

APRIL 4, 2013

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**FOR MORE INFORMATION:**

**Dorothy F. Teeter, Director, Health Care Authority, 360-725-1040**

**Nathan Johnson, Asst. Director, Health Care Policy, HCA 360-725-0857**

**Kari Leitch, Administrator, Office of Health Innovation and Reform 360-725-0858**

## **Health Care Authority seeks applications for new health policy internship**

OLYMPIA – An internship opportunity that will provide a graduate student the opportunity to work on cutting-edge health care improvement is now available through Washington State’s Health Care Authority, which operates both the Medicaid program and Public Employees Benefits.

“This will be a unique opportunity for professional and graduate school students to work in health policy analysis and research at a critical time for our state,” said Dorothy F. Teeter, Director of the Health Care Authority. “Our intent is to provide the intern with experience in a broad spectrum of health reform policy formulation, deliberations and review.”

Applications for the unpaid internship are due to the Health Care Authority by April 30, 2013. Application instructions and a job description are posted on the agency’s website at <http://www.hca.wa.gov>. The 12-week internship opportunity will begin in early June and end in late August, with flexibility around the successful applicant’s school or personal schedules.

Nathan Johnson, Assistant Director for Health Care Policy, will be the executive sponsor of the internship, which will be supervised by Kari Leitch, Administrator for the Office of Health Innovation and Reform.

Johnson said the agency plans on awarding the internship to three qualified students by mid-May.

**FOR MORE INFORMATION OR BACKGROUND:**

Jim Stevenson, Communications, HCA 360-725-1915 [jim.stevenson@hca.wa.gov](mailto:jim.stevenson@hca.wa.gov)

Beth Luce, Communications, HCA 360-725-0867 [elisibeth.luce@hca.wa.gov](mailto:elisibeth.luce@hca.wa.gov)

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*The Health Care Authority does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, sexual orientation, age, veteran’s status or the presence of any physical, sensory or mental disability.*

## **Washington State Health Care Authority Health Policy Intern Job Title and Description**

This Internship opportunity is intended for graduate and professional degree students who are considering a career in government and who feel a passion or calling for public service in health policy or health care administration.

The Health Policy Intern will perform support analyst functions, such as conduct literature searches, perform reviews of health care reform reports, analyze health care draft policy documents, and assist with or prepare written documents supporting executive decisions.

The Intern will work closely with lead staff and will contribute to a wide range of deliverable materials, including letters, issue briefs, fact sheets, formal reports, concept or white papers, legislative tracking, memos, etc. The Intern will attend internal and external policy meetings, stakeholder events, and briefings in the Olympia area and at other locations within the state.

This position requires the ability to perform research rapidly, to assimilate information quickly, and to analyze issues critically. The candidate should also be able to demonstrate flexibility and the ability to multi-task effectively.

The Internship is typically scheduled for 20 hours a week for a period of up to twelve weeks or as agreed to between the HCA and Intern Candidate. This experience is also intended to integrate and enhance the Intern's educational experience.

### **Objectives**

The Internship will provide an opportunity to participate in the administration of state health care programs, health policy development, and activities at the HCA that may include:

- Orientation to Washington State executive health policy leadership and related work assignments.
- Exposure to HCA health policy analysis, program development, and public policy evaluation methodologies.
- Experiences that demonstrate the role an executive agency can play to inform, promote, facilitate and/or affect public policy.
- Observing how the Executive and Legislative branches develop a health care policy agenda and how it is operationalized by the HCA.
- Meaningful assignments and work products to support HCA policy work, and apply skills to goal-based projects in the range of competency areas specified by the student's school's curriculum.
- Shadowing and conducting informational interviews with HCA staff across a wide range of public policy and public health disciplines.
- Attendance at public policy discussions, stakeholder meetings and events, and webinars.
- Coordination of meetings with health care policy experts/practitioners.

### **Duties and Responsibilities**

- With preceptor/supervisor guidance and consultation, complete a required Internship Agreement with learning objectives by week one of the Internship.
- Work independently and in cross-functional teams on priority projects.
- Conduct basic qualitative and quantitative research on specific health care issues.
- Write and/or edit updates and summaries for lead analysts or managers.
- Participate in interactions with policymakers and government officials.
- Review applicable federal and state policies and regulations associated with specific health or health program policies and operations.

