**Career Gateway Workforce Development Scholarship**

**For residents living in zip codes 43205, 43206 and 43207**

This scholarship is available to residents living in zip codes 43205, 43206 and 43207 who have a strong desire to develop skills and pursue a career in a health care setting, through one of two (2) career pathways:

* **Patient Access Representative** (job description provided on page 3)
* **Pharmacy Technician** (job description provided on page 4)

The Career Gateway Workforce Development Scholarship makes it possible for qualified, selected candidates to receive classroom training to develop skills and/or obtain certifications necessary to pursue their chosen career path. Once the student obtains the necessary skills and/or certification, they will have met the following transferrable skills and minimum qualifications to seek employment at any local pharmacy or hospital:

**Patient Access Representative**

* High school diploma or equivalent GED
* Typing skills and knowledge of medical terminology
* Customer service experience

**Pharmacy Technician**

* High school diploma or equivalent GED
* Demonstrated skill in algebra
* Certification as a pharmacy technician or documented passing score on certification exam

The Career Gateway Workforce Development Scholarship has a formal application process. The Career Gateway Workforce Development Scholarship is a competitive process; candidates must meet all criteria and applications are reviewed by a panel of hospital personnel.

Candidates are selected based on the merits of their application. Criteria for application and selection include:

1. Must be age 18 or older
2. Must have a high school diploma or equivalent GED
3. Must live in zip code 43205, 43206 or 43207
4. Proficient in English and basic math skills
5. Completed application and provide work history
6. Completion of questionnaire
7. Two (2) positive references
8. Interview with panel of interviewers

If selected for the scholarship, students will be expected to:

* Pass a drug screen and background check
* Attend all of the classes in the program

If hired by Nationwide Children’s Hospital, students must remain employed by the Hospital for one (1) year following the completion of the course. Employment with Nationwide Children’s is not guaranteed nor is it a requirement for this scholarship.

**Submission Instructions**

**Deadline to Submit Applications: August 10, 2018**

For consideration, applications must be submitted by email or in person:

* **Email:** Email all application materials together to [Michelle.Welsh@NationwideChildrens.org](mailto:Michelle.Welsh@NationwideChildrens.org).
* **In Person:** Submit all application materials together in a sealed envelope to Michelle Welsh, at the Nationwide Children’s Employment office front desk, located at 611 E. Livingston Ave. on the first floor (next door to Panera). Office hours are 7:30 a.m. – 4:30 p.m. Parking is available in the attached Applicant parking garage (635 E. Livingston Ave.). Parking stubs will be validated at the front desk.

Applications must be submitted by email or in person by August 10, 2018. Applications must be provided in full, with all requested materials submitted together. Partial applications will not be considered.

A limited number of scholarships are available per career pathway. Selected students may only receive this scholarship award once.

**For additional information or application, please contact:**

Michelle Welsh,(614) 355-3470, [Michelle.Welsh@NationwideChildrens.org](mailto:Michelle.Welsh@NationwideChildrens.org)

**Nationwide Children’s Patient Access Representative Job Description**

This position is responsible for the registration of inpatients and outpatients and/or the actual insurance authorization or precertification for provided services. As part of the hospital revenue cycle, the Patient Access Rep will obtain accurate insurance and demographic information to ensure that optimum payment is made to the hospital and physicians.

**What Will You Be Doing?**

* Interviews and registers patients in registration areas that report up through Patient Access
* Obtains accurate demographic, insurance, and physician information on registrations
* Screens customer data to ensure patient is eligible for insurance indicated. Communicates differences to the customer
* Screens registrations to ensure insurance pre-certification and physician referral requirements are met. Instructs customer on requirements

**What Are We Looking For?**

To fulfill this role successfully, you must possess these minimum qualifications and experience:

* High school graduate
* One year pre-registration, registration, admitting, or customer service experience
* Excellent customer service skills
* Ability to adapt to change positively in work flow and process

Advantageous capabilities and distinctions:

* Associates degree
* 1 – 2 years’ experience in billing processes and insurance verification
* Knowledge of impact of the revenue cycle on hospital operations
* Familiar with medical terminology

**Your Benefits, Your Wellness:**

As an employer, Nationwide Children’s recognizes the importance of the benefits we offer. We also recognize the importance of balancing your work and personal needs. Most of our positions are benefits’ eligible from day one.

