



## WHAT IS AGENDA 21 INTERNSHIP PROGRAM?

For 29 years, the Tennessee Hospital Association's (THA) Agenda 21 Internship Program has operated with the mission of matching graduate students from minority and underrepresented groups in healthcare administration with hospital executives for summer internships in hospitals across the state.

Given recent action by the American Hospital Association (AHA) and the THA board of directors to encourage diversity in hospital governance and leadership as a way of combating healthcare disparities, the program has never been more relevant.

The Agenda 21 Internship Program is a 12-week supervised learning experience for qualified minority graduate students in healthcare administration or a related field. Through close work with administrators and staff, interns gain hands-on experience working with the hospital's management team. This experience will help expand their knowledge and skills and pave the way for success as future leaders in the healthcare industry.

As part of the internship, interns are assigned a major project, which has direct benefit to the organization. In addition, shadowing, staff interviews and work within the organization help interns hone communication and leadership skills while applying practices and theories learned in the classroom.

### **Agenda 21 internships consist of three main components:**

#### **Administrator Shadowing**

Attend meetings, discuss decision-making processes and exposure to the day-to-day life of an administrator.

#### **Senior Staff Interviews**

Meet with executives and leaders to learn about the various roles in healthcare, training and skills necessary for these roles, and how they all work together within the organization.

#### **Student Projects**

Complete short and long-term projects and work that brings value to the organization as well as the student. This allows interns the opportunity to deliver great work to their hospitals and gain real-world experience, which directly relates to their studies and/or thesis work.



## WHY SHOULD HOSPITALS BE PART OF AGENDA 21?

The opportunity to shape the future of healthcare by training the next generation of leaders is at the core of the Agenda 21 Internship Program. because of the program's focus on minority and underrepresented students, it also serves as a way to continue and enhance diversity efforts within the hospital.

Agenda 21 interns also consistently provide value to their hospitals. students are advised to begin the internship with an open mind and to demonstrate initiative and interest in areas that staff may not have the time or manpower to complete. Some examples of previous intern projects include:

- Created a business case for purchasing an ultrasound machine
- Analyzed travel nurse utilization
- Created a competency checklist for TJC accreditation visit
- Led the orientation and onboarding of medical staff services
- Assisted in developing education on hands-only CPR
- Evaluated time to OR data mining and analysis
- Participated in the community health needs assessment (CHNA)
- Formed a diversity, equity, and inclusion (DEI) action plan that incorporated the goals of the division



## WHAT DOES THE HOSPITAL COMMITMENT INVOLVE?

A hospital's agreement to host an Agenda 21 intern carries a few commitments:

### Financial

The cost for hosting an intern is \$12,500. This includes student pay for 12 weeks and operating costs for the program.

### Staff

Each intern is assigned a preceptor who is a member of the organization's senior management team. Preceptors are vital to Agenda 21's success. Preceptors are expected to:

- Introduce interns to key hospital staff.
- Provide access to different management styles within the organization.
- Provide opportunities to attend management meetings at all levels.
- Enable interaction with a variety of managers within the organization.
- Help interns meet with external parties and stakeholders when possible.
- Assign and supervise the intern's summer project(s).

### Education

Welcoming an intern to the hospital's management team means the preceptor and other staff will work to make the 12-week program a valuable learning experience for the student.



## HOW ARE INTERNS SELECTED?

THA staff performs an initial review of student applications based on academic excellence, a written statement regarding their interest and commitment to a career in healthcare, and academic and professional references. The goal is to identify a pool of qualified, ambitious students with a high potential for success. Qualified candidates then are interviewed by THA staff.

Candidates who successfully advance past the THA interview phase then complete a criminal background check. Satisfactory results from this check enable the candidates to be recommended to a hospital for placement.

Candidates are referred based on qualifications and preferences of the hospital. One or more students are referred to the hospital for interviewing and selection.

THA will make every effort to provide quality candidates who match the needs of each participating organization. When necessary, geographic location and a candidate's ability to relocate or travel will be a factor in these recommendations.

### FOR MORE INFORMATION

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### COMMITMENT DEADLINE

December 15, 2023

### INTERNSHIP DATES

May 13 through Aug. 2, 2024



## AGENDA 21 INTERNSHIP PROGRAM

# 2024 HOSPITAL COMMITMENT FORM

### About Agenda 21 Internship Program

The Agenda 21 Internship Program is a 12-week supervised learning experience for qualified graduate students in healthcare administration or a related field from minority or underrepresented group in healthcare administration. Through close work with administrators and staff, interns gain hands-on experience as part of the hospital's management team. This experience will help expand their knowledge and skills and pave the way for success as leaders in the healthcare industry.

### What does the hospital's commitment involve?

- The cost for hosting an intern is \$12,500. This amount covers the student stipend for 12 weeks and operating costs for the program.
- Each intern is assigned a preceptor who serves as a member of the organization's senior management team.
- Welcoming an intern to the hospital's management team means the preceptor and other staff will work together to make the program a valuable learning experience for the student.

### Program Timeline

December 15, 2023	Hospital commitments confirmed
January 16, 2024	Candidates referred to hospitals for interviews
January 16 – February 9, 2024	Hospitals select and interview candidates
February 16, 2024	Deadline for hospitals to select candidates
February 23, 2024	All summer placements confirmed
March 15, 2024	Sign and return letter of understanding to <a href="mailto:kwhitfield@tha.com">kwhitfield@tha.com</a>
April 26, 2022	Payment due
May 13 – August 2, 2024	Internship
August 2, 2024	Internship ends
August 6, 2024	Student presentation day

### To Participate

Complete the form below.

Hospital / Health System Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

