Opportunities for Aspiring Medical Students

Hospital Pathology Associates (HPA) provides pathology services to Allina hospitals in Minnesota and Wisconsin. As the largest private pathology group in Minnesota and one of the largest in the upper Midwest, HPA is an ensemble of seasoned pathologists and professional staff with a wide range of expertise not often found elsewhere. Five years ago, HPA introduced a new position in their healthcare team to streamline workflow: the pathology aide. The pathology aide plays a key role in allowing pathologists to focus on diagnosing cases and enhancing patient care.

For recent college graduates who are aspiring to become physicians or other healthcare professionals, few experiences are more valuable than serving as a pathology aide. Being a pathology aide provides hands-on experience in a medical setting and allows recent graduates to begin a career in medicine. Working alongside accomplished pathologists and other healthcare professionals at HPA offers a unique perspective into the responsibilities and challenges physicians face on a daily basis. As an active member of the healthcare team, pathology aides gain valuable exposure to medicine and make a positive contribution to the daily operations of a medical facility. In sum, the pathology aide position is a one-year, full-time commitment for aspiring healthcare professionals and is the connection graduates need to gain a valuable healthcare experience!

Details:

- Full-time employment from early June 2016 to end of June 2017
- Competitive wage of $18/hour
- Health insurance
- Three weeks of on-site training
- Free Parking

HPA is offering four distinct pathology aide positions which are listed below. To submit an application please send the following materials to HPA-EC@Allina.com:

- Cover Letter (please rank your position preferences from 1 to 3 and explain why you should be selected for the position you ranked as #1)
- Resume
- Unofficial transcript
- Photo (optional)

All applications must be submitted by 8:00AM on Monday, February 22nd. If selected for an interview, applicants will be expected to come into HPA’s Abbott Northwestern Hospital campus in Minneapolis (2800 10th Ave S Suite 2200, Mpls, MN 55407) in mid-March for a series of short interviews with pathologists and the current pathology aides.
Education Coordinator

The Hospital Pathology Associates (HPA) Education Coordinator organizes and prepares HPA-staffed patient care conferences for Allina and other participating institutions. Additionally, the education coordinator works closely with pathologists on projects and tasks on an as-needed basis and coordinates HPA review of medical literature and publications.

Specific duties:
- Arrives at 8:00 AM and typically departs around 4:00 PM.
- Coordinates HPA educational programs and conferences
- Manages HPA review of medical literature
- Collaborate with Pathologists on various tasks
- Assists other pathology aides as needed

Prerequisites and required skills:
- 4-year undergraduate degree with the intention of applying to medical school
- Computer literate (specifically with Microsoft Office applications)
- Strong communication skills
- Ability to problem solve and manage time efficiently
- High-level of enthusiasm and client-service orientation
- Manage multiple ongoing projects
- Organized and detailed-oriented
Workflow Coordinators

The Hospital Pathology Associates (HPA) Workflow Coordinators serve as the primary organizers and distributors of glass slides emanating from the Allina Histology, Cytology, and Hematology laboratories. After receiving the slides, the Workflow Coordinators organize, prioritize, and distribute the cases to pathologists in order to facilitate an orderly and efficient workflow using “Lean” processing principles. The position involves exhaustive review of electronic medical records and familiarity with medical terminology, as the Workflow Coordinators gather the relevant information a pathologist would need to properly diagnose a case. Additionally, the Workflow Coordinators work on special projects on an occasional basis and assist the Education Coordinator.

Specific duties:
- Typical shift hours (one worker for each shift)
  - Arrives at 4:00 AM and departs around 1:00 PM
  - Arrives at 7:00 AM and departs at 4:00 PM
- Responsible for receiving, organizing, prioritizing, and distributing cases throughout the workday
- Identifies and retrieves specific clinical information from patients’ charts
- Solves problems
- Assists Education Coordinator and Lean/Quality Projects Coordinator as needed

Prerequisites and required skills:
- 4-year undergraduate degree with the intention of applying to medical school
- Computer literate (specifically with Microsoft Office applications)
- Organized and detailed-oriented
- Problem solving
- Ability to multi-task during periods of high workload
- Ability to make changes on your own initiative
Lean/Quality Projects Coordinator

The Hospital Pathology Associates (HPA) Lean/Quality Projects Coordinator serves as a facilitator for innovation, process improvement activities, and quality assurance endeavors for the group and its numerous activities. This includes managing information, coordinating communication, and analyzing case and materials data from the hospital and physician office practices. This position works directly with the HPA Quality/Lean Pathologist to help oversee the lean projects and quality initiatives for the group. As the position progresses over time, it will become more integrated with Allina Quality programs and management.

Specific duties:
- Time flexible (suggestion of 8:00 AM arrival and departing around 4:00 PM, but variable)
- Collect, analyze, and present data
- Work directly with HPA Quality/Lean Pathologist and other pathologists to manage projects meant to improve workflow and process efficiencies within HPA and the Allina laboratory
- Interact with multiple physicians and subspecialty practices

Prerequisites and required skills:
- 4-year undergraduate degree with the intention of applying to graduate or medical schools
- Self-motivated, organized, detail-oriented
- Extremely proficient in Excel; able to collect and analyze data
- Strong communication skills
- Ability to keep a detailed and up-to-date project list
- Ability to learn processes quickly and manage time efficiently
- Active listener and astute observer
Testimonials

“Choosing to work for HPA this past gap year has been one of the best decisions of my pre-medical career. Beyond affording me invaluable and intimate exposure to the medical field, this past year has sparked conversations with doctors, technicians, and staff that have broadened my understanding of how medicine works today and how it is changing in the future.”

- Patrick Boland (’12 Workflow Coordinator Path Aide, Class of 2017 at the University of MN)

“HPA helped me achieve my goals of becoming a doctor, and through this position, I have gained close mentors, contacts, and friends... I feel the work I did was both relevant and important. My position carried a lot of responsibility, but I had the autonomy to tailor my work toward my interests. Having the opportunity to shadow physicians, observe autopsies, and attend conferences has been invaluable. I would highly recommend this position!”

- Sarah Fleming (’13 Education Coordinator Path Aide, Class of 2018 at the University of MN)

“Being a pathology aide allowed me, as an aspiring medical student, to gain important perspective on the processes of modern medicine and the complexity of providing quality care. Working with over thirty doctors on a regular basis gave me a unique insight into the manifold responsibilities of the healthcare team, and helped me define where my interests lie as I look toward my career as a doctor.”

- Joseph Hodapp (’14 Education Coordinator Path Aide, Class of 2019 at Medical College of Wisconsin)

“The pathology aide position at HPA is a truly unique opportunity for pre-meds. Problem solving alongside physicians, technicians, and other medical professionals allows recent grads to collaborate as part of a medical team. I loved this immersive experience in pathology; I met kind mentors and prepared myself for an exciting and challenging future in medicine.”

- Perry Thompson (’14 Workflow Coordinator Path Aide, Class of 2020 at the University of MN)