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Semiannual Healthcare Compensation Survey Report Job List

Winter 2007

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Job Code	Job Title	Job Description
Administration		
HC07SJ0001	Health Value Analyst	Analyzes product research and clinical outcomes data, and prepares financial analyses to ensure that hospital supply management activities optimize the delivery of cost-effective, quality healthcare. Determines the clinical and financial impact of adding new products and technologies to the hospital product formulary. Evaluates prospective technologies that may significantly impact revenue and support strategic planning. As this is an emerging field, job requirements vary. Suggestions on the job description and job requirements are welcome.
HC07000270	Medical Billing Clerk	Responsible for compiling amounts owed to medical facility. Reviews and maintains orders, invoices and records to ensure accuracy. Maintains all patient payment records. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
HC07000182	Nurse Recruiter	Recruits qualified applicants for licensed practical nurses, graduate nurse positions, or positions requiring registered nurse licensure. Places advertisements, attends job fairs, and heads in-house recruitment efforts. Interviews candidates and refers them to the appropriate clinical service. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
HC07000272	Nursing Unit Administrative Assistant	Responsible for providing secretarial support for all employees within an assigned nursing unit. Maintains and updates patients' records for a given unit. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07SJ0009	Trauma Registrar	Collects and maintains data on patients admitted to the facility for certain types of injuries. Assigns codes for injury severity based on medical records and conversations with care providers. Runs reports to extract and analyze data for use in research, quality improvement initiatives, or for submission to a state-wide, regional, or national database. May require an associate's degree or its equivalent with 0-2 years of experience in the field or in a related area. May require the Trauma Registrar certification. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Laboratory Services		
HC07000163	Histology Technician	Prepares tissue specimens for routine and special procedures to confirm a patient diagnosis. Performs complex histological procedures, records and analyzes data, maintains and repairs instruments. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Must also be certified as a Histotechnician HT (ASCP). Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000033	Medical Laboratory Technician	Performs manual and automated routine blood tests. Prepares specimens for microscope examination. Operates laboratory equipment including centrifuges, dry bath incubators, and blood bank refrigerators. Requires graduation from an accredited MLT program and passing a national exam given by the Board of Registry of the American Society for Clinical Pathology. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to supervisor or manager.
HC07000034	Medical Laboratory Technician, Sr.	Performs manual and automated routine blood tests. Prepares specimens for microscope examination. Operates laboratory equipment including centrifuges, dry bath incubators, and blood bank refrigerators. Requires graduation from an accredited MLT program, passing a national exam given by the Board of Registry of the American Society for Clinical Pathology, and at least 4 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to supervisor or manager.
HC07000018	Medical Technologist - Hematology	Performs routine blood, urinalysis, and coagulation procedures. May also be expected to study morphology of blood and perform coagulation studies. Identifies unusual results and takes appropriate action to make corrections and solve problems. Requires a bachelor's degree with at least 2 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A limited degree of creativity and latitude is required. Typically reports to a manager or supervisor.
HC07000174	Medical Technologist - Microbiology	Performs a variety of virological, mycological, bacteriological, and parasitological tests to provide data on cause and progress of disease. Identifies, isolates, and cultivates microorganisms present in body fluids, skin scrapings, exudates, or autopsy and surgical specimens. May require a bachelor's degree in Medical Technology and ASCP certification/eligibility and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Laboratory Services (Continued)		
HC07000017	Medical Technologist (ASCP)	Performs diagnostic testing following standardized procedures on patient samples, which aids physicians in the diagnosis and/or monitoring of various disease states. Resolves problems and interprets results as to accuracy, acceptability, and critical limits. Requires a bachelor's degree and must be a certified medical technologist. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A limited degree of creativity and latitude is required. Typically reports to a manager or supervisor.

Job Code	Job Title	Job Description
Management		
HC07000336	Behavioral Health Director	Oversees the study and treatment of patients with emotional, mental, or psychological disorders. May be responsible for both in-patient and out-patient treatment. Requires a master's degree/Ph.D and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000020	Medical Director	Plans and directs all aspects of an organization's medical policies and programs. Responsible for strategic clinical relationships with physicians; oversees the development of the clinical content in marketing materials; ensures all clinical programs are in compliance; writes research publications appropriate to support clinical service offerings. Requires a degree in medicine with at least 15 years of experience. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HC07SJ0008	Nurse Manager	Plans and implements the overall nursing policies, procedures, and services for a hospital, nursing home, or other medical facility. Maintains nursing staff by recruiting, selecting, and training clinical staff. Ensures that nurses are current in competency, assessments, licensure, certifications, and other annual training. May provide direct patient care and is responsible for evaluating patient health. Must be a registered nurse with at least 5 years of clinical experience in a related field. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HC07000330	Nurse Manager - Long-Term Care	Plans and implements the overall nursing policies, procedures, and services for a long-term care facility. Maintains nursing staff by recruiting, selecting, and training clinical staff. Ensures that nurses are current in competency, assessments, licensure, certifications, and other annual training. May provide direct patient care and is responsible for evaluating patient health. Must be a registered nurse with at least 5 years of clinical experience in a related field. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.
HC07000106	Nursing Director	Administers the nursing program in hospital, nursing home, or other medical facility to maintain standards of patient care; advises medical staff, department heads, and administrators in matters related to nursing service. Recommends establishment or revision of policies and develops organizational structure and standards of performance. Interprets policies and objectives of nursing service to staff and community groups. Requires an advanced degree in nursing and is licensed as a registered nurse. May require at least 8 years of experience in the nursing field. Generally manages senior professional staff. Relies on experience and judgment to plan and accomplish goals. Typically reports to an executive.

