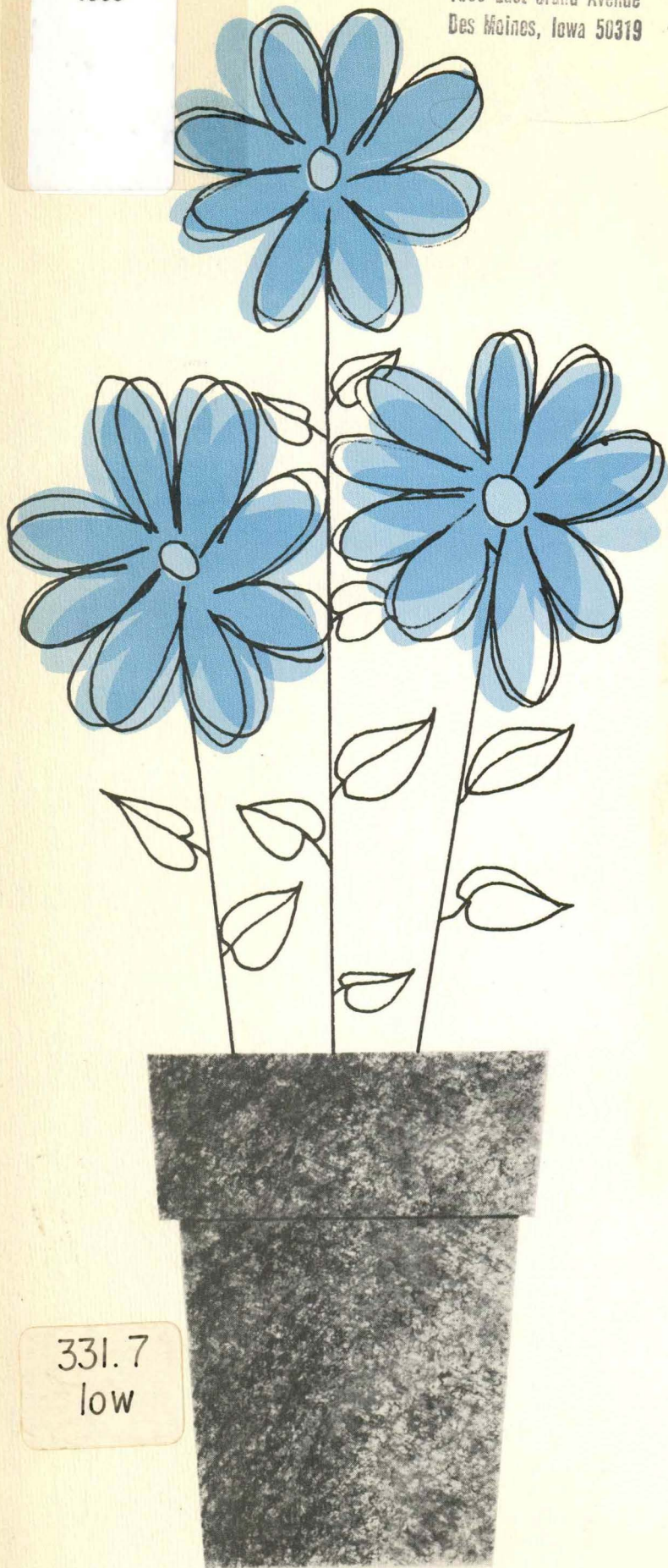


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Des Moines, Iowa 50319

# HEALTH SERVICES CAREERS



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Des Moines, Iowa 50319

## CAREERS IN HEALTH SERVICES

Occupational Information Materials  
Developed by  
Iowa Employment Security Commission

The information contained in the descriptive narrative and the individual Job Guides was obtained primarily through job analysis efforts of Mr. Reggie Ross, Occupational Analyst in the Davenport local office. His findings were then verified by analysts in the Cedar Rapids, Des Moines, Dubuque, Sioux City, and Waterloo local offices—with local variables indicated on the reverse side of the Guides.

We greatly appreciate the invaluable assistance supplied by various hospital administrators, nursing home administrators, physicians, and other Health-Services officials, who reviewed the materials as they were being developed and made pertinent comments regarding the content and arrangement of the individual Guides and the narrative description.

We also wish to thank various Vocational Education representatives, Employment Service staff-members, and all other individuals who provided suggestions and comments which helped immeasurably in developing these materials.



#### NOTE TO COUNSELORS

These Job Guides have been prepared for the sole purpose of providing general job information about the occupations represented. Since the Guides are statewide in scope, they indicate a composite job picture, and do not represent any specific job with an individual employer. Also, the wages and hours indicated for the various areas represent an average or range of variance. Individual jobs may vary considerably from this range.

One of our main objectives in preparing these materials is to provide accurate information so that job-seekers can compare the short-run and long-run advantages of alternative work fields before choosing a specific occupational goal.

Each individual Guide indicates the Worker Trait Group (from the 3rd Edition of the Dictionary of Occupational Titles) into which this occupation falls. This will help the counselor in assessing the individual's qualifications, and in relating these to the Worker Trait requirements of various jobs. Each Worker Trait Group lists related jobs with the same level of trait requirements. The Training Manual for the 3rd Edition of the DOT thoroughly explains the Worker Trait Groupings, and discusses how this concept can be used in classification and counseling.

This series of Guides represents one step of a continuing occupational information project. All the Guides will be produced on an occupational series basis—with loose-leaf Guides available for individual distribution to counselees; while the complete booklet (including a narrative discussion of the industry and its trends) is designed for use by counselors.

The Guides will be reviewed periodically and revised to insure current, accurate information.

1966



## HEALTH SERVICES OCCUPATIONS

### TRENDS

The Health-Services industry, already one of the largest sectors of the burgeoning Service industries, is one of the fastest growing occupational groups in the nation today. This rapid expansion is expected to continue for at least the next ten years. Several factors contribute to this unprecedented growth, including: (1) the population explosion, which means more people in every age bracket, with the fastest growth concentrated in the younger and older age groups—the segments requiring more medical attention per person than any of the others; (2) higher personal income; (3) more emphasis on personal health; and (4) the very recent development of Medicare, the Federally-sponsored health insurance program which will make funds for medical service available to elderly persons who need medical attention, but are not financially able to pay for the treatment.

### THE EFFECTS OF TECHNOLOGICAL CHANGE

Medical discoveries have been outstanding in the last few years. In the years ahead, with more widespread acceptance and better facilities, these discoveries will be utilized much more fully. Examples of such innovations include the use of X-rays as a means of treatment instead of being used only for diagnostic purposes; physical therapy; inhalation therapy; occupational therapy; and many others that are still in their infancy. Hospitals will be getting more and more into disease prevention in addition to the already expanding healing fields. Nuclear medicines will be used increasingly for therapy and diagnostic purposes.

### PREDICTED OCCUPATIONAL CHANGES

REGISTERED NURSES will be split into two levels—one with a degree, the other with two years of nurses' training. NURSE AIDS will also be divided into two or three separate categories depending on their training—which will range from a simple introduction period to six months of more concentrated study.

Of course, there will be some occupational areas that will not expand—or at least not as rapidly as others. The kitchen and laundry work areas will become more mechanized and will probably require fewer employees. Medical records will be put on electronic data processing machines. This will not reduce the need for MEDICAL-RECORD LIBRARIANS, but will reduce the required staff they have working under them. This trend toward automation will, in turn, require people with special training to operate the new equipment.

## TRAINING

The amount and kind of training required for the different occupations in the Health-Services occupations range from less than high school graduation and a simple introduction to the job duties—to a Ph.D. degree with years of internship and post-graduate work. Some occupations require long and expensive training. Others require a week at no cost; while still others, a couple of years—beginning with a small stipend and increasing gradually to regular pay upon graduation or registration. Each occupation is essentially different, with varying periods of required preparation.

Most post-high school training is given in hospitals or at business schools or colleges in conjunction with hospitals, so that the students can get practical experience along with the classroom instruction. In many instances, students may be able to qualify for Health-Services courses sponsored by the Manpower Development and Training Act. Individuals meeting these criteria have tuition and expenses paid and may qualify for a training allowance. Local offices of the Iowa State Employment Service can provide information concerning specific M.D.T.A. training opportunities.

## CODE OF ETHICS

All personnel in the Health-Services industries must follow a strict code of ethics. Much of the information that is handled is highly confidential and no part of a patient's condition or record is to be discussed with, or information given to, unauthorized personnel.

## ADVANTAGES

WORKING CONDITIONS Most doctors' offices, clinics, and hospitals are clean, well lighted, and well ventilated. These conditions are essential to the prevention of accidents and stopping the spread of diseases. By the same token, anyone working in this field must be clean, neat, accurate, and serious minded.

With all the pain and suffering that is associated with hospitals, it would be assumed that it is a gloomy place to work; but this is not the case. The employees have learned to face these adversities in a professional manner and have learned not to become emotionally involved with their patients' problems; since it would be impossible to work for any length of time under these circumstances.

JOB SATISFACTION Anyone who enjoys working closely with people, enjoys helping people in need, and enjoys responsibility—will receive special satisfaction from working in the Health-Services occupations. In no other type of industry is there the personal dependence on the employee by their patrons that is found here. Everyone in the Health-Services field, in one way or another, contributes to the well-being of the patients.



