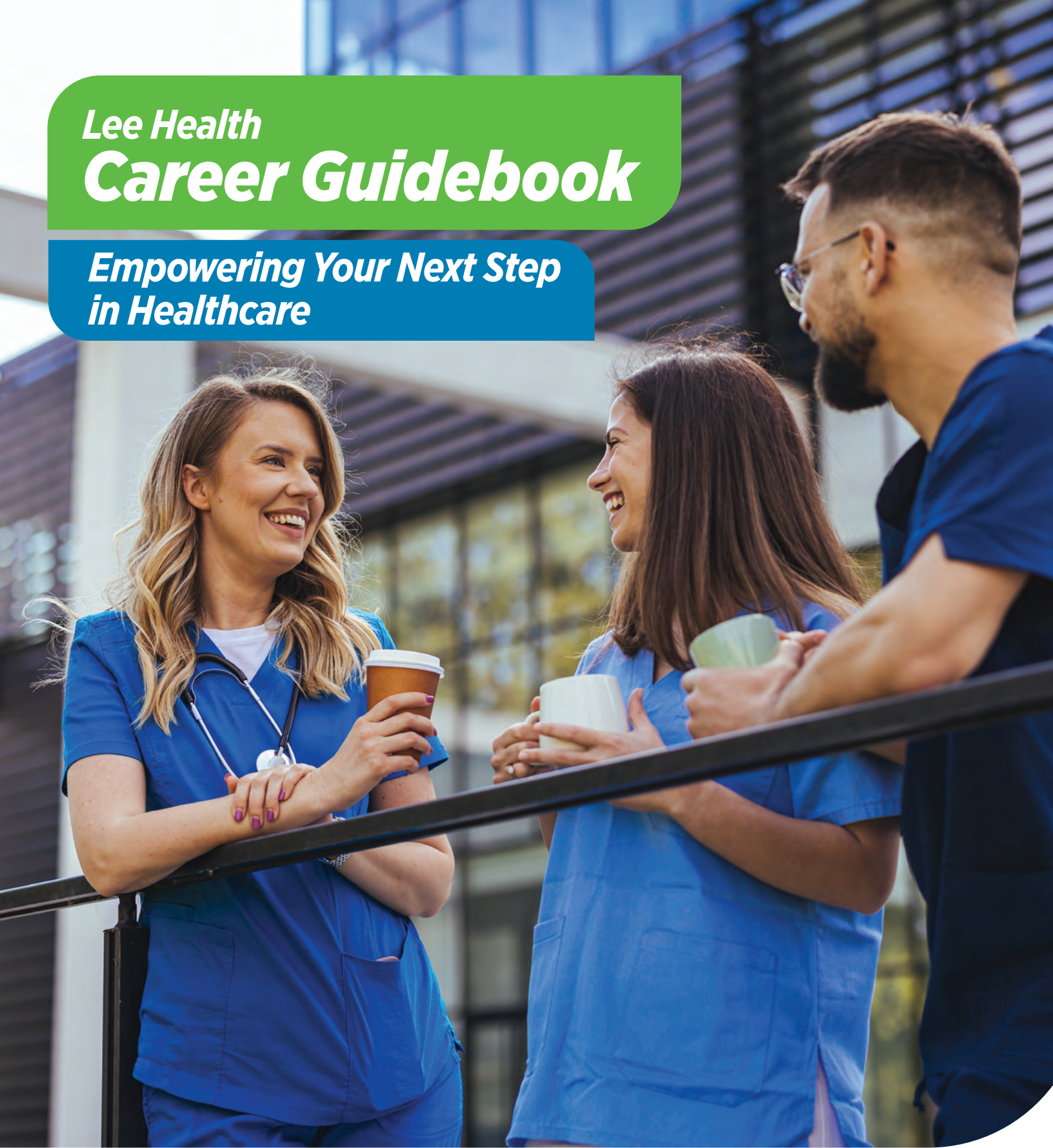


Lee Health **Career Guidebook**

***Empowering Your Next Step
in Healthcare***



Be Valued for Being You.



