

# CHARLESTON AREA MEDICAL CENTER



# CAMC CAREER ROAD MAP

Your guide to get you where you want to be in the career you're meant to be in!



Charleston Area  
Medical Center

# CAMC CAREER ROAD MAP

➔ From nursing to imaging, this is your comprehensive and easy-to-navigate road map to the many career opportunities at CAMC.

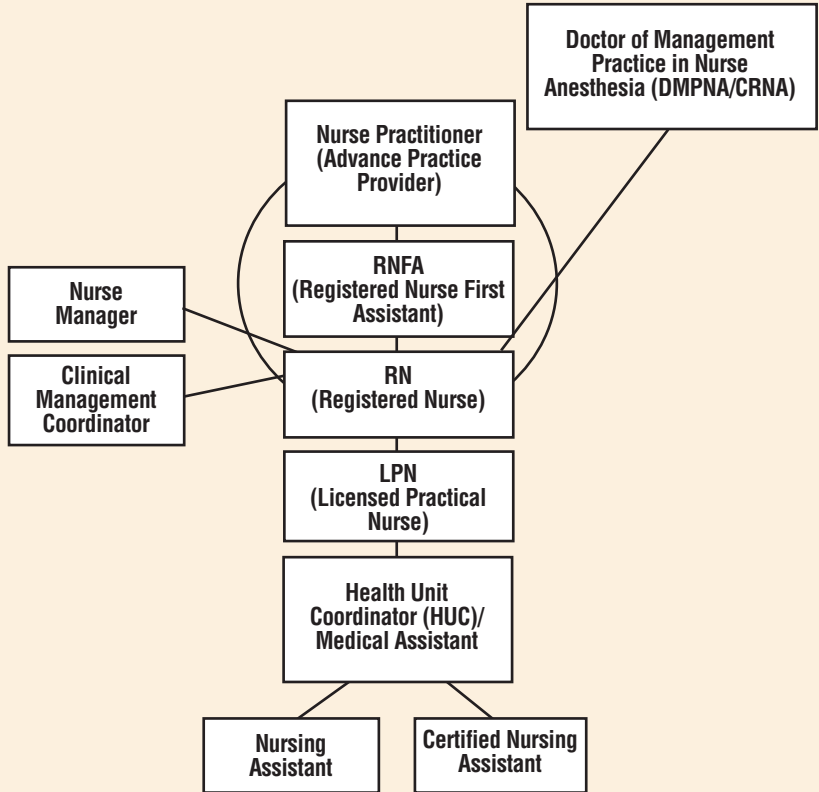
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*The job descriptions and educational institutions listed in this book are subject to change. To view current CAMC jobs and requirements, visit [camc.org](http://camc.org).*



# CAMC Nursing Careers – How do I get there?



## Nursing Assistant

**Basic function:** perform various direct patient care activities, procedures and other indirect services under the direction of a clinical nurse

**Minimum requirements/education:** high school diploma/GED/or equivalent

Area schools/programs: on-job training available

## Nursing Assistant-Certified

**Basic function:** perform various direct patient care activities, procedures and other indirect services under the direction of a clinical nurse

**Minimum requirements/education:** high school diploma/GED/or equivalent and certified nursing assistant program

**Licensure/certification:** Certified Nursing Assistant, certification (CNA)

**Area schools/programs:** Garnet Career Center; BridgeValley Community and Technical College; Ben Franklin Career Center; Mercer County Technical Education Center; Opportunities Industrialization Center; South Branch Career and Technical Center; Southern West Virginia Community and Technical College; United Technical Center; West Virginia Northern Community College

## Health Unit Coordinator/Medical Assistant

**Basic function:** coordinate the clerical processes and perform various direct patient care activities, procedures and other indirect services under the direction of a registered nurse

**Minimum requirements/education:** high school diploma/GED/or equivalent and formal medical assistant training or certified nursing assistant or one year CAMC experience. Those without EKG interpretation skill set will be enrolled in the next available approved educational opportunity. Must pass EKG exam within five months

**Area schools/programs:** BridgeValley Community and Technical College; Ross Medical Education Center; West Virginia Junior College; Garnet Career Center; Ben Franklin Career Center; Academy of Careers and Technology; Blue Ridge Community and Technical Center; Monongalia County Technical Education Center; Mountwest Community and Technical College; New River Community and Technical College; Valley College; West Virginia Northern Community College

# Licensed Practical Nurse (LPN)

**Basic function:** provide optimum assistance to the health care provider providing services to the patient. Provide patient registration, discharge, and other related services for the assigned area. (Must have completed a course in pharmacology)

**Licensure/certification:** LPN license

**Minimum requirements/education:** high school diploma/GED/or equivalent and formalized training in LPN program

**Area schools/programs:** Putnam Career and Technical Center; Garnet Career Center; Monongalia County

Technical Education Center; Cabell County Career Technology Center; New River Community and Technical Center; Ralph R. Willis Career and Technical Center; Roane-Jackson Technical Center; Salem International University; United Technical Center; Wood County School of Practical Nursing; Academy of Careers and Technology; B M Spurr School of Practical Nursing; Fayette Institute of Technology; Fred W Eberle Technical Center; James Rumsey Technical Institute; John D Rockefeller IV Career Center; Mercer County Technical Education; Mineral County Vocational Technical Center

# Registered Nurse (RN)

**Basic function:** demonstrate advanced clinical skills and nursing judgment. The RN collaborates as a member of the health care team to enhance the delivery of patient care services

**Licensure/certification:** RN license

**Minimum requirements/education:** formalized nursing training with an associate, bachelor or master's degree in nursing

**Area schools/programs:** Alderson Broaddus University; Marshall University; Shepherd University; University of Charleston; West Liberty University; Wheeling Jesuit University; WVU Institute

of Technology; West Virginia University; West Virginia Wesleyan College; Bluefield State College; Breckenridge-ITT Tech; Davis and Elkins College; Fairmont State University; BridgeValley Community and Technical College; Southern West Virginia Community and Technical College; St. Mary's Hospital; West Virginia Northern Community and Technical College; WVU-Parkersburg; West Virginia Junior College; Blue Ridge Community and Technical College; Salem International University; Potomac State College of WVU; American Public University; Eastern West Virginia Community and Technical College

