

## 2024 Summer Student Internship – Submit a Project Proposal

The Call for Project Proposals closes on December 19, 2023. **All project proposals must be submitted through the online form:** <https://healthqualitybc.ca/sharpen-your-skills/internships/project-proposals/>

Questions about the Summer Student Internships and this call for proposals can be directed to [learning@healthqualitybc.ca](mailto:learning@healthqualitybc.ca)

### Section 1 - Contact Information

**Name:** (Required – text box)

**Business Email:** (Required – text box)

**Business Phone:** (Required – text box)

**Position Title:** (Required – text box)

**Organization** (Required – select one)

- First Nations Health Authority
- Fraser Health Authority
- Interior Health Authority
- Island Health Authority
- Northern Health Authority
- Providence Health Care
- Vancouver Coastal Health
- Other

\*If “other” is selected\* **Please specify your organization** (Required – text box)

**Department** (Optional – text box)

## Section 2 - Project Information

**Project Title** (Required – text box)

### **Project Aim Statement**

All improvement projects should have an aim statement outlining what they are trying to accomplish. What is this project's aim statement?

Read [this article](#) from the Institute for Healthcare Improvement for more information and examples. (Required – text box – 500 characters max)

### **Project Description**

Provide a brief description of the project including the problem you are trying to address and if applicable, work to date. (Required – text box – 2000 characters max)

### **Project Team**

Please describe the project team including its size, the breakdown of professions, and how the team will support the student intern. Include the name of any team members already known. (Required – text box – 2000 characters max)

### **Measurement Plan**

Please describe how this improvement project will utilize data to measure its impact and progress towards the aim statement. (Required – text box – 2000 characters max)

### **Patient/Public Engagement**

Does this project include patient and/or public engagement? If yes, please describe the engagement plan. (Required – text box – 2000 characters max)

### **Dimension of Quality**

What dimension of quality **best** describes this project? See the [BC Health Quality Matrix](#) for information on Dimensions of Quality. (Required – select one choice)

- Respect
- Safety
- Accessibility
- Appropriateness
- Effectiveness
- Equity
- Efficiency

### **Area of Care**

What area of care **best** describes this project? See the [BC Health Quality Matrix](#) for information on Areas of Care. (Required – select one choice)

- Optimizing the early years
- Strengthening health & wellness
- Returning to health & wellness
- Living with illness or disability
- Coping with the transition from life

### **Diversity, Equity, and Inclusion**

HQBC is committed to the principles of equity, diversity, and inclusivity. In supporting quality improvement initiatives across the province, we strive to promote projects focusing on anti-racism, Indigenous cultural safety and humility, justice, equity, diversity, and inclusion to support positive healthcare experiences. We recognize that there are a variety of opportunities and care area experiences that contribute to the overall vision of quality improvement in healthcare. We encourage project proposals that address the above principles, and invite you to include how your project addresses and/or contributes to the further diversification, disparities in healthcare, etc.  
(Optional – text box – 2000 characters max)

## **Section 3 – Internship Information**

### **Learning Objectives**

What are the intended learning objectives for the student intern during this project? (Required – text box – 1000 characters max)

### **Student Intern Deliverables**

What will the student intern be responsible for accomplishing on your project? How will the student contribute to the project outcome(s)? (Required – text box – 2000 characters max)

### **Skills and Experience**

What skills and experience are you looking for in a student intern? See page 4 of this document for examples from past student intern job descriptions.

**Required** skills and experience (Required – text box – 10 skills max)

**Preferred** skills and experience (Optional – text box – 10 skills max)

### **Work Location**

What options will the student intern have for work location? Please select all that apply. (Required – select all that apply)

- Exclusively remote (100% remote work)
- Hybrid (remote and in-person work)
- Exclusively in-person
- Other

\*If “other” is selected\* **Please describe the other work location.** (Required – text box)

\*If “hybrid” or “fully in-person” selected\* **What is the location of the in-person work (i.e., city)?**  
(Required – text box)

### **Work Hours**

The student internship is approximately 450 hours over 4 months (approximately 0.7 FTE). The successful student intern and the project lead will be responsible for determining the work hours of the internship. Typically, these are within working hours (i.e., 8am to 5pm, Monday to Friday).

**Are there any specific times you require the student intern to be available?** (Optional – text box – 500 characters max)

**Required Equipment**

HQBC does not supply any equipment for this internship. It is your organization's role to supply any specialized equipment and software to the student for the duration of the internship.

**Is there any equipment other than a personal computer and a good internet connection that the student will need to provide?** (Optional – text box – 500 characters max)

**Additional Information:**

Any relevant information not included above. (Optional – text box – 1000 characters max)