DISADVANTAGES

HOURS A hospital does not close at 5 p.m. Some people must work nights, weekends, and holidays. This normally is disliked; but may appeal to families with children, where both the man and wife want to work; but do not want to go to the expense of hiring a babysitter. One can work days and the other evenings or nights. There are also many opportunities for part-time employment.

UNPLEASANT TASKS Naturally, when working with people who are ill, some of the tasks will be unpleasant. It must be remembered, however, that only a few patients require constant observation or are completely unable to care for their personal needs.

SUMMARY

Almost anyone who has good personal-care habits, has a sincere desire to help people, and can accept responsibility—regardless of age, education, or training, can find employment in the Health-Services field. The chances for advancement are somewhat limited without further education, but an individual with the aptitude and ability can receive further training and, in some instances, be paid while learning.

## Health-Services Occupation Guides

### Individual Job Guides Included in This Series

ATTENDANT, PHYSICAL THERAPY	355.878
HOSPITAL-ADMITTING CLERK	237.368
INHALATION THERAPIST	079.368
MEDICAL ASSISTANT Doctors' Office Nurse	079.368
MEDICAL LABORATORY ASSISTANT Medical Laboratory Technician	078.381
MEDICAL-RECORD LIBRARIAN	100.388
MEDICAL SECRETARY	201.368
NURSE AID	355.878
NURSE, LICENSED PRACTICAL	079.378
ORDERLY	355.878
RADIOLOGIC TECHNOLOGIST X-Ray Technician	078.368
SURGICAL TECHNICIAN	079.378
WARD CLERK Floor Clerk	219.388



ATTENDANT, PHYSICAL THERAPY

Worker Traits Group - MEDICINE; Child & Adult Care .878



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

Prepares patients for treatment by PHYSICAL THERAPIST. Escorts patients from their rooms to the therapy department and helps them dress and undress. Sets up and assembles equipment such as hydrotherapy tanks and vibrators. Places the patient in position for the treatment and then aids the THERAPIST in actual treatment. After the treatment, returns patient to room, changes linen on bed and treatment tables, and cleans working area in preparation for next patient. May assist in fitting patients with corsets, braces, and hand splints.

WORKING CONDITIONS

The work of the ATTENDANT is done completely indoors in clean, well lighted, and well ventilated surroundings. There is some possibility of pulling a muscle in your back from lifting patients; however, if instructions on lifting and carrying are followed, the chance of such an injury would be quite remote. Also, most larger hospitals have lifting apparatus available.

ENTRY REQUIREMENTS

A person wishing to enter this field should be a high school graduate and be in good physical and mental health. Should be strong enough to help lift patients in and out of bed as well as help patients walk, which, at times, means carrying the patient in an upright position. Must be willing to work with deformed and handicapped patients.

INTEREST & TEMPERAMENT

A person interested in this field should receive satisfaction from helping people in need. He should be cheerful and have an attractive personality; since giving patients confidence and enthusiasm is an important part of their treatment.

EMPLOYMENT OUTLOOK

The demand for Physical Therapy Attendants is limited due to the limited number of positions in this field. However, this is a relatively new field and is expected to expand over the next few years as more hospitals and nursing homes establish Physical Therapy positions.

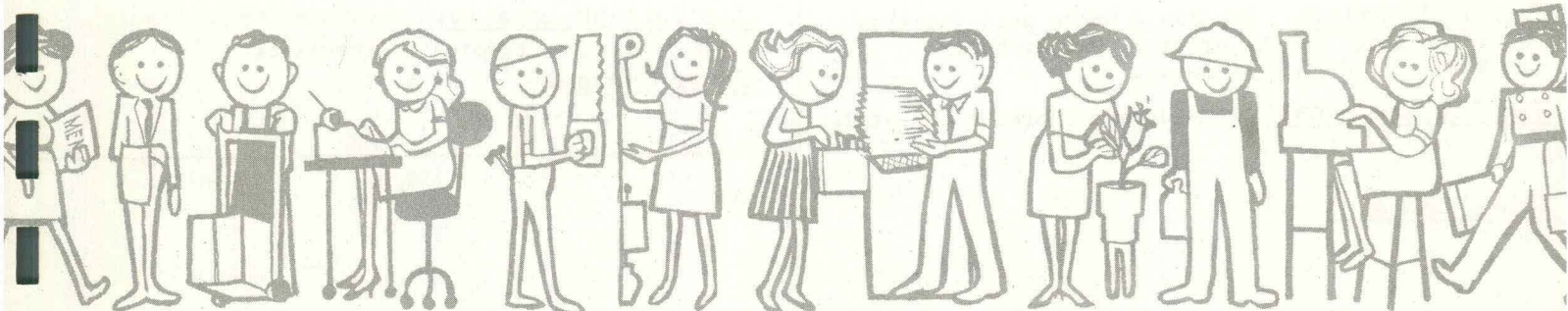
HOW TO PREPARE

High school graduation is a must for a person wishing to enter this field and courses in natural science would be helpful. Some hospitals offer pre-entry training courses; otherwise, training consists of on-the-job observational experience.

FOR MORE INFORMATION

Sources of further information on the job include the Occupational Outlook Handbook; Health Careers Guidebook; the local Iowa State Employment Service office; and other Job Guides.

File Under: ATTENDANT, PHYSICAL THERAPY 333.8/8





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$1.20 - \$1.55 per hour.

Hours of Work: 40 hours per week.

No. Employed: 3

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, sick leave, holidays and retirement plan.

Job Outlook Locally: Openings are limited at present.

Other Comments:

DUBUQUE

Wage Range: \$1.15 - \$1.65 per hour.

Hours of Work: Normally 40 hours per week.

No. Employed: 3

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Medical and life insurance, and paid vacations and sick leave.

Job Outlook Locally: Number of openings is low because of low number of persons employed.

Other Comments:

DAVENPORT

Wage Range: \$1.15 - \$1.25 per hour to start.

Hours of Work: 7:00-3:30 — 40 hours per week.

No. Employed: 3

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid sick leave, holidays, and vacations.

Job Outlook Locally: Openings are limited but demand is expected to increase.

Other Comments:

SIOUX CITY

Wage Range: \$170 - \$250 per month.

Hours of Work: 40 hours, 8 a.m. to 4 p.m., alternate Saturdays (overtime pay over 40 hours).

No. Employed: 7

Location of Jobs: At 3 hospitals and 1 physical rehabilitation center.

Promotion: To Physical Therapy Technician (4 in city).

Fringe Benefits: Paid sick leave, holidays, and vacations.

Job Outlook Locally: Limited opportunities currently, but expect expansion in future.

Other Comments: Must be able to work with deformed and handicapped people.

DES MOINES

Wage Range: \$210 - \$240 per month; VA \$386 per mo.

Hours of Work: Days only; 7:00-3:30 or 8:00-4:30.

No. Employed: 25

Location of Jobs: Hospitals.

Promotion: One hospital has a supervising Assistant Therapist. In others, no promotional possibilities without further training.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year; 3 weeks after 10 years; 6 paid holidays; 10 days sick leave.

Job Outlook Locally: Moderate increase expected.

Other Comments:

WATERLOO

Wage Range: \$1.15 - \$1.65 per hour.

Hours of Work: 40 hours per week.

No. Employed:

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid sick leave, holidays, and vacations.

Job Outlook Locally: Openings are limited but demand is expected to increase.

Other Comments:



I N H A L A T I O N   T H E R A P I S T

Worker Traits Group - MEDICINE; Nursing & Related .368



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The INHALATION THERAPIST sets up, operates, and maintains various types of oxygen equipment, such as respirators, oxygen tents, iron lungs, and incubators to administer oxygen and other gases to patients. Regulates the flow of gas and the temperature by observing gauges and turning valves. Relays to the attending nurse PHYSICIAN'S prognosis and instructions for procedure in the event of adverse symptoms. The THERAPIST administers intermittent positive pressure breathing and gives pulmonary function tests to designated patients. Records the cost of inhalants, equipment used, and special services rendered for each patient. Cleans the equipment and repairs defective parts.

WORKING CONDITIONS

All the work of the INHALATION THERAPIST is carried on inside in well lighted, well ventilated, and clean surroundings. The possibility of any type of hazard is almost nil.

ENTRY REQUIREMENTS

A person interested in an INHALATION THERAPIST position is expected to be a high school graduate and possess good physical and mental health. He should be well groomed, neat, and clean in appearance. He must be able to act quickly and accurately when necessary.

INTEREST & TEMPERAMENT

The INHALATION THERAPIST must have a sincere desire to help people in need. He must be emotionally stable, dependable, and receive satisfaction from care and comfort rendered to people.

EMPLOYMENT OUTLOOK

The number of positions is a limiting factor as to the availability of jobs, since this is still a relatively new occupation. However, with the anticipated increase in population, especially of older people, the demand is expected to grow steadily.

HOW TO PREPARE

A high school education is a must and courses in chemistry and other sciences are definite assets. Quite often, NURSE AIDS are assigned to assist the INHALATION THERAPIST, and thus receive on-the-job training with the possibility of becoming qualified THERAPISTS. In addition, some hospitals have established courses in Inhalation Therapy—consisting of at least nine months of theoretical instruction and supervised practical experience.

FOR MORE INFORMATION

Sources of further information are the local Iowa State Employment Service office and other Job Guides.

FILE UNDER: INHALATION THERAPIST 07-300





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: Position does not currently exist in any hospital in the Cedar Rapids area. There are no indications that this position will be installed in the near future.

