



SOUTH COAST MIDWIFERY AND WOMEN'S HEALTH CARE

Internship Program Description

The Internship Program is an example of the South Coast Midwifery and Women's Health Care (SCM) philosophy of "women helping women". SCM provides a unique opportunity to experience midwifery in a variety of settings. The clinic and birth center are thriving many days throughout the week, whether it be seeing clients for prenatal and postpartum appointments, labor and deliveries, workshops, or classes! With the goal of supporting families in their personal choices, SCM utilizes a very modern model of care that combines natural and medical childbirth techniques. The knowledgeable staff at SCM will share first-hand experience to gently guide you through your interest in midwifery and women's health.

The intern is given many opportunities to gain a basic level of perinatal knowledge in the office and by attending births. For example; volunteering during clinic hours with extensive office related responsibilities, attending classes, and being a part of the birth team by aiding the midwife and her assistant at births. These and more are all ways that interns interact with SCM staff and clients and gain valuable observational experiences. In addition, we will open our extensive referral list to you for reference.

The internship program is for the benefit of the intern, SCM will provide training and supervision for numerous tasks that will be transferable to various career paths. Only the most passionately dedicated applicants will be considered for the program. The first step to becoming an intern is to review the agreement and submit the application to SCM!



SOUTH COAST MIDWIFERY AND WOMEN'S HEALTH CARE

Internship Program Agreement

Minimum Requirements for Participation:

- Completion of *Internship Application and Resume* with current contact information, work history, special skills, languages, and three personal/professional references.
- Copy of Driver's License or Identification Card
- A passion for midwifery, women's health, and helping women and families
- Strong work ethic
- Compliance with SCM Policies and Procedures and HIPAA guidelines
- Enthusiasm and commitment to the SCMWHC brand

Observation and Volunteering Opportunities:

- Free attendance of SCM classes during internship, one class each of Birth Details (required), Baby Care, Breastfeeding, and Nutrition (inquiry within for other potential classes)
- Volunteering during clinic hours; minimum of one scheduled shift of 3.5-4hrs/week
- Volunteer birth assisting, minimum of one scheduled 24hr call shift per week (7a-7a). Not to interfere with the assigned clinic shift unless prior approval is received.
- Additional observation or learning opportunities may become available for esteemed intern
- SCM will provide training and supervision for numerous tasks that will be transferable to various career paths

Expectations for Clinic Interning Hours

- Interns are required to intern during clinic hours a minimum of one shift per week, fulfilling approx. 3.5-4 hours per week, for the duration of the internship. This is continued until a minimum of 4 months, and all shifts (including missed and holidays) have been completed. Once these hours are assigned, you are expected to be in during those times on a regular basis; unless clear and advanced notice is communicated (illness should be communicated to the coordinator with a minimum notice of 2-3 hours). Habitual tardiness or unexcused absences may lead to disciplinary action or dismissal. Shifts missed **must** be made up.

Expectations for Birth Assisting:

- Interns are required to do a minimum of one schedule 24hr call shift per week (7a-7a), will be asked for availability for each month
- SCM requests that once shifts are scheduled, they are not missed or cancelled
- SCM requests that assistants arrives within 45 minutes of being called to a birth during scheduled call shift
- SCM requests that interns follow all guidelines while attending births and complete any necessary tasks as assigned

Length of Internship:

- A minimum commitment of 4 months is expected from all interns with a minimum of one office shift and one 24hr call shift per week completed during duration of internship.
- Internships can last from 4-18 months
- SCM requests ample notice for any missed shifts and requests these hours are made up
- SCM requests a minimum of a two week notice prior to your last intern day

Benefits:

- Home, birth center, hospital and water birth experiences.

