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Career Planning Assignment

Brief Introduction

I have been pursuing a degree in health care administration and would love to pursue a career as a Clinical Administrator for a speciality clinic. I would like to pursue this as it will enable me ensure the success of a health care institution through various roles assigned to me. In such a role, I will be responsible for maintaining the institution, assisting in policy making and implementation. I will also be tasked with the hiring and training of staff. This position will enable me build my leadership skills while at the same time helping the healthcare institution to achieve its goals. I would like to be a clinical administrator in an institution like the Sutter Centre for Psychiatry since it is a specialized clinic.

Self-Analysis

The specific job tasks that appeal to me from my proposed job are the development and enforcement of policies and ensuring that the staff and patients have good relations. I have a passion for this as it will enable me to ensure that the institution gets the right staff. I also have a passion for motivating others and seeing them succeed, hence I intend to ensure that staffs are motivated and due to this they become efficient and give the best clinical care to patients.

My skills and personality traits fit this job since I have been studying for healthcare administration and working as a volunteer in one of the local hospitals (Damewood, 2018). My passion for motivating others and seeing patients receive quality healthcare is essential in

enabling me to perform in the clinical administrator role. In order for me to be competitive for the position I am interested in, it will be important that I pursue certifications in health administration and human resources since I will be in charge of staff hiring and training. As soon as I begin working, I will pursue master's degree in the same field. The skills and competencies I am obtaining from CSUN are preparing me for a clinical administrator role since it is very hands-on. The barrier that may prevent me from getting this the job is lack of experience especially in areas like staff hiring and training, hence my volunteering to gain enough exposure.

Organizational Analysis

The healthcare organization I would like to work for is the Sutter Center for Psychiatry. I have chosen such an institution, as I would like to be in a place where I am able to influence policy making for patients suffering from mental health issues. The hospital has inpatient and outpatient facilities and offers recovery care for adults, adolescents and children. The mission of the center is to place patients first and showing them dignity and respect while ensuring safety and involving the family in the recovery process. They use the recovery model approach, which lets patients have control over decisions made about their healthcare. The company is located in Sacramento, California and employees about 50 people (Sutter Medical Center, 2018).

Job Analysis

The required and recommended skills for a clinical administrator are:

- Must have legal knowledge

- Strong management skills
- Technological Skills
- Critical thinking skills
- Must be able to make rational decisions
- People Management Skills (Damewood, 2018)

I possess the above skills apart from legal knowledge and people management skills. I intend to take a certificate course in human resources management and legal knowledge for healthcare so that I enhance my skills. Before I am able to practice as a clinical administrator, I will be required to get some work experience through internship. California has its own licensing requirements and I will sit an exam before becoming licensed. Licensing will be based on the California Health and Safety Code, Section 1416.

My previous career experience will give me the necessary technological and critical management skills needed for the job as well as professional expertise required. The estimated salary for this position is \$65,000 annually (Damewood, 2017).

Next Steps

My next step is to work towards completing my degree and securing an attachment with a speciality clinic in California. I also intend to take further certifications in human resources and legal knowledge for healthcare. I will continue with my volunteer work so that I continue gaining experience and exposure.

References

Damewood, C. (2017). *Clinical Administrator Job Description*. Retrieved from

<https://careertrend.com/about-6614426-clinic-administrator-job-description.html>

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