



PRECEPTOR HANDBOOK

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MISSION

Create opportunities for students to experience and contribute to the Mission of NMHealth.

VISION

Collaborate with University Partners to inspire, train, and mentor students. In hopes of creating a recruitment pipeline for NMHealth related careers.

KEY GOALS

1. **Creating Opportunities**: Offering students chances to apply their academic knowledge in practical settings by streamlining program process and supporting students in their experience.
2. **Inspiring Careers**: Motivating all generations to pursue careers in public health and understand its vital role in everyday life.
3. **Knowledge Sharing**: Enabling students to gain practical skills from NMHealth professionals, enhancing their learning and development.
4. **Promoting Diversity**: Promoting opportunities to incorporate diverse perspectives and help improve agency practices and procedures.
5. **Cultural Integration**: Promoting a sense of belonging and teamwork by embracing organizational culture and recognizing the valuable role of students in the overall NMHealth mission.

NMHealth Internship Program Procedures

Non-Clinical

Practicums

A practicum serves as a practical training opportunity for students or professionals to put into practice the knowledge and skills acquired through academic study. This experiential learning experience offers a hands-on environment that supplements theoretical learning and offers practical immersion in the respective field or profession.

Typically, practicum placements involve students shadowing experienced professionals who provide guidance for the supervised application of theoretical knowledge within a genuine work setting.

For Credit Practicums

NMHealth attracts a wide range of student interest, offering a platform for students to apply for practicum placements via an online application. Nevertheless, it is customary for academic practicum coordinators to seek placements on behalf of students. Academic practicum programs entail the establishment of learning contracts and formal academic agreements with the institution. Coordinators mandate that students monitor their practicum hours to fulfill stipulated requirements and occasionally request preceptors to conduct evaluations of students throughout the practicum period.

Internships

An internship serves as a short-term work opportunity that furnishes practical training and fosters professional growth for individuals, commonly students or recent graduates, seeking practical exposure within a particular field or sector.

Typically offered by companies, organizations, or institutions, internships aim to assist participants in transitioning from theoretical academic learning to the practical application of their competencies in real-world scenarios. By providing an entry point into a specific career field, internships afford participants a degree of autonomy in executing tasks within their work environment.

Non-Credit Internships

NMHealth provides non-credit internship opportunities that do not necessitate an academic agreement or supplementary documentation from academic institutions. To commence an internship, preceptors and students must agree upon a commencement and conclusion date, with students mandated to sign the student agreement before placement. Furthermore, professional development opportunities are accessible throughout each semester.

NMHealth Internship Program Procedures

Clinical

Clinical Practicum

A clinical practicum is a hands-on learning experience where clinical students in nursing, medicine, pharmacy, and clinical related fields can apply theoretical knowledge gained in the classroom to real-world patient care settings.

Students looking for a clinical practicum may require a specific type of supervision, where the preceptor must have a specific degree and licensure for the student to obtain credit for their practicum. The NMHealth coordinator will obtain all of this information prior to student practicum placement.

Clinical Internship

Clinical internships directly apply theories and concepts learned in school to real-life job experiences. Clinical Internships are more extended than practicums, interns work independently gaining practical skills and professional development.

Additional Information:

Clinical practicums and internships vary significantly depending on the program, often students are pursuing a BSN program, Pre-Med, or Medical Residency programs that have different requirements. But Clinical internships also cover other areas such as clinical social work, counseling, pharmacy, and much more.

Pre-Internship Placement Process

Students interested in the NMHealth internship program can apply through the online internship website, directly contact the internship coordinator, or be referred by their university practicum program coordinator.

Non-Clinical

Student Interviews

The NMHealth internship program attracts students from both New Mexico and other parts of the United States. What sets NMHealth apart is its diverse range of fields and experts from varied backgrounds, offering students a valuable and enriching experience.

Part of the practicum/internship placement process involves conducting interviews with students. This practice not only offers valuable interview experience to students but also aids the preceptor in assessing the suitability of the opportunity for the student.

Interview questions are readily accessible within the internship program, Preceptors have the flexibility to utilize the existing questions, incorporate supplementary inquiries, or formulate new questions as needed. The internship coordinator will assist in arranging the interview and furnish all essential documentation.

Clinical

Clinical placements are contingent upon availability, with interviews recommended for certain types of clinical internships. Typically, students are directly referred from clinical programs and may not necessitate an interview, depending on the preceptor and placement availability.

