



RENTON  
TECHNICAL  
COLLEGE®

Career Launch Endorsement Review  
June 2021

*In partnership with*

WA Alliance for Better Schools (WABS)

Providence

Renton School District

Highline Public Schools

**3 Career Launch Pathways**

Ambulatory Care Network Project Management

Home and Community Care Nursing Pathway

Clinical Engineer in a Hospital Setting

INSTITUTION RENTON TECHNICAL COLLEGE

PROPOSED PROGRAM PROGRAM MANAGER

PROGRAM LEVEL (CHECK ALL THAT APPLY):

- High school Diploma
- College Certificate
- College Associate Degree
- College Bachelor Degree
- Industry Recognized Certificate(s)

PROGRAM CIP 51.0701 PROGRAM NAICS CODE \_\_\_\_\_

COLLEGES ONLY: PROGRAM EPC (Legacy) 341 PLAN CODE (PeopleSoft) \_\_\_\_\_

CONTACT INFORMATION

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Christopher Carter

Christopher Carter (Jun 11, 2021 13:20 PDT)

Chief Academic Officer

Jun 11, 2021

Date

Application contact: Scott A. Copeland  
Associate Director, College Relations and Policy Guidance  
Washington State Board for Community and Technical Colleges  
Office: 360-704-4397  
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*Applications reviewed monthly and are due the first business day of the month.*

Electronic submissions only to [scopeland@sbctc.edu](mailto:scopeland@sbctc.edu)

INSTITUTION RENTON TECHNICAL COLLEGE

PROPOSED PROGRAM BRIDGE to NURSING

PROGRAM LEVEL (CHECK ALL THAT APPLY):

- High school Diploma
- College Certificate
- College Associate Degree
- College Bachelor Degree
- Industry Recognized Certificate(s)

PROGRAM CIP 51.3801 PROGRAM NAICS CODE \_\_\_\_\_

COLLEGES ONLY: PROGRAM EPC (Legacy) 323 PLAN CODE (PeopleSoft) \_\_\_\_\_

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INSTITUTION RENTON TECHNICAL COLLEGE

PROPOSED PROGRAM CLINICAL ENGINEER

PROGRAM LEVEL (CHECK ALL THAT APPLY):

High school Diploma

College Certificate

College Associate Degree

College Bachelor Degree

Industry Recognized Certificate(s)

PROGRAM CIP 15.0404 PROGRAM NAICS CODE \_\_\_\_\_

COLLEGES ONLY: PROGRAM EPC (Legacy) 654 PLAN CODE (PeopleSoft) \_\_\_\_\_

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Date

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## Program Checklist

### **P1. Program description including length of program in years and total hours (including split between classroom and worksite).**

This Career Launch program has 3 healthcare pathways. The end result of each 2-year path is:

- Ambulatory Care Project Manager
- Home and Community Care certified Certified Nursing Assistant & Home Health Aide with all prerequisites complete for entering a 2-year nursing program in WA state
- Clinical Engineer for hospital devices

Our partners include Providence (WA, OR, & CA), Renton Technical College, Renton School District, and Highline Public Schools. Swedish will be hosting Clinical Engineers in King County as an affiliate of Providence.

Each pathway is constructed with **paid** internships and classroom learning over a 2-year period. Clinicals will be considered classroom learning in this scenario since they have to be unpaid in WA. Paid Internship 1 will occur the summer after junior year and before senior year. The certificate/college learning will begin during their senior year in the Running Start model. For the most part, students will be ready to interview a year after graduation. The only exception is the Certified Nursing Assistant and Home Health Aid certificates which are able to be used at 18 years of age, so work may start while they are still pursuing the nursing prerequisites.



Providence will be supporting 12 students in this program for cohort 1. Currently, we have 4 students enrolled in Ambulatory Care Program Management, 6 students enrolled in the Nursing Pathway, and 2 students enrolled in the Clinical Engineering program.

#### **Ambulatory Care Project Manager - 920 total hours**

Internship 1 - 240 hours of paid worksite learning (K-12 Credit)

Internship 2 - 240 hours of paid worksite learning (Certificate Credit)

Allied Health Project Manager Certificate - 46 credits, 6 credits in worksite learning and 40 classroom learning, which is 440 classroom hours.

#### **Nursing Pathway for Home and Community Care - 1085 total hours**

Internship 1- 240 hours of paid worksite learning (K-12 Credit)

Internship 2- 240 hours of paid worksite learning (Paid Internship as Certified CNA)

Certified Nursing Assistant/Home Health Aid Bridge to Registered Nurse Certificate- 55 Credits which is 605 hours in class and clinicals.

#### **Clinical Engineers in the Hospital Setting - 1063 total hours**

Internship 1 - 240 hours of worksite learning (K-12 Credit)

Internship 2 - 240 hours of worksite learning (Certificate Credit)

Allied Health Clinical Engineer Certificate - 59 credits, 6 credits in worksite learning and 53 classroom learning, which is 583 classroom hours.

**P2. Estimated number of hours per week at worksite and in classroom (this approach may shift throughout the program).**

- Summer Internships - 40 hours per week with a total of 480 hours over 2 summers.
- Running Start college courses per quarter - approximately 5 hours per week in class with another 10 hours of coursework. This is approximately 165 hours spent in class over the school year. Students will also be meeting their high school graduation requirements outside of the program coursework.
- Full-time college courses per quarter - approximately 15 hours per week in class with another 30 hours of coursework. This is approximately 165 hours total spent in class over a quarter.

**P3. Demonstration of labor market demand for specified skills/career in local region**

Overall, employment in healthcare occupations is projected to grow 15% from 2019 to 2029, much faster than the average for all occupations (US Bureau of Labor Statistics).

**Ambulatory Care Project Manager, SOC 13-1082:**

According to the US Bureau of Labor Statistics, WA state is one of 5 states with the highest concentration of jobs and location quotients in Project Management Specialists with an average annual wage of \$88,430. Specifically for the Tacoma-Seattle-Bellevue area, there are 35,560 jobs with a 1.75 location quotient, with an average salary of \$92,780. The Ambulatory Care service market is presumed to grow at a rate of 4.8% and is estimated to reach USD 118.48 Billion by 2027 from USD 81.20 billion in 2019 (<https://www.medgadget.com/>). The US Bureau of Labor Statistics lists the larger category of medical and health services managers as having a 32% growth rate over the next 10 years. Overall, this is a strong and growing career field. With Providence as an employer, a career path ladder will be supported for entry level positions to attain project management certifications and college degrees needed for higher positions. Providence is committed to growing and being innovative with Ambulatory Care, which creates an increased need for strong project and program managers in the healthcare sector.

**Home and Community Care certified Certified Nursing Assistant & Home Health Aid with all prerequisites complete for entering a 2-year nursing program in WA state, SOC 29-1141:**

The ultimate goal is to support students finishing a registered nursing degree. Based on the US Dept. of Labor's Projections Managing Partnership, WA state will have a 20.5% increase in workforce need for registered nurses between 2018 and 2028. This is an additional 12,000 positions for our state alone. The average annual job openings will be around 5,820. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives. We are specifically focusing on positions in home and community care, but employees will have the ability to work in any area. The average annual salary is \$90,184 and the average hourly wage is \$43.36. One of the main barriers to becoming a registered nurse is getting into a nursing degree program. To overcome this, RTC will give extra application points to students in the Career Launch that have completed the CNA certificate and the worksite experiences under Providence. This will basically guarantee them a spot in the Associate Degree in Nursing (ADN) program. University of Providence then has a 12-month course that turns an ADN into a Bachelor of Science in Nursing. This is not needed in Home and Community Care, but will expand their career ladder and work location options. Providence will cover the cost of both degrees for employees through their tuition reimbursement program.

**Clinical Engineer working with hospital devices, SOC 49-9062:**

This is also titled Biomedical Equipment Technician. Entry level employees are Level 1. This is a position that is projected to have a large amount of the workforce retiring. Providence is anticipating a talent shortage in the next 5 years. In 2019, Providence did a compensation and job satisfaction survey of their workforce. There are a few details from this survey below:

*“One of the biggest revelations in 24x7’s 2019 compensation and job satisfaction survey was the extensiveness of the looming staffing crisis. ‘The aging out of a large percentage of technicians from the field in the coming five years, and the lack of college programs offering the training needed to generate enough replacement technicians’ is a major concern, one respondent wrote. Another quipped: ‘Old-timers are being replaced with warm bodies. An associate degree in biomed has gone by the wayside, [lengthening the time it takes for newcomers] to get up to speed. I think there is going to be a void really soon.’ Another notable finding: More than one-third—36% to be exact—of 2019 respondents were in the 55-and-older age bracket (1,500 responded). True millennials—those under the age of 35—represented just 17% of survey respondents. As one person put it, ‘Not enough young people are getting into the field’.”*

There is also an increase in technology and new devices in healthcare in general. As innovation continues, there is a higher demand for technology support and maintenance.

