



Internship  
**Welcome Packet**  
2024



## Opportunity to Explore & Pursue Your Passion

The Wright Center for Community Health (TWCCCH) and its affiliated entity, the Wright Center for Graduate Medical Education (TWCGME), are proud to welcome students and young professionals to our Internship Program.

### Who Are We?

For more than 45 years, The Wright Center has been committed to providing non-discriminatory, high-quality care to the most vulnerable populations while creating the primary care workforce pipeline America needs.

What started as a single residency program with just six Internal Medicine students in 1976 has since blossomed into a Teaching Health Center dedicated to training compassionate, highly skilled physicians. The Wright Center for Graduate Medical Education and its affiliated entity the Wright Center for Community Health is a physician-led nonprofit organization, with over 665 employees which consists of 230 residents and fellows. The Wright Center's noble purpose is to create transformational health care teams of leaders who empower patients, families, and communities to own and optimize their own health.

The Wright Center offers many different career opportunities for an intern to explore. The variety of employment opportunities range from accounting, clinical, medical education, administration, governance and more!

### What Happens if Selected?

Interns who are selected to participate in the summer internship program will be asked to apply through The Wright Center's (TWC) website, <https://thewrightcenter.org/> and complete the onboarding process (**see page 4**). The deadline to apply is **April 19th**.

Interns will be expected to begin the program May 20<sup>th</sup> or June 24<sup>th</sup> contingent on their ability to complete all requirements prior to the start date. The program will conclude on August 9<sup>th</sup>.

## Internship Program

Through TWC's Summer Internship Program, interns will work within a department and closely with a supervisor related to their chosen field of study. They will receive first-hand experience and explore an employment opportunity in their specified areas of interest. TWC summer internship program will allow each intern to use the skills and knowledge they have learned and shall expand upon in a workplace environment as a part-time intern, while earning compensation.

## Internship Capstone Project

Interns will identify, achieve, and capture their most important goals and learning objectives through engagement in the Internship Capstone Project. At the start of their internship, interns will collaborate with their supervisor on a work plan to help break down their project into smaller goals, create a logical schedule and progression for their project, and identify the specifics of the project. This culminates in a poster presentation event to recognize and celebrate the results of the intern's project! (**see page 6**)



# Onboarding Checklist

Applicants who are accepted will be informed by Human Resources. Below is a summary of the Human Resources and Employee Health items an intern will be required to provide and/or complete prior to starting the program. TWC must receive and review all results on the checklist before the May 20<sup>th</sup> and/or June 24<sup>th</sup> intern start date. Human Resources and Employee Health will be available to offer assistance throughout the onboarding process.

## Human Resources Checklist

- Criminal Felony & Misdemeanor Professional Reference Check Report
- Child Abuse Registry Professional License Report
- Education Report
- Health Care Sanctions
- Employment Report
- National Sex Offender Registry
- 10 Panel Drug Test Prohibited Parties
- Federal Criminal Widescreen Plus National Criminal Search
- SSN Trace
- FBI Fingerprint Clearance
- PA Criminal Check (Epatch)

## Employee Health Checklist

- TB Assessment and Questionnaire
- Fitness for Duty form (completed physical)
- PPD/TB skin test with results
- Varicella (2 vaccines), or Titer test will show proof of immunity or vaccination record
- MMR (2 vaccines), or Titer test will show proof of immunity or vaccination records
- Hep B (3 vaccines), or Titer test will show proof of immunity or vaccination records
- Tdap vaccine
- COVID-19 vaccines/boosters -vaccination records
- Flu vaccine or signed declination
- Signed Record Release Forms (2)



## The Wright Center Internship Work Plan Overview

Work Plans help to:

- A. Breakdown large projects into smaller goals
- B. Create a logical schedule and progression for work
- C. Identify the specifics of the work you will do, how and by when
- D. Identify personal goals you hope to meet through your internship experience

<b>Intern Name:</b>	<b>Mentor Name:</b>
<b>Department/Location:</b>	<b>Mentor Position:</b>
<b>Intern Contact Email/Phone:</b>	<b>Mentor Contact Email/Phone:</b>

**Project Goal(s) for the Summer Internship (big picture/desired outcome)**

**Key Project(s) Objectives: Specific Measurable Achievable Relevant Timebound Goals**

**Specific:** What do you want to accomplish? Who needs to be included? Will it be completed by July 19<sup>th</sup>?

**Measurable:** How will you measure the progress and determine the success of your goal?

**Achievable:** Do you have the skills required to achieve the goal? Can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?

**Relevant:** Why am I setting this goal now? Is it aligned with overall objectives?

**Time-bound:** (The deadline for goals is July 19<sup>th</sup>, the poster deadline is July 26<sup>th</sup>)

**Personal Objective:** What did you gain personally? What was gained professionally?

## How will you know that your project was a success?

List at least 3 ways that you will measure and quantify your success




## Summer Project Timeline

Break the internship down into smaller segments and specific steps. What tasks and outcomes do you plan to accomplish in the first 3 weeks, the next 3/4 weeks and to complete the project. List out specific steps for achieving your objectives.

**Week Of:** \_\_\_\_\_

<b>Task</b> (what will be done)	<b>Outcome</b> (expected result of task)	<b>Start Date</b>	<b>Deadline</b>

**Mentor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Week Of:** \_\_\_\_\_

<b>Task</b> (what will be done)	<b>Outcome</b> (expected result of task)	<b>Start Date</b>	<b>Deadline</b>

**Mentor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Week Of:** \_\_\_\_\_

<b>Task</b> (what will be done)	<b>Outcome</b> (expected result of task)	<b>Start Date</b>	<b>Deadline</b>

**Mentor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_