# Registered Nurse First Assistant (RNFA)

**Basic function:** demonstrate advanced clinical skills to meet needs of patient groups; formulate plans of care that have long range effect on patient care; assist unit staff members to perform advanced skills; act as a role model which facilitates positive behavior in dynamic group setting; recognize need for change in nursing practice and initiate change process on unit; proactive to identify potential legal/ethical/safety issues and implement strategies to prevent problems. RNFA functions under direct supervision and direction of the surgeon in the expanded perioperative nursing role of the first assistant. Performs all nursing activities in the pre-operative, intra-

operative phase of the surgical procedures, but does not concurrently function as the scrub nurse

**Licensure/certification:** RN license; Certified Nurse Operating Room (CNOR); Advanced Cardiac Life Support (ACLS)

**Minimum requirements/education:** formalized RNFA program and training with associate degree or bachelor's degree in nursing. Three years of RN experience in perioperative nursing as both a scrub and circulator

**Area schools/programs:** programs are out of state/online but all clinical hours are performed at CAMC with physician proctoring approval

# Nurse Practitioner (APRN) / Advanced Practice Provider

**Basic function:** assess, treat, solve problems, counsel, educate and refer patients seen for primary or acute care in the clinic/related department, utilizing advanced assessment and evaluation techniques

**Licensure/certification:** RN license; Advanced Practice Nurse Practitioner (APRN); prescription authority

**Minimum requirements/education:** master's degree of science in nursing (MSN)

**Area schools/programs:** Marshall University; West Virginia University; West Virginia Wesleyan University; Wheeling Jesuit University

# Nurse Manager

**Basic function:** manage staff, plan, organize, supervise, implement and evaluate patient services in order to provide safe, efficient and therapeutic care within hospital policies and national standards. Work is coordinated with medical staff, professional nursing staff, other departments and Community agencies

**Licensure/certification:** RN license

**Minimum requirements/education:** bachelor's degree in nursing

**Area schools/programs:** Alderson Broaddus University; Marshall University; Shepherd University; University of Charleston; West Liberty University; Wheeling Jesuit University; WVU Institute of Technology; West Virginia University; West Virginia Wesleyan College; Bluefield State College; Fairmont State University; Salem International University; Potomac State College of WVU; American Public University

# Doctorate of Management Practice in Nurse Anesthesia (DMPNA / CRNA)

**Basic function:** administer anesthesia and anesthesia-related care under the direction of a physician. Monitors and supports life functions. Acts as the patient's advocate while the patient is under anesthesia.

**Licensure/certification:** RN license; CRNA

**Minimum requirements/education:** doctorate of anesthesia; graduate from accredited nurse anesthesia program. To qualify for nurse anesthesia program RN must have GPA 3.0; GRE 900+, and 1-2 years RN critical care experience.

**Area schools/programs:** CAMC School of Nurse Anesthesia-Marshall University. The DMPNA (doctor of Management Practice in Nurse Anesthesia) is a 36-month integrated program offered jointly by the CAMC School of Nurse Anesthesia and Marshall University. The school has received a full accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) for the first entry level nurse Anesthesia doctorate program in the nation.

# Clinical Management Coordinator

**Basic function:** coordinate and participate in the planning, organizing, supervising, implementing and evaluating of patient services in order to provide safe, efficient and therapeutic care within hospital policies and national standards. Coordinate work with manager/director, medical staff, professional nursing staff, other departments and community agencies. Demonstrate proficient and advanced clinical skills in planning and delivering care that has a long-range implication for a select population.

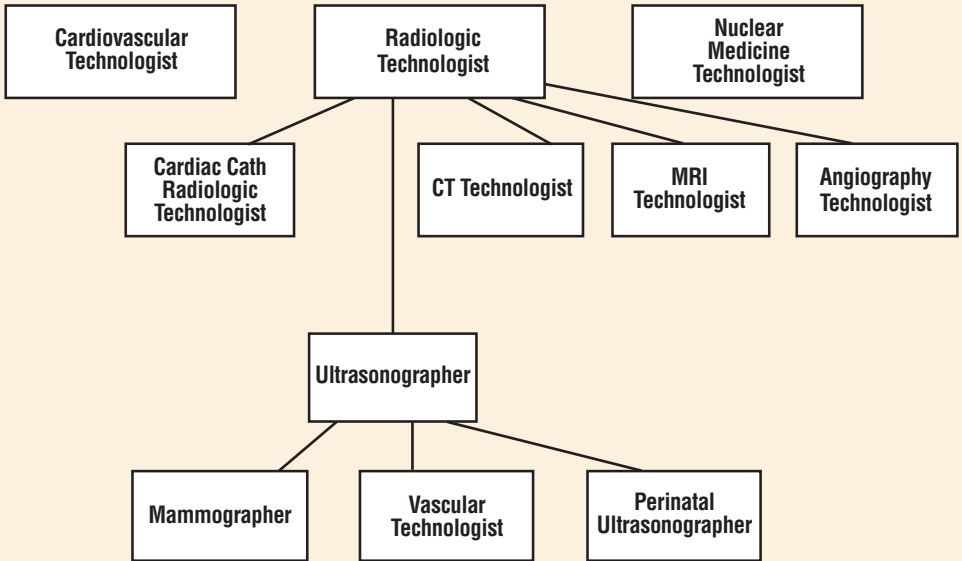
**Licensure/certification:** RN license

**Minimum requirements/education:** bachelor's degree in nursing with 3 years of leadership experience in an applicable clinical setting.

