

Clinical Internship – Planning

1. Before you leave:

- Review clinical site information
- Review the affiliation agreement between the site and The University of Montana, paying particular attention to items relevant to student supervisory issues and responsibilities. Copies can be obtained from Kathy Frantzreb; they will need to remain in the main office, so please plan on spending a little time there reading the agreement..
- Review UM Clinical Program Policies and Procedures, etc. in Clinical Education Handbook
- Review the State Practice Act - you will be directed where on the web to access it
- Review CPI
 - What Performance Criteria do you need to focus on?
 - Requirements for specific internship
 - Topics of interest, and available at site
- Review Generic Abilities and develop Goals and Action Plans
- Gather Liability insurance policy, CPR certification, medical records of importance (TB, Hep B, Tetanus/Diphtheria, etc)
- Fill out Biographical Information and Student Self-Evaluation Form (provide copy for ACCE).
- Mail to CCCE and/or CI:
 - Cover letter introducing yourself. Include dates and type (ie. OP or AC) of internship, and any specific concerns, questions, etc.
 - Biographical Data
 - Self Eval Form
 - Anything else?

2. Contact by phone at later date your CI or CCCE if they already haven't contacted you.

- Find out who your CI is. (Please inform me)
- When and where to report
- Parking
- Dress requirements
- Hours
- Other?

3. Initial meeting with CI/CCCE

- Get oriented - Go over CPI and other goals
- Share your concerns, doubts, enthusiasm, gratitude, needs.

4. While there:

- Connect with other students
- Look for ways to contribute
- Strive for and demonstrate your competency, work towards independence and assumption of responsibility, understanding what entry-level expectations are.

- Reflect back toward previous clinical experience and use in this setting.
- Get feedback; be proactive in asking for it. Make it easy for your CI to give timely assessment of your performance.
- Identify potential problems early on and address them.
 - **Contact Dave or Kim the third or fourth week or earlier if need be.**
 - 406-243-2678 (W) 721-4846 (H) david.levison@umontana.edu
 - Kim Mize: 406-243-4684 (w) 728-5769 kimberly.mize@umontana.edu
 - Kathy Frantzreb: 406-243-4027 kathy.frantzreb@umontana.edu

5. Afterward:

- Turn in CPI, site and CI eval. (Due ASAP)
- Turn in Case Study on due date.