

# HEB Internship Opportunities:

## *UF Health Department of Nursing and Patient Services*

PRIMARY CONTACT:  
JAMIE GERBER, MSN, RN, CCRN  
NURSING PROFESSIONAL DEVELOPMENT SPECIALIST, UF HEALTH SHANDS HOSPITAL  
[JGER001@SHANDS.UFL.EDU](mailto:JGER001@SHANDS.UFL.EDU)



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## UF Health

### *Department of Nursing & Patient Services*

#### Why intern with us?

- Opportunities in diverse areas of health care
- Work with nurses and other healthcare professionals
- Collaboration between areas within Dept. of Nursing
  - Knowledge and sharing of projects
  - Preceptors interconnected
- Numerous internship sites!
  - Fulltime and part-time internships



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## UF Health

### *Department of Nursing & Patient Services*

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#### Why intern with us?

- History of successful and mutually beneficial sites for HEB interns
- Creativity and innovative opportunities
- Flexibility with projects
- Build on work of previous HEB interns



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## UF Health

### *Internship Opportunities*

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Each UF Health supervisor may supervise one or two interns per semester (two interns max per area/unit/specialty)

#### Example:

- 1-2 interns for Maternity
- 1-2 interns for Pediatrics
- 1-2 interns for Trauma Floor

REMEMBER... there are MANY placements available 😊



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# Application Process

- **Applications will only be accepted online.**
- Students may select up to 4 departments of interest
  - PLEASE NOTE: Due to the high volume of requests for pediatric and mother-baby locations, **it is recommended that you choose from a variety of specialties.** The Peds and Mother-Baby Units can only take a few interns. They screen all the applications and then select a few top candidates.
  - If you do not pick some adult locations, you may not be contacted or get placed at all.
- Submit your resume and cover letter to the survey link below.
  - Explain in your cover letter why you are a good candidate for each selected department. A brief paragraph per department is sufficient.

Spring 2025: <https://www.surveymonkey.com/r/HEB-Spring2025m>

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# Perinatal Health

## *Labor/Delivery; Mother/Baby; NICU*



**UF Health Shands  
Perinatal  
Internships**  
Labor & Delivery Unit,  
Mother/Baby Unit,  
Neonatal Intensive Care Unit




**About Perinatal Units**  
Perinatal pertains to the period immediately before and after birth. The perinatal units at UF Health Shands include the Labor & Delivery Unit, Mother/Baby Unit, and Neonatal Intensive Care Unit.

**Labor & Delivery Unit**  
The Labor & Delivery Unit is where mothers deliver their babies. This unit also provides antepartum care to expecting mothers.

**Mother/Baby Unit**  
The Mother/Baby Unit specializes in the care of postpartum women, as well as stable neonates.

**Neonatal Intensive Care Unit**  
The Neonatal Intensive Care Unit is the unit for newborn babies who need specialized medical attention.

**Potential Perinatal Unit Internship Supervisors**  
Within each of the perinatal units there are clinical leaders, a unit manager, and one clinical nurse specialist for all three units. All of these are possible internship supervisors.

**What Interns Do**  
Essentially, interns do similar tasks for all three units but with a different patient population.

- Assist with the development of current projects
- Develop educational materials
- Assist with staff education
- Complete literature searches as needed
- Participate in data collection and data entry
- Assist with quality improvement projects
- Assist with research projects
- Create graphs for unit data
- Assist with certification classes
- Develop flyers for unit events
- Assist with March of Dimes, World Breastfeeding Week, etc.

Duties may change due to circumstances occurring during your internship.

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## Lactation Services

- Interview breastfeeding mothers and/or administer postpartum questionnaire
- Attend breast-feeding consultations
- Work with breast pumps and assist staff and patients with their use
- Complete literature searches as needed
- Assist with special projects
- Assist with staff education
- Assist with classes (and projects):
  - Class registration, mail-outs, weekly phone calls

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## Shands Children's Hospital

42 Peds, 10-5 Peds, 45 Peds, 10-4PICU, 10-2PCICU

Assist with/provide support for the following programs

- Bereavement Program
- Diversionary Activities Program
- Family Centered Care Program
- Pediatric Patient Safety Program
- Child life
- Assist with
  - Pediatric Nursing courses
  - Nursing Orientation and ongoing education
  - Learn basic skills and assist with skill validations
  - Project research, development and rollout
  - Creation of staff and patient education materials
  - Participate in clinical meetings



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## Emergency Departments

We have four emergency departments that accept students

- Adult Emergency Department
- Pediatric Emergency Department
- Springhill emergency Department
- Kanapaha Emergency Department

Student roles vary and include developing staff education materials, assist with patient education projects, assist with quality/regulatory audits.

