



PRESIDENT'S SUMMER INTERNSHIP/MENTORING PROGRAM 2010

THE DEADLINE DATE HAS BEEN EXTENDED TO WEDNESDAY, MARCH 31, 2010.

PROGRAM DESCRIPTION:

This program is a strategic initiative sponsored by the Office of the President, and coordinated by the Office of Diversity & Affirmative Action in collaboration with the urban community.

The goal of the program is to:

- Foster the interest of under-represented* minority college students by providing meaningful and relevant experience in preparation for employment in the health care industry, preferably at Upstate, and/or for advanced or doctoral degrees related to occupations in an academic health care setting.
- Attract and retain talented under-represented minority professionals who are from the Syracuse Metropolitan Area.

***Under-represented minority college students refer to African American, Native American, and Hispanic/Latino American students.**

PROGRAM QUALIFICATIONS:

- Internship candidates must be under-represented minority (African-American, Native American, Hispanic/Latino American) college seniors graduating SPRING 2010, OR currently enrolled graduate (Masters or PhD) students or graduate students graduating SPRING 2010.
- Students must have a cumulative **GPA of 2.5 or higher**, and should be prepared to enter the workforce or currently pursuing advanced degrees.
- Students must meet the stated qualifications for the position for which they are applying to.
- **Priority** will be given to under-represented minority students who are from or graduated from a high school in the Syracuse Metropolitan Statistical Area (SMSA - Onondaga, Madison, Cayuga, & Oswego Counties).
- The program will operate from May – August 2010. Internships are limited to 10 weeks. Start and end dates will be determined by the intern and the host department.
- Students are expected to be job ready and professional. Students will work a regular weekly schedule not to exceed 40 hours per week, and will be paid a stipend of \$10 per hour. **Housing and transportation are not provided.**

DUTIES:

Selected interns will be assigned to departments of their interest. Participating departments will provide the intern with meaningful work assignments, projects, and mentoring opportunities, based upon their department's operational needs. Please refer to pages 7 and 8 for a full description of the available opportunities.

PROGRAM APPLICATION PROCEDURES:

Complete the application on pages 3 – 4. Please submit your completed application packet by mail, fax, or you can scan and send by email. Please ensure to include ALL additional required documentation to include your personal statement (space has been provided on pages 5 & 6) in your application packet and submit by **WEDNESDAY, MARCH 31, 2010** to:

**Upstate Medical University
Office of Diversity & Affirmative Action
750 East Adams Street
711 Jacobsen Hall
ATTN: President's Summer Internship Program 2010
Syracuse, New York 13210
Phone: (315) 464-5234
Fax: (315) 464-5232
Email: odaa@upstate.edu
Website: www.upstate.edu/affirmativeaction**

Interviews will be scheduled in April, 2010. To accommodate students attending college outside the area, we will do our best to schedule face to face interviews during any college breaks or days off.

If you have any questions about this program or the application procedure, please email either Maxine Thompson at thompsms@upstate.edu or Edgar Johnson at johnsone@upstate.edu. Or, call us at (315) 464-5234.



Application for Admission to the President's Summer Internship/Mentoring Program 2010

Last Name First Name Middle Initial Social Security Number (optional)

Current mailing address Number & Street

City State Zip Code Email:

Area Code Home Phone number Area Code Cell Number

Permanent mailing address Number & Street

City State Zip Code

Are you from the Syracuse Metropolitan Statistical Area (Onondaga, Madison, Oswego, & Cayuga counties)?

Yes No

How did you learn about this program?

Please check your current status:

Graduating college senior (Spring 2010)

Current graduate student: Expected graduation date

Graduating graduate student (Spring 2010)

Name of undergraduate college/university or graduate school program:

Major Grade Point Average (Cumulative)

Please list any recognition, scholarships, awards, etc.:

Please list volunteer and/or extra-curricular activities:

Please list the reference code of the departments you are interested in. (See pages 7 - 9: Summary of Internships by Departments).

Required supporting documents: Please ensure your application packet includes the following.

