



**Glendive
Medical
Center**

CAREER GUIDE



Being a great place to work is a strategic priority at Glendive Medical Center. We support and nurture a culture of Respect, Integrity, Compassion, and Excellence. To do the right thing. Every time. Our caregivers and physicians are committed to delivering great patient care and optimal outcomes.

JOB BENEFITS

- Insurance
 - › Medical
 - › Vision
 - › Dental
 - › Life
 - › AD&D
 - › Disability
 - › Accident
 - › Critical Illness
 - › Hospital Indemnity
- 401k Retirement Plans
- Employee Assistance Program
- Employee Assistance Fund
- Employee Gym
- Worksite Wellness Events
- Continuing Education
- Student Loan Repayment Program
- Verizon & AT&T Discounts
- Nationwide Pet Insurance
- Paid Time Off
 - › Vacation
 - › Sick Days
 - › Personal Time
 - › Floating Holidays
 - › Bereavement Leave
 - › Extended Illness

RECRUITMENT INCENTIVES

- Retention Bonus
- Relocation Assistance
- Sign-on Bonus
- Tuition Reimbursement
- Certification Pay
- Years of Service Recognition
- Referral Bonus
- Incentive Pay

**Not all positions will be eligible for these recruitment incentives. All recruitment incentives will be included in the employee's taxable income as required by law*

GMC FOUNDATION SCHOLARSHIPS

Every year Glendive Medical Center Foundation offers several scholarship opportunities to student **half way through their collage degree**. For up to date information on the offered scholarships visit <https://www.gmc.org/foundation/scholarships/>

Sobotka Scholarship

The Sobotka Scholarship will provide a \$5,000 award to a student who is seeking a high-level profession in the medical field. This scholarship endowment was a gift from local ranchers, Auggie and Mary Sobotka, and sixteen local students have received this award since 2004.

MJB Nursing Scholarship

The MJB Nursing Scholarship is a \$1,000 award intended for a registered nursing student or a student pursuing a degree in a medical profession. Preference for this award is given to those students working at GMC. The MJB Scholarship was created in 2012 by an employee at GMC.

Barbara Markham Endowed Scholarship

The GMC Foundation also offers the Barbara Markham Endowed Scholarship. Barbara was a longtime employee at GMC and the scholarship was created in her honor by Former CEO Scott Duke and former Board Member Craig Anderson. This year the award will be \$1,000, and this scholarship is intended for students in the accounting or business fields.

Tena Brown Memorial Scholarship

The family of Ernestena "Tena" Brown graciously started a scholarship in her memory last year. Tena was a nurse for 45 years and devoted 44 of those years at Glendive Medical Center. The award will be \$500 and is intended for students who are pursuing a degree in healthcare, including medical and dental.

The criteria established for applicants are as follows

- Must fill out the application provided on the GMC website.
- Must be halfway through their college program.
- Must be enrolled in an accredited institution as a full-time student in a four-year baccalaureate program or at the graduate level.
- Must submit a sealed, official transcript with proof of a cumulative Grade Point Average (GPA) of 3.0 or better on a 4.0 scale.
- Must provide three reference letters.

The deadline for all applications to be received in the Foundation office is April 15 at 5:00 p.m. For questions about the Foundation's scholarship program, please call Foundation Specialist Julie Borst at (406) 345-3373.

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ADMINISTRATION & LEADERSHIP

CEO (Chief Executive Officer)

Hospital CEOs are experienced professionals who oversee almost every aspect of a medical facility, making sure operations run effectively. They must be adept at streamlining processes to improve efficiencies and allocate resources for effective patient care.

What Does a Hospital CEO Do?

Hospital CEOs directly and indirectly impact every decision in their facilities. Their most important task is patient safety, including staying up to date on best practices, implementation, and standards of care in the hospital. The CEO is responsible for staff and operations, in addition to patient well-being. These duties typically involve balancing budgets, planning expenditures, recruiting employees, monitoring employee and patient satisfaction, representing the hospital, and creating or revising new procedures to maintain a high quality of care.

To accomplish all of those tasks, hospital CEOs usually possess the following skills:

Organization: Organizational skills are vital to the job. With many disparate departments of the facility, hospital CEOs must be up to date on all operations and personnel matters. They must delegate when necessary and assemble a high-functioning senior staff to run the facility's day-to-day functions.

Attention to detail: Hospital CEOs work at the macro level but also focus on micro details, such as low standards of care, patient or employee dissatisfaction, broken equipment, and unbalanced budgets. Paying attention to smaller details provides hospital CEOs with a more holistic view of the facility and how to make meaningful improvements.

Interpersonal skills: Hospital CEOs communicate with patients, employees, families, staff, vendors, and other stakeholders. They must convey messages clearly and confidently. They are the "face" of the entire facility and must use exemplary interpersonal communication skills.

Hospital CEO Responsibilities

A hospital CEO's fundamental tasks collectively represent a few key responsibilities that drive the quality of a facility's healthcare. For instance, the hospital CEO's underlying responsibility is to provide leadership. CEOs encourage staff and operations to enthusiastically strive toward providing optimal patient care. Strong leadership can also help minimize instances of nurse burnout, a phenomenon that could negatively impact a facility's healthcare delivery system.

Another vital CEO responsibility is ensuring the facility aligns with current healthcare regulations and policies. Because federal, state, and local healthcare laws are in a state of constant flux, hospital CEOs must keep abreast of even the slightest policy changes, ensuring their facilities become compliant with the changes immediately. Failure to do so could potentially cause issues that could compromise the ability to deliver quality care.

In some cases, hospital CEOs may have to oversee individuals who handle a facility's operational elements, including human resources, accounting, and other administrative aspects.

How to Become a Hospital CEO

Becoming a hospital CEO requires several years of education and professional development. Here is an overview of the key accomplishments associated with this career path.

Education

When professionals think about how to become a hospital CEO, education should be a key consideration. To qualify for executive roles in the healthcare sector, candidates must have a bachelor's degree, and hospital CEO positions usually require at least a master's degree, typically related to healthcare or business. Some potential areas of study include healthcare administration, nursing, and business administration.

An advanced nursing degree can help professionals develop fundamental skills for high-level management roles, such as interpersonal communication, leadership, strategy, and planning. The online Doctor of Nursing Practice programs, for example, provides a path for professionals who already possess a Master of Science in Nursing (MSN) to learn more complex theories and structures in the healthcare industry, including clinical practices, large-scale administrative systems, advocacy, and policy. In addition to earning a DNP degree, graduates of DNP-NP programs also qualify to take credentialing examinations to become certified nurse practitioners.

Licenses, Certifications, and Registrations

Hospital CEOs may need to hold industry-related licenses, although specific requirements vary between states, according to the BLS.

Aspiring hospital CEOs may choose optional certifications and distinctions to improve their prospective career progression by gaining additional knowledge and skills. For example, they can become certified in medical office management via the Professional Association of Healthcare Office Management. The American Health Information Management Association offers a health information management certification, and the American College of Healthcare Administrators offers nursing home and assisted living administrator distinctions.

Professional Experience

Healthcare professionals pursuing a CEO career track with at least a master's degree also need to gain several years of practical experience while staying up to date with changing policies and best practices. Further experience in different healthcare managerial roles, such as health services manager, at both small and large facilities, in either a public or private setting, is also helpful.



Healthcare professionals with a nursing background may be equipped to advance to senior management due to their practical skills and hands-on experience in clinical environments. Over time, the additional knowledge gained from high-level instruction and experience helps hospital CEO candidates become well-rounded professionals.

CFO (Chief Financial Officer)

What Is the Role of a Hospital Chief Financial Officer?

A hospital chief financial officer (CFO) is in charge of a hospital's financial operations. Duties include managing budgets, establishing policy, financial decision-making, controlling margins and debt, and making decisions about hospital assets and resources. Other responsibilities include the development and implementation of financial strategies to improve the business performance of the hospital. A hospital chief financial officer finds ways to lower the cost of procedures and oversees the planning of hospital strategies measured by financial benchmarks. Qualifications include a bachelor's master's degree in healthcare administration, business, accounting, or a related field.

How to Become a Hospital Chief Financial Officer

Qualifications to become a hospital chief financial officer include a bachelor's master's degree in healthcare administration, business, accounting, or a related field. Some employers may prefer applicants with an MBA. Since this is an executive-level position, you also need experience in healthcare administration or a related field. A hospital chief financial officer (CFO) is in charge of a hospital's financial operations. Duties include managing budgets, establishing policy, financial decision-making, controlling margins and debt, and making decisions about hospital assets, resources, and staff. A hospital chief financial officer may negotiate with healthcare vendors and oversee the planning of hospital strategies measured by financial benchmarks.

What Is the Difference Between a Hospital Chief Financial Officer and a Controller?

Both a hospital chief financial officer and a hospital controller work on the fiscal aspects of hospital operations. A controller is a management position in the accounting department. They may oversee staff and accounting procedures, but they are not usually involved in the overall financial strategies of the hospital. The CFO has a more significant role. In this position, you work on all aspects of the hospital's financial health and come up with strategies and practices that will improve margins and reduce debts. The duties of a hospital chief financial officer include establishing policy, controlling margins and debt, and making decisions about hospital assets, resources, and staff. A hospital chief financial officer may negotiate with healthcare vendors and oversee the planning of hospital strategies measured by financial benchmarks.

Vice President of Operations

The Vice President of Operations will plan, direct, coordinate, and oversee operations activities in the organization, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the organization. Provides administrative support to Clinic Director of Nursing, Director of Support Services, and Director of Human Resources. Recruits medical providers and consistently works to retain medical staff. Responsible for outreach services and support. Serves on Senior Leadership Team.

Education and Experience:

- Bachelor's degree in Business Administration, Logistics, Engineering, or other industry-related field required; MBA preferred.
- At least 10 years of industry-related experience including three years in upper management required.

Vice President of Clinical Services

Responsible for providing leadership and direction to all ancillary services, quality services, surgical services, and aging services in line with the Mission, Vision, Values and strategic plans of the medical center. Has broad responsibility to ensure the provision of quality, efficient and effective care to all customers and their families. Serves on Senior Management Team.



Education and Experience:

- Bachelor's degree in relevant field required, Master's degree in hospital administration, health, business, or public health preferred.
- Minimum of five years nursing and senior leadership experience.
- Current Montana RN license without restrictions.

