

# HEALTHCARE CAREERS

*Shelly Ruppert*

HR Coordinator

# My Background

- ⦿ Who am I?
- ⦿ How did I end up in healthcare?
- ⦿ You don't need an exact plan at this point in your career, but you need to begin developing a direction.
  - What are your likes and dislikes?
  - What are you good at in school?
  - What is your passion?
  - Do you want to stay in this area?
  - Family plans?

# Why healthcare?

- ⦿ A relatively steady field.
  - While healthcare may change, there will always be some type of healthcare providers.
  - Age of population is only getting older.
- ⦿ Expanding and growing
- ⦿ Always changing. Never gets boring.
- ⦿ Pay and benefits are good.
- ⦿ Hours can be very flexible.
- ⦿ Able to help people. Satisfying.
- ⦿ Variety of educational options
  - Certificates, Associates, Bachelor's, Masters +

# Skills Needed

- ◎ Strong in math and science
- ◎ A desire and passion to help people
  - Empathy, compassion, understanding
  - Ability to communicate well and appropriately
- ◎ Ability to adapt to and embrace change
- ◎ Multitasking abilities, Detail oriented
- ◎ Strong computer skills and comfort level
- ◎ Individual judgment and teamwork skills
- ◎ Ability to handle changes in pace.
  - Healthcare can be very stressful at times

# Why JTDMH?

- ⦿ Local, close to home
- ⦿ Smaller atmosphere, but we still offer a wide range of services and opportunities.
- ⦿ A large employer for the area
- ⦿ Excellent benefit package
- ⦿ High on customer service
- ⦿ Family friendly atmosphere
- ⦿ We treat you like a person, not a number

# What do we look for?

- ⦿ Strong employment history
  - Longevity, loyalty, dependability
- ⦿ Eager to learn
- ⦿ Hard worker
- ⦿ Strong interpersonal skills
- ⦿ Ability to work on teams and taskforces
- ⦿ A desire to grow within your role and help make JTDMH a better place.
  - You CARE about your job and your employer

# A trip to JTDMH

**ER**  
Greeter  
Physician  
RN  
Patient Care Tech  
Unit Clerk  
Admitting Clerk

**Lab**  
Phlebotomist  
Lab Tech

**Radiology**  
Radiologist  
Rad Tech  
Transcription  
Rad Asst.

**Surgery**  
RN  
Surgery Tech  
Surgeon  
Anesthesiology  
Central Sterile

**Inpatient Floors**  
RN  
LPN  
STNA  
Physician  
Unit Clerks  
Respiratory  
Physical Therapy  
Occupational Therapy  
Care Management  
Dietitian  
Patient Rep

**Pharmacy**  
Pharmacist  
Pharmacy Tech

**Home Health Care**  
RN  
STNA

**Medical Records**  
Clerk  
Transcription  
Coder  
Abstractor

**Patient Accounts**  
Cashier  
Biller  
Collections

During this hospital visit, your name will come across almost 40 different job classes.

## Behind the Scenes

**Food Services**  
Chef  
Cook  
Food Service Worker

**Environmental**  
Maintenance Tech  
Housekeepers  
Bio-Med  
Groundskeepers

**Support Services**  
Diabetic Education  
Employee Education  
Infection Prevention  
Risk Management  
Administration  
Human Resources  
Leadership Staff  
Accounting, IT, Purchasing,  
Storeroom

## Other Areas not mentioned

Urgent Care  
Physician Offices  
ICU, OB, Cardiac  
EMT - Paramedics  
Occupational Health  
Administrative  
Hospice  
Outpatient

# Nursing

- ◎ Variety of options
  - Nurse's Aide, Certificate program (STNA)
  - Diploma, 1 year program (LPN)
  - Associates Degree, 2 year program (RN)
  - Bachelors Degree, 4 year program (BSN)
  - Masters Plus more
- ◎ Options for employment
  - Physician offices, Hospitals, Nursing Homes, private duty
- ◎ Many different career tracks to explore
  - Med Surg, OB, Long term care, Cardiac, Neonatal, Critical Care, Surgical, etc.

# Medical Imaging - Radiology

- ⦿ Diagnose and treat illnesses/injuries with the use of machines
- ⦿ 2 year associates degree program
  - You become a Radiologic Technologist
- ⦿ Variety of career tracks to explore
  - Mammography, Ultrasound, CT, MRI, Nuclear Medicine
- ⦿ Similar, but very different from nursing. Still gives you the direct patient contact, but in a different manner.

# Respiratory

- ⦿ Treat patients with breathing and heart/lung conditions. Work with all ages (infants to elderly)
- ⦿ Administer oxygen, oxygen mixtures, medications, chest therapy, treatments, etc.
- ⦿ 2 year associates degree program
  - CRT or RRT certification options
- ⦿ Again, similar, but very different from nursing.

# Medical Records

- ◎ Variety of options
  - Clerical, Transcription, Coding
- ◎ Skills Needed
  - Strong organization skills
  - Medical terminology including anatomy/physiology
  - Drug names/familiarity
  - Strong computer skills
  - Detail oriented – VERY important that the medical record is accurate
  - Follows rules/processes well

# Final Tidbits of Advice

- Job Shadow – Explore areas of interest
- Try to get an entry level job in your general field of interest to get a feel for the environment.
- Volunteer – We have a volunteer program here at JTDMH.
- Find out the good and the bad about your area of career interest. No job or career is perfect!
- Begin to find your direction. No need for an exact plan. Don't be afraid to change your mind if something doesn't feel right.
- Best of luck to each of you!