Job Code	Job Title	Job Description
Management (Continued)		
EX05000233	Top Long Term Care Executive	Plans and directs all aspects of an organization's long term care function. Responsible for directing and implementing long term care systems for healthcare facilities. Ensures staff activities are in compliance with federal, state and local regulations. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
EX05000206	Top Managed Care Executive	Plans and directs all aspects of an organization's managed care function. Responsible for directing and implementing managed care systems for healthcare facilities. Requires a bachelor's degree with at least 15 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Job Code	Job Title	Job Description
Medical Records		
HC07000302	Medical Records Clerk	Organizes and evaluates patient medical records. Reviews medical records for accuracy and completeness. Responsible for filing and retrieving medical records. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
HC07000286	Medical Records Clerk - Home Care	Organizes and evaluates patient medical records for a home care office. Reviews medical records for accuracy and completeness. Responsible for filing and retrieving medical records. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
HC07000020	Medical Records Transcriptionist	Transcribes medical dictation by physicians and other medical practitioners pertaining to patients assessment, diagnostics, therapy, and other medical reports. Requires a high school diploma and has taken coursework in medical terminology. Has 0-2 years of related work experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor/manager.
HC07000175	Medical Transcription Supervisor	Supervises daily activities of the Medical Records Department to optimize productivity. Assigns, schedules and oversees the work of the transcription area of the department. May have some responsibilities of a Transcriptionist as workflow dictates. May require an associate's degree or a CMT with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Nursing		
HC07000007	Certified Nurse Anesthetist	Prepares prescribed solutions and administers anesthetic following specified methods and procedures. Informs physician of patient's condition during anesthesia. Performs pre- and post-anesthesia patient visits and documents anesthesia notes on patient records. Requires a master's degree in nursing, at least two years of experience in an acute care nursing setting, and certification as a nurse anesthetist (CRNA). Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is required. Typically reports to a manager.
HC07000119	Certified Nursing Assistant	Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. Does not start or administer intravenous fluids, however, does obtain non-invasive body fluid specimens. Aids other physicians and nursing staff members with procedures if needed. Requires a high school diploma and certification from an accredited nursing assistant program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a registered nurse or manager.
HC07000327	Certified Nursing Assistant - Long-Term Care	Performs various direct patient care activities within a long-term care facility while under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and facility guidelines. Obtains non-invasive body fluid specimens and, under supervision, administers approved medications via oral, subcutaneous, intradermal, or intramuscular routes. Does not start or administer intravenous fluids. Aids physicians and nursing staff members with procedures as needed. Requires a high school diploma and certification from an accredited nursing assistant program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a registered nurse or manager.
HC07000333	Charge Nurse	Plans, directs, and evaluates the overall nursing care and functions in a particular nursing unit or during an assigned shift. Coordinates the activities of the unit and directs, organizes, and assigns work to the nursing staff. Assesses, monitors, and educates the nursing staff on patient care. Institutes emergency procedures as necessary. Requires an associate's degree, more than 5 years of clinical experience, and certification as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor and/or manager.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000126	Chief Nurse Anesthetist	<p>Manages and schedules Nurse Anesthetists who plan, arrange and secure necessary anesthesia equipment. Aids Anesthesiologist in organizing courses of instruction for students, and partakes in resulting programs and demonstrations. Prepares reports and compiles data dealing with specific anesthesia, drugs and techniques, and patients' reactions to them. Requires a master's degree in nursing from an accredited school of nursing, and professional certification, and at least 7 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>
HC07000282	Clinical Nurse Specialist	<p>Responsible for assessing a healthcare facility's nursing practice and its impact on patient outcomes. Provides clinical direction to nursing staff in the delivery of patient care programs. Ensures nursing staff maintains an established level of clinical competency. May require a master's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p>
HC07000028	Head Nurse	<p>Plans and implements the overall nursing policies, procedures, and services for a unit. Maintains nursing staff by recruiting, selecting, orienting, and training clinical staff. Ensures that nurses are current in competency, assessments, licensure, certifications, and other annual training. May provide direct patient care and is responsible for assessing, planning, and evaluating patients. Must be a registered nurse with at least 5 years of clinical experience in a related field. Generally manages nurses and clinical technicians. Relies on experience and judgment to plan and accomplish goals. Typically reports to top management.</p>
HC07000157	Head Nurse - CCU	<p>Directs nursing service activities for assigned critical/coronary care unit patients. Delegates responsibilities to auxiliary and critical care unit staff nurses; supervises preparation and maintenance of critical care unit patient clinical records, and writes reports on critical care unit staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</p>
HC07000158	Head Nurse - Emergency Room	<p>Directs nursing service activities in the emergency room. Delegates responsibilities to auxiliary and emergency room staff nurses; supervises preparation and maintenance of emergency room patient clinical records, and writes reports on emergency room staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.</p>