The US Bureau of Labor Statistics data for *Medical Equipment Repairers* shows 5% growth in the next ten years, faster than average, with about 53,900 jobs open in the US in 2019. WA state is listed as one of the top paying states with about 990 open positions statewide with employment mostly concentrated in the Puget Sound region. There is a state average wage of \$68,180. In this program, with Providence and Swedish as the employers, Level 1 technicians will start around \$60,000 and by Level 3 are expected to make over \$100,000. Technicians usually stay Level 1 for two or three years before moving into a speciality area as a Level 2 technician.

#### **P4. Projected count of student enrollment, student completion, and anticipated employer participation for 5 years, post-pilot.**

Providence is committed to continue a minimum of 12 students and a max of 16 students. Essentially, they would like to maintain the pilot numbers each year. Having managers in the healthcare system that can take on the internship programs to create a quality experience is very important to them, and handling large numbers in a clinical or hospital setting is unlikely. However, there are opportunities for expansion. Swedish, as an affiliate of Providence, is hosting the pilot Clinical Engineer Program for the Seattle locations. Providence would like to expand next year to their Olympia and/or Everett hospital locations. There is a possible expansion of numbers in this track due to the Swedish/Providence affiliate relationship.

We, of course, would like to see 100% completion in these programs; however, we know that as students get into healthcare, they sometimes change their minds. A goal of at least 70% completion seems reasonable, but we will be working hard to provide emerging experiences and supports to retain students. Renton Technical College also has pathways to lead those leaving one healthcare area to another Allied Healthcare career.

#### **P5. Concise description of development process to create the Career Launch program (e.g. who was involved, when, how was the program piloted, etc.). Include a listing of program advisory committee members and their affiliation to the program.**

These 3 programs were developed March 2020 through June 2021. The following people were involved in monthly meetings August 2020 - June 2021. We truly believe in collaborating and building programs with K-12, higher education, and industry all at the table. Our work followed the Scope of Work laid out by the ESD contract, timelines for each of the partners, and best practices learned in the T-Mobile Full Stack Developer program WABS and partners built the previous year.

Ambulatory Care Program Management	Nursing Pathway	Clinical Engineers in the Hospital Setting
<ul style="list-style-type: none"> <li>• Kirsten Saint Clair, Providence, VP of Ambulatory Care Network</li> <li>• Michael McClain, Providence, Executive Director of Ambulatory Surgery Centers</li> <li>• Allen Johnson, Providence, Project Manager in Strategic Partnerships for ACN</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Yasmin Ali, Renton Technical College, Dean of Nursing</li> <li>• Shalahna Rhodes, Renton Technical College, RN and Full Time Nursing Faculty</li> <li>• Mark Provan, Providence CA, Chief of Workforce Integration, HR, and Talent Acquisition</li> <li>• Shaune Mattson, Providence, Chief Nursing Officer</li> <li>• Maricor Lim, Providence, Administrator at Providence Marianwood, Issaquah, skilled nursing and transitional care community</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Gillespie, Providence, Executive Director, Operations Real Estate Strategy &amp; Operations</li> <li>• Viktoria Kerslake, Providence OR, Assoc Project Manager, Real Estate Strategy &amp; Operations</li> <li>• Andrew Howell, Swedish, Clinical Engineer, Swedish/Issaquah</li> </ul>
<p style="text-align: center;"><b>Working Across All 3 Pathways</b></p> <p>Kevin Smith, Renton School District, Director of CTE  Terry Derrig, Renton School District , Apprentice/ Internship and Worksite Coordinator  Chance Gower, Highline Public Schools, CTE Director &amp; Skill Center oversight</p> <p>Chris Carter, Renton Technical College Dean of Allied Health  Chelsea Good, Renton Technical College Faculty Counselor, Running Start Manager  Lisa Dominguez, Renton Technical College Curriculum Writer, contractor from Yakima Valley Community College</p> <p>Anna Hope, Sr. Project Manager, Education Partnerships with Providence (Great Falls, Montana)  Mary Kate Eaton, Executive Director of Education with Providence  Jason Magill, HR Providence, Strategic Program Manager  Kristen Kishline, Providence, HR Strategic Program Manager  Cassie Tinari, Dir. Edu Partnerships with Providence (Main contact through Jan)</p> <p>Shereen Henry, Deputy Dir. of WABS, Intermediary for this project  Grace Schouten, Program Coordinator, WABS, Intermediary Support</p>		

K-12 recruitment efforts for student enrollment in the 2021-22 Career Launch programs coincided with a few struggles. The very focused school-to-family communication needed in a pandemic, and the Governor's announcement to start up schools again in April superseded our marketing and family nights. This caused our recruitment timeline to be later than anticipated. Students were notified of acceptance into the programs in May 2021. The first pilot internship will begin July 2021. This initial cohort will finish and interview for a permanent position with Providence in June 2023. The adjusted numbers for this pilot cohort are below.

- **Ambulatory Care Project Manager** This team had planned for 4 spots and will have 1 initial pilot student from our partner districts and have accepted 3 outside of the partner districts. The plan is to bring the students into the program after the 1st paid internship.
- **Nursing Pathway for Home and Community Care** This group has accepted 8 students into cohort 1. They had planned for 6 but felt strong alignment with many of the applicants.
- **Clinical Engineers in the Hospital Setting** This team had planned for 2 program spots and are accepting 2 students into the program.



**P6. Signed letter of endorsement from all relevant partners, stakeholders and regional networks**

(including employers, labor organizations, academic institutions, community-based organizations, individuals, and other relevant stakeholders in support of the proposed Career Launch program). Regional network endorsement preferred.

Please see attached letters from Providence, Renton Technical College, Highline Public Schools, Renton School District, and the CCW Regional Network for King & Pierce Counties.

**P7. Description of resources, supports, or other processes to recruit and support students from underserved backgrounds**

(e.g. including students of color, students from low income families, English language learners, students with disabilities, foster students, students experiencing homelessness, students from single parent homes, and other populations that face barriers to employment); or create an implementation plan to do so.

The recruitment process involved reaching out to adults that have the ability to act as gatekeepers or champions. These included counselors, parents, teachers, and club advisors. We wanted to make sure this group was supporting these tracks as a viable future for students and building trust around Career Launch with educators and parents. Historically, many students of color have been tracked into 'alternative pathways' that haven't always had upward mobility, thus there is significant work to be done to rebuild trust with these populations. We targeted trusted programs like AVID and student affinity groups. Future cohorts in these districts will also involve cohorts of Gear Up participants. As well, school districts are collaborating with the WABS Natural Leaders program, which is an equitable family engagement program serving BIPOC and immigrant and refugee families at the high school level to help include the parent voice and support.

In addition, we did outreach directly to students. Outreach involved advertising in healthcare courses and student associations, mass marketing through Peachjar and grade-level newsletters. We also sent an informational email to every junior in the school districts. We then held a family informational night for each pathway with all the partners involved. Renton School District created a website to give out information and help register people for the events. Once the information night had occurred, this same website updated to host the application and a recording of the presentation. Translation was offered as an option at each session. When possible, professionals of color presented at the informational sessions. We assessed each student action step to increase their opportunity to access information without barriers.

The application process was supported by every counselor and district-level CTE staff member. We explicitly stated the goal was to help and support any student through the process without barriers, that included one-to-one help with the application. All 3 Providence groups required a completed application, but were willing to give students more time to work on resumes and recommendations with school district support staff after being accepted if needed. Support was provided through K-12 and also through Renton Technical College. Emails and contact information were provided for direct access.

Program supports included some general considerations but there was also a commitment to seeing each student as an individual, with individual needs that may need addressed. Below is a list of some of the general supports.

- Transportation options to college and internships: ORCA travel passes for buses and light rail. Transportation from the local bus stops is also being discussed by Providence depending on the location.
- Technology access, hardware and internet: Providence provides laptops at the worksite. K-12 provides Chromebooks through high school, and has hot spots available. Renton Technical College can provide laptops and hot spots with survey completion.
- College credit cost, class fees and supplies/books: By using the Running Start model, students will save money on the coursework they complete in their senior year. Free & reduced lunch can help waive and/or reduce class fees. After graduation students can apply for financial aid & grants. Providence, K-12, and the college will also seek out foundation grant funds for these pathways from each organization. These funds support fees, books, and supplies.
- Access/Cost Meals: Students on free & reduced lunch can do grab-and-go lunches through their

senior year. Renton Technical College has a food pantry open to all students. Providence will provide lunch vouchers on site or something similar, depending on the location.

