

Healthcare Career Pathways & Skill Standards (Credentials) Descriptive Model

*Prepared by the Center for Individual & Organizational Effectiveness (C4IOE.com)
for the Tri-County Workforce Investment Board – Butler, Pennsylvania
Spring 2017*

This Descriptive Model accompanies a Healthcare Report and a Graphic Model of Healthcare Career Pathways & Skill Standards, which are all available on the Tri-County Workforce Investment Board website. This model is not intended to identify ALL healthcare occupations (and their related credentialing requirements), but does identify representative occupations within each of the occupational clusters.



CAREER PATH: Direct Patient Care – Home Health Aide to Physician Assistant / Nurse Practitioner

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
DNP / Nurse Practitioner / APRN (Advanced Practice Registered Nurse including Nurse Midwife), Clinical Nurse Specialist (CNS)	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Skilled Nursing / Assisted Living Facility, Private Home, Outpatient / Urgent Care Center, Mental Health Clinic, Schools	Nurse practitioner programs are now required to have a DNP (doctorate) education in most cases. Minimum Master's degree	DNP (though previously licensed APRNs and NP master's level graduates) are likely grandfathered. Requirements by state. National certification is generally necessary. The <i>Consensus Model for APRN Regulation</i> , a document developed by a wide variety of professional nursing organizations, including the <u>National Council of State Boards of Nursing</u> , aims to standardize APRN requirements. The model recommends all APRNs be a licensed registered nurse; pass a national certification exam; and earn a second license specific to one of the APRN roles and to a certain group of patients. CNSs require additional state licensing in some states.
Physician Assistant (PA)	Med/Surge Hospital, Physician's Office, Skilled Nursing / Assisted Living Facility, Outpatient / Urgent Care Center	Master's degree	PA Physician Assistant license. Physician assistants must maintain the PA-C designation by earning 100 continuing education credits every two years. They are also required to pass the Physician Assistant National Recertifying Exam every six years.
MSN / Nurse Manager	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Skilled Nursing /	Typically a Master of Science in Nursing	RN with post-graduate training; generally masters or higher. AONE offers certification as a nurse

	Assisted Living Facility, Outpatient / Urgent Care Center, Mental Health Clinic, Business / Patient Records / IT office for Health System		manager and leader (CNML). May also become certified in executive nursing practice (CENP).
Registered Nurse (RN)	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Skilled Nursing / Assisted Living Facility, Private Home, Outpatient / Urgent Care Center, Mental Health Clinic	3 Options: Bachelor's degree or Associate's degree from a college, or a Hospital certification program	Registered nurses must be licensed by the state. To become licensed, nurses must graduate from an approved nursing program and pass the National Council Licensure Examination (NCLEX-RN).
Licensed Practical Nurse (LPN) / Licensed Vocational Nurse (LVN)	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Skilled Nursing / Assisted Living Facility, Private Home, Outpatient / Urgent Care Center, Mental Health Clinic	Secondary education – high school diploma or GED; plus LPN program (full-time, generally 1 year)	LPN license; Post-secondary certification after passing National Council Licensure Examination (NCLEX-PN)
Respiratory Therapist	Med/Surge Hospital	Associate's degree	Licensing is required in all states but Alaska. <u>The National Board for Respiratory Care (NBRC)</u> is the certifying body for respiratory therapists. The Board offers two levels of certification: Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT). CRT is the first-level certification. RRT certification requires CRT first.
EMT / Paramedic	Ambulance Service – variety of settings	Secondary education – high school diploma or GED; plus EMT or Paramedic program	Emergency Medical Technician or Paramedic; Post-secondary certification / and license requirements by state. National Registry of Emergency Medical Technicians NREMT. EMT, Advanced EMT, and Paramedic
Certified Nursing Assistant (CNA)	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Skilled	Secondary education – high school or GED; plus CNA program	CNA license; Post-secondary certification. Must be on state registry to work in nursing homes.

