

UNIT 3
Employment Outlooks for Healthcare Managers
Занятие 13

BE GOING TO / BE ABOUT TO

Task 12. Make questions with ‘be going to’ using the prompts:

- 1) What / you / tell / the healthcare manager about _____?
- 2) Where / your daughter / work / after graduation / from the VolgSMU _____?
- 3) Who / take the post / of the hospital administrator _____?
- 4) When / he / come / for the job interview _____?
- 5) When / our boss / pay / higher salaries / to the medical staff _____?
- 6) Why / she / work / as a healthcare manager _____?
- 7) Who / the nurse / take care of / in the hospital _____?
- 8) How many elderly people / use services / offered by our medical center _____?
- 9) Why / the healthcare manager / change / her job _____?
- 10) When / this nurse / have her first night shift _____?

Task 13. Match the words and phrases from A, B, and C to make seven questions, using ‘be going to’ + *Infinitive*. Then work with a partner and ask him/her questions:

e.g. *Are you going to hire a new employee soon?*

A	B	C
earn	a high salary	in the next few weeks
determine	new medical records	soon
check	a new employee	next year
write	money	in the near future
provide	the reply	
hire	conference facilities	

Task 14. Complete the following sentences with ‘be going to’ using word-combinations from the box:

medical terminology, organizational skills, potential for career growth, useful information, established policies, the problem without going through a formal procedure, work schedule, new employees, other healthcare disciplines, affiliate clinic

- 1) A hospital manager is going to prepare a new _____ for the next week.
- 2) Our employer is going to resolve _____.
- 3) The employer is going to provide their new employees with opportunities for competitive benefits and _____.
- 4) A very experienced healthcare manager is going to train _____ today afternoon.
- 5) The healthcare manager is going to develop human resource programmes in accordance with the _____ of our company.

- 6) If you work in healthcare, you are going to get a firm grasp of _____ which is vital to your job performance whether you spend every day at a patient's side or never step foot into a medical clinic.
- 7) The invited chief nursing officer of our partner-center is going to share his knowledge of current nursing practice, roles and functions within nursing and _____.
- 8) Look! They are going to submit all those documents on the new project to our _____ right now.
- 9) A qualified medical office manager is going to demonstrate today his excellent _____ for the new director of the medical center.
- 10) The hospital administrator is going to provide some _____ for his employees.

Task 15. Put the verbs in brackets in the appropriate tense form:

- 1) It's 6 p.m. I believe that you (are / were) about to leave. 2) They (are / were) about to call the hospital administrator to resolve the dispute but they managed to deal with it on their own. 3) The doctor (was / is) about to tell the sick patient about his disease, but the patient began to ask questions first. 4) The conference (is / was) about to start as all the participants have already gone through registration procedure and are waiting in the hall. 5) The medical center administrator (is / was) about to finish the job interview when the applicant suddenly asked about career prospects. 6) Mrs. Brown's relatives (are / were) about to ask for providing nursing home care for their elderly aunt but Mrs. Brown refused to go and decided to stay in hospital. 7) The class was over and we (are / were) about to hand in our tests when the teacher told us to do so. 8) I (am / was) about to ask the interviewer about the salary when he said that the interview was over. 9) My daughter (is / was) not about to pursue a career in healthcare because she is really into engineering. 10) The lecturer (is / was) about to start using media equipment to demonstrate some slides to the students when it turned out that some equipment was faulty.

Task 16. Translate sentences from Russian into English:

- 1) Вы хотели что-то сказать о предстоящем собеседовании с работодателем? 2) Рабочий день закончился, и руководитель вот-вот уйдет. 3) Заседание вот-вот начнется, сотрудники готовы с отчетами о предоставлении (*to provide*) услуг для пациентов хосписа. 4) Мой брат вот-вот уже закончит университет, и он подумывает о перспективах трудоустройства. 5) «То, что я хочу сказать, - очень важно на собеседовании с вашим потенциальным работодателем», - сказал профессор своим студентам на семинаре по менеджменту. 6) Директор медицинского центра хотел уже уволить (*to dismiss*) нового заведующего амбулаторно-поликлиническим отделением, но передумал (*to change one's mind*). 7) Пациент уже собирался уходить, но врач принес результаты анализа крови и пригласил пациента к себе в кабинет. 8) Руководитель больницы собирался перейти к (*to transfer to*) электронному ведению медицинской документации, но возникли проблемы с компьютерным обеспечением. 9) Я

как раз собиралась сказать об этом, но вы перебили меня (*to interrupt*). 10) Докладчик как раз собирался начать, когда внезапно погас (*to go off*) свет. 11) Вы как раз выходили из кабинета, когда я вас встретила? 12) Мы вовсе не собирались его брать на работу.

ADJECTIVES. DEGREES OF COMPARISON

Task 17. Match job positions with their descriptions, paying attention to the adjectives used to describe each position:

e.g. Hospice administrators/managers coordinate the hospice team to ensure patients receive the appropriate level of care.

<p>a. possess extensive knowledge of how a hospice setting operates; oversees patient care; ensure that the patients are comfortable and have the emotional support needed.</p>	<p>b. ensure that their ambulatory organization has a strong clinical, financial, and operational foundation which is necessary to deliver good patient services.</p>	<p>c. meet with the disabled or elderly patients; connect with families; oversee medical insurance paperwork; monitor patient progress; maintain clear patient records; communicate with doctors.</p>	<p>d. have the primary role of formulating, coordinating and supervising all activities in an outpatient facility; manage the personnel responsible for customer service; oversee the scheduling and monitoring of medical records.</p>	<p>e. are compassionate, sympathetic, and ethical in their leadership, represent their agencies by answering any questions posed by mentally ill patients, families, staff, government officials, or the public.</p>
JOB POSITIONS				
<p>ambulatory services managers</p>	<p>home care managers</p>	<p>behavioral health directors</p>	<p>hospice administrators/managers</p>	<p>outpatient care administrators/managers</p>

Task 18. Complete the sentences with the most appropriate words in the box:

good, correct, great, lucrative, excellent, day-to-day, administrative, high, valuable, rewarding.

