



PATHWAYS TO
Success



TALLAHASSEE
MEMORIAL
HEALTHCARE



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Success

Map Your Career with
Tallahassee Memorial HealthCare
Your Guide to Entry-and-Mid-Level Positions



OUR WHY

TMH is a community asset that drives the health of our region more than any other organization. Every colleague – in every role – serves as a steward of this crucial asset. We understand the sacred trust given to us by our patients to care for them when they need it most. You will become part of something larger than yourself and make a difference when you join TMH.

WHO WE ARE

Founded by the Tallahassee community in 1948, Tallahassee Memorial HealthCare (TMH) is a private, nonprofit community-based healthcare system that provides advanced care to a 21-county region in North Florida and South Georgia. As Tallahassee's largest private employer, we are a career destination with nearly 6,000 colleagues who reflect the diversity of our community.

WHAT WE DO

TMH is the region's healthcare leader and top provider of advanced care with a 772-bed acute care hospital and the region's only:

- Level II Trauma Center
- Joint Commission Comprehensive Stroke Center
- Level III Neonatal Intensive Care & High-Risk Labor & Delivery
- Pediatric Intensive Care
- The most advanced cancer, heart and vascular, orthopedic and surgery programs in the Panhandle

Our system also includes a psychiatric hospital, multiple specialty care centers, four residency programs and nearly 40 affiliated physician practices.

YOU BELONG HERE

Our vision is to be known as the most engaged and supportive organization in the country. This promise extends to our patients and community members and especially to our colleagues.

We're thankful for what you do for us.

Here's what we can do for you:



Retirement Contributions
Matching Up to 6%



Annual Merit Raise*



Scholarship Opportunities*



Free Life Insurance
Coverage of \$25,000*



Tuition Reimbursement*



Health Insurance



Paid Time Off



Professional Development
Programs



Discounts & Amenities



On-Site Child Care*



Transition Assistance*

* Restrictions may apply





ENTRY LEVEL POSITIONS

Are you 18 years old? Do you have a high school diploma or GED? If yes, you are eligible to apply for these entry-level positions! No experience is needed, and training will be provided.

Clinical Positions

Provide direct care to patients

- **Anesthesia Support Technician**

Determines, maintains and sets up the supplies, equipment, device and locations for anesthetizing. Assists in the operating room during routine and emergency procedures.

- **EKG Technician**

Completes all types of electrocardiograms throughout the hospital. Responds to cardiac events and performs EKGs as needed. Performs clerical tasks for the Cardiovascular Labs.

- **Monitor Technician**

Continuously observes EKG as well as patients' heart rhythms and reports any changes to clinical nurses.

- **Patient Resource Assistant**

Transports patients throughout the organization, ensures their safety and assists in their daily living activities, including meals and walking.

- **Patient Care Assistant**

Under the direct supervision of a nurse, performs a variety of duties in caring for patients and their environment. Observes and reports changes in patients' behavior and physical status.

- **Psych Center Specialty Tech**

Under the direct supervision of a nurse and focused on behavioral health techniques and modalities. Assists patients with activities of daily living. Maintains an environment conducive to the patient's safety.

- **Surgical Support Technician**

Cleans, decontaminates, inspects, assembles and sterilizes operating room medical devices. Assists nursing staff. Transports patients to and from surgery. Checks patients' medical records for required documentation. Transports blood and performs CPR as necessary.

Non-Clinical Positions

Often support patient care, but do not provide direct care to patients

- **Unit Secretary**

Communicates and collaborates with those involved in a hospital unit's patient care to improve services, the patient environment and satisfaction. Maintains electronic and paper medical records. Ensures a safe, clean and well-stocked unit.

- **Laboratory Assistant**

Maintains, monitors, sterilizes and decontaminates glassware, media and equipment in the autoclave for the Clinical Laboratory. Documents the operation or maintenance of the autoclave. Verifies patient identification and plates specimens. Conducts eyewash and shower checks to ensure correct operation of devices.

- **Sterile Processing Technician**

Decontaminates, cleans, inspects and processes reusable operating room supplies.

Must complete some certification within 18 months of hire.

