INTERNATIONAL & CLINICAL EXPERIENCE POLICY

INTERNSHIPS

Goals and Objectives
- To provide an opportunity for students to gain practical on-site work experience to enhance their job skills and increase their knowledge about public health while getting academic credit and contributing meaningfully to the work of the Fort Wayne-Allen County Department of Health (FWACDOH).

Guiding Principles
- All internship assignments are subject to the following conditions:
  - The student is academically eligible to participate in the internship experience.
  - All projects or assignments are mutually agreed to by the department, the student and the respective college or university’s academic advisor.
  - The internship can be terminated at any time by either party with or without cause.
  - The internship is a volunteer (non-paid) experience and the student is not entitled to a salary/stipend (unless otherwise approved by the Department Administrator) or employee benefits; nor is the student guaranteed a job at the conclusion of the internship.
  - The Department has the capacity and time needed to adequately oversee the project/student in an effective manner.

Yearly Quota and focus:
- The Department will accept no more than 2 interns per semester (spring, summer and fall with max being 6 total) per year unless otherwise agreed upon by the Department Administrator. Internships will be divided up throughout the year as best as possible so as not to overwhelm staff or overburden one division over the others.
- Preference will be given to prospective interns in the actual areas/degrees of public health, environmental science/health, or infectious diseases (or other topic areas in line with the Department’s activities).
- Externships, Capstone Projects, and Final Paper candidates all are included in this policy and must follow the same procedures as Internships.

Coordination
- The department’s Internship Coordinator (hereby designated as the Communications Director) will be responsible for implementing the department’s internship policy. Therefore, the Internship Coordinator will:
  - Inform the Department Administrator, Health Commissioner, and Division Directors when an internship application has been received outlining the basic information of the requested internship.
o Inform all the above parties when an intern has been accepted so everyone is aware of the pending internship project. (An email including the intern name, dates of internship, name of DOH Field Supervisor, project and location for intern will be sent to the parties above prior to start of the internship.)

o Work with academic advisers and appropriate internal division directors in the selection of students for participation based on the department’s needs and the student’s interests and career goals.

o Coordinate all communication between the department and the prospective intern and academic adviser prior to a student becoming an intern, including receiving all applications, checking that all appropriate prerequisites have been completed and scheduling any needed interviews.

o Serve as the resource person for any issues or problems that may arise during the internship.

o Ensure all final paperwork or requirements are submitted at the conclusion of the internship and copies will be kept for the file for each intern.

Prerequisites

- Internships, in most cases, must be for academic credit with the approval of the respective college or university. Therefore, to qualify for either full-time or part-time internship, a student must:
  o Have completed a minimum of one-year of full-time college study in an undergraduate or graduate degree program.
  o Be in good academic standing and have completed all the necessary coursework and prerequisites for the internship as determined by the university or college. Preference will be given to those students who are majoring in disciplines relevant to public health as stated above.
  o Have the necessary ability, interest, and maturity to competently complete the tasks that will be required in the internship.
  o Have all necessary paperwork (agreements, study approvals, plans, forms, etc.) required for the internship that can be submitted at time of request to the Department.
  o Possess any specific skills (public speaking, word processing, graphic design) necessary to complete the assigned internship duties and be willing to comply with all departmental and county personnel policies as applicable.

Interview and Placement Process

- Internships will be offered when requested based on considerations of space, resources and the availability of mentorship. Therefore, to be considered, a prospective intern must first:
  o Submit an application and request for interview to the Internship Coordinator explaining the reason(s) for choosing FWACDOH for an internship, and indicating the specific area in which the applicant is willing to work as an intern.
  o Submit any necessary paperwork pertinent to the internship required by the school so the Department is clear on what is needed in its entirety.
  o Be interviewed by the Internship Coordinator and the appropriate division director(s).
Once the intern has been accepted and assigned to a specific division(s), the division director(s) or in some cases, the Health Commissioner, will become the intern’s Field Supervisor. Therefore, the Field Supervisor will:

- Complete any necessary paperwork, including an internship agreement and a detailed description of work tasks, goals or learning objectives for the internship prior to any student placement.
- Ensure that intern is properly oriented to the department and is issued a network/computer ID, photo badge, desk phone, parking pass, or keys as needed.
- Ensure that intern has sufficient work to do and is given quality supervision throughout the program.
- Commit to mentoring and evaluating the intern throughout the internship experience.
- Agree to phone consultations or on-site visits by the intern’s academic adviser as needed.

Time and Duration

- Most internships will run along the same schedule as academic semesters: August to December, January to April, or Mid-May to August. Other times may be considered.
- The duration of the internship and hours per week will be based on the intern’s availability, whether the internship is part-time or full-time, and the minimum number of site hours that must be completed for each academic credit hour. The specific schedule will be agreed upon during the interview and placement process.

