

NONCLINICAL POSITIONS



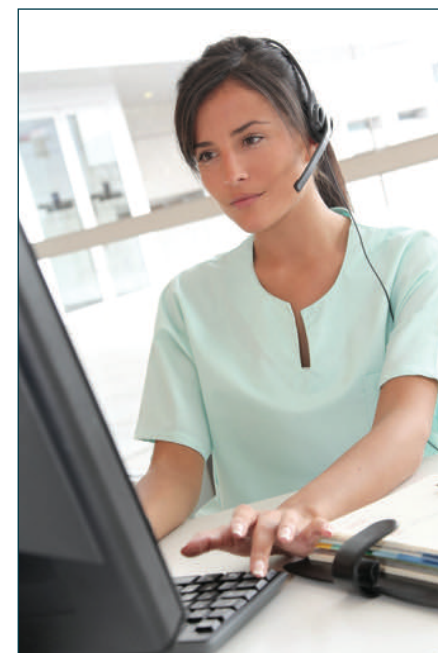
NONCLINICAL POSITIONS CONTINUED

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

HS/GED	HS/GED+	AA	BS	MA/MS
Food Service Assistant DUTIES: Prepares and portions food for service. REQUIREMENTS: Some organizations conduct an educational assessment in lieu of a high school diploma or GED. Serve Safe certification recommended.	Nutrition Trayline Supervisor DUTIES: Supervises the work of employees engaged in preparation, delivery, and sanitation of patient food trays. Maintains quality control by testing food for temperature, taste, proper portioning, appearance, etc. REQUIREMENTS: One year of clinical nutrition/supervisory experience preferred.	Assistant Manager, Food Services DUTIES: Oversees the delivery of food in cafeteria and the bedside setting. REQUIREMENTS: Associate's degree preferred. Serve Safe certification preferred. Five years related experience.	Call Center Manager DUTIES: Supervises and coordinates an inbound call center. REQUIREMENTS: Five years of experience in managed care. Experience with health insurance or an inbound call center. Three years of management experience.	Administrator DUTIES: Oversees the administrative, financial and operational activities of a clinical department. REQUIREMENTS: Seven years leadership experience in a complex healthcare setting.
Environmental Service Technician DUTIES: Performs cleaning procedures throughout the hospital such as polishing, mopping, sweeping and removing trash. REQUIREMENTS: Some organizations conduct an educational assessment in lieu of a high school diploma or GED.	Environmental Service Supervisor DUTIES: Supervises cleaning staff to ensure proper infection control and compliance with policies and procedures. REQUIREMENTS: Three years environmental services experience in healthcare setting. One year of supervisory experience.	Assistant Manager, Food Production DUTIES: Supervises food production and catering services employees. REQUIREMENTS: Associate's degree preferred. Two years related experience.	Administrative Manager DUTIES: Organizes and manages office operations, including oversight of personnel, budget, payroll, workflow, equipment and training. REQUIREMENTS: Five years supervisory and administrative experience preferably in healthcare.	Assistant Administrator DUTIES: Manages all clinical operations for department including personnel, equipment, training and space. Develops goals, policies, and procedures. REQUIREMENTS: Five years administrative experience in healthcare operations and finance.
Food Hospitality Services Associate DUTIES: Sets up and delivers prepared food to visitors, patients and employees. REQUIREMENTS: Six months general experience. Some organizations conduct an educational assessment in lieu of a high school diploma or GED.	Cook DUTIES: Prepares, seasons, and cooks food for patients, employees and visitors. Measures and mixes ingredients according to recipes. REQUIREMENTS: Serve Safe sanitation certification. Minimum of one year prior cooking experience in a food service operation.	Executive Assistant DUTIES: In the office of a vice president, performs administrative duties such as drafting, editing, and typing complex reports. Develops and maintains appropriate office protocol. REQUIREMENTS: Three years of related experience equivalent to an associate's degree.	Assistant Director, Materials Management DUTIES: Plans, organizes, directs all activities of the Central Storeroom, Central Sterile Processing and Material Distribution. Manages Fixed Capital Asset Program. REQUIREMENTS: Two years related experience.	
Information Desk Receptionist DUTIES: Greets visitors. Listens to and responds to customers' needs with appropriate badge and/or directions. REQUIREMENTS: Six months experience in an information service capacity. Some organizations conduct an educational assessment in lieu of a high school diploma or GED.	Security Officer DUTIES: Ensures the safety and security of patients, staff, visitors and guests. Protects company assets. REQUIREMENTS: One year of security experience.	Coder Compliance Auditor DUTIES: Supervises assigned coding staff and audits work. REQUIREMENTS: RHIT or RHIA or CCS or CCS-P required.	Marketing Specialist DUTIES: Designs advertising campaigns. Coordinates special events. REQUIREMENTS: BA in Marketing, Communications or related field. Five years of experience in healthcare marketing.	
