# Test Batteries by Job Family

*Updated 9/4/14*

## Institutional Testing

<table>
<thead>
<tr>
<th>Job Family</th>
<th>Job Titles</th>
<th>Test Battery</th>
<th>Time**</th>
</tr>
</thead>
</table>
| **Administrative/Secretarial** | • Administrative Assistant*  
• Executive Assistant*  
• Clinical Operations and Programs Executive Coordinator*  
• Senior Administrative Assistant*  
• Sr. Executive Coordinator, Clinical Operations and Programs*  
• Legal Secretary  
• Secretary  
• Senior Secretary | • Filing – 7 min  
• Microsoft Word – 16 min  
• Microsoft Excel* – 25 min  
• Microsoft PowerPoint* – 20 min | 25 min  
|                        |                                                                           |                                                                                               | 1 hr and 10min* |
| **Business/ Clerical Public/Patient Contact** | • Accounting Clerk  
• Buyer  
• Administrative Clerk  
• Clerk  
• Health Information Management Associate  
• Lead Clerk  
• Medication Entry Coordinator  
• PBS Associate  
• PBS Assistant  
• Senior Administrative Clerk  
• Senior Clerk | • Following Written Instructions – 35 min  
• Alphanumeric Matching – 3 min  
• Computer Literacy – 12 min | 50 min |

## Client Driven Testing

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| **PBS Specialist**   | • Alphanumeric Matching – 3 min  
• Computer Literacy – 12 min  
• Medical Terminology – 20 min | 35 min |
| **Data Entry**       | • Following Written Instructions – 35 min  
• Alphanumeric Matching – 3 min  
• Data Entry Computer Test – 5 min | 45 min |
| **EHR**              | • EPIC Assessments – math and logic | 1.25 hr |

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**Test times are an estimate as to how long most candidates take.
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| Pharmacy                                      | • Pharmacy Technician  
|                                              | • Pharmacy Technician Trainee  
|                                              | • Lead Pharmacy Technician  
|                                              | • Specialty Pharmacy Technician  
|                                              | • Medical Spelling – 12 min  
|                                              | • Alphanumeric Matching – 3 min  
|                                              | • Math and Dosage Calculation – 25 min | 45 min

| Surgery Scheduler                            | • Surgery Scheduler  
|                                              | • Coordinator, Surgery Schedule  
|                                              | • Following Written Instructions – 35 min  
|                                              | • Alphanumeric Matching – 3 min  
|                                              | • Surgery Terminology (Surgery) – 20 min | 1 hr

| HIM CDI                                       | • Clinical Documentation Specialist  
|                                              | • MD Anderson Clinical Documentation Specialist - HIM Department Test | 15 min

| Revenue Capture and Revenue Billing          | • Coding Specialist  
|                                              | • Clinical Coding Specialist  
|                                              | • Sr. Clinical Coding Specialist  
|                                              | • Sr. Coding Specialist  
|                                              | • Quality Coding Specialist  
|                                              | • RCS Coder-Revenue Capture and Support Department Test | 15 min

| Clinical Effectiveness                       | • Associate Clinical Effectiveness Analyst  
|                                              | • Clinical Effectiveness Analyst  
|                                              | • MD Anderson Clinical Effectiveness Associate—Matching Test  
|                                              | • MD Anderson Clinical Effectiveness Associate—Medical Terminology Test  
|                                              | • Microsoft Word – 16 min | 30 min

| Departmental Testing*** (onsite)             | **Department specific, validated and administered by Human Resources*** | 1 hr

| Protocol Research                            | • Human Research Regulations Editor  
|                                              | **Department specific, validated and administered by Human Resources*** | 1 hr

| Public Affairs                               | • Student Extern  
|                                              | • Communications Assistant  
|                                              | • Communications Specialist  
|                                              | • Sr. Communications Specialist  
|                                              | • Program Manager  
|                                              | • Health Education Specialist  
|                                              | • Sr. Health Education Specialist  
|                                              | • Oncology Educator  
|                                              | • Health Information Specialist  
|                                              | • Sr Health Information Specialist  
|                                              | • Supervisor, Health Info. Services | 30 min

|                                              | • Senior Clinical Research Monitor  
|                                              | • Clinical Research Quality Specialist  
|                                              | • Supervisor, IND Monitoring Svcs | 1 hr 30 min

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<th>Scientific Publications</th>
<th>• Associate Scientific Editor • Manager, Scientific Publications • Scientific Editor • Senior Scientific Editor</th>
<th>Department specific, validated by Human Resources***</th>
<th>NA</th>
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<tr>
<td>UT Police Dept</td>
<td>• Cadet • Police Telecommunicators • Sr./Lead Police Telecomm.</td>
<td>Department specific, validated by Human Resources***</td>
<td>NA</td>
</tr>
<tr>
<td>Information Technology &amp; Services</td>
<td>• Sr IT Support Technician Assessment</td>
<td>Department specific, validated by Human Resources***</td>
<td>NA</td>
</tr>
<tr>
<td>Facilities Management-Research &amp; Education Facilities, Operation &amp; Management, Lab and Physical Plant</td>
<td>• Refrigeration Mechanic • HVAC Mechanic</td>
<td>Department specific, validated by Human Resources***</td>
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