



McConnell Heart Health Center Exercise Physiology Internship 2000

3773 Olentangy River Road
Columbus, OH 43214
Phone: 614-566-3836
Fax: 614-566-3885

Time Requirement: The student should be available to dedicate a minimum of 8 hours, 5-6 days per week, for 10-15 weeks, unless discipline-specific needs require a special time frame.

Internship Managers: Michael Hyek, PhD, Preventive Fitness Manager
Dianne Smith, MS, Manager

Internship Coordinators: Jennifer Harwood, EP jharwood@ohiohealth.com 614-566-3836
Amy O'Leary, EP
David Flench, EP

Internship Supporting Staff:

CR Phase I:	Carol Geckley, RN
CR Phase II:	Mary Beth McCleery, EP
Clinical Maintenance:	David Willman, RN
Preventive Fitness:	Jennifer Harwood, EP
Weight Reduction:	Stacie Pence, EP/Allyson Summerfeldt, EP
Pulmonary Rehab:	Colleen Servick, RN
Musculoskeletal:	Kami Prince, EP
McConnell Clinic:	Lisa Hindman, RN
Aquatics Exercise:	Lisa Drugan, EP
Land Exercise:	Sandy Knox, EP

Areas of observation and/or participation in the following:

- **Riverside Methodist Hospital Observations currently include:**
Exercise 12-Lead Stress Testing, Heart Catheterization, Echocardiograms, In-Patient Cardiac Rehab, and In-Patient Pulmonary Ambulation.
- **McConnell Programming currently includes:**
Phase II Cardiac Rehab and Clinical Maintenance, Weight Management, Pulmonary Rehab, Health Risk Management, Preventive Fitness, Musculoskeletal, Lifestyles Programs, Basics to Health Classes, Land and Aquatic Exercise.

- **Required Readings Include:**
ACSM Guidelines for Exercise Testing and Prescription 6th Edition.
Related Articles: Available in the McConnell Internship Library
- All Interns must provide liability insurance through the university or self-pay
- Each Intern will be required to complete one major project.
- Check out the McConnell Center on the Web at:
<http://www.ohiohealth.com/heart/mconhrt.htm>

Internship Application Dealines:

Summer: Feb. 15 **Fall:** June 15 **Winter:** Sept. 15 **Spring:** Dec. 15

Requirements for application include:

1. Current resume with 3 references
2. 2 Letters of recommendation (one preferably from a professor in your field of study)
3. Letter stating goals for your internship experience and degree
4. Copy of Current CPR Certification

Internship Purpose:

The McConnell Internship Program provides a clinical learning experience for students pursuing a career in health risk identification, management, and treatment; along with Disease management, Musculoskeletal, and Pulmonary Rehabilitation programs. In addition, students will learn all aspects of the McConnell Heart Health Center membership and wellness programming.

Internship Objectives:

1. Undergraduates: preparation for the ACSM Health & Fitness Instructor Certification
Graduates: preparation for the ACSM Exercise Specialist Certification
2. Demonstrate basic understanding of areas related to diverse cardiopulmonary health risk, prevention, management, and treatment.
3. Design individualized exercise prescriptions according to ACSM guideline. Assist in patient management of Cardiac Rehabilitation Phase I, II, and Maintenance programs.
4. Expand knowledge and understanding in Exercise Physiology, Cardiopulmonary Rehabilitation, and wellness by participating in McConnell classes, seminars, observation of procedures, reading related current literature, and special projects.
5. Assist in emergency procedures as per department protocol.
6. Exhibit professional behavior and attire in the work place.
7. Perform other duties as assigned by manager, student internship coordinator, and staff as appropriate.

Internship Requirements

1. Student must be a final semester/quarter undergraduate or graduate student enrolled in an accredited, degree program of exercise physiology, physical education, health promotion, community education, adult fitness/wellness, or other related field at the university or college level.
2. Minimum of one course of Exercise Physiology
3. Minimum of one course of kinesiology
4. Minimum of one course in Human Anatomy & Physiology.

