

**ESSENTIAL FUNCTIONS
PHLEBOTOMY CAREER STUDIES CERTIFICATE PROGRAM**

The abilities and skills which students must possess in order to complete the training associated with the Northern Virginia Community College (NOVA) Health Sciences and Nursing Programs are referred to as Essential Functions or Technical Standards. These essential functions or Technical standards are a group of minimal physical and cognitive abilities as well as sufficient Mental and emotional stability to confirm that students are able to complete the entire course of study, participate fully in all aspects of training, and be deployable as competent Health Sciences and Nursing students, with or without reasonable accommodation.

The NOVA Health Sciences & Nursing programs have the ethical responsibility for the safety of patients with whom students will come in contact, and to the public to assure that its students can become fully competent Health Sciences & Nursing professionals. It is important that persons admitted to our programs possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice Health Sciences & Nursing skills. Students must verify that they meet these essential functions or technical standards at the time of matriculation to our programs and maintain them during their training. Students are obligated to alert the program director or the Associate Dean of Nursing of any change in their ability to fulfill the essential functions or technical standards. Students who do not meet the essential functions/technical standards are at risk of dismissal from the program.

Essential Function 1: Observation

- Distinguish red, yellow, and blue colors, distinguish clear from cloudy.

Essential Function II: Communication

- Communicate effectively and sensitively with patients, their families, and members of the health team.
- Communicate effectively with patients from different social and cultural backgrounds, as well as develop effective professional rapport with patients and co-workers.
- Record examination and diagnostics results clearly, accurately and efficiently.
- Communicate effectively in English with patients, family and other health care professionals in a variety of patient settings.
- Comprehend English when spoken in person or via the telephone.

Essential Function III: Motor

- Maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms. Movement includes utilizing shoulders, arms, and neck; bending; twisting the body; Standing; reaching and grasping overhead, in front of the body, and down.
- Manipulate small objects and control adaptive devices with gloved hands.

Essential Function IV: Intellectual/Conceptual/Integrative and Quantitative Abilities

- Learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use computer technology.
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form.
- Ability to make clinical judgments about patients; equipment

Essential Function V: Behavioral and Social Attributes

- Function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways. They must accept responsibility for learning, exercising good judgment.
- Work effectively, respectfully and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner.
- Contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
- Interact with individuals and / or groups from a range of social, cultural, emotional, and intellectual backgrounds.
- Comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load; relate to other people beyond giving and receiving instructions; perform varied tasks; make generalizations and evaluations without immediate supervision; maintain own health and safety, and present a professional appearance.

Essential Function VI: Ethical and Legal Standards

- Comprehend and comply the basis and content of both general and medical ethics.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and Tolerance.
- Recognize limitations in their knowledge, skills and abilities.
- Seek appropriate assistance when confronted with limitations.

Other Essential Function:

- Sufficient olfactory (smell) sense to maintain patients' and environment safety.
- Ability to work indoors, be around moving machinery; fumes, gases, odors, irritating Particles, possibly be exposed to toxic or caustic chemicals, blood and body fluids, noise, Radiation or electrical energy, vibration; work in confined spaces, use a computer monitor;
work alone, with others, and/or around others.
- Ability to wear safety glasses, face mask/shield, protective clothing, and protective gloves in the laboratory.