Vice President of Patient Care Services

The Vice President of Patient Care Services is responsible for leading the hospital clinical practice and the administration within patient care services. Responsible for oversight of Patient Care as well as Pharmacy, Nutritional Services, and Nursing Education.

Education and Experience:

- Bachelor's degree in relevant field required, Master's degree in hospital administration, health, business, or public health preferred.
- Minimum of five years nursing and senior leadership experience.
- Current Montana RN license without restrictions.

Vice President of Finance

The Vice President of Finance is responsible for overseeing all financial and revenue cycle operations at Glendive Medical Center. This position works closely with the CEO and leadership to develop and implement financial and revenue cycle strategies that support the organization's mission and vision.

Education and Experience:

- Bachelor's degree in Finance, Accounting, or Business required. Master's degree preferred.
- CPA preferred.
- Minimum of five years of accounting/finance experience required.

Executive Administrative Assistant

The Executive Assistant will provide high-level administrative support to the Executive Director and other senior staff.

Education and Experience:

- High school diploma required, Bachelor's degree in Business Administration or related field preferred.
- At least four years of related experience required.

Director of Risk Management/Compliance/HIPAA

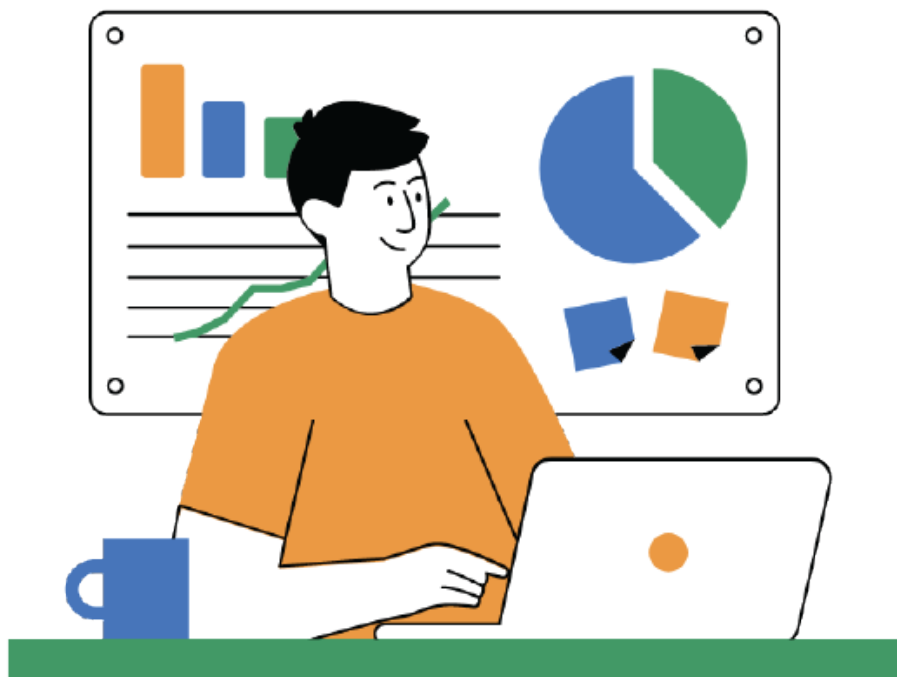
The Director of Risk Management/Compliance/HIPAA is responsible for the organization's risk management activities, which include a general knowledge of facility insurance programs, managing claims against the facility, interfacing with defense legal counsel, administering the risk management program on a day to day basis, managing and analyzing risk management data, and conducting risk management education programs, complying with risk management related accrediting and regulatory agencies with objective of enhancing patient safety, promoting patient safety, quality care, and minimizing loss to protect the assets of the facility. The Risk Management/Compliance/HIPAA serves as the focal point of compliance activities across the organization.

Education and Experience:

- Bachelor's degree in healthcare related discipline required. Previous healthcare experience may be considered in place of education.

Director of Organization Development

The Director of Organization Development focuses on the overall culture of the organization to include leadership development and customer service. They strive to ensure that all employees feel valued through individual and group conversations along with working to develop programs that model the mission, vision and values of the organization.



SURGERY

Surgeon

A doctor who specializes in surgery. Doctors perform operations that involve cutting into someone's body in order to repair or remove diseased or damaged parts.

Schooling past high school includes: 4 years undergraduate degree, 4 years medical degree and a minimum 5 year residency.

Certified Registered Nurse Anesthetist (CRNA)

A nurse with an advanced practice degree to administer anesthesia. Schooling past high school includes: 4 years to achieve your bachelors degree in nursing, work for a few years in an ICU, and then 2 years of anesthesia school.

Registered Nurse (RN)

Many responsibilities in the operating room. Admits patients, circulates cases (in the operating room) and helps take care of patients when they are done with surgery. Schooling past high school includes: 2 years associates degree or a 4 year bachelor degree.

Surgical Technologist

A member of the surgical team that works alongside the CRNA and RN. The scrub tech is responsible for assisting the doctor during surgery. They are responsible for the sterile field and the instruments during a surgery. Schooling past high school ranges anywhere from 1-2 years in a surgical technology program.

Oncologist

A doctor who specializes in Oncology (cancer). Schooling past high school includes: 4 years undergraduate degree, 4 years medical degree and then 4-6 years residency.

Outpatient Infusion Registered Nurse (RN)

The nurses in our outpatient infusion department are specially trained to administer chemotherapy and to take care of cancer patients.



Notes

ACUTE CARE(AC) BEHAVIORAL HEALTH (BH) EMERGENCY DEPARTMENT(ED) TRANSITIONAL CARE UNIT (TCU)

Register Nurse (RN)

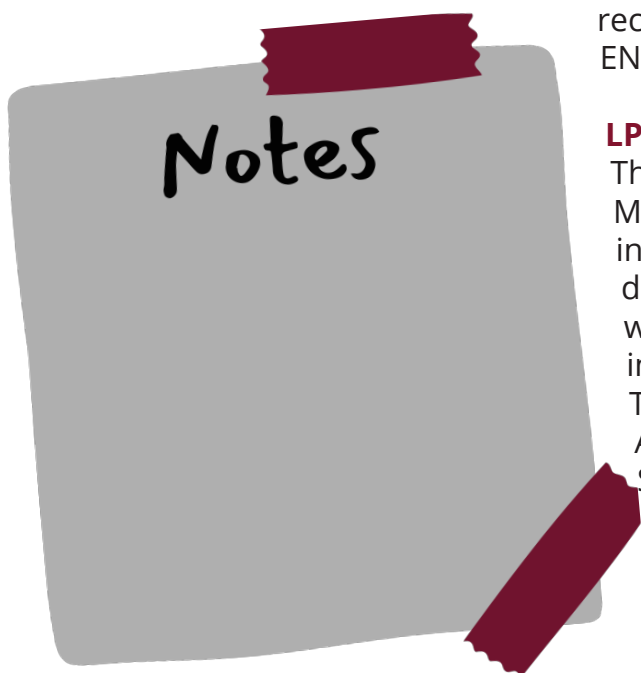
The Registered Nurse for Glendive Medical Center is a direct patient care position in a Critical Access Hospital that serves a diverse patient population. This nurse works with patients of all ages and needs. Our services include Medical, Surgical, OB, Pediatrics, ER, ICU, Transitional Care, and Behavioral Health. The Acute Care Directors of Nursing and Nursing Supervisors will work with each nurse to develop his/her education and competencies to be able to provide care in each area assigned.

Steps to becoming a Registered Nurse (RN)

All RNs follow similar steps to get their licenses, but the specific requirements vary by state. Certain states, such as New York, require RNs to hold a bachelor's degree in nursing (BNS). Whether you choose an Associates Degree in Nursing (AND) or BSN degree, you must complete liberal arts, math and science prerequisites. Common prerequisites for nursing school include basic anatomy, physiology, biology, psychology, and anatomy. Nursing schools often require that incoming students earn a minimum "C" grade in these courses.

A four-year BSN degree offers in-depth education and training in leadership, interpersonal communication, and clinical nursing. A two-year AND degree covers nursing fundamentals and offers the fastest track to becoming a registered nurse.

After you complete your schooling, the next step in becoming licensed is passing the NCLEX exam. This is a computerized test includes a minimum of 75 questions. You have up to 6 hours to finish the exam. Certifications required – basic life support (BLS). Other recommended certifications: ACLS, PALS, TNCC, ENPC, NRP.



LPN (License Practical Nurse)

The Licensed Practical Nurse (LPN) for Glendive Medical Center is a direct patient care position in a Critical Access Hospital(CAH) that serves a diverse patient population. This nurse works with patients of all ages and needs. Our services include Medical, Surgical, OB, Pediatrics, ER, ICU, Transitional Care, and Behavioral Health. The Acute Care Directors of Nursing and Nursing Supervisors will work with each nurse to develop his/her education and competencies to be able to provide care in each area assigned. The LPN will work under the supervision of a Registered Nurse (RN).

LPNs provide basic patient care, such as administering medication and monitor vital signs, under the supervision of a registered nurse (RN). They work in an array of medical settings, including hospitals, nursing homes, long term care facilities, physician's offices and private homes.

Becoming an LPN requires successful completion of a year-long, state approved diploma or certificate program followed by a passing score on the National Council Licensure Examination (NCLEX-PN). Passing the NCLEX-PN is a requirement for licensing in all states.

Certifications required: BLS; other recommended certifications ACLS and PALS.

Nurse Aide/Certified Nurses Aide (CNA)

The Nursing Assistant (NA) provides compassionate patient care to a diverse age group of patients with a variety of medical and/or surgical conditions. This individual provides direct patient care and works collaboratively with team members including the patient and family, to achieve optimal patient outcomes. All care is provided under the direct supervision of a registered nurse or licensed practical nurse. The NA assists with activities of daily living and assists with patient care treatments and procedures.

