



# EMPLOYABILITY

HS2 2018-2019

DH08 Chapters 3, 4, & 18

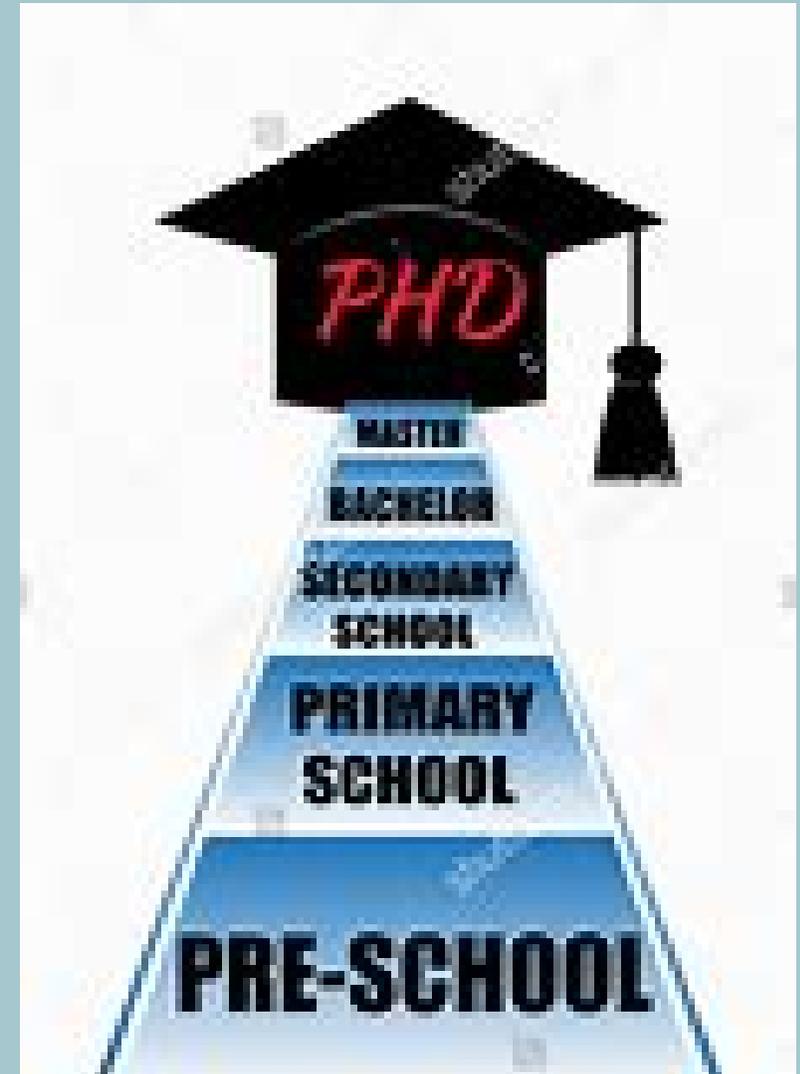
# Education

- Most entry-level jobs in healthcare require a high school diploma.
- Some award a diploma or certificate < 1 yr, at technical schools or healthcare facilities.
- Most healthcare professions require postsecondary (college) programs.



# College Degrees

- Associate's degree – usually 2 years
- Bachelor's degree – usually 4 years
- Master's degree – usually 1-2 years beyond bachelor's
- Doctorate (doctoral degree) – usually 2 or more years beyond a bachelor's or master's; some require 4-6 years of additional study



# Career Levels



- **Professional** = 4+ years college with bachelor's, master's or doctoral degree (medical doctor, dentist, pharmacist, physical therapist)
- **Technologist or therapist** = 3-4 years of college plus work experience, usually bachelor's degree, sometimes master's (medical lab technologist, respiratory therapist)
- **Technician** = 2 yr associate's degree or 3-4 years of on-the-job training (dental lab technician, surgical technician)
- **Aide or Assistant** = 1 yr or less, associate's degree (dental assistant, medical assistant, nurse assistant)

# Credentialing

- Methods to prove competence in the health professions.
- Designed to protect the consumer and health care providers.
- Usually mandated by government agency, professional association or state board.
- Can be certified, registered, or licensed.