- Professional Clothing: Renton School District has a business clothing bank. Providence is looking at providing participants a branded, work shirt for all pathways.
- Child & Elder Care (siblings, dependent, familial): This is one of the areas that Providence will look at case by case. They have some wrap around services, as does the college. They will work on access to these if needed.
- Academic Support or Professional Development: K-12 and the college both have Behavioral Health Counselors (SEL), Academic Counselors, Tutoring Centers. Renton Technical College will have additional mentoring in their affinity organizations like Men of Merit and Women of Merit where students, staff and faculty of color come together. Providence has a mentoring system in place that could be implemented in addition to the internship contacts and the Rise/Healthstream program.
- At the end of the program, students will interview and hopefully be hired. As a fulltime Providence employee, they will have access to employee tuition reimbursement programs. This helps ensure that there is upward mobility and helps build trust in this opportunity.

For future cohorts, the team would like to add exploration experiences before recruiting starts and intentional pathway building for students before the junior year to better prime them to take advantage of the Career Launch opportunities.

## Industry-Related Checklist

### **I-R1. Address of worksite(s) where Career Launch students will complete supervised training.**

#### **Ambulatory Care Project Manager**

*(dependent on rotating construction projects that started during COVID)*

Internship 1: Bank of America Building, 800 5th Ave, Seattle, WA 98104

Internship 2: Providence Renton Headquarters: 1801 Lind Ave SW, Renton, WA 98057

#### **Nursing Pathway for Home and Community Care**

Providence Marianwood, 3725 Providence Point Dr SE, Issaquah, WA 98029

*Note: Providence Mount St. Vincent, 4831 35th Ave SW, Seattle, WA 98126, is a 2nd location that can be considered if closer access is needed. Right now, the team felt Marianwood was a better option for teaching and having a cohesive cohort.*

#### **Clinical Engineers in the Hospital Setting**

There will be 3 locations offered to students. They will choose the one most accessible for them.

Swedish Issaquah Hospital, 751 NE Blakely Dr, Issaquah, WA 98029

Swedish First Hill Hospital, 747 Broadway, Seattle, WA 98122

Swedish Ballard Hospital, 5300 Tallman Ave NW, Seattle, WA 98107

### **I-R2. Hourly wage for Career Launch participants.**

- Ambulatory Care Project Manager - \$19 per hour during the internships
- Nursing Pathway for Home and Community Care - \$16.75 per hour during internship 1 and \$17.25 during internship 2. This site is running other internship programs that only offer in the \$16 per hour range. They didn't want to pay one group more than the other.
- Clinical Engineers in the Hospital Setting - \$19 per hour during the internships

**I-R3. List of entry-level positions and associated job descriptions for which a Career Launch student would be eligible for upon completion.**

\*Job descriptions attached. All of these entry-level positions can lead to positions paying over \$100,000 within 5 to 10 years from the career start.

**Ambulatory Care Project Manager**

- Initial position: Student Project Manager, about \$28 per hour or \$58,240 yearly salary
- Next steps: Assoc. Project Manager, Project Manager. Students will need time to accrue hours and earn project management certificates and degrees using the employee tuition reimbursement program.

**Nursing Pathway for Home and Community Care**

- Initial Position: Certified Nursing Assistant or Home Health Aid, \$21 per hour or \$43,680
- Next steps: Guaranteed entrance into the Associate Degree Registered Nurse program at Renton Technical College. This is a 2-year degree. If working full time, this will include the employee tuition reimbursement program.
- Then, learners can achieve a Bachelor of Science in Nursing through the University of Providence, supported by the employee tuition reimbursement program. University of Providence offers a 12 month online program for ADN to move into BSN. This program is in its 10th year and has a 95% retention rate for Providence employees.

**Clinical Engineers in the Hospital Setting**

- Initial Position: Clinical Engineer Level 1, about \$28 per hour or \$58,240 yearly salary
- Next steps: Specialize in an area and move up to Level 2. This usually happens within 2 to 3 years of start.
- Additional certificates and degrees will be accessible through the employee tuition reimbursement program. Bates College has an associate degree program that leads to BS in Biomedical Engineering at UW.

**I-R4. List of specific skills and competencies required for completion of Career Launch program, with demonstrated alignment to entry-level positions, job descriptions, and average local salary ranges.**

*See Salary from I-R7*

*Job descriptions attached*

The employer was at every meeting to develop these programs. Each pathway was built to meet the needs of Providence and its affiliates. Providence designed, and will host, the internship portions. Providence stated the skills and competencies needed for each position. Renton Technical College designed a certificate program around those competencies. Several check-ins with Providence were completed before the programs were submitted to internal RTC committees and SBCTC for certificate approval.

Based on feedback from Providence, students should come into the 3 programs with:

- A basic competency in communication skills, written and verbal
- A basic knowledge of Microsoft applications
- Creativity and willingness to think outside the box
- A healthcare oriented mindset and a willingness to embrace the Providence values: compassion, dignity, justice, excellence, integrity, and readiness to carry out the Providence promise: “know me, care for me, ease my way.”

The two, 240-hour onsite internships will include various skill development opportunities with Providence and Swedish. Students will have support from managers and mentors to guide them on project work current to the companies.

Across each of the pathways, students will experience hospital and clinical settings, making them a very competitive candidate for Providence and Swedish. In many cases, this experience is valued more than classroom learning by the employer. Students will also see 21st Century skills (communication, creativity, critical thinking, and collaboration) in action, related to job duties and responsibilities. This helps them to more effectively prepare themselves for employment. Participation in professional projects will give students artifacts to share in the interview process. They will also come to the interview with mentor and manager recommendations directly from Providence and Swedish. The classroom learning and resulting certificates are the exact target that Providence will want from a future employee in these entry-level positions (see attached RTC Certificate Outcomes).

Planned Internship Activities:

### **Ambulatory Care Project Manager**

Internship 1

- Introduction to Providence and basic job description information.
- Department rotations and overview: Health Equity, Digital Innovation, Clinical, Legal and Healthcare Finance
- Start learning Healthstream tool

Internship 2

- Immersion into project work based on the needs of the division they are working with
- Capstone project for college credit

### **Nursing Pathway for Home and Community Care**

- Introduction to Providence and basic job description information.
- Department rotations and overview: Hospice, Home Health, Pace Program (55+ inclusive care program, step below Skilled Nursing Care), Skilled Nursing (2 weeks), Infusion Pharmacy
- Skill building - communication, presentation, Role of HCC in the health system
- Initial job shadows

Internship 2

- Intensified job shadow of the nursing pathway, moving beyond Certified Nursing Assistant work

### **Clinical Engineers in the Hospital Setting**

Internship 1

- Overview of the basics of Clinical Engineering with a designated experienced preceptor
- Overview of Swedish Health and considerations for working in healthcare, specifically the hospital environment
- Possible department rotations and overview: Diagnostic devices- MRI, x-Ray, Therapeutic equipment- IV, Imaging Equipment Specialists (Specialized careers)
- How are these devices used as a part of healthcare: cybersecurity, networking, how basic machines work(digital logic and troubleshooting), etc.
- Showcase the possible speciality areas for Clinical Engineers

Internship 2

- Project-based learning or hands-on experience under the supervision of an experienced Clinical Engineer
- Additional onsite hospital experience
- Incorporate specialists to share a broader view of career path, and increased job shadowing
- Capstone project for college credit

### **I-R5. Employer attests that Career Launch program is in compliance with required federal, state, and local regulations**

Yes. Below are the Providence leads for each pathway. As executives, they work directly with HR in each department.

- Project Management: Kirsten Saint Clair, Providence, VP of Ambulatory Care Network

- Nursing Path: Mark Provan, Providence CA, Chief of Workforce Integration, HR, and Talent Acquisition
- Clinical Engineer: Susan Gillespie, Providence, Executive Director, Operations Real Estate Strategy & Operations and Ian Wayman, Director of Clinical Engineering at Swedish

**I-R6. Employers will outline a student supervision and mentorship model.**

Partner Support for the Employer:

Internship 1 will be partnered with a K-12 worksite learning coordinator to help make sure that K-12 credit is earned. After graduation, Internship 2 will be supported through the college for the same purpose.

Employer Support for Student Success Across all 3 Pathways:

- Each participant will be overseen by the Internship Program Manager and at least one department lead
- Participants will be provided with mentorship and worksite learning throughout the program
- Participants will experience work with ongoing projects and the professionals leading them
- Participant handbook and an individualized program will be provided and coordinated with the Internship Program Manager and department leads.
- Participants will be expected to attend all trainings, complete a weekly assessment, and outline their learning objectives with the Internship Program Manager.

