

## **Medical Assisting Student & Student Nurse Internship Program**

### **For College Credit Only (Unpaid Internship)**

Recognizing the need to provide hands-on work experience not typically available to students in the traditional academic setting, the Connecticut Technical High School System (CTHSS) has established an internship program to acquaint students with mission of the CTHSS and the discipline of school health. Our internship program allows qualified medical assisting and nursing students to obtain academic credit from their institution, while also gaining valuable experience working in one of the Connecticut Technical High Schools. To foster both their personal and professional growth, interns are afforded an opportunity to familiarize themselves with the hands-on work of a school health office.

#### **Eligibility:**

Medical assisting students must be near completion of their course of studies. Medical assisting students pursuing an Associate or Bachelor degree are preferred, but medical assisting students enrolled certificate programs who demonstrate academic excellence, a strong attention to detail and a strong interest in school health may also be considered.

Nursing students must have completed at least one year of study. Student nurses with an interest in school health and/or community health are encouraged to apply.

#### **Duties of the medical assistant student intern may include:**

1. Front Office Duties
  - a. Managing busy front office
    - i. checking passes and completing return passes, assuring that students return to the classroom in a timely fashion
    - ii. assuring that the students who need immediate care are brought to the nurse's attention
    - iii. monitoring waiting area
    - iv. answering calls
2. Patient Intake
  - a. Obtaining initial history
  - b. Measuring vital signs
  - c. Measuring heights and weights
3. Basic First Aid & Student Assistance with Self-Care
  - a. Provision of basic first aid
  - b. Assisting students with their self-care needs such as provision of feminine products, contact care, comfort measures, salt water gargles, etc.

4. Interaction with Parents, Community providers, School staff and School-Based Health Center (SBHC) staff
  - a. Greeting visitors to health office
  - b. Calling schools in other districts to obtain cumulative health records (CHRs)
  - c. Contacting parents to pick up students
  - d. Calling community health care provider (HCP) offices to obtain copies of immunization records and other documentation
  - e. Contacting the SBHC regarding student referrals
5. Coverage of Health Office
  - a. Providing coverage when nurse is out of office for meetings, lunch, etc., including:
    - i. determining when the nurse's presence is needed in health office
6. Screenings
  - a. Assisting the School Nurse with:
    - i. postural screenings
    - ii. vision screenings
    - iii. wrestling weight certification
    - iv. other screenings as indicated
7. Maintenance of Student Electronic Health Record
  - a. Documenting:
    - i. Student vital signs
    - ii. First aid provided
    - iii. Screenings
    - iv. immunizations
    - v. Physical exams
  - b. Scanning documents into health record
  - c. Running reports:
    - i. DPH asthma reports
    - ii. DPH immunization reports
    - iii. screening compliance reports
    - iv. athletic physical reports
8. Maintaining Safe, Hygienic Environment
  - a. Maintaining universal precautions
  - b. Maintaining infection control procedures
  - c. Preparing patient rooms
  - d. Restocking supplies
  - e. Maintaining cleanliness of:
    - i. treatment area
    - ii. recovery area
    - iii. waiting area
    - iv. equipment
9. Assisting the School Nurse in Emergency Situations

10. Performing Basic Lab Tests or Monitoring Students Who Self-Test
  - a. Blood glucose testing
  - b. Urine specific gravity (wrestling weight certification)
  - c. Urine ketone testing
  - d. Other tests as ordered
  
11. Preparation and Dissemination of General Health Information
  - a. Preparation of bulletin boards
  - b. Preparation and/or distribution of health related information (brochures/pamphlets, etc.)
  - c. Participation in school health/wellness events
  
12. Office Assistant Duties
  - a. Filing
  - b. Preparing mailings
  - c. Organizing work space
  - d. Copying
  - e. Ordering supplies

**Duties of the student nurse intern may include:**

1. Patient Intake
  - a. Obtaining initial history
  - b. Measuring vital signs
  - c. Measuring heights and weights
  - d. Performing basic health assessments
  
2. Student Care
  - a. Direct student care for illness/injuries
  - b. Carrying out physician's orders for blood glucose testing, BP monitoring, catheterization, etc.
  - c. Assisting students with diabetes to calculate carbohydrates counts, calculate insulin boluses and coverage, check blood glucose levels, treat hypoglycemia and maintain insulin pump.
  - d. Developing and carrying out students' individualized health care plans
  - e. Administering medications (if permitted within program of study)
  - f. Providing health education to individual students
  - g. Assisting students with their self-care needs
  
3. Interaction with Parents, Community providers, School staff and School-Based Health Center (SBHC) staff
  - a. Greeting visitors to health office
  - b. Calling schools in other districts to obtain cumulative health records (CHRs)
  - c. Contacting parents to pick up students
  - e. Calling community health care provider (HCP) offices to obtain copies of immunization records and other documentation