Hours of Work:

No. Employed:

Location of Jobs:

Promotion:

Fringe Benefits:

Job Outlook Locally:

Other Comments:

DUBUQUE

Wage Range: \$1.25 - \$2.00 per hour.

Hours of Work: Normally 40 hours per week.

No. Employed: 4

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Medical and life insurance, paid vacations and sick leave.

Job Outlook Locally: Demand is expected to increase.

Other Comments:

DAVENPORT

Wage Range: \$1.35 - \$1.55 per hour to start.

Hours of Work: 7:00-3:30 or 3:00-11:30 — 40 hours per week.

No. Employed: 7

Location of Jobs: Hospitals.

Promotion: NURSE AIDS may be promoted to INHALATION THERAPIST - No other established routes of promotion.

Fringe Benefits: Paid vacations, holidays, and sick leave.

Job Outlook Locally: Openings are limited but demand is expected to increase.

Other Comments:

SIoux CITY

Wage Range: Start at \$1.10 per hour.

Hours of Work: 40 hours per week - day and night shifts.

No. Employed: 4

Location of Jobs: One hospital in city employs Inhalation Therapists.

Promotion: None, except to Chief Inhalation Therapist.

Fringe Benefits: Paid vacations, holidays, and sick leave.

Job Outlook Locally: Currently very limited, but other hospitals are considering setting up inhalation units.

Other Comments: Have responsibility for administering various types of drugs.

DES MOINES

Wage Range: \$240 - \$265 per month.\* (VA \$431)

Hours of Work: 40 hours per week. Mostly 7:00-3:30, about  $\frac{1}{4}$  3:00-11:30, few 11:00-7:00.

No. Employed: 20

Location of Jobs: Hospitals.

Promotion: Some can start after H.S., become registered after O.J.T., but college training may be required in future.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 6 paid holidays; 10 days sick leave; uniforms.

Job Outlook Locally: Moderate increase expected.

Other Comments: \* Usually \$5 per month more for afternoon and night shifts.

WATERLOO

Wage Range: \$1.25 - \$1.75 per hour.

Hours of Work: Normally 40 hours per week.

No. Employed:

Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, holidays, and sick leave.

Job Outlook Locally: Demand is limited currently, but is expected to increase.

Other Comments:



M E D I C A L   A S S I S T A N T  
Doctor's Office Nurse

Worker Traits Group - MEDICINE; Nursing & Related .368



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

A MEDICAL ASSISTANT performs the routine duties prior to the examination of a patient by a PHYSICIAN in Doctor's office or clinic. Prepares treatment rooms and patients for examination. Checks pulse, takes temperature, blood pressure, weight, and height. Hands instruments to PHYSICIAN as directed. Also responsible for the cleansing and sterilization of instruments. In smaller offices, the MEDICAL ASSISTANT performs the duties of a MEDICAL SECRETARY, 201.368.

WORKING CONDITIONS

A MEDICAL ASSISTANT works closely with PHYSICIAN and patients. Generally, the surroundings are clean, well lighted, and well ventilated.

ENTRY REQUIREMENTS

There are no hard and fast rules on entry requirements. They range from high school graduation to being a Licensed Practical Nurse or Registered Nurse. Because close work with public is involved, the MEDICAL ASSISTANT must be neat, clean, and well groomed. A pleasant personality and a good speaking voice are definite assets.

INTEREST & TEMPERAMENT

A person planning to enter the field should enjoy working with people and receive satisfaction from rendering aid to people in need. Although much of the work is of a more routine nature, such as periodic examinations, a MEDICAL ASSISTANT must be alert to emergencies and level-headed in handling unusual situations.

EMPLOYMENT OUTLOOK

There is a good demand for well qualified MEDICAL ASSISTANTS and this demand is expected to continue. There is a tendency to hire people with at least an LPN license.

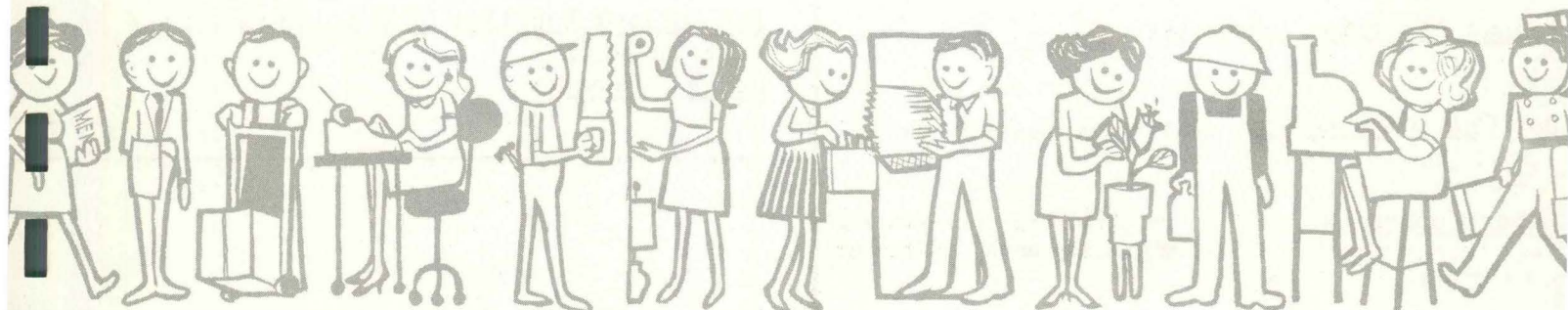
HOW TO PREPARE

High school graduation with emphasis on English and science is a must. At least two years of college would be well worthwhile with courses in science, laboratory work, and medical terminology. Being an LPN or RN will almost insure employment in this area of work.

FOR MORE INFORMATION

Sources of further information are the Occupational Outlook Handbook, the Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.

File Under: MEDICAL ASSISTANT 079.368





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$180 - \$250 per month to start, depending on education and prior experience.  
Hours of Work: 40 hours per week; expected to work on Saturday.

No. Employed: 65

Location of Jobs: Doctor's offices and clinics.

Promotion: None.

Fringe Benefits: Paid vacation, holidays, and sick leave.

Job Outlook Locally: Good demand, and demand expected to continue.

Other Comments:

DUBUQUE

Wage Range: Inexperienced \$1.00 - \$1.25 per hour.  
 Experienced \$1.25 - \$1.75 per hour.  
Hours of Work: Normally 40 hours per week.

No. Employed: 60

Location of Jobs: Doctor's offices and clinics.

Promotion: None.

Fringe Benefits: Medical and life insurance and paid vacation.

Job Outlook Locally: Number of openings is large because turnover is quite high.

Other Comments:

DAVENPORT

Wage Range: H. S. Graduate - \$175 - \$200 per month.  
 Commercial School Grad. \$200-\$250 per mo.  
Hours of Work: LPN \$250 - \$285 per mo.  
 40 hours per week.

No. Employed: 50

Location of Jobs: Doctor's offices and clinics.

Promotion: None.

Fringe Benefits: 2 weeks paid vacation, paid sick leave, 6-7 paid holidays.

Job Outlook Locally: Good demand for well qualified Assistants.

Other Comments:

SIOUX CITY

Wage Range: \$250 - \$400 per month, but some  
Hours of Work: irregularity in hours.

No. Employed: 50 to 75

Location of Jobs: Offices of PHYSICIANS and SURGEONS, clinics.

Promotion: None.

Fringe Benefits: Paid holidays, vacations, and sick leave.

Job Outlook Locally: Good demand.

Other Comments:

DES MOINES

Wage Range: \$225 and up, depending on qualifications.  
Hours of Work: Usually 40 hours per week; all days; some Saturday work.

No. Employed: 300

Location of Jobs: Doctor's offices and clinics.

Promotion: To better paying jobs in same occupation.

Fringe Benefits: Variable.

Job Outlook Locally: Good demand due both to expansion and turnover.

Other Comments: Duties, requirements, pay scales, and fringe benefits all vary greatly among different employers.

WATERLOO

Wage Range: \$1.00 - \$1.75 per hour.  
Hours of Work: 40 hours per week.

No. Employed:

Location of Jobs: Doctor's offices.

Promotion: None.

Fringe Benefits: Varies considerably. Usually includes paid vacation, holidays, and sick leave.

Job Outlook Locally: Good demand because of high turnover.

Other Comments:



M E D I C A L   L A B O R A T O R Y   A S S I S T A N T  
Medical Laboratory Technician

Worker Traits Group - INVESTIGATING, INSPECTING & TESTING; Materials Analysis .381

# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE



## NATURE OF WORK

A MEDICAL LABORATORY ASSISTANT performs the routine tests in a Medical Laboratory under the supervision of a MEDICAL TECHNOLOGIST or PATHOLOGIST. Collects blood specimens; groups and types blood; prepares and stains slides for micro-organisms; analyzes blood and body fluids for chemical components; conducts microscopic examinations of urine, blood, and body fluids. The ASSISTANTS are also responsible for keeping the laboratory in a clean and orderly condition. In large hospitals, the ASSISTANT usually specializes in one type of test, and is designated as BLOOD-BANK TECHNICIAN; HEMATOLOGY TECHNICIAN; CYTO-TECHNICIAN; TISSUE TECHNICIAN; etc.