	Nursing / Assisted Living Facility, Private Home		In some states, nursing assistants can earn additional credentials, such as becoming a Certified Medication Assistant (CMA). As a CMA, they can give medications.
Home Health Aide / Personal Care Attendant	Skilled Nursing / Assisted Living Facility / Group Home, Day Services Program, Private Home	No formal educational award required	Home health aides who work for agencies that receive reimbursement from Medicare or Medicaid must get a minimum level of training and pass a competency evaluation to be certified. Additional requirements for certification vary by state. In some states, the only requirement for employment is on-the-job training, which employers generally provide. Other states require formal training, which is available from community colleges, vocational schools, elder care programs, and home healthcare agencies.
Dental Hygienist	Dental Office	Associates Degree; plus Dental Hygienist program	American Dental Association accredited program completion and state license
Dental Assistant	Dental Office	Secondary education – high school or GED; plus Dental Assistant program. Dental assistants who do not have formal education in dental assisting may learn their duties through on-the-job training.	Dental Assisting National Board (DANB) certification and state license

JOB ROLE	JOB DESCRIPTION
DNP / Nurse Practitioner / APRN (Advanced Practice Registered Nurse including Nurse Midwife), Clinical Nurse Specialist (CNS)	Nurse anesthetists, nurse midwives, and nurse practitioners, also referred to as <i>advanced practice registered nurses (APRNs)</i> , coordinate patient care and may provide primary and specialty healthcare. The scope of practice varies from state to state. May work as Nurse anesthetists (CRNAs), Nurse midwives (CNMs), Clinical nurse specialists (CNSs) or Nurse practitioners (NPs). In about half of the U.S. states, Nurse Practitioners can function independently without an overseeing physician.
Physician Assistant (PA)	Physician assistants, also known as <i>PAs</i> , practice medicine on teams with physicians, surgeons, and other healthcare workers. They examine, diagnose, and treat patients. Physician Assistants cannot practice independently without oversight from physician.
MSN / Nurse Manager	“Nurse Managers help patients by managing the nurses who care for them. While these nurses are mainly responsible for recruitment and retention of the nursing staff and overseeing them, they also occasionally collaborate with doctors on patient care, and help assist patients and their families when needed. Source: www.discovernursing.com
Registered Nurse (RN)	Registered nurses (RNs) provide nursing care and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.
Licensed Practical Nurse (LPN) / Licensed Vocational Nurse	Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care. They work under the direction of registered nurses and doctors
Respiratory Therapist	Respiratory therapists care for patients who have trouble breathing—for example, from a chronic respiratory disease, such as asthma or emphysema. Their patients range from premature infants with undeveloped lungs to elderly patients who have diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning, or shock.
EMT / Paramedic	Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People’s lives often depend on the quick reaction and competent care provided by these workers. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities
Certified Nursing Assistant (CNA)	Nursing assistants, sometimes called <i>nursing aides</i> , help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes.
Home Health Aide / Personal Care Attendant	Home health aides help people with disabilities, chronic illness, or cognitive impairment with activities of daily living. They often help older adults who need assistance. In some states, home health aides may be able to give a client medication or check the client’s vital signs under the direction of a nurse or other healthcare practitioner.
Dental Hygienist	Dental hygienists clean teeth, examine patients for signs of oral diseases such as gingivitis, and provide other preventive dental care. They also educate patients on ways to improve and maintain good oral health.
Dental Assistant	Dental assistants perform many tasks, ranging from providing patient care and taking x rays to recordkeeping and scheduling appointments. Their duties vary by state and by the dentists’ offices where they work.