Distribution Technician DUTIES: Selects, delivers, distributes supplies to patient units and maintains inventory levels.	Mechanic DUTIES: Performs carpentry, plumbing, electrical and mechanical repairs/maintenance in a hospital setting. REQUIREMENTS: Previous experience in a specialty and licensure may be required such as plumbing, electrical or HVAC.	Accounts Receivable Specialist DUTIES: Reviews and prepares hospital claims. REQUIREMENTS: One year of experience preferred.	Manager, Admitting and Registration DUTIES: Assists the Director of Admitting in managing the patient access department. REQUIREMENTS: Three years administrative and two years admitting leadership experience.	
Linen Service Technician DUTIES: Distributes linen to floors, collects soiled linen and fills scrub machines. REQUIREMENTS: One year of service in a professional laundry desired, preferably in healthcare.	Unit Clerk DUTIES: Provides administrative support to a patient care unit to promote patient comfort and satisfaction. Stocks and delivers supplies. REQUIREMENTS: Six months of experience in a healthcare environmental and a medical terminology certificate preferred.	Patient Admin. Senior Team Lead DUTIES: Leads the operations of Registration, Admissions, Staffing and other personnel activities on an assigned shift. REQUIREMENTS: Certified Patient Accounting Tech (CPAT) or Certified Healthcare Access Associate (CHAA) is preferred.	Quality Analyst DUTIES: Collects, analyzes and presents data related to quality, utilization and finance. REQUIREMENTS: Bachelor's degree in business, economics or health related field preferred. Two years of experience with relational databases, research and analytical statistical methods.	
Telephone Operator DUTIES: Handles all incoming and outgoing calls and pages. Monitors alarms and carries out emergency codes and emergency plans. REQUIREMENTS: Two years of switchboard experience such as call center support and paging. Computer and word processing skills preferred.	Medical Administrative Assistant DUTIES: Performs a variety of administrative and clerical tasks for department. REQUIREMENTS: Three years related experience.	Manager, Health Information DUTIES: Manages day-to-day operations. Supervises team leads and supervisors. Develops and implements department policies. REQUIREMENTS: Previous related supervisory experience preferred.	IT Systems Analyst DUTIES: Manages IT implementation, training, evaluation and maintenance. REQUIREMENTS: BS or BA in related field with two years working with clinical and/or financial applications in a clinical environment preferred. In lieu of a degree, an additional three years of relevant clinical, business or technical experience will be considered.	
Call Center Operator DUTIES: Answers multi-line phone system. Assists callers and schedules appointments. REQUIREMENTS: One year experience in a medical office and call center preferred.	Administrative Assistant DUTIES: Performs a variety of administrative tasks such as filing, answering phones and computer input. REQUIREMENTS: Two years clerical experience and knowledge of computer systems. Some positions may require medical terminology.	Supervisor of Health Information (HIM) DUTIES: Supervises day-to-day HIM records operations including the filing, recording, processing and indexing services. REQUIREMENTS: Two years of experience in medical records.		
Clinical Customer Service Representative DUTIES: Serves as a central point of contact and communication for patients, families, visitors and members of the healthcare team in patient care units to enhance customer service. REQUIREMENTS: Minimum six months experience in health care involving customer service with experience in office and data management.				

