

Diverse Leaders College Summer Internship Program



North Carolina
Healthcare Association

Uniting Hospitals, Health Systems and Care Providers for Healthier Communities

College Summer Internship Program Overview

The North Carolina Healthcare Association (NCHA) is a healthcare trade association that represents all of North Carolina's 130 hospitals and health systems. This \$15M enterprise operates in three distinctive areas. Core to its mission, the organization develops and delivers policy, advocacy, lobbying, education offerings, and member services. The organization also operates the fifth largest hospital association run foundation in the country. The foundation acts as a conduit between large national funders and the state's healthcare systems. Finally, the association operates a for-profit shared services organization that provides resources and services to members and other strategic partners. The NCHA works to improve and enhance the overall health and well-being of its communities through supporting high-quality patient care, education and research programs, and a variety of collaborative partnerships and initiatives

The NCHA is committed to developing a diverse workforce pipeline, which requires cultivating leaders at all levels. NCHA is pleased to announce the launch of the Diverse Leaders Development Program for emerging leaders interested in healthcare professions and administration. Thoughtful internships will help students explore career options by integrating classroom and work experiences. NCHA's Diverse Leaders College Internship Program will support participants to set professional goals, develop skills, and build healthcare industry knowledge. A successful internship will enhance the academic experience and help to clearly define personal and professional goals.

Under the direct supervision of NCHA staff, interns will become familiar with the Association's role in addressing healthcare issues across the state. Interns will gain valuable skills, network, and learn about the NC General Assembly, government affairs, regulation, and legislation. Participants will work collaboratively with other interns in various NCHA departments, as well as the NCHA membership, to gain a broader understanding of the opportunities available in the healthcare industry.

Program Aims

- Support the development of a diverse pipeline of new leaders for the field
- Model a framework for professional growth and development
- Emphasize the importance of diversity and inclusion at all levels of successful healthcare organizations
- Apply theory and knowledge derived from academic coursework to professional tasks
- Gain exposure and awareness of NCHA programs and initiatives within the larger healthcare landscape in North Carolina
- Promote the understanding of various healthcare professions and opportunities available

Program Criteria & Participation Benefits

Application Criteria

- Self-identified member of a minority population underrepresented in healthcare leadership roles
- Currently participating in a master's level program (or above*) in a related field (i.e. health policy, social work, law, etc.)

Benefits

- Network and build relationships with hospital leaders, state government partners, NCHA leadership, and fellow interns
- Participate in networking experiences with healthcare leaders across the state throughout the summer
- Develop an understanding of the connection between practical experience and classroom theory
- Gain experience in self-directed learning
- Develop problem-solving and teamwork skills
- Set meaningful career goals

Areas of Focus

Data & Member Services

The Data & Member Services intern will work directly with NCHA's member services department and NC hospitals' information services (IS) leaders to transition NCHA's patient data platform to a new vendor. S/He will also collaborate with internal and external stakeholders to address needs in data programs for hospitals. They will gain experience in regulatory frameworks for data as well as engage with state government, hospital, and business partners to ensure successful completion of project.

Foundation Research & Policy

The Foundation Research and Policy intern will work with staff in the North Carolina Healthcare Foundation, NCHA's 501(c)(3) affiliate, and provide support to the Senior Director of Evaluation and the Senior Director of Advancement. The individual will gain hands-on experience and insight into the union of policy and practice in an effort to improve population health. S/He will provide policy research support to the evaluation team to help determine the impact potential of grant funded programs. S/He will also work with the advancement team to support the development of the NCHA Mentorship Program, as well as development and donor cultivation/prospect research.

Application Process

- Submit CV/Resume
- Submit 1 letter of recommendation from a professor or someone familiar with your coursework
- A written personal statement that answers the following questions:
 1. What is your background? What are you studying and why?
 2. Which area of focus are you interested in an internship in? Why do you specifically have an interest in that area of focus?
 3. Why are you pursuing an internship at NCHA, specifically?
 4. Have you ever worked with an advocacy or nonprofit organization before?
 5. How will this internship help fulfill your educational and/or career goals?

Data & Member Services Intern Job Description

Program Logistics:

Schedule: Full-time (May 2019-August 2019); Part-Time during academic fall 2019 and spring 2020 semesters

Compensation: This position is paid by stipend, commensurate with availability and experience

Location: In-office, with occasional opportunities to work remotely

Travel: Minimal

Equipment: Computer provided on-site, laptop provided when remote work is required

NCHA Diverse Leaders Intern Area:

- Data & Member Services
- Foundation Research & Support
- Legal

Purpose:

The Data & Member Services Intern will provide member support and assist the Member Services department with a contracting project that is time-limited in scope. S/He will collaborate with internal and external stakeholders to address needs in data programs for hospitals. They will gain experience in regulatory frameworks for data and engage with state government, hospital, and business partners to ensure successful completion of solution. S/He will be critical in helping to ensure the seamless transition of information systems that are used by a variety of partners to address public health concerns and hospital administration concerns across the state to build a better a health care delivery system.