**Each pathway handbook varies. Here is an example of topics covered in the Nursing Path:**

- Responsibilities of students
- Responsibilities of the mentor/preceptor and the facility
- Program outcomes
- Student assignments: weekly logs, learning agreements, summaries, etc.
- Report templates and assignment templates

**I-R7. Description of common career pathway(s) beginning with entry-level position specified with demonstration of likely salary growth over specified time period.**

**Ambulatory Care Project Manager**

- Student Project Manager (about \$58,000)
- Associate Project Manager - Required completion of approved cooperative education opportunity. PMP Certification. Usually 1 to 2 years of experience (about \$70,000).
- Project Manager Promotion - Usually 3 to 5 years of experience (minimum of \$85,000).
- Program Manager Promotion- Usually 6 to 8 years of experience (minimum of \$100,000).
- Senior Program Manager Promotion - Usually 8 to 10 years of experience (\$120,00-160,000).

**Nursing Pathway for Home and Community Care**

- Certified Nursing Assistant/Home Health Aid (\$34,000-\$45,000)
- Associate Degree Registered Nurse (\$61,000-100,000)
- Nurse, Bachelors of Science in Nursing (average in WA is \$93,771)

**Clinical Engineers in the Hospital Setting**

- Clinical Engineer Level 1 (about \$58,000)
- Clinical Engineer Level 2- Speciality Tech or Vendor Tech. Usually 2 to 10 years of experience (about \$80,000).

- Clinical Engineer Level 3- Senior Tech with a Speciality or administration/leadership track. Usually 10+ years of experience (about \$99,500, not counting overtime, on-call, or other extra income which are common).

**I-R8. Demonstrated competency alignment with relevant professional standards for specified entry-level positions when applicable.**

Providence attended every team meeting with the K-12 and college partners. Renton Technical College certification programs were approved by Providence as we built the programs. The programs were also approved by Renton Technical College internally and by the SBCTC.

**Ambulatory Care Project Manager**

- Student Project Manager- Career Launch program
- Associate Project Manager- Required completion of approved cooperative education opportunity. PMP Certification. Usually 1 to 2 years of experience.
- Project Manager Promotion. Usually 3 to 5 years of experience.
- Program Manager Promotion. Usually 6 to 8 years of experience and bachelor degree.
- Senior Program Manager Promotion. Usually 8 to 10 years of experience.

**Nursing Pathway for Home and Community Care**

- Certified Nursing Assistant/Home Health Aid - NNAAP Examination required
- Registered Nurse-Minimum of associate degree
- Nurse, Bachelors of Science in Nursing

**Clinical Engineers in the Hospital Setting**

- Clinical Engineer Level 1 (An associate degree is typical without Career Launch opportunity.)
- Clinical Engineer Level 2 - Speciality Tech or Vendor Tech. Usually 2 to 10 years of experience.
- Clinical Engineer Level 3 - Senior Tech with a Speciality or administration/leadership track. Usually 10+ years of experience.

**I-R9. Signed letter from employers partners attesting that Career Launch completers will be ready for specified entry-level jobs, including an optional, non-binding commitment estimating number of Career Launch completers they plan to interview/hire over the first three years of the program.**

See attached for Providence.

**Academic-Related Checklist**

**A-R1. List of academic institution(s) providing career-aligned instruction for Career Launch program.**

Renton Technical College  
Renton School District

*Note: Highline Public Schools participated in the planning and fully intends to participate in Cohort 2 with some barriers for Highline students addressed. These will include expansion beyond RTC, incorporating the available programs at the Skills Center, and location of the internships closer to Highline.*

**A-R2. Curriculum scope and sequence aligned to skills and competencies provided in employment checklist.**

See attached college certificate outlines. These were created in close collaboration with Providence every step of the way.

**A-R3. Demonstration of student supports (e.g. mentoring, advising, financial aid, tutoring) available for Career Launch students enrolled in the course.**

- Education Partners Student Services: For English Language Learners and students with learning disabilities, the Renton School District provides building-based case management, specialized direct instruction, additional adult support in the mainstream classroom, and modifications and accommodations to curriculum in order to support student access, success, and learning. For those with physical disabilities, accommodations and adaptations to the physical environment are provided. In addition, all instructors are provided training on how to best support the inclusion and success of students representing special populations including Special Education and English Language Learners.
- Academic Support: K-12 and the college both have Behavioral Health Counselors (SEL), Academic Counselors, Tutoring Centers. Renton Technical College will have additional mentoring in their affinity organizations like Women of Merit and Men of Merit - students, staff and faculty of color to come together. Providence has a mentoring system in place that could be used, in addition to the internship contacts and the Rise/Healthstream program.
- RTC Additional Support Services: Free food pantry, free computer help and repair, disability resource services, technology loans (laptops/wifi), financial aid resources, United Way Benefits Hub (housing resources, emergency funding, financial coaching).
- At the end of the program, students will interview and hopefully be hired. As a fulltime Providence employee, they will have access to employee tuition reimbursement programs. This helps ensure that there is upward mobility and helps build trust in this opportunity.
- See information provided in **P7** as well for supports that support program access and participation

**A-R4. Number of postsecondary credits provided and / or credential earned upon completion of program.**

**Ambulatory Care Project Manager** - 46 credits and Allied Health Project Management Certificate

**Nursing Pathway for Home and Community Care** - 55 credits, Certified Nursing Assistant/Home Health Aid Bridge to Registered Nurse Certificate

**Clinical Engineers in the Hospital Setting** - 59 Credits and Allied Health Clinical Engineer Certificate

**A-R5. Demonstrated curricular alignment with relevant professional and / or academic standards associated with coursework and credential, when applicable.**

Providence and Swedish professionals, both supervising and in each of the positions related to the certificate programs, shared industry knowledge. Providence also provided support from their Human Resources department. They co-built the certificate programs and gave approval along the way. Each certificate is built to prepare students for an entry-level position and resources are provided through Providence to help them move to the next level.

**Ambulatory Care Project Manager**

Students will meet the standard for an entry level Project Manager. Additional industry certifications in Project Management will be obtained after employment and supported through Providence.

**Nursing Pathway for Home and Community Care**

- Certified Nursing Assistant certification and Home Health Aid certification will be obtained through the required NNAAP Examination. These are taken at the end of the Certified Nursing Assistant coursework.
- The required state prerequisites to be completed for entry into any nursing program in the state of WA have been included in the coursework. There are 40 credits in this state requirement.

### **Clinical Engineers in the Hospital Setting**

Students will meet standards through the Career Launch program. After hire, they will have the ability to gain additional speciality areas and progress toward level 2 technician status, supported through work experience and continued education. Bates College and UW have a specific pathway laid out leading to Bachelor of Science in Biomedical Engineering. Providence and Swedish tuition reimbursement programs are available to support access to this opportunity.

### **A-R6. Details of potential for current or future partnerships and/or scalability of the program within and across sectors and/or geographic locations (e.g. articulation, degree pathways), when applicable.**

#### **Next Generation Industry Leadership Tables and Other Healthcare Providers**

We currently have access to the [Healthcare Industry Leadership Table](#) for Seattle-King County. "The Healthcare Industry Leadership Table is a self-convened network of healthcare organizations (big and small) in Seattle-King County who come together to share and take action on improving access to a skilled healthcare workforce. The goal of HILT is to be a forum for high quality sharing of promising practices and joint action by healthcare/medical organizations to train, recruit, and advance quality healthcare professionals in our region."

WABS and the CCW Regional Network for King and Pierce helped to add connections in Pierce County during this school year. We will also be able to expand the support connections the HILT has in Snohomish County as well. This table currently has healthcare providers that are active in all 3 counties. The support partners include community-based organizations, unions, government, higher education, K-12 districts, etc. Through CCW Round 6 funds, WABS will be helping to implement the HILT's student experience package for Career Explore across these three counties. We have hired a Healthcare Career Engagement Director that will begin in June 2021. The HILT relationship will be instrumental in expanding these 3 pathways with other providers. Swedish sits on the Captains' Table and WABS will be working closely with the conveners in the "student experience" work streams.

#### **Colleges and Access to Certificate Programs**

Renton Technical College is willing to support expansion to other college partners. Renton Technical College also made this an online option for the Allied Health Project Management Certificate and the Allied Health Clinical Engineer Certificate. This creates more accessibility for students overall. We also see that it would greatly benefit future participants from Highline Public Schools if we were able to add in Highline College as an option.

#### **Providence Expansion**

For each of these pathways, Providence included staff leaders from other states. Oregon, California, and Montana were represented in the team members that helped build these programs. They are putting in the potential to recreate these across their footprint. We also have some specific expansion ideas for two of the pathways.

