

**Project SEARCH Internships at Children's Hospital  
2010 Current Internship Sites**

**1) Central Processing - Research**

Location: CHORI Building

Position Title: Sterile Processing Tech

Contact/Supervisor of intern: Juliana A fewerki jafewerki@mail.cho.org

**Essential Functions**

Reading skills (we may be able to work around this)

Ability to recognize and match numbers and letters

Ability to identify shapes and material type (soft plastic, glass) of vessels/tools

Ability to bend, grasp, push a cart, reach and stand throughout shift

**Main Tasks**

Follow written special instructions regarding sterilization from lab techs

Wash and rinse vessels by hand

Load and operate automatic washer

Stack vessels and tools on drying carts

Cover liquid filled vessels with foil and autoclave tape

Load and operate autoclave

Deliver vessels and tools to various labs (33 labs on site once sterilization process is complete)

**Notes**

Never enter BL3

Wear CHORI lab coat and leave at lab daily for laundering

The CHORI site is several blocks from main campus and not safe to walk to alone

There is a shuttle between main campus and CHORI, but not between 10 and 2

**2) Admissions**

Location: Main Hospital

Position Title: Q.A. Reconciliation

**Essential Functions**

Keyboarding and data entry skills

Ability to read

Ability to problem solve

Ability to prioritize work

Must be able to work independently

**Main Tasks**

Assist administration associate with insurance verification

Check insurance coverage on-line

Complete face sheet for administration with insurance information  
Scan insurance cards

**Possible Tasks**

Check if patients have their wrist band on and that the band is accurate  
Collect art and book carts from volunteer area  
Assist patients with art and book cart  
Restock art and book cart as needed

**Notes**

This position is being developed as a possible paid position

**3) Human Resources**

Location: 53<sup>rd</sup> Street Human Resources Building  
Position Title: Office Assistant

**Essential Functions**

Must be able to work independently  
Ability to prioritize work  
Reading and writing  
File alphabetically  
Ability to reach  
Ability to stand on a stepladder  
Ability to count

**Main Tasks**

Copy  
Assemble orientation packets  
Assemble new hire packets  
Assemble leave packets  
Assemble benefit packets  
Stock office supplies  
Complete inventory of office supplies  
Keep track of packets and replenish as needed  
File documents into employee files  
Change labels on all files to include larger font

**Notes**

Accuracy is **very** important when completing packets

#### **4) Child Life Services**

Location: Main Hospital

Position Title: Child Life Assistant

##### **Essential Functions**

Clean toys

Organize play room

Visually inspect toys to ensure they are new

Smell toys to ensure they are free of odors

Grasping

##### **Main Tasks**

Clean toys

Clean tables and other play areas

Collect toys throughout the hospital

Reshelf toys Meet and interact with children in playroom

Meet and interact with children, parents, and staff in playroom

Deliver and retrieve items to and from storage

##### **Notes**

Gloves are worn when using sterile wipes

#### **5) Department of Pathology and Clinical Laboratory Medicine**

Location: Main Hospital

Position Title: Requisition Auditor

Department Manager: Calvin Ball

##### **Essential Functions**

Basic computer skills

Keyboarding

Reading

Ability to compare and recognize medical terms

##### **Main Tasks**

Compare information entered into computer for specific blood tests to the original request prepared by physician to ensure accuracy.

Alert supervisor if there are inaccuracies

Filing

Tube system

##### **Notes**

This position requires a very high level of accuracy and attention to detail

## 6) Radiology

Location: Main Hospital  
Position Title: General Clerk

### **Essential Functions**

Ability to count  
Ability to write  
Ability to read  
Computer orientated  
Ability to use judgment

### **Main Tasks**

Compare test completed to test charged in patient accounts  
Identify and scan documents into computer  
Restock items in patient rooms  
Restock paper into copiers

### **Notes**

This position requires a very high level of accuracy and attention to detail

## 7) Psychiatry

Location: 53<sup>rd</sup> Street Human Resources Building  
Position Title: Office Assistant

### **Essential Functions**

Ability to read  
Ability to write  
Keyboarding and data entry

### **Main Tasks**

File patient documents into appropriate section of patient files  
File patient file into filing cabinet  
Put together new universal patient charts  
Input patient data into the GE system

### **Possible Tasks**

Medical verification  
Answering Phones  
Pulling patients charts for the week  
Escorting patients

### **Notes**

The filing requires some physical activity

## **8) Family House**

Location: Dover St.

