

Practicum Plan for Certificate Students

The Certificate Practicum Requirements

A certificate practicum is required for all HIM certificate students and is an elective for all certificate students in the Clinical Informatics track. Based on the student's program, one of the following courses is required:

- ☐ **Certificate Practicum-HIM track (BMI 588)** is required for all HIM certificate students and is typically taken during the last quarter of the program. It consists of an approved Practicum and a short written paper. Students will receive 3 credit hours over one quarter, working a minimum of 40 hours with the organization (4 hours of work per week over 10 weeks). In addition, BMI 588 includes course content in Sakai to help the student to prepare for the RHIA exam. *Please see BMI 588 course description for additional requirements.*
- ☐ **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 the 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 2nd week of the quarter before the student wants to begin their Practicum (e.g., fill out the Interest Form at beginning of winter quarter to begin a spring 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 3rd week 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.

HIM students: please see BMI 588 for additional requirements.

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.

During the Certificate Practicum:

- ☐ 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 Sponsoring Organization mentor will complete a Summative Student Evaluation prior to the end of the Practicum.
- ☐ The student will complete a semi-monthly Student Practicum Progress Report Evaluation using E-Value's auto-generated, electronic evaluation reporting system.
- ☐ The Sponsor will complete a semi-monthly Student Practicum Progress Report Evaluation using EValue's auto-generated, electronic evaluation reporting system.
- ☐ The Internship Coordinator will schedule student and Faculty Advisor appointments as needed.
- ☐ The Internship Coordinator will review semi-monthly 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.

Note: HIM students see BMI 588 for additional requirements.

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	Semi-monthly	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 mentor	Per Project Plan	Meet with student
	Mid-qtr	Proposed Project Plan developed with student	Semi-monthly	Complete Sponsor Practicum Progress Report Evaluation
	2 wks prior to qtr end	Complete Sponsor related paperwork Sign Project Agreement	Before qtr end	Complete student's Summative Evaluation
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	Grade Practicum Summary Report paper Review Summative Evaluation and determine class grade
	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 Education Contract to Sponsoring Site for review	Semi-monthly	Review Practicum Progress Report Evaluations from student and sponsor
	Mid-qtr	Receive Proposed Project Plan Monitor progress of Education Contract signatures	Semi-monthly	Update Faculty Advisor on student's progress
		Receive and sign Project Agreement Receive Final Project Plan Receive signed Education Contract Complete Sponsor related paperwork	As needed	Schedule student and Faculty Advisor appointments

Roles

Certificate Students.

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 2nd week 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 3rd 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.

HIM students will have additional requirements (Please see BMI 588).

During the Practicum, the student will communicate with the Internship Coordinator and their Faculty Advisor on an as-needed basis. The student will complete semi-monthly (twice a month) Student Practicum Progress Report Evaluations using the online E*Value online evaluation system. 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.

Sponsoring Organization.

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 semi-monthly Sponsor Practicum Progress Report Evaluations about the student's progress to the Internship Coordinator throughout the Practicum, meet with the student as outlined in the Project Plan, and work to ensure the experience is valuable for both the student and the Sponsoring Organization's mission. The Sponsoring Organization will complete a Summative Student Evaluation prior to the student leaving at the end of the Practicum.

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

The Sponsoring Organization will work with the Internship Coordinator and the student to ensure OHSU's Education Contract and all necessary Sponsor required paperwork/screenings are completed at least two weeks prior to the end of 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 Faculty Advisor

The Faculty Advisor will oversee the program to ensure the educational relevance and quality of the Practicum content, approve project idea by the 3rd week, 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, grade the student Practicum Final Summary Report, determine class grade, and ensure overall adherence with program requirements. He/she will serve as the academic advisor for students in the Sponsoring Organization's Practicum to receive course credit and address any issues that may arise with student progress during the Practicum.

OHSU Internship Coordinator

The Internship Coordinator will work with the Sponsoring Organization to facilitate student applications and placement, review semi-monthly Practicum Progress Report Evaluations from student and sponsor sites, and keep the Faculty Advisor updated semi-monthly on the students' 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 additional 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 Education Contract. If there will be patient care as part of the Practicum, 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

Workspace

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.