



Internship Program



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Overview

Our Vision for the Program

At Madison Regional Health System, our mission is to provide quality healthcare close to home. We recognize that this can only be done by adding compassionate, team-oriented members to our team. Internship programs allow us to have an enhanced presence on college campuses while also providing students an opportunity to learn from professionals in their field. We are committed to providing an exceptional learning and working environment for South Dakota students, in particular.

Basic Conditions

- MRHS offers internships to students enrolled in post-secondary institutions majoring in appropriate fields.
- MRHS will field internship applications during the specified periods and has the right to suspend the application process whenever they deem necessary.

Internship Types

General Options

MRHS has identified three specific internships that are in high need and provide the most benefit to the organization. These areas are nursing, IT, and administrative. These are all high need areas for the facility and have accredited programs through the South Dakota Board of Regents. Applicants reserve the right to apply for internships in other departments. Decisions on internships will be made by the CEO and the director of the desired department.

Internships will be classified by one of four categories:

- Paid and For-Credit
- Paid and Not-For-Credit
- Not Paid and For-Credit
- Not Paid and Not-For-Credit

If interns are not hired as an official employee and paid an hourly rate, they may still be offered certain stipends. These may include, but are not limited to: housing, transportation, scholarships, or loans. If the intern is not taken on as an MRHS employee (unpaid), then they will not be eligible for worker's compensation or retirement benefits from MRHS. The type of compensation for an internship experience is to be determined by MRHS.

Nursing

MRHS is committed to providing nursing clinical internships to upcoming nurses that are planning to graduate within the next two semesters. The MRHS nursing internship program is certified by the South Dakota Board of Nursing and additional requirements may need to be met based on their policies. Nurses involved in the program will be hired as MRHS employees



and will work with a supervisor for 10 weeks. Interns may also enroll for college credit through their universities. Interns can inquire about a loan forgiveness program to assist in covering tuition. The number of interns taken per semester is reliant on how many supervisors are willing and able to mentor students. This is the only internship program that has a specified length and the requirement that the student is an MRHS employee.

IT

MRHS is committed to providing IT students with a program that prepares them for the complex world of IT in healthcare. While on site, IT students will learn of the importance of IT and the fact that every other department depends on it to keep daily operations running smoothly. Students will also be introduced to how our EMR system functions. It is likely interns may spend time in all departments as they assist staff in resolving IT issues. In addition, IT interns may be assigned additional projects by their supervisor or by their academic institution.

Administrative

MRHS provides administrative internships to future healthcare professionals to expose them to all aspects of managing a healthcare facility. Administrative interns will complete an administrative and/or research project that they decide upon with their supervisor. These projects should benefit both the student and the facility. The only university in South Dakota with the major of health services administration, USD, also requires at least two projects to be completed by the student in order to receive academic credit. They will spend the majority of their time working on these projects, spending time with the CEO, and shadowing different departments within the facility. MRHS will try to accommodate any other academic requirements set in place by other universities.

Application for Internship

Application Periods

Application periods closely line up with the academic calendar. Applications close for the upcoming semester on Friday at 5 P.M. the week of midterms of the current semester. For example, an applicant must apply before spring semester midterms in order to be considered for a summer semester internship. Keep in mind the earlier an application is submitted the better, as positions will fill quickly. This process allows for MRHS staff to properly review applications and conduct a formal interview process. Upon hiring, MRHS staff will still have time to prepare projects and curriculum that will be most beneficial to the student and the facility alike.

How to Apply

Applicants will need to submit a cover letter and a resume with at least three references. If the student is applying through an academic institution, contact information for the internship coordinator will need to be attached as well. An academic transcript may be requested by



MRHS on a per need basis. Applicants may also be required to submit test scores or certifications depending on the department. Applications can be found on www.madisonregionalhealth.org. Applications can be submitted to Donna.Lueth@MadisonHospital.com

Review of Applicants

Human resources, the CEO, and the appropriate apartment director will review applications. Factors that will be considered in the selection process will include academic qualifications, past experiences (academic or professional), and statements made by references. Once an application is thoroughly reviewed and approved, the applicant will be contacted to set up an interview. On rare occasions, the interview process may be bypassed and the applicant may be contacted and informed of a decision immediately after the review process.

Interview of Applicants

Interviews will typically be conducted by the director of the appropriate department or by the potential supervisor of the applicant. The CEO can also conduct interviews or observe if they so wish. MRHS prefers that interviews be completed in person but an online interview can be accommodated if deemed necessary. Following the interview, the applicant will be contacted with an official decision on if they will continue along in the hiring process. If they will, a background check and drug test will be conducted.

Onboarding

Upon receiving a clear background check and drug test, the onboarding process can begin. These forms will need to be completed in person prior to beginning the internship as crucial privacy documents need to be signed. Payroll information will also need to be collected if the internship is paid. MRHS requires new employees to complete an online training course within the first 30 days of starting at the facility. In addition, MRHS requires all new employees attend a general orientation session that is offered on-site once a month. New interns will be required to complete this training course and to attend this orientation to gain awareness of the facility and its policies.

Pre-Employment

Pre-Evaluation Forms

- This form may be found on www.madisonregionalhealth.org.

Student Preparedness Checklist

- This form may be found on www.madisonregionalhealth.org.

College Requirements

- MRHS is not responsible for communicating with universities to complete the proper paperwork. It is the intern's responsibility to bring the appropriate university documentation to MRHS for signatures and approval.



Licensing / Liability

- Licensing requirements are different for every department. Interns should check with their university or with MRHS to ensure they have all proper licenses and/or certifications before beginning the internship experience.
- Liability coverage will be provided by MRHS if the intern is taken on as a facility employee. If this is not the case, the university program will have to cover liability for the intern.

Expectations

Student Responsibilities

- Act in a professional way and respect employees and guests at MRHS at all times.
- Follow all MRHS policies, procedures, and regulations at all times.
- Strive to reach all deadlines set for them, whether it be from MRHS or from their university.
- Be engaged and involved in the entire internship experience.
- Ask questions if unsure about any situation.
- Communicate any academic needs, responsibilities, or changes to their supervisor or director of department.
- Track their own hours, keeping in mind university requirements.
- Provide feedback to MRHS and their supervisor.

Additional Responsibilities if Clinical Internship

- Ask questions if unsure about the appropriateness of providing direct care to a patient.
- Identify themselves as an intern when interacting with patients.
- Speak up if they feel uneasy or uncomfortable about any situation.

Preceptor / Department Responsibilities

- Ensure the intern is properly orientated with the facility and its procedures.
- Ensure the intern is properly orientated with department requirements and procedures.
- Provide projects and shadowing opportunities that provide the intern with an environment that is beneficial to learning.
- Provide interns with regular guidance and supervision.
- Supervise interns until they feel comfortable completing duties on their own.
- Work with the intern to meet all academic requirements.
- Provide evaluation to interns upon completion of the internship experience.



Post-Employment

Upon completion of the internship, an exit meeting will be held with the student, supervisor, and/or head of department / CEO. Both parties may discuss aspects of the internship that they enjoyed and things about the program that can be improved for future students. Supervisors and other staff that worked with the intern may also provide feedback on how the student performed throughout the experience. At the conclusion of this meeting, all parties involved will complete the post-evaluation surveys that will be filed with the pre-evaluations forms for future reference. The student may request copies of these forms if needed for scholarship purposes. In some cases, the student may be given a verbal offer for a job at MRHS upon their graduation.

Student Post-Evaluation

- This form may be found on www.madisonregionalhealth.org.

Preceptor Post-Evaluation

- This form may be found on www.madisonregionalhealth.org.