In addition to required courses, it is recommended that the following courses be a part of the student's curriculum:

- EKG
- Nutrition
- Stress Awareness
- Community Education
- Fitness Testing and Evaluation
- Research/Research Design

Preferred Experience

1. Experience in or course work related to strength training and knowledge of various types of strength training equipment.
2. Experience in typing and use of computer word processing is recommended.

Certifications

Current American Heart Association or American Red Cross Basic Life Support certification.

Transportation

Student must have a reliable means of transportation.

Housing

Student must provide own housing.

Health and Fitness Programs

McConnell Heart Health Center

Building a heart-healthy life includes health education, physical activity, behavior modification, heart-healthy eating, stress management and, at times, medical intervention. At the McConnell Heart Health Center, the healthy combination of all these components aids in the prevention and rehabilitation of cardiovascular disease.

Hours: Monday – Friday 5:30 a.m. – 10 p.m.
Saturday – Sunday 7:30 a.m. – 7:30 p.m.

Health and Risk Assessment

The first step of every program at the McConnell Center begins with a Health and Risk Assessment. The assessment includes an exercise tolerance test, review of your lifestyle behaviors and physical condition, as well as your family history, medical history, lipid profile and body composition. The results of this assessment are used to help determine the best program for you.

Fitness Membership

Fitness Membership includes an exercise prescription, fitness equipment orientation, introductory programs on exploring healthy lifestyle behaviors, group exercise and aquatic classes and access to the Grant Fitness Center.

90 Day Specialty Programs

Weight Reduction

The Weight Reduction Program is designed for those who have made a commitment to weight loss and are looking for structure and support. An interdisciplinary team of health professionals, including dietitians and exercise physiologists, will help you develop your program to meet your weight loss goals. With a focus on healthy food choices, exercise, stress management and health responsibility, this program also includes fitness equipment orientation, introductory programs on exploring healthy lifestyle behaviors, group exercise and aquatic classes, and access to the Grant Fitness Center.

Continued on reverse.

McConnell Heart Health Center

Student Affiliation Guidelines

Purpose

Student affiliations at the McConnell Heart Health Center (MHHC) are designed to provide an educational experience that meets the student's objectives, respects the needs of participants, and provides the student an opportunity to make a focused contribution to the mission of the MHHC.

Roles

Role of Health Education Coordinator

- Assures that students meet requirements
- Establishes and maintains standards
- Serves as liaison to the Office of the General Counsel (OCG) regarding Educational Affiliation Contracts
- Establishes and maintains a student tracking and reporting system
 - Assists Internship Coordinator in completing Section A of the Student Profile form
 - Assists Internship Coordinator in completing Section B of the Student Profile and receives report of completion at end point of student's experience
 - Provides quarterly and annual report on student affiliations to the Program Director

Role of Internship Coordinators

- Assures student affiliates meet guidelines as outlined in this policy and verifies with Health Education Coordinator *prior* to making a commitment to the prospective student
- Completes Section A of Student Profile and submits a copy to Health Education Coordinator at least two weeks prior to commitment to student
- Completes Section B of Student Profile and submits a copy to Health Education Coordinator at completion of student experience
- Maintains original student records in accordance with department policies.
- Determines assignment for student
- Assigns appropriate preceptor(s) as needed
- Schedules student to participate in a clinical, lifestyle, or general orientation program, as appropriate for level/specialty of student
- Assures that MHHC standards for participant care, customer service, and professional conduct are met while the student is fulfilling their role at MHHC

Role of Preceptor

- Supervises the student's experience as delegated by the internship coordinator.

Minimum Requirements to qualify for Internship

The student must:

1. Be sufficiently progressed in their accredited degree-granting educational program so that the internship experience is meaningful for the student and so that he/she may contribute to the internship program in which he/she is participating;
2. Meet time commitment requirements of the internship (dependent on the internship program in which the student is participating);
3. Have current CPR certification or obtain such certification prior to working with clients.
4. Sign a confidentiality agreement.
5. Sign an agreement of understanding.
6. Show proof of student liability insurance that covers their clinical experience*
7. Attend a clinical or lifestyle program, or the four orientation sessions, depending on the scope of their intended experience
8. Meet any other requirements specific to the internship program in which he/she is enrolled as determined by the internship coordinator for that area, such as completion of a special project.

