

Health Services

Career Explorations

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 HealthPartners®

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HOW TO USE THIS SUPPLEMENT



 Regions Hospital

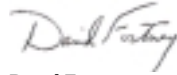
Dear Career Explorers:

As you read this special supplement on health care careers, you may be surprised to learn of the wide variety of jobs this industry has to offer. Many of Minnesota's largest nonprofit organizations are in the health care field, and our state's health care industry includes some of our nation's best providers of patient care, medical technology, research and education. In short, this is a great place to begin a career in health care.

HealthPartners and Regions Hospital are happy to work with the Saint Paul Pioneer Press to bring you this career guide. We encourage you to join us in this exciting and challenging field, as we work to improve the health of our patients and our community. The health care field is an interesting place to work, with many opportunities. If you are already thinking about a career in health care, we encourage you to continue to follow your dreams. If you have not considered a career in health care before, we hope that this publication helps you learn more about our field, and how you can prepare for a health care career.

We wish you the best of luck in any career path you choose to follow.

Sincerely,



David Fortney
Vice President Human Resources

MINNESOTA DEPARTMENT OF

*Children,
Families &
Learning*

Dear Career Explorers:

What an exciting time for you! You have the opportunity to use this career supplement to discover some of your skills, your interests and maybe even some of your dreams. You will be able to explore a variety of career possibilities that you may not have considered before. Health Services cover a vast array of career options. Keep an open mind.

You will play the role of the career counselor and help your client find a good fit for their personalities and their job skills. All of the time, you will be evaluating and looking at yourself to see if these different situations apply to you in any way. Use the workbook pages to reflect upon your own skills and interests. Expand your thinking and imagine yourself in one of these occupations. Does it work for you? If not, continue on your journey of exploration, there will be many detours and stops along the way. This is your life. You determine your own destination and the route to get you there.

Enjoy the journey.

Sincerely,



Diane Miller
Counseling/Career Specialist

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As you and your classmates grow you will discover many things about each other. You will discover what you enjoy doing and what you do well. Your parents and teachers will introduce you to many new experiences so you can discover more about your interests. Eventually you will use these experiences and self-knowledge to determine what to do with your lives.

There are other people in addition to your parents and teachers who are willing to help provide a way to discover more about your skills and interests. In this supplement you will find information about people that work in different occupations. When you read about them you may discover that you share some of their likes and dislikes. You can also be helpful to your classmates by sharing what you know and learn with them.

So we hope you will explore and discover the careers shared in this supplement and share what you learn with your classmates through your own career fair! Work with your classmates to make what you share interesting and fun!

Oh yes – and be sure to listen well to what your classmates share with you about careers they research. It may be just the information you need!

The Newspapers in Education staff wishes to thank Catherine Vennewitz for her design, Eric Luoma for his writing, Diane Miller, Mike Mitchell and Robert Moffitt for their guidance.

MINNESOTA DEPARTMENT OF
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**MINNESOTA
DEPARTMENT OF
EDUCATION**

Careers In
Health Services



DISCOVER

Health Services where you can work in the fields of:

Occupations Related to Health Services...

Technology	People	Research
X-ray Technician	Dentist	Medical Research Assistant
Ultrasound Technician	Clinic Manager	Geneticist
Radiological Technologist	Orderly	Chemist

Occupations

The Health Services industry does everything possible to keep people healthy and to help those who are sick. This is a giant task and it includes people working in medicine, dentistry, nursing, fitness, hygiene, therapy, dietary aid, rehabilitation, medical administration and janitorial services.

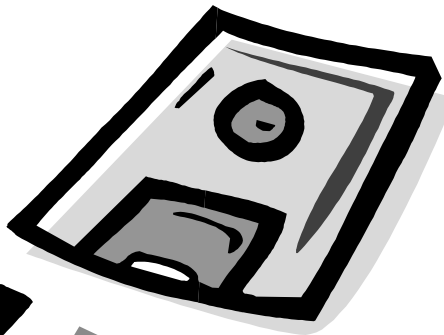
Medical equipment advancements and scientific progress drive the health services industry. For example, in 1918 and 1919, 20 million people in Europe and the United States died from an epidemic of the common flu. Nowadays, this is highly unlikely. Things are getting better all the time with advances in health science and medical care.

The United States has the world's largest health services industry and also one of the most expensive. Everyone is entitled to health care, but who pays the bill is a controversial issue and debate topic.

The people who choose to work in the health services industry do so because they want to help people and/or they want to work at applying science and technology. It's a very exciting and challenging industry and it continues to grow.