CAREER PATH: Behavioral Health & Social Work

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
Health Care Social Worker	Schools, Rehabilitation Clinics, Government Offices	MSW (Master of Social Work degree)	Certified Social Worker in Health Care (C-SWHC). Twenty (20) contact hours of practice area specific continuing professional education. Also, documentation of at least two (2) years (equivalent of 3,000 hours) of paid, supervised, post-MSW social work employment.
Substance Abuse & Behavioral Disorder Counselor	Psychiatric & Substance Abuse Hospital, Mental Health Clinic, Prisons, Private Practice	Depends on work environment and whether in private practice or not: Master's degree, Bachelor's degree, sometimes only a high school diploma	Substance abuse and behavioral disorder counselors in private practice must be licensed. Licensing requirements vary by state, but all states require a master's degree and 2,000 to 4,000 hours of supervised clinical experience. <u>National Board for Certified Counselors</u> The licensure or certification criteria for substance abuse and behavioral disorder counselors outside of private practice vary from state to state. For example, not all states require a specific degree, but many require applicants to pass an exam.
Psychiatric Technician	Psychiatric & Substance Abuse Hospital, Mental Health Facility, Skilled Nursing / Assisted Living Facility / Group Home	Postsecondary certificate, often in nursing. Typically, experience as a nursing assistant or licensed practical nurse. Some psychiatric technicians also may have a postsecondary certificate or associate's degree in	Some states license psychiatric technicians. The <u>American Association of Psychiatric Technicians</u> offers four levels of certification for psychiatric technicians. Requirements vary by certification.

		psychiatric or mental health technology.	
Psychiatric Aide	Psychiatric & Substance Abuse Hospital, Mental Health Facility, Skilled Nursing / Assisted Living Facility / Group Home	Secondary education – high school or GED;	No Licensing requirements

JOB ROLE	JOB DESCRIPTION
Health Care Social Worker	Healthcare Social Workers provide services designed to help patients and their families improve or maintain wellness and healthy functioning. This field is focused on the biopsychosocial components of health and/or mental health.
Substance Abuse & Behavioral Disorder Counselor	Substance abuse and behavioral disorder counselors advise people who suffer from alcoholism, drug addiction, eating disorders, or other behavioral problems. They provide treatment and support to help the client recover from addiction or modify problem behaviors.
Psychiatric Technician	Psychiatric technicians and aides care for people who have mental illness and developmental disabilities. Technicians typically provide therapeutic care and monitor their patients' conditions. Aides help patients in their daily activities and ensure a safe, clean environment.
Psychiatric Aide	Psychiatric technicians and aides care for people who have mental illness and developmental disabilities. Technicians typically provide therapeutic care and monitor their patients' conditions. Aides help patients in their daily activities and ensure a safe, clean environment.

CAREER PATH: Allied Health

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
Physical Therapist	Med/Surge Hospital, Physician's Office, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility, Private Home	Doctoral or professional degree. DPT programs typically last 3 years. Most programs require a bachelor's degree for admission. Some programs admit college freshmen into 6- or 7-year programs that allow students to graduate with both a bachelor's degree and a DPT. Most DPT programs require applicants to apply through the <u>Physical Therapist Centralized Application Service (PTCAS)</u> .	All states require licensure. Licensure requirements vary by state but all include passing the National Physical Therapy Examination administered by the <u>Federation of State Boards of Physical Therapy</u> . After gaining work experience, some physical therapists choose to become a board-certified specialist. The <u>American Board of Physical Therapy Specialties</u> offers certification in 8 clinical specialty areas. Board specialist certification requires passing an exam and at least 2,000 hours of clinical work or completion of an <u>American Physical Therapy Association (APTA)</u> -accredited residency program in the specialty area.
Physical Therapy Assistant	Med/Surge Hospital, Physician's Office, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility, Private Home	Associate's degree from accredited program.	All states require physical therapist assistants to be licensed or certified. Licensure typically requires graduation from an accredited physical therapist assistant program and passing the National Physical Therapy Exam for physical therapist assistants administered by the <u>Federation of State Boards of Physical Therapy</u> .

