

**THE COLLEGE OF NEW JERSEY
DEPARTMENT OF HEALTH AND EXERCISE SCIENCE**

**EXERCISE SCIENCE INTERNSHIP
STUDENT REQUIREMENTS**

TO: Exercise Science Students (HES-A) Planning to Register for HES 493
FROM: Dr. Faigenbaum, Professor & Internship Coordinator
RE: Exercise Science Student Internship Requirements

Students preparing to enter internship experiences in HES 493 must complete several requirements and provide accompanying documentation. Documentation of completion of these requirements is maintained in each student's internship folder. **All Exercise Science students are required to submit required information to Carol Wells (Packer 216) for record keeping in their confidential folder.** Folders are maintained in the HES office. Exercise Science Student Internship Folders contain documentation of the following requirements:

- I. Health Requirements**
- II. HIPAA Legal Liability Issues and Universal Precautions**
- III. Professional CPR/AED Certification**
- IV. Criminal Background Check**
- V. Drug Testing**
- VI. Personal Statement Form**

Please read carefully and follow the instructions below for completing each item for the Exercise Science Student Clinical Folder. **The due date for all requirements will be noted at the internship meeting.**

I. HEALTH REQUIREMENTS

The department's health requirements conform to College, Affiliate Agency, and current recommendations of the Advisory Committee on Immunization Practices (ACIP) for health care workers. Health requirements for Exercise Science students are subject to change as new recommendations or federal/state regulations emerge. Affiliate agencies may require additional health protective testing. Course leaders will keep students informed of any new requirements. Documentation of the student's fulfillment of health requirements is a required part of the Exercise Science Student Internship Folder. All required documentation must be filed in a student's folder before the student is permitted to begin an internship .

Physical examinations, serological testing, and vaccinations may be obtained from a health care provider of the student's choice or from TCNJ Health Services. Health Services is located on campus at 107 Eickhoff Hall. Although Health Services does not charge for professional services (physical examinations), there is a fee for laboratory testing and vaccinations. Student insurance substantially reduces the cost of these services. Contact Health Services at (609) 771-2483 for more information or for an appointment.

The following documentation is required to complete satisfy health requirements for internship education:

- A. **Physical Examination** – A physical examination is required prior to beginning an internship..
- B. **Mantoux Test (PPD)** – Prior to beginning an internship. A chest X- ray is required of those students who have a positive PPD within the last five years.
- C. **Hepatitis B Vaccination Series** – Completed Hepatitis B immunization series (three immunizations or titer) or signed waiver. These vaccinations or antibody testing may be obtained from your primary care provider or from Health Services (there is a fee for the vaccines and laboratory.)
- D. **MMR** - Two (2) MMR (mumps, measles and rubella) immunizations or titers for measles (rubeola) and German measles (rubella.)
- E. **Varicella** – Varicella (chicken pox) vaccination is required for students who do not have a history of this disease or whose history is uncertain. Serologic testing for immunity against varicella is available at Health Services for those students with uncertain histories of the disease.
- F. **Tetanus Immunization** – Proof of tetanus booster within the last 10 years.

Note - Annual Influenza Vaccination (Flu Shot) is strongly recommended.

II. CPR (CARDIOPULMONARY RESUSITATION) CERTIFICATION CARD

Provide a copy of a current Professional CPR/ AED certification card. It is the student's responsibility to obtain and maintain CPR certification throughout the internship experience. Evidence of current certification must be submitted as part of the Exercise Science Student Internship Folder. **A student whose CPR certification is expired will not be permitted to begin internship experiences.**

III. CRIMINAL BACKGROUND CHECK

Standard HR 1.20 promulgated in 2004 by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in the Comprehensive Accreditation Manual for Hospitals: Official Handbook requires hospitals to verify the criminal background of students and volunteers as well as hospital staff. Pursuant to Standard HR 1.20, a criminal background check is required in order for each student to participate in internship experiences with clinical affiliates. Each student shall complete and submit the required form along with the appropriate fees. **Students must complete and pass a Criminal Background Check in advance of internship education.**

HES students must use Morpho Trak which is the company that is contracted by the NJ State Police to conduct background checks and fingerprinting. Use their web address and follow directions for completing **Form A** and then schedule a fingerprinting time by contacting the local branch.

http://www.njsp.org/about/serv_chrc.html#icbc

Morpho Trak
877-503-5981
Parkway Corp. Center
1230 Parkway Avenue, Ste. 102
Ewing, NJ 08628

Hours:

