**WWU Behavioral Neuroscience**

**Undergraduate Internship in Neurodiagnostics**

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**Guidelines and Procedures**

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Internship Program Overview

**The Program:** The BNS Undergraduate Internship in Neurodiagnostics Program is offered in conjunction with the Behavioral Neuroscience Program at WWU Peace Health St. Joseph Medical Center. In this 10-week program, Behavioral Neuroscience undergraduate students accepted into the internship program will work 3-4 hours per week with a Neurodiagnostic Technologist (Jennifer Bode) from PeaceHealth. The program is very competitive, offering an exciting opportunity for highly motivated students interested in pursuing graduate school and careers in Medicine and Clinical Research.

**The Experience:** Interns will experience the day-to-day operations of a neurodiagnostic technologist. All Interns will shadow a neurodiagnostic technologist in out-patient clinic and hospital settings and learn about common neurological disorders and the role of a neurodiagnostic technologist in a neurology practice. Interns will also have the opportunity to shadow a neurodiuagnostic technologist as they utilize techniques that include Electroencephalography (EEG), Electromyography/Nerve Conduction Studies (EMG/NCV), Somatosensory Evoked Potentials (SSEP) as well as Visual Evoked Potentials (VEP). During the internship weekly reports are submitted and additionally at the end of the internship. Students may also present key aspects of their internship at Psychfest, the annual psychology research conference held in June.

**Cost of the Program:** Although the Internship in Neurodiagnostic Program itself is free, students accepted into the program must undergo health and security screening and purchase malpractice insurance. The cost of these procedures will be approximately $123.

**How to Reach Us:** Interested students with questions about the program should contact:

Andrea Swanson

Administrative Services Manager, Behavioral Neuroscience

Phone: 360-650-2148

Office: AI 599

Or

Kelly Jantzen,

Behavioral Neuroscience Program Director
Professor, Psychology

Phone: 350-650-4047

Office: AI 584

Email: kelly.jantzen@wwu.edu

# Abbreviations

UIN Undergraduate Internship in Neurodiagnostics

WWU Western Washington University

CBSC Cascade Brain and Spine Center

PSJMC PeaceHealth St Joseph Medical Center

BNS Behavioral Neuroscience Program

# Program Requirements

## Applying for the Internship

Internships for the Undergraduate Internship in Neurodiagnostics (UIN) Program are competitive; students will be accepted into the program based on compatibility and merit. Students must submit a completed Application by 5pm the end of the fourth week of either Spring Quarter or Fall Quarter. Applications submitted in Spring Quarter will be considered for either Summer or Fall Quarter, and applications submitted in Fall Quarter will be considered for either Winter or Spring Quarter.

## Preparing for the Internship

Once a student has been accepted into the UIN program they must organize and undergo:

1. A medical screening
2. A drug Screening
3. A criminal background check
4. Sign a confidentiality agreement with PeaceHealth
5. Complete orientation quiz
6. Provide the Administrative Services Manager with proof of Malpractice Insurance.

Failure to complete any of these requirements will disqualify a student from participating in the UIN. In addition, results of some of these procedures may disqualify students from participation in the UIN.

## Starting the Internship

The student will finalize arrangements and schedule with their internship mentor during or before the first week of the quarter. It is expected that the student will spend approximately 3-4 hours per week either in the clinical offices, outpatient clinics, or hospital. Additional separate and independent research may also be required.

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## Evaluation of the Internship

* **Weekly Internship Summaries.** The intern must complete a weekly summary report for each week of the internship. Missing two consecutive weekly reports will result in removal from the internship. Summaries are uploaded to the canvas course submitted, on the Friday of each week of the internship. These summaries will be evaluated and marked completed in the gradebook.
* **Final Report and Program Evaluation.** The student must submit a summary of their internship that highlights the knowledge and skills gained in the program and how the program contributed to their career goals. They will also provide feedback about the strengths and weaknesses of the program.
* **Possibility for Research on Clinical Condition and Treatment**
* **Possibility for presentation at PsychFest**

## Conduct and Attire

Interns are bound by confidentiality agreements and must respect patient privacy at all times. Interns are expected to represent the University in an ethical, courteous and respectful manner. Cell phones should be off or silenced during your Internship hours. Please consult your Neurodiagnostic Mentor for additional conduct requirements.

As part of the Internship in Neurodiagnostic Program, your appearance is important. Please come professionally, but comfortably, dressed. Men should wear collared shirts and pants, but ties are not necessary. Women should wear non-sleeveless tops and pants. Your clothing should be neat, tidy and clean. A few things to remember:

* No jeans
* No shorts
* No sweatpants
* No tank tops or bare midriffs
* No baggy clothes or clothes that drag the floor
* No exposed undergarments
* Please wear comfortable closed toe shoes. Socks or stockings must be worn.
* No sandals
* No flip flops
* No dangling jewelry

## Removal from the Internship

Violations of conduct or ethical practices may result in removal of the student from the Internship in Neurodiagnostic Program. Failing to meet eligibility requirements will also result in removal from the internship. Missing two consecutive weekly reports will result in removal from the internship.

