complex skills – Business math, algebra, geometry, or statistics		X
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	X	
Reading		
Complex skills – Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	X	
Simple skills – Comprehend simple instructions or notations from a log book	X	
Writing		
Complex skills – Prepare business letters, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style	X	
Simple Skills- English sentences containing subject, verb and object, names and addresses, complete job application or notations in a log book	X	
Perception		
Spatial - ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	X	
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line microscope	X	
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.	X	
Data		
Synthesizing	X	
Coordinating	X	
Analyzing	X	
Compiling	X	
Computing	X	
Copying	X	
Comparing	X	

Personal Traits		
Ability to respond to requests person to person and over the telephone in a timely manner	X	
Ability to comprehend and follow instructions	X	
	Job Essential	
	Yes	No
Ability to perform simple and repetitive tasks	X	
Ability to maintain a work pace appropriate to given load	X	
Ability to relate to other people beyond giving and receiving instructions	X	
Ability to influence people	X	
Ability to perform complex or varied tasks	X	
Ability to make generalizations, evaluations or decisions without immediate supervision	X	
Ability to accept and carry out responsibility for direction, control and planning	X	

ENVIRONMENTAL FACTORS

	Job Essential	
	Yes	No
Work indoors	X	
Work outdoors		X
Exposure to extreme hot or cold temperatures		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 toxic or caustic chemicals		X
Exposure to excessive noises		X
Exposure to radiation or electrical energy		X
Exposure to solvents, grease, or oils		X
Exposure to slippery or uneven walking spaces		X
Working in confined spaces	X	
Using computer monitor	X	
Working with explosives		X
Exposure to vibration		X
Exposure to flames or burning items autoclave		X
Works around others	X	
Works alone	X	
Works with others	X	
Safety Equipment (Required to Wear)		
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

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