

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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SECTION 9: Training and Development

POLICY: 9.010

SUBJECT: Interns

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APPROVED:   
NENA STRICKLAND  
INTERIM SUPERINTENDENT

DATE: JUNE 2, 2010

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### I. POLICY

- A. Oregon State Hospital (OSH) shall provide internship experiences for students in a variety of disciplines from both national and local colleges and universities. Internships are the product of mutual agreement between the hospital and the college or university, with the goal of providing students with both educational and practical experience. Internships are designed to provide students with opportunities to apply what they are learning or have learned in their college courses to real life situations. Internships must be appropriately planned, supervised, and evaluated. In addition, this policy is intended to protect the interests and rights of the hospital's consumers and the fiscal, operational, and liability interests of OSH and the Department of Human Services.

### II. DEFINITIONS

- A. "Students and Interns" shall include all persons placed at, or rotating through, OSH as part of an educational or vocational program at a college, university, or technical/vocational school.
- B. "Preceptor" means a person who is responsible for supervising and guiding the student/intern and serves as a liaison between OSH and the college, university, or technical/vocational school.
- C. "Stipend" represents a payment that is made to an intern to compensate him/her for service provided to the hospital.

### III. PROCEDURES

- A. When a hospital official desires to accept an intern(s) and become a preceptor, he/she is to develop a written plan for the internship

experience. The plan must include written learning objectives for the intern(s), as well as details about projects that the intern(s) shall be involved in. The written plan must be approved by both the intern(s)' college, university, or vocational/technical school and a member of the OSH Superintendent's Cabinet.

- B. In some cases, a contract must be established between the hospital and the college, university, or vocational/technical school. This shall be determined on a case-by-case basis, and is generally requested by the college, university, or technical/vocational school. Oregon State Hospital may also require a signed contract with the academic setting.
- C. In all cases, interns must follow the established application procedure to become approved volunteers at OSH. This includes completion of a volunteer application, completion of an acceptable background check, completion of a tuberculosis skin test, and any other documentation required by the Volunteer Services Department. Students may not begin their internship until fully approved by the Director of Volunteer Services.
- D. In all cases, potential interns must be interviewed by the proposed department to determine if the student is a suitable candidate for internship.
- E. All interns who shall have direct patient contact must attend a full New Employee Orientation. Interns who shall not have direct patient contact may receive an abbreviated orientation from the Director of Volunteer Services. Interns must also receive a full departmental orientation upon arrival in their assigned department. Orientation must be documented.
- F. If the Preceptor deems the internship opportunity warrants a stipend, a request must be made to a Superintendent's Cabinet member for approval based on currently available resources. Stipends are not guaranteed for the duration of an internship period and are dependent on the ongoing status of the OSH budget. Stipends must be no higher than step one of the classification Student Professional/Technical Worker (Class 0150; Salary Range 11) unless approved by a Superintendent's Cabinet member. Following approval, stipends shall be received by the Preceptor submitting a standard purchase request form each month to the appropriate member of the Superintendent's Cabinet. Once signed, the purchase request must go through the usual OSH approval process for payment. Once the purchase request is approved, a check shall be issued to the intern(s).

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**Page 3 of 3**

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- G. At least annually, the Director of Volunteer Services shall review all intern files to assure they are current and complete. The appropriate Preceptor shall be notified of any needed updates.

#### **IV. REFERENCES**

Oregon Student Professional/Technical Worker Classification Specifications

New Oregon State Hospital Policy