

Michigan Department of Community Health (MDCH)
INTERN POSITION

| MENTOR INFORMATION | | |
|--|---|-------------------------|
| Date 7/14/2011 | Mentor Name Patty Clark | |
| Administration Public Health | Bureau/Section Bureau of Laboratories/Laboratory Systems Section | |
| INTERNSHIP INFORMATION | | |
| Position Title Laboratory Metrics Cost Accountant | Position Location 3350 N. MLK/ Lansing | Desired Start Date |
| Description of the Intern Responsibilities Assist Bureau of Laboratories' staff in the development of standardized cost structures and to collect information on specific test costs to use in the Association of Public Health Laboratories Metrics Cost Accounting Tool. | | |
| List project/s for the Intern (not administrative work) Develop standardized indirect cost figures for use in determining laboratory cost per test (i.e., Indirect cost standards for 1) Quality Assurance, 2) Quality Control, 3) LIMS, 4) Preventive Maintenance, 5) Proficiency Testing, 6) Equipment Repair/Replacement.) Develop standardized direct cost figures (i.e., cost per consumables such as pipette tips, disposables, etc.) Collect cost information from laboratory staff on specific tests. | | |
| Desired Skills/Qualifications of the Intern Accounting major Knowledge of Microsoft Excel | | |
| Other Information (For example: desired length, hrs per week) Approximately 20 hours per week is desired. This is an unpaid internship but the intern will gain valuable experience. | | |
| NEXT STEPS | | |
| Please send completed form to the Administration's Internship Coordinator by e-mail. Since this form is locked, the E-mail addresses are not hyperlinks. | | |
| Administration | Coordinator | E-mail |
| Public Health | Stella Christian | Christians@michigan.gov |