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**Internship at American College of Emergency Physicians (ACEP)**

The American College of Emergency Physicians is a professional organization of emergency medicine physicians in the United States. It is headquartered in Irving, Texas and operates an office in Washington, D.C. The American College of Emergency Physicians promotes the highest quality of emergency care and is the leading advocate for emergency physicians, their patients and the public.

**Internship:**

ACEP is looking to engage Graduate/Senior level college students for a semester of management and IT trainee/internship. The ACEP Internship is one option for experiential learning and is available to selected students enrolled at a participating University in a degree-granting program or have recently completed one.

**What is an internship?**

An internship is an experiential learning opportunity to gain professional experience and to apply academic learning within a practical setting.

The goals of cooperative training are to:

* Apply knowledge and skills in new, authentic contexts
* Develop new knowledge and skills
* Integrate and use the deepened knowledge and skills in your academic programs
* Reflect on and articulate how you used your knowledge and skills, how you gained new knowledge and skills, and how “theory and practice” work together
* Gain experience in working and reporting in team, group and cooperate environment

**Why complete an internship?**

* Solidify your academic interests
* Increase professional connections
* Develop technical skills
* Develop soft skills and learn to work in an organization and group setting.
* Receive academic credit
* Enhance your resume

What ACEP Offers:

ACEP will place the interns within its Quality Portfolio for a period for 5- 6 months (or an academic quarter/semester) of training program. You will be involved in the following track:

**IT, Big Data, Analytics, Scripting, Invoicing Intern -** Suitable for IT, Computer Science, Project Management, Data Science, Analytics or other master’s or Senior level student

**Operational Supervisor:** Pankaj Kapoor;

**Intern Advisor** – Pankaj Kapoor (Back-Up – Bill Malcom)

**Internship Goals:** The intern will be involved in some or most of the learning objectives listed below. Note that cooperate world is usually a dynamic environment hence the objectives are subject to change depending upon the situation and timing of current projects. Changes in these goals will be communicated in a timely manner. Interns are expected to adapt to the environment as applicable.

* Learn the lifecycle of data from data strategy to data acquisition and the steps for Extract Transform and Load (ETL) process which includes quality check, gap analysis, and gap mitigation. As a result, the intern will learn to build and document end to end processes for acquiring data and using CEDR, the World’s largest registry of Emergency Medicine data.
* Learn how to use data analytics including data acquisition, data analysis tools, processes and techniques related to data analysis and which will be applied to hands-on exercises/projects to analyze measures, create concepts, / solve business problems or and mitigate quality gaps.
* Learn to use tools and techniques for data visualizations to create dashboard views or present dashboards to CEDR customer once data is collected. Learn to review, analyze and query the data in different ways to make data available to users through various visualizations on screen, dashboard, in print, and reports.
* Learn about tools and techniques for creating Operational Queries database administration functions and how to apply them to develop SQL query to pull data from large registry data for core functions such as assessing performance and completeness; supporting operations and audits; plus, other administrative functions including format correction, mapping, data dictionary updates, and field definition updates.
* Learn data science/registry projects for data and information models; how they support acquisition; and how to transform data into useful information. Learning includes how these concepts are applied to quality measures to map the data and score it against benchmarks.
* Learn invoicing process and support operations in customer invoice creation, delivery, and revenue collection. Create scripts and database(s) to efficiently conduct and manage the invoices.
* Learn to create processes and support operations team in developing and enhancing processes. Automate the process by create scripts and/or database queries to efficiently perform each setup of the process. Research, evaluate, and tools to automate end to end process.

**Logistics:**

**Office Location**: ACEP HQ at 4950 W. Royal Lane, Irving, TX 75063

**Hours**: 25 hours/week

**Schedule**: Flexible with 10am to 3pm as core hours in office

**Operational Supervisor/Advisor Relationship:** Outcomes will be overseen on a day to day basis, for guiding and mentoring the intern will be provided by the assigned advisor.

Weekly and monthly status report needs to be sent to Operational supervisor highlighting key achievements, learning and operational task performed and goals for subsequent weeks.

**Compensation**: Hourly minimum wage

For more information – contact – Pankaj Kapoor at: [pkapoor@acep.org](mailto:pkapoor@acep.org)