INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

FOR HIGH SCHOOLERS

HEALTHCARE

APPRENTICESHIP PROGRAM OCCUPATION PROFILE:

HEALTHCARE ASSISTANT

The Healthcare Assistant apprenticeship exposes students to a wide variety of roles in healthcare. After completing introductory coursework at an off-site intercompany training center, they primarily spend their time doing patient care while also shadowing non-clinical departments such as human resources, finance, maintenance, and IT. Healthcare assistants will provide patient-centered care and support the physical, social, mental, and spiritual well-being of patients of all ages.

This occupation is ideal for a student who:

- Enjoys learning about science-related subjects.
- Is interested in potentially pursuing a career in healthcare and wants to learn about a wide variety of healthcare careers.
- Sees themself in a career that involves patient care.

What is the average starting hourly wage for this apprenticeship?

During 10th grade, students receive a monthly stipend of **$750**. Beginning the summer after 10th grade, students receive an hourly wage that varies by employer but typically starts at **$15/hour**. Apprentices are employees and fall under their employer's policies for benefits, performance reviews, and salary increases.

What do apprentices do during their apprenticeship?

- **Patient care tasks:** Take and record vital signs; assist with activities of daily living; provide person-centered care; and support patients in wellness and preventative care.
- **Clinical support tasks:** Perform blood draws; administer injections; change wound dressings; and assist with medication setup, tube feedings, and IV infusions.
- **Safety and quality tasks:** Follow infection control and patient safety protocols; assist with patient and environmental emergency response; and participate in quality improvement and safety initiatives.
- **Administrative tasks:** Document care in a patient's electronic medical record and support workflow and operational efficiency.
- **Professional tasks:** Communicate with patients, families, and care teams and collaborate with healthcare professionals.

All tasks are delegated and supervised by a licensed provider.

TYPICAL SCHEDULE

What year in school do students begin this apprenticeship?

10th grade (onboarding begins the summer before 10th grade)

How long does this apprenticeship last?

Three years (year-round)

How many days each week do students participate in the apprenticeship?

10th grade: Five half-days/week at an off-site intercompany training center

Summer after 10th grade: At least three days/week at an employer site

11th grade: Three days/week at an employer site and/or intercompany training center

Summer after 11th grade: At least three days/week at an employer site

12th grade: Three days/week at an employer site and/or intercompany training center

Summer after 12th grade: At least three days/week at an employer site (with potential to be hired full-time after graduation)

What hours do students work during their apprenticeship?

Employers and apprentices work together to identify individual schedules. However, when apprentices are at their employer site, they should expect to work 6-8/hour shifts.

What are some of the skills students learn on the job?

- **Clinical and technical skills**
  - Measure and report vital signs
  - Perform basic clinical procedures
  - Use medical equipment and supplies
  - Apply infection prevention and safety standards
- **Communication and interpersonal skills**
  - Communicate with patients, families, and colleagues
  - Document patient information
  - Provide customer service and hospitality
  - Navigate challenging conversations
- **Critical thinking and problem-solving skills**
  - Recognize abnormal findings and escalate concerns
  - Adapt care to specialized or emergency situations
  - Understand when to seek support
- **Professional and workplace skills**
  - Develop time management and accountability skills
  - Understand ethical decision-making and confidentiality
  - Integrate feedback to improve performance

What classes do students take at their high school to complete this apprenticeship?

- Biology
- Chemistry
- Communications
- Computer science
- Finite math or college math
- Statistics

Apprentices also take medical terminology, anatomy and physiology, and introduction to psychology as part of their time with their employer. These courses are offered virtually.

What credential does a student receive when they complete this apprenticeship?

Through this apprenticeship, students will meet the key requirements for Indiana's new Employment Honors Plus diploma seal: completing at least 650 hours of work-based learning and earning an INCAP credential, which is recognized by the Indiana Department of Education as a Credential of Value. The diploma seal and the INCAP credential will be recognized by businesses as indicators of industry experience, and the INCAP credential may count toward college credit in a related degree program.

If a student chooses to continue working after their apprenticeship, what jobs are they qualified for?

All students who complete this apprenticeship will meet the educational requirements needed to take the exam to become a Certified Clinical Medical Assistant (CCMA). Additionally, depending on what area of healthcare they choose to focus on during the final year of the apprenticeship, students may be on track to earn a certification that prepares them for one of the following roles:

- Emergency Medical Technician
- Community Health Worker
- Certified Registered Central Service Technician
- Licensed Practical Nurse
- Among others