

High School Healthcare Internship Program: 10-Week Schedule

This proposed schedule outlines a 40-hour high school internship program over 10 weeks, with approximately 4 hours of engagement per week. It integrates foundational elements and high-ranked activities identified by healthcare partners, ensuring a comprehensive and impactful experience.

Total Program Hours: 40 hours

Week 1: Foundations & Welcome (4 hours)

- **Orientation (2 hours):** Program overview, organizational mission/values, intern expectations, introduction to key staff.
- **Health & Safety Protocols (1 hour):** Review of essential safety procedures, emergency protocols, and general workplace guidelines.
- **Basic Admin Support (1 hour):** Setting up intern workspace, introduction to basic office tasks (e.g., organizing supplies, simple data entry practice).

Week 2: Facility Immersion & Patient Welcome (4 hours)

- **Department Tour + Wayfinding (2 hours):** Guided tour of key departments (e.g., main lobby, patient floors, administrative offices) and understanding facility layout for patient/visitor assistance.
- **Lobby/Waiting Area Host (2 hours):** Greeting visitors, offering comfort items (blankets, water), answering general questions, and assisting with non-confidential sign-in.

Week 3: Patient Comfort & Operational Support (4 hours)

- **Patient Rounding (Non-Clinical) (2 hours):** Accompanying staff to check on patient comfort (not medical needs), offering to get ice, magazines, adjusting blinds/lighting.
- **Creating Packets/Folders (2 hours):** Assembling admission packets, discharge folders, or informational brochures for various departments.

Week 4: Observational Learning & Feedback (4 hours)

- **Departmental Shadowing (Front Desk/Unit Clerk) (3 hours):** Observing the daily routines and responsibilities of front desk operations and unit clerks, understanding patient flow and administrative tasks.
- **Patient Survey Distribution (1 hour):** Handing out patient satisfaction surveys to patients/visitors (without collecting personal health information).

Week 5: Simulated Clinical & Safety Focus (4 hours)

- **Patient Simulation Lab Experience (3 hours):** Participating in high-fidelity simulation scenarios using mannequins (e.g., practicing vital signs, basic first aid, communication with "patients" in a controlled environment).
- **Infection Control Practices Observation (1 hour):** Observing staff adherence to infection control protocols (e.g., proper hand hygiene, PPE use, cleaning procedures) in a non-patient care area.

Week 6: Direct Observation & Patient Interaction (4 hours)

- **Medical Assisting Role Shadowing (3 hours):** Observing a Medical Assistant during patient intake, vital sign collection, or preparing exam rooms.
- **Lobby/Waiting Area Host (1 hour):** Continued practice greeting and assisting visitors in the main lobby.

Week 7: Patient Engagement & Reception Skills (4 hours)

- **Patient Engagement Activities (2 hours):** Reading to patients, assisting with arts & crafts or games in common areas (e.g., waiting rooms, day rooms).
- **Reception Support (Shadowing/Basic Tasks) (2 hours):** Observing front desk operations, answering general inquiries, and managing visitor logs.

Week 8: Diverse Career Pathways & Administrative Contribution (4 hours)

- **Departmental Shadowing (Lab Technician/HR Specialist) (3 hours):** Observing roles in a lab setting (e.g., sample processing, equipment handling) or human resources (e.g., recruitment, employee support).
- **Creating Packets/Folders (1 hour):** Further assistance with assembling various informational or patient-related packets.

Week 9: Community Outreach & Facilities Awareness (4 hours)

- **Community Health Event Support (3 hours):** Assisting with setup/takedown, registration, or general help at a health fair, blood drive, or community screening event (if available).
- **Maintenance Support (Observation/Light Tasks) (1 hour):** Observing the facilities team, assisting with minor non-technical tasks (e.g., tidying common areas, organizing supplies).

Week 10: Program Wrap-up & Future Planning (4 hours)

- **Volunteer Program Support (2 hours):** Assisting the volunteer coordinator with onboarding tasks for new volunteers or general program organization.
- **Final Reflection & Program Debrief (2 hours):** Structured session for interns to reflect on their learning, share experiences, discuss career insights, and provide feedback on the program.