

**Undergraduate Health Leadership Initiative
2024 Summer Internship Program**

**Maine Medical Center Neuroscience Institute
22 Bramhall Street, MGB 2
Portland, ME 04101**



About the Organization: MaineHealth is a not-for-profit integrated health system whose vision is, “Working together so our communities are the healthiest in America.” It consists of nine local health systems, a comprehensive behavioral health care network, diagnostic services, home health agencies, and 1,700 employed providers working together through the MaineHealth Medical Group. With approximately 22,000 employees, MaineHealth provides preventive care, diagnosis and treatment to 1.1 million residents in Maine and New Hampshire. The Neuroscience Institute provides the highest quality care for people with neurological disorders. Our flagship hospital Maine Medical Center is nationally-recognized for 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 collaborates 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: 1

Internship Description: Under minimal supervision, provides 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. 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. Working in conjunction with the Analytics Team, develop Surgical Databases for Epilepsy and Neurosurgery Patients for research, accreditation, and regulatory requirements: A. Epilepsy Program Intern: 1. Post Operative Epilepsy Patients 2. Epilepsy Monitoring Unit Patients 3. Research metrics regarding changes in cognitive examination, financial costs of screening, follow up imaging, visits, etc. B. Neurosurgical Team Inten: 1. Pre/Post Operative Brain Tumor Patients 2. Interventional Stroke Patients 3. Research metrics regarding patient experience, access to care outside the system, financial costs, follow up imaging, visits, etc.

Knowledge, Skills, Abilities and Qualifications: Strong English verbal and written communications. Must work independently, take initiative to complete assigned projects with minimal direction, and be able to prioritize tasks within an assigned project. Working knowledge of Microsoft Office products. Ability to maintain confidentiality in the performance of duties.

Stipend: \$17.00/hour

Work Location: Hybrid

Time Commitment: 20 hours per week

Other logistical issues to be considered: Please note, housing is not provided.