



**APPLICATION DEADLINE: Friday, April 8, 2016**

## **National Association of Health Services Executives, Baltimore Chapter Summer Internship Program 2016 Information Packet & Application**

### **National Association of Health Service Executives (NAHSE)**

NAHSE is an organization that has a mission and vision deeply rooted in professional development and improving health services in underserved communities. NAHSE is a non-profit association founded in 1968 for the purpose of promoting the advancement and development of African American and minority health care leaders and elevating the quality of health care services rendered to minority and underserved communities. Since its inception, NAHSE has sponsored and participated in local and national programs and projects designed to improve quality, access and availability to health services and to expand educational opportunities in the field of Health Services Administration.

### **Summer Internship Program Description**

The NAHSE Internship Program is a summer enrichment program in health and health services administration for talented undergraduate and graduate students who possess the aptitude and skills required to work in a complex multidisciplinary healthcare environment.

Throughout the internship, interns will become familiar with issues that arise in a medical facility and understand how those issues are addressed. They will engage in abstract and theoretical discussions regarding healthcare and assume responsibilities with a variety of patients, problems, and healthcare settings. The national purpose is to ensure greater participation of minority groups in the health field, by providing a vehicle for minorities to effectively participate in the design, direction and delivery of quality healthcare to all people.

Part of the program's focus is to provide interns with an introduction and orientation to the health care administration profession by observing and participating in administrative functions.

### **The Program Includes:**

- 8 - 10 week practical work experience in a healthcare organization
- Summer internship stipend (compensation based on level of education)
- Assigned mentor and preceptor
- Educational and developmental seminars
- Free attendance at NAHSE, Baltimore chapter meetings and seminars

### **Preceptors & Mentors**

The preceptor serves as the supervisor to the intern during the internship that structures the learning process and makes available appropriate and necessary resources. The mentor serves as a liaison to the intern that provides leadership and development guidance and serves as an advisor during the internship experience.

## **Eligibility**

The program is primarily for African-American / Minority students pursuing undergraduate or graduate degrees in health administration at local colleges and universities. A cumulative GPA of 2.5 for undergraduate and a 3.0 for graduate students is required of all applicants.

## **Summer Internship Objectives**

After completion of the NAHSE Summer Internship, interns should be able to speak to several objectives. Listed below are many competences that the intern may touch upon during their internship experience. Competencies will vary depending on placement; however, the intern should develop basic management, social and behavioral skills and abilities. The program is intended to be challenging, comprehensive and educational. To obtain most of these objectives requires a commitment from both preceptor and intern. However, it is not required that preceptors provide opportunities that address each objective. These are merely provided as a basis for identifying projects and learning opportunities that fit the needs of the sponsoring organization(s) and the professional interests of the intern.

### **Management Sciences Competencies**

- Describe the organization and structure of a health service system
- Evaluate basic models of health delivery systems
- Assess major approaches to managing and improving health services organizations, including approaches to process improvement, strategic planning, and organizational design.
- Apply performance improvement concepts and tools in revising a specific process within an organizational setting

### **Social & Behavioral Sciences Competencies**

- Describe the concepts of stress, coping and social support, their inter-relationships and assess their impact on health, health behavior, and illness.
- Analyze and predict the influence of major social structural divisions such as age, gender, socioeconomic status, and ethnicity on health, health behavior, and the treatment of illness.
- Formulate behavioral, communication, educational, advocacy, health promotion, and community-based participatory strategies for improving the health of communities and individuals and preventing disease and injury.
- Evaluate process & outcomes of social and behavioral interventions on the health of communities and families.
- Demonstrate a cross-cultural awareness and sensitivity for the implementation and evaluation of health behavior change programs.

### **Operations & Knowledge-Based Competencies**

- Organizational strategic planning
- Flow of the patient bill through the hospital and pro-fee structures
- Budget planning and monitoring, action plan formulation as needed (volume and expense budgets and forecasting)
- Reconciliation of budget and actual volumes, income, and expense reports, and determining reasons for variance
- Feasibility studies for new programs and outcomes measurements those existing
- Key goals and challenges, and metrics used to measure progress

## NAHSE Summer Internship Program 2016 Application

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### DEMOGRAPHIC INFORMATION

Full Name: \_\_\_\_\_  
*Last First M.I.*

Permanent Home Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Permanent Home Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*(If different from above) Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Cell Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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### ACADEMIC INFORMATION

Faculty Advisor: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Current Academic Status:  Undergraduate  Graduate Present Classification:  Senior  Junior  2<sup>nd</sup> Year  1<sup>st</sup> Year

University / College: \_\_\_\_\_

Major: \_\_\_\_\_

GPA in Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_  
*Month / Year*

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### REFERRAL INFORMATION

*Please describe how you learned of the Baltimore – NAHSE Summer Internship Program?*

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**PERSONAL STATEMENT**

*This personal statement helps us become acquainted with you in ways different from courses, grades, and other objective data. We are looking for an essay that will help us know you better as a person and as a student. Please write an essay (500 words) including the topics below:*

- ✓ *Discuss why you are interested in healthcare management*
- ✓ *Describe your objectives for the Summer and your Career Goals*

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**REQUIRED SIGNATURE**

*I certify that all information on my application, including my Personal Statement, is my own work and honestly presented.*

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*Signature*

*Date*

**PLEASE SCAN AND SUBMIT THE FOLLOWING DOCUMENTS IN PDF FORMAT:**

- Official Transcripts (All Universities/Colleges)
- Personal Statement (Please put your name, and name of University/College on each sheet)
- Current Resume (Please include Volunteer and Community Service Experience)
- Two Letters of Recommendation (Non-Family Members & At Least One Faculty Member) All letters must include a letterhead, date, and signature.

**SUBMIT APPLICATIONS ELECTRONICALLY VIA EMAIL TO:**

**Ashley Boyd**

**NAHSE – Baltimore Chapter, Student Liaison Chair**

**Email: [aboyd9133@gmail.com](mailto:aboyd9133@gmail.com)**

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**APPLICATIONS MUST BE COMPLETE UPON RECEIPT**

***(Only Completed Applications will be Evaluated)***

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