Our benefits and Employee Wellness package is designed to:

* Empower you to be a conscientious health care consumer through educational and wellness activities
* Establish a work environment that promotes health and well-being
* Support your financial protection and security in retirement

**Minimum Physical Requirements:**

* Sitting frequently
* Talking on phone/in person - frequently
* Typing on a keyboard – constantly
* Physically Active – frequently

**Nationwide Children’s Pharmacy Technician Job Description**

This position aids the pharmacists in the processing of orders and the preparation and dispensing of patient medications TPNs and nursing supplies and the delivery of these to nursing units.

**What Will You Be Doing?**

* Prepares unit-dose medications (both oral and IV) including reconstitution when applicable.
* Compounds total parenteral nutrition (TPN) and IV solutions.
* Participates in training new employees.
* Fills unit-dose medication cart for daily delivery.
* Enter TPNs into computer for later compounding.
* Assist pharmacists in processing new medication orders and answering phones.
* Deliver unit-dose medication carts.
* Restock work areas with supplies as needed.
* Fills internal requisitions from customers.
* Performs miscellaneous related duties.

**Who will you interact with?**

* Internal: Parents Nursing staff, Nursing assistants and unit clerks. Physicians and medical students.
* External: Vendors Retail pharmacists and Private practice physicians

**What are we looking for?**

* High school diploma or equivalent
* Demonstrated skills in algebra by passing score on math competency administered on-site
* Completion of a pharmacy technician program two years of experience as a pharmacy technician (preferably in a setting appropriate for the position e.g. outpatient hospital etc.) experienced NCH pharmacy transporter in good standing or a bachelor’s degree
* One of the following certifications or licensure: PTCB Certification as a pharmacy technician or documented passing score on certification exam prior to start date or Licensed pharmacy intern in the State of Ohio

**Minimum Physical Requirements:**

* Lifts objects weighing up to 20kg - frequently
* Pushing unit dose medication carts 15 kg - frequently
* Talking on phone or in person - constantly
* Typing on a computer keyboard - frequently
* Standing/walking - constantly
* Sitting - occasionally

The above list of duties is intended to describe the general nature and level of work performed by individuals assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the individual so classified nor is it intended to limit or modify the right of any supervisor to assign direct and control the work of employees under his/her supervision.

**Career Gateway Workforce Development Scholarship**

**Application**

**Due August 10, 2018. Please submit application via email or in person to:**

**Email:** [Michelle.Welsh@NationwideChildrens.org](mailto:Michelle.Welsh@NationwideChildrens.org)

**In Person:** Michelle Welsh, 611 E. Livingston Ave., First Floor, Employment Office Front Desk

Please print

Name in Full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following items must be submitted together to complete your application:**

1. Proof of high school degree or equivalent GED
2. Statement of work history including names of all previous employers, job title, responsibilities and dates of employment
3. Two (2) statements of recommendation to be submitted using the attached Statement of Recommendation:
   1. One from a non-family member (could include work supervisor, coworker, teacher, pastor, friend, mentor, etc.)
   2. One from a person of your choosing who can attest to your work performance/work ethic.
4. Written answers to attached Questionnaire

I certify that the information given in this application is true and accurate.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Career Gateway Workforce Development Scholarship

# Statement of Recommendation

**Applicant Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

has applied to receive the Career Gateway Workforce Development Scholarship, an award for those with a desire to pursue a health care career as Patient Access Representative or Pharmacy Technician. The award is based on work performance, professionalism, and service excellence. Thank you in advance for providing the committee with a statement that will be valuable to the evaluation of this candidate.  **Please complete and return in a sealed envelope by August 10, 2018.**

1. How long have you known the applicant? In what capacity?
2. What would you consider this applicant’s strengths and weaknesses?
3. Do you have any reservations about this applicants’ ability to successfully complete this course? If yes, please be specific.
4. On a scale of 1 to 5 (5 being outstanding), how would you rate the candidate on the following:

Customer Service 1 2 3 4 5

Dependability/Punctuality 1 2 3 4 5

Ability to be a team player 1 2 3 4 5

Willingness to be flexible and adapt to change 1 2 3 4 5

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email or Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email or Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Career Gateway Workforce Development Scholarship

# Questionnaire

**Applicant Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions. You may use a separate piece of paper if needed. Please include your name at the top of the page.

* + 1. Which Career Path do you want to pursue?
    2. Why are you interested in this particular career path?
    3. What makes you uniquely qualified for this scholarship and career path?
    4. Are you willing to commit to completing the entire program?
    5. Please include your name at the top of the page.