



HIGH SCHOOL SERVICE INTERNSHIP PROGRAM

2024/2025 Program Overview

PROGRAM OVERVIEW



PROGRAM OVERVIEW

Purpose

The High School Service Internship Program provides students with an opportunity to explore a healthcare organization and the many departments that come together to impact the patient experience, both clinical and non-clinical. The internship experience uniquely prepares students by exposing them to working professionals and to the work environment in a way that cannot be duplicated in the classroom. Through a combination of observation and service tasks, students gain a better appreciation for the pressures that affect decision-making in today's professional organizations and can identify additional skills they will need to better prepare them for a rewarding career.

***We offer five Internship Tracks to provide experience in a variety of career paths.
Students apply and interview for a single Internship Track.***

PROGRAM OVERVIEW

Requirements

- High School Senior
(Junior at the time of application)
- Minimum 1.5 hours of internship time per day or 7.5 hours per week *(may not include travel time and must overlap with school hours)*
- School Program must grant academic course credit for successful completion of internship



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Additional Opportunities Offered to Interns:

- Administration Experience: Interns hear from members of the St. Elizabeth Administrative team.
- Simulation Lab Experience: Interns are welcomed to the St. Elizabeth Simulation Lab at our Training and Education Center; provided with hands-on learning opportunities exposing them to a variety of patient care roles.
- Live Surgery: Interns are invited to view a live surgery virtually with the ability to interact with and ask questions of the surgeon and their clinical team in the OR.
- Human Resources Experience: Interns are provided with valuable information regarding resume writing, interviewing skills, and employment tips and opportunities available within St. Elizabeth Healthcare.
- Final Presentations: All Interns are required to make a final presentation on their internship experience to a group of their peers and internship supervisors.
- Career Exploration: Opportunity to shadow an allied health or nursing associate for up to 8 hours during the Internship Program.

PROGRAM TRACKS

As a large organization, with over 10,000 associates, St. Elizabeth Healthcare utilizes the skills of individuals in both clinical and non-clinical careers. To provide students with opportunities to explore these various careers, Volunteer Services offers several **Internship Tracks** within our High School Service Internship Program.

These Tracks are:

Patient Care

Business

Engineering/Facilities

Information Technology

Culinary

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

Students applying for this Track should meet the following qualifications:

- Have an interest in a healthcare career or desire to explore a variety of healthcare careers
- Have strong communication skills
- Be comfortable working independently or off a task list

Structure:

- **1st Semester:** St. Elizabeth Internship Coordinators schedule students a rotation between a variety of departments.
- **2nd Semester:** Students will rotate between departments chosen collaboratively 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.

PROGRAM TRACKS

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, Marketing, 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: Dearborn, Edgewood, Florence, and Ft. Thomas, as well as Dolwick Drive Corporate Offices

Students applying for this Track should meet the following qualifications:

- Have strong communication skills
- Comfortable using Microsoft Word, Excel, PowerPoint, Outlook
- Able to work independently and juggle multiple projects at one time
- Have good time management
- Willing to assist with general office tasks, as well as contribute to larger projects

PROGRAM TRACKS

Facilities/Engineering

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

Students applying for this Track should meet the following qualifications:

- Problem solving abilities
- Interest in how things work
- Likes to work with hands and tools; can operate a ladder
- Not afraid to ask questions
- Motivated to learn
- Interested in building, construction and/or engineering

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, Florence, Ft. Thomas

Students applying for this Track should meet the following qualifications:

- Strong communication skills
- Ability to work independently with limited supervision
- Have a genuine interest in learning how technology works (i.e., have built a PC, designed a web page, setup a home network, act as family “tech support”, researched security topics, members of technical online communities, etc.)

PROGRAM TRACKS

Culinary

Students will learn what it takes to manage a commercial kitchen. They will be exposed to all aspects of the kitchen including product identification, proper food storage and preparation, sanitation and compliance regulations, as well as exposure to the cooking service line and daily production. Interns will also learn that the culinary field in healthcare is growing to include educating the community of proper cooking and eating habits, offering organic and scratch cooking for retail outlets as well as ensuring that the patients are offered meals that promote healing and comfort.

Available at the following St. Elizabeth facilities: Edgewood

Students applying for this Track should meet the following qualifications:

- Have good communication skills and work ethic
- Have experience cooking at home or in a classroom
- Be comfortable standing for long periods of time
- Able to work in various temperatures including walk-in refrigerators, freezers and working around heat

APPLICATION – AVAILABLE FEBRUARY 1

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

- 1) Online Internship Application
- 2) High School Internship Agreement
 - Student signature required
 - School Representative signature required
 - Parent/Guardian signature required
- 3) Essay
 - Minimum 500 word typed essay answering the question:
Why are you interested in participating in St. Elizabeth's Internship Program?
- 4) Recommendation Forms
 - Obtain at least two recommendation forms
 - Forms 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 Service Internship Program.

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

APPLICATION – AVAILABLE FEBRUARY 1

- 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 11-15 and March 18-22**
- 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 5-9, 2024