

## Internship Paperwork Instructions

Internship Coordinator: Mr. Noah Beller, [beller2@tcnj.edu](mailto:beller2@tcnj.edu)

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*The application and portfolio are just web pages for you to upload a set of files and information, and then submit.*

*Application: Resume, Transcript, 3 Conference / EIM credits, CPR Certification*

*Portfolio: Background Check, Flu Shot, Medical (immunization) records, TB test results. (there is a spot for drug screening file upload, but it should be sent to me directly from the company who performs it, so leave that spot blank)*

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### 1. Prerequisite Academic Requirements

- a. 3 Conference Credits and 3 EIM credits completed, verified by Dr. Bush/Advisor
- b. All KHS required courses except for KHS 497, the Capstone, completed prior to internship semester. (Sign form for this)
- c. KHS Major GPA of 2.75 or above, full TCNJ GPA of 2.5 or above. GPA of 3.0 minimum required for *clinical* internship.

### 2. Collecting and submitting your internship documentation

- a. Documents which you can obtain yourself, quickly:
  - i. Up to date Resume
  - ii. Up to date Unofficial Transcript
  - iii. Verified 3 conference and EIM credits documented
  - iv. Signed “Course Completion form”-given to you by internship coordinator (above)
- b. Documents which may require more time for you to collect:
  - i. IMMUNIZATION RECORDS:
    1. Hep B vaccination (3 dates)
    2. MMR vaccination (2 dates)
    3. Varicella “chicken pox” (either “history of disease “ or 2 dates)
    4. TDAP (within 10 years of internship semester **many seniors need a booster shot for this due to your age**)

5. TB Test- NOT just a “questionnaire”
    - a. Many sites require 2 Negative test readings within 1 year of internship
    - b. At a minimum, you must have 1 negative test reading within 5 years of the internship
    - c. Quantiferon Gold test can be used in place of this if necessary.
  6. Physical Exam documentation within 1 year of internship semester (cleared for work by doctor)
- ii. **\*\*\*Important note: the fastest, easiest way** to start collecting medical records is to log into **TCNJ’s OWL website**- online wellness link, with your TCNJ credentials, go to the **“Immunizations”** section, click the green “print” button. This will put all the records TCNJ currently has for you on one PDF page, and you **can cross reference that with this list**. You can submit this page as acceptable documentation for whichever requirements are on it.
  - iii. This will contain all the medical records that TCNJ has on file for you. So with it you can just check to see what this form has missing for you. If something is missing or expired/too old, you will need to:
    1. If you think you have a certain thing done, but it doesn’t show up on the OWL report, call your doctor to ask for documentation of it to satisfy the requirement.
    2. If you do **not** have the requirement done, you’ll then make an **appointment** to get it- whether that is a booster shot for one of the immunizations, a physical, TB test, etc.
- c. **Documents which will require most of you to make appointments, and complete tasks, to get:**
- i. CPR and AED for adults certification- **cannot** be fully online- must have an in-person component, either from American Heart Assoc. or Red Cross, cannot expire during internship semester.
  - ii. Drug Screening: Standard 5-panel – appointment required, results must be **emailed directly to internship coordinator**,

**Capital Health** offers group rate for TCNJ students (see additional instructions)

iii. Background Check: New Jersey residents must go through the IdentoGo website – make an appointment for fingerprinting and go get it done. See additional instructions. You are doing a **PERSONAL RECORD REQUEST**.

1. **Service Code: 2F1BJG , Contributor Case number: 2F1BJG**
2. This process consists of: after your **fingerprinting appointment** you will get a confirmation email from IdentoGo. They will tell you that you can log in to a link they provide to access your results if you don't have a criminal background. **If you DO have a criminal background**, first of all you need to tell me ASAP so we can discuss **options** (it doesn't prevent you from getting an internship but may limit options and we must disclose it, etc.) Secondly, the report will be **mailed** to your address that you provided to them (use your own address) if you **do** have a record.

iv. What IdentoGo does not tell you is that you can log into the **state police website** yourself to **download the results**, and you **MUST** do so **within 3 months** of getting fingerprinted or it gets deleted. The results are usually ready within 3 days. **I recommend doing this** because IdentoGo does a poor job of uploading your results to their own website and it can be frustrating.

v. To get it from state police: go to this website:  
<https://nj.gov/njsp/criminal-history-records/chri-nj-res.shtml>  
and you'll see a link to the site where you can download it.

**d. Additional:**

i. Flu Shots: Required, current season's flu shot (you must obtain this during or just before the flu season- summer interns who procrastinate will likely not be able to find a flu shot too late in the spring season)

1. Fall interns will get flu shots for the upcoming season as soon as they are available, typically just before the fall semester starts.

- ii. HIPAA/OSHA Quiz: Internship coordinator will supply a short quiz which interns will need to pass prior to the internship, testing knowledge of HIPAA laws and OSHA guidelines to prevent spread of bloodborne pathogens in healthcare settings.

**\*\*\*Covid-19:** As of Fall 2021, TCNJ requires all students who plan to enroll in classes to be vaccinated against Covid-19. Students must independently follow TCNJ's instructions if they wish to attempt to get an exemption. Internship sites individually may or may not require interns to be vaccinated- most of the sites ARE requiring it now. Interns must be aware that if they choose not to be vaccinated it may limit site options.

**Last thing:** I will also be making a recorded video to walk you through the process for getting these prerequisite documents to me. **To actually submit your documents, you will go to the KHS department's internship web page, and scroll down to find links to click on. There are two links, one labelled "internship application" which is where you'll upload half of these requirements, and once they're all uploaded, click submit. The next is a link labeled "internship portfolio" which is where you upload the second half of the documents. Again, once they're all in, click submit. Please note that you do NOT upload your drug test here- your drug test results must be emailed directly to me ([beller2@tcnj.edu](mailto:beller2@tcnj.edu)) by the facility, so just leave this part empty on the portfolio.**

REQUIRED DOCUMENTATION FOR INTERNSHIP:

1. CPR Certification must not expire before the end of fall semester (CPR and AED for adults, minimum) – either Red Cross or American Heart Assoc.
2. Copy of your undergraduate transcript
3. Copy of your current up to date Resume
4. Physical examination within 1 year of internship
5. IMMUNIZATION MEDICAL RECORDS:
  - a. TB test and result (negative) within 5 years of internship semester
  - b. Hepatitis B Vaccination- you must have 3 dates
  - c. MMR vaccination- you must have 2 dates
  - d. TDAP vaccination- your most recent booster must be within 10 years of the internship semester
  - e. Varicella (chicken pox)- either "history of disease", or 2 immunization dates

6. **Copy of your department's Conference Credit form**
7. **Background Check (Through IdentoGo website)**
8. **Drug Screening (Through Capital health) 5-panel Non-DOT screening**
9. HIPAA/OSHA Quiz- I will be sending this out during the setup process.

If, in a rare case, one of these immunizations is totally missing from your records, the standard thing to do is for your doctor to take a blood sample and test for immunity- if sufficient, the results of which are acceptable in lieu of immunization record.

\*\*\*Specific sites may require anyone working on the premises to have a Covid-19 vaccine. Therefore, if you have chosen not to be vaccinated, I need to know ASAP, it may limit your options.