

Practicum\Internship Checklist

- Read and familiarize yourself with online materials in preparation for your practicum/internship experience:
 - Hospital Mission and Vision
 - Patient FIRST Values
 - Patient Rights
 - Confidentiality
 - Safety Information
 - Hospital Emergency Information
 - Shadow Expectations
- Complete 3 online virtual hospital tours
- Complete online practicum/internship application - REMEMBER! accuracy and completeness are important
- Print a hard copy of complete application, then submit online
- Print packet of forms
- Review and complete printed forms (evaluations will be completed during your shadow)
- Contact Salem Hospital Volunteer Services if you have not received an e-mail within 2 business days of submitting an application
- If applicable, attend interview with Volunteer Services staff
- If applicable, complete and clear background check
- Complete hospital orientation
- Begin practicum/internship