Compensation/Insurance Coverage

- Unless otherwise specified, all internships will be unpaid.
- No insurance, benefits, or Workman’s Compensation coverage will be provided to interns.

Transportation

- Interns will be responsible for transportation to and from the internship experience and all related events/duties. In some cases, mileage or a stipend may be paid for travel related to official duties.

Dress Code

- Interns will be expected to dress in professional office attire unless doing field work in which case casual attire may be allowed at the discretion of the Field Supervisor.

Orientation

- All interns must receive a proper orientation to the department. The Internship Coordinator or designee will be in charge of the overall orientation process, including the issuing of a network ID, photo badge, parking pass and keys as needed. The orientation will also include the following:
  - A general department overview presentation;
  - A tour and introduction to the staff; and
  - HIPAA Privacy training presentation.
Ensuring proper workstation functionality working with the Informatics Director as needed (to ensure space is designated and equipped with a computer/printer, phone, etc. This must be done in advance of the arrival of the intern.

- Upon sufficient orientation to the department, and after appropriate training, the intern will be allowed to begin project work and will be assigned over to their Field Supervisor for the remainder of their internship.

**Evaluations**

- The intern’s Field Supervisor will be responsible for completing any evaluations required by the respective college or university. The Field Supervisor will ensure that a copy of all such paperwork is provided to the Internship Coordinator for recordkeeping purposes.
- The intern’s Field Supervisor will be responsible for completing a final evaluation of the intern as required by the FWACDOH. Once completed, the Field Supervisor will go over this form with the intern near the end of their internship. The Field Supervisor will ensure that a copy of such paperwork is provided to the Internship Coordinator for recordkeeping purposes. These forms are located on the G-drive in the Director folder.

**Responsibilities of FWACDOH**

- FWACDOH shall provide the intern with a safe and conducive working environment, equipment and mentoring adequate to meet the learning objectives of the internship. To the extent possible, FWACDOH will provide access to a workstation, telephone and Internet use, and supply of stationery and other materials that may be required for proper discharge of assigned tasks by the intern.
- FWACDOH shall provide the student and the academic adviser with a detailed description of project tasks, goals or objectives for the internship prior to any student placement and will submit any and all assessments and evaluations required by the respective college or university during or after the internship experience.
- FWACDOH shall take under advisement any suggestions made by the intern in a final evaluative report as to how future internships can be improved.

**Responsibilities of the Intern**

- The intern shall demonstrate a willingness to fully participate in the learning experience.
- The intern shall complete all work with high standards and professionalism.
- The intern shall work under the supervision of the assigned division director or the Health Commissioner who will be regarded as the intern’s Field Supervisor, and to whom the intern will report.
- The intern shall adhere to all departmental rules, regulations, policies and procedures throughout the internship program.
- The intern shall complete all necessary progress reports, time sheets, evaluations, research papers, presentations or other assignments as required by the respective college or university.
- If the internship will involve a research project requiring IRB approval, the intern is responsible for making this known at the time of application and the intern is
responsible for ensuring this process is completed appropriately prior to the start of the internship. If the Department will need to assist with any needed IRB or other approvals, this must be made known at the application phase and the Informatics Director will determine the feasibility of the Department’s participation in this process and or any needed steps toward completion.

- At the conclusion of the internship, the intern will give a presentation summarizing his or her project or research findings to DOH staff.

**DATE ADOPTED:** 2/10/09

**DATES REVISED:** 9/1/10; 11/21/12; 6/28/13; 8/8/13; 12/31/14; 7/19/16

**REVIEW:** Annually

**ATTACHMENTS:** Intern Request Form; Internship Application Form; Internship Agreement Form; Internship Orientation Checklist; Final Evaluation of Intern Form; All forms are located on the G-drive in the Director Folder.

**REFERENCES:** None
CLINICAL EXPERIENCES

Goals and Objectives

- To provide public health clinical experience to qualified students.

Definitions

- **FWACDOH** - Fort Wayne-AlLEN County Department of Health.
- **Institution** - the college/university where the participant is enrolled.
- **Participant** - the individual who has been accepted to complete a clinical rotation at the FWACDOH.
- **Preceptor** - an individual employed within FWACDOH who agrees to accept a participant in their workplace and to oversee their activities while on site.
- **Site** - the location where the participant will observe or participate in FWACDOH activities.

