

# HEALTHWEST

## PROCEDURE

No. 02-008

Prepared by:

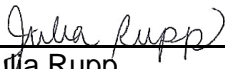
Effective: January 1, 1989

Revised: April 4, 2018

Susan Plotts  
Human Resources Manager

Approved by:

Subject: Interns and Student Observers:  
Application, Screening, Placement,  
Orientation, and Supervision of Interns and  
Student Observers

  
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Julia Rupp  
Executive Director

### I. PURPOSE

To provide a single point of entry for student observers and interns and assure they are screened for the position, achieve orientation to the Agency, are accountable for their services and assignments, and receive adequate supervision from HealthWest staff.

### II. APPLICATION

All HealthWest student observers and interns, HealthWest staff and contracted providers responsible for the supervision of interns and/or student observers.

### III. DEFINITIONS

#### Student Observers

Individuals participating in "career exploration" or field observation at a HealthWest site. Student Observers do not deliver care and/or services.

#### Intern

Individuals completing career development or educational work experience in HealthWest sites by delivering care and/or service with appropriate levels of supervision.

#### Placement

The activity duration, program, and discipline of the student/observer intern.

#### Field Instructor

HealthWest staff or contracted provider responsible for the screening, orientation, and supervision of the student observer or intern and any services they provide.

### Learning Contract

A document formatted by the learning institution and required of the student observer or intern. Goals and objectives may be standardized or constructed by the intern in consultation with the Field Instructor. The document may be completed and progress evaluated once, or reviewed and updated on an ongoing basis. The Field Instructor will be designated by the supervisor of the program.

## IV. PROCEDURE

A. Inquiries regarding Student Observation, Student Internship, and/or Employee Internship placements will be directed to the HealthWest Human Resources Department.

1. Human Resources staff will request an application from the student as follows:

- a. Student requesting an observation placement must submit a Student Observer Application (Form A163).
- b. Students requesting an internship placement must complete the Student Intern Application (Form A083).
- c. Employees requesting an internship placement must complete the Employee Student Internship Application (Form A234) after informing his/her supervisor of the potential internship and discussing any barriers that may exist (performance, attendance, workload issues, etc.).

2. Human Resources will forward requests, with a copy of the student's resume and program requirements as available, to appropriate supervisors for consideration of an internship or observation position.

3. Human Resources will work with the Contracts Department to assure there is an affiliation agreement in place between HealthWest and the school/college/university prior to the Student's placement.

### B. Student Observer Placements

1. Student observers will be assigned to the appropriate program and Field Instructor by the Chief Clinical Officer or designee.

2. Prior to obtaining information regarding individuals receiving services or having any contact with them, the Program Manager/designee will assure all student observers complete the following:

- a. Confidentiality Statement (Form A104)
- b. Orientation

When completed, these forms must be forwarded to Human Resources for filing.

C. Employee Student Intern Placements

1. Human Resources will schedule an Employee Internship Committee meeting consisting of the Executive Director, Chief Clinical Officer, Field Placement Coordinator, HR Manager, current supervisor of employee, and potential Field Instructor (if known). The Committee will review the Employee Student Intern Application and determine if the internship will be approved or denied.
  - a. The proposed field instructor will interview the employee intern applicant to determine appropriate fit for the program prior to final acceptance of the intern.
  - b. If the proposed Field Instructor denies the application, the committee will help to find another program/Field Instructor. A new application does not need to be completed by the employee.
2. If the internship is approved, the employee's current supervisor and the internship Field Instructor will complete the Employee Internship Supervisor Agreement (Form A235), which establishes the schedule and hours of both the internship and the employee's regular job. This Agreement will be forwarded to Human Resources for review at the next Internship Committee Meeting. The Agreement will be reviewed by the Internship Committee and approved or sent back to the supervisors for revision. The internship will not be approved to begin until this Agreement is completed and approved by the Internship Committee.

D. Student Intern Placements

1. Student intern applicants will be interviewed and screened by the potential Field Instructor.
2. If the Field Instructor accepts the intern applicant, Human Resources conducts a recipient rights, criminal background and driver license check. Depending on the results of these checks, the Field Instructor will notify Human Resources of final acceptance or denial. If accepted, the Field Instructor will schedule the intern's start date and onboarding session with Human Resources.
3. Prior to obtaining information regarding individuals receiving services or having any contact with them, the Field Instructor will assure the intern completes the following:
  - a. Confidentiality Statement (Form A104)
  - b. Intern Statement of Terms (Form A085)
  - c. Orientation

E. Internship Field Instructor Responsibilities after Placement

1. The Field Instructor will orient the student/employee intern to the pertinent practices, procedures, policies, and responsibilities of the agency. During orientation, student interns will be provided access to the policies and procedures. Student interns are expected to adhere to policies and procedures per the Intern

Statement of Terms. Field Instructors will orient student interns to relevant changes in practice, procedure, and/or policy on an as-needed basis.

2. The student intern will submit their Learning Contract, if applicable, for consultation, review, and approval to their Field Instructor. The Field Instructor will forward the completed and signed Learning Contract to the college/university and send a copy to Resources.
3. The Field Instructor/designee of the assigned student intern will conduct and document supervision meetings with the intern as indicated in the Learning Contract.
4. Field Instructors will complete written evaluations of their student intern's progress per the requirements of the Learning Contract. The Field Instructor will submit completed evaluations to the college/university as required and submit copies for filing to Human Resources.
5. If, through the evaluation process, the Field Instructor confirms that the student intern is not meeting the criteria for the internship and/or has been in violation of a HealthWest or Muskegon County policy, the internship may be terminated.
6. The intern's record, including the original Intern Application, Confidentiality Statement, Statement of Terms, orientation checklist and any other internship documents are maintained by Human Resources.
7. The Field Instructor will inform the Human Resources department when the internship has ended with an effective date.
8. For Student Interns, the Separation Checklist (Form A002) must be completed on the last day of work.