Lee Health Career Guidebook

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To speak with an HR representative, call 239-343-1555 or 1-800-642-5627



Introduction

Welcome to Lee Health's Career Guidebook.

This guide helps you explore career opportunities within Lee Health—whether you're just starting out, changing paths, or aiming for leadership. Through training, mentorship, and ongoing learning, we empower employees and community members to build meaningful healthcare careers. Discover your passion and turn it into a fulfilling role with Lee Health.

Our ability to deliver outstanding patient care starts with our employees—giving them the tools and guidance they need to develop new skills and advance in their careers is essential.

- » **Our mission** is to help you identify, plan for, and achieve your career goals by offering personal support, practical resources, and learning opportunities tailored to your unique journey.
- » **The purpose** of this guide is to promote and support growth for students and other members of the community interested in a career with us, and to create awareness about the many career paths available.
- » **Our goal** is to help individuals match their passions with the right career path and to provide the resources, coaching, and tools needed to achieve personal and professional success.



Career Coaching & Exploration

Discover Your Path

These resources support interest investigation, career discovery, and goal clarity by connecting you with personalized career coaching, job shadowing, observation opportunities, and medical academic programs.

Academic & Clinical Rotations

See healthcare careers in action with hands-on and observation-based experiences ideal for both students and professionals.

Key Offerings:

- » Continuing Medical Education
- » Clinical Rotations
- » Non-Clinical Rotations (No patient contact)
- » Observation Program
- » Residency Programs (including Pharmacy, Nursing, Physical Therapy, Orthopedics)
- » Family Medicine & Internal Medicine Residency (with FSU College of Medicine)



Nursing Education & Advancement

Lee Health is deeply committed to our nurses' development and ability to achieve excellence in clinical care. Our programs serve both new nurses and experienced professionals seeking to enhance their skills.

Developmental Opportunities:

- » Advanced Practice Provider Fellowships
- » Nursing Clinical Ladder Program (NCLP)
- » Aspiring Nurse Leader Program
- » Patient Care Services Preceptor Development
- » Clinical Coach Classes



Nursing Grand Rounds: Elevating Practice Through Shared Learning

At Lee Health, we believe that when nurses learn from each other, everyone benefits—especially our patients. Nursing Grand Rounds is a professional development forum led by our own nursing staff and guest experts.

These sessions offer a platform where nurses come together to:

- » Explore real-world clinical experiences, evidence-based practices, and innovative care strategies that improve patient outcomes
- » Engage in open dialogue, ask questions, and apply new knowledge directly to their practice
- » Share insights, present case studies, and highlight best practices across a range of specialties

Whether you're a seasoned clinician or early in your nursing career, Nursing Grand Rounds fosters a culture of lifelong learning and reflective practice—empowering nurses to lead with confidence, compassion, and clinical expertise.





Education & Learning Support

Fuel Your Future

Lee Health empowers team members to pursue education without financial burden, removing barriers to academic advancement.

Resources Include:

- » Tuition assistance
- » Tuition advancement
- » Community grants
- » Public service loan forgiveness
- » Nursing scholarships
- » Tuition discounts

Assistance for Learning at Every Stage

Lee Health provides financial assistance for employees and affiliates participating in job-related educational courses that promote performance, career advancement, and professional certification. Education assistance supports the mission and values of Lee Health by helping team members gain skills that lead to better care for our patients and a more rewarding career for themselves.

Who Is Eligible?

- » Full-time and part-time employees (after 90 days of employment)
- » PRN and temporary employees who've worked at least 207 hours in the last 90 days
- » Employees must be in good standing with no active level 2 corrective action

What's Covered?

- » Accredited degree programs related to your current or future Lee Health role
- » Costs for tuition, books, and eligible certification exams - up to annual limits (see next section)
- » Programs that prepare you for a promotion or new internal opportunity

Investing in Your Future with Tuition Assistance & Advancement

Lee Health provides tuition funding to help team members pursue degrees and certifications that align with their current roles or future goals within the organization.

