

Dallas County Community College District
HEALTH CAREERS RESOURCE CENTER
Health Careers Suitability Inventory

This Suitability Inventory can help you decide which health career is right for you. Use it as a tool to further explore your options online or bring it to the DCCCD Health Careers Resource Center, 701 Elm St., seventh floor, Dallas, Texas 75202 (214-860-2283) for help in choosing your future career. Fill in the blanks below if you bring in the test in person.

Name: _____ Date: _____

E-mail address: _____ Primary phone number: () _____

There are two parts: the skills survey and the task interest survey. Complete both honestly and compare them to the DCCCD Health Careers Programs profiles.

PART I: Skills Survey

Rate yourself in the following skills areas:

- 1 – Limited skills in this area: difficulty mastering related concepts
- 2 – Below average skills in the area but you might be able to improve with training
- 3 – Average skill levels: may struggle occasionally, but with effort you could master requirements
- 4 – Above average skill levels: typically above average work in this area. Little or no difficulty learning new related concepts.
- 5 – Highly above average skill levels: “A” level work in related areas, performing better than peers.

Rate yourself from 1 (lowest score) to 5 (highest score) in each area.

- _____ 1. Problem-solving and reasoning skills
- _____ 2. Performing mathematic problems and functions
- _____ 3. Reading comprehension: understanding what you have read and being able to apply the material
- _____ 4. Writing information for the use of others, including writing reports with proper format and grammar
- _____ 5. Spelling skills, including being able to spell difficult and uncommonly used words such as those used in medical terminology
- _____ 6. Oral communication skills: ability to communicate effectively with others verbally, through face-to-face contact
- _____ 7. Telephone communication skills: ability to communicate effectively with others by telephone
- _____ 8. Computer skills: using common software such as office applications for word processing, spreadsheets, and recordkeeping
- _____ 9. Empathy and emotional support skills: ability to deal effectively with others in times of stress, including handling concerns, criticisms and disagreements
- _____ 10. Visual-spatial skills: being able to see visual relationships, follow diagrams and figure out puzzles
- _____ 11. Comparing and matching words and numbers, with great accuracy, and speed with the ability to compare lists of names, addresses and other data for accuracy and completeness
- _____ 12. Eye-hand coordination: performing motor movements with accuracy guided by visual cues
- _____ 13. Dexterity: ability to perform fine motor movements rapidly, accurately and with some repetition
- _____ 14. Physical strength: ability to lift, push and pull occasionally
- _____ 15. Ability to focus on an activity when there are significant amounts of distractions and stress

PART II: Task Interest Survey

Indicate your level of interest from 1 (no interest) to 5 (very high interest). Go with your first response on how much you think you'd like doing a particular task regardless of your current knowledge.

I think I would enjoy:

- _____ A1. Creating medical diagnostic tests (home pregnancy kits are an example) to test for HIV and other diseases
 - _____ A2. Genetically engineering crops for higher and better food production
 - _____ A3. Performing analytical tests of body fluids, cells and other substances
 - _____ A4. Creating biopesticides to improve plants and reduce dependence on conventional chemical pesticides
 - _____ A5. Conducting DNA fingerprinting for criminal investigation and forensic medicine
 - _____ TOTAL SCORE FOR CATEGORY A
-

- _____ B1. Operating ultrasound equipment to produce and record images of the motion, shape and composition of blood, organs, tissues and body masses
 - _____ B2. Using specific images to look for differences between healthy and pathological areas
 - _____ B3. Selecting appropriate equipment settings and adjusting patient positions to obtain the best images
 - _____ B4. Preparing patients for exams by explaining procedures, transferring them to the table and positioning them properly, scrubbing skin and applying gel or ointments
 - _____ B5. Using ultrasound to record the positioning and development of a fetus
 - _____ TOTAL SCORE FOR CATEGORY B
-

- _____ C1. Administering first-aid treatment and life-support care to sick or injured persons in the field
 - _____ C2. Performing emergency diagnostic and treatment procedures, such as stomach suction, airway management or heart monitoring during ambulance or Care-Flite rides
 - _____ C3. Observing, recording and reporting to physicians patients' condition or injury, as well as reactions to drugs and treatment
 - _____ C4. Immobilizing patients for placement on stretchers and ambulance transports, using backboards or other spinal immobilization devices
 - _____ C5. Communicating with dispatchers and treatment center personnel to provide information about the situation, arranging reception of victims and receiving instructions for further treatment
 - _____ TOTAL SCORE FOR CATEGORY C
-

