

Alaska Indigenous Research Program: *Promoting Resilience, Health and Wellness*



Research Intern Handbook

Version 1.0

2020

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**Alaska Indigenous Research Program:
Promoting Resilience, Health and Wellness**
Research Intern Handbook

WELCOME

Congratulations on being selected as a Research Intern! The Alaska Native Tribal Health Consortium (ANTHC) would like to welcome you to our organization. This handbook provides valuable information regarding the internship. During orientation, you will also receive a handbook that provides more information regarding ANTHC-specific policies, procedures and practices. The policies outlined in this handbook include official policies of the Alaska Pacific University (APU) Campus Life Office. This guide is an extension of your housing contract with Campus Life. Please review the content carefully as you will be required to sign an intern agreement about the policies and procedures.

ABOUT THE INTERNSHIP

Research Interns will be participant learners during the month of May and will then be at the ANTHC campus (or other assigned location) for the duration of the internship. The paid internship is designed for interns to gain hands-on research skills and experience in health research. The interns are immersed in a variety of trainings, events, projects, and programs over a five to seven week period in June and/or July. We aim to accommodate applicants' specific interests in assigning them to existing research projects and mentors.

You will be living on the Alaska Pacific University campus in Anchorage, Alaska with other interns. Information about the University and Alaska Native Medical Campus are provided in this handbook.

ABOUT ANTHC & APU

The Alaska Native Tribal Health Consortium is a non-profit health organization owned and managed by Alaska Native tribal governments and their regional health organizations. The Consortium was created in 1997 to provide statewide Native health services. To achieve its goals, ANTHC works closely with tribes, Native health organizations, the State of Alaska, and municipalities. ANTHC provides statewide services in: specialty medical care; construction of water, sanitation and health facilities; community health and research; information technology; and professional recruiting. We are committed to providing the highest quality services possible for our people, which include our patients, affiliated tribal health organizations, and local communities.

Alaska Pacific University is a small liberal arts and sciences college located in Anchorage, Alaska. Originally established as Alaska Methodist University in 1957, it was founded by Peter Gordon Gould, Unangax from the village of Unga. APU provides a world-class, hands-on, culturally responsive educational experience in collaboration with our students, communities, and Tribal partners by honoring Alaska's Indigenous heritage, exemplifying excellence, and preparing paths



RESEARCH PROGRAM STAFF

ANTHC/APU has a variety of research program staff and an on-site Residence Coordinator to assist with ensuring a positive internship experience. The team consists of:

Connie Jessen	<i>Program Director</i>	907-729-3955
Karli Tyance Hassell	<i>Program Coordinator – Presenters & Interns</i>	907-729-4583
Lauren Smayda	<i>Program Coordinator – Attendees</i>	907-729-4551
Jennifer Williamson	<i>Program Coordinator - Travel</i>	907-729-4596
Abbie Willetto	<i>Research Manager</i>	907-729-2901
TBD	<i>APU Residence Coordinator</i>	TBD

Interns may also be assigned a specific mentor, dependent upon intern research interests and assigned project(s). Questions regarding APU on-campus issues should be directed towards your Residence Coordinator, whereas all other intern-position questions or concerns can be reported to your supervisor/assigned mentor. We are all available to assist with any issues that arise.

ANTHC EMPLOYMENT INFORMATION

Health & Wellness

The ANTHC hiring process requires employees to provide personal health immunization records. Please provide a copy of your records to Employee Health (907-729- 4578) on your first day, or as Human Resources requests. Interns must remain in good health and be safe while performing required duties. As such, you may be required to maintain up-to-date immunization status, and therefore require vaccines before you begin work. These will be administered by Employee Health free of charge. Required Immunizations include: PPD annually, Hep B, MMR, Varicella, Tetanus and Seasonal Flu. All employees are offered TB testing and seasonal flu vaccines.

Drug Free Workplace

ANTHC expects all individuals providing care or customer services in our environment to be able to do so competently and unimpaired by chemical substances. Impairment is defined as any physical or mental disability that substantially alters the ability an employee to perform his or her job responsibilities in a safe manner. As such, you will be required to pass a standard drug test as part of the hiring process before you begin work.

Tobacco Free Campus

It is the policy of ANTHC & APU to provide a tobacco free environment. Smoking (tobacco, vaping, and marijuana) in any form is prohibited on and within all parking lots, buildings, facilities, vehicles, and property whether owned, leased, controlled, or used. There are NO designated smoking areas on the ANMC campus. This shall include all privately owned vehicles when located on such property and owned or operated vehicles of ANTHC and APU wherever located.