- **Supply Chain Technician**

Delivers products, as well as equipment, and manages inventory for all nursing units and patient care departments. Ensures accuracy in the distribution of supplies.

- **Food Services**

Supports the hospital's daily meal service and maintains a clean, safe environment in the following important roles:

- Cafeteria Server
- Cashier
- Host
- Trayline
- Service Support Technician





MID-LEVEL POSITIONS

These positions require you to be 18 years old, have a high school diploma or GED, and have completed training, schooling or years of experience.

Clinical Positions

Provide direct care to patients

- **Certified Nursing Assistant**

Under the direct supervision of a nurse. Performs a variety of duties in caring for patients and their environment. Observes and report changes in patients' behavior and physical status.

Required: Certified Nursing Assistant (CNA) credential.

Preferred: 1 year related experience.

- **Phlebotomist**

Performs phlebotomy on patients and ensures proper collection, identification and processing of specimens. Reports results to appropriate channels. Inputs accurate patient demographics and insurance information. Ensures timely transport of specimens. Communicates between outside clients and TMH Laboratory.

Required: 21 years old. 1 year related experience. State driver license and driving record in good standing.

- **Medical Assistant**

Conducts lab work, including drawing blood. Readies patients for exams and assists providers during procedures or exams. Administers injections and treatments as ordered. Assists in other functions when needed.

Required: 2 years related experience or Medical Assistant Training.

- **Mental Health Associate**

Performs tasks within the scope of education and training in supportive listening and educational group leadership. Uses this understanding when fulfilling patient care tasks, especially in the areas of physical intervention, safety and the maintenance of a therapeutic environment.

Required: 1 year related experience.

- **Emergency Care Technician I**

Assists nurses, physicians and mid-level practitioners in the safe delivery of patient care. Coordinates with other departments and maintains a well-stocked, clean Emergency Department with no expired supplies or equipment.

Required: 6 months experience as a Patient Care Assistant or Certified Nursing Assistant. No experience required for a nursing student post-completion of 1 st semester clinical rotations. Basic Life Support (BLS) certification issued by the American Heart Association.

- **Rehabilitation Technician**

Supports patient in exercise and movement activities, assists with treatment and communicates with the supervisor about any observed changes.

Required: 1 year related experience or graduate/enrolled student in an accredited Physical Therapy, Occupational Therapy or related healthcare-focused program.

Non-Clinical Positions

Often support patient care, but do not provide direct care to patients

- **Accounting Specialist**

Records and reports financial transactions and accounting records. Assists in the preparation of special reports and financial statements.

Required: 1 year experience.

Preferred: 1-2 years accounting experience.

- **Department Secretary**

Supports staff by answering phones, scheduling and confirming appointments, and providing excellent customer service.

Required: 1 year related experience.

- **Security Officer**

Ensures safety of colleagues, patients and visitors. Patrols and surveys all areas of the hospital. Responds to emergencies quickly and with appropriate action.

Required: 21 years old. 1 year related experience. State driver license and driving record in good standing.

- **Office Coordinator / Administrative Assistant**

Responsible for front office reception, appointment scheduling, answering and making phone calls, data entry into scheduling and billing systems, insurance verification and authorization, collecting co-payments, photocopying and supplying office.

Required: 1-3 years related experience.

- **Non-Certified Pharmacy Tech**

Under the direct supervision of a pharmacist. Performs technical and clerical duties for hospital-wide medication distribution. Must earn certification within 1 year of hire.

Required: Successful completion of a Florida Board of Pharmacy approved pharmacy technician training program.





POTENTIAL CAREER PATHWAYS AT TMH

We support our colleagues in their career development. We'll work alongside you to grow your skill set, identify your goals and create pathways for career growth with higher levels of experience, education and compensation. The following pathways are just a few of the several unique career opportunities we offer, and we can help build one that's right for you!

Behavioral Health Pathway

Psych Center Specialty Tech

Under the direct supervision of a nurse and focused on behavioral health techniques and modalities. Assists patients with activities of daily living. Maintains an environment conducive to the patient's safety.

Perform in this capacity for 1 year, meeting all performance evaluation goals and expressing an interest in career progression.



