MERCY
MEDICAL CENTER
A Ministry of the Sisters of Charity Health System

Dear Prospective Intern Volunteer,

Thank you for your interest in becoming an unpaid intern/student volunteer at Mercy Medical Center. The collective effort between staff and volunteers assists the Medical Center in carrying out its mission of continuing Christ's healing ministry by providing quality, compassionate, affordable, and accessible care for the whole person. We are happy that you are exploring the possibility of joining us!

The following steps must be completed in order for you to intern at Mercy Medical Center:

1. **Volunteer Intern Packet: (Prospective Intern submits)**
   a. Intern Application

   b. Fair Credit Disclosure & Authorization (Social Security number required)

   c. HIPAA quiz; Safety Quiz

   d. Compliance Education Certification form

   e. Note: This step is only required for schools that currently do not have an affiliation agreement already on file with Mercy Medical Center. Please contact Volunteer Services if you are unsure about this requirement. University/school proposed **Program Affiliation Agreement** and **Course Syllabus** outlining the requirements of the internship. **In addition the Affiliation Agreement includes the university, student and intern site's (Mercy Medical Center) responsibility sections including liability, health requirements and HIPAA statement, etc.**

   f. Criminal Background Check. **Background checks for interns involve submitting a BCI and FBI check printed on Mike DeWine Letterhead (dated within the last twelve months)**. Please note the submitted background check must be approved by our Security Department.

   g. **Student/Intern/Shadow Health Requirements Checklist –** Complete the Health Requirements Checklist **and submit the required health documentation (medical or university/college logo)**

   h. Submit BLS (Basic Life Support) Documentation for all clinical internships.

2. **Volunteer Services' Approval Process**
    a. For new schools/programs: The **Course Syllabus** will be forwarded for review and approval to the manager of Volunteer Services and to the manager of the department where the internship is requested.

    b. Once approval has been granted, the school will forward a draft of an affiliation agreement to Volunteer Services for review and forwarding to Mercy's Legal Department for final approval. The Program Affiliation Agreement and Course Syllabus can be faxed to the attention of Volunteer Services at 330-580-4794.

Once the above steps have been completed, Volunteer Services will contact you to confirm acceptance of the internship and to arrange a schedule for completion of hours. Because the above process can take some time to complete, it is recommended the intern applicant allow at least two or more months for processing. **Please note that Mercy Medical Center receives a large volume of internship applications each semester. Our application processing time is approximately one month from the time your application is received in our office.**

Mercy Medical Center will do everything it can to fulfill the internship requirements; however, we cannot guarantee completion of hours as sometimes other mitigating circumstances can occur, including but not limited to a program agreement between the school and Mercy Medical Center cannot be reached, the applicant does not pass the criminal background check, or the department undergoes an emergency or staffing change that results in having to end the internship opportunity.

For questions regarding the status of your internship, please contact Volunteer Services at 330-489-1106, choose Option 5.

Sincerely,

Stephanie Williams, D.Min. Manager
Volunteer Services

***Volunteer Services Office location:*
From the Main Parking Deck---walking in the Concourse you will pass on your **right** the Mercy Marketplace (gift shop, uniform shop, and pharmacy), and you will come to 2 elevators on your left at the Medical Office Building (MOB). Take the elevators to the Basement, go through the double doors out into the hallway; turn **left** and follow the hallway to the first door on the **right** with the valence over the door.