## WORKING CONDITIONS

As in most hospital jobs, the work of the LABORATORY ASSISTANT is carried on in clean, well lighted, and well ventiled surroundings. At times, there are odors from different chemicals but this is kept at a minimum. There is little or no danger of health hazards provided the strict rules of laboratory safety are followed.

## ENTRY REQUIREMENTS

A person wishing to enter this field must be a high school graduate with one year of practical and technical training in routine laboratory work and upon completion, pass a test to become a Certified Laboratory Assistant. Physically, he should be skilled at using his hands, since he works with small instruments and delicate equipment. This work provides a rewarding career for handicapped persons since not much gross physical activity is required.

## INTERESTS, TEMPERAMENTS AND APTITUDES

Anyone planning a career as a LABORATORY ASSISTANT should be good in science, should like to work in a laboratory, and should naturally be clean, neat, and accurate.

## EMPLOYMENT OUTLOOK

This field is relatively new and is expanding rapidly. At the present time, the only limiting factor is the availability of training facilities. Anyone graduating from an accredited school and getting their certificate is almost assured of employment. Many hospitals have approved training courses. Workers may be hired at an entry level and receive on-the-job training in the hospital, clinic, or PATHOLOGIST'S office. While certification is not always required, the certified assistant is better equipped to change jobs or to obtain a better initial salary in a new position.

## HOW TO PREPARE

High school graduation and courses in biology and chemistry are almost a must in order to enter accredited hospitals and laboratory schools. Contact your local hospitals, clinics, school or Employment Service counselors for training information.

## FOR MORE INFORMATION

Sources of further information are the Occupational Outlook Handbook, Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.

File Under: MEDICAL LABORATORY ASSISTANT 078.381





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

DUBUQUE

Wage Range: \$1.35 - \$1.70 per hour if certified.

Hours of Work: 40 hour week.

No. Employed: 5

Location of Jobs: Hospitals and clinics.

Promotion: None.

Fringe Benefits: Paid vacations, sick leave, and holidays, retirement plans.

Job Outlook Locally: Demand is good in this area.

Other Comments:

Wage Range:

Hours of Work:

No. Employed:

Location of Jobs:

Promotion:

Fringe Benefits:

Job Outlook Locally:

Other Comments:

DAVENPORT

SIOUX CITY

Wage Range: \$225-\$250 per month not certified;  
\$275-\$300 per month certified.

Hours of Work:  
40 hours per week.

No. Employed: 15

Location of Jobs: Hospitals and clinics.

Promotion: None.

Fringe Benefits: Group insurance available; paid vacations and holidays.

Job Outlook Locally: Good demand, and the demand is expected to continue.

Other Comments:

Wage Range: \$280-\$325 per month (not registered)  
(registered to \$450 p/mo.)

Hours of Work:  
40 hours per week and on-call duty.

No. Employed:

Location of Jobs: Hospitals, clinics, physicians' offices.

Promotion: None.

Fringe Benefits: Paid vacations and holidays, may have hospitalization benefits.

Job Outlook Locally: Field is expanding. More laboratory work required. More clinics with labs.

Other Comments: Certification or full year of specialized training not required. May also do X-ray and EKG work.

DES MOINES

WATERLOO

Wage Range: \$265 - \$300 per month. (VA \$345)

Hours of Work: 40 hours per week. Almost all on days, usually one on-call nights.

No. Employed: 45

Location of Jobs: Hospitals.

Promotion: None without further training. May take additional schooling and become ASCP registered technologist.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 6 paid holidays; 10 days sick leave.

Job Outlook Locally: Good demand, but trend is to the hiring of ASCP registered technologists.

Other Comments: Two hospitals have several different grades and pay scales, depending on training, experience, and registration.

Wage Range: \$250 - \$310 per month, not registered.

Hours of Work: To \$450 per month if reg.  
40 hours per week.

No. Employed:

Location of Jobs: Hospitals and physician's offices.

Promotion: None.

Fringe Benefits: Paid vacations and holidays. May have group insurance available.

Job Outlook Locally: Field is expanding.

Other Comments:



M E D I C A L - R E C O R D   L I B R A R I A N

Worker Traits Group - CLERICAL; Classifying .388



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

A MEDICAL-RECORD LIBRARIAN compiles and maintains medical records of hospital and clinical records. Maintains statistics in almost every area of patient care. Carefully reviews records of diagnoses, diseases, and treatments for completion and accuracy, insuring correctness of medical terminology. Maintains Patient Index and Physician's Index. Codes and records diseases and operations. Assists doctors in survey studies and research. Releases information to staff and authorized governmental agencies, insurance companies, PHYSICIANS, hospitals, and medical information and research centers. May microfilm inactive charts and other records for permanent retention. Usually works in a supervisory capacity, and has a staff (MEDICAL-RECORD CLERKS, etc.) helping her with these duties—the staff varying with the size of the hospital, clinic, or government agency.

ENTRY REQUIREMENTS

The minimum training required to become registered is a one-year course in Medical Records Science which requires two years of general education at an accredited college of liberal arts before entry, or a B.S. degree in Medical Records Science. After completion of either of these two approved programs, the graduate is eligible to take the Registration Examination to become a Registered Record Librarian.

WORKING CONDITIONS

The LIBRARIAN'S duties are carried on in clean, well lighted and well ventilated surroundings.

INTEREST & TEMPERAMENT

The MEDICAL-RECORD LIBRARIAN must have an affinity for detail and accuracy. She must be able to get along with other people, since she often calls on other departments or on PHYSICIANS to obtain needed information or is asked by PHYSICIANS or other interested persons for information on individual cases.

EMPLOYMENT OUTLOOK

The demand for competent, registered MEDICAL-RECORD LIBRARIANS far exceeds the supply. At present there are only 3,000 registered MEDICAL-RECORD LIBRARIANS employed in the field and approximately 10,000 hospitals and other medical care institutions in need of their services in the United States.

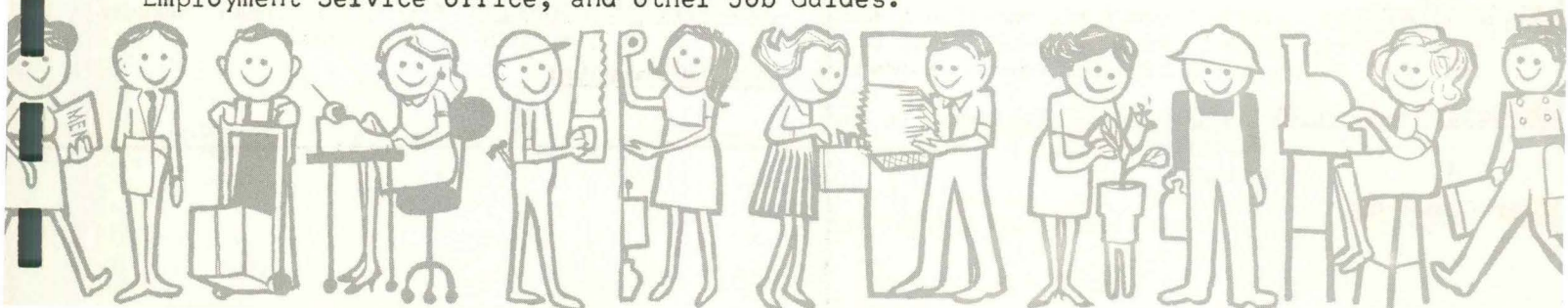
HOW TO PREPARE

Completion of the one-year Medical Records Science course or a degree in Medical Records Science, followed by registration with American Association of Medical Records Librarians, will almost insure employment.

FOR MORE INFORMATION

Sources of further information are the Occupational Outlook Handbook, Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.

File Under: MEDICAL-RECORD LIBRARIAN 100.388





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$340 - \$500 per month.

Hours of Work: 40 hour week.

No. Employed: 3

Location of Jobs: Hospitals

Promotion: None

Fringe Benefits: Paid vacations, holidays, sick leave and retirement plans. Group insurance is available.

Job Outlook Locally: Demand is outstanding in this area for registered applicants.

Other Comments:

DUBUQUE

Wage Range: \$400 - \$450 per month.

Hours of Work: Normally 40 hours per week.

No. Employed: 3

Location of Jobs: Hospitals

Promotion: None

Fringe Benefits: Medical and life insurance plus paid vacations and sick leave.

Job Outlook Locally: Number of openings is small because of small number of available jobs.

Other Comments:

DAVENPORT

Wage Range: \$400 - \$450 per month

Hours of Work: 40 hours per week

No. Employed: 4

Location of Jobs: Hospitals

Promotion: None, however, there is excellent salary potential.

Fringe Benefits: 2 weeks paid vacation; 2 weeks paid sick leave; and 6-7 paid holidays. Group insurance is available.

Job Outlook Locally: There is a good demand for qualified applicants.

Other Comments:

SIOUX CITY

Wage Range: \$240 - \$400 per month (not registered)

Hours of Work: \$400 - \$500 /mo. registered.

40 hour week.

No. Employed: 6

Location of Jobs: Hospitals.

Promotion: None

Fringe Benefits: 2 to 4 weeks paid vacation, paid sick leave and holidays.

Job Outlook Locally: Very limited. Little turn-over in employment.

Other Comments:

DES MOINES

Wage Range: \$300 - \$450 per mo. (Va \$522)

Hours of Work: 40 hours per week. Days only.

No. Employed: 10

Location of Jobs: Hospitals

Promotion: To head of department in those hospitals which employ 2 librarians.