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07SJ0003	Head Nurse - Infection Control	Directs nursing services activities for infection control. Supervises the implementation and maintenance of infection control plans and procedures as set forth by the infection control committee. Ensures isolation protocols are followed and that appropriate state and county organizations are notified of any reportable diseases. Prepares management reports as appropriate. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07000159	Head Nurse - Obstetrics	Directs nursing service activities for assigned patients in the delivery room and birthing units. Delegates responsibilities to auxiliary and obstetrics staff nurses; supervises preparation and maintenance of obstetrics patient clinical records, and writes reports on obstetrics room staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07000309	Head Nurse - Occupational Health	Directs nursing service activities for occupational health services. Develops and conducts training programs to promote employee safety in the workplace. Conducts regular inspections of facilities and equipment to identify any health or safety hazards. Maintains records, investigates accidents and injuries, prepares appropriate reports for OSHA, and ensures compliance with all occupational health, safety, and environmental rules and regulations. Coordinates the procurement, review, and project management of contracts and service agreements with outside vendors. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07SJ0005	Head Nurse - Oncology	Directs nursing service activities for assigned oncology patients. Delegates responsibilities to oncology staff nurses; supervises preparation and maintenance of oncology patient clinical records, and writes reports on oncology staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

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Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000160	Head Nurse - Operating Room	Directs nursing service activities for assigned patients in the operating room. Delegates responsibilities to auxiliary and operating room staff nurses; supervises preparation and maintenance of operating room patient clinical records, and writes reports on obstetrics room staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07SJ0004	Head Nurse - Pediatrics	Directs nursing service activities for assigned pediatric patients. Delegates responsibilities to pediatric staff nurses; supervises preparation and maintenance of pediatric patient clinical records, and writes reports on pediatrics staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07000161	Head Nurse - Psychiatric Unit	Directs nursing service activities for assigned patients in the psychiatric unit. Delegates responsibilities to auxiliary and psychiatric staff nurses; supervises preparation and maintenance of psychiatric patient clinical records, and writes reports on psychiatric staff performance and services rendered. Maintains pre-set inventory standards for solutions, supplies, medicines and equipment, and keeps track of narcotics. Must be graduate of an accredited nursing program with current state licensure and at least 5 years of direct experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.
HC07000004	Licensed Practical Nurse	Administers nursing care under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.
HC07000261	Licensed Practical Nurse - Home Care	Administers nursing care under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients in a home care environment. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000328	Licensed Practical Nurse - Long-Term Care	Administers nursing care under the supervision of a registered nurse in a long-term care environment. Participates in the delivery and evaluation of patient care. Ensures the health, comfort, and safety of patients according to facility guidelines. Requires a high school diploma and certification as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a registered nurse or supervisor.
HC07000396	Licensed Practical Nurse - Nursing Home	Administers nursing care in a nursing home environment under the supervision of a registered nurse. Participates in the implementation and evaluation of patient care. Ensures the health, comfort and safety of patients. Requires a high school diploma, and is certified as a licensed practical nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a registered nurse or supervisor. A certain degree of creativity and latitude is required.
HC07000008	Nurse Practitioner	Examines and treats patients independently and in autonomous collaboration with other health care professionals. Ensures proper illness and injury care and disease prevention, diagnosis, treatment, and recovery. Requires a master's degree in area of specialty, national board certification as a nurse practitioner in an area of specialty, 2-4 years of experience in the field or in a related area, and is licensed as a nurse practitioner. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000180	Nurse Practitioner - Emergency Room	Works in collaboration with a physician to assess the physical needs of patients admitted to the emergency room. Orders, interprets, and records results of clinical tests and reports results to physicians. Prescribes medications and makes recommendations for other therapeutic forms of treatment. Requires a master's degree and certification as a Certified Registered Nurse Practitioner (CRNP) in specialty area based on RN licensure and state authority for advanced practice. Familiar with advanced concepts, practices and procedures within chosen field of expertise. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a physician.
HC07000181	Nurse Practitioner - Specialty Care	Works in collaboration with a physician to assess the physical needs of patient's medical type such as psychiatric, oncology or obstetrics. Orders, interprets, and records results of clinical tests and reports results to physicians. Prescribes medications and makes recommendations for other therapeutic forms of treatment. Requires a master's degree and certification as a Certified Registered Nurse Practitioner (CRNP) in specialty area based on RN licensure and state authority for advanced practice. Familiar with advanced concepts, practices and procedures within chosen field of expertise. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Typically reports to a physician.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000183	Nursing Assistant	Assists nursing service personnel with a variety of patient care activities and related services necessary in caring for the personal needs and comfort of patients. Assists with personal hygiene, takes vital signs and changes bed linens. May serve and collect food trays, provide for between-meal nourishment, and clean, sterilize, store and prepare other supplies. Requires a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a registered nurse or supervisor.
HC07000273	Nursing Education Coordinator	Designs and conducts educational programs for nursing staff. Coordinates orientation programs for new staff members, develops programs to keep existing staff up-to-date, and acts as general resource for nursing personnel. Requires a bachelor's degree in nursing, certification as a registered nurse (RN), and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000291	Nursing Education Coordinator - Home Care	Designs and conducts educational programs for home care nursing staff. Coordinates orientation programs for new staff members, develops programs to keep existing staff up-to-date, and acts as general resource for nursing personnel. Requires a bachelor's degree in nursing, certification as a registered nurse (RN), and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000184	Nursing Services Instructor	Plans, governs, coordinates and evaluates in-service orientation and continuing education programs for professional nursing personnel. Creates schedules and conducts training programs for staff development, and offers instruction in improved methods of nursing service and procedures. Requires a bachelor's degree in nursing, certification as a registered nurse (RN), and 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000185	Nursing Supervisor	Supervises and coordinates activities of nursing personnel in patient care units, participates in planning work of assigned units and coordinates activities with other patient care units and related departments. Ensures that patients' needs are met and evaluates unit nursing care and performance. Requires a bachelor's degree in nursing, certification as a registered nurse (RN), and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000001	Staff Nurse - RN	Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physician during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of the registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000202	Staff Nurse - RN - CCU	Provides professional nursing care for assigned patients in the critical/coronary care unit. Evaluates, assesses, and documents the total critical care nursing process as needed. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor and/or manager. A certain degree of creativity and latitude is required.