**Area schools/programs:** Alderson Broaddus University; Marshall University; Shepherd University; University of Charleston; West Liberty University; Wheeling Jesuit University; WVU Institute of Technology; West Virginia University; West Virginia Wesleyan College; Bluefield State College; Fairmont State University; Salem International University; Potomac State College of WVU; American Public University



# CAMC Imaging Careers – How do I get there?



# Angiography Technologist

**Basic function:** upon completion of orientation, provide clearly defined angiography studies for use by the physician in the diagnosis and treatment of patient illness

**Licensure/certification:** Registered Radiologic Technologist (RT)

**Minimum requirements/education:** formalized training in an approved AMA school of radiologic imaging with an associate or bachelor's degree. 6-12

months of experience in peripheral angiography or AART

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

# Cardiac Cath Radiologic Technologist

**Basic function:** provision of clearly defined radiology, including fluoroscopy, angiography, cineangiography, spot filming and flat plate filming

**Licensure/certification:** Registered Radiologic Technologist (RT); RT license

**Minimum requirements/education:** formalized training in an approved AMA school of radiologic imaging with an associate or bachelor's degree

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Career and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

# Cardiovascular Technologist

**Basic function:** operation of the computerized hemodynamics system, plotting of pressure wave, and computing of volume studies. Perform various direct patient care activities and procedures under direction of RN. Perform cardiac EKG interpretation documentation

and equipment maintenance. Maintain American College of Cardiology (ACC) database

**Minimum requirements/education:** high school diploma/GED/or equivalent

# CT Technologist

**Basic function:** provide clearly defined computed tomographic (CT) studies for use by the radiologist in the diagnosis of patient illness

**Licensure/certification:** Registered Radiologic Technologist (RT); RT license

**Minimum requirements/education:** formal training radiologic technologist, associates or bachelor's degree with emphasis in CT specialty

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Career and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community Technical College; West Virginia Northern Community College

# Mammographer

**Basic function:** accountable for the performance of health care services, applying X-ray energy to assist in diagnosis or treatment of breast disease in humans. Accountable for the performance of medical imaging of the breast, which will allow the radiologist to visualize the entire breast adequately to give an optimal interpretation. Exercise professional judgement in the performance of services and maintain good medical ethics. Apply good patient care and recognize patient conditions to successfully complete exam

**Licensure/certification:** Registered Radiologic Technologist (RT); RT license

**Minimum requirements/education:** formalized training AMA radiologic technologist and one year radiologic technologist experience

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Career and Technical Center; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

# MRI Technologist

**Basic function:** optimum provision of clearly defined magnetic resonance studies for use by the radiologist in the diagnosis of patient illness

**Licensure/certification:** Registered Radiologic Technologist (RT); RT license

**Minimum requirements/education:** bachelor's degree radiologic technology with emphasis in MRI specialty or associate degree in radiologic technology and one year of experience

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Career and Technical College; West Virginia Northern Community College

# Nuclear Medicine Technologist

**Basic function:** direct administration of radionuclides and the retrieval of data for the purpose of providing diagnostic or therapeutic services. Works under the supervision of a nuclear technologist I or II

**Licensure/certification:** Radiologic Technologist (RT) license; nuclear medicine certification

**Minimum requirements/education:** associate degree in nuclear technology

**Area schools/programs:** BridgeValley Community and Technical College; West Virginia University Hospitals

# Perinatal Ultrasonographer

**Basic function:** responsible for performing ultrasound examinations for high-risk pregnancies

**Licensure/certification:** ARDMS registered

**Minimum requirements/education:** graduate of AMA-approved school of radiologic technology program, associate/bachelor's or graduate of an accredited ultrasonography school. Must be eligible to sit for the American Registry for Diagnostic Medical Sonography (ARDMS) exam

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

# Radiologic Technologist

**Basic function:** accountable for the performance of diagnostic and therapeutic imaging procedures as required by the medical staff in the diagnosis and/or treatment of patient illness

**Licensure/certification:** Registered Radiologic Technologist (RT); RT license

**Minimum requirements/education:** associate or bachelor's degree in radiologic technology

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Career and Technical College; West Virginia Northern Community College

# Technical Assistant, Imaging

**Basic function:** provide various patient care activities, procedures, and other indirect assistance to the medical imaging department

**Minimum requirements/education:** high school diploma/GED/or equivalent, enrolled in a radiologic technologist degree program or medical assistant certification program

# Ultrasonographer

**Basic function:** perform a variety of specialized technical tasks utilizing high frequency ultrasound waves to assist with the detection of anatomical abnormalities.

**Licensure/certification:** ARDMS registered

**Minimum requirements/education:** associate or bachelor's degree in radiologic technology with ultrasound

specialty or associate or bachelor's degree in ultrasound

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography

## Ultrasonographer, Cardiac

**Basic function:** accountable for providing quality ultrasound scans for the cardiologists in the diagnosis of cardiac patients.

**Licensure/certification:** Registered Vascular Technologist

**Minimum requirements/education:** associate or bachelor's degree in radiologic technology with ultrasound specialty or associate or bachelor's degree in ultrasound and eligible to sit for ARDMS Vascular Registry

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

## Vascular Technologist

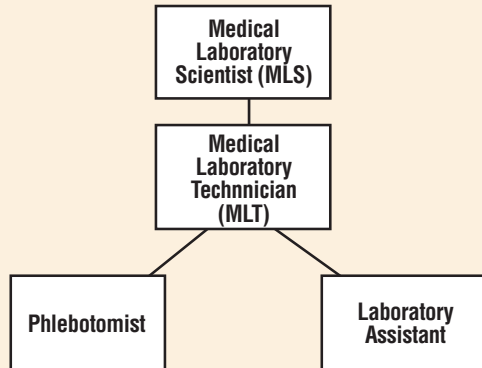
**Basic function:** perform peripheral vascular noninvasive testing inclusive of cerebral, venous, arterial and visceral systems to aid physicians in the diagnosis and treatment of disease

**Licensure/certification:** Registered Vascular Technologist

**Minimum requirements/education:** Associate or bachelor's degree in radiologic technology with ultrasound specialty or associate or bachelor's degree in ultrasound and eligible to sit for ARDMS Vascular Registry