- School Nurse
- Research Assistant
- Dental Hygienist
- Clinic Manager
- Information Coder
- Sales Representative
- X-ray Technician
- Nurse Practitioner
- Medical Technician
- Speech Therapist
- Health Educator
- Lab Technician
- Ultrasound Technician
- Medical Secretary
- Dietitian
- Anesthetist
- Pharmacist
- Psychiatrist
- Bacteriologist
- Biochemist
- Chemist
- Geneticist
- Orderly
- Cardiologist
- Dermatologist
- Pathologist
- Dentist
- Urologist
- Counselor
- Occupational Therapist
- Biomedical Technician
- Endocrinologist
- Gastroenterologist
- Geriatrician
- Gynecologist
- Internist
- Neurologist
- Nurse Specialist
- Oncologist
- Ophthalmologist
- Optometrist
- Orthopedist
- Otolaryngologist
- Podiatrist
- Psychologist
- Pulmonologist
- Rheumatologist
- Social Worker
- Radiological Technologist





DISCOVER RELATED TO HEALTH

Fill In These Occupations: Answer The Riddle:

_ U _ S _

Works alongside doctors and helps patients who are sick.

I _ _ E R _ I _ _

Specializes in internal medicine.

G _ R _ A _ R _ C I _ N

Works with the problems and diseases of elderly people.

L _ B T _ _ H N _ _ I _ N

Works in a hospital's laboratory.

D _ N _ _ L _ Y G I _ N _ S _

Works alongside a dentist and cleans teeth.

_ E N _ T _ C _ S T

Works with the principles of heredity and genetics.

Answers: Nurse, Internist, Geriatrician, Lab Technician, Dental Hygienist, Geneticist.

1. I use tools to repair and maintain peoples' teeth. I am a _____.

2. I ride in an ambulance and am the first person to administer first aid to an injured person. I am an_____.

3. I help people plan healthy meals that cater to their medical and nutritional needs. I am a_____.

4. I use instruments to test and correct peoples' eyesight. I am an_____.

- CHOICES:
- Optometrist
 - Dietician
 - Emergency Medical Technician(EMT)
 - Dentist

Answers: 1. Dentist 2. Emergency Medical Technician 3. Dietician 4. Optometrist



Careers In Health Services

Health Services Occupations:

There are many ways to help people. How do the people below help? Circle the correct response or response.

A Clinic manager works in:

Administration Therapy Doctoring

A Counselor works in:

Administration Therapy Doctoring

A Medical Secretary works in:

Administration Therapy Doctoring

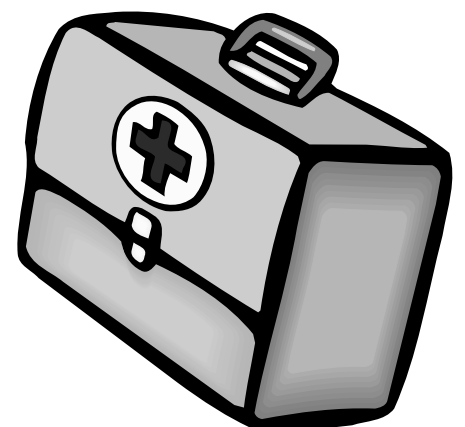
A Dermatologist works in:

Administration Therapy Doctoring

Name the body parts

Did you know that there is a special doctor for different parts of the body? Draw a line to match the doctor with the body part.

- | | |
|-------|-----------------|
| Eyes | Cardiologist |
| Teeth | Pulmonologist |
| Lungs | Ophthalmologist |
| Feet | Dentist |
| Heart | Podiatrist |

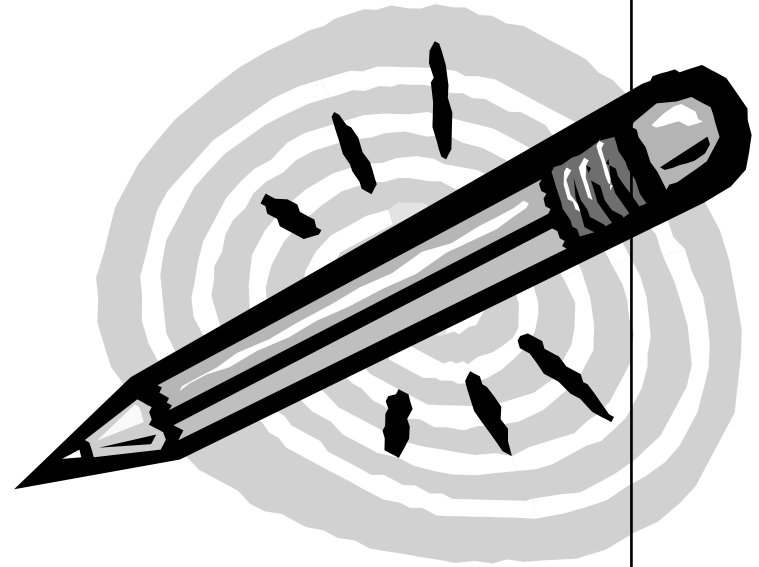


OCCUPATIONS

SERVICES...

