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## POLICY

### BEHAVIORAL HEALTH STUDENT INTERNSHIPS

BH006

**I. PURPOSE:** To establish policy and procedures outlining the expectations of student internships at Bullhook Community Health Center (BCHC).

#### II. POLICY:

A. BCHC student internships provide an opportunity to enhance the student's classroom learning through practical career-related work experience.

B. BCHC staff work with students to provide information about the evaluation and treatment of mental illness and the services provided by BCHC while safeguarding patient's rights.

C. BCHC staff follow this policy and state policies in order to provide appropriate supervision to the student intern, protect patient rights, and promote a positive training experience.

D. The intern is expected to follow all health center and state policies during the internship.

E. The intern is expected to engage in supervision and follow the guidance and instructions offered by the supervisor during the internship.

F. The intern does not displace regular employees.

G. The intern is not entitled to a job at the conclusion of the internship.

H. Unless authorized by the health center and agreed in a contract, the intern is not entitled to wages for the time spent in the internship.

#### III. DEFINITIONS:

A. Student Internships: Pre-arranged temporary programs that provide training and supervision to interns who have completed all academic requirements for graduation/licensure as a mental health professional, but who require supervised experience to qualify for such degree/licensure. They consist of a supervised and structured practical experience to Bullhook Community Health Center Policy and Procedure enhance the intern's knowledge, skills, and abilities in mental health care. Examples include internships in social work, psychology, professional counseling, addiction counseling, and psychiatric nursing.

B. Student Intern: An individual who has completed all academic requirements for graduation/licensure as a mental health professional and is in the process of completing the supervised experience required for graduation/licensure. Interns who are already licensed as a mental health professional may qualify for an internship if they are pursuing another license in a related mental health profession.

- C. Supervisor: A trained and licensed professional who is qualified to provide direct supervision of the student's internship.
- D. Internship Agreement: A formal, written agreement between the student intern or student's school and the Supervisor and BCHC.
- E. Supervision Agreement: A formal, written agreement between the student intern, Supervisor, and the professional licensing board regarding the plan for supervision towards licensure.
- F. Internship Contract: A formal, written contract for services for student interns or institutions that are reimbursed for the student's services.

**IV. RESPONSIBILITIES:**

- A. All employees are responsible for creating a welcoming environment allowing for educational, practical career-related work experience.
- B. Bullhook Community Health Center is responsible for providing the required orientation training and maintaining records of such training. The exception is the student internship at the Licensed Independent Practitioner level.
- C. Chief Behavioral Health Officer and Supervisors are responsible for arranging and coordinating student internships. Human Resources must be notified of any contemplated Student Intern relationship to arrange for contractual and personnel provision for student intern status. They ensure safety and patient's rights are not compromised during the student intern's educational experience.
- D. Student Interns are responsible to supply the health center with any contractual agreement and/or obligations between the student, school, licensing board, and BCHC.

**V. PROCEDURE:**

- A. Initial Contact: The intern makes initial contact with the management staff, or Supervisor in the discipline they are interested in. Example: LAC-E interns will contact the Behavioral Health Manager, COO, or LAC supervisor.
- B. Eligibility:
  - 1. The intern must have completed all academic requirements for graduation/licensure as a mental health professional and be in the process of completing the supervised work experience required for graduation/licensure.
  - 2. Interns who are already licensed in one field of the mental health profession and are pursuing a second license in the same field or a related field may be eligible for an internship.
  - 3. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. Wages may be available depending on grants or other applicable funding sources. However wages are not guaranteed depending on discipline and funding.

**C. Application, Coordination, and Agreements/Contracts:**

1. Both the student intern and the Chief Behavior Health Officer (CBO) or Supervisor will work together to make arrangement to meet the requirements of the internship with Human Resources.
2. The CBO or Supervisor will inform Behavioral Health Coordinator of the internship and make arrangements for the required training.
3. The CBO or Supervisor will define how the student intern will be supervised during their training.
4. The CBO or Supervisor and intern or school will develop a contract and/or agreement specifying:
  - \**Contract/agreement must be signed by the CEO as well as CBO.*
  - a. Responsibilities of all parties (health center, intern, supervisor, CBO, school, et. al.)
  - b. Agreement to adhere to legal and ethical standards
  - c. Agreement to adhere to policies
  - d. Term of the contract or agreement
  - e. Services to be provided
  - f. Supervision to be provided
  - i. Primary and secondary supervisor
  - ii. Frequency of supervision
  - iii. Type of supervision
  - g. Reimbursement (if any)
  - h. Limitations of liability
  - i. Insurance coverage
  - j. Termination of agreement/contract

**D. Required Training:** The required training will be determined by the Health Center and will be based on the type of services the intern will provide.

1. **Job Shadowing:** If the intern will never be alone with the patient as they shadow the staff member, the intern will be required to have a brief orientation. The content of the orientation will be safety and confidentiality. They will sign the BCHC Confidentiality Statement form.
2. **Extended Internships:** If the intern will potentially provide individual unsupervised services with patients, they will be required to go through all of BCHC's formal orientation.

**E. Supervision:**

1. The supervisor will be trained, qualified, and licensed in the field that the student intern is practicing.
2. The supervisor will accept responsibility for supervising the student intern according to the pre-arranged contract.
3. The supervisor will provide the supervision necessary to enable to the student intern to practice in a safe, responsible, and ethical manner.
4. The supervisor will inform and remind the student of the standards of practice, including but not limited to professional, organizational, ethical and legal standards.

- 5. The supervisor will periodically provide direct feedback on the intern’s performance.
- 6. The supervisor will maintain supervisory notes which may outline dates of supervisory meetings, subjects reviewed, matters discussed, improvement noted and areas in need of development.
- 7. The supervisor will immediately report any violations of policy, legal standards, or ethical standards to the CBO or Health Center Administrator.
- 8. The supervisor, CBO, or Health Center Administrator will report any concerns about the intern’s performance to the student’s school.
- 9. The supervisor may delegate some of the supervision to a secondary supervisor, another professional who is qualified to supervise the intern.

F. Evaluation:

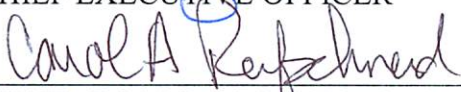
- 1. At the end of the internship, the CBO or Supervisor will provide the intern with an evaluation outlining strengths, concerns and recommendations for future improvements.
- 2. The evaluation may be in written form and forwarded to University Supervisor/Advisor and Health Center Administration.

**VI. REFERENCES:**

Administrative Rules of Montana 37.88.901, 37.106.1907, and 24.219.604.

  
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 CHIEF EXECUTIVE OFFICER

Date: 9.14.2017

  
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 CHAIR, BOARD OF DIRECTORS

Date: 9-18-17

Date first adopted	
Date Revised/QI Board approval	08/30/2017
New date adopted/Board of Directors approval	09/11/2017