Care Extender Internship Program
• The Care Extender Program was inaugurated in June of 1995.

• The program began with a small group of 30 students, but now includes approximately 700 volunteers!
Program Introduction

• UCLA Health

• Initially designed for pre-health students

• Open to college students and those who’ve graduated

• OPEN TO ALL MAJORS
Demographics
How The Care Extender Program Can Benefit You

• Field Work
  • Patient Interaction
  • Work and Build Relationships with Medical Professionals
    • Nurses; Doctors; Therapists;
    • Radiologists; Care Partners; etc.

• Experience 33 different departments
• Develop an understanding of the current health care environment
• See and experience situations that ordinary volunteer work would not provide
• Participate in a highly respected and recognized program
Brief Program Layout

• COMMITMENT:
  • 1 Year = 4 Rotations (12-14 Weeks each)
  • 250 Hours
  • 1 shift per week (4 hours)
    • *In your first rotation you will be expected to complete 1 shift in your main department and 1 shift in your bonus department per week (6 hours)

• For most departments:
  • 7 am - 11 am
  • 11 am - 3 pm
  • 3 pm - 7 pm
  • 7 pm - 11 pm
  *11 pm - 3 am (ER only)
Vacation Time & Leave of Absence

<table>
<thead>
<tr>
<th>Type of Vacation</th>
<th>1st Rotation</th>
<th>2nd Rotation</th>
<th>3rd Rotation</th>
<th>4th Rotation</th>
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<tbody>
<tr>
<td>2-week</td>
<td>√</td>
<td>√</td>
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<tr>
<td>LOA (13 weeks in total, split into 2 times max)</td>
<td>Ineligible</td>
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- During an LOA, you are not required to complete shifts.
- However, in order to complete the program, you MUST have completed 250 hours AND 4 full active rotations.
Requirements

- 18 years of age and older
- Currently attend college or already have a degree

International Visitors - Eligibility to volunteer

- Care Extenders only accept applications from full-time international UCLA students. Please check with the Dashew Center for further information on your eligibility to volunteer or apply to an internship program on campus.
- Non-UCLA students on non-immigration Visa status are not eligible to apply.
- Note: CE hours cannot be used for any school or program credit
Work Locations

- Santa Monica-UCLA Medical Center & Orthopaedic Hospital

- 1250 16th Street
  Santa Monica

- Located on Wilshire between 15th & 16th Streets
Work Locations

- Ronald Reagan-UCLA Medical Center
  - 757 Westwood Plaza
    Los Angeles, CA 90095
- Located on UCLA Campus
Variety of Opportunities

• Nursing Floors
• Intensive Care Units
• Emergency Departments
• Others
Santa Monica Departments

1st Rotation
- Medical Surgical
- Oncology
- OR Escort
- Orthopedics
- Post Partum
- Critical Care Unit
- Surgery Center
- Geriatrics

*Bonus* Rotation (during first rotation)
- Greeters
- Office Assistant (OA)

2nd Rotation
- Cardiac Catheterization Lab
- Neonatal Intensive Care Unit (NICU)
- Radiology

3rd Rotation
- Emergency Room
- Labor & Delivery
- Pediatrics

4th Rotation
- Les Kelley Clinic
Westwood Departments

1st Rotation
- 6 East (Oncology)
- 7 East
- 8 East
- 8 West
- 8 North
- 7 West – CTU
- 5 East
- Post Partum

*Bonus* Rotation
(during 1st rotation)
- Greeters

2nd Rotation
- 7-ICU (Intensive Care Unit)
- Medical Intensive Care Unit
- 8-ICU (Liver/Transplant)
- PICU ( Pediatric Intensive Care Unit)
- Cardiac Catheterization Lab
- Neonatal Intensive Care Unit (NICU)

3rd Rotation
- Emergency Room
- Pediatrics
Department Highlights

• Build relationships
• Observe blood transfusions
• Observe procedures performed in Radiology and MRI facilities
• Hold babies
• LEARN SOMETHING NEW EVERYDAY
• …and many more procedures.
The Selection Process

Application Process
• Complete application during orientation

Interview
• Approximately 75% of applicants are interviewed

Acceptance
• Approximately 35% of applicants are accepted

Start Volunteering
• Begin volunteering after completion of both training session

Training
• Attend one training day followed by department specific training

Clearance Process
• Complete health & background check requirements and also CPR certification
Notification Dates

**Notification # 1** (Selected for Interview):
*Friday, January 6th by 5:00 PM*

**Notification # 2** (ADMITTANCE INTO PROGRAM):
*Friday, January 13th by 5:00 PM*

CHECK SPAM MAIL FIRST if no notification is received.

If no email is received AFTER 5PM, follow up by emailing CareExtender@mednet.ucla.edu
Mandatory Dates

Application Deadline: Monday, December 19th 11:59 PM

Interview Days (~1-hour time slots):

• Tuesday, January 10th (3:05pm-10pm)
• Wednesday, January 11th (3:05pm-10pm)

Requirements Check-in Day:

• Thursday, February 2nd: Anytime 9am – 12pm or 1pm – 4pm

Training Day:

• Sunday, January 22nd (8am-early afternoon)

Winter 2017 Rotation dates: 2/6/17-4/30/17

Please plan accordingly as we expect you to be available for weekly shifts.
Application & Interview

APPLICATION
• As noted on website, please be prepared to provide contact info for one reference
• Late Applications will not be accepted.
• For any questions, please contact CareExtender@mednet.ucla.edu

INTERVIEW
• Multiple Mini Interviews
• Professional Business Attire
Upon Acceptance

1. Complete and submit the following to the Training Coordinator:
   - Complete a 2-step TB skin test 1 week apart OR a T-spot (an IGRA TB screening test) OR show proof of a positive TB skin test OR T-Spot along with a negative chest x-ray.
   - Prepare proof of 2 MMR vaccinations or 1 positive blood titer
   - Prepare proof of 2 Varicella vaccinations or 1 positive blood titer
   - Prepare proof of seasonal Influenza (Flu) vaccination (required August – March).
   - Tdap vaccination declaration
   - Get CPR certified by AHA. Must have BLS certification for Health Care Providers.
   - Complete the background check.

2. Go to Training Day (more information will be provided upon acceptance)
Not Accepted?

• **DO NOT GET DISCOURAGED!**

• Apply again (application cycles occur every January, April, July, and October)

• Please be advised that:
  • The number of times you apply will be counted (positively)!
  • Getting more experiences may help (for example: get involved in other programs, then reapply to us)!
Thank you for your application to the Care Extender Internship Program.

Good Luck!