Match the Word to Its Meaning: **Health Services**

- Nurse _____
- Dentist _____
- Chemist _____
- Neurologist _____
- Social worker _____
- Podiatrist _____
- Clinic manager _____
- Pharmacist _____



Definitions

1. Treats people who have an illness or injury related to the foot.
2. Works in a lab with chemical properties and structures of substances (i.e. blood).
3. Treats people who have diseases, decay or injuries of the teeth and jaw.
4. Sells and administers prescription drugs.
5. Cares for sick people, usually in clinic, hospital or school.
6. Treats people who have diseases of the central nervous system.
7. Keeps clinic running smoothly by organizing personnel, financial and business issues.
8. Works with people who need counsel or some form of assistance.

Key: 5,3,2,6,8,1,7,4

Did you know?

_____ Clinic in Rochester Minnesota is one of the most respected health care institutes in the country. More to know: a) A sneeze can travel 100 miles per hour. b) A person's nose never stops growing. c) Smiling uses 17 muscles. d) An adult has 70,000 miles of blood vessels e) The mouth produces a quart of saliva a day. f) A person can't catch a cold in the North Pole. It's too cold.

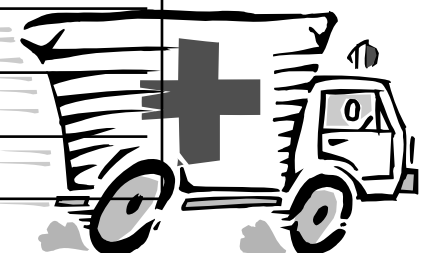


The Mayo Clinic

Grouping

Group these occupations into the three categories below:
 Clinic Manager, Endocrinologist, Bacteriologist, Occupational Therapist, Sales Representative, Dermatologist, Counselor, Purchaser of Medical Equipment, Oncologist, Speech Therapist

Support	Therapy	Doctoring
Electrician _____	Psychologist _____	Urologist _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



DISCOVER BUSINESSES & RELATED TO YOUR COMMUNITY.



You probably have at least one health care institution right in your neighborhood or community. Somewhere near your home is a hospital, clinic, or some other health services business. With so many people working in the industry, it's possible that one of your neighbors or even a family member goes to work everyday in the health services field.

Discover Businesses, Jobs and Organizations Related to Health Services in My Community

Look for a photo of someone that may be employed in this field from today's paper.

Find the name of a hospital or clinic in today's Pioneer Press

Describe your last visit to a doctor's office, clinic, or dentist's office.

Identify one important question you could ask a doctor:

Paste your photo to the right.

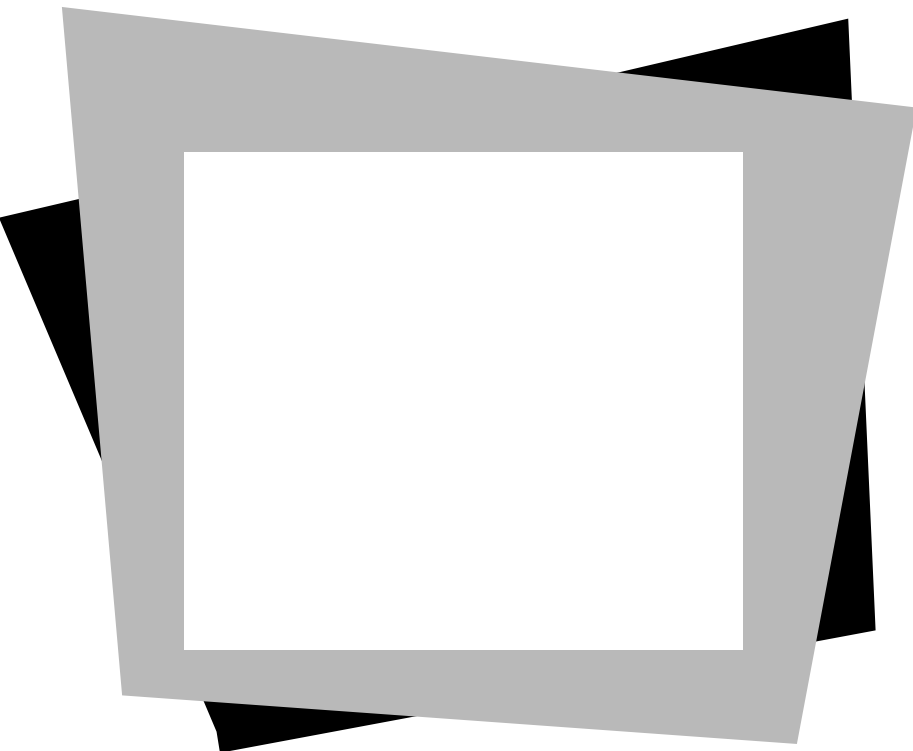


What jobs in this career field interest you the most? List one below and explain why it is interesting:

Look in your local phone book. Find three businesses in the Yellow Pages that employ people in this career field. List the businesses below:



ORGANIZATIONS' HEALTH SERVICES IN



Develop a bibliography of the books you find to share with others.