Key Benefits:

- » Up to \$3,000/year for undergraduate degrees
- » Up to \$5,000/year for graduate degrees
- » Support for pre-approved exam fees (e.g., NCLEX, TEAS)



How It Works:

- » Apply and get approval before your course begins
- » Tuition may be advanced upfront or reimbursed after passing grades are submitted
- » Work requirement: team members must commit to working in a related field at Lee Health for 12 months following the payment

Learn more about eligibility, timelines, forms, and program conditions by contacting Human Resources at 239-343-1555 or Cynthia Parracho at Cynthia.parracho@leehealth.org

Helping You Reach Your Potential with Grant Opportunities

Auxiliary Education Grants, totaling over \$165,000 annually, are also available for employees, volunteers, family members, and community members. Applications are accepted from March 1 through April 30.

For details, email HR@leehealth.org or call 239-343-1555.

Educational Partnerships

Building Tomorrow's Talent

Lee Health is proud to partner with the following schools to align education with the real-time needs of healthcare:

- » **Lee County School District (LCSD)**
- » **Florida Gulf Coast University**
- » **Florida SouthWestern State College**
- » **Fort Myers Technical College**
- » **Cape Coral Technical College**



These collaborations create clear pathways for students to explore, train, and transition into healthcare careers—supporting both community development and our talent pipeline.

Key Workforce Development Initiatives:

- » **High School Medical Academy Partnerships:** In collaboration with LCSD, students gain early exposure to healthcare through classroom learning, clinical observation, certifications (CPR, EKG, CNA), and direct engagement with Lee Health.
- » **Career Exploration & Hiring Events:** To increase the availability of healthcare professionals in our local workforce, Lee Health hosts and participates in career fairs, hiring events, career exploration activities, and career panels on the campuses of area high schools, technical schools, and colleges.
- » **Teen Pathways Program:** LCSD seniors engage monthly with the Workforce Planning & Development team to explore a wide range of healthcare careers.
- » **Big Brothers/Big Sisters Mentors Program:** Monthly sessions for LCSD students include panels, tours, and mentoring to inspire interest in healthcare professions.
- » **Cardiology Compass Program:** Students explore cardiology careers through monthly panels, presentations, and tours with cardiology leadership.
- » **Project SEARCH:** This year-long internship program helps LCSD ESE students develop skills for employment within Lee Health or the community.

Lee Health is helping to develop a future-ready workforce—investing in local talent and strengthening our region's healthcare system.

Earn While You Learn

***Grow While You Work* with Career Advancement Programs**

Lee Health promotes on-the-job learning through paid training programs, helping you build a career while still earning a paycheck. Options are available for everyone, from team members in entry-level positions to those that are licensed professionals.

Featured Programs:

CNA Trainee Program

Lee Health's Certified Nursing Assistant (CNA) Career Advancement Program provides full tuition support, including all application, registration, and certification fees, so you can focus on gaining the skills and knowledge needed to become a certified CNA.

In the program, you will work and get paid while attending CNA training at Fort Myers Technical College or Cape Coral Technical College. After earning your CNA license, you will transition into a full-time CNA role at Lee Health with a full benefits package that includes medical, dental, tuition assistance, and paid time off. Participants commit to working as a CNA for at least 18 months after certification, giving you a solid foundation for your healthcare career.

Medical Assistant Trainee Program

Our Certified Medical Assistant (CMA) Career Advancement Program is one of the many ways we support career mobility for our team members. This internal training opportunity offers 100% paid tuition, covers national certification exam fees, and provides on-the-job training for employees (eligible after one year of service) ready to launch a clinical career as a Medical Assistant. Participants gain valuable healthcare knowledge through online coursework and transition into full-time MA roles upon certification.

Pharmacy Technician (ASHP Accredited)

The Lee Health Pharmacy Technician Training Program is accredited by ASHP and is designed to provide personalized training and hands-on experience in both inpatient and outpatient pharmacy settings. For more information about this 16-week program or to apply, please contact PTTP@leehealth.org

Instrument Tech Trainee Program

Sterile Processing is a critical part of patient safety and surgical excellence. While training to become a Certified Instrument Technician, you'll gain hands-on experience and prepare for industry certification through The Healthcare Sterile Processing Association (HSPA).

