

Assignment Descriptions

Dental: Work in the dental department to organize dental internship applications in accordance with the Human Resources checklist, make copies of the application packet, send originals to the HR department. Create Intern files and file the copies within dental department administrative office. Track orders and file invoices by chronological order for dental lab equipment and other office supplies. Update all dental office forms and save them as PDF files as needed by the supervisor. Call to confirm, cancel or reschedule all appointments for the supervisor as directed.

Canteen: Greet and help customers as needed. Restock beverages and foods in the refrigerator as directed by the supervisor. Conduct an inventory of food items and inform supervisor of supplies that are running low. Manage the deli counter and make deli sandwiches/wraps according to customer orders during lunch hours. Break down salad bar and help clean the canteen at the end of the day as directed by the supervisor.

Research and Development: MVP Research: Work on the research compliance team to pull out the MVP participant HIPPA consent forms and fax them to the study headquarters in Boston, MA. Attach the fax report with confirmed four pages faxed and then file the participant application in the reports binder in chronological order by participation date.

DoD Research: Enter and save all patient interviews conducted by the DoD research coordinator into the research database as encrypted files. Also enter data for patient screening to determine if the patient is an appropriate research subject.

Fisher House: Manage the front desk, answer phone calls, and greet guests under supervision of the supervisor. Conduct inventory, organize, and/or restock breakfast items in the kitchen as directed by the supervisor. Issue and collect parking placards to guests during their stay at the Fisher House. Occasionally help special projects as directed by supervisor.

Retail: Greet and help customers as needed. Refrigerate beverages in the retail store. Stock other retail merchandise on retail store shelves as directed by the supervisor. Conduct an inventory of supplies and inform supervisor of supplies that are running low. Manage shipping and receiving database for the hospital retail shop as well as online army store under close supervision of the retail supervisor.

Web Development: Transcribe interviews conducted by extended care department with new resident students. Design new resident schedules update their assignments and supervisor information in the hospital database.

Conduct QA of videos: watch them to make sure that there are no bloopers, document who is in the videos and keep short notes of what the video is about and what the main points are.

Fire Safety Management: Look at various safety violation pictures taken by the green environmental program manager, assess the risk of each violation, and find the OSHA codes for each violation in the areas of health safety, environmental safety, electrical safety, personal protection, fire protection, site security, concrete operations etc. Collect meter reading and enter data of irrigation water consumed by the hospital every day. Plot the data on excel sheet to compare it with expected usage vs. actual usage.

IT: Work with IT technicians to troubleshoot technology related issues in various hospital departments. Install and update new software as needed. Network computers in various departments and install wifi as assigned by supervisor.