- **Nursing Pathway for Home and Community Care** - RTC will give extra application points to students in the Career Launch that have completed the CNA certificate and the worksite experiences under Providence. This will basically guarantee them a spot in the ADN program. University of Providence then has a 12-month course that turns an Associate Degree in Nursing into a Bachelor of Science in Nursing. This is not needed in Home and Community Care but will expand their career ladder and work location options. Providence will cover costs for both degrees for employees through their tuition reimbursement program.
- **Clinical Engineers in the Hospital Setting** - Providence is ready to expand the Clinical Engineer Career Launch into Everett and Olympia where they have their largest hospitals in the state. Everett School District has a healthcare-focused high school and is eager to hear more about how they might join the 2nd cohort.





## Allied Health Project Manager Certificate

### Program Description

The Allied Health Project Manager Certificate is designed for students that are interested in allied health careers to increase their business skills, management and leadership abilities, business technology expertise, and communication and critical thinking skills while earning a certificate in project management. The program is comprised of a combination of courses providing skills such as managing the administrative area within a health services organization, and current medical law/regulations. The program is designed to prepare a student for a career as an administrator in the health services field.

### Program Learning Outcomes

- Attain proficiency in the concepts, theories, and methods of inquiry pertinent to allied health leadership and project management.
- Develop essential competencies in organizational management, including skills for interprofessional collaboration.
- Integrate knowledge of an allied health care field with the dynamics and complexity of the healthcare industry.
- Apply ethical principles that guide leadership practice in project management settings.
- Demonstrate strategies to incorporate a variety of cultural frameworks into allied health practice.
- Understand data gathering tools for analysis and decision-making in health care settings.

Common Course Number	Course Title	Credit
AH 103	Introduction to Healthcare	5
AH 120	Allied Health Delivery Systems	5
AH 121	Leadership and Communication in Healthcare	5
AH 122	Foundations of Project Management in Healthcare	5
AH 123	Advanced Techniques for Managing Multiple Projects	5
AH 125	Software Essentials for Project Management (MS Office I and II) 5	5
AH 127	Internship II	6
AH 160	Statistics for Healthcare Professionals	5
BUS 270	Human Resources Management	5
	<b>Credit Total</b>	<b>46</b>



## CNA/HHA Bridge to Registered Nurse Certificate

### Program Description

Renton Technical Colleges Registered Nursing program offers a unique, integrated pathway to earn a degree in Nursing. The CNA/HCA Bridge to RN certificate program provides outstanding preparation for professional nursing practice. Designed to increase access for community college students to a ADN degree in Nursing, it emphasizes the value of a diverse student population as a way to achieve excellence in practice that is reflective of the cultural diversity of health care recipients.

### Program Learning Outcomes

Students will be able to attain proficiency in the concepts, theories, and methods of inquiry pertinent to nursing education. Once you successfully complete these programs, students should be able to:

- At the conclusion of the courses below, students will be able to work as a Certified Nursing Assistant and/or a Home Health Aid while working towards the next steps. This program leads into the RTC associate degree registered nursing program. We eventually will want students to be prepared for employment as an entry level licensed registered nurse, after passing the National Council Licensure Examination for licensed registered nursing (NCLEX-RN).
- Use critical thinking and nursing standards to plan and deliver effective nursing care to clients with stable health conditions within structured health care settings.
- Use effective written and oral communications with clients, family members and the health care team.
- Provide culturally centered care that respects the clients' health beliefs, values and practices.
- Demonstrate the ability to function in a collaborative manner as a member of a multidisciplinary health care team. Demonstrate professional behaviors and practices within the legal and ethical framework of a licensed registered nurse. Assume responsibility for ongoing learning and professional growth.

Common Course Number	Course Title	Credit
HLTH 100	Tools for Success	2
NA 101	Fundamentals of Nursing Assistant	2
NA103	Basic Technical Skills	2
NA105	Principles of A&P, Restorative Care, and Related Procedures	2
NA 131	Nursing Assistant Practicum	2

TBD	Communications and Human Relations in Healthcare	2
TBD	Medical Terminology and the Human Body	2
TBD	Home Health AID Completion of the above courses- can sit for CNA board testing	1
BIO 160	General Biology	5
BIO 241	Human Anatomy & Physiology I	5
BIO 242	Human Anatomy & Physiology II	5
BIO 260	Microbiology	5
CHEM 121	Introduction to Chemistry	5
ENG 101	English Composition I	5
MATH 136	Inferential Statistics	5
PSYC 200	Lifespan Psychology	5
	<b>Credit Total</b>	<b>55</b>



## Allied Health Clinical Engineer Certificate

### Program Description

The Allied Health Clinical Engineer Certificate is designed to provide education that prepares students to lead, innovate, and self-educate throughout their careers in bioengineering and biomedical professions and industries.

### Program Learning Outcomes

- Apply skills to a variety of challenges in chosen field.
- Demonstrate skills such as innovation, creativity, adaptability, and critical thinking to solve problems in the biomedical industry, medicine, academia, and consulting.
- Demonstrate leadership in their chosen fields, and make decisions that are socially and ethically responsible.
- Function effectively in multidisciplinary team environments and communicate to a variety of audiences.
- Engage in learning opportunities throughout their careers.

Common Course Number	Course Title	Credit
AH 104	Introduction to Biomedical Engineering	3
AH 105	Fundamentals of Biomedical Engineering	5
AH 122	Foundations of Project Management in Healthcare	5
AH 125	Software Essentials for Project Management (MS Office I and II)	5
AMATH 175	Financial Math <b>or</b>	5
AMATH 190	Financial Algebra	-
BIOL 100	Survey of Biology	5
BUS 101	Introduction to Business	5
CMST 280	Intercultural Communication	5
CMST 220	Public Speaking	5
COMP 100	Applied Composition <b>or</b>	5
ENGL 101	English Composition I	-
PSYC 100	General Psychology	5
AH 127	Internship II	6
	<b>Credit Total</b>	<b>59</b>

June 1, 2021

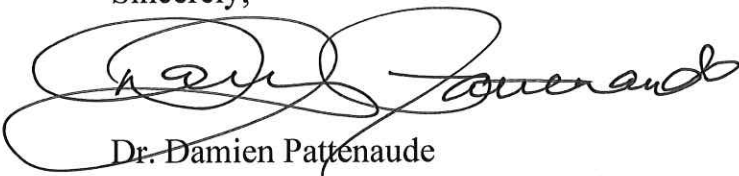
Dear Washington State Board of Community and Technical Colleges,

It is with great pleasure that I recommend the continued support for the Career Launch Endorsement of three (Allied Health Project Management, Home and Community Care Nursing Pathway, and Allied Health Clinical Engineer) healthcare pathways, developed in a partnership between Providence (WA, OR, & CA), Washington Alliance for Better Schools (WABS), Renton Technical College, Renton School District, and Highline Public Schools.

Renton School District has had the opportunity to work closely with these partners in developing three pathways to healthcare careers. We feel confident that these programs will create opportunities for our students furthest from educational justice to obtain high-earning careers in a growing field. The three programs were designed to reduce cost and shift the barriers of participation from students and onto the industry and education partners. As a collaborative group, the partners can ensure access to resources to support student success. Our staff is committed to supporting worksite learning while students are still in high school and providing quality Career launch programs as early as possible. We fully support this work and will actively encourage students to apply for this opportunity in future cohorts.

As a WABS member district, Renton School District has utilized the well-developed WABS programming to meet our goals. We encourage our teachers and staff to participate in all programs and projects because we know WABS is a vital connector of K-12, higher education, and industry communities. We are committed to the development of future career-connected learning opportunities and serve on the WABS Executive Leadership Committee to guide this goal. It is with greatest confidence in this project that we ask for Career Launch Endorsement of all three healthcare pathways.

Sincerely,



Dr. Damien Pattenau  
Renton School District Superintendent



**BOARD OF DIRECTORS:** Angelica Alvarez • Fa'izah Bradford •  
Bernie Dorsey • Aaron Garcia • Joe Van  
**SUPERINTENDENT:** Susan Enfield, Ed.D.

5675 Ambaum Boulevard Southwest  
Burien, Washington 98166  
**highlineschools.org**  
**206.631.3070**

Dear Washington State Board of Community and Technical  
Colleges,

With enthusiasm, I share my continued support for the Career Launch Endorsement of three healthcare pathways (Allied Health Project Management, Home and Community Care Nursing Pathway, and Allied Health Clinical Engineer), developed in a partnership between Providence (WA, OR, & CA), Washington Alliance for Better Schools (WABS), Renton Technical College, Renton School District, and Highline Public Schools.