Responsibilities:

- Ensure the delivery, return, and contract execution and document management of amendments to hospital/healthcare organizations and new contracts to freestanding ambulatory surgery centers as part of a data program migration (total of ~150 contracts/amendments will need to be executed).
- Hand and triage questions regarding these contracts and amendments to appropriate staff leads.
- Attend project team meetings, end user training sessions and question and answer sessions with healthcare organizations end users of the data program.
- Interface with hospital staff and business partners as requested to ensure timely completion of assigned tasks.
- Build relationships with hospital leadership and business partners to help identify areas of need and coordinate with appropriate NCHA staff to help mitigate those needs.
- Gain insight in to hospital system enterprise level strategic decision-making process.

Mission/Vision/Values:

Embrace the NCHA mission to promote improved delivery of quality and affordable healthcare in North Carolina through leadership, advocacy, information, and education in its members' interest and for public benefit.

Support the vision for the highest possible level of quality healthcare delivery throughout North Carolina.

Demonstrate the association's core values in all relationships, at all times. Integrity: Conduct yourself ethically and honestly. Excellence: Strive for excellence in all things, in all ways. Leadership: Lead towards the future through commitment to a healthy North Carolina.

Internal Relationships:

NCHA field supervisor:

NCHA task supervisor:

Internship program organizer:

Additionally, frequent contact with the NCHA and Foundation team members, as well as other Advocacy & Policy interns.

External Relationships:

Frequent contact with:

Occasional contact with: Legislators, health system government relations officers, etc.

Education & Experience:

Currently participating in a Masters level program (or above) in a related field (i.e. health policy, social work, etc.)

Knowledge, Skills & Abilities:

Proficient with using office equipment, including computer, printer, and copy machine

Proficient skills using MS Office products

Organization and attention to detail

Reliability

Ability to work collaboratively, as well as with minimal supervision

Work Environment & Physical Demands:

Must provide own transportation to/from NCHA office and to/from any external meeting locations

Work performed mostly in an office environment

Use a computer throughout the workday

Foundation Research & Policy Intern Job Description

Program Logistics:

Schedule: Full-time (May 2019-August 2019); Part-Time during academic fall 2019 and spring 2020 semesters

Compensation: This position is paid by stipend, commensurate with availability and experience

Location: In-office, with occasional opportunities to work remotely

Travel: Minimal

Equipment: Computer provided on-site, laptop provided when remote work is required

NCHA Diverse Leaders Intern Area:

- Data & Member Services
- Foundation Research & Policy
- Legal

Purpose:

The Foundation Research & Policy intern will work primarily with staff in the North Carolina Healthcare Foundation, providing primary support to the Senior Director of Evaluation and the Senior Director of Advancement. This individual will gain the knowledge and skills necessary to connect practice to policy change, in an effort to achieve positive health outcomes for all communities and improve population health. S/He will provide policy research and program evaluation support to the evaluation team to help determine impact of grant funded projects. S/He will also work with the advancement team to support the development of the NCHA Mentorship Program and with development and donor cultivation/prospecting research.

Responsibilities:

- Assist Foundation staff with research on ongoing policy as it relates to foundation projects in equity, access to care, and chronic disease.
- Provide support and project management assistance to the development of the NCHA Diverse Leaders Mentorship program
- Assist with policy analysis, writing, and editing reports and other projects, as relevant
- Assist with feasibility study for major gifts and 2020 donor cultivation plan
- Conduct or assist with key informant interviews and market position analysis of NCHF in communities across NC
- Assist staff by conducting legislative research, developing policy fact sheets, tracking program deliverables, and attending meetings if needed.

Mission/Vision/Values:

Embrace the NCHA mission to promote improved delivery of quality and affordable healthcare in North Carolina through leadership, advocacy, information, and education in its members' interest and for public benefit. Support the vision for the highest possible level of quality healthcare delivery throughout North Carolina. Demonstrate the association's core values in all relationships, at all times. Integrity: Conduct yourself ethically and honestly. Excellence: Strive for excellence in all things, in all ways. Leadership: Lead towards the future through commitment to a healthy North Carolina.

Internal Relationships:

NCHA field supervisor:

NCHA task supervisor:

Internship program organizer:

Additionally, frequent contact with the NCHA and Foundation team members, as well as other Advocacy & Policy interns.

External Relationships:

Frequent contact with:

Occasional contact with: Legislators, health system government relations officers, etc.

Education & Experience:

Currently participating in a Masters level program (or above) in a related field (i.e. public health, health policy, health administration, social work, etc.)

Knowledge, Skills & Abilities:

Proficient with using office equipment, including computer, printer, and copy machine

Proficient skills using MS Office products

Organization and attention to detail

Reliability

Ability to work collaboratively, as well as with minimal supervision

Work Environment & Physical Demands:

Must provide own transportation to/from NCHA office and to/from any external meeting locations

Work performed mostly in an office environment

Use a computer throughout the workday