Program Highlights:

- » Full-time, paid position as a non-certified Instrument Technician
- » 100% tuition coverage for training, exam, and certification costs



- » 15% pay increase and promotion upon certification

Join Lee Health and build your future—one instrument at a time.

Student Nurse Apprentice Program (SNAP)

Are you a current RN student ready to gain real-world clinical experience? Consider joining the Student Nurse Apprentice Program. This PRN (per diem) role offers flexible scheduling to fit your nursing school commitments and gives you the chance to work in an acute care setting, build confidence at the bedside, and explore different nursing specialties.

Program Highlights:

- » Competitive pay while gaining valuable hands-on experience
- » Direct exposure to acute care environments and specialty units
- » Practice nursing fundamentals, including personal care, comfort, safety, nutrition, and emergency response
- » Bridge the gap between student and professional nurse with meaningful on-the-job learning
- » Receive priority consideration for Lee Health's RN Residency Program upon graduation

Take the first step toward a successful nursing career—right here at Lee Health.



Training & Development Programs

Level Up Your Skills

Lee Health provides comprehensive learning resources to support both professional development and technical capabilities. Whether you're sharpening leadership behaviors, stepping into a new role, or mastering essential systems, our training programs are designed to meet you where you are and grow with you.

Leadership & Organizational Development

At Lee Health, our Leadership & Organizational Development team is dedicated to building stronger leaders and high-performing teams. We partner across the organization to design and deliver strategies that drive individual and team success—ultimately strengthening organizational effectiveness and patient care.

Whether navigating change, transitioning leadership, or improving collaboration, we offer customized support to meet each team's unique needs.

Our services include:

- » Leadership development programs (e-learning & instructor-led)
- » New leader and staff onboarding
- » Change management consultation
- » Team trust-building and conflict resolution
- » One-on-one leadership coaching
- » Tailored workshops for intact teams

We're here to support Lee Health teams when:

- » A major change initiative is on the horizon
- » New leadership is stepping in
- » Teams are merging or restructuring
- » Conflict, turnover, or unclear direction is impacting performance

Systems, Clinical Tools & Tech Training

Stay confident and current in your role. Lee Health offers training on key systems and clinical technologies used daily in patient care and administration.

Learn@LeeHealth

We're committed to supporting every team member's growth—from day one and throughout their career. Our Learn@LeeHealth Learning Management System (LMS) is a key part of that commitment, offering personalized, on-demand training and development opportunities tailored to individual goals and job roles.



Whether you're pursuing clinical excellence, leadership advancement, or a new career path, our training platform provides access to:

- » Role-specific training modules
- » Industry certifications and digital badges
- » Compliance and safety courses
- » Skill-building for career advancement, including leadership development programs

Designed to meet you where you are, our LMS empowers you to learn at your own pace, on your own schedule, and in alignment with your aspirations.





Professional Certifications & Continuing Education

Build Your Credentials

Lee Health encourages employees to advance their skills and expertise through supported certification programs and access to simulation labs.

Programs Include:

- » Clinical Ladder (Medical Assistants)
- » Instrument Technician Certification
- » Nursing Clinical Ladder Program (NCLP)
- » Dual-role interpreter training
- » EKG & phlebotomy courses
- » Access to state-of-the-art simulation labs

Certification Review: Nurse Builders

Nurse Builders is ideal for nurses pursuing specialty credentials and supports certification readiness through online courses that align with national board exams.



Career Mobility & Internal Advancement

Advance with Confidence

Your long-term career planning is supported through structured pathways and planning tools that help you navigate your journey within Lee Health.

CareerLEE Pathway Development Program

The CareerLEE Pathway Program is offered via a virtual coaching platform and guides you through the three core phases of the career exploration process: Looking Inward, Looking Outward, and Looking Forward. Explore who you are and what you find most fulfilling, so you can align your personal values with your professional goals and develop a customized career pathway.