- Office administration experience
- Free attendance of SCM classes during internship, one class each of Birth Details (required), Baby Care, Breastfeeding, and Nutrition (inquiry within for other potential classes)
- Feedback and mentoring from midwives, birth assistants, and office staff

Mentors:

- Primary Birth Assistant and/or midwives will mentor the interns while assisting at births
- Office Manager and/or other office staff for office related tasks

Appearance:

- Interns with South Coast Midwifery are expected to maintain a professional appearance, in accordance with SCM policies. Keep in mind the conservative nature of the community in which we practice. Personal hygiene is important. Interns should maintain a well-groomed appearance. Cosmetics and manicure should be subtle and neat. Piercings should be minimal and tattoos discreet or covered when possible. Hair should be neat and clean, avoid extreme/large hairstyles or wet hair.

Attire:

- During office hours, interns should be neatly dressed in business professional attire. Open toed shoes, medical scrubs, denim, stained, wrinkled or torn/ripped clothing, casual clothing, midriffs, exposed bra- straps, spaghetti straps, and tennis shoes are not permitted or appropriate attire for the office. At births, scrubs or loose, comfortable clothing works best. See additional Professional Appearance Guidelines.

Cost

- We do not require financial compensation, but we do request an exchange of energy and support.
- The intern is not entitled to a job, and the parties understand that the intern is not entitled to wages.
- The intern understands that the program is for the benefit of the intern and SCM derives no immediate advantages from the activities of the intern

Standards of Conduct

Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently and effectively. Rules and authority figures are to assure that quality is maintained along with many other positives.

By accepting to join the internship at SCMWHC, you have a responsibility to SCMWHC and its clients to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to ensure you understand what is necessary and expected.

Unacceptable Activities

Generally speaking, we expect every person to act in a mature and responsible way at all times that clients are present. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below.

Occurrences of any of the following violations, because of their severity, may result in immediate dismissal or discipline.

1. Failure to be available to a client or missing a client's labor or birth
2. Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to SCMWHC.
3. Willful violation of security or safety rules or failure to observe safety rules of SCMWHC; failure to wear required safety attire; tampering with SCMWHC equipment or safety equipment.
4. Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs, except medications prescribed by a practitioner.
5. Engaging in criminal conduct or acts of violence, or making threats of violence, fighting, or provoking fighting.

6. Insubordination or refusing to obey instructions properly issued by your employer pertaining to your work; refusal to help out on a special assignment. Theft or unauthorized removal or possession of property of the practice, fellow employees, clients or anyone of the practice.
7. Threatening, intimidating or acting on fellow employees; unauthorized use of company property or equipment for personal reasons.
8. Dishonesty; willful falsification or misrepresentation on your application or resume'; lying about personal or sick leave; alteration of company records or documents.
9. Malicious gossip, engaging in behavior designed to create discord and lack of harmony.
10. Disclosing trade secrets, trade lists or other confidential SCM information.

Occurrences of any of the following activities may be subject to disciplinary action, written and documented warnings or possible dismissal. This list is not all-inclusive and, notwithstanding this list, all interns remain "at will".

1. Unsatisfactory or careless birth assisting support; mistakes due to carelessness.
2. Any act of harassment.
3. Leaving work before the end of the intern hours/days or not being ready at the start of your intern hours without approval. Excessive absenteeism, tardiness, or abuse of break periods (if given).
4. Not attending a birth as called in during scheduled call shift, or excessive tardiness
5. Excessive use of telephone for personal calls. Personal calls are made from cell phones outside of business hours.
6. Failure to maintain a neat and clean appearance or not abiding by company attire regulations. Repeated incidents of sloppy or unprofessional dress.

Disciplinary Actions

Unacceptable behavior that does not result in immediate dismissal may be dealt in the following manner:

1. Warnings

One verbal or written warning will be given and documented.

Dismissal

Interns at SCMWHC is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, except as otherwise provided by law, unless otherwise specified in an employment contract or agreement.

If your performance is unsatisfactory due to lack of ability, failure to abide by set forth rules or failure or fulfill the requirements of your agreement, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed.

Absence or Lateness

From time to time it may be necessary for you to be late or absent. SCMWHC is aware that emergencies or illnesses may arise. If you are unable to report to your office hours, or if you arrive late, please contact the Associate Administrative Director immediately. We do ask that birth assisting shifts are not missed, as part of the birth team you are a representative of SCM and this role is highly encouraged to attend unless an emergency rises. If you are unable to attend your shift we ask that you notify the Birth Assistant Coordinator immediately. If you know in advance that you will need to be absent, you are required to request this time off. You are expected to make up all missed shifts when possible, including holiday closures. Absences from the internship for one (1) or more consecutive days without notifying the Associate Administrative Director will be considered a voluntary resignation from the program.