Fringe Benefits: Usually 2 weeks pd. vacation after 1 yr., 3 wks. after 10 yrs; 6 pd. holidays; 10 days sick leave. A few have retirement programs.

Job Outlook Locally: Good demand in relation to the small supply of qualified people, but no large volume of job openings.

Other Comments:

WATERLOO

Wage Range: \$400 - \$450 per month.

Hours of Work: 40 hours per week.

No. Employed:

Location of Jobs: Hospitals

Promotion: None

Fringe Benefits: Paid vacations, sick leave and holidays.

Job Outlook Locally: Very little demand because of few positions of this type.

Other Comments:



M E D I C A L   S E C R E T A R Y

Worker Traits Group - CLERICAL; Secretarial .368



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The MEDICAL SECRETARY prepares medical charts and reports from doctor's notes or by dictation for doctors or hospital personnel utilizing knowledge of medical terminology. If employed by a hospital, takes dictation of operating room and medical cases, physical history progress reports, and findings, X-ray and laboratory diagnoses and prognoses. Files correspondence and other records, and compiles and types statistical reports as well as records minutes of medical staff meetings. If employed in a doctor's office, may answer the phone, make appointments, act as receptionist, and handle financial details. May spend considerable portion of time preparing insurance and government reports.

WORKING CONDITIONS

All the work of the MEDICAL SECRETARY is done in clean, well lighted, and well ventilated surroundings. Usually, the office is furnished with the most up-to-date equipment, but, of course, this depends on the doctor's office or hospital in which she is employed.

ENTRY REQUIREMENTS

Some employers will hire Secretaries with a high school education who are good in typing, shorthand, dictaphone, and spelling. However, the better paying jobs usually require special training lasting from 18 months at a commercial school to 2 years at a Junior College. Specific training in medical terms and spelling would be special assets. Many hospitals do not require shorthand, since transcribing machines are used exclusively. Much variation as to requirements, duties, and salary scales exist among clinics, doctor's offices, and hospitals.

INTERESTS & TEMPERAMENT

Like other medical occupations, the MEDICAL SECRETARY should have a warm, sympathetic personality and the ability to get along well with others. She should be clean, neat, and accurate. Discretion and good judgment are also important because much of the information handled is highly confidential.

EMPLOYMENT OUTLOOK

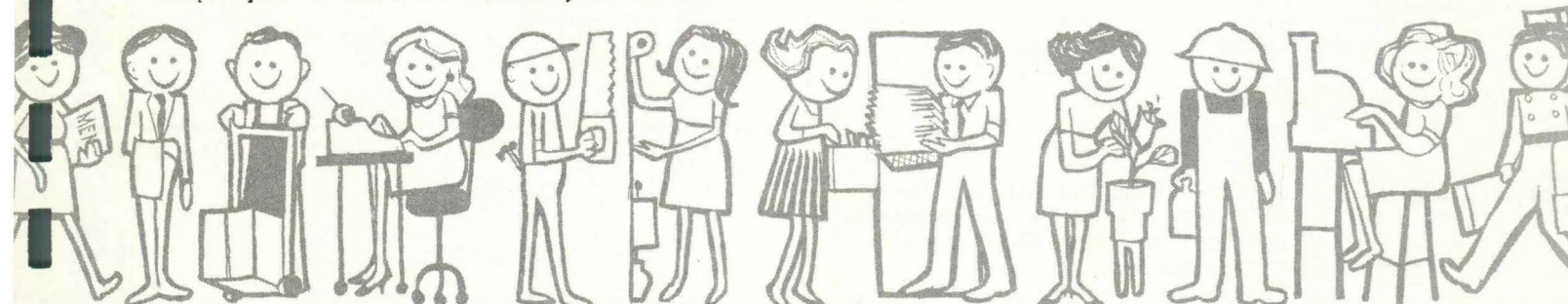
There is a good demand for well qualified MEDICAL SECRETARIES who have had training in medical terminology.

HOW TO PREPARE

Taking a commercial course in Medical Secretarial Work or a two-year course in a Junior College is the best way to prepare for an occupation as MEDICAL SECRETARY. However, if a person is good in typing, shorthand, spelling, and biological sciences, they could find a job with only a high school education, and receive on-the-job training.

FOR MORE INFORMATION

Sources of further information are the Occupational Outlook Handbook, Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$280 - \$300 per month to start.  
Hours of Work: 40 hours per week; may include Saturdays and evenings.  
No. Employed: 25  
Location of Jobs: Hospitals and Doctor's Offices.

Promotion: Medical-Record Librarian if registration can be obtained.

Fringe Benefits: Hospitals offer paid vacations, sick leave, holidays and retirement plan.

Job Outlook Locally: Excellent demand for qualified applicants.

Other Comments:

DUBUQUE

Wage Range: \$250 - \$300 per month.  
Hours of Work: 40 hours per week.

No. Employed: 20  
Location of Jobs: Hospitals and clinics.

Promotion: None.

Fringe Benefits: Medical and life insurance and paid vacation.

Job Outlook Locally: Demand is expected to increase slightly in the near future.

Other Comments:

DAVENPORT

Wage Range: \$270 - \$300 per month.  
Hours of Work: 40 hours per week.  
No. Employed: 20  
Location of Jobs: Hospitals and Doctors' Clinics.

Promotion: None.

Fringe Benefits: 2 weeks paid vacation; 2 weeks sick leave; 6-7 paid holidays.

Job Outlook Locally: Good demand for well qualified applicants.

Other Comments:

SIOUX CITY

Wage Range: \$220 - \$350 per month. Top \$500 month  
Hours of Work: 40 hours per week - may include Saturdays.  
No. Employed: 30 to 50  
Location of Jobs: Hospitals, Physician's offices.

Promotion: None.

Fringe Benefits: Paid vacation, sick leave and holidays. May have hospitalization insurance.

Job Outlook Locally: Moderate demand.

Other Comments: Many offices use dictaphone exclusively. Involves a considerable amount of work on insurance and government reports.

DES MOINES

Wage Range: \$260 - \$345 per month.  
Hours of Work: 40 hours per week. Days only. A few jobs require Saturday work.  
No. Employed: 50  
Location of Jobs: Hospitals and doctor's offices.

Promotion: To higher paying jobs in same occupation. Frequently, different departments in same hospital have different salary scales.

Fringe Benefits: At hospitals, usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 10 days sick leave; 6 paid holidays. Variable in Doctor's offices.

Job Outlook Locally:  
 Good demand.

Other Comments: In some jobs, transcribing machines are used exclusively and shorthand is not required. VA hospital has Steno Pool and Ward Clerks, hence this occupation does not appear.

WATERLOO

Wage Range: \$250 - \$325 per month.  
Hours of Work: 40 hours per week.  
No. Employed:  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, sick leave, and holidays.

Job Outlook Locally: Good demand for experienced applicants.

Other Comments:



NURSE AID

Worker Traits Group - MEDICINE; Child & Adult Care .878



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The NURSE AID performs routine nursing duties to care for hospital patients—under direct supervision of professional hospital staff. Delivers meal trays and feeds helpless patients; gives bed, tub, or shower baths; gives and removes urinals and bed pans; takes temperatures, blood pressures, and respiration; helps patients in and out of beds; collects specimens for laboratory analysis; answers room lights and runs errands. Administers all types of enemas. May assist in operating room by running errands and performing like duties. Some duties may be menial and normally distasteful; but are essential to comfort and care of the patients.

WORKING CONDITIONS

NURSE AID always work inside and the surroundings are clean, well lighted, and well ventilated. The work of the NURSE AID requires her to be on her feet all the time. May be required to work evenings, nights, and occasionally weekends and holidays.

ENTRY REQUIREMENTS

A NURSE AID should be a high school graduate and possess good physical and mental health, be well groomed, and clean in appearance. A pleasant personality and a good speaking voice are definite assets. She must be strong enough to be on her feet all day and help lift patients in and out of bed. She must be completely free from communicable disease. Several hospitals do not require high school graduation, if the applicant is otherwise qualified.

INTERESTS & TEMPERAMENT

The NURSE AID must have patience and be understanding. She must be tactful, emotionally stable, and dependable. She must receive satisfaction from care and comfort rendered to people.

EMPLOYMENT OUTLOOK

There is a good demand for NURSE AID and the demand is expected to increase because of the expected increase in population and the increasing percentage of older people in the population. Also, a substantial number of openings arise from replacement needs.

HOW TO PREPARE

Nearly anyone with a sincere desire to become a NURSE AID and who meets the entry requirements can be assured of a job. High school courses in natural science or related subjects would be helpful. Aptitude tests to measure your probable success as a NURSE AID are administered without charge at the Iowa State Employment Service. Pre-entry training courses are available in some hospitals; others provide supervised on-the-job training. Cedar Rapids Mercy Hospital has established the position of Nursing Technician, with a 7-week course, followed by a year's on-the-job experience, after which the trainee is certified as a Nursing Technician.

FOR FURTHER INFORMATION

Sources of further information on the job include the Occupational Outlook Handbook, the local Iowa State Employment Service office, and other Job Guides.

File Under: NURSE AID 355.878





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

DUBUQUE

\$1.00 to \$1.50 for experienced.

Wage Range: \$190 - \$245 per month.  
Hours of Work: 40 Hours per week; sometimes rotating shifts.  
No. Employed: 250  
Location of Jobs: Hospitals, Nursing Homes, Clinics, Doctor's Offices.