Life Options Pathway Program

We value every stage of your career journey—including the transition toward retirement. Our Life Options Pathway Program is a unique career planning experience designed for employees within 7 years of semi-retirement or full retirement, who want to create a meaningful and fulfilling path forward. We're here to help you plan with confidence, clarity, and purpose.

Medical Assistant Clinical Ladder

Lee Health is committed to promoting clinical excellence while supporting the professional growth of our team members. The Medical Assistant (MA) Clinical Ladder is a structured, evidence-based program that recognizes and rewards experience, performance, and dedication to patient care.

The MA Clinical Ladder offers clear pathways for advancement beyond the entry-level MA I role. As Medical Assistants gain experience, demonstrate clinical proficiency, and contribute to the health system through leadership and service, they can progress through two additional levels that reflect their growth and impact.

Why it matters:

- » **Career progression:** Defined milestones help you grow and move your career forward.
- » **Recognition and reward:** Your advancement reflects your clinical expertise, teamwork, and commitment to excellence.
- » **Continued learning:** Pursue skill development, leadership, and engagement within the care team.

Whether you're just starting out or looking to take your MA career to the next level, our Clinical Ladder program ensures that your contributions are valued—and your potential is supported.

Advance Your Nursing Career with Lee Health's Clinical Ladder Program

The Nursing Clinical Ladder Program (NCLP) is designed to celebrate clinical excellence and support the professional growth of Registered Nurses who go above and beyond at the bedside. Whether you're passionate about improving patient care, enhancing your clinical skills, or mentoring others, the NCLP invites nurses to reflect on their impact through narratives and exemplars—bringing to life the critical role they play in care delivery and leadership.

Other Career Mobility Tools

- » **Health Care Careers**



Career Opportunities & Required Education

Clinical Role	Education Needed
Physician/Surgeon	Doctorate (MD/DO) & Residency
Diagnoses and treats illness and prescribes medication. Physician practice in areas such as internal medicine, pediatrics, or cardiology, while surgeons perform operative procedures.	
Nurse Practitioner (NP)	Master's or Doctorate in Nursing (MSN or DNP) & RN license
Advanced Practice nurse who can perform physical exams, order tests, diagnose conditions, and prescribe medication.	
Registered Nurse (RN)	Associate or Bachelor's (ADN/BSN)
Provides and coordinates patient care.	
Licensed Practical Nurse (LPN/LVN)	High school diploma & NCLEX-PN
Provides nursing care under RN/physician supervision.	
Certified Nursing Assistant (CNA)	CNA Certificate
Helps patients with daily living needs under nurse supervision.	
Case Manager (RN)	RN (ADN/BSN) & Case Management Certification (optional)
Coordinates patient care across services and settings, and ensures discharge planning and follow-up.	
Home Health Nurse (RN)	RN (ADN/BSN)
Delivers care in patients' homes, including wound care, vitals monitoring, and education.	
Physical Therapist (PT)	Doctorate (DPT)
Help patients improve movement and manage pain.	
Physical Therapist Assistant (PTA)	Associate's (PTA program) & license
Works under a PT to help patients with exercise and therapy.	
Occupational Therapist (OT)	Master's (MOT or MSOT)
Assists patients in developing skills for daily life.	

Continued>

Career Opportunities & Required Education

Role	Education Needed
Pharmacist	Doctor of Pharmacy (PharmD) & license
Prepares and dispenses medications and counsels patients on use and side effects.	
Pharmacy Technician	Certificate or Associate's
Assists pharmacists in preparing prescriptions and managing inventory.	
Radiologic Technologist	Associate's & certification
Performs imaging like X-Rays, CT scans, and MRIs.	
Radiology Assistant	Associate's or Bachelor's
Assists radiologists in procedures and patient care.	
Medical Assistant	Certificate or Associate's
Supports doctors with clinical and administrative tasks.	
Cardiovascular Technologist	Certificate or Associate's
Operates imaging equipment for heart-related tests (EKGs, echocardiograms, stress test).	
Emergency Department (ED) Technician	Certificate or Associate's
Provides emergency medical care and transport.	
PRN Safety Tech	High school diploma
Ensures patient safety by monitoring behaviors or assisting with fall risk patients.	