Highline Public Schools has had the opportunity to work closely with these partners in developing three pathways to healthcare careers. We feel confident that these programs will create opportunities for our students furthest from educational justice to obtain high-earning careers in a growing field. Highline Public Schools remained an active part of program development and student recruitment for the pilot cohort of the program, launching Summer 2021. The unforeseen changes to this project due to pandemic restrictions made it difficult for Highline student participation, especially based on the resulting worksite learning locations. The team also discovered barriers that will need to be addressed for Highline participation in cohort 2. To make this more accessible in the future, the team will be considering additional college partners closer to Highline students, more integration with programs offered in the regional Skills Center, more student voice, and more accessible worksite learning locations.

We are committed to continuing support of students who choose to participate in this program for future cohorts and look forward to developing the next steps. Moving forward, we will be an expansion partner for the 2021-2022 cohort. We see our role in developing the original programming as a strong advantage to building the next steps. We are excited to create new partnerships to increase the value to students and the workforce needs.

WABS and Highline Public Schools have a strong history of building programs together. The students and schools in our region are more adaptive to the needs of growing industries because of the strong industry and higher education partnerships nurtured by WABS. The Career Launch program is strengthened by this organization's history of multi-sector collaboration and student-focused program development. We strongly support the Career Launch Endorsement of these healthcare pathways. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "S. Enfield". The signature is fluid and cursive, written in a professional style.

Susan Enfield, Ed.D.  
Superintendent





RENTON  
TECHNICAL  
COLLEGE®

3000 NE 4<sup>th</sup> St.  
Renton, WA 98056-4123

(425) 235-2352  
RTC.EDU

June 8, 2021

Dear Washington State Board of Community and Technical Colleges,

I am pleased to share this letter of continued support for the Career Launch Endorsement of three (Allied Health Project Management, Home and Community Care Nursing Pathway, and Allied Health Clinical Engineer) healthcare pathways, developed in a partnership between Providence (WA, OR, & CA), Washington Alliance for Better Schools (WABS), Renton Technical College (RTC), Renton School District, and Highline Public Schools.

Renton Technical College and Providence worked closely to establish that each career pathway met the requirements of the certificated entry-level positions, while looking ahead on the learner's pathway to ensure students have quality academic and onsite work-experience to create a competitive candidate. Each path is leading to family-sustaining careers with upward mobility. These certificates will serve organizations across the healthcare industry, in hiring employees with skills for high demand positions. RTC and K-12 school districts coordinated to reduce the cost to the students and remove barriers to program access and completion.

While the first part of the certificate program will be at an extremely low or no cost to students through Running Start, additional scholarship money would help cover the remaining cost of the certificate for students in need. All partners are working through their respective foundations to secure funding that will reduce out-of-pocket costs to students and their families. We see the high value of this program and want to ensure that it is accessible to our target audience of underserved students.

Based on our experience developing this program, we feel it is scalable, increasing our capacity to prepare students in the region for competitive healthcare careers. We continue to support this initiative and request Career Launch Endorsements for all three certificate pathways.

Sincerely,

A handwritten signature in blue ink that reads "Kevin D. McCarthy". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Kevin D. McCarthy, Ph. D.  
President, Renton Technical College



June 2, 2021

Dear Washington State Board of Community and Technical Colleges,

Please consider this letter of continued support for the Career Launch Endorsement of three healthcare pathways (Allied Health Project Management, Home and Community Care Nursing Pathway, and Allied Health Clinical Engineer), developed in a partnership between Providence, Washington Alliance for Better Schools (WABS), Renton Technical College, Renton School District, and Highline Public Schools. Providence has over 120,000 caregivers that serve in 52 hospitals, 1,085 clinics and a comprehensive range of health and social services across Alaska (AK), California (CA), Montana (MT), New Mexico (NM), Oregon (OR), Texas (TX) and Washington (WA). We included team representatives from WA, CA, MT, and OR for this project.

Over the past year, this team designed three Career Launch pathways in healthcare to fill a workforce need at Providence and its affiliates. While helping to fill workforce needs for Providence, these programs also further equitable access to high-demand careers that provide family-sustaining wages for underserved students. The initial cohort will support 12 students pursuing careers as an Ambulatory Care Network Project Manager, a Home and Community Care Nurse, or a Clinical Engineer in a hospital setting. Swedish will be hosting Clinical Engineers in King County as an affiliate of Providence. Program participants will have the opportunity to participate in two paid summer worksite experiences that will help them to gain workplace skills and knowledge, while being supported by a mentor. After finishing the 2 worksite experiences and earning a certificate in the respective field, the students will be invited to interview for the following entry-level positions: Student Project Manager, Certified Nursing Assistant or Home Health Aid, and Clinical Engineer Level 1. Each of the positions also has a clear path to immediately work towards the next level with the Providence employee tuition reimbursement program and support from Renton Technical College and University of Providence.

Based on our experience developing this program, we feel confident that those who complete the program will be ready to enter the workforce in these entry-level positions or similar roles, which will enable them to earn family-sustaining wages. Providence also plans to increase this program based on the success of the pilot cohort. We are in full support of these healthcare pathways being granted the Career Launch Endorsement.

Sincerely,

A handwritten signature in black ink that reads "Justin Crowe".

Justin Crowe, PhD  
SVP of Community Partnerships, Providence





CCW Regional Network for King & Pierce County

Dear Washington State Board of Community and Technical Colleges,

This letter supports the Career Launch Endorsement of three (Allied Health Project Management, Home and Community Care Nursing Pathway, and Allied Health Clinical Engineer) healthcare pathways, developed in a partnership between Providence (WA, OR, & CA), Washington Alliance for Better Schools (WABS), Renton Technical College, Renton School District, and Highline Public Schools. This partnership has developed strong programs that will prepare participants for in-demand careers at Providence and other healthcare service providers.

These certifications were designed to fill a workforce need for Nurses, Project Managers, and Clinical Engineers at Providence, while also furthering equitable access to high-demand roles that provide family-sustaining wages for underserved students. All partners have ensured that the certificate programs designed at Renton Technical College will fill the need for the roles being targeted at Providence. Program participants will gain workplace skills and knowledge, mentorship, participate in two paid internships, and take courses that will guarantee access to a growing career within one year of high school graduation.

The certifications will prepare and launch students to be active, productive, and well-compensated members of the workforce in our region. Upon program completion, students are expected to be earning family-sustaining wages, with significant room for increased compensation as they gain experience and/or optional additional credentials. Each pathway has a clearly defined and supported career ladder provided by Providence. The positions from all three pathways are in demand across multiple companies in our region, giving this program significant possibilities for scaling to more colleges and employers.

Since WABS is a collaboration of 12 school districts across Snohomish, King, and Pierce counties, it is uniquely situated to continue to bring school district partners into this work. These districts already have a close and trusting relationship with our programming and partners. The Regional Network can amplify this work out into additional districts, increasing the applicant pool across the tri-county area. This program, carefully developed with involvement from all partners, meets the requirements and goals of a Career Launch program and we are in support of this endorsement. We look forward to being a part of this future work as it scales and grows.

Sincerely,

A handwritten signature in black ink that reads "Emily Yim".

Emily Yim  
Executive Director of WABS

## Providence Ambulatory Care Network

Position Title:	ACN Student Project Manager	Exemption Status: Non-Exempt
Department:	Ambulatory Care Network	Grade: 789 Job Code: 123458
Reports to:	Core-Leader, ACN	
Last Update:	April 7, 2021	

**Job Summary:** This position is responsible for leading and executing time sensitive projects across the region for patient and caregiver experience. The candidate will report to departmental leadership to facilitate with the development of projects, updates on plans, project coordination and reminder of project deadlines. Duties include identification of resource requirements, project plans, project schedules and timelines, and working with other departments and services within the region necessary to the implementation of assigned projects. The student project manager will also support all activities related to process improvements, data reporting, system update implementations, and support and training. The student project manager will also lead, expand, and strengthen program initiatives for the cultural compass.

**Essential Values-Based, Leadership and Management Competencies:** *Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Providence Mission, Vision, and Values.*

### Essential Functions:

- Actively participate in project design meetings.
- Organize materials for change management meetings on a weekly and ad-hoc basis, facilitating meetings and distributing the forward schedule of change to stakeholders.
- Highlight potential risks and proactively eliminate roadblocks
- Documents, presents, and obtains approval of project requirements, goals, objectives, plans, and schedules.
- Administers, communicates, and implements the project plans consistent with organizational expectations, timeframes, and budgetary guidelines.
- Facilitates, communicates, and collaborates with end-users and vendors to achieve project goals within timeframes and budget.
- Ensures closure of unresolved or unclear issues by collaboration and/or escalation with project team members and communicates findings and recommendations to decision-makers through presentations and status meetings.
- Assists project team members with researching, developing, and obtaining approval for services and resources required in response to project needs.
- Direct project correspondence by preparing and reviewing project proposals, memos, meeting minutes, and emails, providing summary updates to program manager or core-leader.
- Manages own activities and activities of others to accomplish deadlines and schedules.
- Works with assigned contacts to better understand work relation to project and time needed for their scope of work.
- Coordinate other team meetings as needed such as monthly team meetings, daily stand-ups, weekly leads meetings, etc.

