



**Lifestyle, Fitness and Rehabilitation Programs
Cardiac Rehabilitation
STUDENT INTERNSHIP PURPOSE AND POLICY**

SECTION 1. PURPOSE

- 1.1. To establish guidelines for the selection, scheduling, responsibilities and evaluation of students selected for an internship position.

SECTION 2. POLICY

- 2.1. The Practice Coordinator of Lifestyle, Fitness and Rehabilitation Programs selects interns for rotations in cardiovascular and pulmonary rehabilitation. Students from both graduate and undergraduate college or university programs are eligible.
- 2.2. Interns are expected to contribute a minimum of 20 hours per week for twelve weeks (240 hours total) unless other arrangements are made.
- 2.3. Professional staff and student interns are familiar with the position expectations, responsibilities and evaluation.
 - 2.3.1. Upon acceptance to the internship program, each intern is provided with a **“Student Internship Handbook.”**
 - 2.3.2. The handbook will detail expectations of the intern, specific responsibilities and accountabilities and the evaluation and grading process.
- 2.4. At the completion of the rotation, a formal evaluation will be conducted with the professional staffs' evaluation of the student and the student's evaluation of the staff and program.
- 2.5. From Porcari and Hall (Porcari J, Hall L. Internships in cardiopulmonary rehabilitation: think win-win. *Journal of Cardiopulmonary Rehabilitation* 1996; 16:87), all staff members will be aware of specific suggestions for supervising interns:
 - 2.5.1. Design the internships to meet the needs of both the students and the program. Before students actually accept the internship, sit down and discuss the job description with them. The internship should be a good “match” between students' needs and what the program expects and can provide.
 - 2.5.2. Provide a structured experience. Schedule as much of the intern's time as possible, especially early in the internship. One concern often voiced by interns is that there was not enough to do and that they had



too much free time. It's helpful to offer students flexibility, but also offer guidance so that they may take advantage of that flexibility.

- 2.5.3. Provide a thorough orientation.
 - 2.5.3.1. During the first week or two, make sure interns get a complete overview of the entire program, so that they can understand how all the pieces fit together and know the roles of the various staff members.
 - 2.5.3.2. Have the interns shadow some of the staff. There is no better way to learn how to deal with and talk to patients than to observe experienced staff members in action.
- 2.5.4. Provide hands-on experiences.
 - 2.5.4.1. As the internship progresses, the types of activities should transition from mostly observational to mostly hands-on type experiences.
 - 2.5.4.2. When interns first try their hands at something, provide immediate, constructive feedback regarding their performance.
- 2.5.5. Make interns feel like a member of the staff.
 - 2.5.5.1. When the interns come on board, have an assigned staff member introduce the interns to the other staff members and staff within the department and get to know a little about them.
 - 2.5.5.2. Also, have the student schedule informal time with different staff members over a cup of coffee or a walk/run so that they get to know each other. Make the interns feel like part of the team.
- 2.5.6. The Practice Coordinator will meet with interns on a regular basis.
 - 2.5.6.1. Informal evaluations/discussions with the Practice Coordinator of Lifestyle, Fitness and Rehabilitation Programs will be completed after each two-week period. Assess how things are going, discuss if expectations are being met, on both sides, and provide feedback to the interns on how they can improve their performance.
- 2.5.7. Assign the interns special projects. Let the interns take ownership of something. It will give them a chance to show their creativity and resourcefulness and give you a chance to observe their ability to follow through on a project.



- 2.5.8. Stay in contact with the university supervisor. Periodically contact the interns' supervisors to keep them abreast of the students' progress. This will go a long way toward demonstrating your interest in supervising interns, and may help in securing a steady flow of interns in the future. Good supervisors should welcome input from people in the field concerning how they may better prepare their students to meet the expectations and needs of the job market.
- 2.5.9. Openly evaluate interns. Sit down at periodic intervals to assess how things are going with the internship. Openly discuss students' strengths and weaknesses. Give feedback in areas where interns can work to improve their performance and their chances for success in the field.
- 2.5.10. Provide interns with guidance and counseling. Realize that this is a time of learning for each of these students. They will have questions about professional issues as well as practical issues. Provide them with staff who they can talk to and who will listen.

SECTION 3. PROCEDURE

- 3.1. Student interns are selected according to the following process:
 - 3.1.1. **Application** -- A completed application and resume documenting related experience and educational background must be submitted along with two letters of reference and a copy of all college transcripts.
 - 3.1.1.1. The student must be currently **enrolled** in a college or university pursuing a graduate or undergraduate degree related to cardiac rehabilitation, exercise physiology or a medically related profession.
 - 3.1.1.2. The participating university or college must sign an **affiliation agreement** with MetroHealth Medical Center.
 - 3.1.2. The student must meet the established **health requirements** set forth by MetroHealth Medical Center.
 - 3.1.2.1.1. Current TB skin test completed
 - 3.1.2.1.2. Rubella, rubeola, varicella (chicken pox) titers checked
 - 3.1.2.1.3. Hepatitis B vaccine (optional but highly recommended)
 - 3.1.2.1.4. Physician statement of health
 - 3.1.2.1.5. Drug screen performed in MHMC employee health
 - 3.1.3. The student must maintain **current CPR (BCLS) certification** throughout the entire internship.
 - 3.1.4. When all preliminary criteria are met, the Practice Coordinator of Lifestyle, Fitness and Rehabilitation Programs will **interview** all potential candidates.



