

UTMC COMPLIANCE SPECIALIST & DEPARTMENT INTERNSHIP PROCESSING

Guidelines for Processing an Internal Student Doing an Internship through UToledo/UTMC

- ***Any UToledo student participating at UTMC or the Health Science Campus in a rotation, clinical or internship is doing an internship***
- 1) Department who wants to host an intern contacts UTMC Compliance Specialist to begin the process, **after** they have received approval from departmental leadership (this ensures capacity, safety and budget have been taken into consideration).
 - 2) Hosting department coordinates with UToledo student and internal college to accept and place a student for the semester.
 - 3) Department reaches out to student and has them complete the internship application form.
 - 4) Hosting department submits above information through the intern portal which is monitored by the UTMC Compliance Specialist.
 - 5) UTMC Compliance Specialist adds student to med-screen app and requests HIPAA training be added (**note that this step can't be taken until all previous items have been received**).
 - 6) UTMC Compliance Specialist runs a background check on intern (**student pays for this**).
 - 7) UTMC Compliance Specialist will notify department that they can now email the following information to the internal student:
 - a. Tells student to schedule their med-screen with Occupational Health
 - b. Provides student with onboarding packet, any required paperwork to sign and test link
 - c. How to take HIPAA training
 - d. Reminds student that they need to follow UToledo campus parking rules
 - 8) Once UTMC Compliance Specialist has received all items and clearances above, they will notify department that student is approved to begin.
 - 9) Department will contact student to set a start date, create a schedule and any additional training needed.
 - 10) At completion of opportunity, department notifies the UTMC Compliance Specialist that internship has been completed.