

2025 Summer Student Internship – Submit a Project Proposal

(Intended for Project Leads)

Use this file as an outline to help you and your team prepare your project proposal application for the HQBC Summer Student Internship Program. The form provides the information required to complete the application and ensures your project is well-suited for consideration.

The Call for Project Proposals closes on **January 31, 2025**. Once you have gathered all the necessary information, please submit your proposal through the online form at: <https://healthqualitybc.ca/sharpen-your-skills/internships/project-proposals/>

Questions about the Summer Student Internships and this call for proposals can be directed to learning@healthqualitybc.ca

Section 1 - Contact Information

Name: (Required – text box)

Business Email: (Required – text box)

Business Phone: (Required – text box)

Position Title: (Required – text box)

Organization (Required – select one)

- First Nations Health Authority
- Fraser Health Authority
- Interior Health Authority
- Island Health Authority
- Northern Health Authority
- Providence Health Care
- Vancouver Coastal Health
- Other

If “other” is selected **Please specify your organization** (Required – text box)

Department (Optional – text box)

Section 2 - Project Information

Project Title (Required – text box)

Project Aim Statement

All improvement projects should have an aim statement outlining what they are trying to accomplish. What is this project's aim statement?

Read [this article](#) from the Institute for Healthcare Improvement for more information and examples.

(Required – text box – 500 characters max)

Project Description

Provide a brief description of the project including the problem you are trying to address and if applicable, work to date. (Required – text box – 2000 characters max)

Project Team

Please describe the project team including its size, the breakdown of professions, and how the team will support the student intern. Include the name of any team members already known. (Required – text box – 2000 characters max)

Measurement Plan

Please describe how this improvement project will utilize data to measure its impact and progress towards the aim statement. (Required – text box – 2000 characters max)

Patient/Public Engagement

Does this project include patient and/or public engagement? If yes, please describe the engagement plan. (Required – text box – 2000 characters max)

Dimension of Quality

What dimension of quality **best** describes this project? See the [BC Health Quality Matrix](#) for information on Dimensions of Quality. (Required – select one choice)

- Respect
- Safety
- Accessibility
- Appropriateness
- Effectiveness
- Equity
- Efficiency

Area of Care

What area of care **best** describes this project? See the [BC Health Quality Matrix](#) for information on Areas of Care. (Required – select one choice)

- Optimizing the early years
- Strengthening health & wellness
- Returning to health & wellness
- Living with illness or disability
- Coping with the transition from life

Diversity, Equity, and Inclusion

HQBC is committed to the principles of equity, diversity, and inclusivity. In supporting quality improvement initiatives across the province, we strive to promote projects focusing on anti-racism, Indigenous cultural safety and humility, justice, equity, diversity, and inclusion to support positive healthcare experiences. We recognize that there are a variety of opportunities and care area experiences that contribute to the overall vision of quality improvement in healthcare. We encourage project proposals that address the above principles, and invite you to include how your project addresses and/or contributes to the further diversification, disparities in healthcare, etc.

(Optional – text box – 2000 characters max)

Section 3 – Internship Information

Learning Objectives

What are the intended learning objectives for the student intern during this project? (Required – text box – 1000 characters max)

Student Intern Deliverables

What will the student intern be responsible for accomplishing on your project? How will the student contribute to the project outcome(s)? (Required – text box – 2000 characters max)

Skills and Experience

What skills and experience are you looking for in a student intern? See page 5 of this document, “*Example Skills – Summer Student Internships*” for examples from past student intern job descriptions.

Required skills and experience (Required – text box – 10 skills max)

Preferred skills and experience (Optional – text box – 10 skills max)

Work Location

What options will the student intern have for work location? Please select all that apply. (Required – select all that apply)

- Exclusively remote (100% remote work)
- Hybrid (remote and in-person work)
- Exclusively in-person
- Other

If “other” is selected **Please describe the other work location.** (Required – text box)

If “hybrid” or “fully in-person” selected **What is the location of the in-person work (i.e., city)?** (Required – text box)

Work Hours

The student internship is approximately 450 hours over 4 months (from May to August, approximately 0.7 FTE). The successful student intern and the project lead will be responsible for determining the work hours of the internship. Typically, these are within working hours (i.e., 8am to 5pm, Monday to Friday).

Are there any specific times you require the student intern to be available? (Optional – text box – 500 characters max)

Required Equipment

HQBC does not supply any equipment for this internship. It is your organization's role to supply any specialized equipment, organizational email addresses and software to the student for the duration of the internship.

Is there any equipment other than a personal computer and a good internet connection that the student will need to provide on their own? (Optional – text box – 500 characters max)

Additional Information:

Any relevant information not included above. (Optional – text box – 1000 characters max)

Example Skills – Summer Student Internships

This list is provided as an example of some of the skills and experience that have been identified for previous student interns. You are not required to select skills and experience from this list.

Communication Skills

- Strong written and verbal communication skills
- Proficient email communication
- Excellent interpersonal skills
- Ability to organize information from diverse stakeholders

Computer and Software Skills

- Working knowledge of Microsoft office tools including Word, Excel, Powerpoint and Outlook
- Working knowledge of **[required software]**
 - Examples: survey tools, learning management system, adobe suite, video editing, video conferencing platforms
- Experience working with databases

Cultural Competency

- Knowledge of cultural safety
- A personal commitment to cultural humility

Data Collection

- Ability to collect, analyze and report on quantitative and qualitative data
- Comfortable creating and administering surveys

Health Care Knowledge and Interest

- Interest in learning quality improvement methodology
- Basic knowledge of the health care system
- Basic knowledge of **[relevant topic area]**
 - Examples: acute care clinical settings, mental health system, maternal health, advance care planning etc.

Project Management

- Knowledge of project management principles

Work Style and Teamwork

- Ability to work independently
- Ability to work on a team of diverse stakeholders
- Ability to work under pressure

- Ability to handle changing priorities and deadlines
- Attention to detail
- Ability to set priorities
- Comfortable providing feedback and contributing to discussions about the project activities