

Intern On-site Orientation

Intern: _____

Supervisor: _____

Site: _____

During your first meetings with your intern, please take time to cover the following items, and any others that you believe are relevant, as part of an orientation. The items below are related to our program accreditation, so please initial and return the form with the intern, when the orientation has been completed.

Initial

- _____ Please introduce your intern to colleagues in the unit, and others important to their success (e.g., principal, program directors, support staff, etc.).
- _____ Please discuss the roles and functions of the intern and counselors in your setting, including the relationships between counselors and other professionals, including interdisciplinary teams.
- _____ Please discuss how the intern and counselor in your setting support the overall mission of the school/agency in which you work.
- _____ Please discuss how you would prefer the intern call on you for support and supervision, outside of your regularly schedule weekly session.
- _____ Please discuss the typical internal and external resources that are a regular part of your work, and how referrals to those resources are made.
- _____ Please discuss the process for recording and maintaining documentation works in your setting.

- _____ Please discuss the role of testing and appraisal in your setting, including the intern's and counselor's role in administering and interpreting screening and assessment instruments.
- _____ Please discuss any special initiatives (e.g., grants, special programs, relationships with other providers) that are designed to enhance the services available in your setting.
- _____ Please discuss the operation of the school/agency emergency management plan and the roles and responsibilities of the intern and counselor during crises, disasters, and other trauma-causing events.
- _____ Please discuss the Child Protective Services, mandated reporting protocol for suspected instances of child abuse or neglect. Please note the specific requirements for certain settings:

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.
If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, **who shall make such report forthwith.** If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.