

Instructions for Student Internships – must be completing a college course for credit during the time period you are interning

Prior to submitting an application, please note the following requirements:

1. Candidates must be at least 18 years or older.
2. Fill out the Office of Research Affairs Internship portal:
https://ufl.qualtrics.com/jfe/form/SV_6lBphenMXsYoaCV
 - a. If you have a faculty or staff member you have already been in contact with, you will list their name at the end of the survey.
 - b. If you do not have a UF-Jacksonville contact yet, ORA will assist you in matching with a department, if one is available.

Application

1. UFCOM-J Request to Observe Patient Care form. Fill out:
 - a. Intern Information
 - b. In box 3, initial the first statement
2. Create a UFID (if you do not already have one from applying to UF, being a student at UF, or working for UF)
3. Complete the HIPAA training course at mytraining.hr.ufl.edu
4. Fill out the UFID/Person of Interest Request form after you have your UFID.

Send the above documents to the department you will be working with.

Department Responsibilities

The faculty member who sponsors the student is responsible for their oversight including what information they are able to access and how they access it. The faculty member is responsible for ensuring the student is maintaining confidentiality and following university policies regarding data management.

1. Fill out the remainder of the UFCOM-J Request to Observe Patient Care form, including signature of the sponsoring faculty member.
2. Sign the UFID/Person of Interest Request form.
3. Create a Letter of Invitation on department letterhead that includes the description of the tasks and activities the intern will complete, and how they will interact with patient information that must be signed by the sponsoring faculty member.
4. Send a complete packet to ORA@jax.ufl.edu for UF COM-J sign off.