Wage Range: \$85 - \$1.35 per hour for inexperienced.  
Hours of Work: Normally 40 per week but may include nights, Sundays and holidays.  
No. Employed: 275  
Location of Jobs: Hospitals & Nursing Homes.

Promotion: Ward Clerk

Promotion: None without further training.

Fringe Benefits: May have paid vacations, holidays, and sick leave.

Fringe Benefits: Medical and life insurance, paid vacation and sick leave and uniforms may be furnished.

Job Outlook Locally: Demand is good and is expected to increase.

Job Outlook Locally: Number of openings is expected to remain high due to increasing age of population and turnover.

Other Comments:

DAVENPORT

SIoux CITY

Wage Range: \$200 - \$220 per month.  
Hours of Work: 40 hours per week.  
No. Employed: 300  
Location of Jobs: Hospitals, Nursing Homes, Doctor's Offices, Clinics.

Wage Range: \$170 - \$240/mo.  
Hours of Work: 40 hrs. hospitals; 48 hrs. generally at nursing homes.  
No. Employed: 540  
Location of Jobs: Approximately 20 hospitals and nursing homes in area that use nurse aids. Some opportunities also at doctor's offices and clinics.

Promotion: Ward Clerk, Operating Room Technician and Inhalation Therapy Technician.

Promotion: Generally very limited without additional training. May work into other medical service specialties.

Fringe Benefits: 2 weeks paid vacation after 1 year; 2 weeks sick leave per year; 6 paid holidays.

Fringe Benefits: Generally pd. vacations, holidays, and sick leave, but not always allowed by smaller nursing home.

Job Outlook Locally: Good demand and demand is expected to continue.

Job Outlook Locally: At least 50 new entrants each year for replacement.  
Other Comments: Graduation from high school not required. Hospitals provide one week training course.

Other Comments:

DES MOINES

WATERLOO

Wage Range: \$210 - \$220 per mo.\* (VA \$317)  
Hours of Work: In hospitals 40 hrs. per week. About 60% days, 25% afternoon, and 15% night shift.  
No. Employed: 750  
Location of Jobs: Hospitals, nursing homes and doctor's offices.

Wage Range: \$1.00 - \$1.50  
Hours of Work: 40 - 48 hours per week. May include night or weekend work.  
No. Employed:  
Location of Jobs: Hospitals and Nursing Homes.

Promotion: Promotional opportunities are limited. Some possibility of promotion to surgical technician, inhalation therapist, or ward clerk.

Promotion: Ward Clerk or Inhalation Therapy.

Fringe Benefits: Usually 2 wks. pd. vacation after 1 yr., 3 weeks after 10 yrs.; 10 days sick leave, 6 pd. holidays; uniforms furnished. \*

Fringe Benefits: May include paid vacations, sick leave, and holidays.

Job Outlook Locally: Considerable increase in demand expected.

Job Outlook Locally: Good demand currently and it is expected to increase.

Other Comments:

Other Comments: \* At hospitals, \$5.00 more on nights. Nursing homes usually pay \$.90 - \$1.20 per hr. Length of work week in nursing homes is frequently 48 hours. \*Above applies to hospitals. Few or no fringe benefits at nursing homes.



NURSE, LICENSED PRACTICAL

Worker Traits Group - MEDICINE; Nursing & Related .378



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The LICENSED PRACTICAL NURSE cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Examines charts for doctors' orders. Makes up medicine card listing type, quantity, and frequency of medicine for each patient as prescribed by PHYSICIAN. Lists all medication orders on chart. Sets up medicine trays, makes patient rounds, and administers medicine, orally and hypodermically. Inventories narcotics and medicines and reorders them from Central Supply. Observes and visits with all patients to determine complaints, irregularities, and general condition; and charts results for doctors' information. Judges severity of patient's difficulty and calls Registered Nurse when necessary. Prepares patients for surgery and observes post-operative recovery. May perform routine laboratory work, such as urinalysis. Duties vary between hospitals, for example, some hospitals do not allow the LPN to administer medicine.

WORKING CONDITIONS

LICENSED PRACTICAL NURSES always work inside, and the surroundings are clean, well lighted, and well ventilated. The work of the LICENSED PRACTICAL NURSE requires her to be on her feet all the time.

ENTRY REQUIREMENTS

A LICENSED PRACTICAL NURSE must have completed a one-year course offered at most of the larger vocational and technical schools and pass a state examination to receive her license. To enter an LPN school, a person must be 18 years old, preferably a high school graduate, and pass an entrance and physical exam. The LICENSED PRACTICAL NURSE must be strong enough to be on her feet all day and help lift patients in and out of bed.

INTERESTS & TEMPERAMENT

A LICENSED PRACTICAL NURSE must be patient, understanding, tactful, and emotionally stable to avoid involvement with the troubles and discomforts of patients. She must receive satisfaction from giving care and comfort to patients.

EMPLOYMENT OUTLOOK

There is an excellent demand for LICENSED PRACTICAL NURSES and the demand is expected to continue because of the expected increase in the population, the increasing number of older people, and the anticipated increase in the use of hospitals and other nursing facilities—due to governmental-sponsored health insurance programs.

HOW TO PREPARE

Completing a one-year course and passing a state exam is necessary to become a LICENSED PRACTICAL NURSE. Courses in biology and chemistry are helpful. Aptitude tests to measure your probable success as a LICENSED PRACTICAL NURSE are administered without charge at the Iowa State Employment Service.

FOR MORE INFORMATION

Sources of further information on the job include the Occupational Outlook Handbook, Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.

File Under: NURSE, LICENSED PRACTICAL 0/7.3/3





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

**Wage Range:** \$245 - \$290 per month to start.  
**Hours of Work:** 40 hours per week. May work at night.  
**No. Employed:** 100  
**Location of Jobs:** Hospitals, Doctor's Offices, Clinics, Nursing Homes.  
**Promotion:** None.  
**Fringe Benefits:** Paid vacations, sick leave, holidays, and retirement plan.  
**Job Outlook Locally:** An excellent demand exists for LPN's and it is expected to continue.  
**Other Comments:** Training will be available at the Cedar Rapids Area Technical School.

DUBUQUE

**Wage Range:** \$260 - \$300 per month.  
**Hours of Work:** Normally 40 hours per week but may include nights, Sundays, and holidays.  
**No. Employed:** 55  
**Location of Jobs:** Hospitals, Clinics, Nursing Homes, and Doctor's Offices.  
**Promotion:** None.  
**Fringe Benefits:** Medical and life insurance, paid vacations and sick leave.  
**Job Outlook Locally:** Demand is strong at present and expected to become even stronger.  
**Other Comments:**

DAVENPORT

**Wage Range:** \$250 - \$285 per month.  
**Hours of Work:** 40 hours per week.  
**No. Employed:** 75  
**Location of Jobs:** Hospitals, Doctor's Offices, Clinics, Nursing Homes.  
**Promotion:** None.  
**Fringe Benefits:** 2 weeks paid vacation after 1 year, 2 weeks paid sick leave, 6-7 paid holidays.  
**Job Outlook Locally:** There is a demand for good LPN's, and the demand is expected to continue.  
**Other Comments:** Training is available at the Davenport Area Technical School.

SIOUX CITY

**Wage Range:** \$250 - \$300 per month.  
**Hours of Work:** 40 hours per week.  
**No. Employed:** 100  
**Location of Jobs:** Hospitals, Doctor's Offices, Clinics, Nursing Homes.  
**Promotion:** None, except by additional medical or clerical training.  
**Fringe Benefits:** Paid sick leave, holidays, and vacation. Usually have paid medical insurance.  
**Job Outlook Locally:** Good demand. Should increase under Medicare provisions.  
**Other Comments:** M.D.T.A. training course starts each September. Some hospitals do not allow LPN's to administer medicines.

DES MOINES

**Wage Range:** \$280 per month at hospitals except  
**Hours of Work:** 40 hours per week at VA \$345\*  
 hospitals. About 50% days; 30% afternoons, 20% nights.  
**No. Employed:** 300  
**Location of Jobs:** Hospitals, Nursing Homes, Doctor's Offices.  
**Promotion:** None.  
**Fringe Benefits:** Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years, 10 days sick leave; 6 paid holidays, at hospitals. Few or none at nursing homes.  
**Job Outlook Locally:** Considerable increase expected.

WATERLOO

**Wage Range:** \$250 - \$300 per month.  
**Hours of Work:** 40 - 48 hours per week and may include night or weekend work.  
**No. Employed:**  
**Location of Jobs:** Hospitals, Nursing Homes, and Doctor's Offices.  
**Promotion:** None.  
**Fringe Benefits:** May include paid vacation, holidays, and sick leave.  
**Job Outlook Locally:** Demand is strong and expected to become stronger.  
**Other Comments:**

**Other Comments:** \*Usually about \$15 per month more for afternoon and night shifts. At nursing homes, starting pay is usually about \$1.25 per hour.



ORDERLY

Worker Traits Group - MEDICINE; Child & Adult Care .878



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The ORDERLY performs the routine nursing duties for male patients—under direct supervision of professional hospital staff. Gives bed, tub, or shower baths; takes temperatures, blood pressures, and respiration; helps patients in and out of bed; collects specimens for laboratory analysis; answers room lights and runs errands; gives and removes urinals and bed pans; inserts catheters for drainage of patient's bladder. Helps patients leaving hospital. May set up equipment, such as oxygen tents, portable X-ray machines, and overhead irrigation bottles. May prepare male patients for surgery.