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

HS/GED	HS/GED+	AA
Patient Service Coordinator DUTIES: Handles all administrative non-clinical aspects of the patient encounter, assisting each and every patient to achieve the ideal patient experience. Maintains accurate information on each patient. REQUIREMENTS: Six months experience in similar capacity.	Administrative Coordinator DUTIES: Coordinates, oversees and performs a variety of administrative, secretarial, and program support activities. Oversees and participation in projects and events. REQUIREMENTS: Three years of experience in health care administration, office or customer service.	Senior Manager, Health Information Management (HIM) Coding DUTIES: Manages team leads, DRG Specialists and other department staff related to HIM coding. Interfaces with finance for billing. REQUIREMENTS: RHIT or RHIA or CCS or CCS-P required. Five years of experience plus two years lead experience.
Patient Service Representative DUTIES: Performs basic office operations. Obtains the correct patient information, responds to patients' questions and needs. REQUIREMENTS: One year of office experience and knowledge of medical terminology. Must be computer literate, possess telephone skills and type 70 wpm.	Staff Assistant DUTIES: Performs administrative duties which includes maintaining project data, preparing payroll and personnel forms and answering questions regarding policies and procedures. REQUIREMENTS: Three years related experience.	
Mailroom Clerk DUTIES: Sorts and processes incoming and outgoing mail and delivers mail throughout the hospital.	Payment Specialist DUTIES: Posts payments, adjusts transactions for electronic payments and performs some clerical duties. REQUIREMENTS: One year of data entry experience in a hospital system preferred. Two years of experience in accounts receivable in a hospital or physician's office.	
Patient Service Associate DUTIES: Performs clerical services and supports department. Schedules, answers telephone, manages inventory, medical records and mail. REQUIREMENTS: Experience in insurance verification and billing is preferred. Some departments may require travel to different physician's offices.	Referral Coordinator DUTIES: Obtains and processes all referrals, authorizations and pre-certifications. REQUIREMENTS: Two years of referral experience in a medical office.	
Registrar (Patient Access Associate) DUTIES: Registers patients and collects patient payments. Provides excellent customer service. REQUIREMENTS: One year experience preferred.	Coding Specialist (Doctor's Office) DUTIES: Enters and codes patient services into a computer system. Sorts and files paperwork. Handles insurance claims and performs collections duties. REQUIREMENTS: AAPC, AHIMA, CPC, CCA or CPA certification. Two years coding experience preferred.	
Billing Support Representative DUTIES: Scans and bills claims to primary and secondary insurance carriers.	Coding Specialist - Hospital Inpatient DUTIES: Provides daily inpatient coding/ APR-DRG assignments for all discharges. Reads the patient record, abstracts all relevant diagnoses and procedures. REQUIREMENTS: RHIT, RHIA, CCS, CCS-P or CPC certification.	
Health Information Associate DUTIES: Processes and responds to retrieval requests. Searches and indexes records. Scans and files medical records and answers phones. REQUIREMENTS: Completed course in medical records or work experience in medical records. Years of work experience depends on department.	IT Support Technician DUTIES: Diagnoses computer problems and requests. REQUIREMENTS: Two years of IT technical support experience in a hospital preferred.	
Health Information Clerk DUTIES: Performs clerical tasks within medical records environment such as record processing, retrieval and faxing transcription. REQUIREMENTS: Six months data entry experience.		



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The Baltimore Alliance for Careers in Healthcare is a nonprofit corporation formed in 2005 to address unemployment, underemployment and healthcare workforce shortage issues in Baltimore City by identifying healthcare career pathways leading to economic independence and training city residents to enter into and advance in them. As a workforce intermediary, Baltimore Alliance for Careers in Healthcare seeks to broker the collective capacities of the healthcare, nonprofit, philanthropic, governmental and educational organizations in Baltimore to address the city's significant healthcare workforce challenges.

For more information
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Mapping Your FUTURE



A GUIDE TO CAREER OPPORTUNITIES

A Bright Future

Opportunities for careers in healthcare have never been better.

