



## Planning Tool: Hospital-University Partnership Discussion

We suggest including the items below in early conversations between a hospital and a university about the feasibility of establishing an internship based on the PedsAcademy model.

The “Planning Responsibilities & Resources” worksheet may also be useful for detailed planning.

Once feasibility issues have been addressed and foundational decisions have been made, hospital and universities can use other sections of this toolkit to guide additional planning.

1. Which education programs are best aligned with the needs of the hospital school program, and therefore should be targeted for Student Teacher recruitment?
  - 1.1. Within each education program, are there particular semesters in the educational sequence that would be a best fit- alignment with required courses, internship requirements, etcetera?
2. How will the University’s practicum requirements be met by the internship program?
  - 2.1. How many hours per week will the Student Teachers be onsite and teaching at the hospital?
  - 2.2. How many weeks is the internship period?
  - 2.3. What practicum level will this internship fulfil?
3. How will the internship program ensure Student Teachers have an opportunity to work with patients with varying health needs, or work with individual patients long enough to complete a case study?
4. Most internships require supervision from the University. Discuss how this could look- Is there already a designated University person for this? Are there any capacity issues? (Etc.)
5. Many universities have an internship coordinator. Does the University have an internship coordinator in place? If so, do they have the capacity to include Student Teachers placed at the hospital? If not, are there options for a funded PhD candidate in the University’s education department to fulfil the role of Intern Program Coordinator as part of their funded position?
6. Based on answers to responses above and other relevant considerations, what is the ideal number of Student Teachers this semester? What’s the maximum feasible number?
7. Most hospitals and universities have standard forms/templates that need to be completed to establish internship parameters and address legal issues. Identify any such documents required by the hospital and university, and review to surface items requiring discussion, action, etc.
8. Identify any insurance-related requirements. For example, will Student Teachers be required to provide the hospital with proof of professional liability insurance?
9. Who will interview and select Student Teachers? Both partners?