Director of Nursing

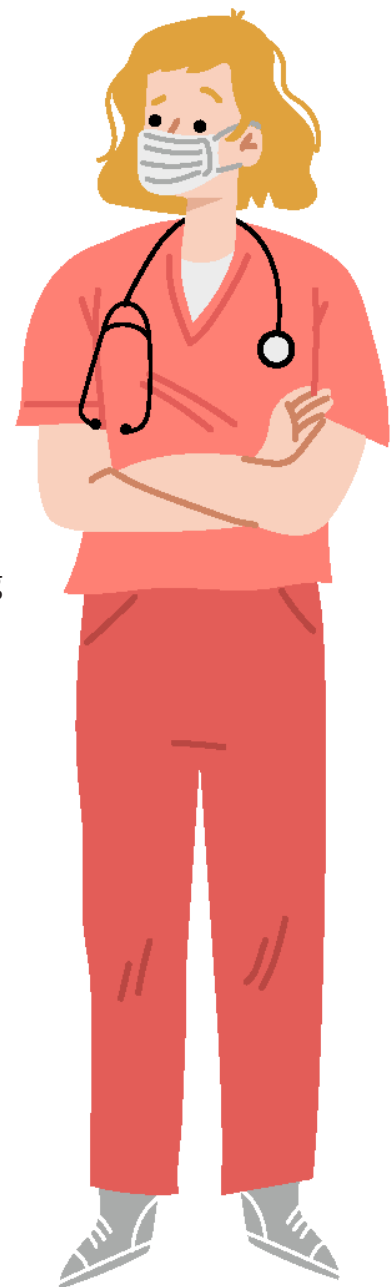
Director of Nursing (DON) will plan and coordinate nursing services with those of the medical and administrative systems. The AC-DON will participate as a member of the hospital's leadership team in planning, policy formulation, and administrative decision making with attention to the role, functions, and operations of the hospital's nursing services. The position is responsible for patient care, management, resource management, and fiscal management. Responsible for managing, directing, and supervising nursing care functions within the CAH including Acute Care, OB/Peds, ED, Behavioral Health, Urgent Care, ICU and Transitional Care. Responsible for staff performance, staff recruitment, staff retention, and staff development.

Minimum education requirements

- RN required; BSN required. Clinical nursing experience required; management/leadership experience preferred. Current nursing license required.

Assistant Director of Nursing

The Assistant Director of Nursing (ADON) is responsible for daily operations of Critical Access Hospital/Acute Care nursing, overseeing all patients and staff. Accountable for all functions of Acute Care nursing services as assigned by the DON. Works under the DON, effectively recruits, hires, assigns work to, assists with scheduling, develops, and evaluates staff. Help conduct regular meetings with staff



to ensure proper information and expectations are communicated to staff. Takes ideas/suggestions from staff and shares information regarding department and organization activities with those necessary.

Education/Qualifications

- Minimum education requirements: RN required; BSN required. Clinical nursing experience required; management/leadership experience preferred. Current nursing license required.

Utilization Management Coordinator

The Utilization Review Coordinator will monitor adherence to the hospital's utilization review plan to ensure the effective and efficient use of hospital services and monitor the appropriateness of hospital admissions and extended hospital stays.

Education Requirements

- Licensed as a registered nurse. One to two years of utilization review experience preferred.

The Administrative Assistant

The administrative assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Education/Qualification

- Three to five years of experience in an administrative role.

Patient Care Technician

The Patient Care Technician (PCT) is responsible for supporting the Acute Care Department by maintaining medical records, performing clerical duties to include use of the electronic health record, answering calls, greeting visitors/staff, and ordering supplies. In the Emergency room the PCT performs cleaning of patient rooms/equipment, collecting payments, specimen collection, transporting patients, restocking supplies, and performing direct patient care duties.

Education/Qualification

- High School Graduate or equivalent. Computer experience needed. Previous work experience in reception and/or healthcare desirable. Certified nursing assistant experience preferred, must be willing to obtain this certification as requested. BLS certified, can work to obtain this certification as soon possible after hire.



QUALITY INFECTION CONTROL

Director of Quality

Provides quality, financial, statistical, and analytical data analysis that support coordination of care improvement processes, performance improvement, and patient safety work groups with the hospital and its entities. Collaborates with physicians and interdisciplinary team members to improve clinical services to meet individual patient/family and care provider needs. Focuses on the facilitation of clinical and system problem identification, data collection, analysis, reporting, and directing improvements. Promotes cost effective care with quality outcomes on patient safety. Analyzes benchmark data and prepares presentations and creates quality reports for the performance improvement program, Medical Staff, Administrative Council, and Board of Directors.

Education and Experience:

- Bachelor's degree in nursing, or related health care degree; Master's preferred.
- 2-3 years of experience in similar role
- Willing to become certified as a Certified Professional in Healthcare Quality within 1 year of hire.

Infection Control Nurse

The Infection Control Nurse will perform surveillance, prevention, and control of infections in patients of all ages. Oversees employee health by participating in employee education with the approval of multi-disciplinary surveillance committee; administers comprehensive infection control policies and procedures; monitors all environments managed/operated by Glendive Medical Center for potential risks.

Education and Experience:

- Graduation from an accredited school of nursing.
- Licensed to practice as a registered nurse (RN) in the state.
- Ability to obtain Certification in Infection Control (CIC) within 1 year of hire.



PHARMACY



Dive into the World of Pharmacy Where Science Meets Superhero!

Welcome to the action-packed realm of Pharmacy! It's not just about pills and prescriptions; it's where chemistry meets care giving, and where you get to wear a lab coat instead of a cape.

The Pharmacy Manager: The Head Honcho

Their Superpower: Juggling tasks like a circus performer, from managing the team to liaising with healthcare heroes.

Side Quests: Wrangling with vendors, navigating the sea of regulations, and ensuring the pharmacy is smoother than a perfectly mixed potion.

Gear Up: Arm yourself with a Pharm.D. degree, a shiny state license, and the experience of a seasoned potion master.

The Pharmacist: The Potion Master

Their Superpower: Conjuring the correct concoctions and ensuring not a single healing spell (medication) misfires.

Daily Adventures: Collaborating with the healthcare league, deciphering the ancient scripts of doctors (prescriptions), and educating the villagers (patients) on potion usage.

Tools of the Trade: A Pharm.D. from the realm's finest academy, a license to practice potion making, and a preference for those who've ventured through hospital corridors or completed mystical residencies.

The Pharmacy Technician: The Alchemist's Apprentice

Their Superpower: Mastering the art of potion preparation and aiding the Potion Master in maintaining the magical inventory.

Quests: Handling the sacred texts (administrative duties) and ensuring the alchemy lab runs without a hitch.

The Path: Embark with a high school diploma or GED scroll, undergo training in the mystical arts of pharmacy tech, and seek the blessing of national certification.

For the Aspiring Young Mage

Begin Your Quest: Arm yourself with knowledge by conquering AP classes in the sciences and math. Your journey in high school is just the prelude to your epic saga.

Training Grounds: Seek out the elders (volunteer or shadow) in healthcare realms to witness the magic of pharmacy in action.

The Collegiate Path to Potion Mastery

Choosing Your Magic Discipline: Whether it's Chemistry, Biology, or another science within the STEM kingdom, select your major wisely to prepare for the grand academy of Pharmacy.

Gaining Experience: Join the ranks of pharmacy assistants or technicians to learn the ancient ways and earn gold while you study.

Ascending to Potion Mastery

The Trials: Face the challenge of the PCAT dragon to gain entry into the hallowed halls of a Pharmacy program.

The Quest for the PharmD: A four-year saga filled with coursework, clinical quests, and the choice to specialize in your preferred potion-making art.

The Final Boss: Conquer the NAPLEX and law exams to claim your title as a licensed Potion Master.

Remember, young apprentice, the path to becoming a pharmacy superhero is fraught with challenges, but it's also filled with magical moments, laughter, and the joy of aiding those in need. Start your journey with curiosity, determination, and a dash of humor, and who knows? You might just find yourself becoming the next legendary Potion Master.



LAB

What is a Medical Laboratory Scientist?

Do you like solving puzzles and problems? Do you excel in handling multiple tasks? Do you like a fast-paced and challenging environment? If you're looking for a science-based degree that prepares you for advanced studies and a career path that develops skills and experience useful in a variety of employment settings, then clinical laboratory science may be a good choice for you!

Clinical laboratory science (also known as medical technology or medical laboratory science) is a biology/chemistry-based degree that prepares students for exciting, challenging and dynamic careers.

Many critical medical decisions that are life-changing are based on laboratory results generated by medical laboratory professionals. They are healthcare detectives working behind the scenes. Using state-of-the-art instrumentation and scientific methods, they provide laboratory results to clinicians and patients every day.

To provide high-quality, reliable analyses, laboratory professionals must have extensive knowledge of normal and abnormal physiology, correlation of laboratory data to specific diseases, and extensive knowledge of instrumentation and test principles and methodologies.

Skill Application

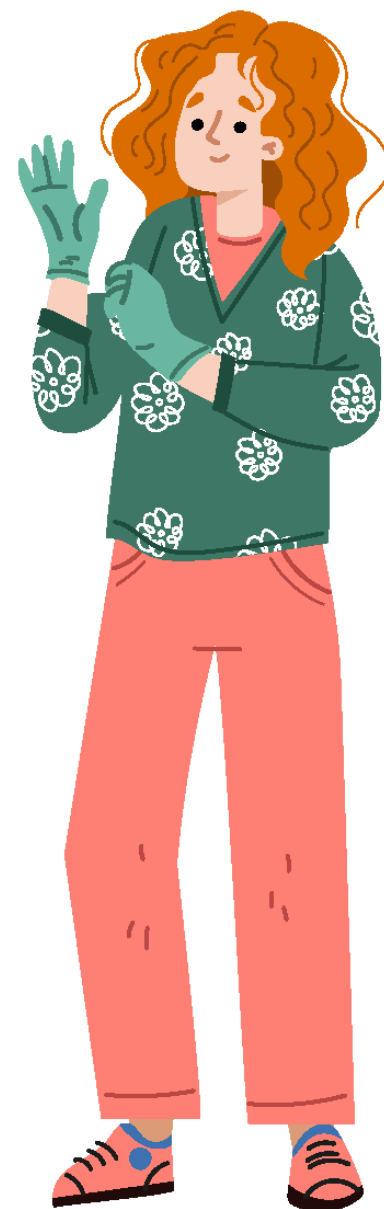
- Hospital laboratories and clinics
- Forensic laboratories
- Veterinary clinics
- Medical, biotechnology and industrial research laboratories
- Cytogenetics
- Cytotechnology
- Histology
- Medicine
- Teaching
- Management

Getting Started

High School and College Course Work

High school preparation should include as much math and science as possible – minimally biology, chemistry and physics and math through calculus. Students who completed high school without the necessary math and science courses may need to take preparatory courses before enrolling in the standard college-level biology, math and chemistry classes. Most community colleges offer these preparatory courses.

