**Guidelines for Healthcare Internships**

**Initial Steps for Internships**

1. Submit a completed Work-Based Learning Application to advisor or counselor.
2. Interview with the WBL director.

**Internship Placement Requirements**

**Cancer Treatment Centers of America (CTCA):**

* **CTCA will accept two students per semester.**
* **CTCA requires the student to have their CNA certification.**
* **CTCA requests that all interns spend a minimum of three hours per day while interning.**
* **Students are required to wear white scrub tops with khaki scrub bottoms and black or brown leather shoes without mesh or perforations.**
* ***Students may do ONE internship rotation with CTCA.***

**The WBL application process for CTCA begins as early as one year prior to placement due to certification requirements.**

1. Meet the Competitive Selection Criteria.
2. Must have an unweighted high school GPA of 85%.
3. Must have a Nurse Aide semester average of 85%.
4. Submit a resume and a copy of unofficial transcript to the WBL director.
5. Submit a one-page essay explaining why you want to participate at the CTCA; how this experience will relate to your future career goals; what have you done to prepare for this type of internship and what has motivated or influenced you to pursue a medical career.
6. Must have two teacher recommendations (one current academic teacher and the Nurse Aide teacher).
7. Team member and a parent or guardian attends the CEC Mandatory CTCA Meeting.
8. Must be a certified nurse aide.
9. Must be certified by the American Heart Association in Basic Life Support (CPR) for the Healthcare Provider.
10. Must complete a background check and drug screen test through Advantage Student.
11. Must have **two** PPD (tuberculosis skin tests) completed within the last year.
12. Must have updated records of all immunizations – **Titers levels are required to determine immunity for any person who has had the disease and did not receive the vaccinations (ex. Chicken Pox).**
13. Submit a signed **Southeastern Regional Medical Center Observation/Shadowing Agreement Waiver, Release and Confidentiality Statement.**

**Piedmont Newnan Hospital (PNH):**

* **PNH will accept up to 18 students per semester.**
* **Students must be a junior or senior and 16 years of age.**
* ***Students may do ONE internship rotation with PNH.***
* **Students must interview with the Human Resource Director for Education once they have completed the preliminary requirements.**
* **PNH sets a deadline for all documentation, applications, and preliminary requirements. Once the application process has begun, the student has two weeks to complete. Exceptions are not granted for any reason to students who do not complete the application process by the final deadline.**
* **The Human Resource Department closes at 12:00 pm on Fridays which means all required documentation must be submitted prior to this time.**
* **Uniforms are required for PNH interns.**
* **Students must be 18 years of age to shadow in the operating room.**

**The WBL application process for PNH begins three to four months prior to beginning the internship.**

1. Meet the Competitive Selection Criteria.
2. Must have an unweighted high school GPA of 85%.
3. Submit a resume and a copy of unofficial transcript to the WBL director and PNH human resource person.
4. Submit a one-page essay explaining why you want to participate at the PNH; how this experience will relate to your future career goals; what you have done to prepare for this type of internship and what has motivated or influenced you to pursue a medical career.
5. Submit two teacher recommendations (two current academic teachers).
6. Submit a signed PNH **Student Participation Agreement** to the WBL Director**.**
7. Team member and a parent or guardian attends the CEC Mandatory PNH Meeting.
8. Obtain a paper application from PNH Human Resource Department (only available one day for pickup).
9. Complete an 11-panel drug screen through Advantage Student.
10. Submit current immunization records or titer for MMR (Measles, Mumps and Rubella), Varicella Zoster (Chicken Pox) if applicable and Hepatitis B vaccine.
11. PPD Skin Test (Tuberculosis Skin Test)
12. Obtain Flu vaccine (October – March 31).
13. Complete PNH’s online Student Orientation.
14. Complete PNH’s Student’s online Application.
15. Schedule an appointment with PNH Occupational Health to Submit proof of immunizations.
16. Submit paper application with transcript attached to the Human Resource department.
17. Interview with the Human Resource Director.
18. Attend an ***all-day*** New Employee Orientation at PNH.