- _____ D1. Protecting the security of medical records to ensure confidentiality
- _____ D2. Reviewing records for completeness, accuracy and compliance with regulations
- _____ D3. Retrieving patient medical records for physicians, technicians or other medical personnel
- _____ D4. Releasing information to individuals and agencies according to regulations
- _____ D5. Planning, developing, maintaining and operating a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information
- _____ TOTAL SCORE FOR CATEGORY D

- _____ E1. Reviewing and evaluating developed x-rays, videotapes, or computer-generated information to determine if images are satisfactory for diagnostic purposes
 - _____ E2. Positioning imaging equipment and adjusting controls to set exposure time and distance according to examination specifications
 - _____ E3. Explaining procedures and observing patients to ensure safety and comfort during scans
 - _____ E4. Using 2-D ultrasound images to evaluate heart condition and possible cardiac disease
 - _____ E5. Using images obtained from imaging techniques to evaluate blood flow
 - _____ TOTAL SCORE FOR CATEGORY E
-

- _____ F1. Monitoring patients' blood pressure and heart rate using electrocardiogram (EKG) equipment during diagnostic and therapeutic procedures, and notifying physicians if something appears wrong
 - _____ F2. Explaining testing procedures to patients to reduce anxiety, and observing gauges, recorder and video screens of data analysis systems during imaging of cardiovascular system
 - _____ F3. Monitoring patients' comfort and safety during tests, alerting physicians to abnormalities or changes in their responses
 - _____ F4. Obtaining and recording patient identification, medical history or test results
 - _____ F5. Attaching electrodes to patients' chests, arms, and legs, connecting electrodes to leads from the electrocardiogram (EKG) machine and operating the EKG machine to obtain a reading
 - _____ TOTAL SCORE FOR CATEGORY F
-

- _____ G1. Operating or overseeing operation of radiologic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
 - _____ G2. Reviewing and evaluating developed x-rays, videotape or computer-generated information to determine if images are satisfactory for diagnostic purposes
 - _____ G3. Taking thorough and accurate patient medical histories
 - _____ G4. Removing and processing film
 - _____ G5. Recording patients' medical history, vital statistics and information such as test results in medical records
 - _____ TOTAL SCORE FOR CATEGORY G
-

- _____ H1. Interviewing patients to obtain medical information and measuring their vital signs, weight, and height
 - _____ H2. Preparing and administering medications as directed by a physician
 - _____ H3. Showing patients to examination rooms and preparing them for the physician
 - _____ H4. Explaining treatment procedures, medications, diets and physicians' instructions to patients
 - _____ H5. Helping physicians examine and treat patients, handing them instruments and materials or performing tasks such as giving injections or removing sutures
 - _____ TOTAL SCORE FOR CATEGORY H
-

- _____ I1. Answering telephones and directing calls to appropriate staff
- _____ I2. Scheduling and confirming patient diagnostic appointments, surgeries and medical consultations
- _____ I3. Greeting visitors, determining the purpose of the visit, and directing them to appropriate staff
- _____ I4. Operating office equipment such as voice mail messaging systems, and using word processing, spreadsheets, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records
- _____ I5. Completing insurance and other claim forms
- _____ TOTAL SCORE FOR CATEGORY I

- _____ J1. Conducting blood tests for transfusion purposes and performing blood counts
 - _____ J2. Examining cells stained with dye to locate abnormalities
 - _____ J3. Setting up, maintaining, calibrating, cleaning and testing sterility of medical laboratory equipment
 - _____ J4. Analyzing the results of tests and experiments to ensure conformity to specifications, using special mechanical and electrical devices
 - _____ J5. Consulting with a pathologist to determine a final diagnosis when abnormal cells are found
 - _____ TOTAL SCORE FOR CATEGORY J
-