Attendance

You are expected to show up and be ready to work at the beginning of your assigned daily intern hours and you are expected to stay at the workplace until the end of your assigned work hours, except for approved breaks and lunch. You are also expected to attend birth assistant shifts as assigned and called in, failure to attend may result in dismissal from the program. Please be aware that excessive time off and habitual tardiness from office shifts could lead to disciplinary action or dismissal. Leave due to illness, bereavement or mandatory Jury Duty are acceptable with notice and communication provided.

Conflicts of Interest

Situations of actual or potential conflict of interest are to be avoided by interns of SCM (South Coast Midwifery). Interns are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the interests of SCM. A conflict of interest exists when the intern’s loyalties or actions are divided between SCM and those of another, such as a competitor, supplier, or client. Both the fact and the appearance of a conflict of interest should be avoided. If the intern is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with SCM for clarification. Any exceptions to this guideline must be approved in writing by a Director of SCM. While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts that interns should avoid include the following: (a) developing a personal relationship with a subordinate or supervising employee/assistant of SCM or with an employee of competitor, supplier, or client that might interfere with the exercise of impartial judgment in decisions affecting SCM or any associate of SCM; (b) working for the competitor, supplier, or client; and (c) having a direct or indirect financial interest in or relationship with a competitor, supplier, or client. These types of relationships are discouraged and prohibited while working with SCM. Violations of this policy will subject an intern to disciplinary action, up to and including termination.

I agree to the terms and conditions of South Coast Midwifery’s Internship Program. By signing below, I agree that I meet the requirements, standards and philosophies set forth by SCM. By signing below, a professional referral relationship will be created with SCM. This agreement does not guarantee an academic relationship but can be setup as an academic internship upon approval of SCM and your school.

Intern

Date

South Coast Midwifery representative

Date

Start Date: _____

Contact phone numbers: Home - _____ Cell - _____

South Coast Midwifery & Women’s Health Care
6817 Quail Hill Pkwy, Irvine, Ca. 92603
P (949) 654-2727 F (949) 654-2735
info@southcoastmidwifery.com



SOUTH COAST MIDWIFERY AND WOMEN'S HEALTH CARE

Application for Internship

6817 Quail Hill Parkway, Irvine, CA 92603

(949) 654-2727 Fax (949) 654-2735

www.southcoastmidwifery.com info@southcoastmidwifery.com

Please complete all questions to the best of your knowledge and as thoroughly as possible ~

Date: _____

I. Personal Information

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

II. Education

School	Name of School	Date Completed	Subject Studied
High School			
College			
Graduate/Trade School			
Doula Training			

III. Employment History

Name of Present Employer: _____

Position: _____

Employment Dates: _____

Contact Person: _____ Title: _____ Phone: _____

Name of Previous Employer: _____

Position: _____

Employment Dates: _____

Contact Person: _____ Title: _____ Phone: _____

Name of Previous Employer: _____

Position: _____

Employment dates: _____

Contact Person: _____ Title: _____ Phone: _____

IV. Languages/ Special Skills

1.
2.
3.

V. Certifications (CPR/First Aid, Neonatal Resuscitation, Massage Therapy, etc.)

Certification	Date Completed
1.	
2.	
3.	

VI. References (personal and professional)

Name	Relationship	Phone Number
1.		
2.		
3.		

Please use the space below to tell us why you are interested in an internship with South Coast Midwifery, i.e. your interests in midwifery, women's health care, etc. and how you may be a valuable asset to the SCM team (use additional paper if needed):

Mail, fax or email completed application to:

Attention: Internship Coordinator
South Coast Midwifery & Women's Health Care
6817 Quail Hill Parkway, Irvine, CA 92603
P (949) 654-2727 F (949) 654-2735
info@southcoastmidwifery.com