



**OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Jack F. Owens and Wilmington Campuses**

Essential Functions

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		√			√	√	
Stethoscope					√	√	
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			√		√		√
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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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