HC07000203	Staff Nurse - RN - Emergency Room	Provides professional nursing care for assigned patients in the emergency room. Triage each patient and determines priority of care based on physical, psychological and social needs as well as factors influencing patient flow through the emergency care system. Performs focused assessment of chief complaint on each patient in a timely manner according to established triage guidelines. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000368	Staff Nurse - RN - Flight Transport	Evaluates, plans, implements, and documents nursing care for patients hurt during or at flight sites. Provides care for patients aboard aircraft. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000204	Staff Nurse - RN - Geriatric	Evaluates, plans, implements, and documents nursing care for geriatric patient population. Assists physician during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of the registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000268	Staff Nurse - RN - Home Care	Directs, initiates, and implements a patient care plan in a home care environment. Assists physician during examinations and procedures. Prepares equipment, applies and changes dressings, and monitors patients. May administer prescribed medications. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000275	Staff Nurse - RN - Infection Control	Monitors hospital for possible infection outbreak. Implements and maintains plans and procedures concerning control measures as set forth by the infection control committee. Identifies and initiates isolation protocols and informs the appropriate state and county organizations of any reportable diseases. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor and/or manager.
HC07000274	Staff Nurse - RN - Intensive Care Unit	Provides professional nursing care for assigned patients in the intensive care unit. Evaluates, assesses, and documents the total intensive care nursing process as needed. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor and/or manager.
HC07000329	Staff Nurse - RN - Long-Term Care	Directs, initiates, and implements a patient care plan in a long-term care environment. Assists physicians during examinations and procedures. Prepares equipment, applies and changes dressings, and monitors patients. May administer prescribed medications. Requires an associate's degree and certification as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000205	Staff Nurse - RN - Obstetrics	Evaluates, plans, implements, and documents nursing care for OB/GYN patient population. Assists physician during examinations and procedures. Provides comprehensive, family centered nursing care to mothers and babies during antepartum, intrapartum and postpartum periods. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000085	Staff Nurse - RN - Occupational Health	Directs, initiates, and implements patient care plans. Provides nursing care for on-site services to client companies for annual physicals, Flu vaccines and safety training programs, etc. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000206	Staff Nurse - RN - Oncology	Evaluates, plans, implements, and documents nursing care for oncology patient population. Assists physician during examinations and procedures. Provides supportive care and administration of chemotherapy, blood components, fluid and electrolyte replacements, and other oncology treatments as prescribed. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000207	Staff Nurse - RN - Operating Room	Evaluates, plans, implements, and documents nursing care for operating room patient population. Assists physician during operating procedures. Functions in a scrub and circulating nurse role. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07SJ0006	Staff Nurse - RN - Pediatrics	Evaluates, plans, implements, and documents nursing care for pediatric patient population. Assists physician during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of the registered nurse. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000208	Staff Nurse - RN - Psychiatric Unit	Evaluates, plans, implements, and documents nursing care for psychiatric patient population. Assists physician during psychiatric assessments and mental status examinations. May conduct individual and group psychotherapy sessions. Requires an associate's degree and is certified as a registered nurse. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000209	Staff Nurse - RN - Recovery Room	Evaluates, plans, implements, and documents nursing care for post-operative patient population. Assesses patient for pain and maintains hemodynamic stability, neurological stability, and pain management. Requires an associate's degree and is certified as a registered nurse with at least 2 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Nursing (Continued)		
HC07000210	Staff Nurse - RN - Renal Dialysis	Evaluates, plans, implements, and documents nursing care for patients with kidney failure. Initiates dialysis, monitors patient and dialysis machine, and terminates the dialysis procedure. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000349	Staff Nurse - RN - Research	Evaluates, plans, implements, and documents scientific research utilizing human subjects. Gathers data and analyzes results. May be responsible for participant recruitment, counseling, ethical oversight, or compilation of study results. Requires a bachelor's degree and is certified as a registered nurse with at least 4 years of experience. Familiar with a variety of the field's concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07SJ0007	Staff Nurse - RN - Specialty Care	Provides professional nursing care for assigned patients in the specialty care areas, such as psychiatric, oncology or obstetrics. Evaluates, assesses, and documents the specialty care nursing process as needed. Requires an associate's degree and is certified as a registered nurse with at least 2 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor and/or manager. A certain degree of creativity and latitude is required.
HC07000346	Staff Nurse - RN - Surgical First Assistant	Evaluates, plans, implements, and documents surgical nursing care for perioperative patients. Performs surgical procedures under supervision of a surgeon. Functions in a scrub and circulating nurse role. Requires an associate's degree, must be a certified registered nurse first assistant (CRNFA), and certification in perioperative nursing (CNOR) with at least 2 years of operating room experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Patient Care		
HC07000021	Dietitian	Coordinates, plans and conducts programs to educate patients about nutrition and administering medical nutrition therapy. May oversee activities and provide advice to food service operations. Requires a bachelor's degree and is a registered dietitian with 0-2 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor/manager.
HC07000234	Home Care Aide I	Provides and supports patients with personal care. Assists and trains patient/client and family in activities of daily living such as bathing, grooming, toileting and elimination, and adequate nutritional intake. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. May be expected to meet certain state certifications, and be CPR certified. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a registered nurse.
HC07000236	Home Care Aide II	Provides and supports patients with personal care. Assists and trains patient/client and family in activities of daily living such as bathing, grooming, toileting and elimination, and adequate nutritional intake. Requires a high school diploma or its equivalent and 2-4 years of experience in the field or in a related area. May be expected to meet certain state certifications, and be CPR certified. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a registered nurse.
HC07000186	Operating Room Technician	Assists surgical team during operative procedures, by arranging and inventorying sterile set-up for operation and passes items as needed. Assists in preparing and moving patients, and in cleaning the operating theater. Must be a graduate of an accredited School of Surgical Technologists, possess a current ORT certification, and have 2-4 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000109	Phlebotomist	Draws and collects blood samples from patients, verifies records and prepares specimens for laboratory analysis. May prick finger to draw blood. May conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank. Requires a high school diploma and/or certification by a nationally recognized body. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.
HC07000009	Physician Assistant - Medical	Assesses, plans and provides patient care under the supervision of a physician. Examines patient, performs comprehensive physical examinations, and compiles patient medical data, including health history and results of physical examination. Requires a bachelor's degree and must be a graduate of an accredited physician assistant program. Must meet any state requirements pertaining to a physician assistant. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a physician.