**Area schools/programs:** University of Charleston; St. Mary's School of Medical Imaging; Southern West Virginia Community and Technical College; Marshall University; Bluefield State College; WVU Hospitals School of Radiography; Alderson Broaddus University; Mountwest Community and Technical College; West Virginia Northern Community College

# CAMC Laboratory Careers – How do I get there?



## Medical Laboratory Technician

**Basic Function:** responsible for the accurate and timely performance of routine quantitative and/or qualitative laboratory analyses

**Degree/Education:** associate degree - Medical Laboratory Technology

**Licensure/certification/registered:** Clinical Laboratory Practitioner within one year of hire into position and American Society for Clinical Pathology Registry (ASCP) Eligible

## Medical Laboratory Scientist

**Basic Function:** responsible for the accurate and timely performance of routine quantitative and/or qualitative laboratory analyses

**Degree/Education:** bachelor's degree Medical Technology or related field

**Licensure/certification/registered:** Clinical Laboratory Practitioner within one year of hire into position and American Society for Clinical Pathology Registry (ASCP) Eligible

## Phlebotomist

**Basic function:** responsible for the accurate, timely performance of venipuncture and/or capillary specimen collection to obtain quality laboratory results. Screen and enter patient data into the laboratory computer system and central computer systems

**Licensure/certification:** point of Care Tech, American Society for Clinical Pathology (ASCP)

**Minimum requirements/education:** high school diploma/GED/or equivalent and formalized training program

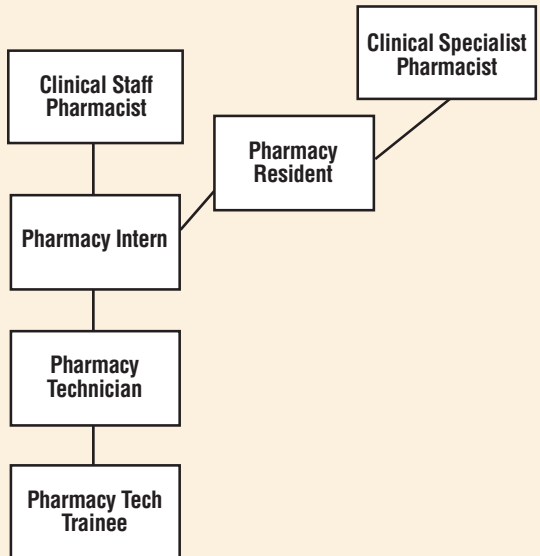
## Laboratory Assistant

**Basic function:** responsible for the efficient and accurate performance of support functions in various sections of the laboratory as assigned

**Minimum requirements/education:** high school diploma/GED/or equivalent



# CAMC Pharmacy Careers – How do I get there?



## Clinical Specialist Pharmacist

**Basic function:** responsible for managing the medication use process (prescribing, dispensing, administration and monitoring) throughout the medical center, and for applying advanced knowledge about drugs and drug therapy to the care and treatment of patients. Provide advanced clinical services independently and assess the clinical skills of clinical staff pharmacists

**Licensure/certification:** pharmacist license

**Minimum requirements/education:** PharmD and two-year residency required for infectious disease, critical care, oncology and pediatric positions or one-year residency required for internal medicine and ambulatory care positions

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston

## Clinical Staff Pharmacist

**Basic function:** responsible for managing the medication use process, (prescribing, dispensing, administration, and monitoring) throughout the medical center, and for applying basic knowledge about drugs and drug therapy to the care and treatment of patients

**Licensure/certification:** pharmacist license

**Minimum requirements/education:** Bachelor of Science Pharmacy; Doctorate of Pharmacy

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston

## Pharmacy Technician

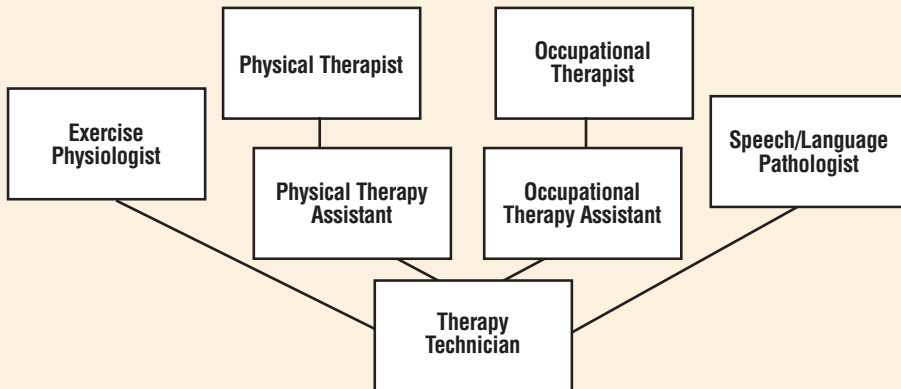
**Basic function:** under the supervision of a pharmacist, assist with or perform tasks so that pharmacists may focus on improving patient care and therapeutic outcomes

**Licensure/certification:** pharmacy technician license

**Minimum requirements/education:** high school diploma/GED/or equivalent and formalized training program

**Area schools/programs:** Carver Career Center; BridgeValley Community and Technical Center

# CAMC Therapy Careers – How do I get there?



## Occupational Therapist

**Basic function:** conduct an occupational therapy program which facilitates rehabilitation of the physically and/or mentally handicapped

**Licensure/certification:** occupational therapy (OT) license

**Minimum requirements/education:** master's degree in occupational therapy

**Area schools/programs:** West Virginia University; Marshall University

## Occupational Therapy Assistant

**Basic function:** implement occupational therapy services for patients under the direct supervision of an occupational therapist

**Licensure/certification:** occupational therapy assistant (OTA) license

**Minimum requirements/education:** associate degree, occupational therapy assistant

**Area schools/programs:** University of Charleston

## Therapy Technician

**Basic function:** provide optimum assistance to the physical and/or occupational therapist in the treatment and transportation of the patient

**Minimum requirements/education:** high school diploma/GED/or equivalent

## Physical Therapy Assistant

**Basic function:** implement occupational therapy services for patients under the direct supervision of an occupational therapist

