

**Organization:** Neuroscience (MaineHealth)

**Organization Location:** 22 Bramhall St., Maine General Building Room 2650, Portland, ME 04102

**Work Location:** Hybrid

**About the Organization:** The Neuroscience Institute provides the highest quality care for people with neurological disorders. Our flagship hospital, MaineHealth Maine Medical Center, Portland is nationally-recognized for our care of complex conditions such as stroke, brain cancer, epilepsy and brain/spine trauma.

Our expert team of physicians, surgeons, nurses, radiologists, rehabilitation therapists and patient navigators collaborate to achieve the best possible patient outcomes. From diagnosis to treatment to rehabilitation to recovery; patients are supported by decades of experience, leading-edge technology and personalized care.

**Internship Title:** Neuroscience Intern

**Number of Positions Available:** 2

**Internship Description:** Under minimal supervision, interns will provide administrative and project support to the Neuroscience Department. May include organizing and maintaining files, updating electronic systems, assisting with communications, tracking department information and managing data.

There will be two unique Neuroscience Intern roles offered and the final descriptions are currently still being developed by Neuroscience providers.

Some job components are as follows.

#### Patient Safety

- Job shadow clinical staff at MMC to understand quality improvement and patient care.
- Interview clinical staff regarding their experiences with patient care.

#### Administrative

- Enter data using Excel, Access, SAS, or other programs.
- Manage and manipulate data for projects.
- Work with hospital IS staff to obtain and analyze EMR data as appropriate.
- Conduct statistical analysis of data for specific projects.
- Develop computer simulation models of clinical care/workflows.
  
- Develop data analytic reports for diverse stakeholders.

**Knowledge, Skills, Abilities and Qualifications:**

1. High school education preferred.
2. Strong English verbal and written communications.
3. Must work independently, take initiative to complete assigned projects with minimal direction, and be able to prioritize tasks within an assigned project.
4. Working knowledge of Microsoft Office products.
5. Ability to maintain confidentiality in the performance of duties.

**Rate of Pay:** \$16/hour**Time Commitment:** 20 hours weekly per intern

**Other logistics to consider:** These roles provide excellent opportunities for an intern to participate in valuable multi-disciplinary projects that make measurable effects on patient outcomes.

*\*Please note: Internships **do not** provide housing. Housing is the student's responsibility upon acceptance of an internship offer, unless otherwise stated in the above description.*