



Florida Department of Health in Lake County Student Internship Guidelines

Thank you for your interest to complete your internship at the
Florida Department of Health in Lake County!

ABOUT US

The Florida Department of Health in Lake County (DOH-Lake) is an organization of the State of Florida with a local, county and state commitment. The diverse environment promotes public health through quality healthcare, education and community observation. DOH-Lake is committed to providing the highest quality of healthcare to the public including the uninsured and underinsured through various programs and services, and superior environmental and disease surveillance.

MISSION

Our mission is to protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.

VISION

Our vision is to be the **Healthiest State** in the Nation.

VALUES (ICARE)

Innovation: We search for creative solutions and manage resources wisely.

Collaboration: We use teamwork to achieve common goals and solve problems.

Accountability: We perform with integrity and respect.

Responsiveness: We achieve our mission by serving our customers and engaging our partners.

Excellence: We promote quality outcomes through learning and continuous performance improvement.

YOUR EXPERIENCE

Student internships at DOH-Lake will provide you with knowledge and experience in a state government organization addressing public health needs in coordination with Federal, State and County programs. DOH-Lake is committed to creating an academic health department partnership with local colleges/universities focusing on strengthening the links between public health practice and academia. The mutual goal is to lessen the separation between the education of public health professionals and the practice of public health by assisting in the education of effective professionals, developing and disseminating public health knowledge as well as providing leadership to students as a means of achieving its mission in the community.



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APPLICATION PROCESS

Applications are reviewed by the Department of Health Volunteer Coordinator, Director of Nursing and / or appropriate Department manager. To ensure timely completion, applications must be received at least 45-60 days prior to the intended start date. Early application is strongly encouraged. Due to limited work resources and availability, not all applications will be accepted. Please note, you must be at least 18 years to participate in an internship opportunity.

The following materials must be submitted / completed prior to beginning Internship:

- Signed Affiliation Agreement between the School and the Department of Health in Lake County (DOH-Lake). (If there isn't a signed affiliation agreement, please contact Operations and Management Consultant at (352) 483-7967).
- A complete Internship Program / Volunteer Application submitted thru the Volgistics Systems: <https://www.volgistics.com/ex/portal.dll/ap?ap=1825666189>
- Signed Practicum Agreement, Internship Checklist / Requirements between the school, program manager and volunteer
- Complete an interview with Department Manager or DOH-Lake Volunteer Coordinator
- Provide two professional references - [Click here to view Personal Reference document](#) (282KB)
- Must complete a Level II background screening. Must provide a valid State of Florida driver's license or picture identification and social security card (For additional information, click on the [I-9 form](#) and refer to page 3)
- Attend orientation and any required trainings

Once all materials have been submitted, reviewed and a background screening clearance is obtained, you will receive notification containing your orientation date and any other requirements.

DOH-Lake Internship/Volunteer Coordinator contact information is as follows:

Coordinator: Lillian Rodriguez, Government Operations Consultant III
Contact #: (352) 483-7983
Email: lillian.rodriguez@flhealth.gov

As a steward of the community and State of Florida, our goal is to provide a rewarding experience for all students and interns.

The following internship information was updated January 1, 2018, and is supplemental to the DOHP 365-1-05, Policies and Procedures for Documenting, Supervising, and Reporting of Volunteer Activities.



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FREQUENTLY ASKED QUESTIONS

What are the requirements for background screening?

The Florida Department of Health requires all interns and volunteers to complete a Level 2 background screening and receive a satisfactory result from the screening before the first day of their internship program. The FDOH in Lake County has Live Scan equipment onsite and will schedule an appointment with you to complete the fingerprinting. If you are currently enrolled in a study program that requires a Level 2 background screening, you may be able to submit an Attestation of Background Screening Memorandum signed by your school. All volunteers or interns must be at least 18 years old prior to start date.

Do I have to complete any other training to participate in the internship program?

Yes. The Florida Department of Health requires all interns complete training including the Florida Code of Ethics, Information Security and Confidentiality, and HIPAA. The classes are part of our online learning management system and can be completed in just a few hours. Depending on the internship position held, additional training may be required. You will be scheduled training at the beginning of your program.

Do I get paid for the internship?

No. All internships are unpaid positions. Course credit for hours worked will be received according to your internship program. Additionally, each intern receives valuable work experience with our organization that may lead to a paid position in the future.

What hours will I be required to work?

Hours are scheduled based on the department's needs and the intern's availability. Workdays are typically Monday through Friday from 8 a.m. to 5 p.m. The department does sponsor and attend some community-based activities on weekends. All volunteer hours must be tracked in the VicNet system as per orientation.

I'm not in school, but can I participate in the internship program?

Yes, however it would be as a volunteer. Individuals applying for a non-credit position are required to complete the Volunteer Application and submit two references for acceptance into the Volunteer Program.

Office Use Only:

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Last Date Reviewed: 07/2018



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Attestation of Background Screening Memorandum Sample

[School/Program/College/University Letterhead]

DATE:

TO:

Florida Department of Health in Lake County
Volunteer/Internship Coordinator
P.O. Box 1305
Tavares, FL 32778

FROM:

[Name of School/Program/College University]

RE:

Attestation of Background Screening Memorandum

I verify that _____, a current student at
(Name of student)

_____ has successfully completed an FDLE and FBI (level 2)
(Name of School/Program/College/University)

background screening. Documentation of this can be found in the secured student file located

at the offices of _____.
(Name and addresses of School/Program/College/University)

Signature of Dean or Registrar

____/____/____
Date

Contact Information