**Suggested Answers to Discussion Topics, Chapter 3, Professionalism and Job-Seeking Skills**

| Suggested Answers for Topics for Discussion | Learning Objective(s) |
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| 1a. Students’ responses should include the following:What kind of facility she wants to work in. She might want to work in a hospital, a nursing home, a clinic, home health care, assisted living, or hospice.What hours or shifts she will be available to work. Would she want to work the day, evening, or night shift?How she will get to work? Would she use her own car, public transportation, or would she walk?What kind of facility will offer her the supervision she works best under? Is she more independent or does she like closer supervision?1b. Students’ responses should include the following:Lisa should gather information about her education, work experience, and qualifications, and complete a résumé.She must make a list of references and obtain permission from these persons to use their names.A cover letter should be written that introduces her and tells why she is applying for work at that particular facility.If she goes to the facility to inquire about available positions, she should take her résumé with her and should dress professionally in case she is given an interview that day.  * Review job opportunities in ads and online for agency +-specific opportunities and application process. | 5,6,7 |

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| 2a. Students’ responses should include the following:Larry could speak to his supervisor and ask to be reassigned.Take a break and go for a walk outside.Obtain counseling or attend a workshop to assist in finding more productive ways to deal with residents or patients like Mr. Roberts.2b. Students’ responses should include the following:Empathy means Larry could try to imagine what it feels like to be in Mr. Roberts’ situation.  * Empathy could help Larry understand Mr. Roberts’ behaviors, giving him another perspective and helping him feel kinder and more tolerant. | 3, 4, |
| 3a. Students’ responses should include the following:Discuss professional characteristics for the nursing assistant that include attitude and appearance.Identify work ethics needed to be an effective nursing assistant that include accountability, honesty, reliability, respectfulness, and others.3b. Students’ responses should include the following:Contact healthcare agencies directly or review job postings on websites.Use internet-based searches that provide employment opportunitiesInquire about employment opportunities at agencies providing nursing assistant training and talk to individuals already employed.3c. Students’ responses should include the following:Be on time.Be properly dressed.Be courteous and show interest.Ask appropriate questions. | 1,2,5,6,8 |
| 4a. Students’ responses should include the following:Give at least 2 weeks’ notice.Write a letter expressing your termination.Write a thank-you letter.Leave on good terms. | 9 |