



Atrium Health + Harbin Clinic

Floyd / Polk / Cherokee / Bartow / Chattooga / Gordon

High School Internship Program

HANDBOOK

High School *Academic Internship Program*

Atrium Health Floyd Student Internship Goals

Atrium's Academic Student Internship Program combines classroom-based education provided by area high schools with firsthand experience in the hospital to help students prepare for and explore career objectives. A healthcare student internship experience is planned and supervised by the school so that it contributes to a student's education and employability, while meeting academic requirements.

Atrium Health Floyd's Academic Student Internship Program partners with area high schools to achieve their healthcare teaching goals. Atrium recognizes that these health sciences students are an important part of the future healthcare workforce.

Each student who is accepted into the Academic Student internship Program is assigned to a placement that aligns as closely as possible to the student's academic and career goals.

Our goal is to unite Atrium Health Floyd's expertise with our Health Sciences educators and students to strengthen the future healthcare workforce in our community.

Atrium Health Floyd supports the high school internship experience by providing mentors who offer guidance, encouragement, and exposure to healthcare work environments. Mentors may assist students in understanding work tasks, job responsibilities, workplace culture, and professional expectations. Depending on patient volume and staffing capacity, mentoring may be shared among several team members or assigned to one primary mentor at the discretion of the unit manager.

Objectives for participants in the High School Student Internship Program include:

1. Developing positive attitudes and work habits
2. Strengthen work ethic, soft skills, and hands-on experience in targeted career pathways.
3. Gain real-world experiences that cannot be duplicated in the classroom
4. Expanded knowledge of healthcare occupations
5. Build a network of healthcare professionals for future employment opportunities

Our Role as Hospital Mentors

Hospital mentors play an important role in helping student interns understand the healthcare environment, workplace expectations, and professional responsibilities. Mentors provide guidance, encouragement, feedback, and opportunities for students to observe and learn within the hospital setting.

Induction – The unit manager or designated mentor introduces the student intern to the department, team members, hospital environment, and expectations for their role.

Training – When applicable, the unit manager or mentor supports the student intern in completing classroom-related assignments connected to the internship experience. Mentors may also demonstrate appropriate work tasks and help reinforce skills listed in the student's training plan.

Evaluation – When requested, the unit manager provides feedback on the student intern's progress, including strengths, professionalism, attendance, and areas for improvement. The unit manager also verifies attendance and signs the student's monthly timesheet.

Counseling/Feedback – The unit manager or mentor provides feedback regarding the student intern's performance, workplace behavior, communication, and interactions with team members. Mentors should help students connect their internship experience to their career goals and encourage growth through supportive guidance.

Instructional Guidance for Healthcare Mentors

Based on student feedback, *items 1 and 2 are the tasks that give our student interns the most insight into the healthcare profession.*

1. Shadow nurses, CNAs, techs and doctors whenever possible.
2. With the patient's approval, observe procedures whenever possible.
3. Demonstrate task performance by doing the task while the student intern observes.
4. Explain how to perform a task correctly.
5. Explain why a task is performed in a certain way.
6. Model problem solving by thinking aloud and demonstrating problem-solving strategies.
7. Orient the student intern to the social and personal aspects of work, including workplace culture.
8. Advise the student intern on career directions and educational opportunities offered by the hospital.

IMPORTANT REMINDER: Students must always be accompanied by a hospital employee while on the unit during their internship.

Student Orientation Checklist

- ☐ Provide your student intern with a single point of contact and their cell number
- ☐ Review policy for personal cell phone usage when at the nursing station or on the floor (*see Student Intern Contract attached*)
- ☐ Confirm with the student intern the days and hours of their student internship
- ☐ Provide a department/hospital tour
- ☐ Make introductions to appropriate teammates
- ☐ Show your student intern the location of fire alarms, fire extinguishers, and fire exits
- ☐ Review emergency procedures with your student intern
- ☐ Location of restrooms
- ☐ Provide your student intern with an explanation of authorized and unauthorized areas
- ☐ Location of hand hygiene stations and provide instruction for proper usage
- ☐ Telephone Procedures/Etiquette

Student Orientation Guidance

Students will receive an ID badge and are expected to wear it so that it is visible above their waist while on site or in any facility/clinic. Students are expected to wear **teal scrubs** that identify them as observers during their clinical experience. Mentors should provide students with information on who and how to contact someone in the event they are absent or tardy. Students are not permitted to participate outside of school hours or during school holidays and should notify you in advance of any scheduling conflicts or anticipated absences.

For absenteeism, or other student issues, contact the student's teacher. Contact details are on the last page. If the teacher cannot be reached, contact:

Theresa "Teri" Vaz
Clinical Placement Coordinator
ACEMAPP High School Administrator
o) 706-509-3936
theresa.vaz@advocatehealth.org

Additional Tasks for Student interns

The following list is intended to provide unit managers with examples of appropriate tasks that high school student interns may complete at the discretion of the manager. Tasks should be assigned based on the needs of the department, student readiness, and patient safety considerations.

Stocking and Restocking

- Stock PPE carts and cabinets
- Restock blankets in warmers
- Stock CHG chlorhexidine wipes in bath warmers
- Restock gloves in patient rooms and unit areas
- Restock isolation caddies on patient doors

Cleaning and Organizing

- Deep clean, tidy, and remove expired items from the nourishment room
- Check and organize clean utility rooms
- Check and organize soiled utility rooms as appropriate
- Wipe down equipment with Sani-Cloth wipes using gloves as required
- Straighten breakroom areas and clean out the refrigerator
- Straightening waiting rooms and visitor areas

Patient and Visitor Support

- Distribute meal trays at mealtimes (**Note:** *If a patient requests water, drinks, ice, or food other than their meal tray, the student intern must check with the patient's nurse before responding to the request*)
- Escort family members to designated waiting areas outside of patient care units

Observation and Shadowing

- Shadow nurses, CNAs, technicians, physicians, and transporters when appropriate
- Observe procedures with patient approval and staff supervision

Safety Awareness

- Locate fire extinguishers, emergency pull stations, and exit doors
- Report or remove items obstructing access to safety equipment or exits, as directed by staff

Department Support

- Update recognition boards or new-hire folders/packets as directed by the unit manager

High School Contacts:

Bartow CCA

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Calhoun CCA

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Cedartown HS/Polk CCA - Floyd and Polk Medical Center placements

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Chattooga High School - Floyd and Summerville ED placements

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Cherokee CCTC - Cherokee Medical Center placements

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Floyd County CCA

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Rome City HS + CCA

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Trion CTAE - Floyd and Summerville ED placements

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Rockmart HS/Polk CCA - Floyd and Polk Medical Center placements

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