

# ***LMHS Career Guidebook***

***Building the Workforce of the Future***

***LIFE LONG LEARNING | CAREER OPPORTUNITIES | EXCELLENCE IN PEOPLE AND PATIENT CARE***



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**LEE MEMORIAL  
HEALTH SYSTEM**



## ***Mission***

Our primary mission is to help you identify, plan for, and achieve your career goals. We do this by offering information, advice, training, and resources specifically selected and tailored to help you succeed.

## ***Purpose***

This Career Development Guidebook is to promote career opportunities for all staff while employed with LMHS. We firmly believe in "Growing Our Own" and encourage staff to pursue their professional goals. We also believe that through this effort we will enhance our mission toward excellence in patient care. Additionally, this guidebook is intended to create awareness of job opportunities in healthcare to the general public.

## ***Goal***

To match the individual to the job they have a passion for and provide them the guidance and resources to attain their personal and professional goals.



## ***CAREER ASSESSMENT PROCESS***

Lee Memorial Health System's Organizational Effectiveness & Human Resources departments have partnered with Edison College's Center for Professional Development (the Center) to provide you with information about your career choices, job satisfaction, occupational interests and job preferences.

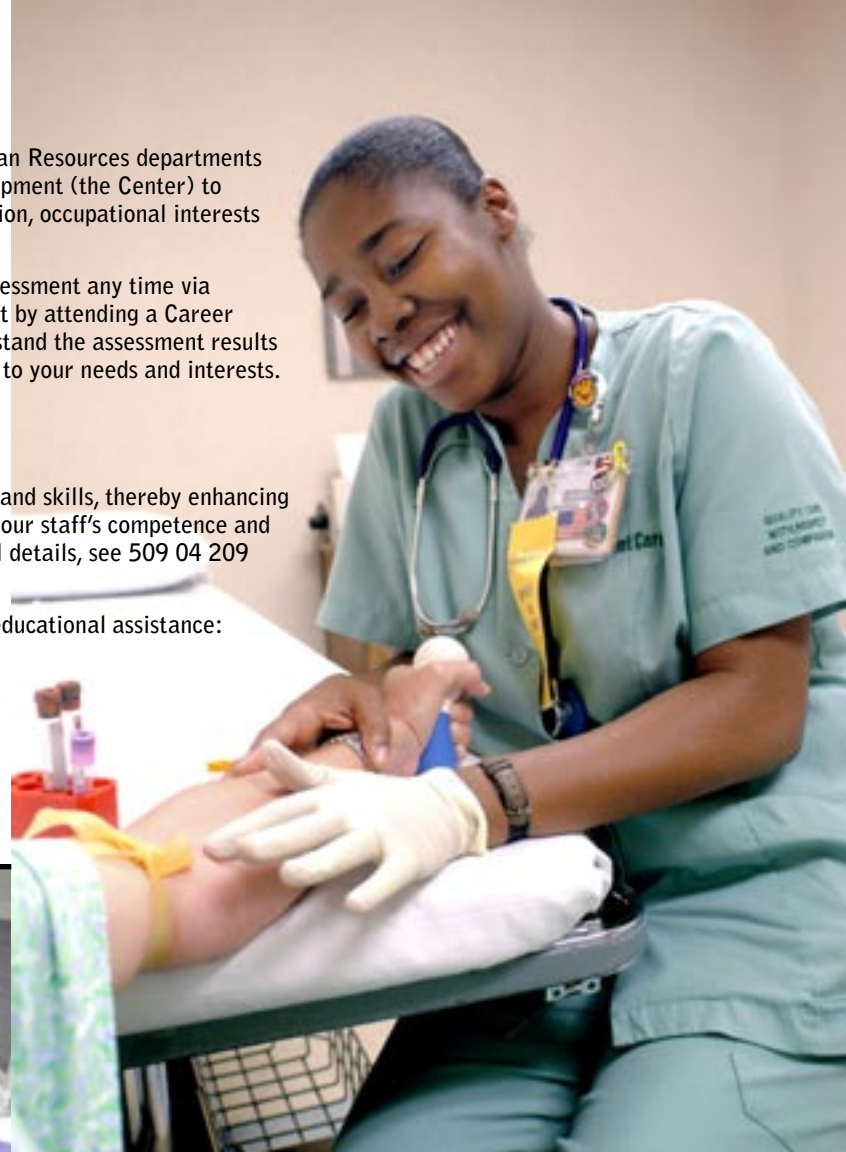
The Center offers online career assessments, so you can take the assessment any time via Internet access. You will receive the results of the career assessment by attending a Career Assessment Interpretation Session. This session will help you understand the assessment results and how this information relates to developing a career plan specific to your needs and interests.