**Licensure/certification:** physical therapy assistant (PTA) license

**Minimum requirements/education:** associate degree, physical therapy assistant

**Area schools/programs:** Mountwest Community and Technical College; Pierpont Community and Technical College

# Physical Therapist

**Basic function:** evaluate referred patients, subsequently developing, implementing and, as necessary, modifying a plan of care according to the principles and practices of physical therapy

**Licensure/certification:** physical therapist (PT) license

**Minimum requirements/education:** doctoral degree in physical therapy

**Area schools/programs:** West Virginia University; Marshall University; Wheeling Jesuit University

# Speech/Language Pathologist

**Basic function:** identify, evaluate and remediate communication disorders of speech, language and hearing. Screens for swallowing disorders. Provides services to children and adults

**Licensure/certification:** speech pathologist license

**Minimum requirements/education:** master's degree in speech/language pathology

**Area schools/programs:** West Virginia University

# Exercise Physiologist

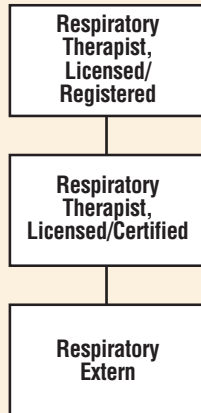
**Basic function:** provide supervision of exercise testing and assist in supervising exercise training sessions and assist with impatient progressive ambulation and patient education

**Minimum requirements/education:** master's degree in exercise physiology or

sports medicine plus one year maximal functional capacity exercise testing; leading and supervising exercises with normal and cardiac patients

**Area schools/programs:** Marshall University

# CAMC Respiratory Careers – How do I get there?



## Respiratory Therapist, Cert/LIC

**Basic function:** set up and operate respiratory care equipment. Apply general respiratory care procedures under indirect supervision of the supervisor or charge therapist and occasionally be required to work in critical care areas under direct supervision. Implement and evaluate the effectiveness of respiratory care. Behave in a professional, customer-focused, service-oriented manner, display and promote respect and dignity for our customers and strive continuously for service excellence

**Licensure/certification:** respiratory therapist license/certification

**Minimum requirements/education:** associate or bachelor's degree in respiratory therapy and pass state certification exam

**Area Schools/Programs:** BridgeValley Community and Technical College; Marshall University; Mountwest Community and Technical College; Pierpont Community and Technical College; Southern WV Community and Technical College; WV Northern Community College; Wheeling Jesuit University

## Respiratory Therapist, Reg/LIC

**Basic function:** apply critical respiratory care procedures in the treatment and diagnosis of patients, primarily in critical care areas, working indirectly under supervision of the supervisor or charge therapist. They will plan, implement and evaluate the effectiveness of respiratory care

**Licensure/Certification:** respiratory therapist license/registered

**Minimum requirements/education:** associate or bachelor's degree in respiratory therapy and pass the state registry examination

**Area Schools/Programs:** BridgeValley Community and Technical College; Marshall University; Mountwest Community and Technical College; Pierpont Community and Technical College; Southern WV Community and Technical College; WV Northern Community College; Wheeling Jesuit University

## Respiratory Extern

**Basic Function:** responsible for providing basic respiratory care under supervision of a Licensed Respiratory Therapist.

**Licensure/Certification:** Student Permit-WV Board of Respiratory Care

**Minimum Requirements:** 1 year with a minimum of 35 semester hours in an accredited respiratory care program and successfully completed clinical competencies

**Area Schools/Programs:** BridgeValley Community and Technical College; Marshall University; Mountwest Community and Technical College; Pierpont Community and Technical College; Southern WV Community and Technical College; WV Northern Community College; Wheeling Jesuit University

# CAMC Physician Careers



## Resident

**Basic function:** function as a physician in training, usually in the hospital and clinic settings under the direction of a supervising physician, to obtain the fundamental skills required to practice in their specific specialty

**Minimum requirements:** complete medical school and pass Part I and II of the United States Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical

Licensing Examination of the United States (COMLEX-USA); osteopathic residents must have a training permit or be fully licensed by the West Virginia Board of Osteopathic Medicine

**Area schools:** Marshall University School of Medicine; West Virginia University School of Medicine; and the West Virginia School of Osteopathic Medicine

## Physician Assistant/ Advanced Practice Provider

**Basic function:** provide optimum assistance to physicians through the performance of a wide variety of health care services, such as patient care tasks, diagnostic procedures and therapeutic procedures.

**Licensure/certification:** physician assistant license

**Minimum requirements/education:** master's degree in physician assistant program of study

**Area schools/programs:** University of Charleston; Alderson Broaddus



## Physician

**Basic function:** provide highly skilled medical care to patients in their area of expertise. Care may include, but is not limited to disease prevention, health maintenance, diagnosis and treatment of disease or injury, procedures, and post-operative care

**Licensure requirements:** obtain and maintain certification by the respective board; obtain and maintain a state medical license

**Minimum requirements:** doctorate degree in medicine; completion of a residency or fellowship, as appropriate, for that specialty

**Area schools/programs:** Marshall University School of Medicine; West Virginia University School of Medicine; and the West Virginia School of Osteopathic Medicine

## Clinical Research Fellow

**Basic function:** support clinical trials research for CAMC Health Education and Research Institute and complete investigator-initiated research projects

**Minimum requirements/education:** doctorate degree in relevant discipline

**Area schools/programs:** West Virginia University

# CAMC Management Careers



## Associate Administrator

**Basic function:** assist and advise the vice president/administrator in the overall development and operation of assigned areas of responsibility in the hospital within the goals and values of CAMC including financial performance, service/program development, employee development and recognition, and customer satisfaction. May assume administrative responsibility for the hospital in the absence of the vice president/administrator

**Minimum requirements/education:** master's degree in business, health care administration or related field. 7 to 10 years related experience with emphasis on management of service.