As the nation's largest industry, healthcare provides more than twelve million jobs for people working in hospitals, medical offices, laboratories, nursing care facilities, pharmacies and in a variety of other settings. Job growth nationally is expected to be strong in coming years, and projections for Maryland show the addition of more than 160,000 healthcare jobs between now and 2024.*

In Baltimore, healthcare is the city's largest employment sector, and like many other urban centers, it also has a critical shortage of qualified workers. Skilled positions such as nursing assistant, nurse extender, surgical technician, respiratory therapist, radiology technician, lab technician and pharmacy technician all offer good wages and strong opportunities for advancement, but high vacancy and turnover rates persist in these jobs. To address the shortage, the Baltimore Alliance for Careers in Healthcare developed an educational initiative called Career Mapping that provides career track information to connect individuals with skilled jobs and careers.

Career Mapping

Career mapping is simply a "road map" that lists major jobs within an organization and outlines their required qualifications for employment. This visual overview provides information about career opportunities available in Baltimore hospitals and the education and experience needed for career advancement or entry into a particular healthcare occupation.

Who Uses Career Maps?

Virtually anyone can benefit from career mapping. Whether you have attained your high school diploma/GED or a college degree, career maps can provide a pathway to rewarding careers in the health professions. If you are already employed and want to advance or move into another healthcare occupation, mapping will give you the basics – job duties and education requirements.

*Source: U.S. Dept. of Labor; Md. Dept. of Labor, Licensing and Regulation



Navigating Career Maps

There are two categories of maps based on positions with similar job descriptions and qualifications in all hospitals – Clinical and Nonclinical positions. Within each position category there are a series of educational steps as you read from left to right across the map. Generally, education, experience, and salary increase as you move right to higher degrees that appear across the top of the page. Within a given degree, there may be an increase in the experience and education/training required as you move from the bottom to the top of the page, although this is not true in all cases.

MAP KEY

- HS = High school graduate
- GED = High school equivalency certificate
- AA = Associate's degree (2 yr.)
- AA+ = More than associate's, but less than bachelor's
- BS = Bachelor's degree (4 yr.)
- MA/MS = Master's degree