# Eligibility Requirements

## Before Applying

Before applying for an UIN students must:

1. Be accepted into the Behavioral Neuroscience Program.
2. Be enrolled as a WWU undergraduate student at the time of the internship.
3. Have a cumulative GPA of at least a 2.9 at the time of applying.

## After Acceptance

All students who are accepted into the Internship in Neurodiagnostics Program must complete the following prior to beginning their internship. The cost of these requirements is the financial responsibility of the Student Intern. Students must provide evidence of completion to the Administrative Services Manager before beginning their internship. Western Washington University has selected ***CastleBranch*** as the agency that will provide background checks, receive drug test results, and track the immunization history of students that take part in this program. The cost to students for this package is $104. CastleBranch must be paid directly using a credit card (Visa or Mastercard). Students will receive instructions on how to create a Certified Profile account after they have been accepted into the internship. All results will be posted to their Certified Profile account. Only the Program Director, the Administrative Services Manager and the student will have access to these results.

1. **Purchase Malpractice Insurance ($16 for 12 months):** Students must pay using this site (<https://commerce.cashnet.com/cashnetg/selfserve/EditItem.aspx?PC=RM1-MP_INSUR&ItemCount=1>) Please forward a copy of the receipt to the internship Administrative Services Manager. This cost is in addition to the cost of the background check.
2. **Medical Document Manager.** The CastleBranch immunization tracker provided secure online storage for immunization records.
	1. The medical documents required for this internship are proof of immunization for measles, mumps, rubella, varicella, TdaP, and influenza (or declination, if allowed).
	2. A Two-Step tuberculosis (TB) screen is also required. The Two-Step TB skin test will require four total visits. The first reading occurs 2-3 days after it has been given. If they can show proof (within 1 year) of current TB testing you will need only one TB test. If no current TB test is available, you will need a second test within 3-weeks of the first test. The WWU Student Health Center offers TB testing for a cost of $15.
3. **Drug Screening.** PSJMC is a drug free workplace.
	1. All students are required to have a urinalysis drug screening. A Medical Reviewer may contact you if questions arise from this screening. A positive test for some unprescribed drugs will disqualify you from participating in an internship. Copies of the Hospital’s Drug-Free Workplace policy are available in the Human Resource Department.
	2. Lab Location: 2417 Meridian St., LabCorp
	3. Lab Hours: Monday - Friday, 8:00 a.m. – 12:00 p.m. and 1:30-4:00p.m. and Saturday 8:00 a.m. – 11:30 a.m.
	4. Drug screening is conducted on a walk-in basis.
4. **Criminal Screening and Identification.** All students must complete the following before beginning their internship.
	1. Undergo a background check through CastleBranch. There will be an investigation for each state and county that the student has lived in the past seven years as well as a Washington state investigation for all students. CastleBranch will also conduct a social security check and a FACIC/OIG (Fraud and Abuse Control Information System health care data and Offices of Inspectors General).
	2. Sign a confidentiality agreement with PSJMC.
	3. Acquire a name badge from the Administrative Services Manager.
5. **Orientation.** All interns are required to review and sign a PSJMC Orientation Information Manual and successfully complete a quiz. The quiz will be turned into and graded by the Administrative Services Manager. It will be kept on file at Western Washington University.

# Weekly Report

This form is to be completed at end of each week and submitted to the canvas course.

Neurodiagnostic Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WWU Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week # \_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days & Hours and location Activities:

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Summary of Activities for the Week:

# Final Report and Program Evaluation

For each item below, rate your level of agreement with the statement using a scale from 1 (strongly disagree) to 5 (strongly agree).

\_\_\_\_\_\_ I found this internship valuable

\_\_\_\_\_\_ The internship contributed to my career goals

\_\_\_\_\_\_ I gain valuable insight into clinical medicine.

\_\_\_\_\_\_ The expectations of the program were well defined

\_\_\_\_\_\_ The procedures of the program were clearly outlined

\_\_\_\_\_\_ The screening and training process was efficient.

\_\_\_\_\_\_ I would recommend this program to other students.

Provide a type written response to the following questions.

1. What was the most important skill or knowledge you gained from this Internship?

2. How did this internship contributed (or failed to contribute) to your career goals?

3. What did you found most interesting or relevant about the internship?

4. What suggestions do you have for improving the internship?

5. What advice do you have for future interns?