



Change Your Stripes | Do what you love for a living!

IDENTIFY THE GAPS: Worksheet #13

Sample = Peggy C.

Dream job: Electronic Health Records (EHR) Implementation strategy & training

Past jobs: Dental hygienist +dental supply sales

Relevant education: MN Health IT training certificate from Normandale Comm. College

| Required skills | My relevant skills / comparable experience | Yes or No? THE GAP | If the gap remains, what action can I take to fill the gap? |
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| Experience as clinical professional, preferably in the long-term care industry | Practiced clinical dental hygiene in single practitioner and group practice settings | Never employed in long-term care industry | Reading and talking with industry professionals to learn about long-term care industry Volunteer? |
| Ability to instruct/teach adults in technical software processes and procedures | Instructed dentists and staff: fiberoptics, iontophoresis, powerbrushes | MN Hit program is only experience with IT side. No on the job experience | Transferable skills: good at taking complicated/technical topics and breaking them into teachable parts. Have mastered learning highly technical products in past. |
| Familiarity and/or knowledge of e-learning design and delivery is preferred | MN Hit course | No on the job experience with e-learning | Show final project with section on e-learning Express desire to learn more. |
| Experience in designing technical and soft skill courses is preferred | Have developed content on a number of subject areas. While employed at executive coaching firm, I conducted client feedback interviews targeting soft skills. | No "soft skills" course experience. However I was employed by | Study/learn soft skills content |
| Understanding of adult learning, training and development | Indian Hills CC conducted needs analysis / developed OJT programs for industry. MN HIT program trainer role certificate. | No gap | |
| Working knowledge of financial and clinical tasks performed in a long-term care (LTC) environment | Understanding of dental billing for procedures. Good knowledge of medical terminology from MN HIT prog. | Experience is dental, not medical. No LTC experience | |
| Strong working knowledge of Accounts Receivable, Claims, General Ledger, and Accounts Payable business processes | In dental office, occasionally sub-ed for receptionist and worked with accts. Receivable, ins. Claims, and ledgers | Limited experience | |
| Ability to communicate with clients regarding data | Training in MN Hit program | No on the job experience on the IT side | Past success in mastering communication regarding technical topics. |

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| conversions and interface processes. | | | |
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