Attire

Interns are expected to present a clean, neat, and professional appearance during business hours or when representing ANTHC. This is particularly true if the responsibilities of the intern include working



with internal or external customers or visitors in person. Good personal hygiene habits must be maintained. The following are some examples of inappropriate attire:

- Apparel that is faded, stained, and/or tattered.
- Apparel that displays inappropriate advertising or writing.
- Apparel that reveals a bare back, chest, torso, midriff or thigh(s)
- Denim jeans and camouflage apparel in the office environment are not permitted

Failure to adhere to ANTHC attire policy may lead to disciplinary action up to and including termination.

What to Bring

- Comfortable casual clothing for Alaska weather (temperature varies)
- Comfortable business casual clothing for office-based internship
- Shoes – casual, outdoor activities, office shoes
- Toiletries (including a towel)
- Personal laptop (ANTHC-APU may have a limited number of laptops available)

Social Media

Throughout the summer, interns may post pictures to personal social media sites (i.e. Instagram, Facebook, Twitter, Snapchat, etc.). Please be mindful of the content as you are representing the internship, program and ANTHC-APU. Inappropriate posts may negatively affect the ANTHC-APU image to the community and partners.

STUDENT EXPECTATIONS

Internship Goals

The internship provides valuable hands-on learning in health research, develops skills to be prepared for college and future careers, and enables interns to expand their network of other students and professionals in the tribal health field.

Participation & Attendance

Students are required to attend all internship work days, trainings, or assigned activities. Exceptions need to be made in advance with your assigned supervisor. Tardiness or unexcused absences are unacceptable and repeated offenses may jeopardize your participation and you may be dismissed from the internship.

Out-of-Work Activities

Interns will be able to participate in non-worked related activities as they see fit, at their own leisure. You are responsible to pay for the activities you choose to do in your free time. Please anticipate needing to shop for groceries, work clothes or other items/activities. You may need to utilize public transportation, such as the bus system or taxis, to navigate these activities.

Pay & Expenses

You will receive your first pay in form of a check after the first two weeks of your internship. Please anticipate any delays and plan accordingly by bringing personal spending cash. Depending on length of internship, direct deposit may be available. If you do not have a bank account to cash your paychecks,



please try to open one prior to the internship start date. If this is not possible, speak with your supervisor. Paychecks may also be cashed at any Wells Fargo Bank free of charge.



INTERNSHIP BEHAVIORAL GUIDELINES

Please review these behavioral guidelines carefully and if you have questions, ask your assigned supervisor, mentor or Residence Coordinator. We hope to ensure a successful internship that is safe, productive and educational. Violations of the guidelines may result in disciplinary action or early termination.

1. Possession, consumption, being under influence of drugs (without being lawfully prescribed) or alcohol (if under the age of 21) is not permitted. Possession, consumption, being under the influence of alcohol, or furnishing of alcoholic beverages on APU owned or controlled property, or at college sponsored or supervised functions, unless authorized by the President is prohibited. Possession of drug paraphernalia or associated items are strictly prohibited.
2. There is to be NO SMOKING in university residences at any time. Smoking is only permitted along the municipal road, University Drive.
3. Interns are expected to behave in a polite and respectful manner towards other interns, supervisors, staff and program participants. Bullying, all forms of abuse, sexual harassment and other behavior that negatively disrupts a positive learning environment or dorm, is prohibited and will result in early dismissal from the internship and/or program.
4. The use and possession of weapons is strictly prohibited.
5. Interns are expected to be on time to programming and work. Interns are expected to arrive at 8:00 AM, unless otherwise specified. Repeated events of tardiness or unexcused absences are not permitted and directly affect internship dismissal.
6. Alaska-based interns may use their personal vehicles for transportation, however, drivers assume all liability for themselves and those riding in the vehicle (this includes any intern passengers).

If you are found in violation of any of the above offenses, you may be asked to leave the internship and/or program at your own personal expense. Any additional costs incurred from reschedule flights, or transportation arrangements due to dismissal from the internship for violations of the guidelines and handbook will be at the INTERN'S AND/OR PARENT'S/GUARDIAN'S EXPENSE.

The ANTHC staff reserves the right to dismiss any Intern at any time when rules are violated or an intern's actions interferes with the educational process and safety of all interns, program participants and staff.



