

High School Senior Internship Program



Program Overview

Purpose:

To provide a service-learning opportunity for high school seniors to explore healthcare and the many departments that come together to impact the patient experience.

Requirements:

- High School Senior
- Minimum 1.5 hours of internship time per day or 7.5 hours per week (*may not include travel time and must include time during school hours*)
- School Program must comply with High School Internship *School Agreement*



Program Overview



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Structure:

- 1st Semester: St. Elizabeth Internship Coordinators schedule students a rotation between a variety of departments. *Available departments vary by location, and staff do their best to schedule students in areas meeting their career interests while still expanding the student's knowledge of available careers.*
- 2nd Semester: Students will rotate between departments chosen by St. Elizabeth Internship Coordinator and the student intern. Students may request placement in a department that was not included in their 1st semester rotation, with the permission of the Coordinator at their internship location.

Additional Features:

- Minimum of 3 Enhanced Educational Experiences: Students will be provided with group educational opportunities to further explore careers in healthcare. These experiences may include the St. Elizabeth Education and Simulation Center.
- Career Exploration: Opportunity to shadow an allied health or nursing associate for up to 8 hours during the Internship Program.

Program Tracks

Patient Care:

Students will have a rotation in a variety of healthcare careers focusing on patient care and the departments that directly impact the clinical care provided to patients.

Departments likely to include Emergency Services, Perioperative Services, Outpatient Services (Lab, Radiology, Therapy, etc.) and Inpatient Units.

Available at the following St. Elizabeth facilities: Covington, Dearborn, Edgewood, Florence, Ft. Thomas, and Grant

Business:

Students will explore the administrative side of healthcare through a rotation in the “behind the scenes” office environments that support the clinical staff and healthcare system. These areas may include Foundation, Human Resources, Finance, or Training/Education. There may also be inclusion of some areas like Nutrition or Target Health/Wellness.

Available at the following St. Elizabeth facilities: Edgewood and Florence (also Dolwick Drive Corporate Offices)

Program Tracks

Marketing/Communication:

Students will work with St. Elizabeth Marketing/Communication staff on variety of projects and learning opportunities. Students will be exposed to Market Research, Public Relations, Communication, Graphic Design, Project Management, Webpage development, and Social Media.

Available at the following St. Elizabeth facilities: Dolwick Drive (Corporate Offices)

Engineering/Facilities:

Students will be partnered with maintenance staff members during patient room/floor calls which may include changing ceiling tiles, repair light fixtures, general door issues, etc. Students may be involved in assisting with large mechanical systems (HVAC), electronic systems (tv, patient beds, door controls) or fire alarm/sprinkler systems routine maintenance as well as trouble shooting. Facilities interns will also be exposed to current construction and renovation projects.

Available at the following St. Elizabeth facilities: Dearborn, Edgewood, Florence, and Ft. Thomas



Program Tracks

Information Technology:

Students will work with St. Elizabeth Information Technology staff on variety of projects and learning opportunities. These opportunities will explore the areas of IT Infrastructure, Data Strategy and Analytics, including hands-on work with data systems and equipment.

Available at the following St. Elizabeth facilities: Edgewood

Application (Available February 1)

High School Senior Internship Webpage and Application: www.stelizabeth.com/volinternship

1) Online Internship Application

2) Internship Required Forms

- Internship Agreement
- School Agreement

3) Required Application Essay

- Minimum 500 word typed essay answering the question: **Why are you interested in participating in St. Elizabeth's Internship Program?**

4) Required Recommendation Letter

- Obtain at least two letters of recommendation
- Letters must be completed by a teacher, school counselor or principal

Complete and return all the above application requirements by **March 1st** to be considered for inclusion in the High School Senior Internship Program.

- Mail: St. Elizabeth Volunteer Services, 1 Medical Village Drive, Edgewood, KY 41017
- Fax: (859) 301-3943
- E-mail: volunteer@stelizabeth.com

Next Steps

- **Once applications have been reviewed, applicants will be notified via email if they have been selected for an interview with St. Elizabeth staff**
 - **Interviews will be held **March 14-18 and March 21-25****
 - **Once interviews are completed, remaining applicants will be notified of their acceptance or denial into the High School Internship Program via email**
 - **All accepted High School Interns will be required to attend orientation the week of August 1-5, 2022**
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