Job Code	Job Title	Job Description
Patient Care (Continued)		
HC07000212	Physician Assistant - Surgical	<p>Performs various duties to assist surgeon during surgery: retracts tissues and ties suturing materials, starts intravenous solutions, inserts tubes and performs pap smears. Also examines patient, performs comprehensive physical examinations, and compiles patient medical data, including health history and results of physical examination. Requires a bachelor's degree with 2-4 years of related experience, and graduation from an accredited physician assistant program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a physician. A certain degree of creativity and latitude is required.</p>

Job Code	Job Title	Job Description
Patient Services		
HC07000032	Admitting Clerk	Registers patients and processes related paperwork. Duties include interviewing patients, preparing standard registration forms, and performing other admission or transfer related tasks. May be expected to perform clerical and secretarial work. Requires a high school diploma or its equivalent and 0-2 years of work experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor and/or manager.
HC07000110	Admitting Supervisor	Reviews admitting department operations to ensure compliance with applicable standards. Oversees the in-patient/out-patient admissions functions, bed assignments, and completion of preliminary paperwork for entering patients. Works with medical, nursing and accounting staff to ensure appropriate patient placement. Confirms that all insurance benefits coverage meets standards of admission as dictated by hospital policy. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
HC07000245	Admitting/Discharge Clerk	Performs a variety of clerical tasks related to patient admission and discharge processes. Fills out admissions and discharge paperwork, ensuring proper documentation of patient activities. Requires a high school diploma or its equivalent and 2-4 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000024	Case Manager	Coordinates the overall interdisciplinary plan of care for a patient, from admission to discharge. Acts as a liaison between patient/family and healthcare personnel to ensure necessary care is provided promptly and effectively. Must be a registered nurse with 2-4 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a head of a department/unit.
HC07000281	Case Manager - Home Care	Coordinates the overall interdisciplinary plan of care for a patient, from admission to discharge in a home care environment. Acts as the liaison between patient/family and homecare personnel to ensure necessary care is provided promptly and effectively. Must be a registered nurse with 2-4 years of clinical experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a head of unit/department.
HC07000404	Chaplain - Healthcare	Provides spiritual guidance and support during illness, injury and/or an emergency. Performs religious services and leads prayer. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Patient Services (Continued)		
HC07000244	Chaplain - Home Care	Provides spiritual guidance and support during illness, injury and/or an emergency. Performs religious services and leads prayer. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000152	Discharge Coordinator	Directs daily operation of record processing to ensure that discharge records are properly received, organized, and forwarded to the appropriate physician for completion. Audits medical records to guarantee compliance with institution standards, procedures and policies. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000165	Infection Control Coordinator	Monitors and investigates known or suspected sources of infections in order to determine the source and ensure control. Reviews sterilization and disinfection techniques and recommends changes as needed. Provides related education to staff. Prepares simple cultures as needed for environmental and individual studies. May require a bachelor's degree and at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Job Code	Job Title	Job Description
Patient Transport		
HC07000326	Emergency Medical Technician	<p>Responds to an emergency call, assesses the situation, obtains a basic medical history and physical examination of the patient, and provides</p> <p>Utilizes necessary medical equipment to treat the patient and ascertains the extent of their injuries or illness. Communicates with the medical care facility receiving the patient about the patient's condition, status, and arrival</p> <p>Registry, licensure by state EMS Authority, and 2-4 years of related concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and</p>
HC07000367	Flight Medic	<p>Transports and transfers patients by aircraft and assesses the extent of an illness or injury to establish and prioritize medical procedures to follow. Provides advanced life support care to patients who are ill and/or injured. Replenishes the aircraft with medical supplies after flights. Must be CPR certified. Requires a high school diploma and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to manager.</p>
HC07000193	Patient Transporter	<p>Transports patients to their in-patient bed and/or to and from other areas such as therapy, surgery or radiology. Other responsibilities include retrieving medical records, lab results, supplies and medications. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.</p>

