

Intern Checklist

Selection process

Interview:

- Meet with a QOM team member to discuss internship goals (Virtual Microsoft Teams meeting)
 - What can we teach you
 - How can QOM help you get the most out of your internship
 - What are your expectations
- Second interview (Virtual Microsoft Teams meeting)
 - What can you teach us
 - Why do you think you're a good fit for QOM
 - How can you help QOM improve patient outcomes
- Notification of selection
 - Accept internship offer
 - Complete paperwork

Requirements:

- Secure highspeed internet connection
- Webcam
- Computer/laptop
- Microphone/headset

New Hire: Virtual or in-person

- Receive Shepherd log-in information
- Receive QIEP Handbook
- Computer equipment set up
- Shepherd Center Orientation
- QOM Team Meet & Greet
- Explore Shepherd Center intranet

Projects Completed by Quality Improvement Early Professionals

Shepherd employee Intranet webpage design

Interns applied updates to Shepherd Centers intranet pages to provide new information to staff. Other tasks included redesigning webpage layout and aesthetics to make the webpages more appealing.

ShepherdConnection patient Stroke education resources

Interns were tasked with evaluating current stroke education content and applying updates to make content more accessible and relevant.

View example below:

[Stroke Resources | Educational Stroke Materials for Patients, Families and Caregivers \(myshepherdconnection.org\)](https://myshepherdconnection.org/Stroke-Resources/Educational-Stroke-Materials-for-Patients-Families-and-Caregivers)

Staff education eLearning courses

Every year Shepherd employees are required to complete a series of training modules (Annual Required Workshop). This project tasked interns with converting the outdated learning courses onto Articulate, a more modern and interactive platform.

Patient education eLearning courses

Interns evaluated and converted Multiple Sclerosis patient educational content from Powerpoint to Articulate. This reduced the time MS nurses spend on educating patients and improved the patients learning experience.

Event Planning – Quality Improvement Champions Graduation

Once a year the Quality and Outcomes Management team celebrates staff that have completed Shepherd Centers Quality Improvement Champions Program. Interns worked along with team members to help plan, design, and organize the graduation ceremony.