



Johns Hopkins Health System (JHHSC) and Department of Labor (DOL) Grant Fact Sheet for Supervisors and Managers

Mission and Project Goals

The mission of this initiative is to upgrade the skills of incumbent workers in the Johns Hopkins Health System into high demand occupations to meet the immediate and future shortages of skilled health care workers. The project goals include:

1. Upgrade skills of incumbent workers through high growth job training to fill needed healthcare positions.
2. Provide a successful model of training incumbents, moving them into better paying jobs, and fill needed healthcare positions.
3. Create career opportunities for 400 current workers to advance into medical-related careers and increase wages to these employees.
4. Create new employee job opportunities to backfill positions vacated by incumbent workers new career
5. Measure the impact on increased wages, Health System morale and operations, Health System budget, and Baltimore City.
6. Provide a model and tools that can be replicated by other hospitals nationally.

Targeted Groups of Employees

We have identified the following five groups of employees to target for assessments and skill development:

1. **“Retraining”/ Upgrading**
This high-priority target group consists of employees whose job may be eliminated due to need or technology change (e.g. radiology clerks, medical records clerks).
2. **Supervisor Referrals – High Potential**
This group has demonstrated an interest and aptitude for advancing their skills.
3. **Demonstrated Attempts at Moving into New Jobs**
This group is identified by Career Services.
4. **Demonstrated Initiative/ Motivation to Upgrade Skills/ Job**
These are employees who have participated in a variety of educational programs including past tuition refund participants, union Training Fund recipients and Skills Enhancement / GED/ Med Term/ PC skills participants.
5. **Employee Self-Referral**
Program participants must be employees in good standing and without existing or pending disciplinary action. They must demonstrate an interest in education, development growth and advancing their careers. All employees referred to this program will be expected to complete an application including a manager recommendation. Completed applications and recommendation forms should be sent to the Office of Deborah Knight-Kerr, Phipps 428, or faxed to x5-9803.



Targeted Jobs

This program targets healthcare occupations requiring up to an Associate's degree including, but not limited to, the following high-need jobs: surgical technicians, radiology technicians, pharmacy technicians, medical laboratory technicians, radiation therapists, respiratory therapists, nurse extenders,

Assessment Process

All employees will be assessed for service excellence and life skills, basic skills and knowledge, career interest and job "fit" / compatibility. Specific job knowledge and aptitude will be tested. An individualized educational or developmental plan will be created for each participant. A Job Coach will be assigned to each participant throughout their plan. The initial assessment process can take up to 2 hours.

Overview of Classroom and Skills Training

The educational and developmental plans may include any or all of the following:

- Skills Enhancement Classes
 - Skill Booster classes (reading and math)
 - GED Classes (levels I, II, and III)
 - Medical Terminology
 - Accuplacer Prep Classes (college readiness)
 - Computer Classes (keyboarding, introduction to Microsoft applications)
- Formal and Informal On-the-Job Training
- Community College/ College Certification or Degree Program

Existing educational programs such as LINC, STEP and MCAT will be available as needed to program participants interested in nursing, surgery, laboratory, or registration positions.

Project Staff

The project staffing includes a Manager, a Staff Assistant, 2 Assessment Facilitators, 5 Career Development Coaches and a Program Evaluator. The staff will work closely with the HR offices of Community and Education Projects and Organization Development & Training. In addition, the project staff will collaborate with the city's Career Center Network.

Project Location

The project staff will be located in the 550 Building on the 4th floor in the DOL Assessment Center. The Center will be equipped with computers for skills and career testing. There will be small rooms for individualized coaching and additional rooms for practice, study, discussion and training. The Skills Enhancement Program classes will be held in the Phipps Building on the 3rd floor.

Project Timeline

Employee participants will be recruited starting August 2004. The Grant money will be available over an 18-month period. Already existing programs, such as Skills Enhancement and tuition reimbursement, will continue after the Grant period.