

ESSENTIAL FUNCTIONS – A.S. in Occupational Therapy

Essential Functions are defined as the skills you need to **bring into** the program in order to be successful as an A.S.in Occupational Therapy student (in contrast to the Learning Objectives met during your course of studies).

Please check the appropriate box for your ability to perform the following functions. This is a work sheet for your own use to determine your readiness for the program, or your need for accommodations (available to you under the Americans with Disability Act, if you have a documented disability).

FUNCTION	YES	NO	ACCOMMODATION
Physical Factors: Motor skills			
Standing (with good balance)			
Walking			
Sitting			
Lifting 100 lbs.			
Carrying 50 lbs.			
Pushing/Pulling 100 lbs.			
Bending			
Crouching			
Kneeling			
Crawling			
Floor sitting			
Grasping, firm/strong			
Grasping, light			
Finger dexterity			
Reaching forward / overhead			
Coordination of hand, wrist, and fingers			
Eye-hand coordination			
Physical Factors: Sensory/Perceptual			
Vision acuity: near			
Vision acuity: far			
Vision: depth perception			
Color vision			
Full field of vision			
Spatial perception (ability to "visualize" objects)			
Form perception (perceive and recognize shapes)			
Hear normal conversation			
Hear telephone conversation			
Be comfortable with tactile contact			
Discriminate objects/textures by touch			
Physical Factors: Environmental			
In-Door work			
Out-Door work			
Exposure to dust, odors, toxic/caustic chemicals			

Being around moving machinery, electricity			
Exposure to slippery or uneven surfaces.			
Exposure to vibration			
Wearing of protective clothing, masks, gloves			
FUNCTION	YES	NO	ACCOMMODATION
Cognitive Factors			
Reasoning - deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions			
Follow instructions given in oral, written, or schedule form			
Problem solving- deal with unexpected situations			
Carry out one to two-step instructions given in written or oral form			
Remember instructions and carry out tasks over time			
Ability to generalize instructions from one situation to another			
Mathematics - add, subtract, multiply, and divide whole numbers and fractions, calculate time, make simple measurements			
Reading - comprehend manuals, instructions for maintenance of equipment, safety rules and procedures, medical and educational charts			
Clerical reading - perceive pertinent detail, proofread words and numbers, observe differences in copy			
Writing - prepare reports using prescribed format, make entries into medical and educational charts			
Writing - conform to all rules of punctuation, spelling, grammar, and style			
Work pace - ability to maintain a work pace appropriate to a given workload, including regular attendance at the site			
Computer skills – ability to send and receive e-mail, including attachments, do a basic web search, and participate in on-line course work			
Please note: All OTA students must have regular access to a computer with internet connection. Computers are available at the Philadelphia University library, Bucks County campus, as well as in public libraries throughout the area. Nevertheless, it is highly recommended that students have their own computers.			
FUNCTION	YES	NO	ACCOMMODATION
Social-emotional factors			
Social skills - Ability to engage in a face-to-face			

verbal conversation, making eye-contact and using appropriate body language			
Dependability - effective time management, follow-through on commitments and responsibilities			
Professional presentation - presenting oneself in a manner (dress, body language, verbal style) that is accepted by peers, clients, and employers			
Initiative - self-starting projects, tasks, and communication, searching out answers using appropriate resources			
Empathy - being sensitive, responding to the feelings and behaviors of others			
Cooperation - working effectively with other individuals			
Organization - prioritizing needs, tasks, responsibilities, maintaining effective work space			
Supervision - ability to give and receive constructive feed-back and to modify behavior accordingly			