

MAKE THE CAREER CONNECTION

for
***HOSPITAL
OCCUPATIONS***

YOUR ROP TRAINING

LEADS TO JOBS as...

Entry Level

(High School Diploma/ROP Training)

Central Supply Worker
Food Service Worker
Admitting Clerk/Insurance Clerk
Medical Record Clerk
Account Clerk
Housekeeping
Pharmacy Helper
Respiratory Therapy Aide
Physical Therapy Aide
Radiology Aide
First Aid Attendant
Medical Lab Assistant

Technical Level

(Community College Degree)
*Students will qualify for advanced
placement at Citrus College*
X-Ray Technician
Pharmacy Technician
Medical Technologist
Accountant
Operating Room Technician

Professional Level

(Baccalaureate Degree)
Hospital Administrator

WHAT IS ROP?

The Baldy View Regional Occupational Program is a cooperative vocational education effort between the Chaffey Joint Union High School District, ChinoValley Unified School District, Claremont Unified School District, and Upland Unified School District. ROP's purpose is to provide a wide variety of career preparation at the entry and technical levels to meet the needs of high school students and adults.

***Prepare for YOUR future NOW
by enrolling in ROP TODAY!***

ENROLLMENT INFORMATION

High School students should contact the Career Technician at their high school.

Adults should call Baldy View R.O.P. office for specific enrollment dates and available classes.

(909) 624-0063

bvrop.K12.ca.us

Enrollment priority:

- ❖ High School Students: seniors, juniors, sophomores, 16 yrs. of age and older.
- ❖ Adults living within our geographical service area.
- ❖ Adults living outside our geographical service area

Baldy View ROP is an equal opportunity employer and asserts that it does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, sex, age, or handicap in its employment or enrollment in job training programs

HOSPITAL OCCUPATIONS



A career preparation program designed to provide related instruction and practical experience.



WHAT DOES THE PROGRAM PREPARE ME TO DO?

This course combines a core curriculum allowing students to acquire skills and information necessary to experience occupational specific areas in community hospitals or healthcare facilities. Students are instructed in hospital/healthcare facility safety, asepsis, nutrition, assessment of vital signs, and job seeking. Students are given the opportunity to earn CPR certification. Work based learning takes place at area hospitals or healthcare facilities.

OCCUPATIONAL TRAINING AREAS

- | | |
|--|-----------------|
| Administrative Aide | Accounting |
| Business Office | Dietary |
| Clerical Assistant | EKG Assistant |
| Discharge Planning | Greeter |
| Data Processing | Marketing/P.R. |
| Housekeeping I | Medical Records |
| Housekeeping II | OB Birth Clerk |
| Laboratory Assistant | Purchasing |
| Maintenance | Ultrasound |
| Medical Library | Unit Clerk |
| Medical Staff Office | Surgery |
| Personnel | Radiology |
| Hospital Security | |
| Physical Therapy Assistant | |
| Laboratory Clerical | |
| Central Supply/Sterile Process | |
| X-Ray Clerical Clerk | |
| X-Ray Transport/Darkroom | |
| Patient Services Receptionist | |
| Pulmonary Laboratory/Respiratory Therapy | |

ROP INSTRUCTORS

ROP instructors know the job market, have business and industry experience within the field they teach and are credentialed. **LEARN FROM THE BEST WITH ROP TEACHERS.**

STUDENT OUTCOMES

Upon successful completion of an ROP course, each student will:

- ❖ Demonstrate occupational specific, communication and critical thinking skills
- ❖ Demonstrate responsible work ethics
- ❖ Demonstrate career/employment literacy
- ❖ Demonstrate effective use of technology



Students will benefit by having knowledge of computer science, accounting, business, and Intro-to-Health.



EMPLOYMENT OUTLOOK

Most employment opportunities will result from expanding public and private health care programs as health services continue to expand and diversify. The largest occupational cluster is health support occupations with 22.3 million jobs.

The fastest growing cluster through the year 2005 is health occupations, which will increase by 2.7 million jobs over the 1994-2005 period. Employment in home health agencies, nursing and personal care facilities will grow the fastest, due to an increased

SPECIAL CONSIDERATIONS

- ❖ Minimum age - 16 years old or 11th grade
- ❖ PREREQUISITE - A negative TB test and “Intro to Health” at selected schools
- ❖ Interest in the health field
- ❖ Ability to work independently
- ❖ Ability to follow directions and carry out sequences of activities
- ❖ Ability to show compassion, diplomacy, and tact in dealing with patients
- ❖ Good personal hygiene and grooming habits
- ❖ Ability to read and write in English and recall information
- ❖ Understand and uphold professional standards
- ❖ Ability to perform tasks using fine motor skills
- ❖ Dress requirement: Specified uniform or business dress. Watch with second hand

COURSE LENGTH

One semester course

ROP CERTIFICATE OF TRAINING

An ROP certificate of completion, including competencies, is awarded to students who complete the course.

HIGH SCHOOL CREDITS

Upon successful completion of the class, credits earned in ROP are forwarded to each student’s re-