

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Gainesville Florida Date: 1/29/2020  
City State

Agency: Fundamental Therapy Solutions

Contact: Sabrina Roper

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What semesters is your agency available to accept interns?

Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

***Monday through Friday  
8-6***

Is office space available to interns?  Yes  No \_\_\_\_\_  
Comments

Is a computer available to interns?  Yes  No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships?  Non-paid  Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

*N/A*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

*N/A*

List the required skills or previous experience necessary for interning with your agency.

*Trustworthy, punctual, professional, good with people, and computer knowledge.*

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

*N/A*

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with NCHEC Responsibility/Responsibilities align with each duty.

*Health Education Job Duties (85%)*

*Interact with patients and staff in a professional and courteous manner*

*Participate in community outreach programs and organize company events*

*Demonstrate leadership through ability to follow directions, communicate effectively with patients, families and staff, as well as to complete work at the highest level.*

*Apply principles of health promotion to patients*

*Assists in preparation for the next day's sessions*

*Demonstrates a model of good health to patient through appropriate behaviors and lifestyle*

*Assist occupational therapists and physical therapists with patient rehabilitation.*

*Assist in treating patients by using therapeutic and self-care activities designed to improve function under direction of the therapist.*

*Contribute to coordinated and comprehensive care plans for patients*

*Document patient's weekly progress in appropriate records*

*Help patients by promoting health to persons with mental, physical, emotional, or developmental impairments.*

*Verifying client background information with parents/caregivers*

*Review patient paperwork and document their developmental and medical history*

*Maintain a safe, secure, and comfortable treatment environment by establishing, following, and enforcing standards and procedures*

*Manage ordering and distributing treatment equipment and office supplies*

*Observe PT, OT, ABA, and psychology treatment sessions*

*Monitor patients through exercises and treatment sessions, while providing assistance and encouragement as needed*

*Non-Health Education Job Duties (15%)*

*Maintains facility cleanliness and organization*

*Assists management and front desk staff with clerical tasks*

*General opening/closing duties*

List any important information about your agency.

*We are a pediatric therapy clinic that offers speech/ OT/ PT/ ABA and psychology services.*

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:**

Approval of Department Internship Coordinator: \_\_\_\_\_  
Date

Contract on File: \_\_\_\_\_