ALASKA PACIFIC UNIVERSITY – CAMPUS INFORMATION

Dorms & Room Assignments

All roommate matches are completed using the information provided in your application. Due to the fact that there are a limited number of single rooms available at APU, interns will likely share a living space with other interns or participants in the program. Interns are expected to:

- Maintain shared living spaces and bedroom
- Limited cleaning supplies and equipment will be provided; please call X for needed supplies
- Complete a room inventory before and after moving in/out
- Be respectful of roommates and other residents
- Clean rooms and all shared living areas upon move out
- Adhere to quiet hours 11:00 p.m. to 8:00 a.m. Sunday – Thursday and 12:00 a.m. to 9:00 a.m. Saturday – Sunday

Excessive damages and/or a cleaning fee will be directly charged to you.

Students are responsible for the APU property. This includes, but is not limited to, keys, furniture, living space walls, floors, and ceilings, and items found in personal and common room spaces. Students will be billed for any damage that happens to the space while they are in residence at APU. If a single person cannot be identified for causing the damage, the cost of repairs will be split among suitemates or residents of the area. Residents are financially responsible for any damage caused by their guests.

If you are having continued trouble with a roommate, please talk to your Residence Coordinator to help mediate the situation.

Guests

Dorms are reserved for program participants and interns only. If you would like to inquire about bringing a guest, please contact Karli Tyance Hassell or your Residence Coordinator.

Room keys

You will be issued a key for your dorm and bedroom. You and your roommates are responsible for maintaining the security of your assigned dorm. Please do not let strangers in, prop doors, or give keys to friends. If you lose a key, please notify Campus Life immediately so that a new key can be made, and locks changed, if necessary. You will be billed directly for any lost keys.

Phones / Computers

Telephones and computers are not provided in dorms. You may utilize a personal laptop or cell phone. Interns may also be assigned a laptop for work-related projects.

Internet

All of the APU campus, including the residence halls are equipped with wireless internet. If you are having connection issues, please contact IT at ithelpdesk@alaskapacific.edu.

Laundry

Coin-operated laundry facilities are provided in each residential facility. North and South Atwood residents share a laundry room in the basement of the Atwood Center, Segelhorst residents share a



facility on the first floor of the building, and each University Village unit has its own washer/dryer that is shared by the house residents. All washers and dryers are available 24/7. The cost to wash and dry is \$1.50 per machine/load. If there is an issue with the washers or dryers, please put in a maintenance request. Campus Life is not responsible for any items placed in the machines. Please use common courtesy while using the facilities. Do not remove or take items that are not yours from the machines. Remove your items in a timely manner when they have finished in a machine. Do not let items sit in the machines overnight or all day long.

Garbage and Recycling Policies

Residents are responsible for removing trash and recycling from their living spaces. There are garbage dumpsters located in the loading ramp off of the basement of the Atwood Center, near Segelhorst, and at the top of The Row. Residents may not leave garbage in the stairwells, hallways, lounges, garages, storage units, or in front of their houses/doors. Residents found not properly disposing of trash will be assessed a trash removal fee.

Recycling

What can be recycled? Mixed Paper, Plastics, Aluminum, & Tin. We cannot recycle plastic bags with our program. You may gather your recyclables in a plastic bag, but you will need to empty the bag into the appropriate recycling containers. Most items can be placed in the green and yellow roller containers, mixed together. Glass and corrugated cardboard are the two exceptions to this process. The nearest recycling location to the residence halls is at the rear entrance of the Atwood Center beneath the stairwell

Recreation & Fitness

A benefit to living on campus is enjoying the easy access of to APU's Weight Room & Climbing Wall located in the basement of the Atwood Center. This fitness center features free weights, weight-lifting machines, aerobic machines, and a variety of other equipment, as well as the bouldering wall area. Outdoor camping and adventure gear from the Outdoor Programs Equipment Room may be available for rent. The Mosely Sports Center also has an indoor pool and gymnasium.

Meals

A light breakfast and lunch (and dinner for those in the dorms) will be provided during the Alaska Indigenous Research Program. Other snacks, meals and/or drinks will need to be purchased on your own. When the program ends, those continuing as paid interns will be expected to grocery shop and cook meals for the duration of their internship (including packing and/or buying a lunch for work). APU has a dining facility in Atwood Hall but may be limited during the summer and meals would need to be purchased.