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CLINICAL POSITIONS

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

HS	HS+	AA	BS	MA/MS
Patient Transporter DUTIES: Transports patients, supplies and equipment throughout the hospital. REQUIREMENTS: In lieu of high school diploma, some organizations will accept a training program from Baltimore City Schools. One year of patient transporter experience preferred. Heart Saver CPR.	Geriatric Nursing Assistant DUTIES: Cares for residents' personal and comfort needs on a Transitional Care Unit. REQUIREMENTS: Maryland Geriatric Nursing Assistant license and CPR.	Clinical Nurse DUTIES: Provides clinical care to patients in a variety of healthcare settings. Assesses, oversees and documents care. Works with the entire healthcare team. REQUIREMENTS: RN, Prefer BSN. Maryland RN license and CPR. Certification requirement depends upon department. One year clinical experience.	Manager Nursing Unit DUTIES: Assumes 24-hour responsibility for the operation of a nursing unit. REQUIREMENTS: Prefer MSN. Maryland RN license and CPR. Three years of experience in a similar unit.	Nurse Anesthetist DUTIES: Administers and cares for patients before, during and after surgery. REQUIREMENTS: BSN and a master's in anesthesia or nursing. One year related experience. CRNA certification. ACLS, PALS, or NALS, as appropriate.
Patient Companion DUTIES: Observes and interacts one-on-one with patients to ensure patients' safety.	Nursing Assistant DUTIES: Provides direct bedside care to patients. REQUIREMENTS: Maryland Certified Nursing Assistant license and CPR. Six months of experience preferred.	Clinical Documentation Specialist DUTIES: Performs clinical documentation chart reviews to ensure the medical record appropriately describes patients' severity of illness and risk of mortality. REQUIREMENTS: RN with three years of experience in acute care setting. BSN Preferred. Experience with ICD-10 coding and DRG reimbursement.	Advanced Practice Nurse DUTIES: Works directly with patients and in close partnership with other caregivers to provide direct patient care and improve patient outcomes. Serves as advisor, educator, resource, preceptor and leader for other members of the patient care team. REQUIREMENTS: MSN preferred. Maryland RN license and CPR. Five years nursing experience.	Nurse Practitioner DUTIES: Provides direct patient care for urgent and non-urgent patients, including diagnosis, treatment, and discharge. REQUIREMENTS: MS Nursing-Certified Nurse Practitioner, Maryland RN, CRNP license, CPR.
OR Equipment Technician DUTIES: Prepares operating rooms for surgery. REQUIREMENTS: CPR.	Critical Care Transport Coordinator DUTIES: Coordinates the transport of patients within the hospital and to other hospitals. REQUIREMENTS: EMT experience and an EMT certification preferred, CPR.	Case Manager DUTIES: Assesses, plans and implements options and services to meet patients' healthcare needs. REQUIREMENTS: BSN preferred. Maryland RN license. Three years of experience in a clinical setting.	Nursing Supervisor DUTIES: In the absence of a hospital administrator, makes administrative decisions that promote and maintain quality patient care. REQUIREMENTS: Maryland RN license and CPR.	Certified Nurse Midwife DUTIES: Provides care for the antepartum, intrapartum and postpartum patients. REQUIREMENTS: Approved nurse midwife program. Maryland license, current certification by the American College of Nurse Midwives; NRP and CPR.
Central Sterile Technician DUTIES: Cleans and decontaminates surgical instruments, procedure trays and patient care equipment. REQUIREMENTS: Certification required for certain positions.	Nurse Extender (Patient Care Tech) DUTIES: Performs delegated patient care procedures such as blood draws. Observes, reports and records patients' conditions. REQUIREMENTS: Maryland Certified Nursing Assistant license and CPR. One year of acute care experience preferred.	Respiratory Therapist (Certified or Registered) DUTIES: Administers respiratory care for all pediatric, adolescent, adult and geriatric patients. REQUIREMENTS: AA or BS. CRT or RRT through the National Board of Respiratory Care. Licensed by Maryland Board and CPR. One year experience preferred.	PC Navigator Facilitator DUTIES: Acts as a liaison between the patient, family and physician. Facilitates appointments and patient teaching. REQUIREMENTS: BSN, Maryland RN license. Five years nursing experience.	Physician Assistant DUTIES: Diagnoses and treats illness/diseases and prescribes medication. Works in collaboration with a physician. REQUIREMENTS: Graduate of an accredited physician assistant school. Licensed by Maryland Board of Physicians and CPR.
