



Q1.
APPLIED PHYSIOLOGY AND KINESIOLOGY (APK)
INTERNSHIP SITE APPROVAL FORM

Q2.
The **Department of Applied Physiology and Kinesiology (APK)** at the University of Florida would like to thank you in advance for taking the time to complete the approval process and your willingness to provide valuable internship opportunities to our students. The Department of APK requires that all **undergraduates** complete a 12-credit internship experience in their final semester of study. The experience requires a minimum of 520 clock hours or 35-40 hours a week for 15 weeks, for the Fall and Spring semesters, or 40-45 hours a week for 13 weeks during the Summer semester. **Graduate** students in the Human Performance concentration may elect to complete between 3 - 9 credits of internship to count towards their degree. Each registered credit of graduate internship requires a minimum of 48 clock hours be completed and a graduate student must register for at least 3 credits in any semester they intend to complete an internship. Therefore, a graduate student will be required to complete between 144 - 432 hours during their internship. Ideally, interns become exposed to the tasks that will be required of them as professionals in the field, as well as receive opportunities to develop their skills and areas of interest. A brief description of our undergraduate and graduate programs is below:

APK Undergraduate Program: Prepares students to function as an exercise technician, exercise specialist, and/or wellness instructor in hospital, corporate, private, or governmental agency, to pursue graduate study in kinesiology, OR to pursue graduate study in a health profession requiring education beyond an undergraduate degree. The curriculum provides a strong basic science background and requires additional course work in the biological aspects of exercise. Students may pursue internship opportunities in healthcare, research, fitness, or other areas of human performance.

Human Performance (Graduate): The Human Performance concentration is a non-thesis program leading to a Master of Science degree in Applied Physiology and Kinesiology. Its purpose is to train students for careers where they can promote scientifically based exercise, wellness, and psychological factors to enhance health, athletic development and/or movement performance. Furthermore, students may be trained to be an integral part of the health care team that administers, assesses, and develops programs for clinical populations.

Please review the [APK Internship Policies and Procedures](#) Document to gain a better understanding of the expectations of students and site supervisors during the experience. Note that clicking the link to the Policies

and Procedures manual will take you away from this survey and cause any information input into the survey to be lost.

Q5. Organization Name

Florida Department of Health - Alachua

Q6. Organization Location(s) - Include Addresses Of All Locations To Be Included As Part Of This Approval

224 SE 24th Street Gainesville, FL 32641

Q10. URL of Website For Organization

<https://alachua.floridahealth.gov/>

Q7. Name of Individual Who Will Receive Applications From Students

Lucy Daniels

Q8. Email Address of Individual Who Will Receive Applications From Students

Lucy.Daniels@flhealth.gov

Q9. Phone Number of Individual Who Will Receive Applications From Students

352-334-7955

Q34.

Will the person receiving internship applications from students be the same person supervising the student and completing the student evaluations during the internship?

Yes

No

Q11. Name of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

This question was not displayed to the respondent.

Q12. Email Address of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

This question was not displayed to the respondent.

Q13. Phone number of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

This question was not displayed to the respondent.

Q14. What Semester(s) Is Your Organization Available To Accept Interns? (select all that apply)

- Fall (August - December)
- Spring (January - April)
- Summer (May - August)

Q15. APK Internship Policy requires that a site supervisor hold one degree higher than the student intern. This means that site supervisors of undergraduate interns must hold at least a bachelor's degree and those of graduate interns must hold at least a master's degree. Based on this policy, for which category of students is your organization willing to accept applications? Check all that apply

- Undergraduate Students
- Graduate Students

Q16. How many interns is your organization willing and able to support per semester?

1

Q35. APK Undergraduate students are permitted to complete a single 12-credit (520 hour minimum) internship in a single semester or two, 6-credit (260 hour minimum) internships over two semesters. Are you willing and able to provide a part-time internship experience (~20 hours per week), full-time (~40 hours per week), or either to our undergraduate students depending on the student's internship plans?

- Part-Time Internship (~20 hours per week)
- Full-Time Internship (~40 hours per week)
- Either Part-Time or Full-Time depending on the student's internship plan

Q17. Describe the normal working hours anticipated for an intern at your organization. Please indicate

likelihood and circumstances surrounding any evening or weekend time commitments.

We are open 8am to 8pm Monday through Friday and 10am to 3pm Saturday and Sunday. Intern will work up to 40 hours during this time frame.

Q18. Does your organization offer non-paid or paid internships?

Non-paid

Paid (amount)

Q21. List other benefits your organization offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

None

Q22. List required purchases for interning with your organization (i.e. parking pass, uniform, I.D. Badge, etc.)