Prerequisites

All clinical experiences are subject to the following conditions:

- Experiences are limited to the following student populations:
  - RN students in a BS or MS program only will be considered for experiences in Clinical Services and Community Health/Case Management
  - RN Students in an AS program may be considered for an experience in the Immunization Services division, but preference will be given to BS or MS program students
  - NP Students will be considered with the approval of a FWACDOH NP
  - MA or Billing/Coding/Front Office Administration Externs
  - PA students will follow a 5-week established curriculum

- FWACDOH will serve as a practicum site for participants in such number and at such time as is mutually agreed upon by all parties. Preference will be given to students who are enrolled in a Community Health nursing course or majoring in healthcare disciplines relevant to public health. Placement for observation/practicum experience is not guaranteed. FWACDOH reserves the right to deny any request based on available time, space, qualified staff and resources.

- The participant must be at least 18 years old and must be a student who is academically eligible to participate in the practicum experience as determined by the respective college or university. All agencies or academic institutions wanting to arrange for practicum experiences for its students must have a current Memorandum of Understanding (MOU) document on file with FWACDOH. This is a non-binding agreement that describes working relationships and mutual responsibilities. This agreement must be on file the day the clinical experience begins. These MOUs are to be reviewed annually and may be amended at any time by mutual agreement.
• Participants must have the necessary skills, interest, and maturity to complete the assigned duties and possess the ability to comply with all departmental and county policies as applicable.

• Program participants will be accepted and assigned to a clinical experience without regard to race, color, religion, marital status, national origin, sex, disability or age.

• A clinical experience can be terminated at any time for reasons of health, performance or other reasons which may interfere with the orderly functions of the department or the safety or wellbeing of its patients, clients or staff.

Procedures

To participate in the clinical experience program:

• Participants or faculty should submit a request to the department’s Clinical Director of Nursing. A minimum of 30 days of notice is required to schedule the clinical experience, but due to space limitation, clinical instructors are encouraged to make clinical arrangements 1 semester in advance.

  ▪ The Clinical Director of Nursing will be responsible for coordinating all communication between FWACDOH and the participant and/or sponsoring agency, including submission of the MOU, for review or update, to the Department Administrator, receiving all applications and scheduling and placing participants in the appropriate clinical site.

• Once the participant has been accepted and assigned to a specific site, that site’s clinical director or a designated clinical staff member will become the participant’s Preceptor. The Preceptor will commit to mentoring, monitoring and evaluating the participant throughout the experience, including completing any necessary paperwork, conducting evaluations, or meeting with the participant’s supervisor or faculty adviser as needed.

Time and Duration

• The scope, time and duration of the practicum/observation experience will be based on the department’s available time, space, staff and FWACDOH Clinical Observation Policy resources. The dates and times will be agreed upon during the placement process.

• A minimum commitment per clinical experience is 1 day a week for 4 weeks. Observation experiences are not offered in the clinical setting with the exception of limited observation time within the 5-week PA curriculum.

• The number of participants will not exceed 1 per clinic, per day.

Compensation

• There is no monetary compensation or other benefits for participation in the clinical experience.
Dress Code

- Clinical experience participants will be expected to dress in a school issued clinical uniform or in professional office attire with a school issued white lab coat, along with a school issued name tag.

Orientation

- At the beginning of, or prior to, a clinical experience, the Preceptor will orient the participant to the department’s policies and procedures, safety rules, and infection control measures.

Patient Confidentiality

- All participants must sign a pledge to protect patient confidentiality. A copy shall be retained and forwarded to the department’s Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer. The Preceptor supervising the participant should also review HIPAA privacy requirements with the participant as needed.

Responsibilities of FWACDOH

- Serve as a clinical site where participants may be assigned for educational and observational experiences.

- Provide participants with an appropriate learning and working environment and the appropriate facilities, equipment and mentoring adequate to meet the learning objectives of the practicum or observational experience.

Responsibilities of Educational Institution

- Function within the policies and procedures of FWACDOH.

- Ensure that all students, faculty or employees carry professional liability insurance.

- Ensure that the participant is free of infectious communicable diseases such as, but not limited to, Tuberculosis. A participant with a previous reactive TB Skin Test will have a negative symptom survey or negative Chest x-ray on file at the Institution for the time period respective to the practicum experience.

- Ensure that the participant is up-to-date on vaccinations such as, but not limited to, Hepatitis B and Tdap.

- Provide the necessary instruction and supervision of its students and employees to ensure the proper application of principals and theory in the practice of patient care.
• Provide FWACDOH with the course and practicum objectives.

**Responsibilities of the Participant**

• Observe and comply with all policies and procedures of FWACDOH.

• Maintain a professional appearance and complete all work with high standards during the practicum or observational experience.

• Keep all patient health information confidential.

**DATE ADOPTED: 6/1/09**

**DATES REVISED: 9/1/10; 1/21/11; 6/20/11; 11/21/12; 7/19/2016**

**REVIEW: Annually**