


CHAPTER: 9	SECTION: 7	SUBJECT: HUMAN RESOURCES
TITLE: <b>PROFESSIONAL INTERNSHIP PROGRAM</b>		
EFFECTIVE DATE: 12-15-95	REVISED DATE: 1/23/01, 2/3/04, 9/20/05, 3/5/08, 1/27/10, 10/22/13, 6/14/16, 7/29/19; 09/22/2020, 11/09/21, 01/24/23	
ISSUED AND APPROVED BY:  INTERIM EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To establish policy and procedure for a professional internship program.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) operated programs.

**III. DEFINITIONS:**

None Applicable

**IV. POLICY:**

It is the policy of CMHOC to work cooperatively with colleges and universities to provide opportunities for students to better prepare for future professional endeavors in the field of human services.

**V. PROCEDURE:**

**A. Guidelines:**

In order to fully realize the benefits of internship placements, CMHOC will provide a coordinated intern experience within the assigned program/team.

Components of a comprehensive intern program will be:

1. Direct supervision by an appropriately credentialed person. The assigned supervisor will provide feedback regarding the intern's performance to the intern's school, as required by the school.
2. The intern will be provided experience consistent with the scope of practice in their field.
3. Interns will be expected to receive the appropriate orientation based on the scope of their internship experience. Interns who will be placed with CMHOC for a significant number of hours (15+ hrs/wk) over a sustained period of time will be expected to complete the orientation provided for employees of CMHOC. Interns providing lesser amounts of services may be

eligible to complete an abbreviated orientation provided to volunteers and to some contractual providers.

**B. Implementation:**

1. Team supervisors or other administrative staff will be responsible for coordinating internship experiences within their programs. They will screen all intern requests to determine capacity to meet the needs of the student.
3. Consumers will be informed when an intern will be providing services. If the consumer declines to be seen by an intern, services will be provided by a CMHOC professional.
- 4 Services by interns will be provided consistent with any applicable Michigan Department of Health and Human Services contractual requirements, and within the intern's scope of practice.
5. CMHOC will provide work space for the intern, as appropriate.

**VI. ATTACHMENT:**

None applicable.

**VII. REFERENCE:**

The Michigan Department of Health and Human Services contractual requirements, and the CARF Standards.

Policy 9.06, New Employee Orientation