Job Code	Job Title	Job Description
Pharmacy		
HC07000011	Pharmacist	Compounds and dispenses prescribed drugs in a healthcare facility environment. Also responsible for transferring prescriptions, handling incoming physician calls, logging data into the computer, and Drug Utilization Review. Requires a bachelor's degree and/or an advanced degree in pharmacy and is licensed to practice. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000035	Pharmacy Technician I	Under the direct supervision of a registered pharmacist, compounds and dispenses medical prescriptions. May be expected to perform some clerical duties relating to the department. Receives and stores incoming supplies. Verifies stock and enters data in computer to maintain inventory records. Requires a high school diploma or its equivalent and 0-3 years of clinical experience in a related field. May be expected to meet certain state certifications. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to supervisor or manager.
HC07000036	Pharmacy Technician II	Under the direct supervision of a registered pharmacist, compounds and dispenses medical prescriptions. May be expected to perform some clerical duties relating to the department. Receives and stores incoming supplies. Verifies stock and enters data in computer to maintain inventory records. Requires a high school diploma or its equivalent and at least 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a manager or supervisor. A wide degree of creativity and latitude is expected.

Job Code	Job Title	Job Description
Physicians		
HC07000025	Physician - Generalist	Examines and treats general client base to ensure proper injury care, disease prevention, diagnosis, treatment, and recovery. Prescribes and administers medications, performs routine vaccinations, and provides advice regarding personal health and hygiene. Requests necessary tests, follow-up visits and refers patients to specialists, as necessary. Requires a degree in medicine from an accredited school and is licensed to practice. May require at least 2-4 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May report to a medical director. A wide degree of creativity and latitude is expected.
HC07000312	Physician - Hospitalist	Examines, diagnoses, and treats hospitalized patients. Manages patients through the continuum of hospital care, seeing patients in the ER and following them into the critical care unit and organizing post-acute care. Orders treatments, tests, and consults with specialty physicians and primary care physician where appropriate. Requires a degree in medicine from an accredited school and is licensed to practice. May require at least 2-4 years of experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. May report to a medical director.
HC07000026	Surgeon	Performs surgery to prevent and correct injuries, deformities, diseases or improve patient function, appearance or quality of life. Reviews patient history and confirms need for surgery. Determines which instruments and method of surgery will be most successful in achieving desired outcome. Requires a degree in medicine from an accredited school and is licensed to practice. May require at least 2-4 years of surgery experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May report to a medical director. A wide degree of creativity and latitude is expected.

Job Code	Job Title	Job Description
Psychological/Social Services		
HC07000237	Case Worker - Home Care	Provides social-work services to patients and their families. Evaluates patients and their families to ensure proper social interaction and living environment. Requires a bachelor's degree in social work, sociology, psychology or other areas of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000301	Medical Social Worker (BSW)	Interviews, coordinates, and plans programs to meet the social and emotional needs of patients and patients' families in a hospital setting. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on lifestyle. Requires a bachelor's degree in social work and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000289	Medical Social Worker (MSW)	Interviews, coordinates, and plans programs to meet the social and emotional needs of patients and patients' families in a hospital setting. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on lifestyle. Requires a master's degree in social work and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000262	Medical Social Worker (MSW) - Home Care	Interviews, coordinates, and plans programs and activities to meet the non-medical needs of patients and their families. Coordinates and plans with outside agencies and home care nursing staff for post-discharge care. Requires a master's degree in social work and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a senior case manager. A certain degree of creativity and latitude is required.
HC07000100	Psychiatric Technician	Provides care to patients with psychiatric problems. Assists and teaches patients basic living and working skills. May conduct group counseling sessions. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Job Code	Job Title	Job Description
Psychological/Social Services (Continued)		
HC07000039	Social Worker (BSW)	Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of their clients and clients' family. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on one's lifestyle. Requires a bachelor's degree in social work and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a senior case manager. A certain degree of creativity and latitude is required.
HC07000040	Social Worker (MSW)	Interviews, coordinates, and plans programs and activities to meet the social and emotional needs of their clients and clients' family. Provides crisis intervention and assists families in understanding the implications and complexities of the medical situation and its impact on one's lifestyle. Requires a master's degree in social work and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a senior case manager. A certain degree of creativity and latitude is required.

