



City and County of San Francisco

Edwin M. Lee, Mayor

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

San Francisco Department of Public Health

Policy & Procedure Detail*

Policy & Procedure Title: Non-Clinical DPH Internships (HUR1)	
Category: Human Resources	
Effective Date: August 20, 2012	Last Reissue/Revision Date:
DPH Unit of Origin: Office of Policy and Planning	
Policy Contact: Colleen Chawla, Deputy Director of Health and Director of Policy and Planning	
Contact Phone Number(s): 415.554.2769	
Distribution: DPH-wide <input checked="" type="checkbox"/>	Other Distribution:

*All sections in table required.

1. Purpose of Policy

The Department of Public Health (DPH) offers non-clinical internships for individuals seeking work experience in a variety of DPH sections. This policy outlines the process for DPH managers to follow when interested in providing an internship opportunity. It also outlines the responsibilities of DPH interns. These guidelines will improve the internship process and ensure that the intern-assigned projects are well-defined.

2. Policy

It is DPH policy to support the professional development of the future public health workforce through the provision of non-clinical internships as such opportunities become available. Ultimate responsibility for all tasks assigned to the intern resides with supervising DPH staff.

3. Definitions

- a. Accredited Undergraduate or Graduate Program: Any postsecondary academic institution deemed by a nationally recognized accrediting agency as meeting acceptable quality standards.
- b. Benefit: Compensation for the performance of meaningful work via a DPH internship experience. "Benefit" can refer to payment or a stipend by DPH, by a non-DPH source (e.g., a scholarship or award from the intern's academic program or other source) and/or academic credit.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

- c. Non-Clinical Internship (“internship”): A professional development opportunity for eligible individuals that does not involve the provision of direct patient medical and/or behavioral health care; non-clinical internships instead focus on the administrative, programmatic, and policy-related functions of DPH. Internships may occur at any point in the year, though summer internships are most common.
- d. Intern: An individual selected by DPH supervising staff for a non-clinical internship based on merit. Such individuals may be students currently enrolled in a San Francisco high school or at an accredited undergraduate or graduate institution. At the discretion of supervising staff, non-students may also serve as DPH interns provided the benefit requirement is met. Current DPH staff members are not eligible to intern in the same division/section in which they are employed. Volunteers participating in a coordinated volunteer program within DPH are not considered interns.
- e. Supervising Staff: A supervisory-level DPH staff member with sole power to initiate a DPH non-clinical internship.

4. Procedures

- a. Compensation: DPH internships may be paid or unpaid; however, all interns must have the opportunity to perform meaningful work that provides a benefit beyond securing professional experience. (Please see Section 3 for the definition of “benefit.”)
- b. Roles and Responsibilities
 - i. *Supervising Staff*
 - 1) Preparation: In advance of the intern’s start date, supervising staff must:
 - a) Contact Facilities Management at the appropriate DPH site to identify an appropriate workspace and furniture, establish phone service, and arrange for intern office keys as necessary and appropriate.
 - b) Complete the required [Project Request for Management Information Services](#) to arrange for a computer, email address, and any additional technology needs.
 - c) Provide site Human Resources (HR) Operations staff with basic intern information such as name, designated internship period (start and end date), and work location; supervising staff should schedule a meeting between HR and the intern as well.
 - d) If the intern will work in a setting for which a tuberculosis (TB) test or health screening is required, consult with HR and Occupational Health. The supervisor must ensure that

-
- the intern completes any required health screening prior to the internship start date.
- e) Link the intern to HR Operations staff at the site to ensure that s/he completes all required paperwork (e.g., Code of Conduct, Confidentiality, Harassment Prevention, etc.), provides the necessary emergency contact information, and, if required at the work site, secures a DPH photo identification badge in advance of the start date.
 - f) If the intern is less than 18 years of age, secure parental permissions as necessary and appropriate. (E.g., DPH staff may not transport a minor without parental consent.)
 - g) Develop a meaningful project(s) on which the intern will focus.
 - h) Establish and communicate to the intern expected hours, including daily start/end time and lunch schedule.
- 2) Internship Onset: From the onset of the internship period, supervising staff will:
- a) Orient the intern to the workplace, including any division- and/or section-specific policies.
 - b) Provide an appropriate level of supervision as determined by staff, the intern's capabilities, and the project to which the intern is assigned.
 - c) Ensure the intern's participation in a DPH orientation designed and implemented either by supervising staff or by the Office of Policy and Planning (OPP), if previously arranged with OPP. OPP orientations will occur as needed, depending on the schedule and number of incoming interns; OPP can provide a presentation template to supervising staff wishing to deliver their own DPH orientation to interns. Such programming will orient interns to all DPH functions and will reinforce all HR requirements associated with DPH employment (e.g., confidentiality, harassment, etc.).
- 3) Internship Completion: Upon completion of the internship, supervising staff must:
- a) Ensure that the intern returns all keys, DPH photo identification badges, and any other property belonging to DPH.

-
- b) If applicable and as appropriate, supervising staff should assist the intern in securing academic credit for the internship and/or fulfilling scholarship/school stipend requirements associated with the internship.
- ii. *Intern*
- 1) Preparation: In advance of his/her start date, the intern must:
- a) Clarify his/her start and end dates with supervising staff.
 - b) If required, undergo TB testing as instructed. Such testing must be completed before the internship start date.
 - c) If s/he is under 18 years of age, provide supervising staff with any required parental consents.
 - d) If applicable, notify supervising staff of any requirements associated with securing academic credit for the internship.
 - e) Complete all steps required of interns by HR Operations staff at the site. Such steps include but are not limited to reviewing and signing off on all required DPH policies (e.g., Code of Conduct, Confidentiality, Harassment Prevention, etc.) and securing a DPH photo identification badge. HR may also require that interns provide emergency contact information.
- 2) Internship Onset: Subsequent to the internship's start, the intern must:
- a) Participate in the required DPH orientation organized either by supervising staff or OPP.
 - b) Participate in individual and team meetings as required by supervising staff.
 - c) Behave professionally, complete all work assigned by supervising staff, and adhere to the schedule set forth by supervising staff
- 3) Internship Completion: Upon completion of the internship, the intern must:
- a) Return all keys, DPH photo identification badges, and other property belonging to DPH.
 - b) If applicable, bear primary responsibility for securing and submitting any documentation required for academic credit and/or to satisfy scholarship/school stipend requirements.