

Internship Guide for Supervisor Health Management/Applied Health



UNIVERSITY OF MINNESOTA CROOKSTON

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Outline

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 - Evaluation



Affiliation Agreement – This agreement needs to be completed and submitted to the Program Director prior to beginning of student internship

Internship Learning Agreement - Student will work with supervisor to complete internship learning agreement by the end of the first week of internship

Internship Projects – Supervisor should help students in selection of internship projects to achieve learning outcomes

Supervisor – Faculty Meeting (completion of 100 hours) – Meeting would involve discussion of student work, projects and overall performance during the internship (could be done via Skype or phone call)

Evaluation - Supervisors will have the opportunity to evaluate student work (online survey) and conduct during the internship



Health Management/ Applied Health Program

UMC offers a Bachelor of Science in Health Management and a Bachelor of Applied Health (BAH) degrees

- The B.S. in health management builds on managerial, administrative, and technical skills
- The B.A.H. is designed for students with an associate's degree in a clinical field looking to expand their skills in areas such as management while completing a bachelor's degree



Faculty

Susan Klabo Klassen, MBA, RN, LNHA

Program Director & Lecturer

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Amrita Shenoy, Ph.D.

Assistant Professor

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Sharon Stewart, Ph.D.

Associate Professor

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Adjunct Faculty

Mark Schoenbaum, MSW

Director, MN Department of Health Office of Rural Health and Primary Care

Ross Matlack, MHA, J.D.

Attorney specializing in Healthcare

Charles Johnson, M.S.

Director of I.T. Applications at largest rural health system in U.S.

Katherine Dean, MBA

Director of Health Science and Medical Education for Essentia Health

Penny Solberg, LNHA, MBA, CPA

CEO/President of Senior Living Campus in southern Minnesota

Dawn Chiabotti, LNHA, Ph.D.

CEO/President of Senior Living Campus in southern Minnesota



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Role of Internship Supervisor

- Provide guidance, coaching and serve as a mentor to student
- Work with student to complete internship learning agreement
- Assist students in identification of internship tasks, and projects in order to achieve learning goals
- Make student aware of basic rules and policies followed by the organization (preferably at the beginning of the internship)
- Provide constructive feedback to student and encourage them to develop/improve managerial skills
- Complete internship evaluation at the end of student internship
- Inform and work with Program Director in event of student misconduct to initiate corrective actions and/or end internship experience



Intern Requirements

- Engage in projects/activities in a health care setting that reflect work as a professional such as budget development, policy/procedure development, performance improvement, information technology, marketing, developing business plans, community education, scheduling and acuity systems.
- Take part in a special project of a longer duration such as assisting with the annual budget process, market research, resource allocation, or quality improvement.
- Attend appropriate meetings to gain a broader understanding of the organization.
- Gain a greater understanding of the health care organization and its structure by spending an appropriate amount of time in every department depending on the organization's complexity and size.
- Provide opportunities to enhance communication skills and real-world interactions in a professional environment.
- Enhance learning through application and demonstrated professionalism.



The University of Minnesota Crookston values you as a preceptor.

You are essential to our student's learning, as you introduce the student to the real world of healthcare management. The student looks to you as a role model, as they integrate their knowledge into practice. The student has a number of required hours to complete, which you can delegate to other departments as you see fit. The student will also have a project to complete that will be one of benefit to your organization, as well as a learning opportunity for the student. The student will be required to submit a project matrix prior to the start of the project, and a Google Doc poster upon completion of the project and written paper. The assignments will be turned into UMC faculty, however, you are welcome to view the work also.

Thank you for your contribution to the student's professional development,
Susan Klassen, Program Director



Program Courses:

Following several courses related to science and liberal arts, such as writing and composition, the students complete most of the following course, before enrolling in their healthcare internship class.

Accounting	Healthcare Finance
Intro to Health Information Systems	Medical Terminology
Healthcare Medical Needs	Introduction to the Healthcare System
Healthcare Leadership and Planning	Administration of Long Term Care
Regulatory Management	Performance Improvement
Risk Management	Healthcare Law and Bioethics
Principles of Management	Principles of Marketing
Internship	Healthcare Policy and Comparative Systems
Spreadsheet Applications	Decision Making in Healthcare