Lab Assistant DUTIES: Prepares specimens received for testing. REQUIREMENTS: One year in a hospital laboratory or reference laboratory preferred.	Sitter DUTIES: Keeps patients from harming themselves by falling or pulling out their lines. REQUIREMENTS: Maryland Certified nursing assistance license and CPR.	Registered Vascular Tech DUTIES: Performs vascular evaluations and educates adult patients with circulatory disorders. REQUIREMENTS: Registered Vascular Technologist or Registered Vascular Specialist. CPR.	Education Specialist DUTIES: Implements education programs, role training and specific skill practice for nursing staff. Supports hospital-wide education programs and specialty-based initiatives. REQUIREMENTS: BSN, Maryland RN license. National specialty certification preferred. CPR, ACLS, PALS, NRP and/or instructor level, as appropriate. Three years nursing experience.	Behavioral Health Specialist DUTIES: Provides assessment, screening, evaluation, and disposition for patients presenting with psychiatric illness. Serves patients at various locations across the system, including emergency rooms and counseling centers. REQUIREMENTS: MSW. Licensed clinical social worker in Maryland. Two years of experience in the assessment and disposition of behavioral health disorders.
Histopathology Technician DUTIES: Prepares tissue samples for microscopic examination by a pathologist. REQUIREMENTS: Eligibility for HTASCP registry. Five years of clinical experience.	OB Technician DUTIES: Prepares instrumentation and equipment for labor, delivery and recovery rooms. REQUIREMENTS: Maryland Certified nursing assistant and CPR.	Medical Lab Technician DUTIES: Performs lab testing and waived tests, quality control and preventive maintenance. Records and reports results. REQUIREMENTS: Associate's degree in medical lab technology. ASCP in MLT preferred. One year of supervised technical experience in a licensed clinical laboratory preferred.	Manager, Respiratory Therapy DUTIES: Manages, organizes, and coordinates the clinical and technical aspects of Respiratory Care Services. REQUIREMENTS: RRT. BS. Master's preferred – must enroll within one year and complete in five years. CPR.	Pharmacist DUTIES: Provides pharmaceutical care to patients, in compliance with federal, state, and professional mandates, as well as hospital and department policies and procedures. REQUIREMENTS: MS or Doctor of Pharmacy degree from an accredited school of pharmacy. Licensed by the Maryland Board of Pharmacy. One year hospital pharmacy experience preferred.
Rehab Technician DUTIES: Helps physical therapists and their assistants. Assists immobile patients and performs clerical and physical tasks. REQUIREMENTS: Six months prior experience in a PT/OT clinical setting preferred, CPR.	Licensed Practical Nurse DUTIES: Provides general nursing care under the direction of a registered nurse. Ensures that needs of residents are met. REQUIREMENTS: LPN graduate, a Maryland LPN license and CPR.	Lab Supervisor DUTIES: Directly supervises the work activities of assigned laboratory staff. REQUIREMENTS: Approved phlebotomy certification through the American Society of Phlebotomy Technicians or American Society of Clinical Pathology or applicable license. Five years clinical laboratory and two years supervisory experience preferred.	Medical Lab Technologist DUTIES: Performs specimen testing, quality control and preventive maintenance. Participates in quality management processes. REQUIREMENTS: BS in Chemistry, Biology, or other laboratory science and MLT or MLS (ASCP) or equivalent. One year of supervised technical experience in a licensed clinical laboratory preferred.	Histotechnologist DUTIES: Assists in the accession and processing of surgical specimens to preserve the tissue morphology and cell structure. REQUIREMENTS: BS degree and NAACLS accredited HTL or HT program. One year experience in histology preferred.