**Area schools/programs:** Bluefield State College; Davis and Elkins College; Fairmont State University; Marshall University; Strayer University-West Virginia; West Virginia University

# CAMC Professional and Technical careers



## Surgical Technologist

**Basic function:** provision of assistance to the operating room staff and to the needs of the physician in providing patient care under the supervision of a clinical nurse

**Licensure/certification:** certification in surgical technology

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Area schools/programs:** Carver Career Center; James Rumsey Technical Institute; Monongalia County Technical Education Center; West Virginia University at Parkersburg

## Clinical Dietitian

**Basic function:** provision of optimum assistance through planning and executing nutritional services to patients and the health care team

**Licensure/certification:** dietitian license

**Minimum requirements/education:** bachelor's degree in dietetics, food service management or nutrition/physiology

**Area schools/programs:** West Virginia University; Marshall University

## Research Associate

**Basic function:** provide expert research assistance to CAMC physicians, faculty and health-related professionals on various clinical, health services, behavioral and organizational research studies/projects. Organize, conduct and manage clinical and institutional research projects as assigned by the project director/supervisor on a day-to-day basis

**Minimum requirements/education:** master's degree

**Area schools/programs:** Marshall University; West Virginia State University; West Virginia University

# Counselor

**Basic function:** performs comprehensive counseling functions in the form of individual family and group therapy to patients and families, treatment team participation, facilitation of patient clinical care, referral, discharge planning and utilization review

**Licensure/certification:** counselor license

**Minimum requirements/education:** master's degree in counseling, rehabilitation counseling, psychology or social work with three years counseling experience

**Area schools/programs:** West Virginia University; Marshall University

# Genetic Counselor

**Basic function:** perform comprehensive genetic counseling functions in the form of providing information and support to families who have members with genetic disorders and to families who may be at risk for a variety of inherited conditions with a focus on cancer genetics

**Licensure/certification:** American Board Genetic Counseling Certification

**Minimum requirements/education:** master's degree in genetic counseling

**Area schools/programs:** No schools in West Virginia

# Perfusionist

**Basic function:** support a patient's cardiopulmonary system as operator of extracorporeal circulatory and/or cardiopulmonary support equipment. Assist physicians in the care of patients as relative to the profession of extracorporeal technology through consultation and/or operation of related equipment

**Minimum requirements/education:** bachelor's degree in an American Board of Cardiovascular Perfusion Program

**Area schools/programs:** No schools in West Virginia

# Psychologist, PhD

**Basic function:** assume a leadership role in the delivery of specific psychological program and ensure the optimum provision of psychological assessment and treatment for a specific population which this program serves

**Licensure/certification:** psychologist license

**Minimum requirements/education:** doctorate in psychology

**Area schools/programs:** West Virginia University; Marshall University

# Social Worker

**Basic function:** provide specialized psychosocial services to inpatients and outpatients and their families served by CAMC. Includes counseling, crisis intervention, implementation and coordination of services for discharge plan, referrals and other professional services as required

**Licensure/certification:** social worker license

**Minimum requirements/education:** master's degree in social work or bachelor's degree and seven years of hospital social work experience

**Area schools/programs:** West Virginia University

# Accountant

**Basic function:** applies basic principles of accounting and accepted procedures to compute, classify, record, analyze, and audit financial data while ensuring appropriate accounting and financial reporting controls in a multi-company environment

**Minimum requirements/education:** bachelor's degree in accounting or related field

**Area schools/programs:** Alderson Broaddus University; American Public

University System; Bethany College; Bluefield State College; Davis and Elkins College; Eastern West Virginia Community and Technical College; Fairmont State University; Marshall University; Ohio Valley University; Shepherd University; Southern West Virginia Community and Technical College; Strayer University-West Virginia; University of Charleston; West Virginia State University; West Virginia University; West Virginia University Institute of Technology; West Virginia Wesleyan College; Wheeling Jesuit University

# Patient Accounts Analyst

**Basic function:** acts as a consultant by identifying, analyzing and resolving complex internal and external operational issues in order to maximize accounts receivable reimbursement

**Minimum requirements/education:** bachelor's degree in business administration, finance, operations, management, computer science, industrial engineering or related field

**Area schools/programs:** Alderson Broaddus University; American Public University System; Bethany College;

Bluefield State College; Davis and Elkins College; Eastern West Virginia Community and Technical College; Fairmont State University; Marshall University; Mountain State College; Ohio Valley University; Shepherd University; Southern West Virginia Community and Technical College; Strayer University-West Virginia; University of Charleston; West Virginia State University; West Virginia University; West Virginia University Institute of Technology; West Virginia Wesleyan College ; Wheeling Jesuit University

# Customer Support Analyst

**Basic function:** applies understanding and knowledge of information systems products and services to assist internal users on complex matters. Responsible for recognizing, researching, isolating and resolving information systems problems.

Coordinate referrals to appropriate technical, professional or service personnel for appropriate services, repairs, training and follow-up

**Minimum requirements/education:** high school diploma/GED/or equivalent

# Information Technology Technician

**Basic function:** assist routine maintenance of company telephone systems, including phone and cable installation and enhancements, record keeping and routine diagnostic procedures

**Minimum requirements/education:** high school diploma/GED/or equivalent

# Network Analyst

**Basic function:** supports standard technical assistance and resolutions for network problems

**Minimum requirements/education:** bachelor's degree in related discipline plus 1-2 years of successful experience in area of responsibility. May substitute equivalent combination of education and experience

**Area schools/programs:** West Virginia University; Marshall University; Fairmont State; Alderson Broaddus; Bethany College; Bluefield State; Concord College; Davis and Elkins College; Shepherd University; University of Charleston; West Liberty University; West Virginia State University; Salem International University; Wheeling Jesuit University

# Systems Analyst

**Basic description:** responsible for basic application support and implementation within the information services department. Demonstrates basic computer operational skills. Should be able to perform basic application diagnostics and troubleshooting. Under supervision, must be able to apply software fixes or perform upgrades to existing systems

**Minimum requirements/education:** bachelor's degree in related discipline, 1-2 years of successful experience in area of responsibility. May substitute equivalent combination of education and experience

