

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**Health Occupations Division**  
**Occupational Therapy 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**  
**Occupational Therapy 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**

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SPEECH</b>							
Speak English with Clarity				X	X	X	
Communicate in English with Clarity				X	X	X	
<b>HEARING</b>							
Conversation				X	X	X	
Telephone			X		X	X	
Machine Alarms Outside of Visual Field		X				X	
Blood Pressure Alarms		X				X	
Manual Blood Pressures		X				X	
<b>SIGHT</b>							
Natural or Corrected Without Assistance				X	X	X	
Depth Perception				X	X	X	
Color Vision				X	X	X	
Darkened Room		X					X

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>MOBILITY</b> using <u>each</u> extremity (right <u>and</u> left) as applicable							
Lift, Push or Pull 75 lbs.			X			X	
Shoulder				X	X	X	
Arm				X	X	X	
Neck				X	X	X	
Standing			X		X	X	
Move about Facility				X	X	X	
Bending				X	X	X	
Crawling		X					X
Crouching		X					X
Kneeling		X					X
Twisting Body		X				X	
Running		X				X	
Walking			X		X	X	
Climbing		X					X
Stairs		X					X
Other		X					X
<b>REACHING</b> using <u>each</u> extremity (right <u>and</u> left) as applicable							
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	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SITTING</b>			X		X	X	
<b>SMELLING</b>		X					X
<b>TASTING</b>	X						X
<b>FINE MOTOR CONTROL</b> (working with small objects and using each hand (right and left).							
Hands				X	X	X	
Fingers/Tactile Sense (the ability to feel when touching)				X	X	X	
Wrist				X	X	X	
<b>COORDINATION</b>							
Eye/Hand with both hands/arms				X	X	X	
Eye/Hand/Foot with both hands/arms/feet		X			X		X
<b>ALLERGIES/ SENSITIVITIES</b>							
Tolerance to Latex			X		X		X
Other allergies to chemicals, etc.		X					X
<b>COGNITIVE/MENTAL FACTORS</b>							
<b>REASONING</b>							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions				X	X	X	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Deal with problems varying from standard situations			X		X	X	
Carry out simple to complex writing and oral instructions				X	X	X	
Carry out at least one or two step instructions				X	X	X	
<b>MATHEMATICS</b>							
Complex skills - Business math, algebra, geometry or statistics		X				X	
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements			X			X	
<b>READING</b>							
Complex skills - Comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings				X	X	X	
Simple skills - Comprehend simple instructions or notations from a log book				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>WRITING</b>							
Complex skills - Prepare medical documentation, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style				X	X	X	
Simple skills - English sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book				X	X	X	
<b>REPORTING</b>							
Orally reports at team conferences, staffing, family conferences and family education sessions				X	X	X	
<b>PERCEPTION</b>							
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	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
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			X		X	X	
<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.		X				X	
<b>DATA</b>							
Synthesizing			X			X	
Coordinating				X	X	X	
Analyzing				X	X	X	
Compiling				X	X	X	
Computing				X	X	X	
Copying		X				X	
Comparing				X	X	X	
<b>PERSONAL TRAITS</b>							
Ability to comprehend and follow instructions				X	X	X	
Ability to perform simple and repetitive tasks				X	X	X	
Ability to maintain a work pace appropriate to a given work load				X	X	X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Ability to relate to other people beyond giving and receiving instructions				X	X	X	
Ability to influence people				X	X	X	
Ability to perform complex or varied tasks				X	X	X	
Ability to make generalizations, evaluations or decisions without immediate supervisor			X			X	
Ability to accept and carry out responsibility for direction, control and planning				X	X	X	
Ability to adapt approach to individual needs of clients				X	X	X	
Ability to maintain poise and flexibility in stressful or changing conditions				X	X	X	
Ability to conduct self in accordance with professional ethics				X	X	X	
<b>ENVIRONMENTAL FACTORS</b>							
Works indoors				X	X	X	
Works outdoors		X				X	
Exposure to extreme hot or cold temp							X
Working at unprotected heights							X
Being around moving machinery		X				X	
Exposure to marked changes in temperature/humidity							X

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from equipment)			X			X	
Exposure to toxic or caustic chemicals							X
Exposure to excessive noises							X
Exposure to radiation or electrical energy		X				X	
Exposure to solvents, grease, or oils		X				X	
Exposure to slippery or uneven walking surfaces		X				X	
Working in confined spaces		X				X	
Using computer monitor			X		X	X	
Working with explosives							X
Exposure to vibration							X
Exposure to flames or burning items							X
Works alone		X			X	X	
Works around others				X	X	X	
Works with others				X	X	X	
Exposure to Blood and Other Potentially Infectious Materials (OPIM)		X				X	

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	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
<b>SAFETY EQUIPMENT (REQUIRED TO WEAR)</b>							
Safety glasses		X				X	
Face mask/face shield		X				X	
Ear plugs							X
Hard hat							X
Protective clothing		X				X	
Protective gloves		X				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.