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## Adult Intensive Care Units

Student placement opportunities exist in various adult intensive care units:

- Burn Unit
- Medical ICU
- Trauma ICU
- Neuro-intensive care
- Cardiac Intensive Care
- Surgical Intensive Care
- Thoracic Intensive Care

Student roles vary and include developing staff education materials, assist with patient education projects, assist with quality/regulatory audits.

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## Medical-Surgical Nursing Units

There are several Medical-Surgical Units in the hospital. Students assist with:

- Patient education
- Assist with the development of staff education materials, in-services, and seminars
- Data collection, data entry and literature searches to support quality improvement and research projects.
- Projects to facilitate resolution of complex patient care issues, e.g. pain, safety.
- Participation in multidisciplinary groups to look at problem solving for issues that impact patient care.

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## Operating Rooms and Post Anesthesia Care Units (PACU)



There are three Operating Room Areas and three PACUs

- North Tower
  - Cancer Hospital
  - Heart, Vascular, Neuromedicine Hospital
- Interns will assist the unit management team with regulatory compliance within the Operating Room or the PACU

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## Diabetes Education

Assist inpatient diabetes educator in teaching (includes handouts, pictures, booklets and videos) diabetes self management skills to patients and families.

Topics may include:

- Basic nutrition and blood sugar target ranges
- Short- & long-term complications
- Sick days
- Skin/foot care
- Exercise



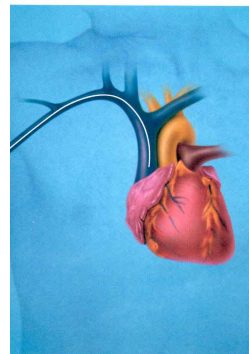
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## PICC (IV Therapy) Team

Peripherally Inserted Central Catheters for IV therapy (PICC)

- Update patient education materials; Encourage use of EMMI
- Update staff education materials, including development of newsletters
- Track patients who received PICC lines (for possible complications and trials of new products)
- Survey patients and staff on satisfaction with PICC program to make improvements
- Research for funds for equipment



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## Palliative and Supportive Care Consult Service

- Assist with Palliative care program for adult and pediatrics at UF Health.
- Assist with setting up staff education
- Assist with organizing/updating division web page
- Updating patient and staff education materials
- Assist with research for grant/philanthropic opportunities
- Coordination of bereavement list/mailings to families

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## Skin and Wound Team

Student duties include:

- Help develop patient education for patients, family and staff.
- Data entry for pressure injury prevalence
- Attend meetings and shadow the wound care team.
- Organize wound care ostomy cart and office , if needed
- Answer team phone effectively
- Education of staff, patients in ostomy care and pressure injury prevention
- Assist with the analysis of facility acquired pressure injuries



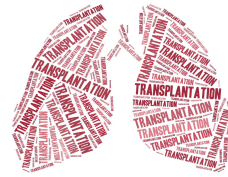
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# Transplant

- Pediatric and Adult Heart/Lung Transplant
- Kidney/Pancreas Transplant
  - Assist in the development of various patient/family education materials
  - Assist with education of patients/families before and after transplant.
    - Identify and develop new learning methodologies for patients.
  - Assist with data input (obtaining outpatient labs, updating patient charts with clinical information, etc.).
  - Along with the site supervisor, see patients in clinic for weekly visits.



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# Clinical Nurse Specialists

- Participation in patient/family educational process through developing, revising, obtaining patient/family educational materials, conducting surveys and interviews, and evaluating outcomes.
- Participation in data collection, data entry, and literature searches to support quality improvement and research projects.
- Assist with regulatory requirements for the health science center.
- Assist with the development of projects to help resolve complex patient care issues (pain, end-of-life, suicide, safety, co-morbidities, IV access, wound care, care of the elderly)
- Participate in multidisciplinary groups to problem solve issues that impact patient care.



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## Nursing Education

- Assist education specialists with program development and coordination of Nursing and Support Staff Orientation, Medical Surgical Nursing, Pediatrics, Critical Care, Mother- Baby, and Trauma courses
- Conduct literature searches to support courses being developed
- Work with preceptor to develop/design continuing education programs
- Assist with data analysis of programs, prepare charts and reports
- Teach some basic skills and assist with skill validations
- Assist with creation of staff and patient education materials
- Assist with planning conferences, seminars and education fairs
- Participate in clinical meetings



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## Nursing Informatics

Assist with the implementation of EPIC and other information systems.

