

INTERNSHIP CONTRACT

Between Clinical Instructor (CI) and Lactation Consultant Intern (LCI)

The following is a contract between _____ (CI) and _____ (LCI) executed on this day of _____ for _____ (CI) to provide services as a Clinical Instructor to _____ (LCI) in pursuit of breastfeeding consultancy clinical hours.

The principle site of this supervised clinical experience will be at: _____ (address of hospital or clinic)

This contract covers the program described in **Appendix A** which is attached to this contract. This program is to begin on _____ (date) and will end on _____ (date).

The fee for this service will be _____ to be paid by _____ (date) or in installments of _____ to be paid on the following dates: _____, _____, _____.

Clinical Instructor Responsibilities:

1. The Clinical Instructor will provide the clinical experiences as described in Appendix B at the site so noted above or at the following site(s): _____ (address(es)).
2. The Clinical Instructor will assist the Intern in obtaining clinical experiences as outlined in *Clinical Experiences in Lactation: A Blueprint for Success (Blueprints)* at the off site campuses listed in Appendix C.
3. The Clinical Instructor will review and grade written work completed by the Intern within ____ working days of submission.
4. The Clinical Instructor will be available by telephone and in person during daily business hours to the Intern when the Intern is at off campus sites.
5. The Clinical Instructor will notify the Intern of all conferences and evaluations at least _____ days ahead of time.
6. The Clinical Instructor will schedule all the conferences listed in Appendix E with the Intern before the end of the program.
7. The Clinical Instructor will seek out situations that will provide the Intern with beneficial learning experiences.
8. The Clinical Instructor will provide appropriate guidance and counseling during supervised clinical hours and during scheduled evaluations.
9. The Clinical Instructor will review the Intern's log and records of experiences weekly.

Lactation Consultant Intern Responsibilities:

1. The Intern will abide by the rules, regulations, policies and procedures of the institutions and sites where any experiences are obtained.
2. The Intern will be totally and personally responsible for arranging off site clinical experiences as outlined in Blueprints and listed in Appendix D.
3. The Intern will submit written work to the Clinical Instructor within _____ working days.
4. The Intern will submit all written work neatly and in the following format (describe):

5. The Intern will follow the dress code described in the Intern orientation.
6. The Intern will follow the policy for calling in absent or ill as described in the Intern orientation.
7. The Intern will actively seek out beneficial learning experiences.
8. The Intern will maintain a professional appearance and demeanor at all times and on all sites.

Clinical Instructor

Date

Lactation Consultant Intern

Date

Attachments: Appendix A
Appendix B
Appendix C
Appendix D
Appendix E

Internship Contract Appendices

APPENDIX A — Describe in detail the program that will be provided for Intern.

Example: *The program will consist of ___ supervised clinical hours.*

APPENDIX B — Describe in detail the expected clinical experiences to be obtained and at which sites.

Example: *All experiences which are hospital based or outpatient lactation clinic based will take place at the home site listed on this contract with the exception of the NICU experience for which (name of facility) will be utilized.*

APPENDIX C — List and describe in detail which off site experience the Clinical Instructor will assist the Intern in obtaining.

Example: *Pediatric office experience C (name of pediatric practice)*
WIC/Public Health C (name and location of clinic)
Two hospitals maternity units (name of each hospital)

APPENDIX D — List the off site experiences that the Intern will have full responsibility for obtaining.

Example: *Observing and teaching breastfeeding classes*
Observing childbirth classes
Attending mother to mother support group

APPENDIX E — List all education/discussion conferences to be held during the Intern's program.

Example: *List the conferences which are detailed in the syllabus. The Clinical Instructor may add additional conferences that she intends to have with the Intern.*