



**MONTANA STATE HOSPITAL  
FORENSIC MENTAL HEALTH FACILITY  
POLICY AND PROCEDURE**

**STUDENT INTERNSHIPS**

**Effective Date:** February 17, 2016

**Policy:** MSH FMHF-26  
Page 1 of 5

**I. PURPOSE:** To establish policy and procedures outlining the expectations of student internships at the Forensic Mental Health Facility (FMHF) of Montana State Hospital (MSH).

**II. POLICY:**

- A. MSH student internships provide an opportunity to enhance the student's classroom learning through practical career-related work experience.
- B. MSH staff work with students to provide information about the evaluation and treatment of mental illness and the services provided by MSH while safeguarding patient's rights.
- C. MSH staff follow this policy, other hospital policies, and state policies in order to provide appropriate supervision to the student intern, protect patient rights, and promote a positive training experience.
- D. The intern is expected to follow all hospital and state policies during the internship.
- E. The intern is expected to engage in supervision and follow the guidance and instructions offered by the supervisor during the internship.
- F. The intern does not displace regular employees.
- G. The intern is not entitled to a job at the conclusion of the internship.
- H. Unless authorized by the hospital and agreed in a contract, the intern is not entitled to wages for the time spent in the internship.

**III. DEFINITIONS:**

- A. ***Student Internships:*** Pre-arranged temporary programs that provide training and supervision to interns who have completed all academic requirements for licensure as a mental health profession, but who require supervised experience to qualify for such licensure. They consist of a supervised and structured practical experience to

enhance the intern's knowledge, skills, and abilities in mental health care. Examples include internships in social work, psychology, professional counseling, addiction counseling, nursing, rehabilitation, etc.

- B. ***Student Intern***: An individual who has completed all academic requirements for licensure as a mental health professional and is in the process of completing the supervised experience required for licensure. Interns who are already licensed as a mental health professional may qualify for an internship if they are pursuing another license in a related mental health profession.
- C. ***Supervisor***: A trained and licensed professional who is qualified to provide direct supervision of the student's internship.
- D. ***Internship Agreement***: A formal, written agreement between the student intern or student's school and the Supervisor and MSH.
- E. ***Supervision Agreement***: A formal, written agreement between the student intern, Supervisor, and the professional licensing board regarding the plan for supervision towards licensure.
- F. ***Internship Contract***: A formal, written contract for services for student interns or institutions that are reimbursed for the student's services.
- G. ***Intern Housing***: State housing that may be available to interns who live out of the area.

**IV. RESPONSIBILITIES:**

- A. ***All employees*** are responsible for creating a welcoming environment allowing for educational, practical career-related work experience.
- B. ***Staff Development Department*** is responsible for providing the required orientation training and maintaining records of such training. The exception is the student internship at the Licensed Independent Practitioner level.
- C. ***Department Directors and Supervisors*** are responsible for arranging and coordinating student internships. Human Resources must be notified of any contemplated Student Intern relationship to arrange for contractual and personnel provision for student intern status. They ensure safety and patient's rights are not compromised during the student intern's educational experience.
- D. ***Student Interns*** are responsible to supply the hospital with any contractual agreement and/or obligations between the student, school, licensing board, and MSH.

**V. PROCEDURE:**

- A. **Initial Contact:** The intern makes initial contact with the Department Director or Supervisor in the discipline they are interested in. Example: Social Work interns will contact the Director of the Social Work Department.
- B. **Eligibility:**
1. The intern must have completed all academic requirements for licensure as a mental health professional and be in the process of completing the supervised work experience required for licensure.
  2. Interns who are already licensed in one field of the mental health profession and are pursuing a second license in the same field or a related field may be eligible for an internship.
  3. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
  4. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
- C. **Application, Coordination, and Agreements/Contracts:**
1. Both the student intern and the Department Director or Supervisor will work together to make arrangement to meet the requirements of the internship with Human Resources.
  2. The Department Director or Supervisor will inform Staff Development of the internship and make arrangements for the required training.
  3. The Department Director or Supervisor will define how the student intern will be supervised during their training.
  4. The Department Director or Supervisor and intern or school will develop a contract and/or agreement specifying:
    - a. Responsibilities of all parties (hospital, intern, supervisor, department director, school, et. al.)
    - b. Agreement to adhere to legal and ethical standards
    - c. Agreement to adhere to policies
    - d. Term of the contract or agreement
    - e. Services to be provided
    - f. Supervision to be provided
      - i. Primary and secondary supervisor
      - ii. Frequency of supervision
      - iii. Type of supervision
    - g. Reimbursement (if any)

- h. Limitations of liability
- i. Insurance coverage
- j. Termination of agreement/contract

D. **Required Training:** The required training will be determined by the hospital and will be based on the type of services the intern will provide.

1. **Job Shadowing:** If the intern will never be alone with the patient as they shadow the staff member, the intern will be required to have a brief orientation with Staff Development. The content of the orientation will be safety and confidentiality. They will sign the MSH Confidentiality Statement form (Attachment).
2. **Licensed Independent Practitioner internships:** If the intern is working with the Licensed Independent Practitioner staff, the coordination and training will be done through the medical director and administrative assistant to clinical services.
3. **Extended Internships:** If the intern will potentially provide individual unsupervised services with patients, they will be required to go through all of MSH's formal orientation, excluding Human Resources information for employees. This training will include de-escalation skills training.

E. **Supervision:**

1. The supervisor will be trained, qualified, and licensed in the field that the student intern is practicing.
2. The supervisor will accept responsibility for supervising the student intern according to the pre-arranged contract.
3. The supervisor will provide the supervision necessary to enable to the student intern to practice in a safe, responsible, and ethical manner.
4. The supervisor will inform and remind the student of the standards of practice, including but not limited to professional, organizational, ethical and legal standards.
5. The supervisor will periodically provide direct feedback on the intern's performance.
6. The supervisor will maintain supervisory notes which may outline dates of supervisory meetings, subjects reviewed, matters discussed, improvement noted and areas in need of development.

7. The supervisor will immediately report any violations of policy, legal standards, or ethical standards to the Department Director or Hospital Administrator.
8. The supervisor, Department Director, or Hospital Administrator will report any concerns about the intern's performance to the student's school.
9. The supervisor may delegate some of the supervision to a secondary supervisor, another professional who is qualified to supervise the intern.

**F. Evaluation:**

1. At the end of the internship, the Department Director or Supervisor will provide the intern with an evaluation outlining strengths, concerns and recommendations for future improvements.
2. The evaluation may be in written form and forwarded to Staff Development Department.

- VI. REFERENCES:** Department of Corrections Policy 1.3.17: Student Interns, United States Department of Labor Fact Sheet 71: Internship Programs Under the Fair Labor Standards Act. Administrative Rules of Montana 37.88.901, 37.106.1907, and 37.106.1618.
- VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Staff Development Department, Clinical Services Director, FMHF Program Manager, and Human Resources Director.
- VIII. RESCISSIONS:** None, new MSH FMHF policy.
- IX. DISTRIBUTION:** All MSH FMHF policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Clinical Services
- XII. ATTACHMENTS:** MSH Confidentiality Statement Form

Signatures:

John Glueckert  
Hospital Administrator

Thomas Gray, M.D.  
Medical Director