

MHA Internship
Summary of Administrative Processes Required – February 2009

To: MHA Students
From: Sarah B. Laditka, Ph.D.
Date: February 19, 2009

MHA Students:

There are multiple administrative requirements that need to be met before you can begin to work at an agency for your internship. These requirements have been put in place by UNC Charlotte, the College of Health and Human Services, and the Department of Public Health Sciences.

Our goal is to help you succeed in your internship. To do so, you must first fulfill all of these requirements. Thus, you should review this memorandum carefully, and contact me if you have questions. {Note: these administrative requirements are subject to continuous improvement. }

Requirement Overview (details of steps 1 and 2 are below; additional details and links are in the MHA Handbook).

1. Your organization must have an Affiliation Agreement with UNC Charlotte.

You need to contact Shashi Gnanasekaran to confirm that your organization has an Affiliation Agreement with the College. If it does not, one will need to be developed. Only the College can develop an Affiliation Agreement with an agency; the process can take up to 2 months. If the organization does not have an Affiliation Agreement, you need to email Shashi the following information: name and contact information of the person in the organization who is authorized to sign a legal Affiliation Agreement; this may not be the same person as your preceptor. Contact information required includes: name, title, phone and fax numbers, mailing address, and email address.

2. You need to fulfill all of the following requirements:

- (a) current record of immunizations;
- (b) criminal background check;
- (c) drug screen;
- (d) liability insurance;
- (e) additional requirements may be required by the organization, including but not limited to: CPR, HIPAA training, blood borne pathogen training.

3. A Preceptor agreement letter must be signed by your Preceptor. This letter is prepared on your behalf by the Department of Public Health Sciences **after** you have satisfied requirements 1 and 2 above. The Preceptor letter is signed by the Dean, and sent to your preceptor; your preceptor must sign it, and return it to the Dean's office.

Only after all of these requirements have been met can you begin your internship.

Student requirements:

(1) As you plan to register for HADM6400 Internship, send the following information to Shashi via email (sgnanase@uncc.edu): your full name, your Banner ID, your UNC Charlotte email address, and your date of birth. Shashi will send this information to Sandra Mann in the College of Health and Human Services' Advising Center. When your information is recorded by Sandra Mann you will automatically receive an email directly from the company that conducts the **criminal background check** (CERTIPHI). The email will explain how to log in to their system and process your request. Once the background check is completed you should print a copy of the report for your records, especially in case the agency requires a copy of the report. The College will also be notified when you have completed your criminal background check.

(2) Bring your completed/current record of **immunizations** - including evidence of a TB test within the past 12 months - to Sandra Mann in the College of Health and Human Services' Advising Center (CHHS Room 103). You may also fax your immunization records to Sandra Mann (704-687-1785).

(3) Complete a **drug screening** at the vendor/laboratory of your choice:
http://publichealth.uncc.edu/index.php?option=com_content&task=view&id=105&Itemid=165
Bring the results of the drug screening to Sandra Mann. You should keep a copy of the report for your records, especially in case the agency requires a copy of the report.

(4) **Liability insurance** is required of all interns. The Department of Public Health Sciences purchases a group policy for all students completing an internship. This is a benefit for you, as it provides up to \$1 million of liability coverage. The cost is \$17 per student for one year. Elizabeth Mace, who is located in Room 433 of CHHS, purchases this policy on behalf of the program, about a week after the semester begins. You need to provide Elizabeth with a check or cash for the cost of your liability insurance (\$17 made payable to the Department of Public Health Sciences).

(5) Additional items may be required by the organization, including but not limited to: CPR, HIPAA training, and blood borne pathogen training. Contact Shashi Gnanasekaran to learn if there are other items required by the organization.

Preceptor Letter: Complete Appendix C in the MHA Handbook with the name and title and contact information of the person who will serve as your preceptor. After you have completed all student requirements, Shashi will prepare the Preceptor letter. The Preceptor letter is signed by the Dean, and sent to your preceptor; your preceptor must sign it and return it to the Dean's office. Once the letter is returned to the College you may begin your internship!