- 3.1.4.1. The student must present with certain **personal** attributes:
 - 3.1.4.1.1. The student must be a diligent worker, willing to learn and apply himself/herself.
 - 3.1.4.1.2. The student must be able to receive constructive criticism and react in a meaningful and positive manner.
 - 3.1.4.1.3. The student must be professional at all times in his/her interactions with others. This includes proper dress and excellent communication with others including participants and professional staff.
- 3.1.4.2. The student must present with certain **physical** attributes:
 - 3.1.4.2.1. The student must present with lifestyle habits consistent with the cardiac conditioning health promotion program.
 - 3.1.4.2.2. The student will present as well groomed and dressed appropriately for the organization.
- 3.1.4.3. The student must present with certain **intellectual** attributes:
 - 3.1.4.3.1. The student will have the appropriate scholastic background. This may include, but is not limited to, the following:
 - 3.1.4.3.1.1. Electrocardiography
 - 3.1.4.3.1.2. Cardiovascular and pulmonary pharmacology
 - 3.1.4.3.1.3. Exercise physiology
 - 3.1.4.3.1.4. Graded exercise testing and prescription
 - 3.1.4.3.1.5. Risk factor modification and intervention
 - 3.1.4.3.1.6. Organization and administration of cardiopulmonary programs
 - 3.1.4.3.1.7. Medical terminology, tests, and procedures in cardiopulmonary disease
 - 3.1.4.3.1.8. Cardiovascular and pulmonary physiology
 - 3.1.4.3.1.9. Psychosocial issues in diseased patients
 - 3.1.4.3.1.10. Practice performance in cardio-pulmonary rehabilitation



- 3.1.4.4. The student will be maintaining a **3.0 GPA** in all related courses.
- 3.1.4.5. The student will demonstrate a **desire to learn** as much as possible concerning the various facets of the program(s).
- 3.2. The student will be **required to work** within the program a **minimum of twenty hours per week for twelve weeks (240 hours)** unless special arrangements are made:
 - 3.2.4. This time is flexible according to the student's class schedule and participant load in the various programs.
 - 3.2.5. Schedules will be posted in one-month intervals at least one week prior to the start of the time frame.
 - 3.2.6. Any request for a schedule change must be made in writing and approved with the signature of the Practice Coordinator at least twenty-four hours in advance.
- 3.3. Student interns are **expected** to carry **personal liability insurance** of a minimum of \$200,000 for each claim and \$600,000 annual aggregate. *Proof of insurance is required.* The student is also expected to maintain appropriate personal health coverage.
- 3.4. The student intern is expected to:
 - 3.4.1. Become familiar with staff members with whom they will be working.
 - 3.4.2. Provide to the Practice Coordinator a written schedule of expected hours and times.
 - 3.4.3. Ask questions and contribute ideas and creativity.
 - 3.4.4. **Responsibilities** and **tasks** to be accomplished in Lifestyle, Fitness and Rehabilitation include but are not limited to:
 - 3.4.4.1. **Read the following:**
 - 3.4.4.1.1. **Policy and Procedures for Cardiac and Pulmonary Rehabilitation Programs**
 - 3.4.4.1.2. ACSM Guidelines for Exercise Testing and Prescription
 - 3.4.4.1.3. AACVPR Guidelines for Cardiac Rehabilitation and Secondary Prevention Programs and Pulmonary Rehabilitation Programs