Career Opportunities & Required Education

Role	Education Needed
Healthcare Administrator	Bachelor's or Master's
Oversees operations of hospitals or clinics.	
Biomedical Engineer	Bachelor's or Master's
Designs and maintains medical devices and systems.	
Clinical Data Analyst	Bachelor's or Master's
Uses data to improve care quality and efficiency.	
Compliance Officer	Bachelor's or Master's
Ensures legal and ethical standards in care delivery.	
Social Worker	Bachelor's (BSW); Clinical roles require Master's (MSW) & license
Supports patients with mental health, housing, financial aid, and discharge planning.	
Quality Improvement Specialist	Bachelor's
Improves healthcare delivery processes.	
IT Support Specialist	Associate's or Bachelor's
Provides technical support for health IT systems and devices.	
Health Information Technician	Associate's or certification
Maintains and secures medical records.	
Medical Coder/Biller	Certificate or Associate's
Converts healthcare procedures into billing codes.	
Laboratory Assistant	High school diploma or Associate's
Prepares samples and assists lab tech(s) in testing procedures.	

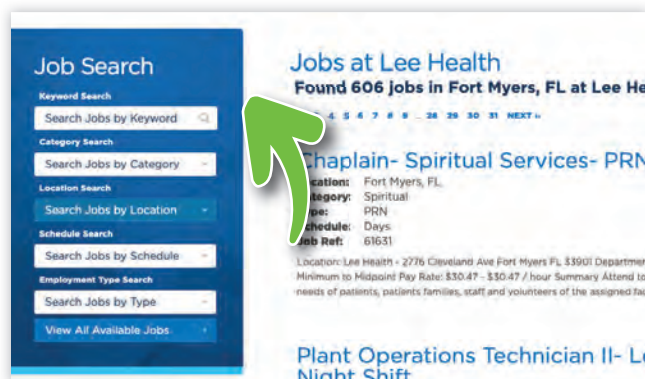
Career Opportunities & Required Education

Role	Education Needed
Customer Services Representative	High school diploma or Associate's
Assists patients with scheduling, insurance, and inquiries.	
Patient Access Representative	High school diploma or Associate's
Schedules appointments, registers patients.	
Telecommunications Representative	High school diploma
Manages call and messaging systems in hospitals.	
Support Services Associate	High school diploma
Provides logistical and clerical support across departments.	
Administrative Assistant	High school diploma
Handles communication, appointment scheduling, and filing.	
Child Care Assistant	High school diploma
Cares for children of staff or patients, ensuring safety and engagement.	
Environmental Services Technician	High school diploma
Cleans and sanitizes hospital rooms to maintain infection control.	
Food Services Assistant	High school diploma
Prepares and delivers meals to patients and staff.	
Cook/Chef	High school diploma
Plans and prepare meals.	
Nutrition Assistant	High school diploma
Works with a dietician to provide appropriate meals.	
Housekeeping Staff	No degree required
Maintains cleanliness in non-patient areas and public space.	
Transporter	No degree required
Responsible for moving patients, equipment, and supplies throughout the facility.	



How to Search for Jobs:

- » Visit www.jobs.leehealth.org
- » Search Jobs by filtering by location, category, schedule, and/or job type
- » Choose Internal or External Candidate
- » Create a new account or log in on infor.com to apply



Applying for a Job:

- » Match your skills and abilities to roles that excite you
- » Be selective and intentional in your applications
- » You may apply for up to 5 open jobs in a 3-month period

Join Our Talent Community

- » Tell us about yourself and select the job categories for which you want to receive updates on newly posted positions.
- » Joining our Talent Community will allow you to stay connected with Lee Health, receive alerts with new job opportunities that match your interests, and receive relevant communications and updates from Lee Health.

Lee Health Employment Center

6630 Orion Dr Ste 101
Fort Myers, FL 33912
Monday – Friday, 8 a.m. – 4:30 p.m.

If you already work for Lee Health and want to search for additional internal-only opportunities, visit your Infor Employee Space.