Personal statement describing your reason for wanting to participate in this program. Please ensure to include your academic and/or career objectives. **Personal statement should not exceed 2 pages (feel free to use pages 5 and 6 below)**

Letter(s) of reference/recommendations

College transcripts

Resume

If you are selected for a face to face interview, for convenience, please provide us with dates during the week that are suitable to your schedule :

(Students who are attending college outside the Syracuse Metropolitan Statistical Area, and are selected for a face to face interview, we will do our best to accommodate your preferable dates)

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information contained in this application to include required supporting documents or attachments are true, complete and correct to the best of my knowledge and in good faith. Failure to comply with these terms may result in my disqualification from the program.

Signature: _____

Date: _____

DEADLINE EXTENDED TO WEDNESDAY, MARCH 31, 2010



President's Summer Internship/Mentoring Program 2010
Personal Statement

A large, empty rectangular box with a dark blue border, intended for the applicant to write their personal statement.



President's Summer Internship/Mentoring Program 2010 Summary of Internships by Departments

Department: Family Medicine's Division of Research & Academic Development (Reference Code: FM)

Selected intern will be paired with ongoing faculty projects according to their skill set and interests. Projects generally cluster in four areas: Health Disparities; Medical Education; Practice Improvement; and Medical Ethics. An additional major, National Institute of Mental Health (NIMH) funded project to collect a very large sample of schizophrenia patients and matching controls is also underway, in collaboration with the Department of Psychiatry. A central binding theme for all of these areas is the search for the improvement of health and healthcare for populations disadvantaged by socioeconomic, psychological, disabling, or other factors. A further theme is that the improvement of quality and efficiency in primary care will improve access and quality across the board. Interested candidates are encouraged to view the following web pages to learn about current work in the Department of Family Medicine – RAD:

www.upstate.edu/fmed/research and www.upstate.edu/fmed/research/sparc.php. Qualifications include great interpersonal (team player) and communication skills (both written and verbal), strong computer & analytical skills, and an interest in research. Ideal opportunity for social science majors to include anthropology, public health, sociology, policy studies, etc.

Department: Psychiatry (Reference code: Psych)

Selected intern will assist on National Institutes of Health (NIH)-funded project involving phone intervention targeting patients with type 2 diabetes and their partner. Help with a variety of administrative tasks, including creating study fliers, mailing recruitment letters and sending out intervention packets to enrolled patients. Additional tasks include pre-screening patients on the phone and conducting study visits. May assist with additional NIH funded projects. Qualifications include computer knowledge, interpersonal & communication skills, and ability to navigate through patient information. Great opportunity for academic majors such as psychology or pre-med.

Department: Radiation Safety Office (Reference Code: RSO)

Selected intern will assist in the auditing and review of areas and laboratories either initially applying to use or work with radioactive material or radiation producing equipment for research or for clinical patient care applications. Will assist and learn about the testing and certification of clinical x-ray equipment. Assist with the assignment and collection of individual radiation monitoring devices used by medical center staff. Learn about careers in Health Physics and the responsibilities of a Medical Center's Radiation Safety Officer. For more information about Health Physics please visit <http://hps.org/documents/ManpowerTaskForceReport.pdf>. Qualifications include great interpersonal (team player) and communication skills, working knowledge of computers, and an interest in radiation safety. Ideal opportunity for math, or physical or biological science majors.

Department: Hospital Administration/Hospital Planning (Reference Code: HA)

Selected intern will assist the hospital's planning and administration service area with a variety of project assignments. Projects will include but not be limited to: data and statistical analysis; departmental report development and presentations; assisting in the tracking of clinical enterprise metrics; participation in committee work; assisting departments with relocation initiatives; and tracking architectural and construction program progress. Additionally, the intern will provide staff support to specific project work involving one or several major capital initiatives currently underway for the hospital, and participate in hospital departmental opportunities and employee recognition events as opportunities arise. Qualifications include strong communication (both written and verbal) and interpersonal (team player) skills, working knowledge of computers, statistical analysis skills, and a passion for working in a hospital setting from a business perspective. Ideal opportunity for business, health administration, public health, or other related academic majors.