Name of book: _____

Author: _____

Brief description of content: _____

Name of book: _____

Author: _____

Brief description of content: _____

Name of book: _____

Author: _____

Brief description of content: _____



Visit your local library. Notice the counter and wall displays. What is happening in your community that relates to this field?

Identify three occupations from this career field that were involved in developing what you see.

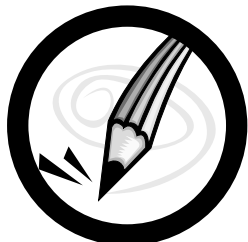
Is anyone at your school in this career field?

Find and list three books that teach you about some of the skills needed in this career field.

1. _____

2. _____

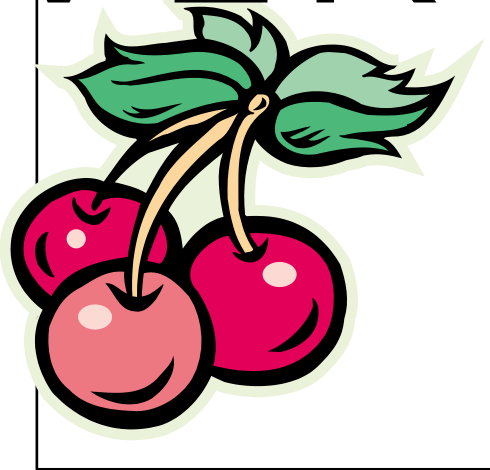
3. _____



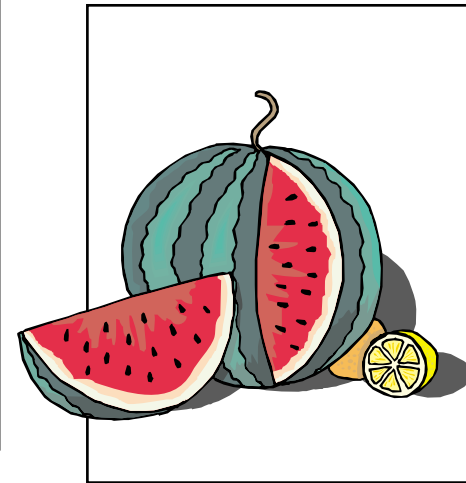
DISCOVER CAREERS



PROFILE #1



PROFILE #2



PROFILE #3

What do you do?

Nurse

Cardiac Sonographer

Director of Health Information Management

How did you get started?

As a nurse in an emergency room.

As a sonographer (make images of the body using sound waves) in a hospital.

Managed a health clinic.

What are your most valuable skills?

- I am exact when recording information.
- I keep accurate notes on patients.
- I am a good listener.

- I am an excellent communicator.
- I know and understand how the heart works.
- Like to work with people.

- Know federal/state medical regulations.
- An attention to detail.
- Data analysis skills

What did you enjoy doing when you were young?

I liked to play sports and learn about the human body.

I enjoyed building models of the human body and studying birds.

I loved to spend my free time dancing and going to movies.

PERSON SEARCH

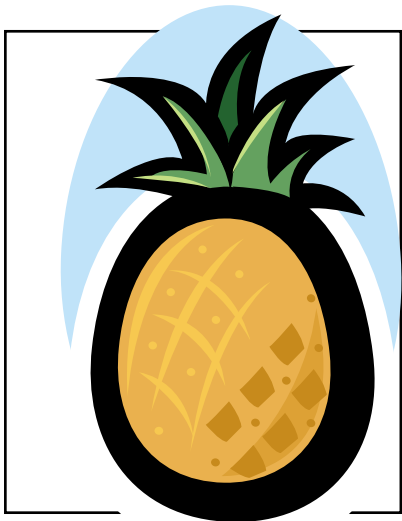
Find someone in your life who has a job in this field. Interview that person and create a profile of that person. Record your information here.

What do you do?

How did you get started?

What are your most valuable skills?

CAREER PROFILES



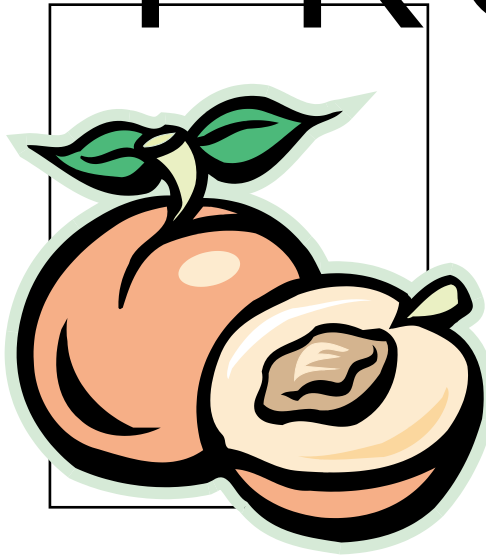
PROFILE #4

Dental assistant

As a dental assistant in a large clinic.