**Additional Responsibilities:**

- Assist in the setup and maintaining of team collaboration technology.
- Supports all initiatives related to the patient and caregiver experience across the region.
- Support of clinical and leadership staff.
- Performs all other duties as assigned

**Knowledge/Skills/Abilities:**

- Working knowledge of project coordination/management, and improvement methodologies.
- Attention to detail and flexible to work on multiple projects.
- Excellent interpersonal, communication, and leadership skills.
- Excellent interpersonal, communication, and leadership skills.
- Demonstrated ability to effectively manage simultaneous, multiple conflicting priorities.
- Ability to manage user expectations with strong conflict resolution, organization, and presentation skills.
- Utilizing project management methodologies and tools, supports multi-disciplinary initiative workgroups to meet objectives
- Excellent communication and interpersonal skills
- Demonstrated problem-solving skills
- Excellent written and oral communication skills
- Working knowledge of MS Word, PowerPoint, Excel, Project

Age-Related Competencies: Demonstrates age-appropriate communication skills for the population served.

Information Management: Treats all information and data within the scope of the position with complete confidentiality and security. Maintains all practices to protect PHI and follow HIPAA guidelines.

Risk Management: Cooperates fully in all risk management activities and investigations.

Safety Requirements: Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

**Minimum Position Qualifications:**

Education: Running Start Certificate; desire to continue professional development/education

**Experience:**

- Successful completion HS internship level 1 and 2
- One year of experience through a combination of previous internships, volunteering, leading activity groups, teams, or clubs.

**Preferred Position Qualifications:**

Education: Enrollment or pending enrollment in accredited associates or bachelor's degree program in Project Management, Business Administration, Healthcare Administration, or related discipline; Project Management certification (CAPM) or other approved continuing education plan.

**Environmental Conditions:** Office position

**Physical Requirements:** Sitting for extended periods of time, bending, reaching, stooping, kneeling, pushing/pulling, lifting/carrying up to 25 lbs., and grasping. May need to travel between office locations.

---

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read and understand this position description.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*


## JOB INFORMATION

<b>Job Desc Code (JDID):</b>	84040SC05A
<b>Job Desc Title:</b>	Nursing Assistant Certified (NAC)
<b>FLSA:</b>	Non-Exempt
<b>Original Creation Date:</b>	10/12/1993
<b>Revision Date:</b>	7/09/2020

## ORGANIZATIONAL INFORMATION

<b>Region:</b>	HOME AND COMMUNITY CARE
<b>Process Level/Company:</b>	410 - MARIANWOOD
<b>Department/Cost Center:</b>	410-65600 - SUB ACUTE CARE; 410-65820 - SKILLED NURSING CARE I

**Reports To:** Nurse Manager

**Supervises:**

## MISSION, VALUES, VISION and PROMISE

<b>The Mission:</b>	As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.
<b>Our Values:</b>	Compassion, Dignity, Justice, Excellence and Integrity
<b>Our Vision:</b>	Health for a Better World
<b>Our Promise:</b>	"Know me, care for me, ease my way."

## GENERAL SUMMARY

The Nursing Assistant, Certified (NA-C) fulfills the Mission of Providence Health & Services in working with residents, employees, visitors, and volunteers. PH&S Core Values of respect, excellence, compassion, justice, and stewardship are demonstrated through personalized resident care ("knowing the resident"), excellent customer service, and reliable work habits.

The NA-C follows all relevant policies and procedures and works within the Nursing Assistant-Certified scope of practice. Activities of the NA-C are supervised by the nurse on duty during the shift, and the NA-C reports important resident information to the nurse during the shift and at change-of-shift report.

Duties may include resident care in scheduled unit or any unit at PMW at the direction of the nursing on duty, during the shift, the nurse manager or the manager on duty. The NA-C:  
acts as an advocate for residents in maintaining choice, independence, privacy, dignity, and security;  
assists residents in maintaining and improving the quality of their lives at PMW;  
assists residents in performing activities of daily living, and;  
helps residents do as much for themselves as they can or wish to do.

## ESSENTIAL FUNCTIONS

*The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*

*The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- Promotes and advocates for resident rights.
- Provides privacy during care.
- Encourages residents to make choices in daily routines and activities.
- Reports and prevents neglect and abuse and situations where rights are being violated.

- Functions as an integral part of the neighborhood care team.
- Is knowledgeable of each resident's history, health status, strengths, needs and personal preferences.
- Works with resident and interdisciplinary team to develop scheduling of daily care based on resident preferences, past history and lifestyle.
- Reports changes in resident condition to nurse or Nurse Manager in a consistent and timely manner.
- Attends and participates in care conferences and shift change report.
- Participates in development of the interdisciplinary care plan with resident and interdisciplinary team.
- Suggests changes to care plan based on resident needs, preferences, and restorative potential.
- Documents care provided accurately and in a timely manner.
- Provides holistic, consistent, and compassionate care to residents.
- Assists residents with personal hygiene and grooming needs according to resident choices, preferences, and the interdisciplinary care plan.
- Assists in meal distribution and resident assistance as needed.
- Provides resident care under the direction of the nurse, and in accordance with PMW nursing care standards and the individualized resident care plan.
- Encourages and assists residents with restorative care and rehabilitation when it is part of the interdisciplinary care plan.
- Assists residents in meeting emotional, social, and spiritual needs.
- Incorporates recreation preferences and schedules into daily care.
- Assists resident to recreational events and participates in events with residents.
- Spends social time with resident.
- Leads or coordinates activities in collaboration with the Recreation Coordinator, dining services, and spiritual care.
- Assists in maintenance of comfortable and safe environment.
- Identifies broken or damaged equipment or furniture and requests maintenance and repair.
- Actively promotes and assists residents in personalizing their living spaces.
- Encourages resident and family to bring in personal belongings for this purpose.
- Works with interdisciplinary team members in identifying need for assessment and implementation of assistive and safety devices.
- Balances concern for residents' health and safety with their rights of choice and independence.
- Enters data accurately into flow sheets.

## ADDITIONAL RESPONSIBILITIES

- Protects the dignity of each resident.
- Uses technology to access required PH&S websites, educational tools, and other essential job information.
- Demonstrates respect for members of the PMW community through positive interactions with employees, residents, visitors, and volunteers.
- Follows appropriate communication channels for problem-solving and conflict resolution.
- Takes a positive approach to team work and shared problem-solving.
- Participates in unit meetings and contributes to improvement of neighborhood life.
- Contributes to completion of shared neighborhood responsibilities.
- Floats to other units in rotation as needed.

## QUALIFICATIONS

### EDUCATION

<i>Required/Preferred</i>	<i>Education Level</i>	<i>Major/Area of Study</i>	<i>And/Or</i>
Preferred	H.S. Diploma or GED		

## EXPERIENCE

Required/Preferred	Minimum Experience	Details
Preferred		Customer service background preferred.

## JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES

- Effective oral, reading, and writing skills in English language to assure safety, health and welfare of residents.
- Basic computer literacy, or ability to learn needed skills, to access required PH&S websites, educational tools, and other essential job information.
- Ability to use or learn to use touch-screen electronic documentation system and to enter data accurately.
- Maintains competencies needed to provide excellent resident care.
- Updates own practice by learning new skills and best practices through inservices and other educational opportunities.
- Uses excellent customer service skills in face-to-face, telephone, and other communication.