ED Peer Recovery Coach DUTIES: Provides peer support throughout the hospitalization and post-discharge to patients with alcohol and drug addiction. Assists patients in linking to community support and substance treatment services. REQUIREMENTS: Three years demonstrated personal recovery and sustained abstinence from alcohol and/or drug use. Communication and problem-solving skills.	Surgical Technician DUTIES: Directly supports surgeons and nurses in the operating room by preparing instruments and equipment. REQUIREMENTS: Surgical tech program completion, certification and CPR preferred. One year of experience preferred.	Medical Assistant DUTIES: Collects and documents patient assessments. Assists providers with exams and procedures. Stocks exam rooms. REQUIREMENTS: MA, AAMA, RMA, NCMA, NRCMA or NHA (CCMA) within 90 days of hire. Completion of medical assistant program and CPR preferred. One year of experience in a similar role within a medical office preferred.	Cytotechnologist DUTIES: Assists pathologists in preparing cytology material and screening cytology slides for final diagnostic assessment. REQUIREMENTS: BS degree and certificate in Cytology CAHEA, CT ASCP. One year of cytology experience preferred.	Cytotechnologist DUTIES: Assists pathologists in preparing cytology material and screening cytology slides for final diagnostic assessment. REQUIREMENTS: BS degree and certificate in Cytology CAHEA, CT ASCP. One year of cytology experience preferred.
Community Health Advocate DUTIES: Identifies and addresses issues that create barriers to care for specific individuals. Provides care, support and education in community settings. REQUIREMENTS: Participation with a community organization. Personal knowledge of the target population. Cultural competency. Knowledge of local resources and system navigation. Advocacy and community capacity building skills.	Medical Office Specialist DUTIES: Performs both administrative and medical assistant duties in a physician's office. Travels between multiple locations. REQUIREMENTS: Knowledge of computers and referral process preferred. One year experience in a medical office setting. Completion of a medical assistant program. Certified MA and CPR preferred.	Phlebotomist DUTIES: Collects blood samples via venipunctures, heel sticks and finger sticks. Ensures the quality and identification of blood samples. REQUIREMENTS: Completion of an accredited course plus clinical experience or one year of continuous phlebotomy experience. Heart Saver CPR. Phlebotomy certification preferred.	Occupational Therapist DUTIES: Provides Occupational therapy services for patients to regain physical, cognitive and/or perceptual function. REQUIREMENTS: BS or MS in OT. Maryland State OT license. Two years of experience in hospital setting. CPR.	Occupational Therapist DUTIES: Provides Occupational therapy services for patients to regain physical, cognitive and/or perceptual function. REQUIREMENTS: BS or MS in OT. Maryland State OT license. Two years of experience in hospital setting. CPR.
Radiology Assistant DUTIES: Assists technologists and department with supplies for procedures, patient accompaniment, paperwork, computer entries and image processing. REQUIREMENTS: Medical terminology and CPR preferred. One year experience in a medical environment preferred.	EKG Technician DUTIES: Performs electrograph tracings for the diagnosis of cardiac conditions. REQUIREMENTS: CPR and three months EKG experience.	MRI Technician DUTIES: Performs MRI scans on patients of all ages. Conducts all pre and post activities associated with each exam. REQUIREMENTS: Completion of an accredited radiology technician program. Licensed by the State of MD Board of Physicians. ARRT and CPR. MRI certification preferred. One year experience in MRI.	Pharmacist DUTIES: Provides pharmaceutical care to patients, in compliance with federal, state, and professional mandates, as well as hospital and department policies and procedures. REQUIREMENTS: MS or Doctor of Pharmacy degree from an accredited school of pharmacy. Licensed by the Maryland Board of Pharmacy. One year hospital pharmacy experience preferred.	Pharmacist DUTIES: Provides pharmaceutical care to patients, in compliance with federal, state, and professional mandates, as well as hospital and department policies and procedures. REQUIREMENTS: MS or Doctor of Pharmacy degree from an accredited school of pharmacy. Licensed by the Maryland Board of Pharmacy. One year hospital pharmacy experience preferred.