- I understand technical procedures.
- Very detail oriented.
- Able to teach patients oral hygiene.

I liked to explore.



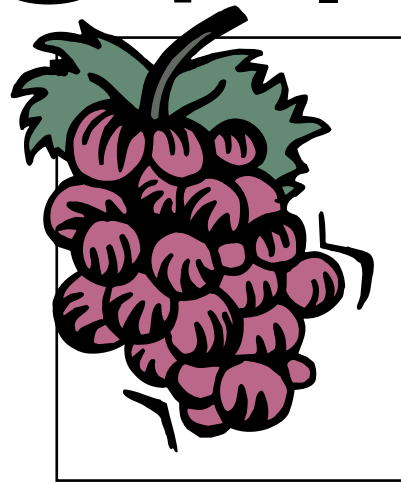
PROFILE #5

Speech Therapist

I volunteered at a school attended by deaf children and learned sign language.

- I am patient with people.
- I am a good listener.
- I understand human anatomy.

I enjoyed playing school with the kids in my neighborhood. I liked to be the teacher.



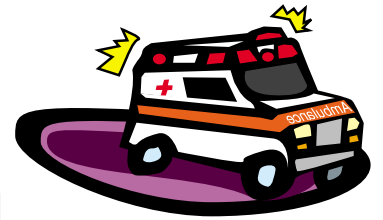
PROFILE #6

Health Care Administration Manager

Research Assistant.

- I have very good writing skills.
- I am an excellent problem solver.
- I am well organized.

I liked to study how to improve in sports through muscle development.



What did you enjoy doing when you were young?

What skills? What training and education did you need for this job?

DISCOVER THE TOOLS IN HEALTH SERVICES

TOOLS

JOBS

Lead jacket



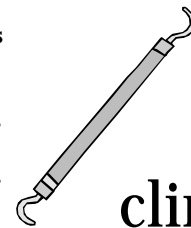


Needle



Medicine

Sterile tools

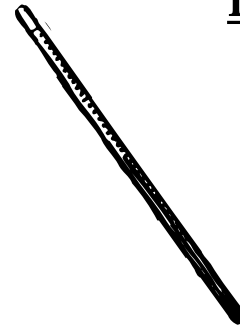


Stethoscope



Floss

Thermometer



Ambulance



Office Building

Food



sales representative

chemist

orthopedist

school nurse

optometrist

health educator



Computer

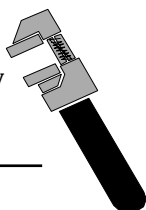
Eye chart



Microscope



Monkey wrench





Briefcase

Test Tube



Bandages



Phone



Careers In
Health Services

AND JOBS



To Do



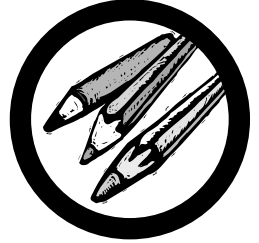
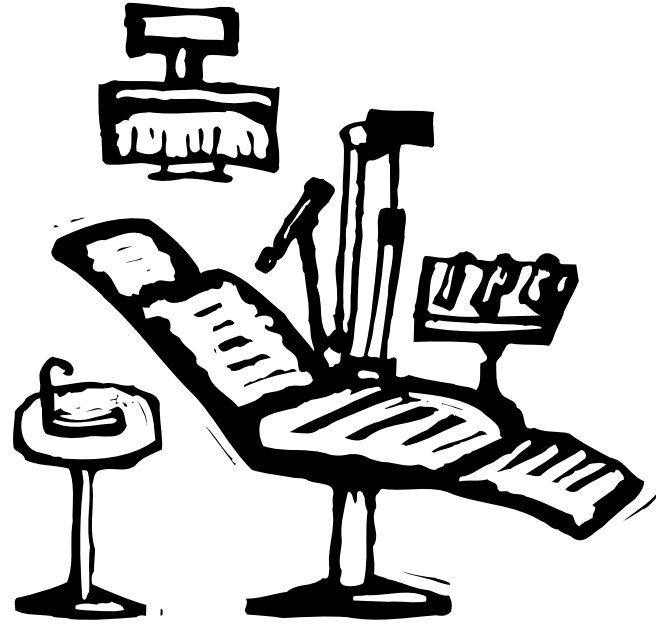
1. Assign a job name that may use the tool shown. Tools may be used more than once.

2. Circle the job names you have used.

3. Decide how skilled you are in using the tools. On the line under each picture, put "h" for high skill level "m" for medium skill level, "l" for low skill level.

4. Put an "x" on any tool you would like to learn how to use or become more skilled at using.

5. Collect pictures for jobs not assigned.



CLASSIFIED ADS

Cut out 5 classified ads from your Pioneer Press listing jobs in this field.

