**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

**Agency / Facility Information Sheet**

Today’s Date: \_\_6\_/\_23\_/2021\_\_

Agency Name: \_University Health, CareLink Community Engagement & Population Health \_\_\_

Address: 903 W. Martin, San Antonio, TX 78207 (Robert B. Green Historical Bldg.)\_\_\_

Phone Number: (210)358-3584\_\_\_\_Email address: [nora.silva@uhs-sa.com](mailto:nora.silva@uhs-sa.com)

1. Please briefly describe the scope of your agency/facility’s work. Printed brochures or fact sheets explaining your organizational goals may be attached.

*Please see attached Internship Description*

1. Indicate the most appropriate person to contact within your agency/facility regarding internship possibilities.

Name: Nora Silva

Title/Responsibility: Director Community Engagement & Population Health

Phone: (210) 358-3584 Office Address: same as above Email: [nora.silva@uhs-sa.com](mailto:nora.silva@uhs-sa.com)

Type of Company (LLC, Non-for-Profit, etc.): Non-For-Profit

Bexar County Hospital District *dba* University Health is the only locally owned health system in San Antonio, a political subdivision of the State of Texas and is a discrete component unit of Bexar County.

1. Briefly describe the internship experiences available with your agency/facility.

*Please see attached Internship Description*

1. Are there any restrictions to an internship that the student or University should be aware of? Will this be a paid position?

This is not a paid position.

* 1. School must attest that student has basic health insurance and is up-to-date on immunizations.

Please reference requirements here: <https://www.universityhealthsystem.com/healthcare-professionals/clinicals-and-internships>.

1. Is your organization required to follow HIPPA guidelines? YES\_\_X\_\_\_ NO \_\_\_\_\_\_

*All interns must sign a Confidentiality Agreement prior to being approved as an intern.*

1. Do you require background checks for the interns? Yes\_X\_ NO\_\_\_\_\_
2. The internship requires 300 total hours during the semester. Are you able to host an intern for an average of:

* 20 hours per week during fall semester? \_\_\_Yes\_
* 20 hours per week during spring semester? \_\_Yes\_\_
* 30 hours per week during summer semester? \_\_Yes\_



**CareLink Program**

Shape**Community Engagement & Population Health**  **Internship Description**

The Department of Community Engagement and Population Health at CareLink welcomes students to complete their internship requirements for Community Health, Public Health or similar degree programs. Students should be familiar with Word, Excel and PowerPoint. Training and guidance for activities and tasks will be provided. Typical activities the student intern will take part of may include but are not limited to the following:

* Participate in onboarding training as provided by CareLink staff
* Lead health education presentations to internal partners and external community members
* Participate in community events to promote CareLink programs and services
* Assist with program research and review
* Conduct one-on-one health education activities
* Prepare engagement and program materials as needed such as PPT’s, flyers, etc.
* Attend and engage in CareLink staff meetings and other internal meetings when appropriate
* Attend and engage in community partner meetings
* Surveying clients either in person or by phone using a given set of measures

Student intern will be stationed at CareLink office located in the Robert B. Green historical building, where most of these activities will be conducted. Some off-site travel may be involved. Dress code is business casual and attire policy will be provided prior to start date. Students must wear University Health ID badge at all times during scheduled working hours. ID badge will need to be returned at the completion of internship.

About Us

Bexar County Hospital District, dba University Health, is a political subdivision of the state of Texas. As the only locally owned and operated health system in San Antonio and Bexar County, University Health takes to heart its responsibility to serve the health needs of our community today and into the future. Our mission is to improve the good health of the community through high quality compassionate patient care, innovation, education and discovery.

CareLink is a financial assistance program offered by University Health for Bexar County families who do not have health insurance and do not qualify for other coverage. The CareLink Community Outreach team focuses on providing community-wide health education and programs as well as member specific services. The team is able to accomplish this by collaborating with internal and external partners including schools, churches, and community organizations.

Next Steps

Contact Nora I. Silva, Director, Community Engagement and Population Health, CareLink at

[Nora.Silva@uhs-sa.com](mailto:Nora.Silva@uhs-sa.com) or 210-358-3584