

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Bilingual Nursing Assistant Program

The next step in the admissions process is a health examination and completion of the required forms listed below. Please return all signed forms to the MATC Health Records/Criminal Background Check/Petition Office in Room M240 at the Milwaukee Campus. The cost of the health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department.

Included in this packet are:

1. Health Certification Form. Please have your physician or health care provider complete and sign the enclosed Health Certification Form.
2. Information about Hepatitis B and its vaccine, and a Hepatitis B Release Form. Please read the information and discuss it with your physician or health care provider. Complete and sign the Hepatitis Release Form.
3. Information about the essential functions for your program. Please read the information. If you have questions, discuss it with your physician or health care provider. Complete and sign the Essential Functions Form.

All forms must be completed with authorized signatures.

Return the completed Health Certification Form, the Hepatitis B Release Form and the Essential Functions Form to the MATC Health Records/Criminal Background Check/Petition Office in Room M240 at the Milwaukee Campus. If you have any questions, please contact the Health Records/Criminal Background Check/Petition Office at 414-297-6672.

Be sure to keep a copy of your completed forms.

We look forward to working with you as you complete the required documentation for your program of interest at MATC.

MATC Health Occupations Division

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Essential Functions
for the
Bilingual Nursing Assistant Program

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

ESSENTIAL FUNCTIONS

	Sometimes	Frequently	Always
GROSS MOTOR SKILLS			
Move within confined spaces			X
Maintain balance in multiple positions			X
Reach below waist (e.g., plug electrical appliances into a wall outlet)			X
Reach out to front or side of body to level of the top of head			X
Twist body from one side to other			X
Push, pull, twist and lift 50 pounds		X	
Support 50 pounds of weight	X		
Use upper/lower body strength		X	
FINE MOTOR SKILLS			
Grasp, pinch, twist, squeeze object weighing 5 lbs for at least 5 seconds (e.g., record/chart)			X
Hand/finger/eye coordination (e.g., manipulate equipment)			X
TACTILE			
Feel vibrations (e.g. pulse)	X		
Able to detect temperature (e.g. skin, liquids, environment, equipment)	X		

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Essential Functions
for the
Bilingual Nursing Assistant Program

	Sometimes	Frequently	Always
Able to identify the subtle difference in surface characteristics (raised rash)			X
MOBILITY			
Able to squat or modified squat (one knee on floor) for at least 1 minute			X
Able to climb and descend a flight of stairs in succession			X
Able to walk independently without the assistance of a cane, walker, crutches, wheelchair or assistance of another person			X
Able to move quickly in emergency situations			X
SMELL			
Detect body and environmental odors			X
HEARING			
Hear normal level speaking sounds within a distance of 10 feet			X
Hear faint voices/ whispers within a range of 3 feet			X
VISION			
See objects clearly within a minimum of 20 feet			X
Depth perception and peripheral vision to allow identification of dangerous objects and client situations within the client's room			X
Distinguish color and color intensity			X
Read and interpret written data held at normal reading distance			X
ENVIRONMENT			
Tolerate exposure to allergens (e.g., latex products, chemical substances, lotions, soaps)			X
Tolerate heat as high as 90 degrees and humidity for up to ½ hour (e.g., giving showers)			X

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Essential Functions
for the
Bilingual Nursing Assistant Program

	Sometimes	Frequently	Always
PHYSICAL ENDURANCE			
Maintain physical activity for length of clinical shift			X
READING			
Read and understand written documents (flow sheets, charts, graphs, worksheets)			X
Read and understand digital and computer displays			X
COMMUNICATION The CNA program has designed special sections dedicated to the language needs of the Spanish speaking student. Although the curriculum and course completion requirements are the same as the rest of the program, instructional and instructional support is integrated in delivery of content, some specific materials, such as handouts, an optional textbook in Spanish, and testing as determined by the instructor. Furthermore, entrance requirements must assess the literacy in Spanish for each student, including passing equivalent reading and comprehension levels by way of the SABE examination and the Accuplacer exam.			
Interacts with others to report observations and advocate for the needs of clients			X
Speak English in order to communicate with clients as well as report client information			X
Write English in order to communicate with clients as well as document client information			X
Listen and understand spoken and written word			X
MATHEMATICS			
Basic math including add, subtract, multiply, and divide without the use of a calculator			X
Count and understand the meaning of numbers			X
Measure length by reading a tape measure or ruler			X
Tell time on a clock			X

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Essential Functions
for the
Bilingual Nursing Assistant Program

	Sometimes	Frequently	Always
INTERPERSONAL SKILLS			
Able to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers			X
Able to interact as a member of the health care team			X
Able to handle interpersonal conflict			X
Able to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status, and abilities and disabilities			X
EMOTIONAL STABILITY			
Able to interact and support clients during times of stress and emotional upset			X
Able to adapt to changing situations and emergency conditions while maintaining emotional control			X
Able to cope with strong emotions (grief, anger) and physical outbursts of clients while remaining in a reasonable state of calm			X
Able to respond to the unexpected (death, emergencies)			X
Able to focus attention on task or client needs despite interruptions and multiple demands			X
PROBLEM SOLVING			
Able to know the difference between serious and minor problems			X
Able to apply knowledge and skill			X
Able to organize and use information			X

If you have any questions or wish to discuss further the essential functions required of this program, please call the Health Occupations Division Office at 414-297-6263.

MILWAUKEE AREA TECHNICAL COLLEGE
Health Occupations Division
Essential Functions
for the
Bilingual Nursing Assistant Program

_____ I have read and I understand the essential functions for this program.

_____ I have the ability to meet the essential functions as specified.

(Print Name of Program)

(Signed)

(Date)

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

_____ I require the following accommodations to meet the essential functions as specified and I have provided supporting documentation from my health care provider to the MATC Student Accommodation Services.

(Signed)

(Date)