Job Code	Job Title	Job Description
Radiology		
HC07000168	Mammography Technologist	Operates X-ray equipment and performs various mammography related procedures. Develops and evaluates the film for technical quality such as density contrast, definition, and distortion. Explains procedures and educates women about the role of regular mammography in preventive breast health. Responsibilities also include preparing and maintaining records and files, and cleaning and adjusting equipment as needed. Requires completion of a formal radiologic technology training program in an A.M.A. approved school, is certified in Diagnostic Mammography, and has at least one year of experience in radiology. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.
HC07000177	MRI Technologist	Operates a magnetic resonance scanner to obtain images used by physicians in the diagnosis and treatments of pathologies. Selects appropriate imaging techniques and operates console and peripheral hardware; enters and monitors patient data, transfers images from disk to magnetic media to produce the transparency, and develops film in automatic processor. May require a bachelor's degree in area of specialty and at least 2 years of experience in the field or in a related area. Requires registration with the American Registry of Radiologic Technologists (A.R.R.T.). Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.
HC07000179	Nuclear Medicine Technician	Provides diagnostic aid to physicians by conducting organ or body scans on patients. Administers and records isotope dosage in accordance to established departmental protocol. Observes patient during procedure and reports any abnormal activity. Typically requires a bachelor's degree, at least 2 years of experience in radiology, and registration with the Nuclear Medicine Technology certification Board, the American Registry of Radiologic Technologists (A.R.R.T.), or the American Society of Clinical Pathology. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.
HC07SJ0002	PET Technologist	Operate Positron Emission Tomography equipment to produce images and measure concentrations of Radioactive Isotopes in specific body areas and body products to obtain information for use by physicians in diagnosing and treating patient illnesses. May require a bachelor's degree in area of specialty and at least 2 years of experience in the field or in a related area. Requires registration with the American Registry of Radiologic Technologists (A.R.R.T.) or The Nuclear Medicine Technology Certification Board (N.M.T.C.B.). Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.

Job Code	Job Title	Job Description
Radiology (Continued)		
HC07000097	Radiologic Technologist	Arranges patients for radiological examinations. Produces radiographs (x-rays) to aid in the diagnosis of medical problems. Prevents patient from being exposed to unnecessary radiation. Requires an associate's degree from an accredited program and registration as a technologist by the A.R.R.T. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.
HC07000215	Ultrasound Technologist	Performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate and record critical functional, pathological, and anatomical data. Schedules and coordinates tests, records test results, and prepares and maintains operational logs. Calibrates and maintains equipment and orders supplies when needed. Requires a two year allied health degree, successful completion of an approved one-year program in Ultrasound Technology, and at least 2 years of experience in the field. May require registration with the American Registry of Diagnostic Medical Sonographers (ARDMS). Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a chief technologist or manager.

