



INTERN HANDBOOK

An inquiring, analytical mind; an unquenchable thirst for new knowledge; and a heartfelt compassion for the ailing - these are prominent traits among the committed clinicians who have preserved the passion for medicine. - Lois DeBakey, Ph.D.

We are pleased to have you join us in the RMEC Internship Program. We hope that you will find the experience both informative and rewarding. An RMEC internship provides a unique opportunity to apply practical knowledge you have learned in the classroom, explore career options, and generally gain a sense of life in the working world of medicine.

About RMEC:

Founded in 2008 by Dr. Jim A. Youssef of Spine Colorado, Resources for Medical Education and Collaboration (RMEC) is located on the campus of Mercy Regional Medical Center in Durango, Colorado. The pursuit of our mission and initiatives has created an energy that continually feeds new ideas, valued contacts and exciting collaboration into our organization. We are thriving on the concomitant growth and vision that support our mission of improving health care quality and delivery through collaborative education and research, both locally and globally. Our outreach has brought us valuable relationships in the local, national and global medical community, in the health industry, and in our institutions of higher learning. We look forward to continuing on our path of learning, growing, sharing and creating new partnerships. We appreciate your support!

Resources for Medical Education and Collaboration is a 501c3 non-profit organization.

Our web site (www.resourcesmec.org) contains extensive information on our organization and our initiatives.

About the Internship Program:

The primary goals of RMEC's internship program are to foster an interest in medicine as a career, improve the student's understanding of the practice of medicine in a rural setting, and to increase the opportunities for local students of achieving admittance to medical school. The internship program was inherited in 2008 from Spine Colorado, where interns were hosted by Dr. Jim Youssef and his colleagues at Durango Orthopedics beginning as early as 2003. Over the past 8 years, more than 22 interns have gone through our doors. Of those students we have been able to track, 5 have gone on to medical school, 4 have attended Physicians' Assistant school, and one has completed a Ph.D. program in chemistry, one completed an MBA program, one is in clinical research, one is a physical therapist, and seven are in the process of application to medical and PA schools.

The success of our internship program can be attributable to the generosity of our mentors and the quality of our applicants. A practitioners time represents extraordinary value ; the gift they give in sharing expertise with a student at the sacrifice of other endeavors is immeasurable and speaks volumes of their priorities. We select our interns based on their capability and their passion, and their respect for the contribution and the opportunity afforded them.

The RMEC staff is interested in your experience as an intern, and will be readily available during regular working hours to discuss your experience and to answer any questions you might have. We will conduct an exit interview at the conclusion of your experience, and will follow your career with interest through continued correspondence.

The Intern Handbook establishes the policies and procedures to be followed while you are associated with RMEC. Your mentor and his or her staff may have additional requirements that will be outlined in other sections of this handbook.

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RMEC may sponsor additional learning opportunities for interns throughout the year. These will be presented as panel discussions or learning modules in ancillary aspects of health care that go beyond the clinical learning environment. We will give notice sufficient to expect each intern to be able to attend and to participate in the opportunity to interact with other interns.

This Intern Handbook is not a contract of employment nor is it intended to create contractual obligations of any kind.

Learning Objectives:

Objectives vary with the intern placement, but typically include the following:

- To observe how medical professionals interact with patients
- To learn the organization of a clinical practice
- To gain knowledge in medical terminology and current topics in medicine

Additionally, some placements will allow for qualified students to observe surgeries, and some will include an introduction to medical research.

Responsibilities as an RMEC Intern:

Qualified students must have a keen interest in medicine, and exhibit a high level of maturity and ethical standards. Qualified students must possess strong communication skills, both written and verbal. Students should also possess experience in word processing and spreadsheet management. Students will be expected to display good organizational skills, attention to detail, a professional appearance and working manner, and ability to dedicate at least 10-15 hours per week to the program.

Assigned Tasks: The purpose of an RMEC internship is to allow students to participate in tasks related to the medical field. While you may be assigned a project that focuses on one particular aspect of clinical practice operations, you will be expected to assist with any tasks delegated by your Intern Supervisor. Data entry, photocopying, filing, etc. are

all a part of a clinical practice. An internship is an educational opportunity and is not intended nor designed to meet a participant's personal expectations.

Patient Confidentiality: As an intern, remember that your opportunity is to observe and learn. It is of the highest importance to adhere to office policy regarding patient confidentiality and to maintain your role as an observer. Most placements will require the completion of a confidentiality agreement. Under no circumstances may you discuss a patient or patient complications outside of the clinical practice. **You are here to observe and learn. You MAY NOT give patients any kind of medical direction or advice.** You are allowed, with your mentoring physician's approval, to engage the patient in conversation and be inquisitive of their situation but do not under any circumstances proceed to diagnose or treat.

Personal Appearance: Always dress in a professional manner. Observing the appearance of your mentor and staff will be the best indication of acceptable clothing and footwear. Tucked in, pressed shirts, covered arms and minimal cleavage, closed toe shoes, trimmed hair: our goal is to select interns who understand the basics of a professional appearance and will not need to be reminded.

Behavior: Quiet, inquisitive, alert, thoughtful, respectful, helpful. Interact with other clinic staff in a spirit of support and community.

Electronic Devices: Use of cell phones and other electronic devices should be limited to emergency use only. Personal Computers cannot be used in the office setting due to the confidential nature of patient information.

Punctuality: Be present and on-time for professional duties during assigned times. Immediately inform your supervisor of any necessary changes to your assigned schedule.

At the conclusion of your internship, you will be asked to make a presentation to the staff of RMEC and any other interested parties of your experience while serving as an intern. While we will not limit the form of this presentation, we would like it include a narrative of your experience as an RMEC intern, a summary of what you learned, and any comments on or critiques of the program as you experienced it.

We look forward to working with you and to assisting in any way we can with your endeavors toward a career in medicine.