## ***Education Assistance Available***

LMHS recognizes that education improves staff member knowledge and skills, thereby enhancing the overall quality of care and services. Further, education increases our staff's competence and prepares them for advancement or new career opportunities. For full details, see 509 04 209 – Educational Assistance.

In order to encourage this, LMHS offers eligible staff four types of educational assistance:

- Tuition Reimbursement
- Tuition Advancement
- Nurse Refresher
- Education Grant



## ***Tuition Reimbursement/Advancement***

Tuition Reimbursement is available to all regular full-time, part-time and PRN Staff (min. 832 hours worked/previous fiscal year). Courses must be formal study programs from an accredited college, university, or vocational school.

In order to be eligible for reimbursement, the educational programs and courses must either:

- Directly relate to the employee's current position and provide the employee with a new skill or level of expertise that will benefit the department or facility
- Prepare the employee for a new career opportunity within LMHS
- Qualify the employee for a career advancement opportunity within his or her profession
- Be on the Critical Needs list

Full-time employees are eligible for tuition reimbursement up to \$3000 per year for 'critical needs' positions, or \$1800 per year for all others. Part-time and PRN employees will receive a pro-rated amount of the full time benefit amounts.

## ***Lee Memorial Health System Educational Grants***

Funding for these grants is provided through: Eloise M. Carlson Educational Grant Fund, Nathan Family Educational Excellence Fund, Jim Nathan Endowment Fund, Cape Coral Hospital Auxiliary, Lee Memorial Auxiliary, and the Lee Memorial Health System Foundation.

These grants are awarded to employees and volunteers, as well as their families, and the community-at-large. Grants are awarded based on the applicant's financial need, academic achievement, work performance (staff and volunteers), and field of study. Applicants must be residents of Lee County and attend classes at local schools, colleges, and universities, unless otherwise approved by LMHS by "exception." The field of study must prepare the applicant for a position offered in LMHS. Therefore, only those careers which fall under these criteria will be considered. Applications are accepted annually April – May.



### ***Internal Training Opportunities:***

Nursing Assistant to Certified Nursing Assistant (CNA)  
Certified Nursing Assistant to CNA Advanced  
Clinical Lab Assistant/Phlebotomist  
Management Development through our Organizational Effectiveness  
Department (LEEdership Academy)  
Monitor Technician  
Nursing Internship Program (12 areas of specialization)

## ***Quick links/searches to GET Connected***

### ***Healthcare Career Sites:***

American Nurses Association  
[www.nursingworld.org/](http://www.nursingworld.org/)  
Johnson & Johnson Nursing Campaign -  
[www.discovernursing.com/](http://www.discovernursing.com/)  
Health Occupations Students of America -  
[www.hosa.org/](http://www.hosa.org/)  
~~Dept. of Labor - Occupations defined:  
[www.stats.bls.gov/oco/home.htm](http://www.stats.bls.gov/oco/home.htm)~~  
Lee Memorial Health System -  
[www.leememorial.org](http://www.leememorial.org)  
Health Careers - [www.flahec.org/hlthcareers/](http://www.flahec.org/hlthcareers/)>  
Health Career Voyages - [www.careervoyages.gov/healthcare-main.cfm](http://www.careervoyages.gov/healthcare-main.cfm)>

### ***Education Links:***

Edison College - [www.edison.edu](http://www.edison.edu)  
239-489-9300  
Florida Gulf Coast University - [www.fgcu.edu](http://www.fgcu.edu)  
239-590-1000  
Lee County High Tech Central - [www.hightechcentral.org](http://www.hightechcentral.org)  
239-334-4544

Lee County High Tech North - [www.lee.k12.fl.us/schools/nvt/site/main.htm](http://www.lee.k12.fl.us/schools/nvt/site/main.htm)  
239-574-4440

