

2024 UNDERGRADUATE INTERNSHIP APPLICATION



**GREATER NEW YORK HOSPITAL ASSOCIATION**

**SUMMER ENRICHMENT PROGRAM**

Promoting Racial and Ethnic Diversity in Health Care Management

# 2024 UNDERGRADUATE FACT SHEET

## ABOUT THE PROGRAM

The Summer Enrichment Program (SEP) is an internship that promotes racial and ethnic diversity in health care management and is supported by the Greater New York Hospital Association (GNYHA) and its members. The program is a ten-week internship during which interns are assigned to senior management staff at GNYHA member facilities to gain firsthand experience with the operations and management issues health care organizations face.

Selected 2024 SEP interns will engage in, at a minimum, a hybrid (in-person and virtual) experience with as much onsite work as possible. Selected interns should be prepared to work onsite at their host institution at least three days a week for the duration of the internship. Host sites will determine their intern schedule and location consistent with their policies and may require that their SEP intern be present onsite five days a week if desired. GNYHA will also provide educational and professional development programming for SEP interns throughout the summer, which will take place at GNYHA's midtown office.

## PURPOSE

The program promotes racial and ethnic diversity in health care management. Students from underrepresented racial and ethnic groups are strongly encouraged to apply.

## ELIGIBILITY

Applicants for this program must meet the following criteria:

- Must be classified as a fall 2024 junior or senior or a spring 2024 graduate
- Must have a strong academic record of 3.0 or better on a 4.0 scale
- Must show a sincere interest in and commitment to a career in health care management
- Must demonstrate excellence in extracurricular and community service activities
- Must be legally authorized to work in the United States

Only first-time participants will be considered for the program. SEP interns must provide proof of COVID-19 vaccination.

## THE PROCESS

**Phase 1:** Completed applications are reviewed and candidates are selected for an interview with GNYHA.

**Phase 2:** Students who successfully complete the GNYHA interview are selected for a second round of interviews with our participating member institutions. Interviews with member institutions are based on the interest of the student and institutional project availability.

**Phase 3:** Only students accepted by both GNYHA and the member institution are formally admitted into SEP.

Placement depends on which institutions participate in the program. Our members are located in New York City and the greater metropolitan area. GNYHA will also try to choose a location that is convenient by car or public transit for the student.

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Accepted students will attend an orientation from GNYHA at the start of the program. Additionally, each student will work individually with their host institution to process the appropriate documents for their summer employment.

## WHAT TO EXPECT

**The project:** Each intern's experience will be unique, but all interns will work on a project their host institution assigns to them for the duration of the summer. Interns will present their projects to GNYHA and hospital staff at the end of the summer.

### Types of projects interns have worked on:

#### Financial Analysis

Projects have required analyzing hospital spending/revenue data, evaluating payment structures, and helping to develop strategies to streamline expenditures.

- Revenue Enhancement in the Ambulatory Care Setting Through Improved Hospital-Physician Relationships
- Cost-Benefit Analysis of Various Clinical Programs
- Revenue Cycle Improvement
- Assessing Patient Volume, Hospital Staffing, and Revenue Generation
- Case Management/ Payer Denial Analysis

#### Operations Management

Projects have spanned various administrative health care functions, including budgets, staffing, and hospital policies and procedures.

- Laboratory Consolidation Project
- Performance Evaluation of QSight Inventory Management and Process Improvement Recommendations
- Continuous Performance Improvement Project
- LEAN Improvement Methods: Analysis of Three Rapid Improvement Events
- OR Turn-Over Time Analysis

#### Quality and Patient Safety

Projects have sought to measurably prevent errors, reduce harm, and improve patient experience and outcomes.

- Enhancing and Improving Patient Discharge Efficiency
- Advanced Access: Reducing Waiting and Delays in Primary Care
- Assessing LGBTQIA+ Patient Care Experience
- Managing Patient Flow: Barriers to the Discharge
- ED Referrals to Primary Care-Performance Analysis
- Resident Work Hours Survey

#### Compliance

Projects have included evaluating and helping to meet various regulatory/accrediting organization standards and audits.

- Assistance with Preparation for The Joint Commission (TJC)
- Gap Analysis for HIPAA Compliance
- Implementation of TJC Pain Management Standards
- Creation of a TJC Resource Guide
- Increasing Hand Hygiene and Personal Protective Equipment Compliance

#### Supply Chain

Projects have included standardization, monitoring, or evaluation of the flow of health care products, services, and supplies.

- Streamlining Supply Chain through Purchase Order Automation
- Wound Ostomy Product Standardization
- Supply Chain Sourcing: Value-Based Management
- Surgical Committee Reprocessing Initiative

#### Population Health Management

Projects have focused on analyzing or strategizing to improve health outcomes for a specific population and could include community-based intervention strategies.

- Evaluation of 30-Day Readmissions Data for Goals Set Forth by the Delivery System Reform Incentive Payment Program
- Improving Older Adult Care in the ED
- Developing a Framework to Help Prevent Opioid Misuse

**Mentorship and networking:** Each intern will be mentored throughout the program by their preceptor and GNYHA. Interns will also have the opportunity to meet various leaders in the health care industry through educational sessions provided by GNYHA.

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**Paid internship:** This internship is paid. The hourly wage, which will be at least minimum wage, is determined by the student's host institution.

**Lodging:** Interns are responsible for finding their own housing for the duration of the summer internship. GNYHA does not provide housing for interns.

## COMMITMENT

Students must be available Monday through Friday, from 9:00 a.m. to 5:00 p.m.

