1. Describe the health care organization and its structure.
2. Describe the functions and role of each department in the health care organization.
3. Demonstrate professionalism and communicate the organization’s mission and vision.
4. Perform all duties ethically, keep information confidential and comply with all HIPAA requirements.
5. Communicate effectively and work as a team in a health care setting.
6. Apply assessment skills related to improving clinical care and customer service.
7. Identify required in-service education.
8. Review the survey or accreditation results and summarize this process.
9. Evaluate human resource functions and adhere to applicable policies and procedures.
10. Interpret financial reports including the budget.
11. Break down projects into smaller tasks to complete a major project.
12. Assess the role of the administrator at meetings with all stakeholders.
13. Evaluate the relationship between the health care organization and the community and other health care providers.
14. Identify job opportunities available in health care and confirm health care as his or her field of choice.