I.D Badge - we provide at no cost to intern

Q23. List required skills or previous experience necessary for interning with your organization

This position will be responsible for providing services required in all clinics and documents in the electronic medical record (HMS) in preparation for practitioner visit per ACHD protocols. This position will rotate through the Alachua Clinic and the Southwest Clinic to provide backup Med Tech services. This position will maintain exam rooms and clinic with appropriate supplies. May assist practitioner in conducting examinations and procedures as needed. This position will be responsible for providing workups to include blood pressure, weight, height, hemoglobin/hematocrit, urinalysis, pregnancy test and any capillary or venipunctures required and ordered by the Practitioner and will also collect medical history, vision and hearing on all clients. Performs laboratory venipunctures as ordered by practitioners. Processes all specimens collected and received from clinics and outlying facilities. Documents all lab specimens collected and processed using Emdeon and HMS. Packages laboratory specimens with requisitions for shipment to the required lab daily. Maintains a daily log of all specimens sent to outside labs for processing. Responsible for monitoring and maintain logs of laboratory refrigerator/freezer twice daily (am/pm). Responsible for completing assigned lab reports. Performs quality assurance monitoring for all controls as prescribed by CLIA (Lab Standards), DOH/ACHD policies. Requests laboratory supplies from main lab as needed to maintain stock level. Will notify Supervisor when lab supplies get low and need to be ordered. Responsible for ensuring all expiring laboratory supplies are being distributed per expiration dates. Will ensure there are no expired supplies and will monitor and maintain this practice weekly. Attends staff meetings. Responsible for reading and signing minutes if not present. Responsible for completing all TRAIN on time. Ensures that EARS are completed daily, and timesheets are completed and submitted on time. Responsible for securing the designated information sets for the purposes of protecting confidentiality, data integrity, and appropriate access for all information, both confidential and public record, which is stores in hard copy of electronic formats. Required to complete ICS 100 and NIMS 700 within 3 months of initial employment and provide documentation of successful completion. Required to attend any additional ICS or NIMS training as assigned. Performs other related work duties as assigned.

Q24. List any special credentials or documents required to intern with your organization (i.e. CPR/First Aid, Liability Insurance, Personal Training Certification, OSHA training, HIPPA training, Pre-Internship orientation,

background check)

CPR, OSHA training, HIPPA training, orientation, background check, fingerprinting

Q25. Provide a bulleted list of duties/responsibilities your organization expects to be fulfilled by interns:

• This position will be responsible for providing services required in all clinics and documents in the electronic medical record (HMS) in preparation for practitioner visit per ACHD protocols. • This position will rotate through the Alachua Clinic and the Southwest Clinic to provide backup Med Tech services. • This position will maintain exam rooms and clinic with appropriate supplies. May assist practitioner in conducting examinations and procedures as needed. • This position will be responsible for providing workups to include blood pressure, weight, height, hemoglobin/hematocrit, urinalysis, pregnancy test and any capillary or venipunctures required and ordered by the Practitioner and will also collect medical history, vision and hearing on all clients. • Performs laboratory venipunctures as ordered by practitioners. Processes all specimens collected and received from clinics and outlying facilities. • Documents all lab specimens collected and processed using Emdeon and HMS. • Packages laboratory specimens with requisitions for shipment to the required lab daily. • Maintains a daily log of all specimens sent to outside labs for processing. • Responsible for monitoring and maintain logs of laboratory refrigerator/freezer twice daily (am/pm). • Responsible for completing assigned lab reports. Performs quality assurance monitoring for all controls as prescribed by CLIA (Lab Standards), DOH/ACHD policies. • Requests laboratory supplies from main lab as needed to maintain stock level. • Will notify Supervisor when lab supplies get low and need to be ordered. • Responsible for ensuring all expiring laboratory supplies are being distributed per expiration dates. • Will ensure there are no expired supplies and will monitor and maintain this practice weekly. Attends staff meetings. • Responsible for reading and signing minutes if not present. • Responsible for completing all TRAIN on time. • Ensures that EARS are completed daily, and timesheets are completed and submitted on time. • Responsible for securing the designated information sets for the purposes of protecting confidentiality, data integrity, and appropriate access for all information, both confidential and public record, which is stores in hard copy of electronic formats. • Required to complete ICS 100 and NIMS 700 within 3 months of initial employment and provide documentation of successful completion. Required to attend any additional ICS or NIMS training as assigned. • Performs other related work duties as assigned.

Q26. Please describe a typical day for the intern:

Patient contact, assessment of patient, vitals, hemoglobin check, pregnancy test, urinalysis, patient education

Q28. All Interns (undergraduate and graduate) MUST be evaluated on **at least 6** of the following 9 Student Learning Outcomes (SLO's), though evaluation of all 9 is preferred. Please check each SLO that applies to the duties/responsibilities provided to interns at your organization.

Integrate principles and methods of math, social sciences, and/or arts and humanities to applied physiology and kinesiology, health, wellness, and/or fitness environments.

Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity.

Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems).

Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles.

Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity.

Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments.

Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking.

Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context.

Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects.

Q33. Name of APK student that requested the site approval form from you (if applicable)

Q29. Would you like to be added to the Department's list of approved sites for future interns?

Yes

No

Q32. Have you reviewed the APK Internship [Policies and Procedures Manual](#)? Note that clicking the link will take you away from this survey and any information input into the survey will be lost if you navigate back. We recommend holding the ctrl button on your keyboard when clicking the link to open it in a new browser tab.

Yes

No

Q30. Signature of Individual Who Will Be Receiving Internship Applications



Lucy Daniels

clear

Q31. Signature of Individual Who Will Be Supervising And Evaluating Students During The Internship

This question was not displayed to the respondent.

Location Data

Location: ([29.6825, -82.3606](#))

Source: GeolIP Estimation



Approved: 3.26.24

Blain Harrison

Blain Harrison - APK Internship Coordinator