



Training Courses and Providers

- Title:** **Lab Tech 1**
Duration: January 2005 – June 2005
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course provides incumbent workers with the skills to work as a Phlebotomist. After the training they will be eligible to take their certification exam.
- Title:** **Patient Service Coordinator 2**
Duration: February 2005 – June 2005
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course is designed to prepare employees to handle non-clinical services related to admitting patients, maintaining accurate information, and ensuring quality patient service.
- Title:** **Clinical Associate Training**
Duration: January 2005 – March 2005
Training Provider: Caroline Center
Learning Objective: This training prepares employees to perform a variety of patient care activities including but not limited to: nutritional support, patient mobility, observing & monitoring patients' conditions, and recording information.
- Title:** **Clinical Associate Training**
Duration: June 2005 – August 2005
Training Provider: Caroline Center
Learning Objective: This training prepares employees to perform a variety of patient care activities including but not limited to: nutritional support, patient mobility, observing & monitoring patients' conditions, and recording information.
- Title:** **Clerical Associate Training**
Duration: June 2005 – November 2005
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course prepares employees to serve as a communication resource and information coordinator for patients, families, visitors, and members of the health care team. Specific duties include: preparation and maintenance of medical records, as well as, clerical support.



Title: **Clerical Associate Training**
Duration: December 2005 – April 2006
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course prepares employees to serve as a communication resource and information coordinator for patients, families, visitors, and members of the health care team. Specific duties include: preparation and maintenance of medical records, as well as, clerical support.

Title: **Core Services Training**
Duration: July 2005 – November 2005
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course prepares employees to handle non-medical services related to admitting patients to the outpatient center, as well as, managing and processing insurance information.

Title: **LINC 2 (Ladders in Nursing Careers)**
Duration: College Based Training (2 – 3 years)
Training Provider: Various Maryland Colleges
Learning Objective: This program is designed to provide support to employees pursuing educational studies to achieve their Associates Degree in Nursing.

Title: **Respiratory Therapy**
Duration: College Based Training (2 – 3 years)
Training Provider: Various Maryland Colleges
Learning Objective: Prepare employees to set-up, operate, and maintain oxygen, other therapeutic gas, mist inhalation, and mechanical ventilation equipment to administer prescribed doses of medical gases to patients.

Title: **Radiography Technologist**
Duration: College Based Training (2 – 3 years)
Training Provider: Various Maryland Colleges
Learning Objective: Prepare employees to operate x-ray equipment, produce x-ray films of human anatomy, position patients for x-ray procedures, practice radiation safety, and deliver patient care.



Title: **Occupational Therapy Assistant/Rehab Medicine Therapist**
Duration: College Based Training (2 – 3 years)
Training Provider: Various Maryland Colleges
Learning Objective: Prepare employees to assist people in overcoming, adapting to and/or preventing physical and psychosocial problems caused by disease, substance abuse, mental illness, spinal cord injury, stroke, and birth defects.

Title: **Medical Lab Technician**
Duration: College Based Training (2 - 3 years)
Training Provider: Villa Julie (until 5/06), CCBC-Essex, BCCC, Weber State
Learning Objective: Prepares employees to perform selected routing laboratory tests, records and report results. In addition, employees learn how to set up and maintain equipment, and monitor quality control standards.

Title: **Medical Technologist**
Duration: College Based Training (2 – 3 years)
Training Provider: UMB, Weber State
Learning Objective: Prepares employees to perform a variety of laboratory procedures. Those procedures can range from identifying microorganisms to providing blood in emergency transfusions. They are trained in clinical chemistry, hematology, immunology, microbiology, blood banking and laboratory management.

Title: **Surgical Technician Training**
Duration: College Based Training (84 weeks)
Training Provider: Baltimore City Community College (BCCC)
Learning Objective: Prepares employees to assist the surgical team in duties such as: scrubbing on all types of operative procedures, obtaining and preparing instruments and equipment, and maintaining a clean and safe surgical environment. Additionally, this two-year program has been accelerated to 84 weeks, and employees upon completion employees will have earned their associates degree and will be prepared to sit for the Surgical Technician certification exam.



Title: **Medical Coding Certification Training**
Duration: College Based & On-the-Job Training (2 years)
Training Provider: University of Alabama-Birmingham & MC Strategies
Learning Objective: Prepares employees to assure each patient has a complete clinical data set, and that clinical documentation supports the accurate diagnoses and procedures. In addition, this training will help employees ensure the accuracy and timeliness of clinical data through review and analysis. This is a two-stage training program that first prepares employees to become entry level certified medical coders through an on-line seven course certification program offered through the University of Alabama-Birmingham. Secondly, after successful completion of the coursework, employees work with a coding trainer/consultant provided by MC Strategies in order to increase coding speed and accuracy per departmental specifications.

Title: **Anesthesiology Critical Care Technician**
Duration: College Based Training (8 months)
Training Provider: Community College of Baltimore County
Learning Objective: As a result of this training employees will be prepare for the certification required by this position. Employees will be able to prepare the patient/machine interface for the delivery of anesthesia and the management of the patient during surgery. Assists in the sterile and aseptic preparation of the patient for the placement of pulmonary artery, central venous and, arterial and venous monitoring lines. Maintains all anesthesia equipment before, during, and after the operative procedure. Obtains physiologic samples for analysis, obtains physiologic readings by using invasive monitors and provides data to the anesthesia team responsible for the Critical Care Management of the patient during the surgical process.

Title: **Pre-Clinical Associate Intern Training**
Duration: College Based and On-the-Job (9 months)
Training Provider: Baltimore City Community College & The Johns Hopkins Hospital
Learning Objective: This two part training starts with a “refresher” C.N.A. course provided by Baltimore City Community College. After the refresher course employees are assigned to a nursing unit to begin clinical rotations that will provide them with acute care exposure. This internal training will enable incumbents to then apply for the Clinical Associate training, which requires



that participants have the acute care exposure, and, which has been very difficult for Johns Hopkins Hospital non-nursing employees to secure. This training opens up the nursing career track for non-clinical employees.

Title: **Pharmacy Technician Training**
Duration: College Based and On-the-Job (5 months)
Training Provider: Baltimore City Community College & The Johns Hopkins Hospital
Learning Objective: This course provides incumbent workers with the skills to work as a Pharmacy Technician. After the training they will be eligible to take their certification exam.

Title: **Digital Film Clerks III**
Duration: On-the-Job (5 months)
Training Provider: The Johns Hopkins Hospital Radiology Department
Learning Objective: This course provides incumbent workers with the skills to work with the new digital film technology the department acquired. It also prepared employees for the new structure of how their work will be conducted given the changes this new technology presented to the operation of the department.

###