Physical Therapy Aide	Med/Surge Hospital, Physician's Office, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility, Private Home	Secondary education – high school or GED; On the job training	No licensing requirements.
Occupational Therapist	Med/Surge Hospital, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility, Private Home	Minimum Master's degree & Clinical Field Work	All states require licensure. Licensing requirements vary by state, but all require candidates to pass the national examination administered by the <u>National Board for Certification in Occupational Therapy</u> (NBCOT). To sit for the NBCOT exam, candidates must have earned a degree from an accredited educational program and completed all fieldwork requirements.
Occupational Therapy Assistant	Med/Surge Hospital, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility,	Associate's degree from an accredited occupational therapy assistant program	Must be licensed in most states. Licensure typically requires the completion of an accredited occupational therapy assistant education program, completion of all fieldwork requirements, and passing the <u>National Board for Certification in Occupational Therapy</u> (NBCOT) exam, which they must do to use the title "Certified Occupational Therapy Assistant" (COTA). Some states have additional requirements.
Occupational Therapy Aide	Med/Surge Hospital, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility,	Secondary education – high school diploma or GED;	This position is not regulated and has no licensing or certification requirements
Speech / Language Pathologist (Speech Therapist)	Schools, Med/Surge Hospital, Office of Allied Health Practitioner	Minimum of a Master's degree in speech / language field.	Almost all states require licensure. A license requires at least a

	(physical therapist, etc.), Skilled Nursing / Assisted Living Facility		master's degree and supervised clinical experience. Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP), is offered by the American Speech-Language-Hearing Association. Certification satisfies some or all of the requirements for state licensure and may be required by some employers.
Orthotist & Prosthetist	Office of Allied Health Practitioner (physical therapist, etc.), Third-Party Business	Master's degree in orthotics and prosthetics. Following Master's graduation, candidates must complete a residency that has been accredited by the <u>National Commission on Orthotic and Prosthetic Education (NCOPE)</u> . Candidates typically complete a 1-year residency program in either orthotics or prosthetics. To become certified in both orthotics and prosthetics, need to complete 1 year of residency training for each specialty or, less commonly, an 18-month residency in both orthotics and prosthetics	Certification. Must complete a residency before they can be certified. Some states require licensure in addition to certification.
Recreational Therapist	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility	Bachelor's degree usually in recreational therapy or a related field such as recreation and leisure studies. Bachelor's degree programs usually include an internship	Certification is an option. The NCTRC offers the Certified Therapeutic Recreation Specialist (CTRS) credential. Candidates may qualify for certification through one of two pathways. The first option requires a bachelor's degree in recreational therapy, which includes the completion of a supervised internship of at least 560 hours, and passing an exam. The second option also requires passing an exam, but allows candidates with a bachelor's degree in an unrelated subject to qualify with a combination of

			education and work experience. Specialty certification in 5 areas.
Surgical Technologist	Med/Surge Hospital, Physician's Office, Outpatient / Urgent Care Center	Postsecondary certificate or an associate's degree.	Certification is available/optional. A small number of states have regulations governing the work of surgical technologists or surgical assistants, or both. Certification through <u>The National Board of Surgical Technology and Surgical Assisting</u> allows the use of the title "Certified Surgical Technologist (CST)." Certification through the <u>National Center for Competency Testing</u> allows the use of the title "Tech in Surgery - Certified (NCCT)."
Pharmacy Technician	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Pharmacies in Drug stores and Grocery stores	Secondary education – high school diploma or GED; Some may complete post-secondary education / certificate	Most states regulate pharmacy techs in some way. Some states and employers require pharmacy technicians to be certified. Two organizations offer certification. The <u>Pharmacy Technician Certification Board</u> (PTCB) certification requires a high school diploma and the passing of an exam. Applicants for the <u>National Healthcareer Association</u> (NHA) certification must be at least 18 years old, have a high school diploma, and have completed a training program or have 1 year of work experience.