NMHealth Internship Program Procedures

Project Based Learning

The NMDOH Internship Program is structured on the project-based learning methodology, as illustrated in Figure 1. Interns are tasked with working on a project for an extended duration that involves tackling real-world issues or addressing intricate inquiries. Their expertise and achievements are exhibited through the development of a final product, such as a presentation, report, or poster, to highlight their contributions and acquired knowledge.

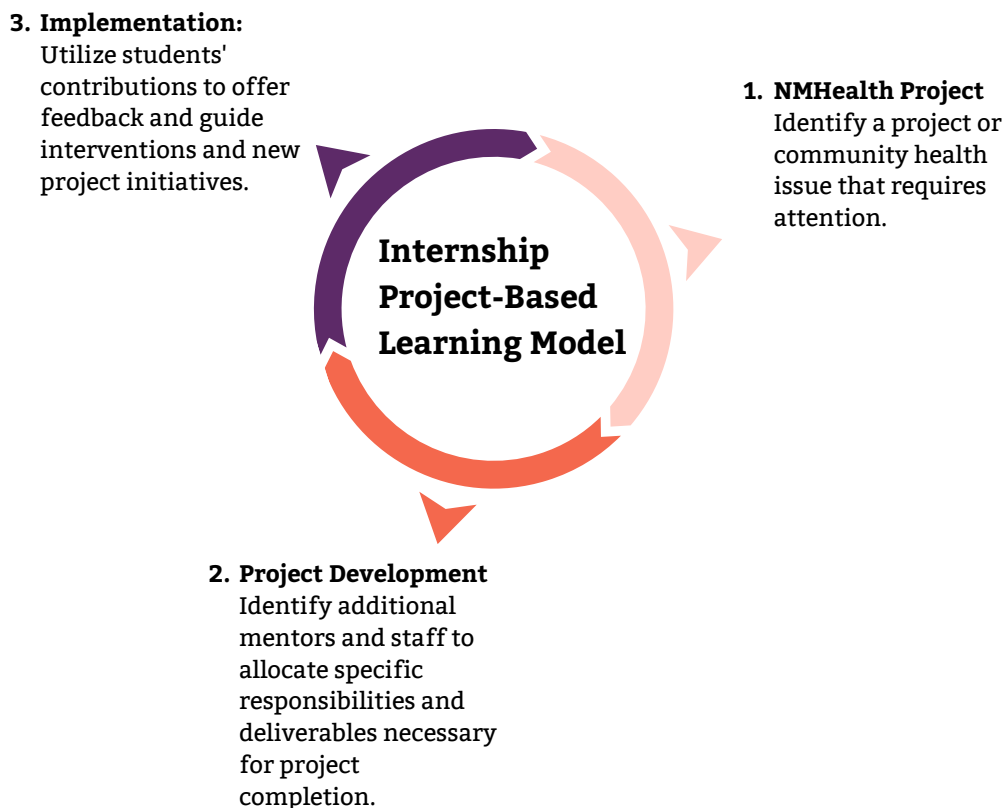


Figure 1

Interns are best suited for project-based assignments as they aid in defining their distinct roles and objectives, thereby enriching their experience. Additionally, student projects provide NMHealth the chance to acquire fresh perspectives and expertise pertaining to specific issues or areas. This model can be utilized in both clinical and non-clinical settings.

NMHealth Internship Program Procedures

Designing a Project-Based Internship

Project Scope

1. Please define the project scope and outline how the student can engage with the project. Certain projects may be intricate and time-consuming, allowing students to contribute to specific components.

Timeline

2. Consider the complexity of the project, time demands for the preceptor and the intern, timeliness of project deliverables, and feasibility for the intern to complete the work, e.g.

Resources

3. Identify resources and additional mentors/team members that will be a part of this project.

Check-in

4. Schedule regular meetings with the student to provide feedback and mentorship regarding their experience and project deliverables.

Preceptor Support:

Preceptors can schedule a meeting with the internship coordinator to plan or refine a project. They can provide resources to help the preceptor develop a project-based placement, and offer support in organizing objectives, planning intern activities and tasks, and relaying best practices to maximize the internship experience for student and the preceptor. [Project-Based Learning Template](#)

For additional information/support, Please Email: NMDOH.Internship@doh.nm.gov

NMHealth Internship Program Procedures

Experiential Learning Opportunities

These types of internships enable students to acquire practical experience that contributes to the organization's mission without being confined to particular projects. [Internship Description Template](#)

There are three distinct phases involved in preparing for an experiential learning opportunity:

1.