**Area schools/programs:** West Virginia University; Marshall University; Fairmont State; Alderson Broaddus; Bethany College; Bluefield State; Concord College; Davis and Elkins College; Shepherd University; University of Charleston; West Liberty University; West Virginia State University; Salem International University; Wheeling Jesuit university; American Public University System; Strayer University-West Virginia

# Biomedical Specialist

**Basic function:** provide preventive and corrective maintenance of equipment that will ensure optimum efficiency and safety for the protection of patients, staff and visitors

**Minimum requirements/education:** associate degree in electrical, electronic or biomedical engineering

**Area schools/programs:** West Virginia University; West Virginia University Institute of Technology

## Biomedical Technician

**Basic function:** perform preventive and corrective maintenance of equipment, and assist in maintaining higher level equipment in a manner that will ensure optimum efficiency and safety for the protection of patients, staff and visitors

**Minimum requirements/education:** associate degree in electrical, electronic or biomedical technician

**Area schools/programs:** West Virginia University; West Virginia University Institute of Technology

## Human Resources Assistant

**Basic function:** assist the human resources department in the administration and monitoring of human resources programs, policies and procedures.

**Minimum requirements/education:** associate degree and two years or seven years comparable experience or applicable certification plus two years may substitute for bachelor's degree

## Human Resources Associate

**Basic function:** assist the human resources director in the development, implementation, administration and monitoring of the human resources programs. Responsible for assisting in areas such as employee relations, policy administration and development, employment practices, payroll procedures, legal compliance, benefit administration, employee training and development and other related duties

**Minimum requirements/education:** bachelor's degree in related field plus three years current related professional experience

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston; West Virginia Institute of Technology

## Employment Associate

**Basic function:** manage all aspects of the employment/hiring functions for assigned services

**Minimum requirements/education:** bachelor's degree in related field plus three years current related professional experience

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston; West Virginia Institute of Technology



## Compensation Associate

**Basic function:** assists the corporate director of benefits and compensation in designing, implementing, evaluating, and administering an effective compensation program for all employees. Ensure CAMC's compliance with all state and federal regulations governing compensation practices

**Minimum requirements/education:** bachelor's degree in related field plus three years current related professional experience

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston; West Virginia Institute of Technology

## Benefits Associate

**Basic function:** assist the corporate director of benefits and compensation in designing, implementing, evaluating and administering all phases of all benefit programs. Ensure compliance with all state and federal regulations governing benefits

**Minimum requirements/education:** bachelor's degree in related field plus three years current related professional experience

**Area schools/programs:** West Virginia University; Marshall University; University of Charleston; West Virginia Institute of Technology

## Graphic Designer

**Basic function:** responsible for creative concept and design for marketing and advertising products

**Minimum requirements/education:** bachelor's degree in graphic design, art, visual communication or very closely related field

**Area schools/programs:** West Virginia University; BridgeValley Community and Technical College; West Virginia Institute of Technology; Concord University; West Virginia Wesleyan; Putman Career and Technical Center; Pierpont Community and Technical College; West Liberty University; Cabell County Career and Technical College; Fairmont State University; IIT Technical Institute; American Public University System; Southern West Virginia Community and Technical College

# Web Designer

**Basic function:** responsible for growing and maintaining consumer Web presence, employee portal and/or managing search engine optimization strategy.

**Minimum requirements/education:** bachelor's degree in graphic design or Web design experience, 4+ years of experience in Web design and basic coding

**Area schools/programs:** West Virginia University; BridgeValley Community and Technical College; West Virginia Institute of Technology; Concord University; West

Virginia Wesleyan; Putnam Career and Technical Center; Pierpont Community and Technical College; West Liberty University; Cabell County Career and Technical College; Fairmont State University; ITT Technical Institute; American Public University System; Southern West Virginia Community and Technical College; Alderson Broadus College; Bethany College; Davis and Elkins College; New River Community and Technical College; West Virginia State University; West Virginia University-Parkersburg

# Marketing Strategist

**Basic function:** researches, plans and supervises the execution of the advertising programs. This includes coordination of the customer relationship management program from the research stage to the measurement stage. Also includes overseeing the production calendar for all ad campaigns, from conception through design and implementation. These responsibilities will require the individual to have excellent team building skills, communications skills, presentation skills and many years of experience in the field of health care marketing. Includes supervisory responsibility of the internal creative team

**Minimum requirements/education:** master's degree in marketing, journalism, communication or business; 10+ years' experience in health care marketing and advertising

**Area schools/programs:** West Virginia University; Concord University; West Virginia Wesleyan; West Liberty University; American Public University System; Alderson Broaddus University; Bethany College; West Virginia State University; Marshall University; Shepherd University; University of Charleston

# Public Relations Specialist

**Basic function:** plan, develop and execute communications programs (including evaluation). Emphasis placed on writing skills and developing relationships with media contacts

**Minimum requirements/education:** bachelor's degree in journalism, public relations or related field; 5 to 7 years related experience

**Area schools/programs:** West Virginia University; Concord University; West Virginia Wesleyan; West Liberty University; American Public University System; Alderson Broaddus University; Bethany College; West Virginia State University; Marshall University; Shepherd University; University of Charleston; BridgeValley Community and Technical College; Davis and Elkins College

# Account Coordinator, Marketing

**Basic function:** responsible for carrying out tactics to achieve defined marketing strategies, its service lines and supporting entities. Responsible for supporting account representatives, chief marketing officer and team members with account support

**Minimum requirements/education:** bachelor's degree in journalism, public relations, marketing or related field; one year experience in related field

**Area schools/programs:** West Virginia University; Concord University; West Virginia Wesleyan; West Liberty University; American Public University System; Alderson Broaddus University; Bethany College; West Virginia State University; Marshall University; Shepherd University; University of Charleston; BridgeValley Community and Technical College; Davis and Elkins College

# CAMC Clerical & Support Careers



## Account Resolution Specialist

**Basic function:** effective collection of problem and delinquent accounts

**Minimum requirements:** high school diploma/GED or equivalent and 1 year telecommunications or account collection experience

