

LTCM 4001 Internship Guide

This guide has been prepared to assist students, faculty, administration and partnering agencies in understanding the purpose of the internship, the associated learning objectives, and facilitating student learning and successful outcomes in this experience.

PURPOSE: To encourage student growth by applying classroom theory to the “real world” setting in the field. Specifically, students will gain knowledge of the duties, the responsibilities, and the nature of a career in a long term care setting.

LEARNING OBJECTIVES:

- Examine the influence of cultural issues related to long term community and residential living.
- Discuss services management from both an institutionalized and a community based perspective.
- Analyze how the principles of long term care are integrated and supported within the environment of both institutionalized and community based settings.
- Apply knowledge of long term care principles within the assigned internship setting.

FACILITATION OF STUDENT LEARNING: The success of the internship depends greatly upon the student’s realization of responsibilities. The student’s activities should reflect the policies and standards of both the agency and the University. During the internship, the student becomes a functional part of the agency completing 150 hours over the course of the semester.

LIABILITY INSURANCE REQUIRED: Students in the internship experience must carry liability insurance. The semester prior to the internship, students should access the insurance site at www.HPSO.com, then click on individuals, then click on professional liability, then click on student. Students need to be prepared to pay with a debit or credit card that has their name on the card and insurance proof is available within 24 hours. If the student is not prepared to pay in this manner, they must download the paper copy and submit as instructed which may take up to two weeks to process.

SUCCESSFUL OUTCOMES: Throughout the semester, the student will complete several steps for internship success which include:

1. Select an agency, using the criteria for agency selection, related to area of interest in Long Term Care and obtain consent for internship experience. (Use the Agency Contact letter – see Forms).
2. Complete a LTCM Clinical Initiation Form and submit to Faculty Advisor. (see Forms).
3. Submit a signed approval form to Mrs. Tiffany Battle, clinical service manager, College of Nursing and Health Sciences, following posted deadlines. (See Checklist in packet).
4. Submit the Semester Contract Agreement to approved agency and return completed form to Faculty Advisor. (See Forms).
5. Complete 150 hours at selected internship agency with internship supervisor (assigned by agency).
6. Complete assigned forms during the course of the semester:
 - a. Internship Reflections- due within 24 hours of each internship experience.
 - b. Internship Time Sheet –one copy with planned dates to faculty advisor at beginning of internship and a copy with signatures at end of experience.
 - c. Internship Evaluation Tool- completed at mid-point and end-point by student, internship supervisor and faculty advisor. Due at mid-point and end-point.
 - d. Submit all requirements of the portfolio:
 - i. cover page;
 - ii. table of contents;

- iii. resume;
- iv. description of the internship agency (see Forms)
 - v. short narrative on the definition of long term care within the framework of the agency (approximately 250 words);
- vi. internship time sheet;
- vii. internship reflections;
- viii. internship evaluation tool.

Practicum/Internship Checklist

Approval of Site

Meet with your Faculty Adviser for Approval of Site.



Clinical Initiation

Bring in your signed Clinical Initiation Form to the Clinical Service Manager (CSM).

See Mrs. Tiffany Battle (Clinical Service Manager) in College of Nursing and Health Sciences, Room 134

Deadlines for submitting Clinical Initiation Form

October 1 for Spring Semester

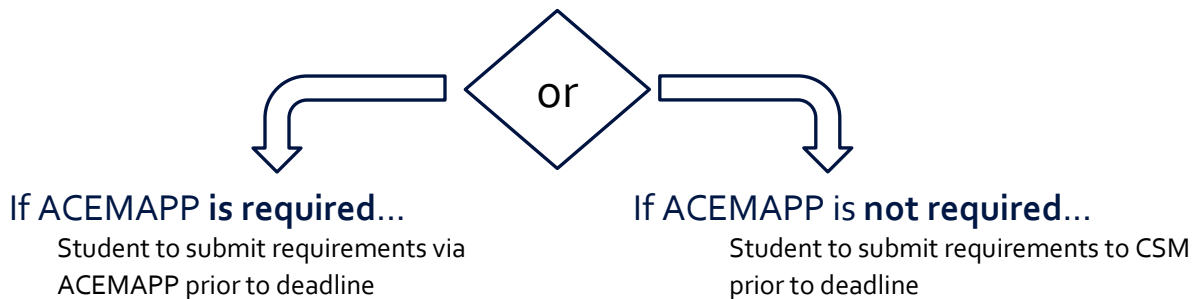
March 1 for Summer Semester

June 1 for Fall Semester



Submit Requirements

CSM will determine facility requirements and notify student of requirements and if application to ACEMAPP is needed



CRITERIA FOR SELECTION OF AN AGENCY FOR LTCM INTERNSHIP

Internship placements should result from the combined effort of the student, the clinical services manager, and the agency. The selection of the professional agency should be matched with the student's needs in order that the individual student can best fulfill personal and professional goals. The final responsibility for securing the internship shall rest with the student.

Criteria:

1. The agency should be recognized and competent in the area of emphasis/interest.
2. The agency should have a diversified, well-balanced program.
3. The agency and its staff should be willing to provide opportunities for active participation as well as observation of programs and services.
4. The agency staff should be qualified through education and experience to provide supervision and guidance to internship students.
5. The agency should be willing to conduct an orientation program and provide other information needed by internship students.
6. The agency should be willing to accept the student as a professional, contributing member during the internship experience.
7. The agency should have sound administrative policies and procedures, including: publicity and public relations, maintenance and operation, and personnel management.



Dear Agency Contact:

As of Fall semester, 2018, the College of Nursing and Health Sciences at Georgia Southwestern State University offers a degree in Long Term Care Management (LTCM). This health sciences degree is interdisciplinary combining knowledge and skills from business, nursing, psychology, sociology and caregiving.

The healthcare workforce must change as the needs of our population change. Statistics remind us that more than 5 million Americans are living with Alzheimer's disease and by 2050, projections are that over 16 million families will be affected. With increasing numbers of chronic illnesses and disabilities across the lifespan, the workforce must be prepared to handle the care issues and needs of these individuals.

The Long Term Care Management degree graduate will be prepared to assist patients and caregivers to transition from hospital to home, to connect to community resources and also manage the care of residents in an institutional setting. The workforce needs of today require a skill set that can only be achieved through an interdisciplinary approach. With our aging demographics and increasing longevity and diversity, workers are needed who have managerial skills, can create and navigate budgets, communicate well with families, and who are compassionate and culturally sensitive.

We are seeking internship experiences for our students and believe that your agency may be a valuable resource for this opportunity. The internship required hours are 150 hours over a 15 week period. Guiding the internship experience are broad learning outcomes:

Students completing this course should be able to:

- 1) Examine the influence of cultural issues related to long term community and residential living.
- 2) Discuss services management from both an institutionalized and a community based perspective.
- 3) Analyze how the principles of long term care are integrated and supported within the environment of both institutionalized and community based settings.
- 4) Apply knowledge of long term care principles within the assigned internship setting.

If you have interest in providing this experience for the student majoring in Long Term Care Management, please share a brief narrative on the types of experiences you can provide as well as contact information for sending the MOU (Memorandum of Understanding) and the ALE (Applied Learning Agreement) or a Semester Contract Agreement.

Sincerely,

A handwritten signature in cursive script that reads "Leisa Easom".

Leisa Easom, PhD, RN
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