Planning Assessment

- Identify the student's learning goals, interests, and skills.
- Assess the organization's needs and available resources.
- Plan the scope and duration of the experience.

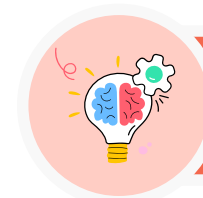
2.



Mentoring and Guidance

- Regularly meet with the student to discuss progress, challenges, and goals.
- Offer guidance, feedback, and support.
- Encourage reflection and self-assessment.

3.



Skill Development and Training

- Provide opportunities for the student to acquire new skills.
- Offer training sessions or workshops related to the project or field.
- Encourage hands-on learning and practical application.

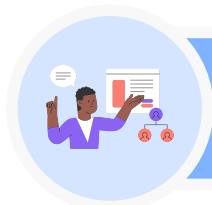
NMHealth Internship Program Procedures

Residential/Clinical Experience

Clinical experience requires for student to gain hands on experience in a clinical setting. Some clinical programs require extensive experience while others require less practical experience.

There are three distinct phases involved in preparing for a clinical internship:

1.



Orientation & Supervision

Familiarize interns with the organization’s culture, policies, and procedures. Identify the students supervisor and mentor.

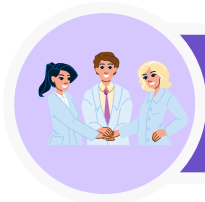
2.



Safety and Crisis Management

Train students to handle emergencies, safety procedures, and to attend any applicable safety related trainings.

3.



Collaboration & Skill Development

Encourage collaboration and mentorship from various staff members, with shadowing opportunities.

NMHealth Internship Program Timeline

Intern Interview: Before the student's practicum placement, students will conduct an interview (if applicable).

Confirm Intern Placement: Once the intern and preceptor have met, discussed projects and schedules, and agreed to work together, the internship coordinator will work with the supervisor and intern to sign and review the [Student Agreement](#)

Onboarding: Depending on the nature of your project (virtual or in-person), students may require items such as badge access to buildings, cubicle space, a DOH email account, etc. on the [Onboarding Checklist](#)

Connect With Your Intern

If you have not done so already, please set up a time to meet with your intern in person or virtually. In this meeting you should make introductions and review internship basics, projects, work plans, and trainings.

Establish A Work Schedule

If you have not done so already, establish a schedule with your intern and determine their workdays and hours (e.g., Tu/Th 9am to 5pm, M/W/F noon to 3pm). Be sure to account for any recurring meetings you would like the intern to attend, and the intern's class schedules.

Establish a Communication Plan

Preceptors are highly encouraged to schedule a brief one-on-one with interns, recurring at least once per week. This is a space to check in, report tasks completed and tasks in progress, deliverable deadlines, anticipated obstacles, and any questions or concerns.

Earning Continuing Education Credits for supervising Interns

Supervising an intern not only benefits the student but can also offer professional rewards for you, the preceptor. Many professions allow for the earning of continuing Education Units (CEUs) or other related credits for this important work.

Steps to inquire about CEUs or related credits:

1. Identify Your Licenseing Requirements

- Before reaching out, review the continuing education requirements for your professional license. This information can typically be found on your profession's licensing board website.

2. Contact the Internship Coordinator

- Please contact the NMHealth coordinator to confirm that the student's institution offers the required CEUs. If this option is feasible, the coordinator will furnish you with the relevant tracking form to facilitate the acquisition of credits.



Internship Toolkit Templates

Internship Description

Name:

Department:

Student Level:

Internship Dates:

Supervisor:

Mentor(s):

Hours/Schedule:

Setting (Virtual/Hybrid):

Student Background/Degree:

Student Interests:

Job Description:

Responsibilities:

Onboarding Checklist

Intern (Name):	Start Date:
Field Instructor:	DOH Supervisor:

BEFORE THE STUDENT STARTS THE INTERNSHIP:

- Review and collect the student agreement with all signatures (coordinator)
- Contact the preceptor for any additional support needed. (coordinator)

Before their first day:

- Collaborate with the Department of Health (DOH) coordinator to determine whether the internship will be conducted in person or remotely.
- Ensure that the student has access to a computer, the internet, and necessary supplies.
- Collaborate with the student to establish the commencement and conclusion dates for the practicum or internship.
- Send students an onboarding email that includes information on their work location, parking details, and instructions to request building access if necessary.