Fill in the missing information in the boxes on your chart below based on the following information (remember this is a 10 year projection):

Physicians/Surgeons – Performs medical operations on patients. Treats disease, illness and injury through invasive techniques performed on patients. May repair the body so the patient can heal.
1996 Employment 11,460 Openings per year: 470

Registered Nurses – Works along side doctors in the hospital, clinic or institution caring for sick, disabled or injured people. May take people's temperature, check blood pressure, register weight and height and inform doctor of patient's records and symptoms.
1996 Employment 36,220 Openings per year: 1,020

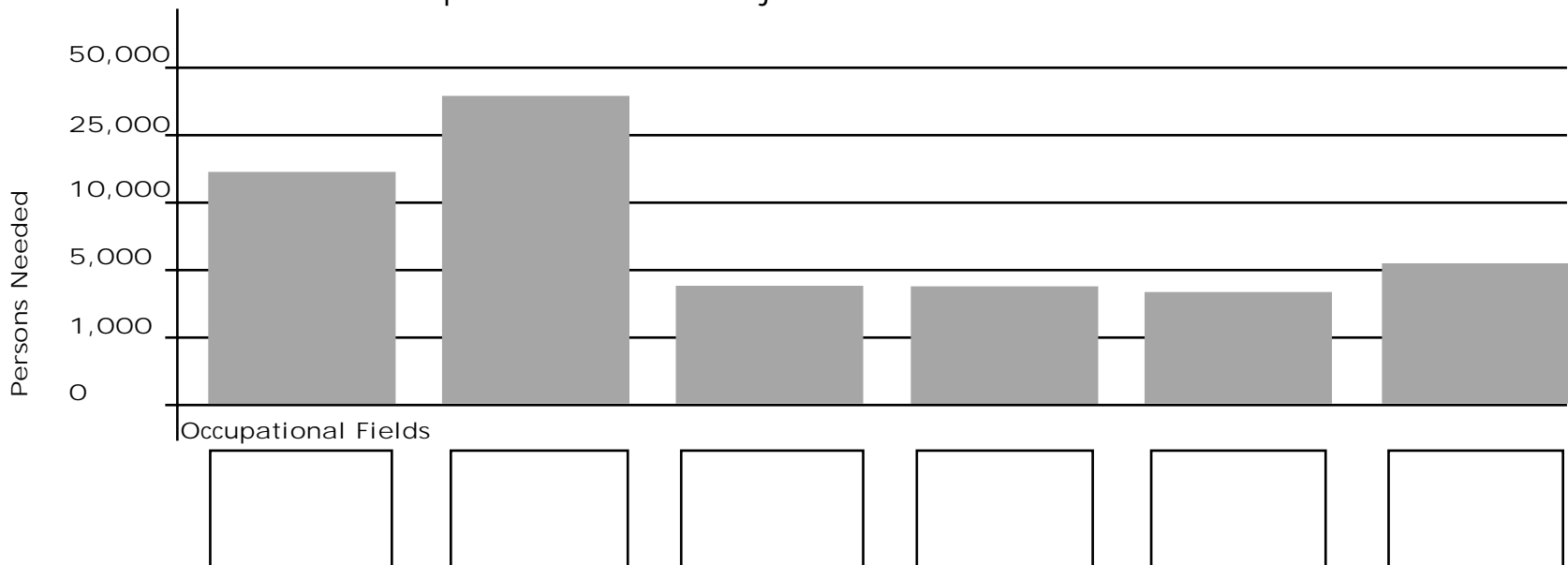
Physical Therapists – Helps patients use exercise and movement to treat injuries and diseases. Uses other techniques including: heat, light, massage and weights to focus on specific bone and muscle groups.
1996 Employment 5,130 Openings per year: 110

EMTs – Ride in ambulance and respond to emergency situations. May administer first-aid, perform life-saving techniques, offer general rescue assistance and transport patient to hospital.
1996 Employment 2,110 Openings per year: 150

Medical/Clinical lab Technician – Works in hospital or clinic laboratory performing scientific experiments, medical research and testing. Usually test results help doctors recognize and treat disease and illness.
1996 Employment 2,110 Openings per year: 130

Dentist – Diagnose, treat and prevent diseases of the teeth, mouth and gums. Use tools and hands to surgically and manually fix teeth that are broken or decayed. Installs and maintains teeth or dentures.
1996 Employment 4,490 Openings per year: 80

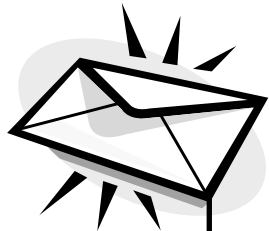
" 10 " Year Occupation Growth Projections



PREPARING FOR A FUTURE IN HEALTH SERVICES

MATCH SUBJECTS TO CAREERS

One way to explore careers is to connect them to your school subjects. What subjects do you enjoy the most? Name an occupation that would utilize your favorite subject.