WORKING CONDITIONS

The ORDERLY works inside except for brief periods when he is helping a patient leave or enter the hospital. The surroundings are clean, well lighted, and well ventilated. Some duties may be menial and normally distasteful, but are essential to the comfort and care of patients. May be required to work evenings and nights, as well as occasionally on weekends or holidays.

ENTRY REQUIREMENTS

The ORDERLY should be a high school graduate and strong enough to help lift patients in and out of bed. He must possess good physical and mental health, be well groomed, neat, and clean in appearance. Must be free from all communicable diseases. Many hospitals do not require high school graduation, but a diploma would increase the possibilities of promotion.

INTERESTS & TEMPERAMENT

The ORDERLY should receive satisfaction from giving care and comfort to people in need. This job not only calls for compassion and comfort, but emotional stability to avoid involvement with the troubles and discomforts of patients.

EMPLOYMENT OUTLOOK

There is a good demand for full-time ORDERLIES and the demand is expected to continue because of the expected increase in population and the increasing number of older people. Also, a substantial number of openings arise from replacement needs. A number of positions are filled by college students working part time.

HOW TO PREPARE

Nearly anyone with a sincere desire to become an ORDERLY and meets the entry requirements can get a job. High school courses in natural science would be helpful. Some pre-entry training courses are available, but most hospitals provide supervised on-the-job training.

FOR MORE INFORMATION

Sources of further information on this job include the Occupational Outlook Handbook, the local Iowa State Employment Service office, and other Job Guides.

File Under: ORDERLY 355.878





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$215 - \$240 per month.  
Hours of Work: 40 hours per week; may work week-ends and nights.  
No. Employed: 12  
Location of Jobs: Hospitals and Nursing Homes.

Promotion: None.

Fringe Benefits: May include paid vacation, holidays, and sick leave.  
Job Outlook Locally: Demand is good in this area.

Other Comments:

DUBUQUE

Wage Range: \$1.00 - \$1.70 per hour.  
Hours of Work: Normally 40 hours but may include nights, Sundays, and holidays.  
No. Employed: 30  
Location of Jobs: Primarily hospitals, but also possibility in nursing homes.

Promotion: None, without additional training.

Fringe Benefits: Medical and life insurance, paid vacation and sick leave.  
Job Outlook Locally: Constant demand and no reason to believe demand will slacken.

Other Comments:

DAVENPORT

Wage Range: \$225 - \$260 per month.  
Hours of Work: 40 hours per week.  
No. Employed: 15  
Location of Jobs: Hospitals and Nursing Homes.

Promotion: Operating Room Technician or Inhalation Therapy Technician.

Fringe Benefits: 2 weeks paid vacation after one year; 2 weeks sick leave; and 6 paid holidays.

Job Outlook Locally: Good demand and demand is expected to continue.

Other Comments:

SIOUX CITY

Wage Range: \$190 - \$280 per month.  
Hours of Work: 40 hours per week.  
No. Employed: 60  
Location of Jobs: Hospitals, Nursing Homes.

Promotion: May be advanced to physical therapy, operating room, inhalation therapy, and other specialties.

Fringe Benefits: Paid vacation, holidays, and sick leave. Also usually has hospitalization and medical insurance.  
Job Outlook Locally:

Other Comments: Some institutions require back X-ray prior to employment. Graduation from high school not required.

DES MOINES

Wage Range: \$220 - \$240 per month. \$5.00 more nights.  
Hours of Work: 40 hours per week. About 60% days, 25% afternoon shift, 15% nights.  
No. Employed: 100  
Location of Jobs: Hospitals and Nursing Homes.

Promotion: To Surgical Technician, EKG Technician, or Inhalation Therapist.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 10 days sick leave; 6 paid holidays; uniforms usually furnished.

Job Outlook Locally: Considerable increase expected.

Other Comments: At the VA hospital, the "Nursing Assistant" classification includes the work done by both Orderlies and Nurse Aids at the other hospitals.

WATERLOO

Wage Range: \$1.00 - \$1.50 per hour.  
Hours of Work: 40 - 48 hours per week and may include night or weekend work.  
No. Employed:  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, holidays, and sick leave.

Job Outlook Locally: Only small demand currently, but it should increase.

Other Comments:



RADIOLOGIC TECHNOLOGIST  
X-Ray Technician

Worker Traits Group - MEDICINE; Nursing, X-Ray & Related .368



**Iowa job guide** IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

A RADIOLOGIC TECHNOLOGIST does the mechanical and routine work connected with X-ray use under the direction of a PHYSICIAN or DENTIST. He arranges patients in the prescribed position, takes the X-ray picture, and keeps the necessary records for each patient. He administers drugs or chemical mixtures orally, intravenously, or as enemas to render organs opaque. The TECHNOLOGIST never diagnoses, prescribes, or administers treatments.

WORKING CONDITIONS

The work of the RADIOLOGIC TECHNOLOGIST is conducted in clean, well lighted, and well ventilated surroundings. There is very little chance of being burned or over exposed to radiation provided prescribed procedures are followed.

ENTRY REQUIREMENTS

A two-year post high school training course in a school approved by the American Medical Association is required before a person can qualify to take a test to become certified by the American Registry of Radiologic Technologists. This certification is a requirement for employment by most hospitals, laboratories, and clinics. A person should be in good physical condition and have at least normal resistance to anemia.

INTEREST, TEMPERAMENT AND APTITUDES

A person wishing to enter this field should be clean, neat, and especially careful and accurate. Errors are not only costly but may be dangerous to the patient or himself.

EMPLOYMENT OUTLOOK

There is not as much demand for trained X-Ray Technicians as there is in other medical occupations because the field has not expanded as rapidly as was expected. The occupation is still relatively new and the use of X-ray as a means of treatment is not fully developed. As this develops, more TECHNOLOGISTS will be needed who are trained or who have experience in this area. This training would be in addition to the regular two-year course required for certification. Currently the demand is quite strong in small towns, since their hospitals have difficulty competing with the wages and fringe benefits offered by urban hospitals. The field is expanding with the addition of isotope and cobalt treatment.

HOW TO PREPARE

Completion of a two-year training course at an accredited school and passing the test to be certified is almost a necessity. To be accepted at a training school, graduation from high school with courses in physics, chemistry, biology, and general science is usually required. Occasionally, on-the-job training is available in hospitals, clinics, or doctor's offices which would qualify the trainee for certification.

FOR MORE INFORMATION

Sources of further information are the Occupational Outlook Handbook, Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$305 - \$325 per month to start; must be registered.  
Hours of Work: 40 hours per week; may have rotating shifts.  
No. Employed: 15  
Location of Jobs: Hospitals.

Promotion: Chief, Radiologic Technologist.

Fringe Benefits: Paid holidays, vacations, and sick leave. Group insurance available.  
Job Outlook Locally: Demand is small in this area.

Other Comments:

DUBUQUE

Wage Range: \$275 - \$400 per month.  
Hours of Work: Normally 40 hours per week.  
No. Employed: 20  
Location of Jobs: Hospitals and clinics.

Promotion: None.

Fringe Benefits: Medical and life insurance, paid vacations and sick leave.  
Job Outlook Locally: Demand is increasing and is expected to remain strong.

Other Comments:

DAVENPORT

Wage Range: Graduate - \$275 - \$300 per month;  
Hours of Work: Registered - \$300-\$325 per month. 40 hours per week.  
No. Employed: 10  
Location of Jobs: Hospitals.

Promotion: Chief, Radiologic Technologist.

Fringe Benefits: Group insurance available. Paid vacations and holidays.  
Job Outlook Locally: Small demand presently.

Other Comments:

SIoux CITY

Wage Range: \$285 - \$425 per month.  
Hours of Work: 40 hours per week. Share nights - holiday or call duty.  
No. Employed: 40 (approximately)  
Location of Jobs: Hospitals, Clinics, Radiologists and Physician's offices. One cobalt treatment center.

Promotion: Chief Radiologic Technologist, Instructor.

Fringe Benefits: Paid sick leave, holidays, and vacations, some medical coverage. Extra pay for on-call duty.  
Job Outlook Locally: Little demand in city.

Other Comments: Opportunities in smaller cities. 2 schools located in Sioux City.

DES MOINES

Wage Range: \$310 - \$340 per month. (VA \$431)  
Hours of Work: 40 hours per week. Usually all on days with one on-call nights.  
No. Employed: 40  
Location of Jobs: Hospitals.

Promotion: To supervising position in X-ray department.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 10 days sick leave; 6 paid holidays.

Job Outlook Locally: Slight to moderate increase expected.

Other Comments:

WATERLOO

Wage Range: \$275 - \$400 per month.  
Hours of Work: 40 hours per week.  
No. Employed:  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, sick leave, and holidays.

Job Outlook Locally: Demand is currently strong and expected to increase.

Other Comments:



S U R G I C A L   T E C H N I C I A N

Worker Traits Group - MEDICINE; Nursing & Related .378



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The SURGICAL TECHNICIAN washes, shaves, and sterilizes the operative area of patients. Scrubs his hands, puts on caps, masks, gowns, and rubber gloves, and aids other members of the surgical team to prepare for surgery. Places equipment and supplies in the operating room according to SURGEON'S directions and arranges instruments as specified by NURSE. Adjusts light and other equipment as directed. Cleans the operating room and also washes and sterilizes used equipment using germicides, autoclaves, and sterilizers. May count sponges, needles, and instruments used during operation. May hand SURGEON different instruments and supplies, hold retractors, and cut sutures as directed during operation.

