



Partnering with



POLSON SCHOOL DISTRICT #23
Preparing Students to Succeed

Polson High School Health Occupations Internship

Program Guidelines

Program Goals: The goal of the PHS Internship program is to provide an elite, select group of high school seniors, interested and committed to obtaining a career in healthcare, with the opportunity to do so.

Program Requirements: The selected group of high school students will attend class at the hospital for 1.5 hours daily for the entire school year. Grades will be based on attendance, journaling, Extended Learning Binder assignments, and other miscellaneous work during downtimes. Students must fulfill **270** intern hours, complete daily journal prompts, complete worksheets per department rotation, and participate in group learning opportunities hours in order to pass the class.

PHS Contact: The Providence Student Outreach Coordinator's (SOC) role is to facilitate the student's experience while at the hospital. The SOC ensures that students are educated on hospital expectations and will communicate regularly with the high school program director about student progress. The high school program director for this class is Tammy Kelley (406)883-6351, (406)883-1069, or by email tkelley@polson.K12.mt.us.

I. Selection Process

The interview committee will consider the following qualities in students:

- a. A genuine interest in healthcare careers
- b. Minimum 3.0 GPA
- c. Good attendance history
- d. Positive, upbeat, enthusiastic, self-motivated

II. **Paperwork**

All candidates must turn in the following paperwork to Mrs. Kelley by April 1, 2016 in order to be scheduled for an interview.

- a. Polson High School Internship Application
- b. About Me Questionnaire
- c. Personal Statement
- d. Attendance history/Transcript
- e. One Letter of Recommendation

III. **Selection/Interview Committee**

The SOC will organize a committee comprised of SOC, administrative staff, clinical staff, and high school program director. Interviews will be scheduled and conducted prior to May 1, 2016.

IV. **Selecting Candidates**

The committee shall deliberate and choose the most qualified candidates for the program based on the “selection process” criteria. The maximum number of students that the program will allow is up to 12 students. Once the candidates have been selected for the year, allowance of additional students into the program is prohibited, including the change at semester.

V. **Post-selection paperwork**

Once the candidates have been selected, students will be required to fill out additional paperwork, similar to that of the volunteer program.

- a. Confidentiality Statement
- b. Minor Consent Form
- c. Background Check
- d. Standard of Conduct

VI. **Scheduling**

The SOC will be responsible for accommodating all the student’s schedules thereafter. The schedules rotate through each participating department for each student. The SOC will ensure only one student is scheduled in each department per week. Students will rotate through each department at least once. The SOC will distribute the rotation schedules to

a. Participating Departments:

- | | |
|---|---------|
| i. Patient Registration | 1 week |
| ii. Surgery Department | 2 weeks |
| iii. Diagnostic Imaging | 2 weeks |
| iv. Emergency Department | 2 weeks |
| v. Laboratory | 2 weeks |
| vi. Family Practice/walk-in clinic | 2 weeks |
| vii. Med/Surgery | 2 weeks |
| viii. Respiratory/Physical Therapy Services | 2 weeks |
| ix. Administration | 1 week |

x. Obstetric Clinic	2 weeks
xi. Orthopedic Clinic	2 weeks
xii. Assisted Living	2 weeks

Intern Expectations

- I. Dress Policy: Interns are expected to abide by the same dress policy as volunteers/staff with regards to professionalism. Each intern receives a lab coat that says “PHS Intern” on it and has the Providence St. Joseph logo. Lab coats will be returned to SOC at the end of the year. Interns will be expected to wear long pants, other than jeans. “Scrubs” will also be provided to be worn during certain rotations.
- II. Orientation: Orientation will be conducted by SOC the first few weeks of the internship; it will be similar to volunteer orientation, but will also cover specific expectations for students. Students will receive necessary paperwork, journals, Extended Learning binder, etc.
- III. Hours: Interns are expected to show up during their class hours. There is no excuse for not showing up without prior notification or authorization. Students will be reported as truant if they fail to report. It is either the SOC, or the student’s responsibility to inform the respective department that they will be absent.
- IV. Truancy: If the student does not show up and does not provide proper documentation for a scheduled absence, appropriate disciplinary action will be taken.
- V. Tardiness: The first unexcused tardy will result in a verbal warning, which will be documented. The second unexcused tardy will require the student to make up 30 minutes time.
- VI. School Breaks/Holidays: Interns are not expected to be in attendance at the hospital during the scheduled school holidays, or vacation time set aside for students. However, if a student decides to come in and intern during their scheduled break or holiday, they will need to get it approved by the SOC. The SOC will get clearance from the department(s) and work with the intern for documentation of hours.
- VII. Forms: PHS Interns must complete paperwork during the program. This paperwork will be turned into either the SOC, or Tammy Kelley.
 - a. Weekly Evaluation Forms: The students will have staff complete evaluation forms when notified by SOC.
 - b. Journals: The students will turn in a weekly journal of observations. Interns may work on journals during down-time at the hospital.
 - c. Department Binders: Each department will provide specific information in the Extended Learning Binder. Students will need to read and complete the activities during down time. Inside the tabbed binders will be vocabulary terms, interview worksheets, and other activities to build on student learning. Binders will be turned in at the end of student rotations.
 - d. Intern Hours: Hours will be tallied monthly by SOC.

- e. Centralized Sign In: Interns will sign in at the SOC's office daily. They will pick up a mentor slip to bring to assigned department with arrival and departure times. Mentors will return signed slip to SOC.
- f. Meetings: The SOC will occasionally host meetings to review policies and determine if any changes need to be made.
- g. Discipline: In the event of disciplinary action, the SOC will complete disciplinary form documentation, and review with intern. The SOC and Director of Community Relations may determine that the internship is no longer appropriate for that student, based on documented incident(s). The SOC will notify Polson High School's program director of the decision. Polson High School will notify and remove the student from the program. The student will withdraw/fail from the class for the entire year, as documented on school transcript.
- h. Other Requirements: Students will be receiving instruction in Medical Terminology, Anatomy & Physiology, Nutrition, and other various courses, and will be required to complete related coursework assignments. Students will earn two credits (one Health Occupations, one Health Science) upon completion of this course.

By signing below, I acknowledge I have read and understand the Polson High School Health Occupations Internship Program Guidelines.

Applicant Signature: _____ Date: _____

Parent Signature: _____ Date: _____