- 3.4.4.2. Observe at least two different exercise leaders during warm up, exercise, and cool down phases of the class. Participate with patients in warm up and cool down activities including stress relaxation and imagery.
- 3.4.4.3. Have a staff member check blood pressure skills at rest, with exercise and at cool down on a minimum of three different participants.
- 3.4.4.4. Learn procedure in cleaning and calibration of equipment and room.
- 3.4.4.5. Demonstrate the ability to determine basic ECG interpretation as evidenced by participation in an entry level ECG class offered at MHMC (if available, time permitting). Rhythms to be covered:
 - 3.4.4.5.1. Rate determination
 - 3.4.4.5.2. Sinus rhythm: Normal, bradycardia, and tachycardia.
 - 3.4.4.5.3. Ventricular Arrhythmias
 - 3.4.4.5.4. Paced Rhythms
 - 3.4.4.5.5. Atrial Fibrillation/Flutter
- 3.4.4.6. Ask the staff to save ECG recordings of interest.
- 3.4.4.7. Become familiar with the setting of exercise equipment and assist participants in class.
- 3.4.4.8. Become familiar with the necessary daily documentation within the participant record and computer system (Scott Care and Epic).
- 3.4.4.9. Lead warm up, exercise and cool down under the supervision of one of the staff exercise physiologists or nurses.
- 3.4.4.10. Set exercise prescriptions for the next session under supervision.
- 3.4.4.11. Observe Phase I inpatient evaluations with the medical director.
- 3.4.4.12. Observe new patient **evaluations** for **cardiac** and **pulmonary** rehabilitation.
- 3.4.4.13. Become familiar with emergency procedures and protocols adhered to by the hospital and the rehabilitation programs.
- 3.4.4.14. **Complete one “major” project for the department.**
 - 3.4.4.14.1. The project must be presented to the Practice Coordinator of the Lifestyle, Fitness and Rehabilitation Programs at the start of the internship so that it can be approved and work started within the first two weeks of the internship.



- 3.4.5. **Responsibilities and tasks** to be accomplished with regards to the **non-invasive exercise/echo testing labs** (both **cardiac** and **pulmonary**) include but are not limited to:
 - 3.4.5.1. Observe the preparation of necessary paperwork for a graded exercise test.
 - 3.4.5.2. Observe proper power up of all equipment.
 - 3.4.5.3. Observe complete studies done by at least two different professional staff members.
 - 3.4.5.4. Observe the following tests/procedures and follow through to interpretation (time permitting):
 - 3.4.5.4.1. Graded Exercise Stress Tests (GXT)
 - 3.4.5.4.1.1. **Observe one or more** of the following: maximum symptom limited exercise stress test (GXT), GXT with echo, GXT with thallium
 - 3.4.5.4.1.2. **Observe a pulmonary** maximum symptom limited exercise stress test (PulmGXT),
 - 3.4.5.4.2. Pharmacological Stress Test
 - 3.4.5.4.2.1. Adenosine
 - 3.4.5.4.2.2. Dobutamine
 - 3.4.5.4.3. Echocardiogram
 - 3.4.5.4.4. Transesophageal Echocardiogram
 - 3.4.5.4.5. Tilt Table Test
 - 3.4.5.5. Under supervision, have staff confirm resting and exercise blood pressures on at least three different patients.
 - 3.4.5.6. Under supervision, obtain patient history on at least three patients.
 - 3.4.5.7. Under supervision, apply electrodes in the proper position for testing.
 - 3.4.5.8. Under supervision, obtain supine BP, resting 12-lead ECG tracing, and standing BP.
 - 3.4.5.9. Explain to patient what is going to be happening during the test, as well as demonstrating to patient how to walk on the treadmill.



- 3.4.5.10. Under supervision, obtain exercise RPE's.
 - 3.4.5.11. Participate in a minimum of one mock code/emergency during the internship process.
 - 3.4.5.12. Under supervision, explain to patient the results of the GXT and recommended exercise prescription (as part of rehabilitation program).
 - 3.4.5.13. Be familiar with emergency procedures and protocols adhered to by the hospital and the exercise-testing department.
 - 3.4.5.14. Observe a staff member performing inventory of the crash cart.
- 3.5. Assignments to other departmental areas may become a part of the internship experience depending upon time commitments, staffing and the achievement of base requirements by the student.
- 3.5.1. The student may want to consider seeking experiences in the following areas:
 - 3.5.1.1. Physical Medicine and Rehabilitation (Easy Street, work hardening, vocational rehabilitation, physical therapy)
 - 3.5.1.2. Open heart surgery
 - 3.5.1.3. Cardiac Catheterization/Electrophysiological Lab
- 3.6. **Informal evaluations/discussions will be completed after each two-week period with the student and the Practice Coordinator.**
- 3.6.1. The purpose is to discuss the progression of the internship and any modifications that need to be accomplished to better meet the goals and expectations of the student and/or professional staff.
- 3.7. **A formal evaluation period will take place at the completion of the internship.**
- 3.7.1. Upon entry into the program, the student will receive a copy of the evaluation form from which he/she will be evaluated upon completion of the internship.
 - 3.7.1.1. The student is fully aware of the expectations, traits and standards to which he/she will be held.
 - 3.7.1.2. The student is expected to complete a self-evaluation utilizing the same form for comparison during the exit evaluation.



3.7.1.3. Each staff member will prepare a written evaluation of the student.

3.7.1.3.1. The program Practice Coordinator will present this information to the student. Areas of strength are reviewed and the student encouraged to pursue personal and professional development in areas of weakness.

3.7.1.4. The student will prepare a written evaluation of the program and program personnel.

3.7.1.4.1. This information will be presented to the program Practice Coordinator for continual improvement of the internship, cardiac and pulmonary rehabilitation and exercise testing programs.

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