International College - [www.internationalcollege.edu](http://www.internationalcollege.edu)  
239-482-0019

Southwest Florida College - [www.swfc.edu](http://www.swfc.edu)  
239-939-4766

Barry University - [www.barry.edu](http://www.barry.edu)  
239-278-3041

Nova Southeastern University - [www.nova.edu/](http://www.nova.edu/)  
800-541-6682

University of Miami: [www.miami.edu](http://www.miami.edu)

University of Florida: [www.con.ufl.edu](http://www.con.ufl.edu)

Institute of Midwifery, Women and Health:  
[www.instituteofmidwifery.org](http://www.instituteofmidwifery.org)

### ***Career Guides:***

Career Development Guide/Assessment Tool:  
[www.cdm.uwaterloo.ca/](http://www.cdm.uwaterloo.ca/)

Career Exploration Directory: [www.chc.hcwp.org/occubull.htm](http://www.chc.hcwp.org/occubull.htm)

Choosing a Career: [www.careersonline.com.au/disc/index.html](http://www.careersonline.com.au/disc/index.html)

Study Skills: [www.how-to-study.com/](http://www.how-to-study.com/) or [www.studygs.net/](http://www.studygs.net/)

### ***Scholarship Opportunities:***

US Department of Education: [www.ed.gov/index.jhtml](http://www.ed.gov/index.jhtml)

FL Dept. Of Education Grants:  
[www.firn.edu/doe/bin00065/splist.htm](http://www.firn.edu/doe/bin00065/splist.htm)

Pell Grant Web-site: [www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

Search web-site for scholarships: [www.college-scholarships.com/](http://www.college-scholarships.com/)

### ***Human Resources:***

Workforce Development and Planning 239-574-0291  
[www.leememorial.org/jobs/index.asp](http://www.leememorial.org/jobs/index.asp)



## *Average Pay Ranges*

Cardiovascular Technician I & II	\$39-62,000
Certified Nursing Assistant	\$19-27,000
Licensed Practical Nurse	\$28-44,000
Medical Assistant	\$21-31,000
Medical Technologist	\$34-48,000
Nurse Practitioner & Physician Asst.	\$60-95,000
Pharmacist	\$84-125,000
Physical Therapist	\$48-73,000
Physical Therapy Assistant	\$32-46,000
Radiology Technologist	\$37-56,000
Registered Nurse	\$41-63,000
Respiratory Therapist I & II	\$35-55,000
Surgical Technician	\$27-39,000



## *Career opportunities and education required*

There are over 250 different jobs and professions in LMHS and we believe that our staff has numerous choices to meet their academic and economic needs. Just a partial listing includes:

**1. Advanced Registered Nurse Practitioner** - Nurse practitioners are Registered Nurses with a Master's degree in the specialty field of their choice, who are able to diagnose illness and prescribe interventions through interview and physical exam, order specific labs and diagnostic testing, and prescribe medications, while still providing health care education, counseling, and supportive care to an individual, family, or community. ARNPs work in both the hospital and office setting providing care in many specialty areas including Family Practice, Internal Medicine, Obstetrics/Gynecology, Geriatrics and Pediatrics. FGCU offers an excellent Masters program.

**2. Cardiovascular Technologist (CVT)** - Cardiovascular Technologists work in cardiac catheterization laboratories (Cath Labs). Working with a Cardiologist they perform sophisticated tests in order to diagnose and quantify cardiac disorders. These include coronary artery disease, cardiac valve disease or disorders of the heart's electrical conduction system. They also perform interventional therapeutic (repair) procedures including coronary angioplasty, stent implantation and pacemaker insertion. This requires an AS Degree and is available at Edison College.

**3. Case Manager RN** - Coordinates care for patients. Facilitates discharge planning and patient education. Establishes authorization for inpatient services.

**4. Certified Nursing Assistant (CNA)** - A CNA performs any

combination of the following duties in the care of patients in a hospital, nursing home, or other medical facility, under direction of nursing and medical staff: answers signal lights, bells, or intercom system to determine patients' needs; bathes, dresses, and undresses patients; serves and collects food trays and feeds patients requiring help; drapes patients for examinations and treatments; turns and repositions bedfast patients; changes bed linens; records food and fluid intake and output. Advanced skills include Foley placement and care, phlebotomy, non-sterile dressing changes, etc. The position requires 8 weeks of training at Lee High Tech North or Central, with additional advanced skills training available on site/hospital. A GED or HS Diploma is also required.