Monday through Friday: 9:00 AM - 5:00 PM

2nd Saturday & 4th Saturday of month: 9:00 AM - 12:00 PM

IV. **DRUG TESTING**

Exercise Science majors are now required to complete drug testing in advance of participation in internship education, effective March, 2009. The Department of Health and Exercise Science has added this requirement in order to comply with the growing number of clinical agencies that mandate drug testing for students placed at their sites. Documentation of results will be shared with clinical agencies as appropriate and will be maintained by the School in a locked, confidential file. **Please be advised that failure to complete drug testing or a positive test result may prevent completion of required internship education and/or result in dismissal from the major.**

Exercise Science majors planning to enroll in HES 493 must complete and pass a drug test (Five-Panel Non-DOT) and have documentation submitted to the Internship Coordinator by the deadline for all other required documentation in the Exercise Science Student Internship Folder.

Students are responsible for scheduling and purchasing drug testing. For your convenience, we have arranged for The Corporate Health Center, 832 Brunswick Avenue, Trenton, NJ, to provide testing for TCNJ students at a group rate of \$46.00. Please see the attached document for more information about scheduling and testing procedures at that facility.

You may choose to have the required drug test (Five-Panel Non-DOT) performed by an agency of your choosing, as long as it is fully certified with trained staff that meet certification requirements for Federal drug collection and testing. If you choose this option, you must notify Dr Faigenbaum in advance and provide the facility with written authorization to fax your results directly to the Health and Exercise Science Department at (609) 637-5153.

V. **PERSONAL STATEMENT FORM**

Complete all information requested in the attached Personal Statement Form below.

THE CORPORATE HEALTH CENTER
A Service of Capital Health System

Drug Testing Procedure/Process Non-Federal Drug Testing

The following represents a general overview of the drug collection and testing process (5-Panel Non - DOT) performed at The Corporate Health Center (TCHC).

Registration

-Drug testing should be scheduled in advance by calling the front desk at (609) 695-7471. Students need to provide positive photo identification i.e. drivers license, company badge, military ID. If a photo ID is not available, 2 forms of signed ID are required and TCHC will take a Polaroid picture for the file.

Payment

-Students are required to pay for services at time they are rendered. The student will be registered at TCHC and then directed to provide payment at Capital health Systems Cashier Office at CHS Fuld Campus. The test cost is \$51.00. The cashier's office accepts payments by cash, check, Visa, MC and money orders.

Drug Test/Laboratory

-TCHC collects and tests for the same 5 drugs (Amphetamines, Cocaine, Marijuana, Opiates and PCP) for a 5-Panel Drug Screening and are tested for under federal guidelines. The screen and confirmation test levels are the same as the federal levels. These tests closely mirror the Federal guidelines for testing and collection and are performed by the same laboratory that is certified to perform federally mandated drug tests.

Collection Process

- Collectors are fully trained and meet certification requirements for Federal collections.
- Collection personnel will explain the collection process to the students.
- Students will not be asked to list any meds they are taking; this is addressed in the MRO process listed below.
- Students will complete a Chain of Custody form that will go with the specimen.
- Students will remove outer clothing i.e. jackets, hats, heavy sweaters and be asked to leave hand carried items in a secured change-type room.
- Students will wash their hands before providing a specimen.
- Students will be instructed to provide a urine specimen in a private bathroom.
- Specimens will be checked for temperature and color.
- Specimens outside temperature range or suspected of tampering will be packaged, and a second, "observed" (same gender) urine collection will be done.
- Specimens will be sealed and placed in a packet with the Chain of Custody form for pickup by the laboratory; specimens are picked up daily.

Results

-Results are **faxed to Carol Wells**, The College of New Jersey, Department of Health and Exercise Science. All results are clearly marked as 'confidential' and intended for use by the indented person only.

-TCHC's physician/Certified medical review officer (MRO) reviews positive laboratory results. The MRO contacts the donor by phone and interviews the donor to determine if there is a legitimate reason for having a positive result (i.e., legal prescription). If the MRO is able to verify the legitimacy of use, the test will be reported to the representative at The College of New Jersey as a negative. Otherwise, a drug screen will be reported to the representative designated by the College of New Jersey as a positive drug result.

832 Brunswick Avenue, Trenton, NJ 08638
Phone: 609-695-7471 (7 am to 5:30pm, M-F)

Directions: Pennington Rd (31 south) for 1.5 miles. Turn LEFT onto North Olden Ave. and continue for 1.5 miles. Turn RIGHT onto Brunswick Ave. The Corporate Health Center is 1 block on the left side.

