

PRO-LC MENTORING CONSORTIUM

INTERNSHIP CONTRACT

Between PRO-LC Mentoring Consortium (MC) and Lactation Consultant Intern (LCI)

The following is a contract between PRO-LC Mentoring Consortium (MC) and _____
_____(LCI) executed on this day of _____ for
PRO-LC Mentoring Consortium (MC) to coordinate services of a Chief Mentor (CM) and one or more
Clinical Instructors (CI) to _____(LCI) in pursuit of lactation
consultancy clinical hours.

The sites of this supervised clinical experience will be:

_____(name of hospital, practice, or clinic)
_____(name of hospital, practice, or clinic)
_____(name of hospital, practice, or clinic)
_____(name of hospital, practice, or clinic)

This contract covers the program described in **Appendix A** which is attached to this contract. This program
is to begin on _____ (date) and will end on or before _____ (date).

The fee for this service will be \$7,500 to be paid by _____ (date) or in installments of \$2,500 to
be paid on the following dates: _____, _____, _____.

This contract may be terminated by decision of the Chief Mentor if the Intern does not fulfill all
responsibilities listed below. The Chief Mentor will provide two (2) written warnings to the Intern that s/he is
not fulfilling the responsibilities; if there is no resolution the Chief Mentor will send a letter of termination.
This contract may be terminated by the Intern in writing to the Chief Mentor. In case of termination, no
refunds will be made.

Chief Mentor Responsibilities:

1. The Chief Mentor will assist in creating and executing a Pathway 3 Plan which covers all of the duties listed on the Clinical Competencies for the Practice of IBCLCs, to submit to IBLCE.
2. The Chief Mentor will assist the Intern in coordinating clinical experiences as outlined in *Clinical Experiences in Lactation: A Blueprint for Success (Blueprints)* as described in Appendix B at the sites so noted above.
3. The Chief Mentor will review and grade written work completed by the Intern within 10 working days of submission.
4. The Chief Mentor will be available by telephone or email during daily business hours to the Intern when the Intern is at clinical sites.

5. The Chief Mentor will notify the Intern of all conferences and evaluations at least 10 days ahead of time.
6. The Chief Mentor will schedule all the conferences listed in Appendix E with the Intern before the end of the program.
7. The Chief Mentor will seek out situations that will provide the Intern with beneficial learning experiences.
8. The Chief Mentor will review the Intern's log and records of experiences weekly.

Clinical Instructor Responsibilities:

1. Each Clinical Instructor will be responsible for providing clinical experiences at their site for the Intern during scheduled times.
2. Each Clinical Instructor will provide observation hours for the Intern, identifying with Intern when Intern is ready to start gaining clinical experience.
3. Each Clinical Instructor will supervise Intern during clinical experience, providing feedback and evaluation on Intern's skills.
4. Each Clinical Instructor will provide formal written evaluations of Intern's skills monthly.
5. Each Clinical Instructor will sign off on Intern's log weekly.

Lactation Consultant Intern Responsibilities:

1. The Intern will purchase professional liability insurance to cover her supervised clinical experience at the clinical sites, and will provide proof of coverage to each site.
2. The Intern will purchase *Clinical Experiences in Lactation: A Blueprint for Success* ("Blueprints"), to use in preparing for and evaluating clinical experiences, and to do additional work as identified by the Chief Mentor.
3. The Intern will abide by the rules, regulations, dress codes, policies and procedures of the institutions and sites where any experiences are obtained.
4. The Intern will submit written work to the Chief Mentor within 10 working days of assignment.
5. The Intern will submit all written work via email to the Chief Mentor, or on paper during in-person conferences.
6. The Intern will follow the policy for calling in absent or ill as determined by each clinical site.
7. The Intern will actively seek out beneficial learning experiences.
8. The Intern will maintain a professional appearance and demeanor at all times and on all sites.

_____ Chief Mentor Date _____

_____ Clinical Instructor Date _____

_____ Clinical Instructor Date _____

_____ Clinical Instructor Date _____

_____ Clinical Instructor Date _____

_____ Lactation Consultant Intern Date _____

- Attachments:
- Appendix A
 - Appendix B
 - Appendix C
 - Appendix D

Internship Contract Appendices

APPENDIX A

Describe in detail the program that will be provided for Intern.

The program will consist of 500 supervised clinical hours at the sites identified in the contract. The division and scheduling of these hours will be determined by the Chief Mentor, the Clinical Instructor(s), and the Lactation Consultant Intern. These supervised clinical hours will be designed to follow the Clinical Competencies for the Practice of IBCLCs as closely as possible.

Prior to starting the 500 supervised clinical hours, the Intern will observe Clinical Instructors for up to 250 hours. Each Clinical Instructor will determine when s/he believes the Intern is ready to begin supervised clinical hours. Some interns may need more than 250 total observation hours; the need for additional hours will be discussed by the Chief Mentor and Clinical Instructors with the Lactation Consultant Intern. Additional observation hours or clinical experience hours will be billed at \$10/hour in addition to the fee for the internship.

Additionally, the Chief Mentor will assign additional work to cover any competencies not covered in the supervised clinical hours.

APPENDIX B

Describe in detail the expected clinical experiences to be obtained and at which sites.

Hospital-based experiences, including but not limited to (xxx), will take place at _____.

Outpatient experiences, including but not limited to (xxx), will take place at _____ and at _____.

APPENDIX C

List the off site experiences that the Intern will have full responsibility for obtaining.

Intern will have full responsibility for obtaining the following experiences: Observing other breastfeeding classes. Observing childbirth classes. Attending mother to mother support groups.

APPENDIX D

List all education/discussion conferences to be held during the Intern's program.

The Chief Mentor will have education/discussion conferences with the Intern on the following schedule:

The Chief Mentor may add additional conferences as s/he determines will be beneficial to the Intern.