**5. Certified Nurse-Midwives (CNM)** - A CNM is a Registered Nurse with post-Baccalaureate training of one to two years specializing in women's health, with an emphasis on pregnancy and childbirth, leading to either a Certificate in Nurse-Midwifery or Master's degree. Nurse-Midwives provide obstetrical care, including prenatal and postpartum care and delivery of babies. Nurse-Midwives also provide Gynecological care including provision of annual GYN exams, treatment of common GYN problems and provision of contraception. Nurse-Midwifery education programs are available at the University of Miami, University of Florida, as well as distance learning programs through the Frontier School of Midwifery and Family Nursing or the Institute of Midwifery, Women and Health.

**6. Certified Registered Nurse Anesthetist (CRNA)** - A CRNA administers intravenous, spinal, and other anesthetics to render

persons insensible to pain during surgical procedures, deliveries and other medical procedures. A Masters Degree is required, and an accredited program is available at FGCU.

7. **Clinical Dietitian** - Plans therapeutic diets and implements preparation and service of meals for patients. (BS or MS degree required).
8. **Home Health RN** - Performs treatments, administers medication, instructs patients and their families in appropriate care. May supervise aides in the patient's home. Must have at least 2-3 years Med-Surg experience.
9. **Emergency Medical Technicians** - Perform basic life support skills, such as restoring breathing, controlling blood loss, and treating shock victims. Certificate and AS Degree programs are available at Edison College.
10. **Information Technology (IT) Support Specialist** - Responsible for general maintenance and minor repairs on computer system equipment. Responsible for keeping an inventory of computers, parts and software. Provides end-user support on all hardware/software installation and maintenance issues.
11. **Licensed Practical Nurse (LPN/LVN)** - An LPN provides medical treatment and personal care services under the

direction of a RN. Duties may include: takes and records patients' vital signs; dresses wounds, observes patients and reports adverse reactions to medication or treatment to medical personnel in charge; administers specified medication, orally or by subcutaneous or intramuscular injection, and notes time and amount on patients' charts; assembles and uses such equipment as catheters, tracheotomy tubes, and oxygen suppliers; collects samples, such as urine, blood, and sputum, from patients for testing and performs routine laboratory tests on samples. This is a 12-month course available at Lee County High Tech Central.

12. **Medical Assistant (MA)** - Medical Assistants perform routine administrative and clinical tasks to keep the offices of physicians running smoothly. Medical Assistants may chart the patient's medical history, take height, weight, pulse respiration, temperature, prepare and administer injections, apply bandages and dressings, as well as record electrocardiograms. Medical Assistants may also perform administrative skills such as patient scheduling, insurance form processing and basic bookkeeping. Schools teaching the program include Lee County High Tech, SW Florida College, and International College.
13. **Medical Technologist/Clinical Laboratory Scientist** - Our Medical Technologists perform medical laboratory tests, procedures, experiments, and analyses to provide data for