## LICENSES and CERTIFICATIONS

*Licenses, Certifications and Registrations must be unencumbered and valid in the state(s) of hire and wherever care is delivered.*

*Notify [JobRequiredLC@providence.org](mailto:JobRequiredLC@providence.org) if any changes are made to required license and/or certifications. Email must contain specific certification and/or credentialing agency i.e. AHA BLS, TNCC, PALS, FHC ... If known provide specific code.*

- Nursing Assistant Certified
- CPR Certification.
- OBRA registry required

## JOB INFORMATION

<b>Job Desc Code (JDID):</b>	45035SC02A
<b>Job Desc Title:</b>	Registered Nurse (RN)
<b>FLSA:</b>	Non-Exempt
<b>Original Creation Date:</b>	
<b>Revision Date:</b>	2/13/2019

## ORGANIZATIONAL INFORMATION

<b>Region:</b>	HOME AND COMMUNITY CARE
<b>Process Level/Company:</b>	410 - MARIANWOOD
<b>Department/Cost Center:</b>	410-65820 - SKILLED NURSING CARE I; 410-65600 - SUB ACUTE CARE

<b>Reports To:</b>	Nurse Manager/Director of Clinical Services
<b>Supervises:</b>	

### Key Relationships:

Successful accomplishment of the primary accountabilities of this position depends on establishing and maintaining effective working relationships with a variety of people, including, but not limited to: residents, families, volunteers, interdisciplinary team members, direct supervisor, and the Director of Clinical Services.

## MISSION, VALUES, VISION and PROMISE

<b>The Mission:</b>	As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.
<b>Our Values:</b>	Compassion, Dignity, Justice, Excellence and Integrity
<b>Our Vision:</b>	Health for a Better World
<b>Our Promise:</b>	"Know me, care for me, ease my way."

## GENERAL SUMMARY

The Registered Nurse fulfills the Mission of Providence Health & Services in working with residents, families, volunteers, and Providence Marianwood staff. PH&S Core Values of respect, excellence, compassion, justice, and stewardship are demonstrated by the RN in her/his daily work and care. Nursing care is holistic and is delivered in accordance with the PH&S vision, relevant professional nursing standards, and the Washington State registered nurse scope of practice.

The RN follows all relevant policies and procedures and works within the Registered Nurse scope of practice defined in the Revised Code of Washington/Washington Administrative Code. The RN leads the Household Team and is accountable for the development and implementation of the Plan of Care utilizing the Nursing Process. The RN provides clinical and health-related care, and role models resident-directed care by participating in non-health-related activities.

The Registered Nurse at Providence Marianwood demonstrates skill in applying up-to-date knowledge and skills in clinical decision-making for resident health concerns, but always works in partnership with residents and families to balance nursing recommendations with resident values and preferences in developing and implementing the plan of care.

### DEFINITIONS

**Resident:** The term resident is used because many recipients of nursing care at the Marianwood are residents. The word "patient" may be substituted when appropriate.

**Holistic:** Holistic health care is concerned with care of the whole person, not only treatment of physical health problems. The nurse providing holistic care promotes wellness in body, mind, and spirit, and creates a physical and psychological environment that supports resident autonomy, dignity, and choice. Holistic care promotes health and healing through engagement of the resident, family, interdisciplinary team, and Marianwood community in a web of caring relationships.



## ESSENTIAL FUNCTIONS

*The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*

*The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- **Shift responsibilities:** Accountable for nursing-related resident outcomes during the shift. Delivers holistic nursing care in accordance with the resident plan of care. Uses the nursing process to assess effectiveness of the current care plan, and updates the care plan in collaboration with the Primary Nurse. Oversees the work of the Resident Assistants, and provides direction and feedback to ensure resident needs are met. Participates in all aspects of resident care, including but not limited to assistance with activities of daily living, activities, and food preparation. Documents resident health status and care provided in accordance with clinical, ethical, and legal standards. Completes other functions delegated by the primary nurse or Nurse Manager, including but not limited to transcribing and following up on provider orders, ordering medications, completing portions of the move-in or discharge process, completing portions of the MDS, and updating care plans.
- **Professional nursing practice skills and responsibilities:** Uses the nursing process to deliver holistic, high quality nursing care, and is accountable for care outcomes. Maintains current knowledge and skills in essential areas for geriatric nursing, including but not limited to: normal aging. pathophysiology and treatments for common health conditions. skin assessment and intervention. fall prevention. pain assessment and management. behavioral approaches for cognitively-impaired residents. infection prevention in communal living environments. symptom management in palliative and end-of-life care. Completes 12 hrs of inservice education each year, including required inservices on clinical, safety, and compliance topics. Uses interpersonal communication skills to identify resident values and preferences, provide education to residents and families about possible treatment approaches, and to respond to resident and family concerns. Uses SBAR or another effective communication method to provide accurate information to providers, Primary Nurse, or supervisors to ensure resident needs are met. Mentors new employees and serves as a preceptor for nursing students. Attends the weekly Primary Nurse group if working that shift. Participates in quality improvement activities, including policy and process development, monitoring and reporting of quality data for the Household, participation in survey-related activities (including the plan of correction). Monitors and evaluates own practice, identifies goals for continued professional growth, and identifies resources to reach goals. If baccalaureate-prepared, seeks certification in gerontological nursing.
- **Interdisciplinary team responsibilities:** Assists in orientation and development of new team members. Contributes to performance reviews of team members, and gives feedback to promote growth. Role models good team member skills. Sets clear expectations for job performance and gives positive feedback for a job well done. Gives feedback that supports improved performance, and practices collaborative problem-solving with all team members. Participates in team conferences, including but not limited to care plan reviews at shift report, resident care conferences.
- **Other requirements:** Completes annual employment requirements on time. Proficiency, or sustained development of proficiency in technology required for job performance. Demonstrates cultural sensitivity in all interactions, and works toward cultural competence in working with team members, clients, and the community.
- **PRIMARY NURSE RESPONSIBILITIES:** Serves as the clinical team leader for the Household and has primary responsibility for the planning and coordination of resident health care in accordance with resident and family values, preferences and goals. Serves as a mentor and role model for other Household Nurses. Demonstrates knowledge and skill in the Resident Assessment (RAI) process, including accurate completion of the MDS in the Long Term Care households. Mentors Household Nurses in the RAI/MDS process and delegates portions of the process to other nurses and interdisciplinary team members in accordance with their abilities.

## QUALIFICATIONS

### EDUCATION

<b>Required/Preferred</b>	<b>Education Level</b>	<b>Major/Area of Study</b>	<b>And/Or</b>
Required	Associate's Degree	Nursing	

### EXPERIENCE

<b>Required/Preferred</b>	<b>Minimum Experience</b>	<b>Details</b>
Preferred	2 years	Nursing

## **JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES**

- none listed..

## **LICENSES and CERTIFICATIONS**

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- Maintain current RN licensure in Washington State.
- Maintain valid CPR certification.

## JOB INFORMATION

<b>Job Desc Code (JDID):</b>	72004CA01A
<b>Job Desc Title:</b>	Biomedical Equipment Technician I
<b>FLSA:</b>	Non-Exempt
<b>Original Creation Date:</b>	
<b>Revision Date:</b>	12/17/2018

## ORGANIZATIONAL INFORMATION

<b>Region:</b>	SO CAL-LA SERVICE AREA
<b>Process Level/Company:</b>	710 - PROV ST JOSEPH MEDICAL CENTER
<b>Department/Cost Center:</b>	710-84650 - PSJMC BIOMEDICAL ENGINEERING

<b>Reports To:</b>	None listed
<b>Supervises:</b>	

## MISSION, VALUES, VISION and PROMISE

<b>The Mission:</b>	As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.
<b>Our Values:</b>	Compassion, Dignity, Justice, Excellence and Integrity
<b>Our Vision:</b>	Health for a Better World
<b>Our Promise:</b>	"Know me, care for me, ease my way."

## GENERAL SUMMARY

Repairs and maintains all types of medical equipment; assists medical/nursing staff in operation/use of equipment.

## ESSENTIAL FUNCTIONS

*The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*

*The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*

*Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*

*For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.*

- Maintains established department policies, procedures, objectives, improving organization performance program, infection control, and safety standards.
- Schedules repair and maintenance of all types of medical equipment; refers unusual problems to supervisor.
- Uses available test equipment to test functioning of all medical equipment; troubleshoots functioning problems and repairs medical devices.
- Performs preventative maintenance inspections and electrical safety testing and corrects problems encountered.
- Responds to emergency calls from critical care areas; troubleshoots equipment problems and repairs hardware as needed.
- Works with equipment manufacturers on repair work and orders parts needed for equipment repair and maintenance.
- Participates in inservice training of new technicians and medical/ nursing staff concerning use and operation of medical/biomedical equipment.
- Maintains department records, reports, and files as required.
- Participates in educational programs and in service meetings.
- Attends meetings as required.

## QUALIFICATIONS

## EDUCATION

<b>Required/Preferred</b>	<b>Education Level</b>	<b>Major/Area of Study</b>	<b>And/Or</b>
Required	Associate's Degree		Or equivalent educ/experience

## EXPERIENCE

<b>Required/Preferred</b>	<b>Minimum Experience</b>	<b>Details</b>
Required		None required.

## JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES

- None required.

## LICENSES and CERTIFICATIONS

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- California Driver License.