

**Department of Medical Informatics and Clinical Epidemiology**

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**Practicum Plan for Graduate Certificate Students**

**The Graduate Certificate Practicum Requirements**

A graduate certificate Practicum is an elective for all certificate students in the Clinical Informatics track.

 **Certificate Practicum-CI track** (BMI 509) is an elective for certificate students in the Clinical Informatics track and is typically taken near the end of the student’s program. It consists of an approved Practicum and a short written paper. Students will receive 3 credit hours over one quarter, averaging 9‐12 hours of work per week with a chosen organization.

**Structure & Process**

In partnership with the OHSU Department of Medical Informatics, external sponsoring organizations will provide structured Practicum experiences for medical informatics students to help with current projects. This program will provide benefits to the sponsoring organization, the students, and the national workforce in a variety of ways. The Practicum will bring together theory, application, and current practice.

**Securing a Practicum**

**Interest Form:** Interested students will fill out a Certificate / Practicum Interest Form and include a CV/résumé to participate in the Practicum. This form must be turned into the Internship Coordinator by the end of the secondweek of the quarter before the student begins the Practicum (e.g., fill out the Interest Form at the beginning of fall quarter to begin a winter quarter Practicum).

**Finding a Project:** Certificate students are responsible for finding their own Practicum opportunities. The student will investigate project options by reaching out to organizations with which he/she may be interested in working, or by contacting the Internship Coordinator for a list of current available projects. The Internship Coordinator and the sponsoring organization will facilitate possible matches and development opportunities. The student should discuss their potential project ideas and opportunities with the Internship Coordinator. The project idea must be approved by the Faculty Advisor by the end of the thirdweek of the quarter before the student begins the Practicum.

1. Project Scope
2. Milestones
3. Deliverables
4. Timeline
5. Name and contact information of the mentor at the Sponsoring Organization
6. OHSU Faculty Advisor

The Project Plan will also include the frequency of meetings with the Sponsoring Organization as well as any additional requirements the Sponsoring Organization or OHSU Faculty Advisor has for the student (see Project Agreement below for a more detailed listing of all required components).

The proposed Project Plan must be completed by the OHSU student and turned in to the OHSU Internship Coordinator no later than the midterm of the quarter prior to when the work will begin. For example, the Project Plan for a spring Practicum must be turned in no later than the midpoint of winter term.

**Logistics:** The Sponsoring Organization will work with the student to ensure all necessary sponsor-required paperwork/screenings are completed prior to the start of the Practicum. The OHSU Internship Coordinator will work with OHSU and the Sponsoring Organization to establish the required Training Affiliation Agreement. If the practicum will include patient care, the Internship Coordinator will work with the student and OHSU to develop an Off Campus Authorization (OCA).

**Final Approval:** The Project Plan and all necessary paperwork must be approved and the Project Agreement signed by the Faculty Advisor, Sponsor site, and the OHSU Internship Coordinator at least two weeks prior to the beginning of the Practicum quarter.

DuringtheCertificatePracticum**:**

 Each student will be closely linked with a Sponsoring Organization staff member who will serve as his/her mentor for the duration of the Practicum. The student may also be introduced to one or more content area experts or mentors for a given project or set of tasks. The student will meet regularly with Sponsoring Organization staff, including the mentor, at the frequencies determined in the Project Plan, to review progress and assign work.

 The student will complete three Student Practicum Progress Report Evaluations using the online Survey Monkey tool.

 The Sponsor will complete three Student Practicum Progress Report Evaluations using the online Survey Monkey tool.

 The Internship Coordinator will schedule student and Faculty Advisor appointments as needed.

 The Internship Coordinator will review Practicum Progress Report Evaluations from student and sponsor and forward evaluations to the student’s Faculty Advisor.

 The Certificate student will maintain and submit a log of hours worked and tasks completed. In addition, s/he will submit a 5‐8 paged double spaced summary of their practicum experience to the Faculty Advisor and the Internship Coordinator no later than one week prior to the end of the quarter.

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| --- | --- | --- | --- |
| **Roles**  | **Quarter Before Practicum Begins**  |  | **During the Practicum**  |
| **Timing**  | **Task**  | **Timing**  | **Task**  |
| Student  | Wk 2  | Submit Practicum Interest Form with CV/resume  | Per Project Plan  | Meet with Sponsoring Organization  |
| Wk 3  | Project idea approved  | Per Contract  | Continue to log hours and tasks performed  |
| Mid‐qtr  | Submit proposed Project Plan  | Semi­monthly  | Complete Student Practicum Progress Report Evaluation  |
| 4 wks prior to qtr end  | Submit signed Project Agreement Submit Final Project Plan Complete Sponsor related paperwork  | 1 wk prior to qtr end  | Submit Practicum Final Summary Report paper  |
| Sponsor  | Mid‐qtr  | Identify in-house mentor  | Per Project Plan  | Meet with student  |
| Mid‐qtr  | Develop 1-2 page Project Plan with student  | 3x/qtr. | Complete Student Evaluation in Survey Monkey |
| 2 wks prior to qtr end  | Complete and sign Project Agreement  |  |  |
| Faculty  | Wk 3  | Approve project idea  | On‐going  | Monitor student’s progress  |
| 2 wks prior to qtr end  | Approve Project Plan, Sign Project Agreement  | As needed  | Advise and communicate with student,address issues with student’s progress  |
|  |  | Before qtr end  | Review evaluations, final paper, determine class grade  |
| Internship Coordinator  | On‐going  | Maintain database of project opportunities  | Start of Term  | Send Sponsor thank you email  |
| Wk 2  | Receive Practicum Interest Form with CV/resume. Send Training Affiliation Agreement, Contract to Sponsoring Site for review  | Semi­monthly  | Review Practicum Progress Report Evaluations from student and sponsor  |
| Mid‐qtr  | Receive Project Plan, obtain Training Affiliation Agreement signatures  | 3x/qtr.  | Update Faculty Advisor on student’s progress  |
|  | Receive and sign Project Agreement, Receive Final Project Plan, Receive signed Training Affiliation Agreement | As needed  | Schedule student and Faculty Advisor appointments  |