- _____ K1. Conducting and administering fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services and coordinating financial reporting
 - _____ K2. Directing, supervising and evaluating work activities of medical, nursing, technical, clerical, service, maintenance and other personnel
 - _____ K3. Maintaining communication between governing boards, medical staff and department heads by attending meetings and coordinating interdepartmental functioning
 - _____ K4. Reviewing and analyzing facility activities and data to aid in planning and cash and risk management
 - _____ K5. Planning, implementing and administering programs and services in a health care or medical facility
 - _____ TOTAL SCORE FOR CATEGORY K
-

- _____ L1. Receiving written prescriptions or refilling requests, verifying accurate and complete information
 - _____ L2. Establishing and maintaining patient profiles, including lists of medications taken by individual patients
 - _____ L3. Pre-packing bulk medicines, filling bottles with prescribed medications and typing and affixing labels
 - _____ L4. Mixing pharmaceutical preparations according to written prescriptions
 - _____ L5. Assisting customers by answering simple questions, locating items or referring them to the pharmacist for medication information
 - _____ TOTAL SCORE FOR CATEGORY L
-

- _____ M1. Monitoring, recording and reporting symptoms and changes in patients' conditions
 - _____ M2. Recording patients' medical information and vital signs
 - _____ M3. Consulting and coordinating with health care team members to assess, plan, implement and evaluate patient care plans
 - _____ M4. Monitoring all aspects of patient care, including diet and physical activity
 - _____ M5. Preparing patients for and assisting with examinations and treatments
 - _____ TOTAL SCORE FOR CATEGORY M
-

- _____ N1. Positioning x-ray equipment and adjusting controls to set exposure factors such as time and distance
- _____ N2. Positioning patient on examining table and setting up and adjusting equipment to obtain optimum views of specific body areas as requested by physicians
- _____ N3. Explaining procedures to patients to reduce anxiety and obtain their cooperation
- _____ N4. Determining patients' x-ray needs by reading requests or instructions from physicians
- _____ N5. Operating mobile x-ray equipment in operating rooms, emergency rooms or at a patient's bedside
- _____ TOTAL SCORE FOR CATEGORY N

- _____ O1. Providing emergency care, including artificial respiration, external cardiac massage and assistance with cardiopulmonary resuscitation (CPR)
 - _____ O2. Reading prescriptions, measuring arterial blood gases and reviewing information to assess patients' conditions
 - _____ O3. Monitoring patient's physiological responses to therapy, including vital signs, arterial blood gases and blood chemistry changes, and consulting with physicians if adverse reactions occur
 - _____ O4. Setting up and operating devices such as mechanical ventilators, therapeutic gas administration equipment, environmental control systems and aerosol generators following specified parameters
 - _____ O5. Inspecting, cleaning, testing and maintaining respiratory therapy equipment to ensure it is functioning safely and efficiently, ordering repairs when necessary
 - _____ TOTAL SCORE FOR CATEGORY O
-

- _____ P1. Counseling individuals, families or groups on issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care or medical care
 - _____ P2. Interviewing clients individually, in families or in groups, assessing their situations, capabilities, and problems to determine what services are required to meet their needs
 - _____ P3. Serving as a liaison between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors and other contacts to help children who face problems such as disabilities, abuse, or poverty
 - _____ P4. Maintaining case history records and preparing reports
 - _____ P5. Counseling parents with child-rearing problems, and interviewing the child and family to determine whether further action is required
 - _____ TOTAL SCORE FOR CATEGORY P
-

- _____ Q1. Counseling clients and patients, individually and in group sessions, to assist them in overcoming dependencies, adjusting to life and making changes where necessary
 - _____ Q2. Developing client treatment plans based on research, clinical experience and client history
 - _____ Q3. Conducting program sessions on chemical dependency
 - _____ Q4. Participating in case conferences and staff meetings
 - _____ Q5. Assessing individuals' degree of drug dependency by collecting and analyzing urine samples
 - _____ TOTAL SCORE FOR CATEGORY Q
-