To become a medical laboratory scientist, students must enroll in an accredited program. Some programs are 2 or 4 year pathways depending on what you wish to pursue. There are phlebotomy programs 2 year, there are 2 year Medical laboratory technician (MLT) certifications that require a 2 year



associates degree and then the 4 year Medical Laboratory Scientist (MT) certification that requires at least a 4 year bachelors degree and many more specialties including Histology and Molecular Biology as well as going on to doctoral programs such as becoming a Doctor of Pathology.

You may take the prerequisite coursework at any accredited post-secondary educational institution. These classes often consist of traditional academic coursework such as a biology, biological sciences, chemistry and math.

Advising

There are many accredited programs, and several are in the State of Montana and surrounds.

The Miles City Community College works with Bismark State College Department of Clinical Laboratory Sciences is happy to help answer any questions. Their website is milescc.edu - Email MccContact@milescc.edu or call 1-800-541-9281 to schedule an informational visit or personal tour.

We strongly recommended students seek advising from the department as soon as possible in their college career to get assistance in selecting appropriate courses and to minimize additional expenses and/or scheduling conflicts.

Shadowing

Another step in learning more about what it takes to become a medical laboratory scientist (MLS) is to talk with someone who is a clinical laboratory scientist or medical technologist. If possible, "shadow" an MLS for a few days in a local hospital medical lab, area of research or industrial or forensic lab.

Most of the students from a MLS program receive employment offers by graduation or shortly thereafter. Prospective employers may recruit actively on campus or send notifications of employment opportunities to the department to be distributed to students.

National Certification

After graduation, students are eligible to take the national certification examination. Certification is often a requirement for continued employment (as well as advancement and optimum salary). Some states also have a separate licensure process, in the State of Montana once national certified state licensure is required and can be obtained by registering with the State of Montana and sending all the required documentation from education and certification.

The American Society of Clinical Pathologists administers certification examinations for both the traditional medical laboratory scientist and specialties such as phlebotomy, histology and the molecular biotechnologist credentials.

The majority of graduates sit for the national certification examination that grants the credentials of medical laboratory scientists. Areas of specialty include clinical chemistry, hematology, transfusion services, clinical immunology, clinical microbiology and the emerging field of molecular diagnostics.

Learn more about career preparation, educational requirements, scholarships, salaries and job opportunities at LaboratoryScienceCareers.com.

The American Society for Clinical Laboratory Science asked laboratory professionals, "What do you love about your career?" Here is what they had to say.

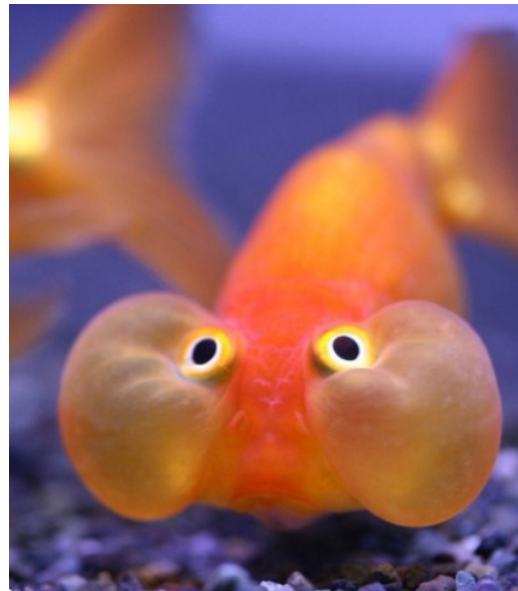
<https://youtu.be/3zQrxaVlaqw>



RESPIRATORY THERAPY

Why should you become a Respiratory Therapist? Because it is the best group of people you will ever work with!!! Respiratory therapists are specially trained in cardio-pulmonary medicine. Their job duties can vary, by the minute, depending on the patients they see and the environment they work in. Here is a list of basic duties we do every day:

- We use specialized equipment to deliver oxygen and monitor oxygen levels in the body
- Attend every emergency situation and assess need for type of intervention, discuss findings with Provider and implement respiratory assistance specific to that patient
- Manage patients who are on life support machines, called ventilators, because they can't breathe on their own
- Place patients on breathing machines with a mask when their heart and/or lungs aren't functioning very well
- Attend any High-Risk Delivery for babies & intervene when the baby doesn't want to breathe
- Assist in transporting patients to other areas like Radiology or the Operating Room
- Diagnostic testing to determine severity of lung dysfunction
- Cardiac Diagnostics including stress tests, heart monitors, or EKGs



Respiratory Therapist Education

- 2 years General Education and pre-requisites to the Respiratory Program, which is a 2.5 year program with the ability to expand to a Baccalaureate degree if that college offers it

Schools in our area

- MSU in Billings & Great Falls
- University of MT in Missoula
- University of Mary in Bismark, ND

Additional Opportunities: Adult Critical Care Specialist, Neonatal/Pediatrics Specialist, Sleep Disorder Specialist, Asthma Educator Specialist

HOSPICE VISITING NURSE SERVICE(VNS) POPULATION HEALTH

Services Offered

Visiting Nurse Service (VNS)

Home visits are done for patients that are homebound (have difficulty leaving their home) and have a skilled need (this is NOT custodial care, this can include assessments and teaching, wound care, urinary catheter care, IVs and lab draws) by Nursing. Patients are still seeking treatment. Insurance typically helps pay for the services. Referrals come from a provider.

Hospice

Patients eligible for Hospice need to have a terminal diagnosis and approximately six months to live if the disease follows its normal course. Patients choose quality of life over what time they have left to live, meaning they focus on comfort and pain control. These patients do NOT have to be homebound. The hospice team includes a provider (Medical Doctor, Nurse Practitioner, and/or a Physicians Assistant, Nurses, Aide, Social Services, Chaplain, and Volunteers but are also supported by other departments like Physical Therapy, Occupational Therapy, and Speech Therapy, Dietitian, Clinic, Lab and Xray.

Chronic Care Management

Patient support is done mostly over the phone, with occasional home visits for someone that has two or more chronic illnesses. Assessment and teaching given to support the patient and family and be able to catch changes in their health prior to a crisis in their health. We work closely with their provider.

Dementia Team

Can be requested to assist families and patients with care needs. Assessment is done by Nurse and/or Social Services to see if we can offer any suggestions.

COVID Calls

Follow up phone calls to patients that are recovering from COVID-19.

Medicare Annual Wellness Visits

Designed to get Medicare eligible patients in to see their provider on a yearly basis. They are screened for vital signs (temperature, pulse, respirations, blood pressure, height, and weight), hearing and vision screening, memory testing, assessing mobility, review a complete medical history and



making sure they are up to date on all vaccinations, screenings like mammograms, colonoscopies, and other testing.

Job Roles

Certified Nurse Aide (CNA)

Nurse aide will care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. He or she may work under the supervision of a Registered or Licensed Practical Nurse.

Education and Experience:

- Certified Nurse Assistant, and then additional training to obtain the Home Health Aide certificate.
- Current state licensure required
- Yearly continuing education is needed
- Basic Life Support (BLS) required

Registered Nurse (RN)

A VNS RN will demonstrate proficiency in administering the fundamentals of the nursing process, contribute to nursing assessment and the development of a nursing care plan, and participate in the evaluation of nursing care.

Education and Experience:

- Current RN license to practice nursing in the state
- Minimum of six months of recent experience as a professional nurse
- Current BLS certification

Licensed Practical and Licensed Vocational Nurse (LPN/LVN)

Licensed Practical and Licensed Vocational Nurses will care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. He or she may work under the supervision of a Registered Nurse.

Education and Experience:

- Postsecondary certificate from vocational school or Associates degree in nursing required
- Current state licensure required
- Current BLS certification

Administrative Assistant

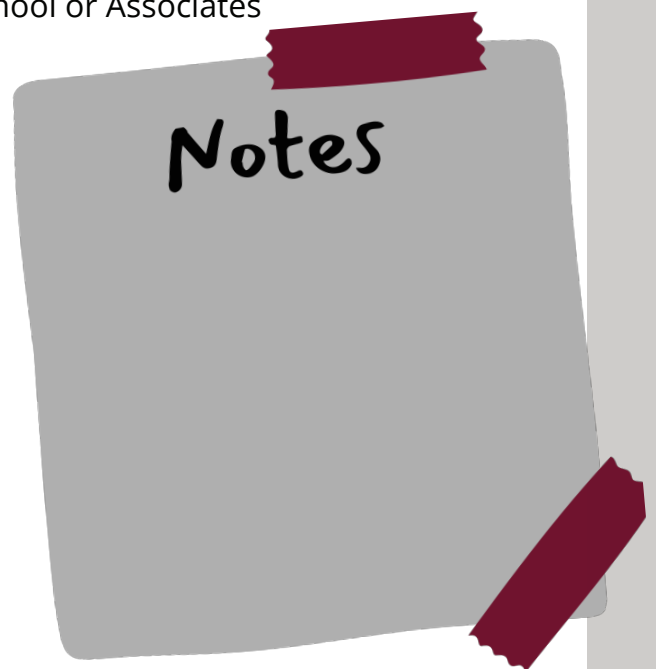
The admin assistant will provide clerical tasks pertinent to the office, patients and family members as needed.

Education and Experience:

- High school graduate or equivalent required
- Certified Nursing Assistant, within 6 months of hire

Chaplain

Chaplain will organize and provide spiritual care for Glendive Medical Center customers, families, and staff. This position will act as a



liaison for local clergy to provide around-the-clock spiritual care. Serves as the spiritual care public relations person for the Medical Center. Will be prepared to conduct seminars and workshops for the staff and community covering topics related to spiritual issues and healthcare, if needed.

Education and Experience:

- Course in theology, scripture, psychology, and pastoral counseling
- Honorary degree in divinity preferred
- Three years pastoral ministry experience preferred
- High School diploma or GED



INFORMATION TECHNOLOGY (IT) INFORMATION SYSTEMS (IS)

Information Technology

If you enjoy working with technology and people, a career in IT may be a good fit. This job is exciting as it involves a wide range of duties, including working with new technology and troubleshooting when solving IT-related issues. IT professionals provide a wide range of services to support, fix, and maintain the hardware and software of an organization's computer system.