- diagnosis, treatment, and prevention of diseases; conducts chemical analyses of body fluids, such as blood, urine, and spinal fluid, to determine presence of normal and abnormal components; studies blood cells, their numbers, and morphology, using microscopic technique; performs blood group, type, and compatibility tests for transfusion purposes; analyzes test results and enters findings into computer. This position requires a 4-year BS degree. (FGCU)
14. **Occupational Therapist** - Occupational therapy involves skilled treatment that helps individuals achieve independence in all facets of their lives. A wide variety of people can benefit from occupational therapy, including: those with work-related injuries; limitations following a stroke or heart attack; arthritis, and multiple sclerosis; learning problems, or developmental disabilities; mental health or behavioral problems including Alzheimer's, schizophrenia and post-traumatic stress. A Bachelor Degree is the minimum requirement and both BS and MS degrees are available through FGCU. The **Occupational Therapy Assistant** generally earns an associate degree.
  15. **Pharmacists** - This position primarily involves the drug utilization, evaluation and dispensing of prescribed medications, drugs, and other pharmaceuticals for patient care, according to professional standards and state and federal legal requirements. They review prescriptions issued by physician or other authorized prescriber to assure accuracy and determine formulas and ingredients needed. A Doctor of Pharmacy or Bachelors Degree program requires at least 5 years of college. There are no local programs in Lee County.
  16. **Pharmacy Technicians** - Entry-level support personnel that work in the pharmacy. A 50-hour basic course is available at Edison College.
  17. **Phlebotomist/Lab Assistant** - Draws and labels blood samples and delivers them to the laboratory for hematological exams. This is taught at High Tech but occasionally is taught internally to staff seeking a new profession.
  18. **Physical Therapist** - Works with a wide range of patients including those with orthopedic problems, such as low back pain or knee surgeries, to reduce pain and regain function. Other functions include assisting patients recovering from a stroke in learning to use their limbs and walk again, cardiac rehabilitation, chronic respiratory problems, problems with balance, and sprains and muscle strains. Physical therapists are the experts in the examination and treatment of musculoskeletal and neuromuscular problems that affect peoples' abilities to move the way they want and functions as well as they want in their daily lives. The minimum requirement is a Master's Degree, and many schools now offer a clinical doctorate in physical therapy. (FGCU)
  19. **Physical Therapist Assistant** - The PT Assistant is a skilled clinician with a minimum of an associate's degree who assists the registered Physical Therapist with the rehabilitation of patients disabled by illness, accident or congenital handicaps. The PT Assistant will administer physical agents to alleviate the presenting symptoms or will instruct the patient in specialized therapeutic exercise programs to restore the patient's functional abilities. The Program is delivered to the students at Broward and Edison Community College via distance learning technology.
  20. **Radiology Technologist** - A Radiology Technologist is an allied health professional that combines patient care procedures with an in-depth knowledge of human anatomy and proficient use of medical imaging equipment (X-ray,

Sonography, MRI, CT, etc.). The technologist's goal is to produce diagnostic images of the human body called radiograph to assist physicians in the diagnosis and treatment of patients. There are programs for radiography and radiation therapy at Edison College.

21. **Registered Nurse (RN)** - Plans, directs, and evaluates total nursing care and functions and provides the best possible nursing care by planning, organizing, and directing the nursing functions for their patients, as well as initiates and implements a patient care plan. They provide general nursing care to patients in a wide variety of units in the hospital including obstetrics, surgery, orthopedics, outpatient, oncology, pediatrics, E.D., etc. Duties include: administers prescribed medications and treatments in accordance with approved nursing techniques; prepares equipment and aids physician during treatments and examinations of patients; observes patient, records significant conditions and reactions, and notifies supervisor or physician of patient's condition and reaction to drugs, treatments, and significant incidents; takes temperature, pulse, blood pressure, and vital signs to detect deviations from normal and assess condition of the patient. This position requires a minimum of an Associates Degree, and Edison College offers this program (ADN), as well as an LPN to RN Bridge program. A BSN is a 4-year nursing degree that covers additional skills and allows the employee more opportunities for advancement opportunities, and is offered at FGCU. ADN to BSN programs are offered through FGCU, Nova University and a number of Internet alternatives.
22. **Respiratory Therapist** - An RT is an allied health care provider who assists in diagnosis and treatment of cardiopulmonary diseases and related disorders, such as asthma or emphysema. The RRT and CRT work closely with physicians and nursing staff to treat and care for patients with pulmonary disorders. The CRT is an entry level position

taught at Edison College and the RRT is an advanced level practitioner.

23. **Social Worker** - Provides service to patients with personal, social, financial, and environmental problems. Participates in social and health programs in the community. (BS or MS required)
24. **Surgical Technician** - Prepares operating rooms for surgery, assist during operations, and carry out post-operative procedures. Training programs vary from 12 to 24 months and are available through Lee County High Tech and SW Florida College (AS Degree).
25. **Ultrasonographer** - Performs diagnostic procedures on patients using ultrasound waves to examine tissue and body structures. This profession requires a minimum two-year degree, available in the Tampa and Miami areas. A local program is available through Radiology Regional, which requires a pre-requisite of an AS degree in Radiology.





***For additional job descriptions, review those posted for current jobs available on our website at [www.leememorial.org](http://www.leememorial.org) or call 574-0291 for a specific job description of interest.***

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**LEE MEMORIAL  
HEALTH SYSTEM**

*the heart of our community*