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

\_\_\_\_\_ I have the ability to meet the essential functions as specified.

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(Print Name of Program)

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(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.

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(Signed)

(Date)

MILWAUKEE AREA TECHNICAL COLLEGE

HEALTH OCCUPATIONS  
HEALTH REQUIREMENTS CHECKLIST

- Check off as you complete each requirement for your own reference.
- Retain the completed list as program faculty may ask to see it at the beginning of a semester.

STUDENT NAME: \_\_\_\_\_ PROGRAM \_\_\_\_\_

**TO DO:**

- Caregiver Background Check** (if required for your program)
- Acknowledgment of Essential Functions-Functional Abilities Form**
- Health Certification Requirements**
  - 1)  **Certification of student's good health by a physician or nurse practitioner**
  - 2)  **Immunizations** (Not required for CNA , Dental Technician or Optician Science)
    - a)  MMR immunizations **1 and 2** **OR** Rubella Titer **AND**
    - b)  Rubeola immunization or titer **AND**
    - c)  Chicken pox - Proof of having had chicken pox or chicken pox immunization per authorized medical signature **OR** Varicella titer
  - 3)  **TB skin test, Step 1 and Step 2** (Not required for Dental Technician or Opticianry Science) (2 negative TB skin tests within 30 days of each other)
    - a)  Chest x-ray, only if TB skin test was positive
  - 4)  **Tetanus Shot**
  - 5)  **Hepatitis B Release Form** - Signed and verifying Hepatitis B status
  - 6)  **Hepatitis B immunization dates**
  - 7)  **For Renal Dialysis Students Only:** Hepatitis B Antigen / Antibody
  - 8)  **For Surgical Technology Students Only:** Eye Examination

The applicant must: 1) Return the original complete form to MATC, Nursing Center, Room M240  
2) Retain a copy to show instructor

Name \_\_\_\_\_

Program \_\_\_\_\_

MILWAUKEE AREA TECHNICAL COLLEGE  
700 WEST STATE STREET  
MILWAUKEE, WISCONSIN 53233

HEALTH CERTIFICATION

(Print Name and Address)

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ADDRESS: \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_ Semester Start \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

CELL PHONE# \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

STUDENT ID # or SS# : \_\_\_\_\_

DATE DUE: \_\_\_\_\_

This form must be completed and returned  
by the above stamped date

Were you in another Health Occupations program? Yes or No  
If yes, what program? \_\_\_\_\_

Date you were in program \_\_\_\_\_

ONLY PHYSICIAN, PHYSICIAN ASSISTANT, NURSE PRACTITIONER, TO COMPLETE THE FOLLOWING:

I have examined \_\_\_\_\_ and certify that she/he is in good physical and mental health.  
Student's Name

On letterhead stationary, please list any physical limitations or other disabilities which would limit this individual's capacity to perform the essential functions of this profession. (See attached)

Physicians, Physician Assistant or Nurse Practitioner SIGNATURE & Medical Title

\_\_\_\_\_ Date \_\_\_\_\_

Print Professional's Name \_\_\_\_\_ Office Telephone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

A full exam is on file at \_\_\_\_\_

*IMMUNIZATIONS*

Proof of at least two MMR's on or after the first birthday at least 30 days apart or laboratory evidence of rubella and measles immunity.

1) MMR \_\_\_\_\_  
Date Authorized Signature & Medical Title

2) MMR \_\_\_\_\_  
Date Authorized Signature & Medical Title

OR

Rubella Titer \_\_\_\_\_  
Results Date Authorized Signature & Medical Title

AND

Rubeola Titer \_\_\_\_\_  
Results Date Authorized Signature & Medical Title

-over-



The applicant must: 1) Return the original complete form to MATC, Nursing Center, Room M240  
2) Retain a copy to show instructor

Name \_\_\_\_\_

Program \_\_\_\_\_

**PROOF OF TETANUS IMMUNIZATION:** (Within 10 years of program entry)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature and Medical Title

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PLEASE NOTE: You **MUST** make a copy of your completed health form and retain it. You may need to provide it to a clinical agency.

***IMPORTANT***

**DO NOT RETURN UNLESS ALL RESULTS AND SIGNATURES ARE COMPLETE.**

I give permission to release information on this health form to the professional college and clinical affiliate staff if it is deemed necessary for the benefit and/or safety of myself and others.

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

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**INSTRUCTIONS TO STUDENTS**

- Did your doctor or authorized medical person sign every authorized signature, dates and results of tests?
- Is your physical exam completed and all necessary information on the form completed?  
i.e. (signature, print name, address, telephone #, test results, etc.)
- Do we have your home phone # on the space provided?
- Do you have a copy?