Transportation

Interns will be required to find their own transportation to work. The APU campus dorms are roughly a 20-minute or 1.2-mile walk to the ANTHC office space. Depending on availability, interns may also utilize APU's Gear Room to rent a bike and lock for the internship. There may be fees associated with gear rentals.

The Municipality of Anchorage has a bus system. A bus schedule and map is included in this handbook. People Mover mTicket is the mobile ticketing app for public transit services in Anchorage. You can



download the app for free from the App Store or Google Play and purchase tickets to use on the day of travel, or store them in the secure mobile wallet for future use. Tickets are purchased using a credit or debit card, or via digital wallets such as Masterpass and Apple Pay.

Mail

Students may utilize the APU mailroom located at Base Camp on first floor of Grant Hall. The Base Camp Campus Store and Mailroom are located on the first floor of Grant Hall. Please remember to forward any mail once your internship is over. APU will not forward or readdress mail without collecting sufficient fees prior to mailing. Questions about mail delivery should be directed to the APU Mail Room by calling (907) 564-8218. To receive mail, address to:

AKIRP Research Internship
"student name"
4101 University Drive
Anchorage AK, 99508

Mailroom hours are Monday through Friday 8:00 a.m. to 5:00 p.m., though summer adjustments may be made at the discretion of APU. APU will not deliver mail to residences. It is your responsibility to coordinate collecting your mail and parcels in a timely manner. Sent and received packages may not contain any of the prohibited items listed on poster 138 of the United States Postal Service or in the DMM 601.10 guidelines.



HEALTH & SAFETY

Safety is our number one priority. Become familiar with the locations of fire alarms, pull stations, or emergency exits and/or protocols. ANMC will provide comprehensive emergency and safety protocols in your orientation.

HEALTHCARE

Please report injuries or illnesses to your supervisor. If you are feeling unwell, or require medical care, you can make an appointment at ANMC or other health care provider with the appropriate clinic or service. Interns are responsible for their own health care costs. ANMC offers a Walk-in Clinic for non-emergent health care services. ANMC's Walk-in Clinic is for patients of all ages who have an illness or injury that needs immediate care but are not experiencing a medical emergency. Here are some reasons to visit the Walk-in Clinic at ANMC:

- Medication refills
- Vaccinations
- Fever and dehydration
- Sore throats and colds
- Cuts and minor skin infections
- Sinus and ear infections
- Muscle strains and sprains
- Urinary tract infections
- STI testing

The Walk-in Clinic is located on the third floor of the Healthy Communities Building (HCB), 3900 Ambassador Drive. The HCB is on the west side of the Alaska Native Health Campus. Patients are seen on a first come, first served basis in the Walk-in Clinic. If you are from out of town and would like to make an appointment to be seen for same-day care, please call (907) 729-1500 and ask to make an appointment with the Internal Medicine Same Day Clinic.

FIRE

In the event of a fire, close all doors that do not close automatically. Do not use elevators. If the fire is in your area, and you have been trained in the use of a fire extinguisher during the past 12-months. Locate the pull stations and fire extinguisher locations on your unit as well as the evacuation plan in the event evacuation is necessary. Remember, don't be a hero! If you can't safely put out the fire, let the experts do it. In all cases, follow the instructions of the staff in your area regarding when and if to evacuate.

In the event of a fire, we use the word R.A.C.E. to help us remember what to do:

- R - Rescue anyone in immediate danger
- A - Alarm – pull firebox AND dial “1111” on ANMC or “911” on APU campus
- C - Confine, close doors, windows and chutes
- E - Extinguish if small fire, if necessary evacuate

Alaskan Wildlife

One of the most unique aspects of life on the APU and ANMC campuses is the ability to experience nature in a relatively pristine state. This experience routinely involves interactions with those “other” campus residents. Always be sure to stay a safe distance from any wildlife you see on campus. Do not



chase, harass or feed wildlife. If they are blocking your path, find an alternate route. Some wildlife that you may encounter on campus include the following:

Moose

Moose are perhaps the most frequent wildlife visitors to the campuses. Though not normally aggressive; moose can be very aggressive they are hungry or harassed by people, dogs, traffic, or in spring when a cow moose has a young calf with her. Please stay clear of moose at all costs and find alternate routes.

Bears

Alaska is home to both Brown Bears (also known as Grizzly Bears) and Black Bears. Both types of bears live in the Chugach State Park close to Anchorage, and Black Bears have been spotted on the APU/ANMC campuses. Avoid areas where bears have been sighted.