- Assist with or prepare working papers to document policy scope and impacts of health care policies and regulations on HCA programs.
- Demonstrate effective communication skills, basic data gathering, preliminary research, assist with policy analysis and basic reporting.
- Maintain security and confidentiality of proprietary and state documents, any protected health information, and discussions when analyzing material. Comply with the HCA Confidentiality Agreement as well as HIPAA regulations for health information privacy, security, and confidentiality.
- Provide feedback to assigned preceptor and Internship staff on the experience and program.
- Maintain thorough electronic documentation.
- Additional responsibilities as assigned.

### **Skills, Experience, and Other Job Related Requirements**

- Strong analytical and problem solving skills.
- Demonstrated interest in the health care policy or health care administration field.
- Ability to conduct basic review of statutory/regulatory or other policy language and identify or apply requirements.
- Strong work ethic, desire to learn, and intellectual curiosity about the health care system.
- Effective and demonstrated oral/written communication skills and outstanding interpersonal skills.
- Ability to learn, understand and explain complex issues, sound judgment, creativity, enthusiasm, diplomacy, flexibility, and able to manage multiple deadlines and prioritize assignments.
- Strong computer aptitude, with at least proficient use of Microsoft Office Suite.

### **Requirements**

Internship candidates must meet the requirements below:

- Graduate or professional degree student, currently enrolled in good academic standing at an accredited college or university with an interest in health care policy, health law, public health, health care administration, or related discipline.
- Sign and comply with a confidentiality and non-disclosure agreement.
- Pass a Washington State background check.
- Complete and submit a required Internship application (see below).

### **Internship Application**

Cut-off date for Internship applications: April 30, 2013

Internship period: June 3, 2013 – August 30, 2013 (unless otherwise arranged between the Intern and the HCA)

The following must be included as attachments with the required application and sent to

[karen.brocha@hca.wa.gov](mailto:karen.brocha@hca.wa.gov)

- 1-2 page curriculum vitae or resume.
- Unofficial transcript.
- Essay (500 words or less) addressing your goals and objectives for the Internship as well as any specific competencies you wish to develop or strengthen. Please note any required special accommodation needs in your essay.
- Two letters of recommendation from institution preceptors, mentors, or faculty who can attest to the candidate's potential and academic preparation.

## Selection Process

Applications for this summer Internship will be considered as part of a selection process conducted soon after the cut-off date of April 30, 2013.

- A selection and interview panel will review applications and make recommendations for selection. The following criteria will be considered:
  - Related work experience, goals, and interests.
  - Course of study, subjects completed, and grade achieved.
  - Other academic qualifications.
- Successful candidates will be notified as soon as possible after panel selection and a telephonic or in-person interview scheduled at that time.

## Work Hours and Environment

- Duration: Twelve weeks unless otherwise arranged between the HCA and Intern Candidate. June 3, 2013 – August 30, 2013. Variations to the proposed duration can be arranged by exception between the Intern and the HCA.
- Hours: At least 20 hours per week, normally between 8:00 AM and 5:00 PM or as agreed to with Internship preceptor.
- Work Environment: Typically work in a cubicle office environment or shared work space, dress is business casual. There may be instances where formal business attire is required.
- Travel: There may be some travel to stakeholder or policymaker meetings and events.
- Compensation/Travel: Unpaid Internship. Travel reimbursements when travel is required are based on approved state reimbursement schedule.
- Special Accommodations: Please note any required special accommodation needs in your essay.

## Evaluation

- Selected Interns will receive an incoming orientation and discuss the evaluation criteria, methods, and tools at that time.
- An Internship Agreement is due on the first week of the Intern's placement at the HCA and is to be completed with preceptor guidance and consultation.
- Preceptors will provide a comprehensive review of each Intern and provide a written review. This will occur mid-term into the Internship and on the last week of the Internship. The HCA Policy Director will also provide comments in the Intern's final evaluation.
- A final assignment is required and will be included as an objective in the Internship Agreement.
- Candidates will also provide a written review and evaluation of the Internship experience as well as have an opportunity to debrief with their preceptor and key Internship staff.