**IF YOU HAVE ANY QUESTIONS, CALL THE NURSING CENTER**

Joe Tuttle, at 414-297-7871  
(Leave message if Joe Tuttle is unavailable)

OR  
call

*Nursing Center Reception Desk*  
414-297-6482  
between the hours of  
8:30 a.m. – 12:30 p.m.  
Monday - Thursday

(s\admin\HLTHFRM2)  
(Revised 2/11/03:vm)

*MATC is an Affirmative Action/Equal Opportunity Institution  
and complies with all requirements of the Americans With Disabilities Act.*

**MILWAUKEE AREA TECHNICAL COLLEGE**  
**Health Occupations Division**

**INFORMATION ABOUT HEPATITIS B VACCINES**

**THIS GENERAL INFORMATION IS PROVIDED AS A COURTESY AND MATC MAKES NO REPRESENTATION AS TO IT'S ACCURACY. YOU SHOULD CONSULT YOUR PHYSICIAN FOR ALL MEDICAL INFORMATION REGARDING THE MATTERS GENERALLY DESCRIBED HERE.**

**The Disease and the Risks**

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 2-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

**Risk of Exposure**

Medical and paramedical personnel are at increased risk of contracting hepatitis depending upon their degree of exposure to the blood or body fluids (e.g. saliva, feces, sweat, vaginal secretions, respiratory secretions and other body secretions) of patient infected with Hepatitis B (known or unknown). Hepatitis B is spread by direct contact of broken skin or mucous membranes with the blood or body fluids of a person who has Hepatitis B or is a carrier of the disease. Routine or frequent handling of blood or contaminated tissue products, therefore, constitutes significant risk because of the ease of transmission of the disease and the fact that many people with Hepatitis B have no symptoms and do not know they have the disease.

The first line of defense against Hepatitis B is the Hepatitis B vaccine. Immunization with Hepatitis B vaccine is the most effective method of preventing HBV infection.

## **The Vaccine**

The Hepatitis B vaccine (Engerix B, Recombivax HB) is produced using recombinant DNA technology. The vaccine works by stimulating the immune system to produce antibodies to the virus.

The vaccine is given intramuscularly in the deltoid in three doses. The second dose one month after the first, and the third dose six- twelve months after the first. After vaccination, more than 90% of healthy adults develop protective antibodies. The cost is \$150.00 for the series. Only minor adverse reactions have been reported with vaccination, including transient fever and soreness at the injection site, rash, nausea joint pain and mild fatigue have also been reported. The vaccine is not contraindicated in pregnancy.

## ***Reference***

- a. Ganza, a., Torshner, L. (1997) Hepatitis Update. RN, 60 (12), 39-44.
- b. Hepatitis B Virus Vaccine Safety: Report of an Interagency Group: MMWR 31(34): 465 September 3, 1982.
- c. Hollinger, F. Blaine: Hepatitis B Vaccines-To Switch or Not to Switch. JAMA 257 (19): 2634-2636, May 15, 1987.
- d. Inactivated Hepatitis B Virus Vaccine: Annual of Internal Medicine 97:379-83, 1982.
- e. Jilg, W., et.a.: Clinical Evaluation of a Recombinant Hepatitis B Vaccine. The Lancet: 1174-1175, November 24, 1984.
- f. Krugman, Saul: The Newly Licensed Hepatitis B Vaccine. JAMA 247 (14): 2012-15, April 1992.
- g. Leads from the MMWR: Recommendations of the Immunization Practices Advisory Committee Update on Hepatitis B Prevention. JAMA 258(4): 437-449, July 24/31, 1987.
- h. Lewis, S., Heitkemper, M., Dirkson, S., (2000). Medical Surgical Nursing. 1193-1198. Mosby.
- i. Medical College of Wisconsin, Student Health Services.

Name \_\_\_\_\_

Program \_\_\_\_\_

MILWAUKEE AREA TECHNICAL COLLEGE  
Health Occupations Division

RELEASE FORM: HEPATITIS B

1.

**Please read thoroughly and check the appropriate box.**

I have received and read the information regarding Hepatitis B and the vaccines that are available.

As a student, I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been advised to be vaccinated with Hepatitis B vaccine. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can pursue the vaccination series.

I hereby release Milwaukee Area Technical College, its Board Members, and personnel, and any clinical facility at which I train from any liability for any consequences to me or any claims arising out of or related to my decision to be or not to be vaccinated. I hereby agree to indemnify all of the above persons and organizations for any and all claims, including the attorneys' fees and costs, which may be brought against any one of them by anyone claiming to have been injured as a result of any injury which may occur as a result of my decision.

OR

I do not wish to decline the Hepatitis B vaccine. I am currently in the process/or have completed the series. I understand that full immunity requires three doses of vaccine over a six-month period.

Student signature required \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

2.

**Return this form to the Health Center as soon as possible with any information listed. Please have authorized medical signature if you have had any dosages.**

**IF HBV given:**

1st Dose Date: \_\_\_\_\_ Authorized Medical Signature \_\_\_\_\_

2nd Dose Date: \_\_\_\_\_ Authorized Medical Signature \_\_\_\_\_

3rd Dose Date: \_\_\_\_\_ Authorized Medical Signature \_\_\_\_\_

Please Return this Form to:  
MATC Health Center (Room M240)  
700 West State Street  
Milwaukee WI 53233