Job Code	Job Title	Job Description
Rehabilitation Services		
HC07000088	Certified Occupational Therapist Assistant	Assists an Occupational Therapist with rehabilitative activities for patients who may have developmental, physical and emotional impairments. Prepares equipment for treatment and may perform clerical duties for the department. Requires an associate's degree and passing of a national examination to be a Certified Occupational Therapist Assistant (COTA). Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A limited degree of creativity and latitude is required. Typically reports to an occupational therapist.
HC07000120	Certified Respiratory Therapist	Assists in the diagnosis, treatment, and management of patients with pulmonary disorders. Collects and analyzes sputum, blood, and breath specimens to determine levels of oxygen, carbon dioxide, and other gases. Also measures the lung capacity of a patient to determine if there is an impairment. Requires an associate's degree and a credential of Certified Respiratory Therapist (CRT). May be expected to maintain a CPR certification. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000089	Licensed Physical Therapist Assistant	Assists a Physical Therapist with rehabilitative activities to help reduce pain and improve mobility. Assists in exercise instruction and demonstration, patient evaluation and testing. Requires an associate's degree from an accredited program and licensure as a physical therapist assistant. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A limited degree of creativity and latitude is required. Typically reports to a physical therapist.
HC07000013	Occupational Therapist	Plans and conducts individualized occupational therapy programs to help patients develop, regain, or maintain their ability to perform daily activities. Teaches patients skills/techniques and how to use adaptive equipment for participating in activities. Studies, evaluates, and records patients' activities and progress. Requires a bachelor's degree and is certified as a occupational therapist. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000263	Occupational Therapist - Home Care	Plans and conducts individualized occupational therapy programs in a home care environment to help patients develop, regain, or maintain their ability to perform daily activities. Teaches patients skills/techniques and how to use adaptive equipment for participating in activities. Studies, evaluates, and records patients' activities and progress. Requires a bachelor's degree and is certified as an occupational therapist. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Job Code	Job Title	Job Description
Rehabilitation Services (Continued)		
HC07000370	Occupational Therapy Supervisor	Supervises the delivery of occupational therapy programs to patients. Responsibilities include providing guidance and monitoring the performance of the occupational therapy staff. Requires a bachelor's degree and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000015	Physical Therapist	Responsible for evaluating/assessing needs of referred patients and formulating treatment plans. Provides therapy services defined in treatment plans. Work cooperatively with physicians, case managers, and adjustors. May supervise physical therapy assistants, aides, and athletic trainers. Requires a master's degree and is certified as a physical therapist. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000264	Physical Therapist - Home Care	Responsible for evaluating/assessing needs of referred patients and formulating treatment plans in a home care environment. Provides therapy services defined in treatment plans. Work cooperatively with physicians, case managers, and adjustors. Requires a master's degree and is certified as a physical therapist. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000371	Physical Therapy Supervisor	Supervises the delivery of physical therapy programs to patients. Responsibilities include providing guidance and monitoring the performance of the physical therapy staff. Requires a bachelor's degree and 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.
HC07000081	Registered Respiratory Therapist	Assists in the diagnosis, treatment, and management of patients with pulmonary disorders. Collects and analyzes sputum, blood, and breath specimens to determine levels of oxygen, carbon dioxide, and other gases. Also measures the lung capacity of a patient to determine if there is impaired function. Requires an associate's degree and a credential of Registered Respiratory Therapist (RRT). May be expected to maintain a CPR certification. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Job Code	Job Title	Job Description
Rehabilitation Services (Continued)		
HC07000104	Speech and Language Pathologist	Diagnoses and treats speech and language problems, and engages in scientific study of human communication. Evaluates speech and language skills as related to educational, medical, social, and psychological factors. Plans, directs, or conducts rehabilitative treatment programs to restore communicative efficiency of individuals with communication problems of organic and nonorganic etiology. Requires a master's degree in speech-language pathology and may require a certificate of clinical competence in speech-language pathology (CCC). Expected to meet certain state licensing requirements. Familiar with standard concepts, practices, and procedures within a particular field. Typically reports to a manager or director.
HC07000266	Speech and Language Pathologist - Home Care	In a home care environment, diagnoses and treats speech and language problems, and engages in scientific study of human communication. Evaluates speech and language skills as related to educational, medical, social, and psychological factors. Plans, directs, or conducts rehabilitative treatment programs to restore communicative efficiency of individuals with communication problems of organic and nonorganic etiology. Requires a master's degree in speech-language pathology and may require a certificate of clinical competence in speech-language pathology (CCC). Expected to meet certain state licensing requirements. Familiar with standard concepts, practices, and procedures within a particular field. Typically reports to a manager or director.

Job Code	Job Title	Job Description
Technical Services		
HC07000111	Anesthesia Technician	Assists Anesthesiologist by setting-up equipment and preparing medications. Orders, stocks, tests, and maintains anesthesia supplies, medications, and equipment. Washes and sterilizes re-usable equipment and reports malfunctioning equipment to appropriate personnel. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. May also be required to complete anesthesia technician trainee program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HC07000153	Echocardiograph Technician	Performs echocardiograms in accordance with established practices and procedures. Provides preliminary diagnostic evaluation and notifies cardiologists of results of examinations. Consults with cardiologist to establish requirements for non-standard examinations and determines technical factors to satisfy requirements. Requires an associate's degree, and passing the Echocardiography Registry Exam. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager.
HC07000031	Electrocardiogram Technician	Performs electrocardiographs according to established policies and procedures. Provides data for diagnosis of heart ailments. Edits and forwards final test results to attending physician for analysis and interpretation. Requires a high school diploma and is a graduate of an accredited EKG program. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a supervisor or manager.
HC07000019	Surgical Technologist	Prepares and maintains medical equipment for surgical procedures. Follows hospital regulations and industry procedures to tend to patient during pre-operation procedures. Performs pre-operation preparations to the patient's skin, body and medical equipment. May be required to transport patient to and from the operating room. A graduate of an accredited surgical technologist program. Must be certified to perform CPR with 0-2 years of clinical experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Typically reports to a registered nurse.
HC07000217	Vascular Technician	Performs ultrasound examinations of the cerebral, peripheral, and abdominal vessels to assist the physician in the diagnosis of disorders affecting the circulation. May perform therapeutic procedures, such as pseudoaneurysm compression. Records and maintains test data and prepares preliminary interpretations of test results. May require an associate's degree or its equivalent, pass the national exam given by the American Registry of Diagnostic Medical Sonography (ARDMS), and current registration as a Registered Vascular Technologist (RVT) through the American Registry of Diagnostic Medical Sonographers. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a physician or manager.