Position Title: Front Desk Assistant

### **Essential Functions:**

Ability to work independently

Ability to manage time

Ability to prioritize tasks

### **Main Tasks**

Breaking down the breakfast service

Folding and sorting linens

Organizing and tidying up the food storage

Miscellaneous special projects

### **Notes**

Job tasks require good mobility

## **9) Developmental and Behavioral Pediatrics- Psychiatry (CDC)**

Location: 5220 Claremont Avenue

Position Title: Office Assistant

### **Essential Functions:**

Ability to read/recognize key words and codes

Ability to communicate clearly with patients/good customer service skills

### **Main Tasks**

Update demographic data in Meditech database

Medical eligibility verification

Process new Regional Center reports-copy, file, mail

Charge reconciliation

Update problem list/enter data using Meditech

Prepare patient packets

Pull charts for next day patients

Fling

Clean and put away toys in the waiting room

Stock exam room near waiting area as needed

## **10) Medical Records/Health Information Services**

Location: Main Hospital

Position Title: Office Assistant

### **Essential Functions:**

Ability to read

Keyboarding and data entry a plus

Alphabetizing ability

Numeric filing ability

**Main Tasks**

Checking in medical records when they are returned to department

Looking missing medical records

Drop filing

Pulling medical records (hundreds daily) based on numerical filing system

Scanning registration documents into Meditech

Maintaining the chart room (keep neat and organized)

Maintaining Xerox machines

**Notes**

Filing requires some physical activity

**11) Audiology**

Location: 4<sup>th</sup> Floor Outpatient Building

Position Title: Office Assistant

**Essential Functions:**

Ability to read

Keyboarding and data entry a plus

Alphabetizing ability

**Main Tasks**

Sending out reports in order of priority

Filing patient charts

Closing Charts

Printing out envelopes using Meditech

Filing loose paperwork

Making photocopies

Organizing Charts

Entering Problem Lists into Meditech

Deliver charts to other departments and ask for signatures

**Notes**

Intern must be willing to work in different work spaces

Must be able to carry charts

Must be able to be quiet when Audiologist are testing

## **12) Pharmacy**

Location: 3rd Floor Main Hospital

Position Title: Office Assistant

### **Essential Functions:**

Ability to read

Ability to count

Organizational skills

Dexterity

### **Main Tasks:**

Verify narcotics logs from different departments

Sort expired products and medication

Prepare Medication for use by robot

Sorting financial statements of medications

### **Notes:**

Small and crowded work space

Must wear safety equipment for some tasks

## **13) Center for Vulnerable Children (CVC) (2 days a week)**

Location: Claremont Clinic

Position Title: Office Assistant

### **Essential Functions:**

Ability to recognize different types of paperwork

Organizational skills

Hand Dexterity

### **Main Tasks:**

Converting paperwork from old chart to a new universal chart

Filing

Photocopying

### **Notes:**

Works in an office with 3 other people

Work space does not have a computer

**14) Douglas Parking (No intern)**

Location: All over hospital grounds

Position Title: Courier Assistant

**Essential Functions**

Ability to carry objects

Active listening skills

Ability to recognize what needs to be picked up or dropped off

**Main Tasks**

Assist courier driver on their route

Pick up packages or specimens

Deliver packages or specimens

Learn to use the walkie talkie

Learn to use a pager

**Notes**

This position requires the ability to learn customer service skills. The person in this position will be interacting with hospital staff and patrons all day long.