When considering becoming an IT professional you might be curious about what sort of educational requirements would be necessary to apply for a job in the IT field. A lot of that is based on where you want to go in the IT field. Aspiring IT professionals wanting to get a bachelor's or associate degree should be looking to complete an IT program. Those programs range widely depending on the school you are attending so the title of the degree you will receive will come down to where you choose to attend. Many entry level IT positions won't necessarily require a bachelor's or associate degree. However, they will require a high school diploma, and most will prefer you to have an IT certification of some sort. That certification preference will depend on the position you are looking to hire on to. There are many different IT certifications available.

Once hired on, most entry level IT technicians will go on to more specialized roles like systems engineers, network engineers, server administrators, cybersecurity specialists/engineers, cloud administrator, or systems administrators. There are many possibilities, and the IT landscape is ever growing and expansive.

Information Systems

Informatics Specialist

An informatics specialist utilizes computer and information to assist in the management and processing of clinical data and information (aka the keepers of the electronic medical record). We encourage individuals in this role to find a primary niche (i.e., nursing, providers), but knowing that we support all areas of the hospital from registration to providers.

Bachelors degree with courses in informatics and/or healthcare information technology required. Masters degree preferred. Previous related experience may be considered in place of education.



REHAB SERVICES

Director of Rehabilitation Services

Will plan, administer, and direct operation of rehabilitation programs such as physical, occupational, recreational, and speech therapies.

Education and Experience:

- Graduate from an accredited physical/occupational/speech therapy program. (Bachelors for OT; Masters required for PT and Speech)
- Minimum of two years prior related work experience in healthcare setting with supervisory/management responsibilities.
- Current Montana physical/occupational/speech therapist license. BLS. MT drivers license and proof of car insurance are required.

Rehab Aide

Rehab Aide is responsible for providing hands-on assistance to patients who are recovering from injuries or illnesses. They commonly assist with activities of daily living, such as bathing, dressing, eating, and using the bathroom. They may also help patients exercise or practice specific physical skills like walking or sitting up in bed.

Education and Experience

- High school diploma or GED
- Certified Nursing Assistant certified or obtained within three (3) months of employment
- BLS/CPR certified or obtained within three (3) months of employment
- Strong organizational skills
- Data entry and computer skills
- Excellent communication, interpersonal, and teamwork skills
- Good bedside manner

Occupational Therapist (OT)

A registered Occupational Therapist will provide diagnostic evaluations and treatment to assigned patients, and help patients reach maximum performance level and to use skills learned to the fullest to function in the community within the limits of their capabilities.

Education and Experience:

- Bachelor's degree in occupational therapy required.
- Current registration with the American Occupational Therapy Association required.
- One year of experience preferred
- Licensed within the State of Montana



Notes

Certified Occupational Therapy Assistant (COTA)

A COTA will help Occupational Therapists provide occupational therapy treatments and procedures. The COTA may, in accordance with state laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments.

Education and Experience:

- Associate degree from a credited college or university
- Licensed within the State of Montana

Physical Therapist (PT)

A Physical Therapist will carry out an individualized program of physical therapy including assessment, treatment, planning, implementation, education, and communication

to maximize a patient's progress toward achieving functional goals. The Physical Therapist will also maintain a positive working relationship with other health professionals and ancillary staff.

Education and Experience:

- Graduate of an American Physical Therapy Association (APTA) approved physical therapy program
- Current license from the state Board of Physical Therapy Examiners
- Licensed within the State of Montana

Physical Therapist Assistant

A Physical Therapist Assistant will help Physical Therapists provide physical therapy treatments and procedures. The Physical Therapist Assistant may, in accordance with state laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a Physical Therapist.

Education and Experience:

- Associates degree or certification from a physical therapy program that included course study in anatomy and physiology, and clinical experience
- Licensed within the State of Montana



RADIOLOGY & IMAGING

Radiologic Technologist

- Limited Permit
- Requires 40 hours of training and passing a state exam
- Riverstone Health in Billings is one site that offers 104 hours of coursework for \$1315, but does not include clinical training
- Used in many smaller hospitals
- This tech cannot work in fluoroscopy, surgery, nor train into other areas of radiology

Licensed Radiologic Technologist Associates or Certificate Degree

- Montana Schools
 - › Flathead Community College
 - › Great Falls College - MSU
 - › Montana Tech (Butte) – option to be done through Miles Community College (must apply to both schools)
 - › Montana State University – Billings
 - › University of Montana

Bachelors Degree

- Minot State University
- Pueblo CO community college
- University of Sioux Falls
- North Dakota State University

Sub-specialties (opportunities to further education)

- Computed Tomography (CT) – A computerized x-ray imaging procedure in which a narrow beam of x-rays is aimed at a patient and quickly rotated around the body, producing signals that are processed by the machine's computer to generate cross-sectional images, or "slices"
- Magnetic Resonance Imaging (MRI) – non-invasive imaging technology that produces three dimensional detailed anatomical images
- Ultrasound – imaging method that uses sound waves to produce images of structures within your body
- Mammography – a technique using X-rays to diagnose and locate tumors of the breasts
- Nuclear Medicine – the use of radioactive substances in research, diagnosis, and treatment
- Radiation Therapy – the treatment of disease, especially cancer, using X-rays or similar forms of radiation



Average salary for radiology technologists in Montana is \$60,201 in 2023 and projected job growth rate is 17.9% by 2026.

Types of jobs

- Clinic
- Hospital
- Locum (travel)
- Specialty

Radiologist

Physicians who specialize in analyzing medical images to diagnose and treat illnesses.

Average salary in Montana \$227,000



SOCIAL SERVICES

Areas of practice at Glendive Medical Center:

- Acute Care
- Hospice
- Extended Care

Licensed Clinical Social Worker (LCSW)

Licensed Clinical Social Worker will provide therapeutic service in a mental health clinic and/or inpatient psychiatric facility.

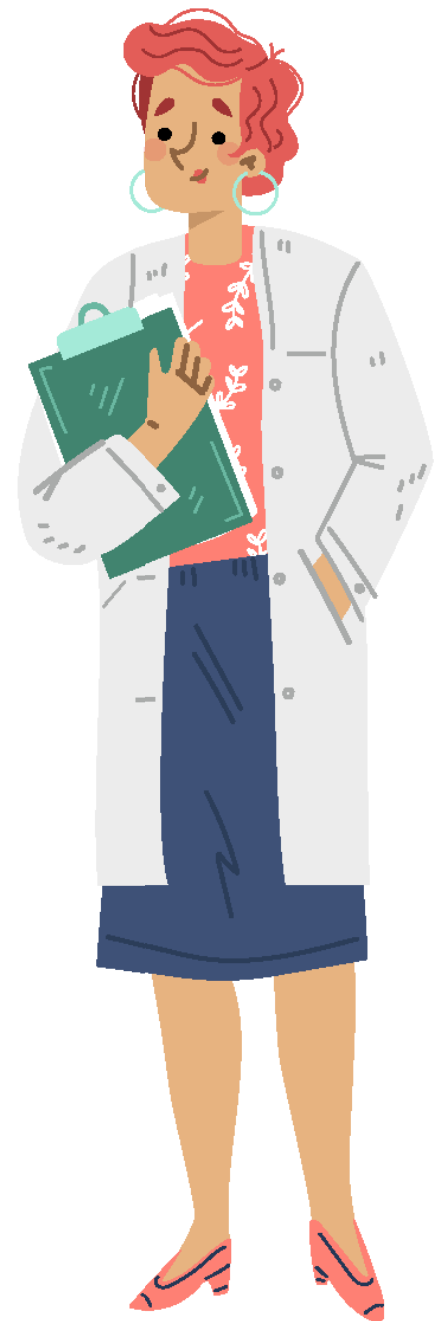
Education and Experience:

- Current license as a Licensed Clinical Social Worker required
- Current Montana driver's license may be required

Long Term Care Social Worker

What they do

- The long-term care social worker will work with residents in the nursing home by identifying their psychosocial, mental, and emotional needs along with providing, developing, and/or aiding in the access of services to meet those needs. The social worker is responsible for fostering a climate, policies, and routines that enable residents to maximize their individuality, independence, and dignity. This climate shall provide residents with the highest practical level of physical, mental, and psychosocial well-being and quality of life.
- Works closely with members of the health care team in the development of the plan of treatment, including discharge plans, based on the psychosocial assessment, and accepted social work interventions.
- Maintains knowledge of the field including Medicare, Medicaid, and other third-party reimbursement sources
- Provides positive customer relations in dealing with residents, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
- Provides education to residents/families regarding Advance Care Planning and assists with completing advance directives if the resident desires.
- Complete required documentation for all resident/family encounters and keep records up to date according to policy.
- Reports to proper legal authorities if you have reason to believe a patient has been physically, emotionally, or sexually abused or a been a victim of theft or misappropriation of property. Consult with staff with neglect or abuse concerns that are identified.
- Respect all resident rights, including confidentiality of patient information.



- Assists with the Admission/Referral Process for prospective residents for long term care. Maintains the facility waiting list.
- Assist residents in obtaining adaptive equipment, clothing needs, or personal items as needed. Assist with referrals and obtaining services outside the facility (i.e., talking books, absentee ballots, community transportation van)
- Discharge planning services for residents who would like to return to the community.

What Qualifications do you need?

- Bachelor's degree in social work or in a Human Service Field but not limited to, sociology, gerontology, special education, rehabilitation counseling, and psychology.

Acute/Transitional Care Social Worker

What they do

- Coordinates and provides social services for patients of all ages to attain or maintain the highest practicable physical, mental, and psychosocial well-being of each patient. The services will be provided in accordance with the philosophy, mission, standards, policies, and procedures of the organization and as ordered by the physician.
- Works closely with members of the health care team in the development of the plan of treatment, including discharge plans, based on the psychosocial assessment, and accepted social work interventions.
- Develops working relationships with leaders in community resource groups, representing the agency at meetings and on various committees that address the social needs of patients such as Council on Aging, Developmental Services, etc.
- Maintains knowledge of the field including Medicare, Medicaid, and other third-party reimbursement sources.
- Provides positive customer relations in dealing with patients, families, physicians, fellow department employees, other hospital departments, referral resources, service agencies, and others.
- Assists with making referrals and/or provides information for adaptive equipment, services in the home and/or other community services that are needed.
- Provides education to patient/families regarding Advance Care Planning and assists with completing advance directives if the patient desires.
- Complete required documentation for all patient/family encounters and keep records up to date according to policy.
- Assist with financial concerns that have been identified by the patient/family.
- Reports to proper legal authorities if you have reason to believe a patient has been physically, emotionally, or sexually abused or a been a victim of theft or misappropriation of property. Consult with staff with neglect or abuse concerns that are identified.
- Respect all patient rights, including confidentiality of patient information.