Internship Program Requirements by discipline:

1. Fitness Exercise Science. Must be presently enrolled in an associate degree, bachelor's degree, or master's degree program.
2. Cardiac Rehabilitation Exercise Physiologist. Must be in the final quarter/semester, working towards a minimum of a bachelor's degree or enrolled in a master's degree program; master's degree preferred.
3. Physical Therapist. Must be presently enrolled in an APTA accredited physical therapy program pursuing licensure as a physical therapist.
4. Registered Nurse. Must be a currently licensed registered nurse presently enrolled in an accredited and approved program leading towards a master's degree or a bachelor of science in nursing completion program.
5. Social Worker. Must be presently enrolled in a program leading towards a minimum of a master's degree in social work.
6. Respiratory Therapist. Must be presently enrolled in an associate degree or bachelor's degree program pursuing licensure as a respiratory therapist.

Note: MHHC is not an American Dietetics Association accredited site and is not generally able to provide internships for dietitians. Some exceptions may be made depending on requirements of the university and availability of dietitians as coordinators/preceptors. Other requests may be referred to Nutrition Services at Riverside or Grant.

General Guidelines

Operational Considerations

The Internship Coordinator for the student's experience is responsible for:

1. Screening applicants for internship positions within their discipline/area
2. If the Internship Coordinator has had the initial contact with the student, informing the Health Education Coordinator of the request for student experience *prior* to making a commitment to the student. The Health Education Coordinator will assist the coordinator/preceptor in determining whether the request meets MHHC Guidelines and is appropriate.
3. Completing the Student Profile (see Appendix 1). Section A may be completed as a part of #2 above, or afterward if there is a question regarding the qualifications of the student for the internship position. The Internship Coordinator forwards completed Section A to the Health Education Coordinator at least two weeks prior to the anticipated student entrance to MHHC.
4. Verifying that a contract is established with the college or university. The Health Education Coordinator may contact the OCG to determine if a contract is on file. If one is not on file, the Internship Coordinator will be responsible for requesting a copy of a standard contract, either from the student or their instructor.
5. Assuring the student obtains a student affiliation ID from Protective Services. The student is responsible for the refundable \$5 deposit fee.
6. Issuing any keys as necessary and documenting appropriately.
7. Requiring the student to sign a confidentiality agreement.
8. Initiating a mutual agreement of understanding that speaks to the student's schedule, planned learning experiences, contributions to the center, customer service standards, and any other negotiated experiences. The agreement is to be signed by the student and the internship coordinator.
9. Requiring the student to show proof of liability insurance.
10. Informing the student of procedures to follow if the student is unable to come due to illness or other personal consideration, and procedures to follow to schedule make-up time.
11. Informing the student of the requirement to practice healthy lifestyle behaviors including exercise, nutrition, nonsmoking, and stress management. Assures that student is scheduled to attend a clinical, lifestyle, or orientation program, as appropriate.
12. Assessing that the student knows basic safety and security policies and procedures. The student may complete the "New Employee Self-Orientation" to comply with this requirement.
13. Assuring that the student has completed certification in Basic Life Support and recording the expiration date on the student profile.
14. Completing the exit procedures listed in Section B of the student profile at the completion of the student's experience which include:
 - a. Completed satisfaction survey
 - b. Completed negotiated project
 - c. Documentation of return of student ID to Protective Services

- d. Documentation of returned uniform, keys, or other MHHC properties to the Internship Coordinator
15. Maintaining the student's file in accordance with department policies. At a minimum, the file will contain:
- a. A Student Profile
 - b. The signed agreement of understanding
 - c. Syllabus
 - d. Resume
 - e. Confidentiality Agreement
 - f. Final Satisfaction Survey

Observational Experiences

No brief observational experiences will be granted in clinical or lifestyle management programs that might intrude on the privacy of participants and the integrity of the social support systems organic to the programs. Other observations or brief experiences will be permitted as appropriate.

Length of Student Experience

Student experiences are normally granted for a period of a quarter or semester unless discipline-specific needs require another time frame.

Student Supervision

Student experiences are supervised at all times by the preceptor or designee. The student does not substitute for an employee in the workload while they are in the role of student.

