|  |  |
| --- | --- |
| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** | |
|
| SUBJECT: Application for clerkship or internship | Section: 7450A |
| Effective Date: January 2, 1984 | Revised Date: August 5, 2022 |

1. Internships per the PIHP-MHSP provider qualifications manual:
   1. Is a student in one of the following health profession training programs: counseling; marriage and family therapy; psychology; social work, Physician's Assistant or Nursing, which has been approved by the appropriate board.
   2. Is performing duties assigned in the course of training.
   3. Is appropriately supervised according to the standards set by the appropriate board and the training program.
   4. Social work student interns must be pursuing a bachelor's or master’s degree in social work and be supervised by a Licensed Master’s Social Worker in a manner that meets the requirements of a Council on Social Work Education (CSWE) accredited education program curriculum that prepares an individual for licensure.
2. Individuals wishing to be considered for student intern placement will contact the Clinical Director.
3. Each applicant will be interviewed, after which a determination will be made regarding acceptance or rejection. That determination will be based upon program needs, and qualifications of the applicant.
4. Each student intern, prior to initiation of his/her placement, will be provided with an orientation similar to the orientation provided to staff and will be given a copy of the booklet "Your Rights When Receiving Mental Health Services in Michigan."
5. Thorough background checks, which include central registry and criminal, will be conducted prior to granting an internship.
6. A signed written agreement by the student and the Agency must be on file.
7. A position description, clearly outlining the responsibilities, areas of assignment, and time commitments, along with the name of the Supervisor will be shared with the student intern prior to initiation of placement. The above will be mutually agreed upon by the student intern and the Agency and shall be based upon identified program need(s) and specific qualifications of the individual. The position description will be signed by the student intern.
8. Student interns are not guaranteed any definite time period and their internship with the Agency can be terminated at any time, with or without cause, and with or without notice.
9. Per Agency guidelines student interns will:
   * 1. Show genuine interest in, and concern for, others with ability to act in an empathic and supportive fashion.
     2. Show evidence of maturity, sound judgment, and responsible attitudes and behavior.
     3. Demonstrate~~d~~ the ability to act patiently, and tactfully, in dealing with others.
     4. Be willing to participate in ongoing supervision to enhance helping skills and submit to periodic evaluations as a part of this process.
     5. Be willing to adhere to, and follow, the rules and procedures of the Agency.
     6. Possess the skills necessary to function effectively.
     7. Abide by all policies and procedures of the Agency.
     8. Participate in regular supervision.
     9. Assume the duties and responsibilities as spelled out in his/her position.
     10. Adhere to the time commitments agreed upon, and in case of unavoidable absence contact their Supervisor, or an appropriate staff member.
     11. Display appropriate behavior and dress.
     12. Provide notice to terminate status with the Agency at least two weeks prior to leaving.
     13. Participate in all training programs, as deemed necessary by the Agency.
10. Per Agency guidelines the Agency will:
    * 1. Provide necessary agency equipment and devices.
      2. Provide regular ongoing supervision. The time and frequency of such supervision will be agreed upon by the Agency and the student intern. However, such supervision will occur at least on a biweekly basis.
      3. Provide in-service training, as deemed appropriate by the Agency.
      4. Assist the student intern in becoming familiar with all rules and procedures, as applies to his/her duties.
      5. To train the student intern in complying with all required clinical reporting and general data information forms.
      6. Make the more relevant Agency policies and procedures accessible to the prospective student intern for review (e.g., Confidentiality).
      7. Adhere to school guidelines for providing internship opportunities for students such as submitting documentation and training for instructors.
      8. If allowed by the school, provide mileage reimbursement for travel incurred while providing agency services.