During their first week:


- Determine the students duties/project (for project development or duties development reach out to the internship coordinator)
- Introduce student to other team members or mentors if applicable.
- Establish a follow-up schedule for the student, including meeting times. If needed, you can seek the coordinator's assistance for additional resources or student support.

Dear,

Welcome to the New Mexico Department of Health. We are delighted that you have chosen to pursue an internship/practicum with our agency. We trust that this experience will not only align with your expectations but also enrich your academic and professional journey.

As part of your onboarding process, we kindly request that you complete the following training modules when you begin your practicum/internship:

1. NMDOH FY2024-2025 HIPAA Privacy: Working with PHI (ID # 1111598)
2. NMDOH FY2024-2025 HIPAA Privacy: IT Security (ID # 1111519)
3. NMDOH FY2023-2024 Blood Borne Pathogens (ID # 1112505)

Utilize the TRAIN tutorial to register for trainings: [CLICK HERE](#) 

Furthermore, we require you to fill out and submit a copy of the student agreement provided below before commencing your practicum/internship.

Please reach out if you have any questions,

Workforce Development - Human Resources Bureau.



Internship Form

Name (First, Last):

Email Address:

Phone Number:

Select Applicable Program:

Practicum/Internship
(non-credit)

Practicum/Internship
(for credit)

Degree Program (If
Applicable):

If completing a
clinical internship

Internship Dates (Start &
End Date):

Academic Institution internship
contact (If Applicable):

Preceptor & Internship

Preceptor Name (First, Last):

Preceptor DOH Position:

Please Describe the Students Internship/Project (If Applicable):

Preceptor Signature:

Student Agreement

1. Students completing an internship/practicum/residency at NMHealth bear the responsibility of providing any required documentation by the academic institution, such as time sheets, practicum/internship contracts, or academic agreements, in a timely manner before commencing their internship. This is a crucial step that demonstrates your accountability to the NMHealth internship representative.

Initials:

2. Students must work with their NMHealth immediate supervisor and academic institution practicum/internship coordinator to address any internship issue.

Initials:

3. Students completing an internship/practicum/residency at NMHealth are prohibited from being under the influence of drugs or alcohol, including prescription drugs that may impair the students' function while at any NMDOH facility.

Initials:

4. Students completing an internship/practicum/residency at NMHealth shall not misappropriate or misuse public property.

Initials:

5. Students completing an internship, practicum, or residency at NMHealth shall not engage in sexual misconduct or harassment.

Initials:

6. Any NMHealth representative, including preceptors or interns, is responsible for creating a professional and respectful workplace environment. Discrimination and harassment are prohibited.

Initials:

7. Students must adhere to any additional expectations set by the NMHealth practicum supervisor and academic institution. NMHealth has several facilities, and practicum/internship requirements may vary depending on the role. Students must adhere to the policies, safety regulations, and expectations of their respective locations.

Initials:



8. Students completing an internship/practicum/residency at NMHealth who have access to department, patient, client, and consumer information, must understand the gravity of their role in maintaining confidentiality. All such information must be treated as confidential and not disclosed or used without proper authority or transported outside of DOH. This is a crucial aspect of your role that ensures the trust and integrity of our organization.

- The unauthorized use and/or disclosure of protected health information (PHI) is strictly prohibited.
- The transmission of any information by electronic medium in violation of any federal or state law and NMHealth policies and is strictly prohibited. This includes, but is not limited to, the unauthorized use and/or disclosure of protected health information.
- I acknowledge that any electronic messages I send or receive may be recorded and stored in an archive file for management use.
- The use and/or disclosure of protected health information for your own personal use or gain is strictly prohibited.
- Retention of protected health information for your own personal use or gain is strictly prohibited.
- You must take appropriate measures to safeguard protected health information by, locking and/or securing work areas containing protected health information at all times.
- Maintaining, storing, and/or disposing of protected health information in accordance with all applicable federal and state laws and NMHealth policies and procedures.
- Utilizing automatic computer locking screen savers at all times on computers that contain protected health information.
- Safeguarding all computer passwords.
- Locking or logging off computers that contain protected health information when not present is required. (logoff when you leave for the day; lock it when you are away from your desk).
- Utilize only equipment and resources that you have been assigned or authorized to use.
- Always maintain the confidentiality of protected health information, even after separation of employment or work from NMHealth.

Signature:

Date: