UCLA Health

Care Extender Internship Program

Care Extender Staff Reference Guide

Administrative & Extension Coordinator
- Verification of hours letter or print out
- Program completion eligibility
- Withdrawal/Completion of the program
- Letter of recommendation eligibility or request
- Extension requirements and inquiries
- TB and CPR renewal submissions and inquiries

Admissions Coordinator
- Orientation inquiries
- Interview inquiries
- Admissions committee

Data Coordinator
- Forgot to sign in/out
- Blood donation/platelet donation hours
- Extra shift credit/bonus hours verification

Leave of Absence (LOA) Coordinator
- LOA eligibility
- LOA form submission
- LOA inquiries

Newsletter Coordinator
- Newsletter inquiries
- Care Extender of the Rotation verification

Office Assistant Coordinator
- Forgot/missing PIN number
- Missing paperwork from CE file

Preferences Coordinator
- Preferences sign up issues (name is missing or misspelled)
- Missed preferences sign up deadline
- Missing or incorrect assignment on sign in computer
- Department descriptions

Public Relations Coordinator
- General inquiries on program for applicants
- Recruitment committee
- Program advertisement

Quality Control Coordinator
- Department Coordinator Assistance (DCA) committee
- Rotational department & DC evaluations

Special Projects & Alumni Coordinator
- TV tapings
- Facebook
- Alumni inquiries

Training Coordinators
- Accepted Care Extender inquiries
- Health and required paperwork submission for new care extenders
- Health & background clearances upon on-boarding
- Training day inquiries

Website Coordinator
- Problems with website
- Outdated information on website

Program Manager & Director
- Lost or damaged volunteer ID badge
- Access to current department
- Injuries during volunteer shifts