

# INTERN TIPS & TRICKS

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## A day in the life of an intern:

- Round on patients and answer call lights
- Create a slideshows presentations
- Collect data to enter into a spreadsheet
- Make file folders for new employees
- Put together admissions packets
- Help with engagement surveys
- File paperwork into order
- Inspect patient rooms for repairs
- Assist with cleaning unit floors
- Organize a storage area or closet
- Place mail in mail-boxes
- Enter Hero Cards on-to StaffHub
- Write Hero Cards for discharge comments
- Give caregivers badges on Successfactors
- Restock Hero Cards, glove compartments, etc.
- Assist with Nurse Week Recognition
- Help with fun, special projects around the unit
- Work on improving unit culture
- Be a smiling face for your patients and caregivers!

## What can leaders do for interns?

- Bring interns to staff meeting and huddles
- Give them the opportunity to enjoy patient interaction by letting interns read to patients, play cards, have a conversation, etc.
- Let them observe patient interaction by bringing them along during rounding
- Be a mentor and networking contact in different fields of interest

Feel free to expand on this list and take the opportunity to further engage with your leaders on the unit floor. Although this list may not be applicable to everyone, we hope that you get some great ideas from it. The intern's duty is to better assist leaders, managers, charge nurses and nurses, as well as interact in a learning environment that will better prepare you for your professional careers.