- _____ R1. Observing the behavior and condition of animals, monitoring their clinical symptoms
- _____ R2. Administering anesthesia to animals under the direction of a veterinarian and monitoring their responses so that dosages can be adjusted if necessary
- _____ R3. Monitoring the condition of animals recovering from surgery and caring for them post-operatively
- _____ R4. Performing laboratory tests such as urinalyses and blood counts on blood, urine, and feces to assist in the diagnosis and treatment of animals' health problems
- _____ R5. Preparing and administering medications, vaccines, serums, and treatments as prescribed by veterinarians
- _____ TOTAL SCORE FOR CATEGORY R

- _____ S1. Maintaining a proper sterile field during surgical procedures
- _____ S2. Handing instruments and supplies to surgeons and surgeons' assistants, holding retractors, cutting sutures and performing other tasks as directed by surgeon during an operation
- _____ S3. Preparing patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure
- _____ S4. Scrubbing arms and hands and assisting the surgical team to scrub and put on gloves, masks, and surgical clothing
- _____ S5. Monitoring and continually assessing operating room conditions, including patient and surgical team needs
- _____ TOTAL SCORE FOR CATEGORY S

Make sure you calculate a total score for each section and proceed to the next page, the Task Interest Survey Score Sheet, to find out how your interests match the various health careers programs.

Task Interest Survey Score Sheet

Record your total scores below from each of the sections in the Task Interest Survey:

- _____ A. Biotechnology
- _____ B. Diagnostic Medical Sonography
- _____ C. Emergency Medical Services (EMS) and Paramedic
- _____ D. Health Information Management
- _____ E. Echocardiology Technology
- _____ F. Invasive Cardiovascular Technology
- _____ G. Magnetic Resonance Imaging
- _____ H. Medical Assisting
- _____ I. Medical Front Office
- _____ J. Medical Laboratory Technology
- _____ K. Medical Staff Services
- _____ L. Pharmacy Technician
- _____ M. Nursing
- _____ N. Radiologic Sciences
- _____ O. Respiratory Care
- _____ P. Social Work
- _____ Q. Substance Abuse Counseling
- _____ R. Veterinary Technology
- _____ S. Surgical Technology

My top three health careers programs are:

Rank	Score	Program
1	_____	_____
2	_____	_____
3	_____	_____

Skills Survey

Fill in your self-rated Skills Survey Scores from Part I in the blanks below. Then compare your scores to the skills sets for each of the health careers below. Pay particular attention to your three highest-scoring areas.

Skills Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Part I: Skills Survey Scores															
Biotechnology	4	4	3	3	3	3	3	4	2	3	3	2	3	4	3
Diagnostic Medical Sonography	4	4	4	4	4	4	4	4	4	4	4	4	4	2	4
EMS and Paramedic	4	3	3	4	3	4	4	3	5	3	4	4	4	4	5
Health Information Management	4	3	3	3	4	3	3	4	2	3	4	3	3	3	3
Echocardiology Technology	4	3	3	3	4	3	3	4	4	4	3	3	3	3	3
Invasive Cardiovascular Technology	5	4	4	3	4	3	3	3	4	4	4	4	3	3	5
Magnetic Resonance Imaging (MRI)	4	4	4	4	3	3	3	3	3	4	3	3	3	3	3
Medical Assisting	3	3	3	3	3	3	3	3	4	3	3	3	3	3	3
Medical Front Office	3	3	3	3	3	4	4	4	3	3	4	3	3	3	2
Medical Laboratory Technology	3	3	3	3	3	3	3	3	3	4	4	3	3	3	3
Medical Staff Services	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3
Pharmacy Technician	4	3	3	3	3	4	4	3	4	4	4	3	3	3	3
Nursing - LVN	4	3	3	3	3	3	3	3	4	3	3	3	3	4	4
Nursing - RN	5	4	4	4	4	4	4	4	5	4	4	3	3	4	5
Radiologic Sciences	4	4	4	4	4	4	4	4	3	4	4	3	3	3	4
Respiratory Care	4	3	3	3	3	3	3	3	4	3	3	3	3	3	4
Social Work	4	3	4	4	3	4	3	3	5	2	3	2	2	2	5
Substance Abuse Counseling	3	2	3	3	3	4	4	3	4	2	3	1	1	2	4
Veterinary Technology	3	3	4	4	3	4	3	3	3	3	4	2	3	4	3
Surgical Technology	3	3	3	2	2	3	2	3	3	3	4	4	3	3	4