



Intern Job Description

Intern Position Title: Healthcare Quality Improvement Intern

Purpose/objective: The Healthcare Quality Improvement Intern will assist the Clinic Director in Quality Improvement Initiatives. The Healthcare Quality Improvement Intern is vital to the continued growth and improvement of the clinic. Healthcare Interns will work with various organizations (consultants) as well as all departments within the clinic to evaluate clinic operations/initiatives and suggest improvements and processes to build efficiencies and increase capacity. This is a non-paid position.

Location: Open Door Clinic within UMWC 1390 Capital Blvd. Raleigh NC, 27603

Key responsibilities: (Include, but are not limited to)

1. Meeting with Clinic Coordinator and consultants to discuss best ways to implement quality improvement initiatives within the clinic
2. Work with all departments in the clinic to evaluate their processes and propose ways to improve these processes and work flows
3. Work alongside the Clinic Coordinator and Director to identify, implement, and evaluate clinic initiatives

Skills & interests: Business Administration, Healthcare Administration, Business Strategy and Problem solving ADD Pre-Health

Time commitment: 16 hours per week preferred ADD more if available

Schedule: Available shifts are Monday-Thursday between the hours of 9am-5pm

Training/support provided: Training will be conducted during the first several shifts. Staff will always be around for support.

Benefits: Experience the administration work it takes to run a Primary Care Clinic.

Intern Supervisor: UMWC Clinic Director; Dr. Lucy Vidal-Barreto