

*The HASC College to Career Diversity Internship Program (CDIP) in partnership with Health Career Connection (HCC), is designed to accelerate and support members' efforts to address workforce diversity and workforce shortage objectives by ensuring a continuum of well-trained, diverse health profession leaders.*

## **Frequently Asked Questions**

(An overview of steps to host and onboard a HASC CDIP intern)

### **How will HASC members enroll?**

HASC members may email Patricia Etem at [petem@healthcareers.org](mailto:petem@healthcareers.org) and cc Lisa Mitchell at [lmitchell@hasc.org](mailto:lmitchell@hasc.org) to show interest in enrolling in the internship program.

### **Are project descriptions required prior to expressing interest in HASC CDIP?**

No, however, members are expected to complete the project description form to provide HCC with project description(s) no later than **April 1, 2019**.

### **How do I get the project description form?**

HCC will email the project description form to the hospital department contact after the intent to host form is submitted.

### **Once a HASC member agrees to host an intern, what should they expect from HCC?**

- a) A participation agreement is sent to the host site's point of contact that handles or signs contracts.
- b) Host site reviews participation agreement (any edit requests to HCC). Once agreement language is confirmed via host signature, both parties move forward with interviews.
- c) HCC often provides candidates for host site to interview, prior to, or as the participation agreement process is underway.

### **How and when do HASC host sites interview screened candidates?**

- a) HCC has a college and recent graduate candidate pool of 150+ representing many college majors in the health care field, including: nursing, business, biology, technology, psychobiology and public health.
- b) HASC host sites announce their week of availability to interview the candidates between March 1 and May 19, 2019.
- c) Note: HCC candidates are highly sought after for internships within and outside of HCC. Candidates desire to know/confirm their summer work plans prior to the end of the Spring Semester. (Academic Calendar dates are provided at conclusion of this FAQ sheet.) It is ideal to interview candidates prior to May 17, 2019.
- d) HCC selects *two to three* candidates that match host site's skills, interests, and project objectives stated on the project description form, and informs candidates of their interview sites, and host sites of their interview candidates.

- e) HCC candidates contact the host site preceptor/interviewer to set up their respective interviews and notifies HCC.
- f) Host sites who wish to consider hiring an intern following the internship, should select seniors or recent graduates and alert HCC of their desire to prioritize class standing as a “matching” factor.
- g) The host site may choose to interview in person, by video conference or telephone.

**After HASC host sites conduct all their interviews, what is the process to start “matching?”**

Host sites and intern candidates complete a very short ‘interview summary/ranking’ that goes into a Google document. HCC reviews responses and makes matching selections based on the host site’s project/workforce priorities.

**What does the HASC CDIP onboarding process entail?**

It is vital for host sites to inform HCC of their onboarding process. Hospitals may require screenings that include (but are not limited to) a background check and a TB test; some sites have the capacity to cover the screening costs and others do not. It is helpful for the students to know right away, as a TB test may be offered at no charge on their college campus.

**Does HCC or HASC cover intern onboarding fees?**

No, HCC or HASC does not cover this cost for the interns. However, we encourage participating HASC host sites to supplement or cover background checks to make it more accessible for interns to onboard.

**Are DACA students eligible for HASC CDIP?**

Yes, accepting DACA students is at the discretion of the HASC host site.

**How does HCC support each participating HASC host site preceptor?**

HCC communicates with the preceptors from each site. Two (2) HASC CDIP Preceptor Orientation Webinars are held prior to the summer programming. In addition, the Southern California Regional Manager, Patricia Etem, answers all preceptor inquiries and offers in-person meetings if needed.

**When are candidates and preceptors informed of internship matches?**

Preceptors are informed, typically within 1-2 weeks after interview and candidate feedback is received. Matched preceptors and interns are encouraged to connect soon after the match and confirm a start date. Start-dates are at the conclusion of the intern’s Spring Semester.

**How likely are hospitals to host their first-choice intern?**

Southern California excels at matching interns and preceptors each of whom has ranked the site/intern as a first choice; our first-choice-to-first-choice match rate is above 88 percent.

**Who should HASC participating members contact if they have more questions/concerns?**

Please contact Patricia S. Etem, MPH, HCC regional manager for Southern California at [petem@healthcareers.org](mailto:petem@healthcareers.org) or (562) 208-3508.

**2019 Academic Calendars:**

This is provided to help HASC host sites understand potential start dates of their interns.

\*Interns are placed within a 30-minute commute of their summer (home) residence.

**College: \_\_\_\_\_ Spring Semester Ends**

**University of California campuses:**

UC Berkeley	May 19, 2019
UCLA, UC Irvine, UC Riverside	June 16, 2019
UC Santa Barbara, UC San Diego	June 16, 2019

**Local Private Universities:**

Loyola Marymount University	May 12, 2019
USC	May 10, 2019
The Claremont Colleges	May 17-19, 2019
Cal Tech	June 14, 2019

**California State Universities:**

Long Beach, Los Angeles, Northridge	May 24, 2019
Fullerton, Pomona, San Diego, San Marcos	May 17, 2019
San Bernardino	June 17, 2019

**East Coast Colleges and Universities**

Brown	May 26, 2019
Cornell	May 24, 2019
Haverford	May 18, 2019
Syracuse	May 12, 2019

**Historically Black Colleges & Universities**

Charles R. Drew University of Medicine and Science	May 3, 2019
Hampton University	May 12, 2019
Howard University	May 12, 2019
Morehouse	May 19, 2019
Spelman	May 19, 2019