Assist with development of computer programs for nurses.

- Present changes to Nursing staff
- Assist with computer education of Nursing staff

Assist with creation of staff and patient education materials

Assist with planning conferences, seminars and education fairs

Participate in clinical meetings



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# Nursing Quality and Magnet Programs

Assist with data collection related to Magnet Designation

Assist with regulatory audits for the UF Health Nursing department

Assist with data collection, data entry and analyses (patient care errors; pain management; fall prevention; medication errors; pressure ulcer prevention; infections).

Conduct mock JCAHO/Magnet unit surveys with staff to identify issues and provide real-time education to staff members.

Develop educational materials, or staff presentations related to identified quality initiatives (restraint use; falls; pain; medication error reduction, etc.).



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## Stroke Program

Research for staff in-services

Poster presentations

Development of staff education

Data collection and entry

Community outreach education

Conference planning

Data analysis for achieved outcomes


Participation in CVA Core

Committee for problem-solving patient care issues

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## Trauma Program



Students work with trauma program coordinators and:

- Assist with regulatory compliance/audits for trauma services
- Assist with development of educational programs related to trauma
- Assist with data entry and tracking of trauma education

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## Case Management/Social Work

Students will work with the education specialist in the case management/social work department to design education programs for patients and staff.



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# UF Health: Intern Requirements

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**The UF Health intern requirements MUST be fully completed and submitted to Dr. Moses no later than the last day of class (HSC4800). These requirements are REQUIRED (the requirements are not optional).**

Gather official copies of ALL requirements.

Place in order as listed on the checklist.

**The first page MUST be the UF Health Internship Requirements checklist.**

- TYPE your full name, email, and date of birth (month/day/year) at the top.

Scan all paperwork into one PDF file.

Upload to the PDF file to the Internship Site Specific Requirements assignment folder in Canvas (HSC4800).

These requirements are due by the LAST day of class (see HSC4800 schedule).

# UF Health: Intern Requirements

Legal name: \_\_\_\_\_ GatorMail email: \_\_\_\_\_ DOB: \_\_\_\_\_

## UF Health Intern Requirements:

**The below requirements are mandatory for ALL internships within the UF Health system.**

*Requirements MUST be submitted to Canvas no later than the last day of class (see HSC4800 course schedule).*

*Submit one PDF file that includes professionally prepared copies of each requirement (combine files in the order shown below).*

**NOTE: this page should represent the cover page and first page of the PDF file.**

### 1. General health screening and/or physical examination

Completed "well check" from a clinician verifying student's ability to complete assigned internship duties. Proof includes a signed letter from the clinician (see the [Healthcare Provider Statement of Medical Capability](#) form).

### 2. Immunization Record (Official copy)

#### 2a. MMR vaccine

Immunization record that provides: Documentation of two MMR vaccines administered 4 weeks apart, OR Laboratory (serological) proof of immunity to measles and rubella.

#### 2b. Documentation of immunity to Chickenpox (varicella)

Immunization record that provides: Documentation of two varicella vaccinations, administered 8 weeks apart, OR Laboratory (serological) proof of immunity, OR Documentation of a history of varicella disease or herpes zoster ("shingles") by a licensed healthcare provider.

#### 2c. Hepatitis B vaccine

Immunization record that provides: Documentation of completion of hepatitis B vaccine series; OR Documentation of Hepatitis B surface antibody serology (optional, but recommended); OR Declination of Hepatitis B vaccination completed.

#### 2d. Tetanus/Diphtheria/Pertussis (Tdap) vaccine

Immunization record that provides: Documentation of Tdap vaccination. If 10 or more years has passed since the Tdap vaccination was administered, a Tdap booster is required.

**\*\*\* OFFICIAL Immunization records from the UF Student Health Care Center are preferred: <https://shcc.ufl.edu/forms-records/get-medical-immunization-records/>\*\*\***

### 3. COVID-19 vaccine **\*\*\*not required, but highly recommended\*\*\***

*Provide proof of administration of and completed series of the COVID-19 vaccine if you have it.*

### 4. Flu vaccine

Proof of administration of the current season's quadrivalent formulation of the flu vaccine.

