Using the fictional Cavalier Health project.

Step 1: Please select a role(s) ***within a healthcare organization*** and write a job description for it. Include information such as job title; full-time or part-time; setting or location and whether there is off-site rotation or travel and licensure or certification requirements, if any in addition to other relevant information. Please use information from [https://www.onetonline.org](https://www.onetonline.org/) to find at least one of the probable tasks for the position as a resource (but not necessarily your only resource). \*Please indicate the ones from ONETonline. Please keep in mind that this is a health care position so you are likely to need to tweak information from ONETonline to be a good fit to healthcare.

Step 2: Following the completion of the job description, prepare a condensed description of that job in less than one-half page that could be used for recruiting purposes and provide an anticipated salary range for the position (A salary range can be estimated using data at <https://www.onetonline.org/>)

Step 3: Please comment on the next steps in the recruitment process for this position based on your reading of the chapter.

\*\* An example and rubric are attached. You can also find examples in the book (pp:133-138). You'll also find numerous resources online about skills needed for various positions as well as summary job descriptions that are in use as recruiting tools on various website. As always, please use the examples as references but make the one you submit clearly your own.

Exmple

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Creating a job description Note: This is an example, please don’t submit this example.

Note: You can use ONET to find tasks, technology skills, knowledge, etc. - <https://www.onetonline.org/> For this job description, I used <https://www.onetonline.org/link/summary/15-1199.09> as a reference tool.

**Step 1: The Job Description**

Note:Please also feel free to also look at job descriptions for similar positions on hospital websites or job search platforms but thenchange it to better the situation at your facility.

*Job Title:* Project Manager: Telehealth

*Position:* Full Time

*Setting:* Cavalier Hospital in Nowhere, MD with temporary remote work due to COVID-19.

*Immediate supervisor:* Reports to the Operations Development Manager

*Job Summary:*

The position is responsible for the implementation, performance, and documentation of the hospital’s telehealth programs.

The position is responsible for maintaining telehealth projects and providing support as the point-of-contact for procedural issues. The position will help to link the new clinical telehealth processes and existing information systems (e.g. EHRs) to support telehealth.

The position includes responsibility for the assessment and evaluation processes, and detailed analysis that leads to recommendations for improvements. Using quality metrics, the successful applicant must be able to monitor for issues and plan for continuous quality improvements.

Projects require collaboration with various departments and teams. The successful applicant must be able to ensure positive client relationships, lead staff in various settings and communicate with senior level management and colleagues and external partners.

*Job duties: (If you need help here, try ONETonline.org for lists of tasks associated with various jobs as well as detailed work activities ONETonline will list job tasks for a given title. It will also list “work activities”.)*

* Serve as the lead point of contact for telehealth projects at Cavalier
* Manage project execution to ensure adherence to budget, schedule, and scope. (ONETonline tasks)
* Confer with project personnel to identify and resolve problems. (ONETonline tasks)
* Monitor or track project milestones and deliverables. (ONETonline task)
* Collaborate with clinical teams to provide quality telehealth services (ONETonline work activities)
* Design and implement quality improvement initiatives.

*Job specifications:* (This may include “knowledge”,“Technology skills” “skills”, “work activities” or “education level” or “job zone” information from ONET.org. I also used an article on [“Fundamentals of Telehealth technology”](https://www.physio-pedia.com/Fundamentals_of_Telehealth_Technology) to better understand what technology skill set might be needed here.)

1. Technology Knowledge: Familiarity with commonly used telehealth cloud-based platforms (e.g. Coviu, Doxy.me), app-based platforms or embedded in practice software management along with knowledge of principles of Information and Communication Technology associated with telehealth. ([“Fundamentals of Telehealth technology”](https://www.physio-pedia.com/Fundamentals_of_Telehealth_Technology))
2. Education: Requires a Bachelor’s degree in Health Management, information systems or related field. (ONETonline Education)
3. Experience: Requires a minimum of 4 years of experience in healthcare and /or planning and managing projects. (ONETonline experience)

**Step 2: Condensed Version for recruiting Note: This is an example, please don’t submit this example.**

Job Title: Project Manager: Telehealth

Cavalier Hospital is seeking a telehealth program manager who will focus on implementing, supporting and managing their telemedicine program. This work is important to enable our clinicians to effectively deliver care related to a variety of conditions via telehealth to a network of partners.

Job Responsibilities include:

* Establish procedures for telehealth projects
* Implement telehealth programs
* Collaborate with clinical teams to provide quality telehealth services
* Design and implement quality improvement initiatives.

Job Requirements:

* Knowledge of video conferencing tools
* Bachelor’s degree in health management or information technology related.
* 4+ years of experience

Salary Range: This position would be likely to range from $42,780 to $62,620 using national data based on my research via ONET.

Step 3:

What are some reasonable next steps in the recruitment process? (see your book for ideas).

Rubric.

**L4Rubric Job Analysis**

**Job Description Content**

Needs work

The role and job description are unclear.

*0.5 Points*

Fair

The role and job description include most requested elements.

*1 Points*

Very Good

The role and job description are thoughtfully prepared.

*1.5 Points*

Exceptional

The role and job description are well researched and thoughtfully prepared. A salary range is provided for the job from Onetonline.org.

*2 Points*

**Recruitment Summary Description**

Needs work

The recruiting summary is missing or a poor fit to the job description.

*0.5 Points*

Fair

The recruiting summary is an adequate fit to the job description.

*1 Points*

Very Good

The recruiting summary is a very good fit to the job description and likely to be a helpful part of talent acquisition.

*1.5 Points*

Exceptional

The recruiting summary is an exceptional fit to the job description and likely to be a critical part of talent acquisition.

*2 Points*

**Writing**

Needs work

Mechanical errors or poor word choice in either the job description or recruitment summary.

*0.5 Points*

Fair

Writing contains 3 or more errors or poor word choices.

*1 Points*

Very Good

Writing contains no more than 2 errors or mistakes in word choices.

*1.5 Points*

Exceptional

Work is free of all writing errors. Word choice is exceptional.

*2 Points*

**Timely Submission**

Needs work

Submitted over 24 hours past due date.

*0.5 Points*

Fair

Submitted within 24 hours of due date.

*1 Points*

Very Good

Submitted before or on due date.

*1.5 Points*

Exceptional

Submitted before or on due date.

*2 Points*

**Next Steps in Recruiting**

Needs work

The next steps in the recruiting process are not discussed or not clear.

*0.5 Points*

Fair

At least one next step is clear

*1 Points*

Very Good

Next steps are clearly discussed and make sense with the material in the chapter.

*1.5 Points*

Exceptional

Next steps are clearly discussed and are referenced to the page in text or other resources - making a connection to the material in the chapter.

*2 Points*