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7/5/2012

**Roles**

CertificateStudents**.**

Students will fill out the Certificate Practicum Interest Form and include a résumé/ CV to participate in the Practicum. This must be turned in to the Internship Coordinator by the end of the secondweek of the quarter before the student wants to begin their Practicum. The student will investigate project options by reaching out to organizations with which he/she may be interested in working, or by contacting the Internship Coordinator for a list of current available projects. The student should discuss their potential project ideas and opportunities with the OHSU Internship Coordinator. The project idea must be approved by the Faculty Advisor by the end of the third week of the quarter before the student begins the Practicum.

The quarter before the Practicum begins the student will work with the Sponsoring Organization to develop a detailed Project Plan. The student must complete the Project Agreement with all necessary signatures and proposed Project Plan and turn it in to the Internship Coordinator no later than the midterm of the quarter prior to when the work will begin. The final Project Plan and all necessary paperwork must be approved at least two weeks prior to the beginning of the quarter during which the Practicum place. **The student will work with the Sponsoring Organization to ensure all necessary paperwork/screenings required by the Sponsoring Organization are completed.** The student will also work with the Internship Coordinator to ensure all paperwork, including a Training Affiliation Agreement and an OCA (if required), is completed.

During the Practicum, the student will communicate with the Internship Coordinator and the Faculty Advisor on an as-needed basis. The student will complete three Student Practicum Progress Report Evaluations using Survey Monkey. The student will meet regularly with Sponsoring Organization staff at the frequency determined in the Project Plan.

The Certificate student will maintain a list of hours worked and tasks completed, and will submit a 5‐8 page typed, double‐spaced summary of the practicum experience to the Faculty Advisor and to the Internship Coordinator no later than one week prior to the end of the quarter.

The student will demonstrate professionalism through punctuality, enthusiasm, and appropriate dress, as well as by maintaining confidentiality.

SponsoringOrganization**.**

The Sponsoring Organization will identify mentor(s) for the student(s). Each student must be assigned a mentor at the Sponsoring Organization by mid‐term of the quarter prior to when the Practicum will begin. The mentor will work with the student to develop the proposed Project Plan by mid‐term of the quarter prior to the Practicum, approve a proposed project plan by mid‐term, and sign Project Agreement two weeks prior to the end of the previous quarter. The mentor will help guide the student’s efforts, submit three Student Evaluations using Survey Monkey, meet with the student as outlined in the Project Plan, and work to ensure that the experience is valuable for both the student and the Sponsoring Organization’s mission.

A staff member from the Sponsoring Organization will serve as the program’s primary Sponsoring Official, ensuring that the Practicum program remains a priority and that appropriate resources are dedicated to support

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The Sponsoring Organization will work with the Internship Coordinator and the student to ensure OHSU’s Training Affiliation Agreement and all necessary Sponsor required paperwork/screenings are completed at least two weeks prior to the end of the quarter preceding the Practicum.

The Sponsoring Organization will submit descriptions of possible projects to the Internship Coordinator to facilitate student matches based on interest, experience, and education requirements.

**OHSU** Facult**y** Adviso**r**

The Faculty Advisor will oversee the program to ensure the educational relevance and quality of the Practicum content, approve project idea by the thirdweek, approve each student’s Project Plan at least two weeks prior to the start of the Practicum, monitor the student’s progress, and communicate with each student on an as-needed basis. The Faculty Advisor will consult with the Sponsoring Organization and the Internship Coordinator on suitable projects for students, facilitate the development of new opportunities, review student evaluations, determine class grade, and ensure overall adherence with program requirements. He/she will address any issues that may arise with student progress during the Practicum.

**OHSU** Internshi**p** Coordinato**r**

The Internship Coordinator will work with the Sponsoring Organization to facilitate student applications and placement, review student evaluations from student and sponsor sites, and keep the Faculty Advisor updated on the student’s progress. The Internship Coordinator will maintain a database with descriptions of current project opportunities at the Sponsoring Organization. This person will communicate with the Sponsoring Organization and the Faculty Advisor about student needs, progress, and project opportunities for other students. The Internship Coordinator will schedule advisor appointments with the student as needed and work with OHSU and the Sponsoring Organization to establish the necessary Training Affiliation Agreement. If the Practicum includes patient care, the Internship Coordinator will work with the student and OHSU to develop an Off Campus Authorization (OCA)

**Additional required resources that may be necessary from Sponsoring Organizations:**

**Physical** Workspac**e**

Depending on the project, the Sponsoring Organization may provide the student with a computer workstation, office supplies, or appropriate administrative support to facilitate the student’s work.

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