### 5. Tuberculosis screening (PPD)

Documentation of a negative tuberculin skin test (PPD) or negative TB -IGRA blood test within 12 months of start of clinical rotation. If history of previous testing was positive, there must be documentation of (1) a chest x-ray showing no active tuberculosis disease, and (2) completion of preventative therapy or treatment for active tuberculosis disease.

**Note: documentation of the administered test AND the final results are required.**

### 6. Proof of Health insurance coverage

*Provide proof of your health insurance coverage. Scan the front and back of card into a single PDF file and include in the packet. Note: If you do not have health insurance, you may not intern at UF Health Shands Hospital.*

### 7. Completed training course on HIV and AIDS, as required by Florida Law.

[HIV/AIDS Education for Healthcare Workers](#) - Visit <https://mytraining-ufshands.sumtotal.host/> and sign-up for the HIV/AIDS Education for Healthcare Workers course. Include the certificate of completion (PDF) in the packet.

### 8. UF Health HIPPA training: <https://privacy.ufl.edu/privacy-training/hipaa-training/>

Include the certificate of completion (PDF) in the packet.

### 9. BLS Healthcare Provider Certification

Include the certificate of completion (PDF) in the packet.

### 10. Criminal background check

Visit <https://web.fdle.state.fl.us/search/app/default> and complete the Computerized Criminal History search (\$25). Save the online search results (sent via email) into a single PDF file and include in the packet.



**This form is available on the HEB Internship website, within the Internship Sites at the University of Florida webpage.**

# UF Health: Intern Requirements

## Healthcare Provider Statement of Medical Capability

The UF College of Health and Human Performance, in compliance with intern requirements established by UF Health Shands Hospital requires senior interns to obtain a Healthcare Provider Statement of Medical Capability to attest the student's medical capability for performing internship duties.

|                             |                              |
|-----------------------------|------------------------------|
| Student Intern Name:        |                              |
| Date of Birth:              |                              |
| Intern Contact Information: | Email:<br>Phone:<br>Address: |

|                                 |   |
|---------------------------------|---|
| Name of School:                 | University of Florida   |
| Name of Program:                | Health Education and Behavior   |
| Instructor Name:                | Dr. Holly T. Moses, MCHES®  |
| Instructor Contact Information: | Email: hmoses@hhp.ufl.edu<br>Phone: 352-294-1635<br>Campus Address: 1864 Stadium Road, FLG-8, Gainesville, FL 32611 |

|  |                                       |
|--|---------------------------------------|
| Internship Start and End Dates:                              |                                       |
| Total Hours Requirement:                                     |                                       |
| UF Health Department Name:                                   |                                       |
| UF Health Supervisor Name:                                   |                                       |
| Supervisor Contact Information:                              | Email:<br>Phone:<br>Hospital Address: |
| Internship Duties and Responsibilities:                      |                                       |
| *Copy/Paste duties from the approved internship application. |                                       |

### Healthcare Provider Statement of Medical Capability

I, \_\_\_\_\_, certify that the above named student is medically capable of performing internship related duties, as described above, and is free from communicable diseases at the time of this medical visit and evaluation.

Healthcare Provider Name and Credentials: \_\_\_\_\_

Healthcare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_



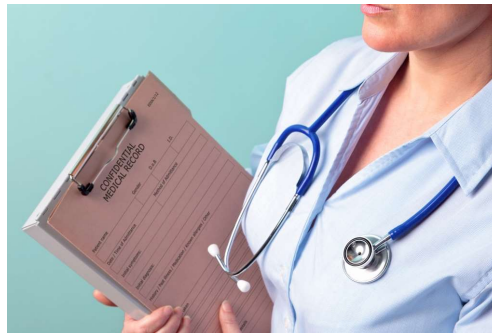
**This form is available on the HEB Internship website, within the Internship Sites at the University of Florida webpage.**



# UF Health Internship Reminders

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- Assurance of confidentiality of patient information
- Excellent interpersonal skills, professional behavior
- Good computer skills (Microsoft Word, PowerPoint, etc.)
- Excellent organizational skills
- Ability to work independently, yet seek direction when appropriate
- Creativity and innovation
- **Interns will NOT receive a parking pass, nor are students eligible for parking decals. Interns will NOT be able to park at the hospital.**
- **Interns must make appropriate travel arrangements to/from the hospitals and clinics.**



**Protect  
Patient  
Information**







**Intern at UF Health Shands Hospital with  
Nurse Educators for a GREAT experience!**