- f. Contacting the SBHC regarding student referrals
  - g. Assist in the provision of emergency care
4. Meetings
- a. Attending Student Assistance Team Meetings
  - b. Attending Section 504 Meetings
  - c. Attending Planning and Placement Team (Special Education) meetings
5. Screenings
- a. Assisting the School Nurse with:
    - i. postural screenings
    - ii. vision screenings
    - iii. wrestling weight certification
    - iv. other screenings as indicated
6. Maintenance of Student Electronic Health Record
- a. Documenting:
    - i. Student vital signs
    - ii. Care provided
    - iii. immunizations
    - iv. Screenings
    - v. Physical exams
  - b. Scanning documents into health record
  - c. Running reports:
    - i. DPH asthma reports
    - ii. DPH immunization reports
    - iii. screening compliance reports
    - iv. athletic physical reports
7. Maintaining Safe, Hygienic Environment
- a. Maintaining universal precautions
  - b. Maintaining infection control procedures
  - c. Preparing patient rooms
  - d. Restocking supplies
  - e. Maintaining cleanliness of:
    - i. treatment area
    - ii. recovery area
    - iii. waiting area
    - iv. equipment
8. Assisting the School Nurse in Emergency Situations
9. Performing Basic Lab Tests or Monitoring Students Who Self-Test
- a. Blood glucose testing & interpretation of results
  - b. Urine specific gravity (wrestling weight certification)
  - c. Urine ketone testing
  - d. Other tests as ordered

- e. Interpretation of tuberculin skin test results

#### 10. Preparation and Dissemination of General Health Information

- a. Preparation of bulletin boards
- b. Preparation and/or distribution of health related information (brochures/pamphlets, etc.)
- c. Participation in school health/wellness events
- d. Developing and delivering health presentations to students

#### 11. Office Duties

- a. Filing
- b. Preparing mailings
- c. Organizing work space
- d. Copying
- e. Inventorying and ordering supplies

#### **Requirements/Qualifications:**

- Interns must be able to work at least one full day per week for at least one academic term.
- Interns may be placed in September or January
- A CTHSS representative must interview all interns
- Interns must arrange to receive credits by consulting with their college advisors or internship director
- Interns must agree to complete one-day training in Middletown on the CTHSS's health office procedures and electronic documentation system.
- Interns will be required to be fingerprinted. The business manager at the school will provide the intern with the fingerprint packet which includes instructions for obtaining fingerprints. The cost for interns to be fingerprinted is \$15.00.

Please be advised that it takes 8-12 weeks for fingerprint results to be returned to Doreen Parise in Human Resources via e-mail from Emergency Services and Public Protection. Doreen Parise will keep a copy of the fingerprint results and then send a copy of the results to the appropriate business manager. The CTHSS does not share fingerprint results with any school districts, nor do we accept fingerprint results from other school districts.

#### **Internship Verification**

- Internship applicants must submit to the CTHSS a College Internship Verification Form (BHR-12) completed by the institute of higher education to verify good standing and credit requirements.

#### **Academic Component:**

Since the academic requirements of participating institutions of higher education may vary, each intern should arrange individually with his or her college or university for specific academic requirements and credits to be awarded for participation in the program.

**Selection and Placement:**

Selection and placement will be made by the CTHSS Supervising Nurse. Applicants for internship may request placement at one of the CTHSS schools located in: Danielson, Willimantic, Norwich, Groton, New Britain, Hartford, Manchester, Waterbury, Torrington, Milford, Ansonia, Middletown, Meriden, Hamden, Danbury, Bridgeport and Stamford. Appointments will be made in accordance with the academic term being considered and the needs of the school.

A workable and mutually beneficial relationship between the interns, their institutions, and the CTHSS is a major goal of the internship program. Every effort will be made to affect a match that is satisfactory to all parties. ***All internships are unpaid.***

**Program Advantages:**

- Gain valuable work experience
- Obtain references

**Application/Deadline:**

All applications for internships will be kept by the Bureau of Human Resources (BHR). Supervising Nurses will contact Chris Beloff, Human Resources Specialist, BHR, for approval when internships become available.

Those interested in applying may submit their College Internship Application (BHR-11), College Internship Verification (BHR-12) and resume to the Department:

Chris Beloff, Human Resources Specialist  
Bureau of Human Resources  
Connecticut State Department of Education  
165 Capitol Avenue, Room G-16  
Hartford, CT 06106  
E-mail: [SDEIntern@ct.gov](mailto:SDEIntern@ct.gov).

The deadline for applying is:

- Spring Semester Internship: November 1
- Fall Semester Internship: July 1