JOB ROLE	JOB DESCRIPTION
Physical Therapist	Physical therapists, sometimes called <i>PTs</i> , help injured or ill people improve their movement and manage their pain. These therapists are often an important part of the rehabilitation, treatment, and prevention of patients with chronic conditions, illnesses, or injuries.
Physical Therapy Assistant	Physical therapist assistants, sometimes called <i>PTAs</i> , and physical therapist aides work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain.
Physical Therapy Aide	Physical therapist assistants, sometimes called <i>PTAs</i> , and physical therapist aides work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain.
Occupational Therapist	Occupational therapists treat injured, ill, or disabled patients through the therapeutic use of everyday activities. They help these patients develop, recover, and improve the skills needed for daily living and working.
Occupational Therapy Assistant	Occupational therapy assistants and aides help patients develop, recover, and improve the skills needed for daily living and working. Occupational therapy assistants are directly involved in providing therapy to patients; occupational therapy aides typically perform support activities. Both assistants and aides work under the direction of occupational therapists.
Occupational Therapy Aide	Occupational therapy assistants and aides help patients develop, recover, and improve the skills needed for daily living and working. Occupational therapy assistants are directly involved in providing therapy to patients; occupational therapy aides typically perform support activities. Both assistants and aides work under the direction of occupational therapists.
Speech / Language Pathologist (Speech Therapist)	Speech-language pathologists (sometimes called <i>speech therapists</i>) assess, diagnose, treat, and help to prevent communication and swallowing disorders in patients. Speech, language, and swallowing disorders result from a variety of causes, such as a stroke, brain injury, hearing loss, developmental delay, Parkinson’s disease, a cleft palate or autism.
Orthotist & Prosthetist	Orthotists and prosthetists design and fabricate medical supportive devices and measure and fit patients for them. These devices include artificial limbs (arms, hands, legs, and feet), braces, and other medical or surgical devices.
Recreational Therapist	Recreational therapists plan, direct, and coordinate recreation-based treatment programs for people with disabilities, injuries, or illnesses. These therapists use a variety of modalities, including arts and crafts; drama, music, and dance; sports and games; aquatics; and community outings to help maintain or improve a patient’s physical, social, and emotional well-being.
Surgical Technologist	Surgical technologists, also called <i>operating room technicians</i> , assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries.
Pharmacy Technician	Pharmacy technicians help pharmacists dispense prescription medication to customers or health professionals.

CAREER PATH: Imaging & Diagnostics

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
Nuclear Medicine Technologist	Med/Surge Hospital, Physician's Office, Dental Office, Medical Lab, Outpatient / Urgent Care Center, Imaging Center	Associate's degree from an accredited nuclear medicine technology program	Technologists must be licensed in about one half of the states; requirements vary by state. Certification is available from the <u>American Registry of Radiologic Technologists (ARRT)</u> and the <u>Nuclear Medicine Technology Certification Board (NMTCB)</u> . In addition to receiving general certification, technologists can earn specialty certifications that show their proficiency in specific procedures or on certain equipment.
Radiology & MRI Technologist	Med/Surge Hospital, Imaging Center	Associate's degree	Radiologic technologists must be licensed or certified in most states. Few states license MRI technologists. Certifications for radiologic technologists are available from the <u>American Registry of Radiologic Technologists (ARRT)</u> . Certifications for MRI technologists are available from the <u>American Registry of Radiologic Technologists (ARRT)</u> and from the <u>American Registry of Magnetic Resonance Imaging Technologists</u>
Diagnostic Medical Sonographer	Med/Surge Hospital, Physician's Office, Medical / Diagnostic Lab	Associates degree or 1 year program from college or hospital	American Registry for Diagnostic Medical Sonographers. Certification from accredited program, and exam. Certifications

			are issued within specialties. Few states require licensure.
Cardiovascular Technologist & Technician	Med/Surge Hospital, Physician's Office, Medical / Diagnostic Lab	Associates degree or 1 year program from college or hospital (for Technologist); Secondary education – high school diploma or GED (for Technician)	Cardiovascular Credentialing International. American Registry for Diagnostic Medical Sonographers. Certification from accredited program, and exam. Certifications are issued within specialties. Few states require licensure.
Phlebotomist	Med/Surge Hospital, Physician's Office, Blood Donation Center, Medical Lab, Outpatient / Urgent Care Center	Post-secondary award / certificate	Most employers prefer a professional certification. Some states require certification. Several organizations offer certifications for phlebotomists. The <u>National Center for Competency Testing (NCCT)</u> , <u>National Healthcareer Association (NHA)</u> , the <u>American Society for Clinical Pathology (ASCP)</u> , and the <u>American Medical Technologists (AMT)</u> offer Phlebotomy Technician certifications.
EKG Technician / Cardiographic Technician	Med/Surge Hospital, Physician's Office, Outpatient / Urgent Care Center	Secondary education – high school diploma or GED; Some will get post-secondary certificate or Associate's degree to be more competitive	Certified Cardiographic Technician