How much training and education do the careers in this field require?
How much training and education are you willing to consider?

Subjects

Occupation

Can one subject apply to more than one occupation? _____

Can one occupation require understanding more than one subject? _____

MIDDLE SCHOOL → HIGH SCHOOL → COLLEGE/TRADE SCHOOL

Once you determine which occupations you are interested in exploring, you can plan to take classes in middle, junior and senior high school that will help increase your knowledge and skills in those career areas.

Now that you are familiar with occupations in the Health Services field, you can begin to plan the classes you will choose in junior and senior high.

Find the common words related to the Health Services Industry.

Careers In Health Services



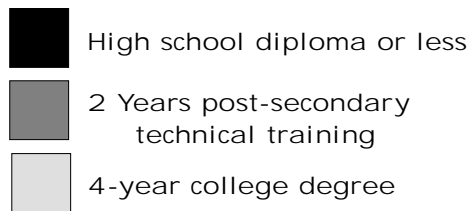
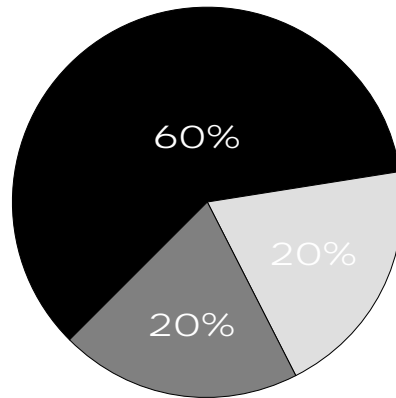
RWIHAEEL	Therapy
HCSEUTRC	Intern
CIDNIEME	Crutches
SFSNEIT	Medicine
HHTLEA	Research
EDIT	Insurance
DBOLO SSRUEREP	Patient
CRHEASER	Surgery
NARSUECNI	Fitness
TTEAPN	Lab
GREYUSR	Stethoscope
BAL	Doctor
HOTSCOETPS	Wheelchair
OOCTRD	Ambulance
SREUN	Health
NTNERI	Blood Pressure
LUBNACEMA	Diet
PYRAEH	Nurse

What can you learn from these two "pie" charts?

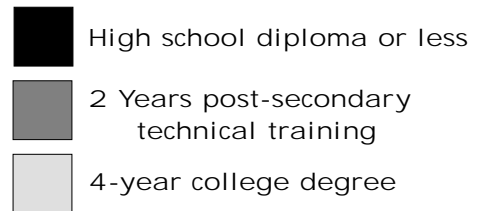
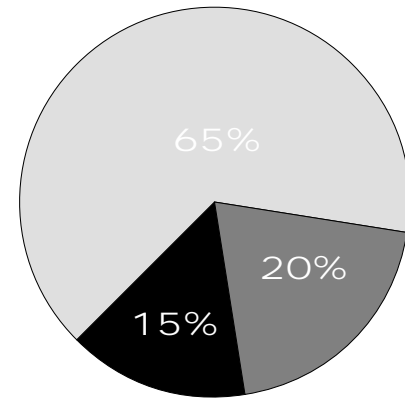
Fill in the blank.

In 1959 _____% of all jobs required a high school diploma or less and _____% required at least 2 years of post-secondary technical training or a four-year college degree. By 2000 _____% of all jobs will require at least 2 years of post-secondary technical training or a four-year college degree.

1959



2000

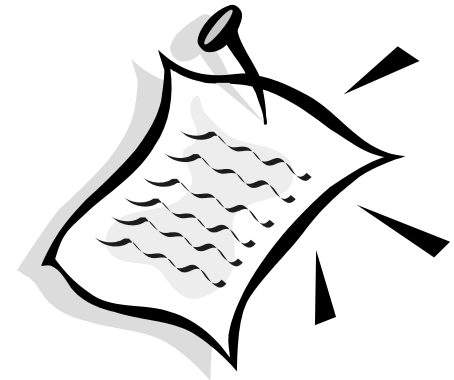


Source: Bureau of Labor and Statistics

What are the minimum high school requirements of most colleges and universities?

Fill in the number 1,2,3 or 4 for the number of years you think a student should successfully complete in high school to be prepared to get into a Minnesota four-year state university.

- ___ years of English (including composition and literature)
- ___ years of math (2 years of algebra and 1 year of geometry)
- ___ years of science (including 1 year each of a biological and physical science)
- ___ years of social studies (including 1 year of U.S. history and geography)
- ___ years of a single world language
- ___ years of either world culture or fine arts



If you do not meet these requirements you may still be considered for admission, but you may be required to take specific course work designed to improve your opportunity to be successful at a four-year college level.

Minnesota state two-year colleges have a policy of "open admission", which means that anyone with a high school diploma or a GED may enroll.