Fox

Though not unique to Alaska, the red fox is one animal that has been known to be seen on APU/ANMC campuses. As with other wildlife, it is best to observe from a safe distance.

APU Nighttime Campus Safety Officer

The Nighttime Campus Safety Officer is responsible for maintaining the general well-being of the campus atmosphere overnight. This includes locking and unlocking buildings and checking every aspect of the campus throughout the night. The NCSO is available to help students, staff, and faculty in emergencies. The NCSO can be reached at (907) 564-8311 or by stopping by the Campus Life Office on the first floor of the Atwood Center during posted office hours.



Frequently Used Phone Numbers

Alaska Pacific University

Campus Safety	(907) 564-8888
Conferencing on Call	(907) 312-9425
Resident Assistant (RA) On-Call	(907) 244-7955
Campus Life	(907) 564-8299
Campus Store (Base Camp)	(907) 564-8218
Climbing Wall	(907) 564-8308
Dining Services	(907) 564-8389
Gear Room	(907) 564-8614
Ground Theory (Coffee Cart)	(907) 564-8688
IT Help Desk	(907) 564-8350
Moseley Sports Center	(907) 564-8314

Alaska Native Tribal Health Consortium

Human Resources.....	(907) 729-1301
Corporate Compliance.....	(907) 729-1992
Corporate Compliance & Ethics Hotline.....	(877) 772-6743
Safety and Environmental Management.....	(907) 729-2912
Employee Health.....	(907) 729-4571
Infection Control	(907) 729-2920
Risk Management.....	(907) 729-1969
Education, Training and Development.....	(907) 729-1917
Medical Staff Office.....	(907) 729-1983
ANMC Customer Experience.....	(907) 563-2662
ANMC Purchased Referred Care.....	(907) 729-2470
Security.....	(907) 729-2915

ANMC Intranet Pages:

ANMC Safety-Security <http://home.anmc.org/support/sem/>

ANTHC Intranet Pages:

Human Resources Policies:

<http://home.anthc.org> – under “Employee Resources” heading, select “HR: Policies”



What To Bring

Things You May Need

- Phone
- Clothing (casual AND business attire for work)
- Shoes
- Laptop Computer or Tablet
- Hair Dryer
- Towel
- First Aid Items
- Rain jacket/umbrella
- Day pack
- Lunch bag
- Water bottle

Please Also Bring:

- Immunization Records for Employee Health
- Any IDs for employee verification & Human Resources
- Personal spending cash

Things Waiting For You

- Bed w' Regular Twin
- Bedding and Pillow
- Mattress
- Desk & Chair
- Wardrobe, Dresser or Closet
- Sofas, Tables, and Chairs
- Smoke Detectors
- Wireless Internet

Do Not Bring

- Hot Plates
- Toaster Ovens
- Candles
- Firearms or Weapons
- Pets
- Alcohol
- Illegal Drugs