Dress Code

Three options are available. The internship coordinator and/or clinical leader for each area will decide which is most appropriate for each student:

1. Appropriate casual business attire.
2. Khaki or navy slacks or shorts in accordance with the MHHC dress code, and a white logo staff MHHC T-shirt. T- may be purchased for \$8.00 per shirt in the cafe. (Recommended vendors for purchasing pants include: Kohls, Dockers, Eddie Bauer, and Lands End). No Cargo Pants will be permitted.
3. Students may purchase and wear a navy blue staff sweat shirt.

Use of the Facility

Students are encouraged to exercise at the facility during their internship. Students will complete the "Guest Registration & Health Screening" form if they wish to exercise. If the student answers YES to any questions, they will need to schedule a stress test prior to having access to exercise at MHHC.

Health Screening is not required if the Enrollment Stress Test is completed.

The student is considered a guest when they are exercising at McConnell; therefore, the student is not permitted to register another guest.

Getting Started with Exercise

The Getting Started with Exercise program is a 90-day structured, supervised and monitored fitness program designed to assist those not currently in a regular exercise program in adopting a physically active lifestyle. Program goals focus on developing safety and confidence with exercise. This program also includes fitness equipment orientation, introductory programs on exploring healthy lifestyle behaviors, group exercise and aquatic classes, and access to the Grant Fitness Center.

Health Risk Management

Health Risk Management is a structured 90-day program designed for those with uncontrolled risk factors, low exercise capacity and/or others with significant health problems as reflected by the Health and Risk Assessment. An interdisciplinary team of health professionals will help you develop your 90-day plan to modify risk factors, safely increase physical activity and focus on lifestyle management. Your program includes regular physical activity, heart-healthy eating, stress management and medication monitoring to achieve optimal risk reduction.

Musculoskeletal Health

This 90-day specialty program is designed for those with bone, muscle and joint challenges. Health professionals will provide expertise and guidance to help you develop your 90-day plan to safely increase your physical activity, decrease pain, improve strength and band balance and restore mobility. A comprehensive program for osteoarthritis also is included.

*For more information on programs at the McConnell Center, call **566-5356**.*



McConnell Internship Acceptance Process

All Exercise Physiology interns accepted as a candidate will be contacted for an interview after the application deadline by phone or email. Following the completion of all interviews, no more than 2 candidates will be accepted for the internship. Accepted interns will be contacted by phone or email within 2 weeks of the interview. Feel free to contact Jennifer Harwood to inquire about your status no earlier than 3 weeks after your interview.

Upon acceptance, the student is required to provide written proof of liability insurance* whether covered by the University or self pay. If self pay, McConnell recommends the ACSM's personal liability policy. The McConnell Internship Program will accept a copy of the confirmation letter for the policy. (Ohio State University does ***not*** provide liability coverage for students, contact Jennifer Harwood for information about liability insurance)

The accepted Intern will also be required to have a current TB test*, which can be given through the University. If this is not possible, please contact Jennifer Harwood.

*All required written material required for the internship must be received 3 weeks prior to the internship.

All interns will be required to complete the McConnell Enrollment Process during the internship. This includes a stress test and complete lipid profile (blood draw) in the McConnell Clinic.

Materials required for the Internship include:

All required material must be present on the first day of the internship.

- Stethoscope (Litmann Brand recommended)
- White Lab Coat for the Hospital Observations
- Kacki or Navy Blue Dress Pants or Shorts (length half way down thigh)
No "Cargo Pants"
- Staff Shirt provided--other staff uniform items may be purchased in the McConnell Resource Center
- Collared shirt or blouse with professional appearance
- Mostly white, clean, and comfortable tennis or walking shoes
- ACSM Guidelines for Exercise Prescription and Testing Manual 6th Edition
- Any personal Exercise Physiology text books or materials which may be applicable
- Appropriate exercise clothing for participation in Land or Aquatic exercise classes

Materials recommended, but not required:

- McConnell Staff Sweatshirt-Navy Blue \$17.00

Any questions or concerns? Please contact Jennifer Harwood
Email at jharwood@ohiohealth.com or Voicemail at (614) 566-3836 ext. 1