# Washington State Health Care Authority Health Policy Internship Program

## Introduction and Internship Expectations

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The Washington State Health Care Authority is seeking applicants for the Health Policy Internship Program. Health Policy Interns enrolled in professional or graduate degree studies will complete a twelve week rotation within the HCA's Health Care Policy Division.

The HCA Health Policy Internship provides an unparalleled opportunity for professional growth and development as a public policy or health care administration practitioner and will prepare the Intern for meaningful health care policy engagement and leadership.

The Intern will have frequent contact with Washington State's health policy and health care administration experts in the wide range of health policy disciplines including: health policy formulation, health care purchasing and model development, health care financing, stakeholder and policy maker management, and health program analysis and evaluation.

The Intern will have an opportunity to participate in activities that may include:

- Orientation to Washington State executive health policy leadership and corresponding assignments.
- Attendance at public policy discussions, stakeholder meetings and events, and webinars on emergent health policy topics.
- Exposure to HCA health policy analysis, program development, and public policy evaluation methodologies.

## Program Objectives

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The HCA is pleased to offer this Internship that can provide unique opportunities to gain hands-on experience in the fields of health policy and health care administration. Enthusiastic professional and graduate school students from related fields of study are encouraged to apply. You will work hard, learn much, and directly contribute to the HCA's effectiveness on its state and federal priorities.

HCA Interns will play an integral role in helping advance the HCA's health policy and health care program administration priorities. Working with HCA staff, an Intern could expect to assist with or perform vital health policy analysis and research on legislation and federal and state agency matters; write on a variety of subjects for high-level audiences; assist with stakeholder or policy maker events; communicate with policy makers, agency liaisons, and constituents; attend high-level public policy meetings; and undertake special short-term projects to advance the HCA's public policy goals. This experience is also intended to integrate and enhance the Intern's educational experience. Specific duties will vary depending on needs and Intern qualifications.

To this end, the experience will contribute to:

1. Developing the health policy workforce by preparing future health policy analysts and leaders.
2. Strengthening the HCA's partnership with institutions of higher learning and the pipeline of health policy professionals.
3. Orienting the future health policy workforce to the HCA's mission, programs, and leadership.

## Description of Duties

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Although specific projects of the Health Policy Intern will depend on initiatives within the Health Care Policy Division, the following provide an idea of the scope and breadth of the Intern's expected work at the HCA.

- Engage in meaningful assignments and work deliverables that support policy development activities for HCA programs and projects.
- Shadow and conduct informational interviews with key HCA staff across a wide range of health policy and public health discipline.
- Participate in designated HCA health policy activities, webinars, and related staff development activities.
- Plan and coordinate meetings of health policy experts/practitioners.

## Compensation

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The Health Policy Internship at the HCA is an unpaid Internship experience for graduate or professional degree students in good standing at an accredited university, with preference for Washington State institutions.

## Application

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Students who are interested in participating in a Health Policy Internship at the HCA may contact Karen Brocha, Executive Assistant at the HCA, at [karen.brocha@hca.wa.gov](mailto:karen.brocha@hca.wa.gov)

Internship candidates must meet the requirements below:

- Graduate or professional degree student enrolled in good academic standing at an accredited college or university with an interest in health care policy, health law, public health, health care administration, or related discipline.
- Submit a complete Internship Application.
- Sign and comply with a confidentiality and non-disclosure agreement.
- Pass a Washington State background check.

Cutoff for applications is April 30, 2013, for the Internship period commencing June 3, 2013, and ending August 30, 2013. Variations to the proposed start date and duration can be arranged between the prospective Intern and the HCA.

The following must be included and attached with the required application and submitted by e-mail. The subject line of your e-mail message should read "*Health Policy Internship*" and required documents e-mailed to: [karen.brocha@hca.wa.gov](mailto:karen.brocha@hca.wa.gov)

- 1-2 page curriculum vitae or resume.
- Unofficial transcript.
- Attach an essay (500 words or less) addressing your goals and objectives for the Internship as well as any specific competencies you wish to develop or strengthen. Please note any required special accommodations or needs in your essay.
- Two letters of recommendation from learning institution preceptors, mentors, or faculty that can attest to the candidate's potential and academic preparation.
- Successful candidates will be notified as soon as possible after panel selection and a telephonic or in-person interview scheduled at that time.