



Facility/Department: All Programs	Integrity Policy #: 1.90
Subject: Student Interns	Administrative <input checked="" type="checkbox"/> Clinical <input checked="" type="checkbox"/> Human Resources <input checked="" type="checkbox"/>

Purpose: To outline the procedures for acceptance, supervision, orientation, and training of clinical interns.

Acceptance

Integrity, Inc. will accept interns who are:

1. Graduate and undergraduate students fulfilling field work requirements for degrees in social work, psychology, counseling, sociology, addiction services, or related fields;
2. Individuals seeking clinical practice and supervision in pursuit of recognized licenses and certifications.

Supervision

Interns may receive both task and process supervision.

Task supervision: Tasks may be supervised by other Integrity staff in coordination with the process supervisor.

Process supervision: Process supervision shall be provided weekly, face-to-face, by a SIFI certified staff member.

Student Intern Responsibilities

Clinical interns will:

1. Provide counseling, psycho-educational, problem-solving, decision-making, and crisis intervention services to program participants;
2. Complete all paperwork required by Integrity, Inc. and academic institution, licensing, or certifying board, as appropriate for the functions performed.

Functions and Assignments

The process supervisor shall determine and make assignments as follows based on the experience, training, and ability of each intern.

1. Conduct individual counseling sessions with program participants (supplemental to staff)
2. Conduct counseling, psycho-educational, and other appropriate group sessions with program participants.
3. Conduct couple and family counseling sessions with program participants and their family members.
4. Conduct family support group sessions for family members of program



participants.

5. Conduct orientation sessions for new family support group participants.

Dual Track Interns:

Interns with a dual-track (Clinical & Macro/Policy/etc.) will have two supervisors: process supervisor (clinical) and task (for non-clinical). The task supervisor will give feedback to the clinical supervisor and be available for all progress meetings with the school. The intern will receive his/her respective tasks from both supervisors.

Orientation and Training

All clinical interns shall be provided with orientation and training by Integrity, Inc. staff in the following areas within 2 weeks of on-boarding:

1. The disease of addiction and its impact on the client and the family.
2. The rules and regulations of Integrity, Inc. and the phases of the program.
3. The therapeutic community process.
4. Ethical guidelines and professional standards of behavior.
5. In addition to formal and informal instruction, interns shall be afforded ample opportunity to observe various individual and group activities engaged in by program participants and their family members.

EMR Practices:

1. Interns are expected to adhere to all applicable policies.
2. All clinical interns will be assigned a unique login for documentation.
3. All services must be documented by the end of the day.
4. All services, where applicable, must include the process supervisor as the "supervising clinician".
5. Intern EMR accounts will be directly linked to his/her school email. Interns, who are not completing their assignment for school field work, will use the email address on file with Human Resources.
6. An intern may not document a service he/she did not complete.
7. Interns will only have access to individuals' files to which they are assigned by the process supervisor.

Prohibitions:

1. Interns cannot observe and/or participate in Urine Drug Screens
2. Interns cannot oversee the Self-Administration of Medication.
3. Interns cannot count in the staffing ratios for program supervision.
4. Interns cannot drive Integrity House vehicles.

Interns with a Dual Role (Employee)

Interns who are also employees must adhere to the following:

1. Internship hours will be separate from employment work hours.
2. The internship assignment will be completed in a program other than the employment program.
3. An intern may only use his/her EMR user ID when conducting intern related



work, and employee ID only when conducting paid work.

4. An intern may never use his/her employee access to benefit his/her internship (i.e. email, EMR, relationships, etc.)
5. In the event the employment is terminated, the intern status will be reviewed on a case by case basis.

Senior Management Approval: *M. J. Johnson* Date: 11/27/17

President & CEO Approval: *W. J.* Date: 11/27/17

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PRC: