

Internship at NZNO

Introduction

An internship is an educational or career development opportunity that provides practical experience in a field or discipline. An internship is a structured, short-term, supervised placement, often focused around particular tasks or projects with defined timescales. Interns gain enriched skills, new insights and new perspectives into an organisation, and the professional and other roles within an organisation. Internships are normally undertaken by students from further, higher or adult education during holiday periods, in between courses or when they have finished their course. Internships are also commonly undertaken by adults who wish to pursue a new career path or learn more about an organisation. NZNO envisions most internships will be associated with research, legal or policy practicums as a part of university study. Some internships may be specifically focused on union and campaign activities.

Purpose

The purpose of this document is to outline NZNO's policy and procedures on internship within the organisation.

Internship at NZNO

Internship at NZNO is offered to students, nurses and others for the following reasons:

- > to complete a component of a course of study, eg practical placement, research practicum;
- > to gain experience in a specialty field of work;
- > to gain greater knowledge and understanding of NZNO and its structures, function and organisation, eg through engagement with a staff or member working group; and
- > to build capacity within NZNO through empowering members to engage with the organisation and its goals and aspirations.

Priority will be given to applicants who are NZNO members, demonstrate an interest in, and engagement with, NZNO values and activities, and are able to work at one of the regional NZNO offices or national office.

Any available internship will be advertised on the NZNO website and through tertiary education providers. Formal application from potential interns will be required, and an interview will be undertaken before appointment. Internships will be awarded to the most appropriate candidate for the project/position. Where NZNO is approached by an external organisation or an individual seeking an internship, NZNO will consider the request in light of this policy document and the capacity of the team with whom the internship is requested.

Principles of internship at NZNO

- > Interns are engaged on a voluntary basis and are not considered members of staff during their internship. There is no contractual obligation between NZNO and interns so they will not receive normal employee entitlements such as a salary or annual leave.
- > Unpaid internships should usually last no longer than three months' full time equivalent (this time frame is negotiable if the intern is engaged with NZNO on a part-time basis).
- > Pre-agreed work-related expenses incurred by the intern will be paid at the equivalent rate of expenses incurred by a NZNO member engaged in voluntary NZNO-related work.
- > The internship must be mutually beneficial for the intern and the department/project.
- > The work undertaken should be meaningful and provide an opportunity for interns to develop their professional skills and gain insights into the discipline of work – including the research process, where relevant – while also adding value to the department or project.
- > Work activities, timescales for completion and learning outcomes must be agreed and documented before the start of the internship.
- > Internships must never be used to replace paid work positions or to cover regular or recurring work in a department.
- > Where a department considers engaging someone in a paid capacity to undertake a specific role for a limited time, this must be through a contract of employment.
- > Interns must receive appropriate orientation to the workplace which must include the philosophy and work practices of NZNO, health and safety, access to IT systems, and an outline of supervision and mentorship processes.
- > All interns will be required to sign a confidentiality agreement.
- > Interns cannot represent NZNO at any public events without the prior consent of management.
- > Any intellectual property generated during the course of the internship remains the property of NZNO.
- > Students undertaking a research internship will have a formally identified academic supervisor from their tertiary provider for academic supervision.
- > Interns will be resident in New Zealand at the time of appointment.

Responsibilities of NZNO

- > NZNO shall provide the intern with a work environment conducive to achieving the goals of the internship
- > NZNO shall provide the intern with working space (negotiable depending on nature of internship);
- > NZNO shall provide a mentor from within the organisation to support the intern in their activities;
- > NZNO shall provide requisite equipment for her/his internship;
- > Once an opportunity is identified, defined and offered, a briefing sheet outlining the specifics of the position will be put together for the NZNO staff member supervising the intern;

- > The briefing sheet shall be signed off by a member of the NZNO management team before the intern begins their placement.

Responsibilities of Intern

- > Interns will be expected to adhere to all NZNO regulations, policies and procedures, and recognise NZNO values;
- > The intern shall demonstrate willingness to fully and actively participate in the learning experience at NZNO by planning their programme with their assigned mentor;
- > The intern shall participate in the introduction and orientation programmes of NZNO as identified above;
- > The intern shall take up the learning opportunities within NZNO relevant to the work activities, timescales and learning outcomes documented before the start of the internship.

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Mission statement

NZNO is committed to the representation of members and the promotion of nursing and midwifery. NZNO embraces te Tiriti o Waitangi and works to improve the health status of all peoples of Aotearoa/ New Zealand through participation in health and social policy development.

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