**Testing requirements:** 30 words per minute typing speed or 5,000 keystrokes per hour with less than 10 errors

## Admitting Clerk

**Basic function:** responsible for interviewing the incoming patient or patient representative, recording the information required for admission, and assigning the patient to an available room

**Minimum requirements:** high school diploma/GED or equivalent. Data entry requirement is 5,000 keystrokes per hour with less than 10 errors

## Registration Representative

**Basic function:** provide patient registration, charge entry, discharge, point of service (POS) collections, and other related services for the assigned location

**Minimum requirements/education:** high school diploma/GED/or equivalent.

**Testing requirements:** data entry 5,000 keystrokes per hour with less than 10 errors

## Central Service Technician

**Basic function:** provide optimum service to the central service department to ensure effective processing, sterilization and distribution of supplies, instruments and equipment

**Licensure/certification:** central service technician certification

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Area schools/programs:** Southern West Virginia Community and Technical College

## EKG Technician

**Basic function:** accurate performance and recording of electrocardiographs, stress tests and rhythm strips for use in the diagnosis of patient illness

**Minimum requirements/education:** high school diploma/GED/or equivalent.

**Testing requirements:** 20 words per minute typing speed or data entry 5,000 keystrokes per hour with less than 10 errors

## Certified Medical Assistant

**Basic function:** provide optimum assistance to the health care provider providing services to the patient. Provide patient registration, discharge, and other related services for the assigned area

**Licensure/certification:** certified medical assistant license

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Area schools/programs:** Ben Franklin Career Center; Garnet Career Center; Mercer County Technical Education Center; Monongalia County Technical Education Center; Opportunities Industrialization Center; Ross Medical Education Center-Charleston

## Cook

**Basic function:** timely and effective preparation of foods for patients, employees and visitors to appropriate hospital standards

**Minimum requirements/education:** high school diploma/GED/or equivalent and 1 year related dietary experience

## HIM quality control/indexing tech

**Basic function:** responsible for assuring that all patient records and loose documents are scanned into the electronic patient folder with the highest level of quality possible. QCI tech also is responsible for indexing all documents to the appropriate patient folder

and for ensuring each document is assigned the appropriate document name.

**Minimum requirements/education:** high school diploma/GED/or equivalent. 1 year office or hospital experience.

**Testing requirements:** data entry 5,000 keystrokes per hour with less than 10 errors

## Housekeeper

**Basic function:** accountable for maintaining an assigned area of the hospital in a sanitary and orderly fashion. This position will also be expected to report any defects or repairs needed to maintain the physical appearance of the hospital and the hospital grounds

**Minimum requirements/education:** eighth grade ability to read and write

## Laundry Technician

**Basic function:** produces and/or distributes clean linen to CAMC and all outside contract services

**Minimum requirements/education:** eighth grade ability to read and write

## Material Handler

**Basic function:** purchasing, receiving, storage and distribution of all dietetic and food service department food and supplies

**Minimum requirements/education:** high school diploma/GED/or equivalent

## Mechanic-Construction

**Basic function:** functions to provide assistance to the construction mechanic II and III in performing duties necessary for the construction and renovation of facilities

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Trades preferred:** carpenters; drywallers

## Mechanic-Waste Management

**Basic function:** responsible for the safe, efficient operation and maintenance of the incinerator system and waste management/recycling equipment, and maintaining facility in compliance with federal, state and local regulations

**Minimum requirements/education:** high school diploma/GED/or equivalent

## Mechanic-Maintenance

**Basic function:** perform basic routine repair duties utilizing general maintenance skills and procedures to ensure safe and efficient hospital operation

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Trades preferred:** plumbers; HVAC technicians and boilermakers

## Medical Records Clerk

**Basic function:** to assist in the maintenance of patient records, including preparation, filing, purging, transferring records and obtaining release of information

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Testing requirements:** 20 words per minute typing speed

## Medical Records Coder

**Basic function:** evaluate patients records, work to resolve inaccurate charges and assign appropriate diagnoses and procedure codes using the coding systems according to HIPAA regulations. Abstract pertinent data from patients' clinical records. Review records for reimbursement purposes and to ensure quality control

**Minimum requirements:** high school diploma/GED or equivalent and knowledge of Microsoft office

**Testing requirements:** must score 70% on medical terminology and 70% on the anatomy and physiology portions of the department coding test

## Nutrition Technician

**Basic function:** accountable for the distribution and marking of menus and the accurate recording of diet information on appropriate forms

**Minimum requirements/education:** high school diploma/GED/or equivalent; 6 to 12 months related experience in office/clerical or food service setting

## Patient Accounts Representative

**Basic function:** the rendering of accurate third party billings to organizations responsible for payment of medical services

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Testing requirements:** 30 words per minute typing speed

## Pre-Certification Specialist

**Basic function:** to ensure procurement of accurate pre-certification authorization/referral for applicable returning and new patients as well as review and completion of accurate, complete patient charts. Scheduling of physician ordered tests and exams and the procurement of the results of such exams

**Minimum requirements/education:** high school diploma/GED/or equivalent plus 1 year experience in health care

**Testing requirements:** 25 words per minute typing speed or 5,000 keystrokes per hour with fewer than 10 errors

## Security Officer

**Basic function:** effective surveillance of all CAMC buildings and grounds to prevent fire, theft, vandalism and illegal entry

**Licensure/certification:** driver's license

**Minimum requirements/education:** high school diploma/GED/or equivalent

## Transportation Aide

**Basic function:** safe, timely, and effective transportation of patients throughout the assigned hospital

**Minimum requirements/education:** high school diploma, GED or equivalent

## Courier

**Basic function:** timely delivery of medical records to internal/external users

**Minimum requirements:** high school diploma/GED or equivalent and must be 21 or older for purposes of driving rental cars used payment of medical services

**Minimum requirements/education:** high school diploma/GED/or equivalent

**Licensure/certification:** driver's license - Class D





**Charleston Area  
Medical Center**