

UW HEALTH JOB DESCRIPTION

INTERN (CAREER PATHWAYS, INROADS)

Job Code: X70NN8	FLSA Status: Non-Exempt	Mgt. Approval: B. Willey	Date: 12.2018
Department: Human Resources, Allied Health Education and Career Pathways		HR Approval: A. King	Date: 12.2018

JOB SUMMARY

The position is a project-based learning opportunity for a paid intern or independent study student. It is designed to challenge the individual's analytical, technical, decision-making and interpersonal skills while providing exposure to various clinical and non-clinical careers within the healthcare field. In this position, the student can expect to gain experience in healthcare, project management, and leadership within UW Health.

MAJOR RESPONSIBILITIES

Assigned project work may include any or all of the following:

- Quality assessment and improvement
- Operational process and work system assessment and redesign
- Design of quantitative and/or qualitative evaluation studies

Responsibilities:

- Provide Administrative Support specific to assigned department.
- Assist with departmental projects and initiatives.
- Research topics/ issues related to assigned department.
- Assist in the preparation of presentations and procedures.
- Answer phone, greet customers, and provide general customer service.
- Collect and present data/information.
- Perform entry level functions of assigned department.
- Update and audit records, databases, reports, etc.
- Perform other miscellaneous tasks specific to department.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Current student in a post-secondary college or university, enrolled as an INROADS intern
	Preferred	
Work Experience	Minimum	General customer service/ administrative experience or experience in field of study
	Preferred	INROADS intern returning to UW Health
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Interest in healthcare • Demonstrate analytical, conceptual, and interpersonal skills • Experience in producing excellent results and meeting deadlines • Ability to professionally report progress and results to teammates and stakeholders • Must be able to problem-solve, make decisions, and work independently. • Excellent verbal and written communications including understanding of English language. • Ability to work in a team environment.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

Infants (Birth – 11 months)	Adolescent (13 – 19 years)
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Toddlers (1 – 3 years)	Young Adult (20 – 40 years)
Preschool (4 – 5 years)	Middle Adult (41 – 65 years)
School Age (6 – 12 years)	Older Adult (Over 65 years)

JOB FUNCTIONS
 Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.