WHAT I LEARNED AND CAREERS AT

Listen to the presentations of all six career fields from your classmates and use these pages as a tool to record your own personal discoveries. Remember, you have your entire life to plan and develop. This is just a snapshot for now. Be sure to share your thoughts from these pages with your parents.

Choose occupations that match your interest areas!

- Adventure -----
- Sports -----
- Art -----
- Science -----
- Business -----
- Talking -----
- Computers -----
- Travel -----
- History -----
- Writing -----
- Music/Dance -----
- Math -----

Favorite Subjects/Best Subjects

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do one or more subjects appear in both columns? If you like a subject and do well in it, then it may be worth exploring occupations that involve them?

Check the boxes of your highest interest areas. Identify occupations from this field that match your interests.

Write the occupation on the line following the interest area.

A hobby or favorite activity can become a career!

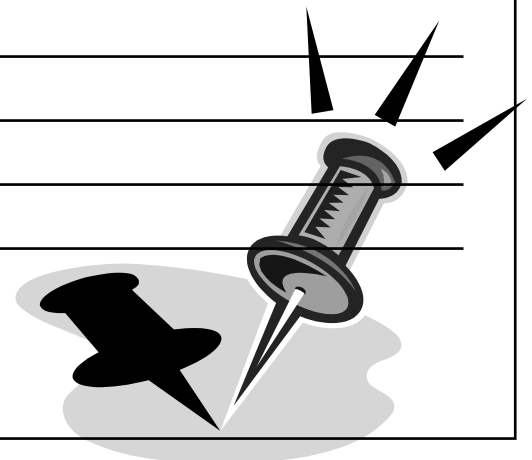
What hobbies or activities have you participated in that relate to occupations:

Hobbies/Activities

Occupations

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Can one hobby or activity apply to more than one occupation?
Can one occupation apply to more than one hobby or activity?



ABOUT ME

THE CAREER FAIR

What would be a good career choice for you and why?

What career would be a good match of the needs in your community and your personal skills or interests?

What are your feelings about growing up and earning a living?

Use the answers to these questions for starters

I could be a... _____

Because I am... _____

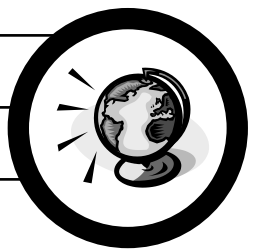
Because I can... _____

Because I like... _____

Planning Your Education

Pick three occupations that interest you and list them on the chart vertically. For each job draw a horizontal line to the number of years of education you feel you'll need.

Occupation List							
My Education Goal	High School	Special Training	Associate Degree (2 years)	Bachelor's Degree (4 years)	Master's Degree (6 years)	Doctorate Degree (8 years)	



Years of Education

- How many years of education do you plan on getting after you graduate from high school?
- Draw a line that shows your educational goal on the chart above.
- Pick three occupations in this field that you are interested in at this time.
List these jobs on the chart vertically. For each job, draw a horizontal line to the number of years of education that it requires.
- Which of the occupations match your education and training goal? List these below:

_____, _____, _____

Parent Signature and Date

CAREER FAIR

CAREER FAIR PLANNING:



Overview

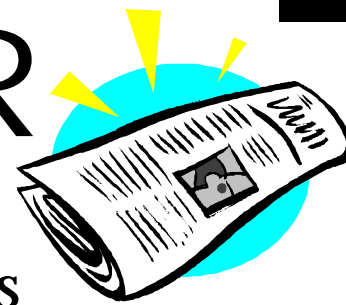
A career fair is your opportunity to share what you have learned about the occupations in this field and others. You will decide what you want to share and how you will do that. Your class/school will plan the event and you will decide what role you will play in preparing for the event.

Prepare a visual display of the information your team found so that you can share what you learned with your school mates.

Requirements

An important part of the career fair will be your career display which is an opportunity to share your learning, and at the same time, demonstrate your skills in the Agriculture and Natural Resources field (ex: mechanical aptitude, planning, writing, speaking, interest in science, love of outdoors etc.). Your career display will include:

1. Career Investigation Information
2. Career Field Summary: five statements stating what you learned about occupations in this field
3. Personal Reflection: A paragraph that explains if any of the occupations in this field could be part of your future and why.



IN YOUR DISPLAY:

Here is a list of things you have done that can be included in your display.

1. You can share a general definition of the jobs in your field.
2. You can list and describe some of the occupations in this field. (You may want to create sub-categories of occupations within your field.)
3. You can share pictures of people working in your field.
4. You can identify activities related to this field in your school and in your community.
5. You can share actual jobs and companies that employ people in your field (through classified ads, yellow page listings and personal contacts).
6. You can share some of the tools used in this field.
7. You can display a chart that projects the growth of certain jobs and the education they require in your field.
8. You can share classes students might want to take in secondary school that relate to your field.
9. You can provide a bibliography of certain books in your school's library related to your field.



Celebrate
Your Success!