JOB ROLE	JOB DESCRIPTION
Nuclear Medicine Technologist	Nuclear medicine technologists operate equipment that creates images of areas of a patient's body. They prepare radioactive drugs and administer them to patients. The radioactive drugs cause abnormal areas of the body to appear different from normal areas in the images.
Radiology & MRI Technologist	Radiologic technologists, also known as <i>radiographers</i> , perform diagnostic imaging examinations, such as x rays, on patients. MRI technologists operate magnetic resonance imaging (MRI) scanners to create diagnostic images.
Diagnostic Medical Sonographer	Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, operate special imaging equipment to create images or to conduct tests. The images and test results help physicians assess and diagnose medical conditions. Some technologists assist physicians and surgeons during surgical procedures.

Cardiovascular Technologist	Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, operate special imaging equipment to create images or to conduct tests. The images and test results help physicians assess and diagnose medical conditions. Some technologists assist physicians and surgeons during surgical procedures.
Cardiovascular Technician	Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, operate special imaging equipment to create images or to conduct tests. The images and test results help physicians assess and diagnose medical conditions. Some technologists assist physicians and surgeons during surgical procedures.
Phlebotomist	Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn.
EKG Technician / Cardiographic Technician	“EKG technicians are noninvasive technicians who specialize in electrocardiography. They are also known as cardiographic technicians or electrocardiograph technicians. An electrocardiogram, or EKG, monitors a patient’s heart by tracing electrical impulses given by the heart. The technician attaches electrodes to the chest, arms, and legs of the patient, and then controls the EKG machine to best obtain a reading, which they then print out for the physician to look over and interpret.” Source: www.healthcarepathway.com

CAREER PATH: Business, Health Informatics & Patient Records

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
Health Care or Hospital Administrator; Medical Practice Manager	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office / Medical Practice, Office of Allied Health Practitioner (physical therapist, etc.), Skilled Nursing / Assisted Living Facility, Mental Health Clinic	A master's degree in health care administration, long-term care administration, health sciences, public health, public administration, or business administration (MBA).	Due to federal funding regulations, licensing is required for nursing home administrators. Most health care administrators are not required to be licensed by the state. There are several respected organizations that certify health care administrators. ACHE, the American College of Healthcare Executives, is for health care administrators with degrees at the post-baccalaureate level. Other certifications may be appropriate: CPAM (Certified Accounts Manager) certification, available from the American Association of Healthcare Administrative Management, is for those who work with hospital accounts.
Health Educator	Schools, Hospitals and Clinics, Community and Public Health Agencies	Bachelor's or Master's degree; many employers also prefer someone with RN license	Health educators are not licensed, but some employers ask for national board certification. This is offered by the National Commission of Health Education Credentialing. Certification as a Certified Health Education Specialist
Medical Coding & Billing	Med/Surge Hospital, Physician's Office, Business / Patient Records Third-Party, or Self-Employed	Associate's degree, or some will get a Bachelor's degree for higher pay	Certification is earned by passing an examination. There are multiple certifying agencies for medical coders, but they're not all equal. Two best known and most