Department: Hospital Administration/Compliance (Reference Code: HAC)

Selected intern will have three (3) primary functions:

- Assist the Compliance Officer with development of a risk assessment tool to evaluate compliance with a variety of laws, to include, but not be limited to the Stark law and Anti-Kickback statute, and performance of the actual evaluation, data analysis of the outcome and development of any necessary corrective action plans to insure compliance.
- Develop a quick reference summarization of pertinent healthcare compliance laws to include:
 - Federal & NYS False Claims Acts
 - Anti-Kickback Law
 - Safe Harbor Regulations
 - Stark & Stark Exclusions
 - Deficit Reduction Act
 - Fraud Enforcement & Recovery Act
 - NYS Social Services Law 145b & 366b2
 - NYS Penal Law Articles 155, 175, 176 & 177
- Develop a catalog of information pertaining to fraud prevention and detection material related to guidance from the DHHS Office of Inspector General and the NYS Office of Medicaid Inspector General, to include, but not be limited to:
 - Advisory Opinions
 - Alerts
 - Bulletins
 - Other Guidance

Additionally, the selected intern will participate in Compliance Office departmental opportunities, including meetings and committees and various hospital events related to compliance matters as opportunities arise. Qualifications include excellent oral and written communication skills; computer literacy to include proficiency in MS Word and Excel, and ability to research and navigate regulatory websites; ability to interpret and apply regulatory standards; and ability to respect and maintain confidential information. Must be self motivated, detail oriented and possess highly organized skills. Ideal opportunity for law students interested in the legal and compliance components of the healthcare industry in a public teaching/academic medical environment.

Department: Family Medicine: Occupational Health Clinical Center (Reference Code: OHCC)

Worker Health and Safety Standards in New York's "Sheltered" Workshops in 26 County Area: Selected intern will do basic research on labor conditions and protections affecting mentally or developmentally challenged adults in sheltered workshops. May include the following duties: mapping the location of the sites and identifying whether they are public or private; listing their contracts; examining material safety data sheets or cataloging materials; online research of existing legislation or regulations and how that conforms with current practices, accountabilities, and the structure of oversight; identification of processes and materials workers typically experience or use; review of records of injuries; correspondence with stakeholders, and development of policy recommendations for "best practices" that support independent, non-conflicted review of conditions that are safe and healthy. Qualifications include excellent interpersonal and communication skills, working knowledge of computers, ability to conduct online research to include analysis of what is read and the development of actual work product that informs decision-making. Must have a strong interest in advocacy and human rights. Academic majors that might well possess skills that would support the success of this internship include political science, labor studies, adult education or special education, human services, or journalism.

Department: Emergency Medicine (Reference Codes: EM1, EM2, or EM3)

Please note: Only one (1) of the following positions will be selected based on the interest, knowledge, skills and abilities of the selected intern.

The Emergency Medicine Department at Upstate operates the Emergency Medicine Simulation, Technology, and Training (EMSTAT) Center for training of medical personnel in a safe, immersive learning environment. Students are trained using high fidelity computer controlled mannequins in four equipped simulation bays. To learn more about EMSTAT and take a virtual tour, visit www.upstate.edu/emergency/emstat:

EM1: This internship will require the graduate or graduate student to develop two pieces of mannequin moulage: a jugular vein distention piece and a pedal edema piece. The intern will work with Upstate and Laerdal Corporation to develop these pieces to fit the Laerdal SimMan mannequin. Additionally, the intern will oversee construction and implementation of these moulage pieces. Qualifications include excellent interpersonal and communication skills. Knowledge of material engineering is specifically important. Medical knowledge is helpful in creating realistic moulage. Great opportunity for engineering or related academic majors.

EM2: This internship will require the graduate or graduate student to develop a database system for medical simulation scenarios and associated media. The system should have an intuitive use interface to aid users in entering and retrieving data quickly. The intern will be responsible for entering all current simulation scenarios and media into the database. Programming or database experience is required. Excellent interpersonal and communication skills are required. Organizational and data entry skills will be helpful. Great opportunity for computer science, engineering and other related academic majors.

EM3: This internship will require the graduate or graduate student to develop and build a one way communication device for sending simple messages from the simulation bay into the control room during simulations. It should be a simple, unobtrusive device that communicates wirelessly with another device or computer inside the control room. Must have excellent interpersonal and communication skills. Experience in electrical engineering or programming is helpful. Great opportunity for electrical engineering or computer science students.