Moffitt Cancer Center / Ethics Committee
Clinical Ethics Internship Information

Moffitt Cancer Center
is a National Cancer Institute-designated Comprehensive Cancer Center with the mission to contribute to the prevention and cure of cancer (Moffitt.org).

Goals of the Clinical Ethics Internship
The main goal is to provide a focused clinical ethics experience, in the context of an academic oncology setting, as a complement to academic learning in the Bioethics and Medical Humanities program at the University of South Florida. Internship objectives include:
1) Develop core competencies in clinical ethics
2) Enhance verbal and written communication skills
3) Cultivate presentation and leadership skills

Components of the Internship Program
1) Experience clinical ethics in action
   a. Facilitate weekly Intern meeting for case presentation, analysis and discussion
   b. Attend monthly Ethics Committee meetings
   c. Participate in Ethics Consultation Service for real-time experience
   d. Participate in multi-disciplinary conferences and clinical rounds (based on intern’s interests)
   e. Participate in role plays of the ethics consultation process
2) Expand knowledge in clinical ethics in oncology and end of life
   a. Develop core competencies in clinical ethics (per ASBH Guidelines)
   b. Attend lectures at Moffitt Cancer Center
   c. Attend lectures in the community
3) Demonstrate professional growth in
   a. Behavioral areas: customer service, teamwork, adaptability, responsibility, and commitment to excellence
   b. Performance areas: quality of work, quantity of work, communication, meeting deadlines, clinical ethics technical skills & knowledge, and organizational & process skills

Roles and Responsibilities
1) Intern: Responsible for satisfactorily completing all MCC and USF required assignments. The expectation is that an average minimum of 5-8 hours per week is necessary to fulfill all internship responsibilities.
2) Primary Site Supervisor: Responsible for overseeing intern selection, orientation, assignments, time sheets, and evaluation.
3) Additional Site Supervisors: Responsible to participate in intern mentorship, guidance, and evaluation throughout the internship.

Required Texts
1) ASBH: core competencies for Health Care Ethics consultation (asbh.org)
2) Clinical Ethics: A Practical approach to Ethical Decisions in Clinical Medicine, by A. R. Jonsen, M. Siegler, and W. J. Winslade
3) Medical Ethics: Accounts of the Cases That Shaped and Define Medical Ethics, by G. E. Pence

MCC Assignments
1) One Activities Calendar: Develop a personalized plan that includes opportunities from the components listed above.
2) **Eight Case Study Write-ups:** Each write-up will include
   a. Narrative description of the case
   b. Ethics workup (using the 4 boxes methodology)
   c. Ethical analysis and reflection (to include ethical theories and principles)
   d. Applicable case law, statutes, and institutional policies
   e. Recommendations for resolution of the ethical dilemma/conflict

3) **One Presentation to the Ethics Committee:** 20 minutes in length on an ethical topic/concept/principle of interest.

4) **One Presentation for the Ethics Educational Series:** 1 hour in length on a topic of interest to include 1-2 case vignettes to facilitate discussion.

5) **Weekly Reflective Journal:** Weekly entries relating to the intern’s experiences, reflections on those experiences, and opportunities for further professional growth.

**Eligibility**
The Clinical Ethics Internship is open to only one intern per Spring Semester. Course work in clinical ethics is essential, and applicants are strongly encouraged to complete the USF core course entitled “Clinical Ethics: Cases, Consultation, and Resolution.” Previous exposure to a clinical setting is highly desirable. Applicants must have strong interpersonal skills, as well as excellent verbal and written communication skills.

**Supervision/Evaluation**
In addition to the USF Academic Supervisor, the intern will have a Moffitt Cancer Center Site Supervisor who is a member of the Ethics Committee. Additional Ethics Committee members may also serve as Site Supervisors. Supervision and feedback will be provided throughout the semester. A final evaluation that addresses fulfillment of the intern’s personalized Internship Proposal will be sent to the USF Academic Supervisor at the completion of the internship.

**Financial Compensation**
This is a non-compensated position.

**Application Materials**
All application materials listed below must be submitted by the **firm deadline of September 30**.

1) Application for Clinical Ethics Internship (see attached).
2) Personal Statement to include past experiences that support the applicant’s interest in clinical ethics and the internship, as well as personal goals and objectives for the internship (500 word maximum).
3) Two letters of recommendation, one of which must be from a graduate professor or academic advisor.
4) A curriculum vitae or resume.

Please email the above materials to:
Cynthia Shimizu, LCSW, Moffitt Cancer Center / Ethics Committee (Phone 813-745-3990)
Email: cynthia.shimizu@moffitt.org

**Interview**
A personal interview with 2-3 members of the Ethics Committee is required as part of the application process. Interviews will be scheduled during the month of October, prior to the Spring Semester internship.

**Moffitt Cancer Center Internship Proposal**
Following the interview, applicants will be required to anticipate their learning needs by submitting a brief narrative Internship Proposal. The intent is for the Proposal to describe their rationale and initial plan of activities for the semester (see attached).
Selection
Only one ethics intern will be selected. Considerations will include:
- Compatibility of the applicant’s interests with the oncology setting
- The applicant’s academic training and experience related to clinical ethics
- The applicant’s Personal Statement and MCC Internship Proposal
- The applicant’s letters of recommendation

Notification
Applicants will be notified by e-mail of a decision no later November 15 prior to the Spring Semester internship.

Pre-Internship Requirements
The applicant who is selected for the internship must complete all pre-internship requirements established by Moffitt Cancer Center. The deadline for completion of the requirements is December 31 prior to the Spring Semester. Specific requirements may include drug testing, criminal background check, and immunization record.

Application Time Line

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<th>Process</th>
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<tr>
<td>Applications Submitted</td>
<td>September 30</td>
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<tr>
<td>Interviews Conducted</td>
<td>October 1 - 15</td>
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<tr>
<td>MCC Internship Proposals Submitted</td>
<td>October 31</td>
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<tr>
<td>Applicants Notified</td>
<td>November 15</td>
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<tr>
<td>Pre-Internship Requirements Completed and Verified</td>
<td>December 31</td>
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Moffitt Cancer Center / Ethics Committee
Application for Clinical Ethics Internship

Applicant’s Name___________________________________ ___________________________________________

Address____________________________________________ ___________________________________________

E-Mail________________________________Cell_________________ Home Phone_____________________

Person to contact in case of an emergency:
Name_________________________________Cell_________________ Home Phone_____________________

Formal Degree(s)___________________________________ ____________________________________________

USF Bioethics and Medical Humanities Education to Date

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By submitting all application materials by email, I, ______________________________,  
Applicant’s Name

agree to fulfill all requirements of the Clinical Ethics Internship.

Date_____________
Moffitt Cancer Center / Ethics Committee
Internship Proposal

Applicant’s Name___________________________________________________________

1. Proposed Experiences

2. Relation of Proposed Experiences to Academic Preparation and Background

3. Relation of Proposed Experiences to Career Goals

4. Proposed Competencies to Be Achieved