What Qualifications do you need?

- Bachelor's degree in social work or in a Human Service Field but not limited to, sociology, gerontology, special education, rehabilitation counseling, and psychology.

Hospice Social Worker

What they do

- Responsible for providing social services to patients who are receiving Visiting Nurse Services or Hospice services and are in need of assistance with social and emotional problems related to their medical conditions.
- Performs a thorough patient psychosocial admission assessment upon admission to Hospice and occasionally Visiting Nurse.
- Provides assessment of the psychosocial, environmental, population specific, community resource availability, volunteer needs, spiritual and financial impact of illness on patients and their family system, need for care, response to treatment and adjustment to care.
- Collaborates with Hospice team to identify and evaluate patient outcomes and to evaluate variances in expected behavior and appropriateness of care. Contributes toward identifying social problems, their severity, and interrelatedness to the medical situation, in addition to assessing family strengths/weaknesses with focus upon methods to alleviate the situation.
- Continued communication and involvement with patient and family through entire Hospice experience.
- Offers support during/after in coping with the psychosocial stress precipitated by illness, hospitalization, loss, disability, and death by implementing problem solving and supportive care which will work to reduce the patient's and family's emotional discomfort and facilitate adjustment to present life situation. Provide grief support and refer to mental health professionals as needed.
- Manage Hospice Volunteer Program

What Qualifications do you need?

- Bachelor's degree in Social Work, Human Development or related field.
- MSW/LCSW preferred.



ACTIVITIES

Activities Coordinator

Activities Coordinator develops a comprehensive activity program to meet the needs of the long-term skilled nursing unit population. Responsible for administering a well-rounded, long term care social program schedule to meet the interests and the physical, mental, spiritually, and psycho-social well-being of each resident.

Education and Experience:

- Qualified Therapeutic Recreation Specialist or an Activities Professional who:
 - › Is licensed or registered, if applicable, by the state in which practicing; AND
 - › Is eligible for certification as a Therapeutic Recreation Specialist or as an Activities Professional by a recognized accrediting body on or after October 1, 1990; OR
 - › Has two (2) years of experience in a social or recreational program within the last five (5) years, one (1) of which was full-time in a patient activities program in a health care setting; OR
 - › Is a qualified Occupational Therapist or Occupational Therapy Assistant; OR
 - › Has completed a training course approved by the state
- Certified Nursing Assistant certification preferred or willing to obtain within first year of employment.

Activities Assistant

Activities Assistant implements the comprehensive activity program to meet the needs of the long-term residents.

Education and Experience:

- High School Diploma or equivalent is preferred
- Certified Nursing Assistant certification preferred, or able to obtain within the first year of employment



MATERIALS MANAGEMENT

The Materials Management department is responsible for the purchasing, receiving, storing and distribution of medical and non-medical supplies for all departments.

Materials Management Supervisor

Under the guidance of the department Director, oversees all activities in the procurement, receiving and distribution of supply chain.

Education and Experience:

- High School graduate or equivalent required. Associates or bachelor's degree preferred
- At least two years of experience in related field required

The Supply Technician - Buyer

Responsible for procurement of supplies.

Education and Experience:

- High school diploma or equivalent required
- Previous health care or supply chain experience preferred but not required

The Supply Technician - Inventory Clerk

Responsible for maintaining supplies in designated patient care areas.

Education and Experience:

- High school diploma or equivalent required
- Previous health care or supply chain experience preferred but not required

The Supply Technician- Receiver

Responsible for processing all incoming freight.

Education and Experience:

- High school diploma or equivalent required
- Previous health care or supply chain experience preferred but not required

The Supply Technician - Requisition Clerk

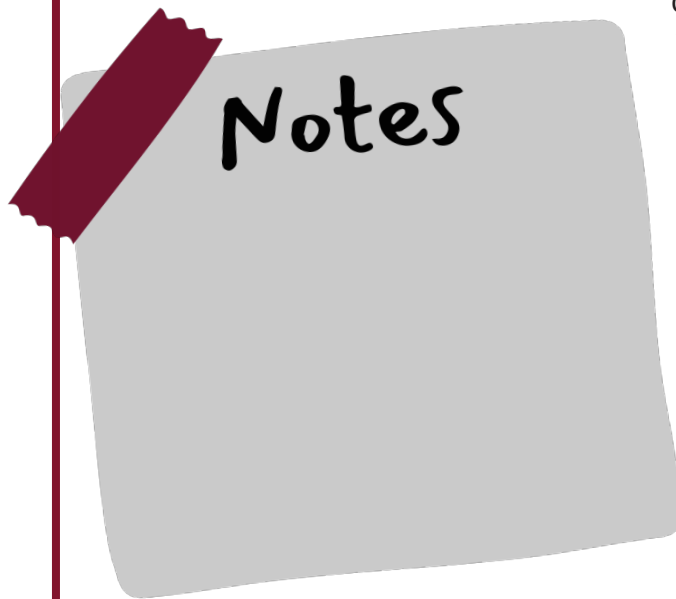
Responsible for processing departmental supply requisitions.

Education and Experience:

- High school diploma or equivalent required
- Previous health care or supply chain experience preferred but not required



EXTENDED CARE



Hospitality Aide

Support the CNAs, tidying rooms and common areas, stocking items; On the job training.

Certified Nursing Aide (CNA)

Provides direct resident care under the supervision of the nurse; Certificate through classroom and clinical training and testing.

CNA Coordinator

Assists nursing staff in coordination of all aspects

of care given to the residents.

Provides leadership and oversight to CNAs on the unit; Must hold a CNA certificate and on the job training.

Ward Clerk

Maintains medical records, transcribes orders, orders supplies for the unit, relays messages; On the job training- CNA certificate preferred.

Administrative Assistant

Assists the DON, takes minutes in meetings, develops schedule; On the job training- CNA certificate preferred.

Medication Aide

Administers medications to residents under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in the skilled nurse setting. Observes for drug reactions and reports any problems to the supervising nurse; Certification through classroom and clinical training and testing.

Licensed Practical Nurse (LPN)

Provide direct care to the residents, administer medications, change dressings, carry out care plans, oversee CNAs, communicate with residents and family, maintain accurate medical records; College Degree and LPN License.

Registered Nurse (RN)

The Registered Nurse will demonstrate proficiency in administering the fundamentals of the nursing process, contribute to nursing assessment and the development of a nursing care plan, and participate in the evaluation of nursing care; College Degree, RN License.



Assistant Director of Nursing/MDS Coordinator

Provide administrative support to the Director of Nursing. Responsible for assessing, planning, and organizing care for all residents, communicate with residents and families. Facilitates the interdisciplinary team, ensuring assessments are completed in a timely manner; College Degree, RN License.

Director of Nursing

Oversee the day to day operations of the unit, implement policies and procedures, staff development; communicate with families, residents, and physicians; ensure the unit is compliant with all local, state, and federal regulations; College Degree, RN License.



ENGINEERING

Director of Support Services

Provides management and overall support for Environmental Services, Food Service, Laundry, and Plant Operations. The Director ensures that proper procedures and regulatory compliance is maintained within the organization.

Education and Experience:

- Bachelor's degree in engineering or related field, or equivalent work experience
- Minimum of ten (10) years of operations/engineering experience
- Minimum of five (5) years of management experience

Engineer Lead

Oversees the daily operations of the Engineering department. This position will be a mentor to the engineering team as well as assist with and oversee the maintenance and capital improvement needs.

Education and Experience:

- Minimum of five years of experience in general maintenance
- Boiler License 3rd Class
- High School diploma or GED
- 2 years supervisory experience

Engineer

Maintain industrial equipment and auxiliary equipment in a prompt, efficient, and safe manner.

Education and Experience:

- High school diploma or equivalent required
- Technical/vocational school training and experience working with industrial boilers
- Valid state boiler operator 3rd class license
- Possession of a valid motor vehicle operator's license with a clean driving record

Groundskeeper

Performs landscaping tasks using power equipment and hand tools to maintain the facility's grounds.



Education and Experience:

- High school diploma or equivalent preferred
- Previous experience preferred
- On-the-job training offered
- Possession of a valid motor vehicle operator's license with a clean driving record

ENVIRONMENTAL SERVICES

Laundry

Laundry Supervisor

The Laundry Supervisor directs and maintains a standard for the level of cleanliness that is required by the facility. Establishes and maintains schedules for employees in laundry.

Education and Experience:

- High School Diploma (GED)
- Leadership/ Management Experience 1 year
- Proper Chemical Usage

Laundry Worker

The Laundry Worker is responsible for processing linen consisting of personal clothing and hospital style linen for Glendive Medical Center (GMC). This includes sorting of linen by type/style, running washer/extractor, folding by machine or hand, and delivery of linen/personal clothing. The Laundry Worker must ensure machines are in proper condition and are responsible for maintaining an adequate supply of chemical and maintaining a clean and safe laundry environment. Performs duties efficiently with a commitment to quality and excellence. Must comply with the Department of Health, OSHA, CDC, NFPA, Joint Commission standards and Glendive Medical Center policies.

- Education and Experience:
- High School Diploma, GED or equivalent training and/or experience preferred
- Ability to follow written and verbal instructions
- Ability to read, write and do math as generally demonstrated by a high school diploma or GED

Environmental Services

Environmental Services Supervisor

The Environmental Service Supervisor serves as a part of the patient care and support teams. Primary responsibilities include assuring facility is maintained and daily workload is completed by coordinating, assisting with, and monitoring the work of assigned staff and overseeing quality assurance activities.