Mental Health Associate

Performs tasks within the scope of education and training in supportive listening and educational group leadership. Uses this understanding when fulfilling patient care tasks, especially in the areas of physical intervention, safety and the maintenance of a therapeutic environment.

A psychology or social work degree may be required to further advance your career in Behavioral Health. The TMH Foundation supports colleagues pursuing career-based education through scholarships and tuition reimbursement.

Medic Pathway

Patient Care Assistant

Under the direct supervision of a nurse, performs a variety of duties in caring for patients and their environment. Observes and reports changes in patients' behavior and physical status.

Perform in this capacity for 6 months, meeting all performance evaluation goals and expressing an interest in career progression.



Emergency Care Technician (ECT) I

Assists nurses, physicians and mid-level practitioners in the safe delivery of patient care. Coordinates with other departments and maintains a well-stocked, clean Emergency Department with no expired supplies or equipment.

Perform in this capacity for 6 months, meeting all performance evaluation goals and expressing an interest in career progression.



ECT II

Perform in this capacity, meeting all performance evaluation goals and expressing an interest in career progression, until you obtain certification as a Florida Licensed Emergency Medical Technician.



ECT III or Emergency Medical Technician (EMT)

Assists nurses, physicians and mid-level practitioners in the safe delivery of patient care and the coordination of patient care with other departments. Provides basic life support, emergency care and transportation to the sick and/or injured as needed.

Perform in this capacity, meeting all performance evaluation goals and expressing an interest in career progression, until you obtain certification as a Florida Licensed Paramedic.



Paramedic

Provides advanced life support, emergency care and transportation to the sick and/or injured.

Surgical Pathway

Surgical Support Technician

Cleans, decontaminates, inspects, assembles and sterilizes operating room medical devices. Assists nursing staff. Transports patients to and from surgery. Checks patients' medical records for required documentation. Transports blood and performs CPR as necessary.

Enroll in our tuition-free apprenticeship where you will be paid and trained, all at once.



Surgical Tech Apprentice

Learns about instrumentation and procedures, aseptic technique and sterility, sterilization of instrumentation, proper room cleaning, positioning and transportation of patients and how to properly assist the surgeon during procedures.

Complete apprenticeship and test for certification.



Certified Surgical Technologist

Assists surgeon by passing sterile articles, retracting tissue and counting and handling surgical specimens. Remains alert to and safeguards against asepsis and patient injury from electrical/mechanical hazards.





Nursing Pathway

Patient Care Assistant

Under supervision of a licensed nurse, performs a variety of routine duties involving care of medically ill acute or subacute patients, provides direct patient care, maintains a clean and safe environment and observes and reports changes in patient behavior.

Earn certification as a Certified Nursing Assistant.



Certified Nursing Assistant

Performs a variety of routine duties involving care of medically ill acute or subacute patients, provides direct patient care, maintains a clean and safe environment and observes and reports changes in patient behavior.

Pursue education and earn licensure as a Licensed Practical Nurse.

Enroll in a Registered Nursing program.



Licensed Practical Nurse

Functions under RN supervision and provides direct patient care in collaboration with the healthcare team.

or

Nurse Extern

Functions under the supervision of the Registered Clinical Nurse (RN) and supports the achievement of recognized world-class healthcare.

Pursue education and earn registration as a Registered Nurse.



Registered Nurse

Provides care through collaboration with healthcare team members and evidence-based nursing practice. Acts as a leader, mentor and role model for other members of the healthcare team.

What's Your Pathway?

If you don't see your pathway here, chart your own path!

A few questions about your interests and goals will help us determine your next step. Use the notes at the back of this guide to answer these questions.

Contact us when you're ready to build your path at HR@TMH.ORG

1. Do you enjoy interacting with people?
2. Do you want to provide direct care to patients?
3. Do you prefer sitting at a desk or walking while you work?
4. Do you want to pursue a degree or training?
5. Do you enjoy methodical work or work that changes daily?



We want to be your career destination.

Apply at TMH.ORG/Careers

To see all job listings, please scan the QR code with your phone's camera, or visit TMH.ORG/Careers.



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