			<p>respected around the nation are AHIMA and the AAPC. The American Academy of Professional Coders (AAPC - www.aapc.com) offers three certifications including, CPC, CPC-H and CPC-P. The AAPC offers the CPC (Certified Professional Coder) certification, which is most useful for coders in physician's office settings. There is also the CPC-H, which is for hospitals and the CPC-P, which is geared toward payers (health plans or Medicare).</p> <p>The CCA (Certified Coding Associate) is the easiest to earn, but is not as highly valued. The CCS (Certified Coding Specialist) is more of a gold standard, but the exam is far more difficult. Fewer than 50% of candidates pass on a first attempt. AHIMA also offers certification in health information management.</p> <p>The American Medical Billing Association (AMBA) offers the Certified Medical Reimbursement Specialist credentials</p>
Cancer Registrar	Cancer Treatment Centers, Hospitals, State and Federal Cancer Registries, Pharmaceutical Companies, or Cancer Registry Software Companies	Associate's degree in Health Information Management from program accredited by National Cancer Registrars Association	Optional certification: Certified Tumor Registrar (CTR) through National Cancer Registrars Association (NCRA)
Medical Records & Health Information Technician	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Outpatient / Urgent Care Center	Post-secondary certificate program or associate's degree	Typically a postsecondary certificate. Certification is often required.
Medical Transcriptionist	Med/Surge Hospital, Physician's Office, Dental Office, Business /	Post-secondary certificate program (usually 1 year) or associate's degree	Certification is not required, but is offered through Association for

	Patient Records Third-Party, or Self-Employed		Healthcare Documentation Integrity. The RHDS certification (Registered Healthcare Documentation Specialist) formerly known as the Registered Medical Transcriptionist (RMT), is for recent graduates with less than 2 years of experience and who work in a single specialty environment, such as a clinic or a doctor's office. The CHDS certification (Certified Healthcare Documentation Specialist), formerly known as the Certified Medical Transcriptionist (CMT), is for transcriptionists who have at least 2 years of experience and those who handle dictation in several medical specialties
Medical Assistant	Med/Surge Hospital, Psychiatric & Substance Abuse Hospital, Physician's Office, Outpatient / Urgent Care Center	Secondary education – high school diploma or GED; Some may also get a post-secondary certificate, and some an associate's degree	No formal certification required though some pursue a post-secondary certificate. The National Commission for Certifying Agencies, part of the <u>Institute for Credentialing Excellence</u> , accredits five certifications for medical assistants: <ul style="list-style-type: none"> • Certified Medical Assistant (CMA) from the <u>American Association of Medical Assistants</u> • Registered Medical Assistant (RMA) from <u>American Medical Technologists</u> • National Certified Medical Assistant (NCMA) from the <u>National Center for Competency Testing</u>

			<ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA) from the <u>National Healthcareer Association</u> • Certified Medical Administrative Assistant (CMAA) from the <u>National Healthcareer Association</u>
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JOB ROLE	JOB DESCRIPTION
Health Care or Hospital Administrator; Medical Practice Manager	“Health Care Administrators have careers focused on planning, coordinating, and supervising the functions of health care facilities and the staff that work there. There are two types of health administrators, generalists and specialists. Generalists are individuals who are responsible for managing or helping to manage an entire medical facility. Specialists are individuals who are responsible for the efficient operations of a specific department such as policy analysis, finance, accounting, budgeting, human resources, or marketing.” Source: www.healthcarepathway.com
Medical Assistant	Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice
Health Educator	Health Educators are about “prevention.” They aim to prevent diseases and health issues by educating people, whether they are patients in a hospital, or students in school, or veterans or elderly in the community. They design and present programs, and distribute information in various formats.
Medical Records & Health Information Technician	Medical records and health information technicians, commonly referred to as <i>health information technicians</i> , organize and manage health information data. They ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories.
Medical Transcriptionist	Medical transcriptionists, sometimes referred to as <i>healthcare documentation specialists</i> , listen to voice recordings that physicians and other healthcare workers make and convert them into written reports. They may also review and edit medical documents created using speech recognition technology. Transcriptionists interpret medical terminology and abbreviations in preparing patients’ medical histories, discharge summaries, and other documents.
Medical Coding & Billing	Each procedure and diagnosis has an assigned code and for a hospital, diagnostic center or medical provider's office to be reimbursed by an insurance company these codes need to be entered and filed correctly. The relationship between health care providing facilities and health insurance companies has become quite complex with regards to coding and billing. Medical Coding/Billing Specialists enter medical codes on billing to insurance companies, for a variety of health providers.
Cancer Registrar	Working as a Cancer Registrar involves “collecting, summarizing, interpreting, recording and disseminating a wide range of data on cancer. Basic duties include case finding, creating abstracts of the information, and follow up. Case finding involves reading pathology reports and medical records for every patient within that hospital who has been diagnosed with cancer.

