



Monterey County Behavioral Health Policy and Procedure

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| Policy Number | 497 |
| Policy Title | Master & Bachelor Level Internship Program (MCBH) |
| References | Monterey County Internship Program (Policies and Procedures) |
| Form | http://sharepoint/SitePages/Home.aspx |
| Effective | 08/24/2016 |

1 Policy

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3 **MISSION STATEMENT:** *The Monterey County Behavioral Health Master & Bachelor Level Internship Program*
4 *aspires to create a learning environment that helps Interns develop into culturally sensitive, clinically skilled, and*
5 *ethically sound mental health professionals. Interns are assigned relevant tasks that support the educational*
6 *objectives of Interns while providing a strengths-based perspective that promotes respect and collaboration with the*
7 *Monterey County residents we serve.*

8 9 PROGRAM STRUCTURE AND DEVELOPMENT

- 10 A. The Master & Bachelor Level Internship Program will consist of one full time program coordinator and
11 necessary support from County of Monterey offices including: County Administrative Office, County
12 Counsel, Human Resources, and Information Technology. The Master & Bachelor Level Internship
13 Program will provide the following services:
- 14 • Intern job development for all divisions of the Behavioral Health Bureau.
 - 15 • Development and maintenance of all program forms, training materials, etc.
 - 16 • Required intern Field Instructor/Task Supervisor training.
 - 17 • Recruitment and college outreach.
 - 18 • Program maintenance and data collection.
 - 19 • Production of an annual report and presentation to the Behavioral Health Director.
 - 20 • Ongoing outreach and education to divisions for program expansion.
 - 21 • A point of contact for local and regional student population.
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- 23 B. All intern job descriptions will be developed with the following criteria in mind:
- 24 • Internships will support the mutual benefit of County needs and student goals.
 - 25 • Various internship assignments will range from simple clerical to mid-level projects, or advance to
26 complex research and analysis.
 - 27 • Internship duties will augment and support rather than replace duties of regular employees.
 - 28 • Internships must provide necessary in-service, supervision, and working environment to support
29 student success and project completion.
 - 30 • Internship job descriptions will clearly define duties, training, supervision, objectives, and time
31 commitment of the internship to ensure quality control.
 - 32 • Internship job descriptions may be short-term projects or continuous work experience, but must be
33 approved by the Master & Bachelor Level Internship Program Office to ensure quality control,

34 policies and procedures compliance, Risk Management review, and registration with the Master &
35 Bachelor Level Internship Program Office.

- 36 • Ongoing division outreach and education will be needed to expand the program and increase the
37 number of intern opportunities

38 39 STUDENT INTERN DEFINITION AND QUALIFICATIONS

40 A student intern is defined as an unpaid student worker who is currently enrolled in an accredited school, college, or
41 university.

42 43 STUDENT INTERNSHIP DEFINITION

44 The term “internship” for the purposes of the County of Monterey defines a diverse array of various short-term, non-
45 continuous project assignments. An internship is a formalized arrangement between Monterey County and an
46 accredited university program directly tied to a student’s curriculum for school credit.

- 47 • All student hours worked will be tracked by the Master & Bachelor Level Internship Program.
- 48 • Regular County of Monterey employees must meet special criteria to apply for internships to ensure
49 compliance with current Labor Laws.

50 51 STUDENT INTERN RECRUITMENT PROCESS

52 All recruitment of student interns will be coordinated and managed by the Intern Coordinator.

- 53 • To ensure equal opportunities for all interested students.
- 54 • To ensure thorough recruitment to attract a strong student candidate pool.
- 55 • To keep accurate records of student applicant information with respect to Program effectiveness,
56 outreach strategies, and number of students who become permanent County employees after
57 completing internships.

58 59 RISK MANAGEMENT, INSURANCE, MOU'S, BACKGROUND CHECKS, AND PHYSICALS

60 A. Workers' Compensation:

61 Student interns will be given the same treatment as other County of Monterey “volunteers” as outlined in
62 the current County of Monterey Volunteer Accident/Medical Expense Program.

- 63
- 64 B. Auto Accident & Injury Coverage: Should a student intern drive a County vehicle for work related duties, it
65 will be necessary to obtain proof of a valid California Drivers’ License and a California Department of Motor
66 Vehicles check performed at the department level. If an intern will be driving a personal vehicle for County
67 work related duties, it will be necessary to also obtain proof of appropriate auto insurance for the vehicle
68 and be subject to the California Department of Motor Vehicles check, performed at the department level. It
69 will also be necessary to advise the intern that his/her automobile insurance will provide primary coverage
70 in the event of an accident and any deductible will be their personal responsibility. At all times, student
71 interns must be in compliance with the County of Monterey Vehicle Use Policy.

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- 73 C. Background Checks: Each intern will be required to complete a background check before commencing the
74 internship duties. The following reasons may be cited:

- 75 • It is standard policy for background checks on all employees.
 - 76 • When the student intern will be working with any vulnerable population (youth, children, older adults).
 - 77 • When the student intern will be driving or assisting with transporting any client.
 - 78 • When the student intern will be in contact with highly sensitive or confidential information.
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- 80 D. County/University Agreement or MOU: For students in Master or Bachelor level programs that require
81 special clinical experience and supervision for university or college credit that must require additional
82 liability, HIPAA, or other out of the ordinary consideration, a special County/University Memorandum of
83 Understanding will be required. A standard County/University agreement may be reviewed and adopted by
84 County Counsel and will be available through the Master & Bachelor Level Internship Program Office.
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- 86 E. Physical Examinations: Physical examinations may not be necessary for the majority of student internships,
87 but may apply in the following cases:
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- 88 • When a division has a standard policy for a physical examination of all employees
 - 89 • When the intern job description requires extensive field work, lifting, or other physical requirement.
 - 90 • Or as mandated by law.
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92 MASTER & BACHELOR INTERNSHIP PROGRAM FORMS AND GUIDELINES

93 All Master & Bachelor Level Internship Program forms and guidelines will be explained in detail in the required Field
94 Instructor/Task Supervisor Training. Additionally, all related forms will be available in hard copy form or for
95 downloading from the County's Intranet site.

- 96 • Master & Bachelor Level Internship Program Policies and Procedures
 - 97 • Copy of the Field Instructor Guide
 - 98 • Student Intern Job Descriptions
 - 99 • Student Intern Applications
 - 100 • Student Intern & Supervisor Agreement
 - 101 • Weekly and Monthly Time Sheets
 - 102 • Background Check Consent Form
 - 103 • County/University Field Agreement/MOU
 - 104 • Criteria for internships of regular employees
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