# Certification

- Means that person has fulfilled requirements of education and performance.
- They have met the standards & qualifications established by their professional association or government agency
- Examples:
  - Certified dental assistant (CDA)
  - Certified medical assistant (CMA)
  - Certified nursing assistant (CNA)



# Registration



- Required in some health careers.
- Regulatory body administers exam and maintains a list (registry).
- Examples:
  - Registered dietitian (RD)
  - Registered respiratory therapist (RRT)
  - Registered radiologic technologist (RT)

# Licensure



- Government agency authorizes individuals to work in an occupation.
- Must complete approved program, pass state board, and maintain certain standards.
- The license clearly defines the **scope of practice** (actions that health care providers are legally permitted to perform)
- Examples: Physician, dentist, physical therapist, registered nurse, LPN/LVN.

# Professional Appearance

- Uniform-clean, follow employers standards
- Name badge
- Shoes-closed toe
- Personal hygiene-avoid strong odors
- Nails-short, clean, & natural
- Hair-pulled back
- Jewelry-only watch, wedding rings, & small, pierced earrings
- Tattoos-covered



# Characteristics of a Good Employee

- Use correct grammar at all times – written and spoken
- Report to work on time & when scheduled
- Be prepared to work when you arrive
- Practice teamwork
- Promote a positive attitude
- Accept responsibility for your actions
- Be willing to learn
- Act with integrity
- Observe the chain of command



# Cover Letter and Resume

- Be sure you have a current cover letter and resume.
- You may need to edit your cover letter and resume to fit the job you seek.



# Job Applications

- If you are filling out an application at a job site, be sure you bring all important info with you. (dates, addresses, phone numbers, references, etc.)
- Tell the truth!
- Use blue or black ink.
- Fill it out completely.
- Print
- It MUST be neatly done.

The image shows a screenshot of a 'LUMEA JOB APPLICATION' form. The form is titled 'LUMEA JOB APPLICATION' and includes a logo for LUMEA. It contains several sections for personal information, contact details, and preferences. The form is filled out with text and checkboxes.

**LUMEA JOB APPLICATION**

**PERSONAL INFORMATION**

First Name	Last Name	Address
City	State	Zip
Phone	Home	Cell
Work	Home	Cell

**EMPLOYMENT CONTACT INFORMATION**

Name	Address	City	State	Zip
Phone	Home	Cell	Work	Other

**EMPLOYMENT PREFERENCES**

Full-time	Part-time	Seasonal	Temporary	Contract
Day	Night	Evening	Weekend	Other

**ADDITIONAL INFORMATION**

Are you currently employed?	Yes	No
Are you available to start?	Yes	No
Are you willing to relocate?	Yes	No
Are you willing to travel?	Yes	No

# Job Applications

- Read the whole application before you begin.
- Be prepared to respond to typical application questions.
- Use “none” or N/A if the question does not apply to you.
- Follow the directions carefully for online applications.



# Job Interview



- Study! Learn as much as you can about the facility or company and the job.
- Go alone! (No friends or parents.)
- Arrive 10 minutes early. **MAKE SURE** you allow time for traffic, parking, etc.
- Greet the interviewer by name, introduce yourself, shake hands firmly, and smile. – Let's practice now!
- Remain standing until the interviewer asks you to sit.
- Sit up straight in the chair with your feet flat on the floor.

# Job Interview

- Use correct grammar. No slang.
- Speak slowly and clearly.
- Be polite.
- Maintain eye contact – look at the interviewer's nose if it makes you more comfortable.
- Smile when appropriate, but avoid laughing, giggling, or making jokes.
- Do NOT fidget.



# Job Interview

- Listen to the interviewer carefully so you can answer what he/she is asking.
- Do not interrupt.
- Do not chew gum or eat during the interview.
- Show mature passion and enthusiasm.
- Be proud of yourself, but also show a willingness to learn and contribute to the company/facility.



# Job Interview

- DO NOT discuss your personal problems.
- DO NOT criticize former employers.
- Answer questions truthfully.
- Avoid the repeated use of “um”, “you know”, “like”, “and a”, etc.
- Do not ask about salary, vacations, and benefits until you are offered the job.



# Job Interview



- Always shake hands and say “Thank you.” at the conclusion of an interview.
- Be prepared to mail or leave a handwritten thank-you note.
- Be sure the note is specific to the interview, expresses your interest in the job, and includes your contact information.
- Proofread your thank you note and assure there are no errors.

# Resigning



- Give two weeks notice. (Management should give 4 weeks notice)
- Put your resignation in writing but delivery it personally.
- Tell your supervisor or the person in charge first – it isn't a good idea for them to hear the news from you coworkers
- Be positive about your reason for leaving.
- Offer to help train a replacement.
- Complete all assignments before leaving.
- Ask for a letter of recommendation.