	Abstracting involves writing summaries of each individual case and inputting with standard medical code. Following up with each patient and physician is also an important aspect, checking on their condition to help calculate survival rates for various cancers.” Source: www.healthcarepathway.com
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CAREER PATH: Medical Research & Development

JOB ROLE	POTENTIAL WORK SETTINGS	EDUCATION & TRAINING REQUIREMENTS	SKILL STANDARDS: CERTIFICATION / LICENSE REQUIREMENTS
Cytotechnologist	Medical Laboratories, Public Health Facilities, or Hospitals and Medical Clinics	Bachelor's degree or higher	Some states license cytotechnologists and other medical laboratory personnel. In the majority of states, licensing is not mandated, but employers may ask for certification. The American Society for Clinical Pathology offers both Cytotechnologist (CT) certification and Specialist in Cytology (SCT) certification.
Blood Bank Technology Specialist	Hospitals, Labs, Transfusion Centers, Research Facilities, and Community Blood Banks	Bachelor's degree	Certification is available when completing training through AABB accredited program in conjunction with the American Society of Clinical Pathologists Board of Registry. By passing the exam, you will be certified as a Specialist in Blood Banking Technology (SBBT), or as a Technologist in Blood Banking (BB).
Medical & Clinical Laboratory Technologist	Med/Surge Hospital, Physician's Office, Diagnostic Lab	Typically a Bachelor's degree	Some states require licensure
Medical & Clinical Laboratory Technician	Med/Surge Hospital, Physician's Office, Diagnostic Lab	Associate's degree or post-secondary certificate program	Some states require licensure

JOB ROLE	JOB DESCRIPTION
Cytotechnologist	“Cytotechnologists are clinical laboratory scientists who specialize in detecting the presence or absence of disease at the cellular level. They look for cancerous and precancerous cells as well as signs of infection. They are experts in handling biological samples, preparing slides, and observing small changes under a microscope.” Source: www.healthcarepathway.com
Blood Bank Technology Specialist	“A specialist in blood bank technology (SBB) works in a laboratory overseeing and performing routine tests as well as advanced and specialized tests on blood samples. They test for blood group antigens, investigate abnormalities identifiable in the blood, take care of blood collection and processing, draw and type blood, and perform pre-transfusion screening.” Source: www.healthcarepathway.com
Medical & Clinical Laboratory Technologist	Medical laboratory technologists (commonly known as <i>medical laboratory scientists</i>) and medical laboratory technicians collect samples and perform tests to analyze body fluids, tissue, and other substances
Medical & Clinical Laboratory Technician	Medical laboratory technologists (commonly known as <i>medical laboratory scientists</i>) and medical laboratory technicians collect samples and perform tests to analyze body fluids, tissue, and other substances

List of Resources for this Model

(NOTE: There are other resources that were used for the entire project, including the report, listed in the accompanying report).

- Discover Nursing www.discovernursing.com
- Explore Health Careers <https://explorehealthcareers.org/career-explorer/types-health-careers/>
- Healthcare Pathway www.healthcarepathway.com (Healthcare occupations & PA training programs)
- Institute for Credentialing Excellence <http://www.credentialingexcellence.org/>
- Pennsylvania State Nurses Association <http://www.panurses.org/2008>
- [Social Worker Credentialing](https://socialworkers.org/credentials/specialty/C-SWHC.asp) <https://socialworkers.org/credentials/specialty/C-SWHC.asp>
- U.S. Bureau of Labor Statistics, Healthcare Occupations <https://www.bls.gov/ooh/healthcare/home.htm>
- U.S. Bureau of Labor Statistics, Occupational Handbook: <https://www.bls.gov/ooh/>
- O*Net Online: <https://www.onetonline.org/>