As is the case with most healthcare careers, the job outlook for careers in healthcare management is very 1)_____. With the emphasis now on providing quality and affordable medical care for everyone, healthcare workers are in demand. Since a department is usually only as good as its management, the need for quality healthcare management is very 2)_____. Healthcare managers are 3)_____ assets in any type of healthcare facility. With the 4)_____ training and work experience, healthcare managers have an 5)_____ job outlook. Many people adore the idea of working in healthcare where they help others but aren't interested in 6)_____ contact with patients. This is where medical 7)_____ positions are an excellent choice. This is particularly the case with healthcare management, which

limits patient contact yet has a 8)_____ job outlook for 9)_____ and 10)_____ careers.

Task 19. Choose the most appropriate form of the adjectives and complete the sentences:

1) Due to *active/more active* lifestyles, people are now projected to live *long/longer* lives. 2) Hospitals tend to offer *high/the highest* salaries to hospital administration. 3) One of *important/the most important* trends affecting hospital managers right now is the transfer to maintaining electronic patients' health records. 4) The job outlook for careers in healthcare administration is very *the best/ good*. 5) A Master's degree in Health Administration is *better/the best* path for someone who wants to become a hospital administrator. 6) A lot of healthcare managers find themselves moving into *good/better* paid positions with greater levels of responsibility. 7) Healthcare is one of *the fastest/fast* growing areas today. 8) Applicants with a Master's degree have a *better/good* chance of taking a managerial role. 9) Keep climbing the ladder and you can earn a very *good/better* salary in healthcare administration. 10) There are many options for a successful career in public health, but it should be noted that you *much/more* than likely need a degree and that salaries vary by geographic location. 11) On average, the *high/higher* a salary is, the *much/more* education and experience is required. 12) Surgeons earn *much/more* than physicians typically, with neurosurgeons topping the list.

Task 20. Read the following paying attention to the adjectives. Some adjectives contain mistakes. Correct the mistakes. If a sentence is correct, just put C (correct):

1) Average hospital administration salaries for jobs in this country are 26% lowest than average hospital administration salaries for jobs nationwide. 2) Average hospital administration salaries for jobs in this country are 1% higher than average hospital administration salaries for jobs nationwide. 3) With Americans spending much than ever on healthcare services, insurance is very important. 4) Changing standards for hospital efficiency means that hospital administrators have more power than ever to change patients' lives. 5) As the population grows older, specialized centers for the elderly will provide excellent opportunities for healthcare administrators. 6) Hospital administrators who work at smallest facilities usually work a more typical work week, which is five days a week in eight hour shifts that end in the early evening. 7) Some hospital administrators attain high education in research and academic-based doctoral programs. 8) Hospital administration professionals must have a passion for healthcare and a deep desire to help others. 9) They need to make important decisions quickly and choose options that are in the better interests of employees and patients. 10) Focusing on hospital administration is an excellent way to develop desirable skills and potentially earn much income.

Task 21. Choose the most appropriate form of the adjectives:

1) Hospital administrators work to ensure that hospitals deliver *higher/high* quality health services to patients in an *efficient/more efficient* manner. 2) Hospital administrators are *responsible/more responsible* for managing budgets, finances, worker schedules, records, and rules. 3) In some *small/smaller* hospitals, administrators are responsible for watching over the entire facility, whereas in *large/larger* institutions, administrators manage single departments. 4) The minimum educational requirement for hospital administrators is a bachelor's degree within a *relevant/most relevant* field. 5) Master's degree programs offer students an insight into the world of hospital administration on a *deep/deepest* level. 6) The purpose of the post-graduate fellowship (*последипломное образование/аспирантура*) is to help you to go into management of *various/most various* healthcare organizations. 7) We expect that the healthcare industry will expand rapidly and grow at a *faster/fast* than average rate in the coming decade. 8) If we require *more/many* health professionals, healthcare administrators will also be in *high/highest* demand. 9) Those specializing in nursing home administration might see *good/better* opportunities in the future, as the aging population places a demand on the need for those services. 10) As medical practices become *larger/large* and *more complex/complex*, these organizations require *more/many* health professionals.

Task 22. Translate into English using Present, Past or Future Continuous:

1) Менеджмент в здравоохранении быстро развивается в настоящее время. 2) Расходы (*spending*) на здравоохранение растут сейчас самыми быстрыми темпами (*at a fast pace*). 3) Мы сегодня идем (*attend*) на презентацию нового медицинского оборудования. 4) Вы изучаете спецификации (*specifications*) нового оборудования? – Да, я делаю это для того, чтобы сделать заказ (*make an order*). 5) Директор клиники выходил из своего кабинета, когда я встретила его. 6) Завтра в 9 утра старшая медсестра (*senior nurse/the chief nursing officer*) будет проводить совещание со всем медсестринским персоналом. 7) Что вы делали вчера в это время? – Мы обсуждали возможности трудоустройства (*hire*) этих ординаторов. 8) Вы заняты? – Да, я провожу собеседование с новым кандидатом на должность заведующего отделением. 9) Вы слушали меня, когда я рассказывала об этой новой стратегии? 10) В это время завтра я буду встречать наших британских коллег из детского онкологического центра в аэропорту. 11) Вы печатаете это письмо? – Мне нужно оно сейчас!