Education and Experience:

- High School Diploma (GED)
- Leadership/ Management Experience 1 year
- Proper Chemical Usage

Environmental Services Technician

Responsible for the cleanliness throughout the facility in patient rooms, resident's rooms, waiting rooms, bathrooms, hallways, offices in administrative areas, as well as GMC owned apartments off campus when assigned. Performs frequent disinfecting of high-touch surfaces to prevent the spread of infections. Maintains daily cleaning of floors in their assigned areas. Using the proper personal protective equipment (PPE) that meets hospital standards, performs garbage and bio-hazard pickup and disposal in a precise way to

ensure the safety, health and morale of patients, visitors and employees by providing a clean, attractive, safe environment.

Education and Experience:

- High School or equivalent is preferred. Must have good reading and writing skills
- Experience is preferred, on the job training is provided

Floor Care Technician

Responsible for maintaining floors and cleanliness throughout all facilities. Using the proper personal protective equipment (PPE) that meets hospital standards, performs garbage and bio-hazard pickup and disposal in a precise way to ensure the safety, health and morale of patients, visitors and employees by providing a clean, attractive, safe environment.

Education and Experience:

- High School or equivalent is preferred. Must have good reading and writing skills
- Experience is preferred, on-the-job training is provided



DIETARY

Food Service Manager

Leads and mentors the culinary team. Provides supervision for multi-functional food service areas, ensuring staffing, food quality, and efficiency of the dietary department. In charge of selection, orientation, scheduling, training, and development of employees.

Education and Experience:

- Associates degree, preferred
- ServSafe Food Service Manager Certification, required
- ServSafe Food Service Proctor required (within 60 days of hire)
- 2 years of hospital food operations experience
- Minimum 3 years management experience

Food Service Lead

Oversees the daily operations of the food services program. This may include management of shared dining areas, food and beverage operations, and cafeteria operations.

Education and Experience:

- High school degree required
- Demonstrated experience in managing a food service program preferred

Food Service Worker

Provides routine food preparation and customer assistance services throughout the restaurant.

Education and Experience:

- High school diploma or equivalent

The Institution and Cafeteria Cook

Prepares and cooks large batches of food that will be served to patients, patrons, customers, guests, employees, or students.

Education and Experience:

- High school or vocational school coursework in kitchen basics, such as food safety, preferred.
- One year of related experience preferred.

Caterer

Assist the Catering Team in planning, preparing, and providing food of outstanding quality for banquets, weddings, and other social/business functions.

Education and Experience:

- Three years of experience in food service required
- High school degree or equivalent required, Bachelor's degree in Hotel Management, Food Management, or related field preferred

Dishwasher

Ensures that wares for the front and back of the house are clean and sanitized.



Education and Experience

- High School graduate or equivalent preferred but not required
- Restaurant experience preferred



HUMAN RESOURCES

Human Resource Director

Plans, leads, directs, develops, and coordinates the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred
- At least five years of human resource experience required, previous management experience preferred
- SHRM-CP or SHRM-SCP highly preferred

Human Resources Generalist

Performs highly complex Human Resources (HR) related duties at the professional level and carries out responsibilities in functional areas such as: employee relations, recruitment, training, compliance, and recognition. Administers HR policies and procedures. Collects and analyzes HR data, assists the HR Director with administrative tasks as assigned.

Education and Experience:

- Bachelor's degree in human resources, business administration, or related field required
- Previous human resources or related field experience required
- HR certification preferred

Human Resources Specialist

Manages employee leave of absence requests, the Worker's Compensation program, as well as perform general Human Resources functions of the employment lifecycle from beginning to end of employment.

Education and Experience:

- Bachelor's degree in human resources or related field preferred. Previous related experience may be considered in place of education.

Benefits Specialist

Maintains and administers Glendive Medical Center's (GMC) fringe benefits programs. This position follows applicable Human Resource Policies and Procedures; federal and state laws; and regulatory guidelines associated with job functions. Develops and maintains positive relationships with managers, supervisors, applicants, and external vendors. Performs other activities in support of the Human Resource Department.

Education and Experience:

- Associates degree in HR or related field, but experience and/or other training/certification may be substituted for the education
- Two years' experience in HR and/or benefits administration preferred
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification credential preferred

GABERT CLINIC

Patient Access Representative (PAR)

Providing excellent administrative and clerical support in high volume medical offices. PARs greet visitors in person and over the phone by answering and routing incoming calls. PARS manage patient intake, update patient information and records, schedule patient appointments, and manage providers' calendars.

Medical Assistants (MA)/ Certified Medical Assistants (CMA)

Prepares patients for their health care visit by escorting patients to the exam room, interviewing patients, updating medical records, recording vital signs, and confirming the purpose of visit or treatment. The CMA helps health care providers during examinations, prepares laboratory specimens, administers medications, authorizes drug refills as directed, removes sutures, changes dressings.

Licensed Practical Nurses (LPN)/ Registered Nurses (RN)

Provides patient care in a variety of inpatient and outpatient settings. Nurses utilize the nursing process, including patient assessment, nursing diagnosis, planning, intervention, and evaluation. Nursing duties include creating and maintaining accurate patient records, administering medication and monitoring for side effects, recording vital signs, and reporting symptoms and changes in patient conditions. Nurses are licensed through their state's Board of Nursing.

Physicians and Surgeons

Diagnose and treat injuries or illnesses and address health maintenance. Physicians examine patients; take medical histories; prescribe medications; and order, perform, and interpret diagnostic tests. They often counsel patients on diet, hygiene, and preventive healthcare.

Physician Assistant (PA)

A licensed medical professional who holds an advanced degree and provides direct patient care. They work with patients of all ages in virtually all specialty and primary care areas, diagnosing and treating common illnesses and working with minor procedures.

Nurse Practitioner (NP)

NP practice includes, but is not limited to, assessment; ordering, performing, supervising, and interpreting diagnostic and laboratory tests; making diagnoses; initiating and managing treatment, including prescribing medication and non-pharmacologic treatments; coordinating care; counseling; and educating patients, their families and communities.



FINANCE SERVICES

Ever wondered how you could make a big impact in the healthcare world without having to be a doctor or nurse? Well, buckle up because we're about to take a thrilling journey into the behind-the-scenes world of healthcare finance and revenue cycle!

Picture this: you're the mastermind behind the scenes, ensuring that patients get the care they need while keeping the financial gears turning smoothly. Whether it's managing patient registrations, ensuring healthcare privacy and security, or diving into the nittygritty of medical coding and billing, there's a whole world of opportunities waiting for you.

Let's break it down:

- **Patient Access and Advocacy:** Ever wanted to be the first friendly face patients see when they enter a healthcare facility? Organizations like NAHAM and AAHAM are all about making sure patients get the care they need, from scheduling appointments to navigating insurance.
 - › The National Association of Healthcare Access Management (NAHAM) <https://www.naham.org>
 - › American Association of Healthcare administrative Management (AAHAM) <https://aaham.org>
- **Medical Records and Privacy:** Dive into the world of healthcare data with AHIMA. You'll learn how to keep sensitive information safe and organized, all while playing a crucial role in patient care.
 - › American Health Information Management Association (AHIMA) <https://www.ahima.org>
- **Coding and Billing:** If you're into puzzles and problem-solving, AAPC is the place for you. Crack the code of medical documentation and ensure that healthcare providers get properly reimbursed for their services.
 - › American Academy of Professional Coders (AAPC) <https://www.aapc.com>
- **Finance and Revenue Cycle:** HFMA is where finance meets healthcare. From crunching numbers to analyzing data, you'll be at the forefront of ensuring the financial health of healthcare organizations.
 - › The Healthcare Financial Management Association (hfma) <https://www.hfma.org>
- **Revenue Integrity:** NAHRI is all about making sure that every dollar counts in the healthcare world. Dive into the world of data analysis and integrity to ensure that healthcare facilities are operating at their best.
 - › The National Association of Healthcare Revenue Integrity (NAHRI) <https://nahri.org>



So, if you're ready to combine your passion for helping others with your love of numbers and problem-solving, the healthcare finance and revenue cycle world might just be the perfect fit for you. Get ready to open doors to a world of career opportunities that are as rewarding as they are exciting!

Revenue Cycle Director

The Revenue Cycle Director will be responsible for the day-to-day operations that contribute to the capture, management, and collection of revenue for hospital and clinic services. This position enhances and maintains revenue cycle management functions including, but not limited to, registration, coding, billing, follow-up, insurance contracting, cash posting, and customer service. Ensures timely activity on accounts receivable to maximize collections in compliance with all state and federal regulations. Establishes objectives and standards to measure effectiveness and quality of work.

Minimum Required Education/Experience:

- Bachelor's Degree in Business, Finance, Business Administration, or closely related field.
- AHIMA – Registered Health Information Administrator (RHIA) certification preferred.
- A minimum of five years of work experience in revenue cycle management is required.
- Previous work experience in a critical access hospital work setting is preferred.

Patient Financial Services Manager

The Patient Financial Services (PFS) Manager will be responsible for the overall performance of Glendive Medical Center's (GMC) patient accounting and patient access functions.

Education and Experience:

- High school graduate or equivalent.
- Bachelor's degree or extensive education and/or certifications in revenue cycle preferred.
- Must have at least two years of experience in an office setting, preferably with supervisory responsibilities in a health care facility.

Patient Financial Services Assistant

The Patient Financial Services Assistant is the primary point of contact for all business office customers. This position is responsible for greeting and assisting all customers both in person and on the phone by answering their questions or referring them to the appropriate personnel. This position is also responsible for posting all insurance and patient payments within the appropriate software program.

Education/Experience:

- High school diploma or equivalent required.
- Previous office experience preferred.

Controller

The Controller will plan and direct the accounting operations of the organization.

Education and Experience:

- Bachelor's degree in accounting or business administration required.
- Ten years or more of related experience required.
- Certified Public Accountant or Certified Management Accountant designation preferred.

Revenue Integrity Analyst

The Revenue Integrity Analyst is responsible for managing, coordinating, and implementing Charge Description Master (CDM) initiatives and processes.

Education and Experience:

- Bachelor's degree in accounting, finance, business, or related field required.
- Two years of professional experience as an accountant, auditor, data analyst or other relevant experience in the analysis of complex data structures.
- Strong Excel skills and Access Database skills preferred.
- Certified Coding Credential preferred (CPC, CCA, COC or CCS).

Payroll Specialist

The Payroll Specialist will process weekly payroll and maintain employee time records.

Education and Experience:

- High school diploma or equivalent required.
- Two years of experience in accounting or bookkeeping with at least six months of experience in payroll preferred.
- Certified Payroll Professional certification preferred.

