

## **POLICY**

All interns are expected to spend at least the allotted hours per week to gain practicum experience.

## **PURPOSE**

- To enable interns to meet all didactic and practice experiences required for successful completion of the Program in recommended completion time.

## **PROCEDURE**

1. Intern schedules will be posted in advance.
2. The Regional Internship Director or preceptor for a particular rotation will advise interns of schedule changes necessary once the schedule has been posted. There may be times when changes are necessary due to absence, changes in service, etc.
3. Interns are expected to mirror work the hours of the preceptor. Interns may need to participate in activities on weekends and holidays per preceptor assignment to complete designated practice hours. Preceptors generally **work a minimum of an eight and a half hour day**, which may start as early as 5:00am and/or stay as late as 11:00pm. Interns may be scheduled for weekend or evening presentations, most of which occur during community rotations.
4. The interns will report to the rotation site as scheduled by the preceptor in charge of each rotation.
5. Interns are responsible for contacting preceptor and Regional Director on tardiness of greater than 15 minutes of the scheduled practice period.
6. Interns are responsible for communicating any unplanned schedule changes to Regional Director and to site preceptor. Any missed practice hours should be made-up during the rotation in which the supervised practice time was missed.
7. Interns are responsible for contacting each preceptor at least one week in advance of each rotation for the time schedule of the rotation.
8. Intern is responsible for tracking rotation hours in the Portal.
9. Interns are not permitted to replace staff or fulfill any staff work responsibilities, although they may at times perform staff work responsibilities under supervision if doing so is necessary to meet educational requirements. All preceptors are to adhere to the rotation schedules and learning activities.