

This Internship SAMPLE is for the purposes of January MBA Advantage Only.

NOTE: Students should have **INDICATED THEIR AREA OF INTEREST AT THE TOP OF THE RESUME** - (HR, Info. Systems, Patient Care Operations, Pharmacy Operations)

Health Care Administrative Intern
Massachusetts General Hospital (MGH)
Boston, MA

Summary:

Administrative Interns join a specific MGH department for a semester and are supervised by an Administrative or Executive Director. Each department has different needs and those needs change from one semester to the next, but the supervisors aim to provide students with a broad range of learning opportunities that are consistent with the learning needs and objectives of the student and the priorities of the department for that particular period. In addition, MGH interns gain exposure to the broader strategic and operational goals of the large and complex academic medical center by attending tours, clinical shadowships, and meetings with senior hospital executives.

Internship competencies and focuses include, but are not limited to:

- Communications & Social Media
- Financial Analysis
- Human Resources
- Information Systems (IS)
- Patient Care Operations
- Pharmacy Operations
- Physician Relations
- Regulatory
- Space and Facilities Management

Typical projects have included:

- Developing process flow maps of current processes and making recommendations around how to improve processes
- Reviewing and completing financial analyses and statements
- Assessing and summarizing new business opportunities
- Supporting the capital budget process and/or evaluating prospective products or vendors
- Reviewing resumes and conducting telephone and in-person interviews to assist with staff recruiting
- Supporting accreditation applications and site visits
- Drafting communications; presenting recommendations and results

In addition, interns often attend staff and/or team meetings, attend grand rounds or other medical education lectures, and observe clinical care and direct patient caregivers.

Interns meet regularly with their supervisor to discuss their progress. In addition, interns meet regularly with each other and other supervisors to share information about their projects and hot topics in healthcare.