

**Cape & Islands Workforce Investment Board  
Cape Cod Healthcare Partnership**

**Project Focus:**

This project will improve the competitiveness and efficiency of the employer-driven partnership members by increasing ancillary health workers' skills through education and hands on training. It provides incumbent and underemployed individuals with a skill set that facilitates entry or advancement into an ancillary health care career ladder while alleviating job vacancies at the employer partner organizations.

**The Partnership:**

Cape and Islands Workforce Investment Board, Cape Cod Hospital, Falmouth Hospital, Visiting Nurse Association, Medical Associates of Cape Cod, Community Action Committee of Cape and Islands, Career Opportunities, Job Training and Employment Corporation, ACCESS (Cape Cod Community College), Upper Cape Cod Regional Technical High School, Creative Workplace Learning, Cape Cod Economic Development Council, SEIU Local 2020

**Project Goals:**

The goals of this project are to:

- Recruit and test participants to identify their specific skill needs and abilities
- Design a curriculum track for individuals interested in pursuing a career in health care beginning at entry level in Ancillary Health Care Services
- Reduce the number of Ancillary Services vacancies
- Support the advancement, education and growth of program participants through the development of career ladder pathways.

**Enrollment Goals:**

- 40 individuals will be trained to enter Ancillary Health Care positions and be placed in either part time or full time positions with benefits by the end of the grant period. (Non-incumbent participants will be unemployed or underemployed at the beginning of the program.)

**Project Design:**

Based on the targeted positions (job descriptions and skill sets identified), a curriculum will be designed with 3 tracks. Track 1 will include English as a work language, focusing on medical terminology, and progress to computer and math courses. Track 2 allows interested participants to pursue a GED and Track 3 will be for those who have a GED or high school diploma, which will allow them to complete further study in medical terminology, computers and/or math. Employer partners will provide internships. There are at least 2 career pathways: one of which progresses from medical record filing clerk, to medical record transcriptionist, to medical records coder to reimbursement specialist. Another track moves from registration representative to central scheduler to health unit coordinator.