DATE*	EVENT
March 29, 2024	Application deadline; applications must be submitted by this date
May 2024	Interviews at GNYHA and internship site; matching process complete (internships assigned)
June 3, 2024	Program begins/half-day orientation with GNYHA
June–July 2024	GNYHA educational and professional development sessions
August 8, 2024	Final presentations and closing ceremony at GNYHA
August 9, 2024	Program ends

\* All dates are subject to modification.



*SEP seeks to promote racial and ethnic diversity in health care management.  
Students from underrepresented racial and ethnic groups are strongly encouraged to apply.*

# 2024 UNDERGRADUATE APPLICATION

## INSTRUCTIONS

Please complete this application by typing or printing legibly. If you need more space, please use additional sheets and identify each answer using the corresponding letters on the application. A resume or curriculum vitae is not an acceptable alternative to a complete application. Refer to the checklist at the end of the application to ensure that it is complete.

The program seeks to promote diversity and inclusion in health care management. Students from underrepresented racial and ethnic groups are strongly encouraged to apply.

Please submit completed applications and all required documentation to [sep@gnyha.org](mailto:sep@gnyha.org).

Please use the following format for your subject line: “[Last name], [First Name] SEP 2024”

Application deadline: March 29, 2024

## A. PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Ethnicity (optional):

Do you identify as Hispanic or Latino/a?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Race (optional):

Which category best describes your race?

\_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ White  
\_\_\_\_\_ Asian \_\_\_\_\_ Other (please provide additional information):  
\_\_\_\_\_ Black or African American \_\_\_\_\_  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

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## Present Address:

Street Address

Apt

City

State

Zip Code

## Permanent/Mailing Address:

Street Address

Apt

City

State

Zip Code

## Contact Information:

Home Phone

Mobile Phone

E-mail Address

## B. ACADEMIC INFORMATION

In addition to completing the information below, you will be required to submit proof of enrollment in your undergraduate school program (an official letter from the school indicating enrollment status), as well as all official transcripts from all schools attended.

### I am classified as a (please check one):

\_\_\_\_\_ Full-time undergraduate student

\_\_\_\_\_ Part-time undergraduate student (number of hours: \_\_\_\_\_)

## Undergraduate Information:

Name of Academic Institution

City

State

Zip Code

Major

Grade Point Average (cumulative)

Date of Graduation

# 2024 UNDERGRADUATE APPLICATION

## Dates of Attendance:

\_\_\_\_\_ — \_\_\_\_\_  
From To

## Term Dates:

\_\_\_\_\_ — \_\_\_\_\_  
Classes end for Spring 2024

\_\_\_\_\_ — \_\_\_\_\_  
Classes begin for Fall 2024

## C. TRANSPORTATION AND HOUSING REQUIREMENTS

Applicants to this program will be placed in New York City or in the surrounding area. Interns are responsible for obtaining housing in New York City or in the surrounding area.

Some of the placements within the program are outside New York City—for example, Long Island. In the event that you are placed in one of these sites, would you have access to a car?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## D. PERSONAL STATEMENT

On a separate sheet of paper, please prepare a personal statement, *maximum of 500 words*, stating the following:

- Interest in health care management
- Experience to date, including work and service history
- Career goals
- Three major objectives for your internship

## E. RESUME

Please provide your resume as a separate component.

## F. TRANSCRIPTS

Official transcripts from **all** colleges and universities are required. Transcripts may be sent by mail or electronically to [sep@gnyha.org](mailto:sep@gnyha.org), but must come directly from the school. Forwarded transcripts will not be accepted.

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## E. RECOMMENDATIONS

Choose at least three (3) people as references who are knowledgeable about your abilities and performance. Select at least one faculty member, one supervisor, and one volunteer community service supervisor. Recommendations are not limited to these individuals. Personal recommendations from family members or friends will not be accepted.

Print your name on the reference form included in this application packet and send one to each of your references. The reference forms may be copied. To ensure prompt processing of your application, please follow up with your references to confirm that they return the completed forms to you or submit them directly to GNYHA before the application deadline.

**Only complete applications will be reviewed. There are no exceptions.**

I certify that the information given herein is true and complete to the best of my knowledge. I authorize verification of all information in this application as it relates to the selection process.

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Signature

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Date

**How did you hear about the Summer Enrichment Program?**

Friend

Faculty

Parent

GNYHA Website

SEP Alumni

School Fair

Other (Please list): \_\_\_\_\_



# 2024 UNDERGRADUATE APPLICATION CHECKLIST

## APPLICATION CHECKLIST

Use the following list to be sure that you have all the documents needed to be considered for participation in SEP:

- \_\_\_ Original application and all other required documents. (*Only properly completed applications will be considered.*)
  
- \_\_\_ Proof of enrollment or acceptance into an undergraduate school program (letter from your college or university indicating enrollment status).
  
- \_\_\_ Complete official transcripts from all colleges and universities attended. Official transcripts are sealed by the school or electronically submitted from the school.
  
- \_\_\_ Personal statement, *maximum of 500 words*, stating:
  - Interest in health care management
  - Experience to date, including work and service history
  - Career goals
  - Three major objectives for your internship
  
- \_\_\_ Three (3) completed **recommendation forms** submitted by a faculty member, employer, volunteer service supervisor, or an equivalent source. References may submit recommendations directly to GNYHA, but they must be submitted by the application deadline.
  
- \_\_\_ Complete resume, including volunteer and community service experience.

Please submit completed applications and all required documentation to [sep@gnyha.org](mailto:sep@gnyha.org).

Please use the following format for your subject line: “[Last name], [First Name] SEP 2024”

Application deadline: March 29, 2024

### SEP Program Contact:

Alejandra Diaz-Houston

Assistant Vice President, Health Equity Policy Analysis

Greater New York Hospital Association

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