Insurance Biller

The Insurance Biller's general responsibilities include accurately billing patient accounts, ensuring timely claim submission and reimbursement from various third-party payers and patients, ensuring proper account documentation in the facility's billing system, and pursuing follow-up efforts on aged accounts under the guidance of the PFS coordinator and the supervision of the PFS manager.

Education and Experience:

- High school diploma or equivalent certification required
- Associate degree preferred
- 1-2 years of customer service and/or business office experience preferred, ideally in a medical setting
- Knowledge of basic patient accounting processes and healthcare terminology strongly preferred.

Credentialing Specialist

The Credentialing Specialist will coordinate and implement the credentialing and privileging activities within Glendive Medical Center (GMC) to include appointment, reappointment, and ongoing verification activities of the Medical Staff.

Minimum Required Education/Experience:

- Associates Degree preferred or relevant professional working experience
- Minimum of 1 year of experience credentialing and/or auditing in a regulated environment

NUTRITION SERVICES

Registered Dietitian

Registered dietitians are licensed nutrition professionals that offer nutrition advice to individuals seeking to improve their nutrition habits and well-being all around. At Glendive Medical Center registered dietitians offer nutrition services to individuals needing guidance with managing diabetes, kidney/heart disease, and weight management. We also work with individuals who are recovering from surgery or injury. Our nutrition services include, but are not limited to, related education, meal planning, and proper management of a diagnosis/condition. Registered dietitians also work in other fields outside hospital settings such as sports nutrition, school nutrition, pediatrics, and eating disorders to name a few.

Education and Experience:

- Complete a Didactic Program in Dietetics (DPD) – can be part of a bachelor's or master's degree
- Complete a dietetic internship (minimum 1000 hours of supervised practice)
- Take the Commission on Dietetic Registration (CDR) Exam – must have minimum master's degree to be eligible to sit for exam
- Must complete 75 continuous education units at minimum every 5 years to maintain license/credential after passing CDR exam



Notes

HEALTH INFORMATION MANAGEMENT

Health Information Manager

The Health Information Manager oversees activities related to the development, implementation, and maintenance of health information in compliance with federal and state laws and GMC's mission. The manager is responsible for the following HIM services: Coding, reimbursement processes, release of information, birth registry, tumor registry, chart completion, health information privacy and documentation.

Education and Experience:

- Bachelor's degree or extensive education and/or certifications in health information management (HIM) required.
- Master's degree in business administration or health administration preferred.
- Three years of hospital and professional coding (in-patient and out-patient) experience required.

Health Information Specialist

The Health Information Specialist (HIS) is responsible for facilitation of chart completion by working with ancillary departments and providers, responding to requests for information, and customer service-related requests to assist in the ongoing, continuity of flow of patient health information.

Education and Experience:

- High school diploma or GED required.
- One year of office experience required; two years preferred.

Coding Denial Specialist

The Coding Denial Specialist is responsible for reviewing and resolving coding-related denials within the charge capture/coding process; interpreting and applying payer guidelines, tracking, and trending denial reasons to aid in preventing future denials, including trends specific to individual payers. The Denial Specialist will collaborate with members of the Revenue Cycle Management (RCM) team and Coding Specialists to identify opportunities for workflow improvements or updates to policies and procedures. Candidate must have multispecialty experience. Critical Access Hospital/Rural Health Clinic experience preferred. Prior Revenue Cycle and Claim Billing experience are both a plus.

Education and Experience:

- High school diploma or GED required.
- Must have at least one of the following certifications:
 - › Certified Coding Specialist (CCS)
 - › Certified Coding Specialist Physician-based (CCS-P)
 - › Certified Professional Coder (CPS)
- Three years of experience in multi-specialty coding.
- Experience with both Facility and Professional coding.
- Proficiency in EHR systems and medical coding platforms. Experience with Cerner, 3M and Availity preferred.

Medical Coder

The Medical Coding Specialist will evaluate medical records to ensure completeness, accuracy, and compliance with the International Classification of Diseases Manual - Clinical Modification (ICD-10-CM), the American Medical Association's Current Procedural Terminology Manual (CPT), the Healthcare Common Procedure Coding system (HCPCS), and International Classification of Diseases, Procedural Coding System (ICD-10-PCS).

Education and Experience:

- Possession of an entry level certification such as the Certified Coding Associate (CCA) issued by the American Health Information Management Association or Certified Coding Professional (CPC) issued by the American Academy of Professional Coders; or
- Certification obtained within 12 months of hire; or
- Fifteen years of experience in medical record coding.



MARKETING FOUNDATION VOLUNTEER SERVICES

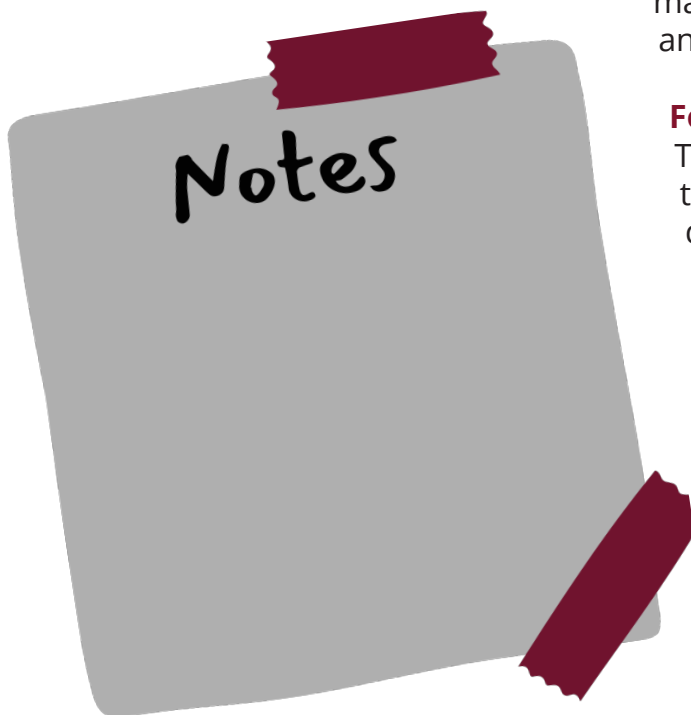
Foundation Director

Foundation directors often offer input on the vision and strategy of the organization, help find donors, prioritize the budget based on the organization's needs, and cultivate positive relationships with other organizations and donors. Additionally, Foundation Directors oversee grantmaking operations and manage foundation programs and initiatives and events that align with the foundation's mission and values. The primary qualifications for a career as a foundation director are a bachelor's degree and five to ten years of experience working with foundations. Many foundations prefer applicants who have a master's degree, preferably in nonprofit development, sales, or marketing.



Marketing Director

A marketing director is a senior-level position within a company that leads and oversees all of the company's marketing efforts from creative to operations. This may include developing year-long strategic plans, creating and executing campaigns, managing budgets, and leading projects and staffers. To become a marketing director you typically need to have a bachelor's degree in marketing, communications, English or another business-related field.

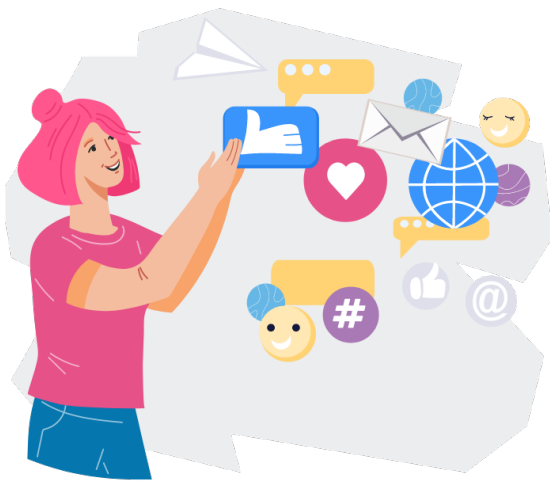


Foundation Specialist

The Foundation Specialist facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Education and Experience:

- Three to five years of experience in an administrative role.
- Associates degree preferred.



Marketing Communications Specialist

The Marketing Communications Specialist is responsible for the development and execution of marketing communications for Glendive Medical Center (GMC). The Specialist will design and produce external and internal communications and promotional materials.

Education and Experience:

- Bachelor’s degree in Marketing, Journalism, Advertising, Communications, or related field.
- Three to five years of related experience writing and editing projects; portfolio of relevant previous projects highly preferred.

Volunteer Coordinator

The Volunteer Coordinator will administer all aspects of the organization’s volunteer program including recruiting, training, and supervising volunteers.

Education and Experience:

- High school graduate or equivalent. Associates Degree or Bachelors Degree in related field highly preferred.

Administrative Assistant - Marketing/Foundation

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Education and Experience:

- Associates degree required; Bachelor’s degree in related field preferred.
- Three to five years of experience in an administrative role

Greeter

The Greeter will welcome and assist patients, their families, and visitors entering the Glendive Medical Center. This position will answer questions, provide approved information, and direct people to the location they need, thereby creating a caring and efficient atmosphere.

Education and Experience:

- High school diploma preferred.

Job Shadowing

Glendive Medical Center will provide opportunities for students to participate in job shadowing experiences directly through GMC or through a school intern program. Job shadowing involves following an employee around and observing as they go about their day. It provides a window into a particular occupation and field, enabling you to get a look at what you might be doing on a daily basis if you were to choose that job.

If you have interests or questions about job shadowing, please contact Human Resources, 406-345-8916.

Amy Chezum

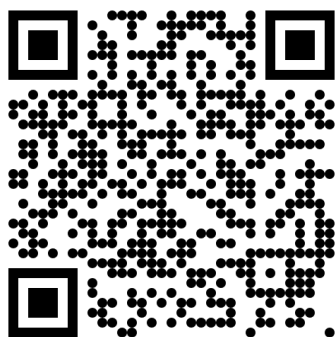
HR Generalist

achezum@gmc.org or
humanresources@gmc.org

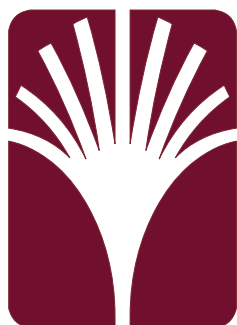
Phone: 406-345-2608

Fax: 406-345-3384

www.gmc.org/careers



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**Glendive
Medical
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