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CLINICAL POSITIONS

CONTINUED

INCREASING LEVELS OF EDUCATION/TRAINING REQUIRED

HS	HS+	AA	BS
Monitor Technician DUTIES: Evaluates the cardiac rhythm status of adult patients while on telemetry monitoring and reports cardiac rhythm changes and emergencies to both the RN and physician. REQUIREMENTS: Previous experience with cardiac monitoring preferred. Medical terminology.	Renal Technician DUTIES: Under the direct supervision of a registered nurse, provides direct care for patients undergoing dialysis treatments. REQUIREMENTS: Dialysis technician certification through the Maryland Board of Nursing, Board of Nephrology or National Nephrology Organization and CPR.	Physical Therapy Assistant DUTIES: Provides physical therapy to assist patients in regaining gross motor skills, muscular strength, the reduction of pain and improvement in the loss of skin/tissue integrity. REQUIREMENTS: Completion of a physical therapy assistant program (APTA approved). Maryland PTA license and CPR. Two years of experience in acute care services.	Physical Therapist DUTIES: Evaluates patients, plans and administers patient treatments to relieve pain and restore or improve function. REQUIREMENTS: Maryland physical therapist license. MS in PT with less than one year experience or BS in PT plus five years of experience. CPR.
	Pharmacy Technician DUTIES: Assists the pharmacist in drug receipt, storage, medication preparation, drug distribution, patient billing, order retrieval and delivery. REQUIREMENTS: Pharmacy technician certification. Registered with the Maryland Board of Pharmacy. Successful completion of IV admixture training within three months of hire.	Recreation Therapist DUTIES: Performs comprehensive evaluations and develops goal-oriented treatment plans. REQUIREMENTS: BS with certification. Experience as a CTRS in an inpatient rehabilitation setting preferred.	Speech Therapist DUTIES: Provides specific speech services to assist patients in regaining communication ability. REQUIREMENTS: MS in Speech/Language Pathology. Valid Maryland license in speech/language pathology. CPR. One year experience in acute care.
	Dental Assistant DUTIES: Assists dentist prior, during and after dental procedures. REQUIREMENTS: Dental radiation technologist license (Department of Mental Health and Hygiene). One year of experience required.	Mental Health Associate DUTIES: Leads rehabilitation, pre-occupational and educational groups. Conducts crisis interventions and accompanying documentation. Provides transportation and serves as transportation monitor. REQUIREMENTS: Associate's degree. Six months of related experience. Driving record with no more than two points.	Clinical Social Worker DUTIES: Creates and implements patient discharge plans through assessment of patient and family needs and resources. Participates in patient's individual plan of care, including patient counseling. REQUIREMENTS: BSW or MSW minimum of LSWA, LGSW or LCSW. LCSW-C preferred. Minimum of two years post graduate experience in healthcare for an MSW or ten years for a BSW.
	Ultrasound Technician DUTIES: Performs ultrasound procedures. Educates patients and family members. REQUIREMENTS: Completion of an accredited ultrasound program. Registered with American Registry of Diagnostic Medical Sonographers (ARDMS). CPR. One year experience in sonography preferred.	Clinical Dietetic Tech DUTIES: Works with dietitians and nutrition specialists on low risk patients. Performs screenings and reviews patient needs. REQUIREMENTS: AA or BS in nutrition-related field, 6 months experience preferred. Registered as a Dietetic Tech required.	Clinical Dietitian DUTIES: Plans and calculates nutrition support for therapeutic diets based on patients' healthcare needs. Instructs patients and their families on nutrition. REQUIREMENTS: BS (Food and Nutrition or Dietetics). Registered Dietitian eligible. Must acquire licensure as a Licensed Dietitian-Nutritionist in Maryland within one month of hire.
	Echocardiographer DUTIES: Performs all echocardiograms and Doppler studies. Assists with all other departmental testing. REQUIREMENTS: Completion of echo courses in M-Mode and 2-D and a Doppler echocardiography course. One year of experience in cardiology testing required. CPR. Credentials from the American Registry of Diagnostic Sonography (ARDMS) or Cardiovascular Credentialing International (CCI) preferred.	Pharmacy Tech Bedside Delivery DUTIES: Acts as pharmacy liaison between patients and physicians, social workers, nurses and pharmacy staff. Prepares prescriptions, coordinates payments and deliveries for bedside delivery program. REQUIREMENTS: Licensed pharmacy technician with five years retail or ambulatory care pharmacy experience. Prefer associate's degree in related field and inpatient pharmacy experience.	
	Anesthesia Technician DUTIES: Provides direct support for anesthesia providers including equipment maintenance and stocking anesthesia supplies. REQUIREMENTS: Annual course on anesthesia equipment maintenance and trouble shooting. Certification (ASATT) preferred, CPR.	Dental Hygienist DUTIES: Cleans teeth and educates patients in proper oral health hygiene. Assists dentist in procedures. REQUIREMENTS: Dental Hygiene/Dental Radiation License (Department of Health and Hygiene).	
	Bio Medical Technician DUTIES: Performs maintenance and repair of electronic clinical equipment. REQUIREMENTS: Six months of installation, testing, maintenance and repair of instruments, power supplies and electro/mechanical power transmission devices for clinical equipment or equivalent education. OEM service training or CBET credentials are accepted.	Radiology Technician DUTIES: Performs general diagnostic imaging including portable radiography and general operating room procedures. REQUIREMENTS: Completion of radiology technology program. Licensed by the State of Maryland, ARRT and CPR. One year experience in general diagnostic imaging.	
		CT Scan Technologist DUTIES: Performs CT scans, routine and invasive on patients of all ages. REQUIREMENTS: Completion of radiology technology program. Licensed by the State of Maryland, ARRT and CPR. One year experience in general diagnostic imaging and CT scanning.	
		Mammography Technician DUTIES: Performs mammograms and assists in ultrasound-guided breast procedures. May also perform bone density exams. REQUIREMENTS: Completion of accredited radiology tech program. State of Maryland Registered Radiologic Technologist (ARRT) Registered in Mammography. CPR. One year experience in a mammography.	
		Nuclear Medicine Technologist DUTIES: Performs all nuclear scans. Prepares and administers radioactive drugs to perform scans. REQUIREMENTS: Nuclear Medicine AA degree. Nuclear medicine license through the State of Maryland Board of Physicians Quality Assurance and CPR.	

