

Guide for Internship Preceptor

Information About Guide

- Guide for Internship Preceptor has been prepared to provide important information about MSUM's Health Services Administration internship class. This document will assist internship preceptors and their staff as they plan for a student intern.
- Preceptors are also encouraged to review Health Services Administration program's internship website as it will provide helpful information about student internships.
- Please contact Program Coordinator should you have questions and/or concerns about our internship experience.

Role of Internship Preceptor - 1

- Please review internship Learning Goals and Internship Requirement.
- Help student in completing Internship Agreement Form.
- Please work with student in completing Domains of Practice document.
- Please work with students in drafting department rotation schedule.
- Please arrange an orientation session for the student so the student is aware of organizational policies and procedures.

Role of Internship Preceptor - 2

- Please provide information about the facility's procedures and policies including hours, professional attire, use of office supplies and equipment, code of conduct, preferred method of communication, and time of breaks.
- If this is a paid internship – please discuss information related to pay procedures, frequency, and process of receiving pay.
- Please introduce intern to department heads. Preceptors should provide department heads an overview of internship/practicum so that they understand their roles and responsibilities with the intern.

Role of Internship Preceptor - 3

- Please provide information about work space, access to computer, phone etc.
- Please note that your student/intern is also taking classes (full time/part time) at MSUM so it is important to be flexible during the internship/practicum. This does not mean that student will miss important meetings.
- Please work with student in identifying tasks and projects during internship.
- Please meet with student regularly and provide feedback on individual projects and tasks.

Role of Internship Preceptor - 4

- Please provide information to Program Coordinator immediately if student is involved in a case of misconduct during the period of student internship.
- Please complete evaluation of student internship
 - Evaluation is online and a link is sent to preceptor during the final week of internship.
 - Please complete this evaluation survey **within 1-2 days** as this evaluation is part of the student's final grade for the internship class (HSAD 469).

HSAD 469 - Internships

- Aimed at providing practical experience in the field of Health Services Administration.
- 3-6 credit hours.

Student Learning Outcomes

Upon completion of HSAD 469 the student will be able to:

- Summarize the unique aspect of the provider/organization that s/he is serving.
- Describe an understanding of the role and function of health administrators, directors, and staff.
- Describe a practical understanding of federal, state and local laws, rules, regulations, and policies concerning the operations of a healthcare organization.

Student Learning Outcomes

- Describe the internal operations of a healthcare organization, including the function of each department.
- Describe patient/client interactions that occur between and within the healthcare organization.
- Summarize how each role, administrator, director, and/or staff, contributes to the operation of the healthcare organization.
- Apply theories/information that was learned in HSAD course work and relate them to practical experience obtained during the internship experience.

Internship Requirements

- Enrollment in HSAD 469
- Internship Rotations
- Student Weekly Journals and Documentation of Hours
- Tasks and Project(s) during Internship
- 100 hours Completion Meeting
- Student Narrative Summary of Internship
- Student Evaluation of Internship Experience
- Preceptor Evaluation of Internship

Internship Rotations

- Rotation through different departments at internship organization/site is required to ensure that students demonstrate knowledge of all the functions of the organization/site.
- Domains of Practice document can be used while planning departmental rotation.
- Rotation schedule should be drafted in consultation with internship preceptor.
- Tentative schedule should be submitted to Program Coordinator by the end of first week of internship.

Student Weekly Journals and Hours

Each week the student will complete and submit summary of activities completed (see below).

Students are also required to document internship hours each week. Format for recording hours is included on the website.

Topics covered in weekly summary:

- Major projects completed
- Skills/knowledge/new experiences
- Conflict or problems encountered
- Questions/concerns
- Answers that student sought for previous questions/concerns
- Any additional comments/thoughts

Tasks and Project(s) during Internship

- Please meet with student to identify potential internship tasks and projects. These tasks include but are not limited to the following:
 - Opportunities to get involved in activities such as meetings, operations, etc. (must be discussed ahead of time with preceptor)
 - Projects such as human resources, finance, process improvement, quality improvement, information technology etc.

100 Hours Completion Meeting

- Students are required to arrange meeting between faculty and internship preceptor once they complete 100 hours of internship.
- During this meeting faculty will discuss progress of student internship. Any challenges, conflicts, and concerns will also be discussed.

Student Narrative Summary of Internship

- Students will submit final narrative summary at conclusion of their internship.
- The summary highlights:
 - Major concepts that were acquired and reinforced during the experience.
 - Specific projects that were successful
 - Any major problems/conflicts – how were they resolved?
 - Management/leadership skills that were utilized
 - Statement of how students applied skills/knowledge learned during their internship.
- ❖ Major project report will be submitted separately.

Internship Evaluation

- Survey link will be emailed to internship preceptor and student during the final week of the internship.
- Please complete these evaluation surveys **with in 1-2 days** as this evaluation is part of student's final grades for internship class (HSAD 469).

Contact Information

Please contact the Program Coordinator should you have questions and/or concerns.

Contact Information

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