WORKING CONDITIONS

All the work of a SURGICAL TECHNICIAN is done indoors in well lighted, well ventilated, and clean surroundings. There is danger of being cut from handling sharp surgical tools.

ENTRY REQUIREMENTS

A person wishing to enter this profession should be neat, well groomed, and should possess good physical and mental health. Should be a high school graduate. Courses in biology are definite assets. Some hospitals promote NURSE AIDS to SURGICAL TECHNICIANS after they have received on-the-job training.

INTERESTS & TEMPERAMENT

A person entering this field should be able to follow directions accurately and precisely. Should not be a domineering type person but one that likes to work on a team.

EMPLOYMENT OUTLOOK

This is a relatively new occupation and the trend is toward more education requirements for people in this field to reduce the need for Registered Nurses who are in great demand. The demand for SURGICAL TECHNICIANS is good considering the number of people employed in this occupation and it is expected to increase.

HOW TO PREPARE

A high school education is a must and courses in biology are recommended. Aptitude tests to measure your probable success as a SURGICAL TECHNICIAN are administered without charge at the Iowa State Employment Service. Volunteer work in hospitals would be helpful experience. On-the-job training is often provided by hospitals. NURSE AIDS or LICENSED PRACTICAL NURSES may be selected for such training. St. Joseph Hospital in Mason City offers a one-year course for Operating Room Technicians.

FOR MORE INFORMATION

Sources of further information are other Job Guides and the local Iowa State Employment Service office.

FILE UNDER: SURGICAL TECHNICIAN 078010





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$1.35 - \$1.60 per hour to start.  
Hours of Work: 40 hours per week, may work on Saturdays and evenings.  
No. Employed: 10  
Location of Jobs: Hospitals

Promotion: None.

Fringe Benefits: Retirement plan; paid vacations, holidays, and sick leave.

Job Outlook Locally: There is a good demand for qualified applicants.

Other Comments:

DUBUQUE

Wage Range: \$1.15 - \$1.65 per hour.  
Hours of Work: Normally 40 hours per week.  
No. Employed: 19  
Location of Jobs: Hospitals and Clinics.

Promotion: None.

Fringe Benefits: Medical and life insurance, paid vacations and sick leave.

Job Outlook Locally: Demand is constant and is expected to remain strong.

Other Comments:

DAVENPORT

Wage Range: \$1.35 - \$1.55 per hour to start.  
Hours of Work: 7:00-3:30 — 40 hours per week, on-call weekends and evenings.  
No. Employed: 7  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid sick leave, holidays, and vacation.

Job Outlook Locally: The demand is good and it is expected to continue good.

Other Comments:

SIOUX CITY

Wage Range: \$160 - \$270 per month.  
Hours of Work: 40 hours per week - on-call weekends and evenings.  
No. Employed: 20  
Location of Jobs: 4 Hospitals, a few medical offices or clinics.

Promotion: None.

Fringe Benefits: Paid sick leave, holidays, and vacations, and allowances for hospitalization.

Job Outlook Locally: Openings fairly stable, occasional replacement needs.

Other Comments: Promote Nurse Aids or hire direct. Hospital provides 1 to 2 weeks special training and 3 to 6 months O.J.T.

DES MOINES

Wage Range: \$220 - \$255 per month. (VA \$345)  
Hours of Work: 40 hours per week. Most on days, a few on afternoon and night shifts.  
No. Employed: 60  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 10 days sick leave; 6 paid holidays.

Job Outlook Locally: Slight to moderate increase expected.

Other Comments:

WATERLOO

Wage Range: \$1.30 - \$1.55 per hour.  
Hours of Work: 40 hours per week, may be on-call at other times.  
No. Employed:  
Location of Jobs: Hospitals.

Promotion: None.

Fringe Benefits: Paid vacations, holidays, and sick leave.

Job Outlook Locally: The demand is good and it is expected to continue.

Other Comments:



WARD CLERK  
Floor Clerk

Worker Traits Group - CLERICAL; Computing & Related .388



# Iowa job guide

IOWA STATE EMPLOYMENT SERVICE

NATURE OF WORK

The WARD CLERK performs the various clerical and supportive duties for the nursing staff. Keeps patients' charts current, keeps Kardex file in order, requisitions drug and housekeeping supplies. Receives incoming calls and relays communications. Requisitions supplies designated by nursing staff. Performs secretarial duties for supervisors and runs errands for the Head Nurse as requested. The WARD CLERK may also record minutes of nurses' meetings.

WORKING CONDITIONS

The WARD CLERK'S duties are all performed inside in clean, well lighted, and well ventilated surroundings. May be required to work evenings, nights, and occasionally on weekends and holidays.

ENTRY REQUIREMENTS

The WARD CLERK should be a high school graduate, must be accurate, and have neat legible handwriting because most of the duties of the WARD CLERK involve recording information that others have to read. Must have sufficient intelligence and interest to acquire an understanding of systematic record keeping.

INTERESTS & TEMPERAMENT

The WARD CLERK must be dependable, emotionally stable, and in good physical and mental health. Willing to pay close attention to detail to avoid errors. Willing to accept and follow instructions.

ADVANCEMENT  
OPPORTUNITIES

May be promoted to Drug Clerk, or General Office Clerk.

EMPLOYMENT OUTLOOK

There is little demand for WARD CLERKS currently, since NURSE AIDS normally fill job vacancies. However, the demand may increase as more hospitals establish this position to free NURSES from routine clerical work.

HOW TO PREPARE

High school courses in natural sciences and clerical duties are desirable. Since most of the WARD CLERK positions are filled by NURSE AIDS, this would be the natural place to start. Aptitude tests to measure your probable success as a WARD CLERK are administered without charge at the Iowa State Employment Service.

FOR MORE INFORMATION

Sources of further information on this job include the Occupational Outlook Handbook, the Health Careers Guidebook, the local Iowa State Employment Service office, and other Job Guides.





THE JOB AS IT APPEARS IN IOWA'S LARGER CITIES

CEDAR RAPIDS

Wage Range: \$215 - \$245 per month.

Hours of Work: 40 hours per week.

No. Employed: 18

Location of Jobs: Hospitals.

Promotion: General Office Clerk or Drug Clerk.

Fringe Benefits: Sick leave, holidays, and vacation are paid. Retirement plan.

Job Outlook Locally: Little demand; NURSE AIDS or retired school teachers usually fill openings for

Other Comments: WARD CLERK.

DUBUQUE

Wage Range: \$1.00 - \$1.40 per hour.

Hours of Work: Normally 40 hours per week but may include nights, Sundays, and holidays.

No. Employed: 10

Location of Jobs: Hospitals.

Promotion: General Office Clerk or Receptionist or Hospital Admitting Clerk.

Fringe Benefits: Medical and life insurance. Paid vacation and sick leave.

Job Outlook Locally: Number of openings is low because of small number of people employed in

Other Comments: this occupation.

DAVENPORT

Wage Range: \$220 - \$240 per month.

Hours of Work: 40 hours per week.

No. Employed: 30

Location of Jobs: Hospitals.

Promotion: Storekeeper, Drug Clerk, or General Office Clerk.

Fringe Benefits: 2 weeks sick leave, all legal holidays off, 2 weeks vacation after 1 year.

Job Outlook Locally: Very little demand for WARD CLERKS because NURSE AIDS usually welcome the chance

Other Comments: to take this job.

SIOUX CITY

Wage Range: \$160 - \$295 per month.

Hours of Work: 40 hours per week, generally 7:30 a.m. to 4:00 p.m.

No. Employed: 35

Location of Jobs: 3 Hospitals.

Promotion: May transfer to other clerical jobs, but usually without increase in wages.

Fringe Benefits: Paid sick leave, holidays, and vacation. Also hospitalization and medical allowance.

Job Outlook Locally: No shortage of applicants. Hire direct or promote Nurse Aids.

Other Comments: Requires typing skill. Knowledge of English and arithmetic.

DES MOINES

Wage Range: \$225 - \$245 per month. (VA \$386)

Hours of Work: 40 hours per week. Mostly days, some on afternoon shift.

No. Employed: 75

Location of Jobs: Hospitals.

Promotion: To better paying clerical jobs, such as in business office. One hospital has a "senior grade" classification. One has a "supervisory clerk" position.

Fringe Benefits: Usually 2 weeks paid vacation after 1 year, 3 weeks after 10 years; 10 days sick leave; 6 paid holidays.

Job Outlook Locally: Slight to moderate increase expected.

Other Comments:

WATERLOO

Wage Range: \$1.00 - \$1.50 per hour.

Hours of Work: Normally 40 hours - may include weekend work.

No. Employed:

Location of Jobs: Hospitals.

Promotion: May be promoted to other clerical jobs within the hospitals.

Fringe Benefits: Paid sick leave, holidays and vacation.

Job Outlook Locally: Very little demand.

Other Comments:



**LIBRARY**

Iowa Employment Security Commission  
1000 East Grand Avenue  
Des Moines, Iowa 50319



STATE LIBRARY OF IOWA



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