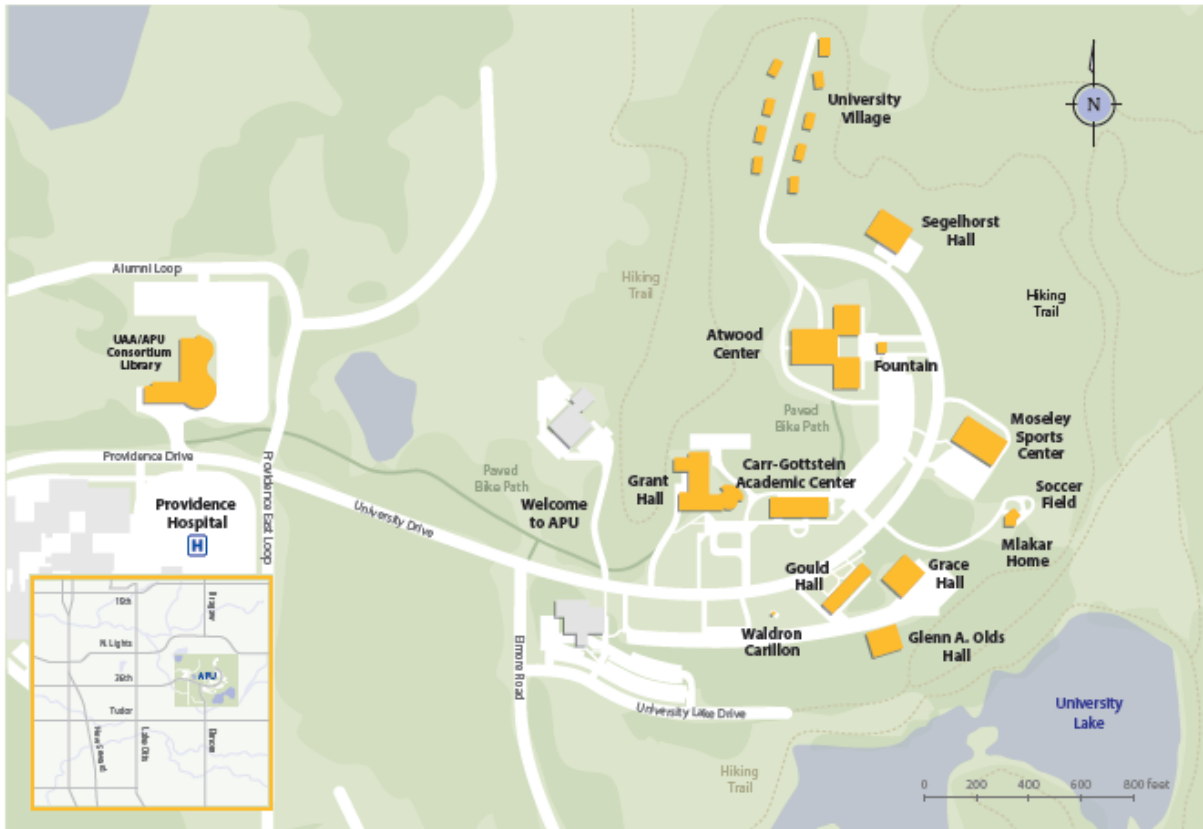
Alaska Native Health Campus



- | | | |
|--|--|---|
| <ul style="list-style-type: none"> 1. Inuit Building
4141 Ambassador Drive 2. Providence Health and Services, Alaska Cares
3925 Tudor Centre Drive 3. Patient Housing at ANMC and ANTHC Parking Garage
4001 Tudor Centre Drive 4. Centers for Disease Control and Prevention
4055 Tudor Centre Drive 5. Nuka Learning and Wellness Center
4085 Tudor Centre Drive 6. Bird Ridge Building
4145 Tudor Centre Drive 7. Heritage Plaza
4155 Tudor Centre Drive | <ul style="list-style-type: none"> 8. Mt. Yukla Building
4175 Tudor Centre Drive 9. Mt. Marathon Building
4201 Tudor Centre Drive 10. Fireweed Mountain Building
4341 Tudor Centre Drive 11. Alaska Native Tribal Health Consortium Diplomacy Building
4500 Diplomacy Drive 12. Flattop Mountain Parking Garage
4450 Diplomacy Drive 13. Anchorage Native Primary Care Center
4320 Diplomacy Drive 14. Healthy Communities Building
3900 Ambassador Drive 15. Alaska Native Tribal Health Consortium Corporate Office Building
4000 Ambassador Drive | <ul style="list-style-type: none"> 16. Alaska Native Medical Center Hospital
4315 Diplomacy Drive 17. Mt. Notazhot Building
4160 Tudor Centre Drive 18. Mt. Ahklun Building
4501 Diplomacy Drive 19. ANMC ENT, Audiology Ophthalmology Clinic, Ambulatory Surgery Clinic, and Alaska Spine Institute
3801 University of Lake Drive, 2nd Floor 20. Dr. Katherine and Dr. Kevin Gottlieb Building
4441 Diplomacy Drive 21. Denali Parking Garage
4441 Diplomacy Drive |
|--|--|---|

The Alaska Native Tribal Health Consortium and Southcentral Foundation jointly own and manage the Alaska Native Medical Center under the terms of Public Law 105-85. These parent organizations have established a joint Operating Board to ensure unified operation of health services provided by the Medical Center.
Map updated: 2020





Alaska Pacific University - 4101 University Drive Anchorage, AK 99508 - 907-564-8248

From the Ted Stevens International Airport (ANC) 7.7 Miles

- ↑ Continue to W. International Airport Road (exit Airport)
- ↶ Turn Left onto Arctic Blvd
- ↷ Turn Right onto W. Tudor Blvd
- ↶ Turn Left onto Elmore Rd, at Traffic Circle take 2nd exit to stay on Elmore Rd.
- ↷ Turn Right onto University Drive/Alaska Pacific University

From the North (Wasilla, Fairbanks)

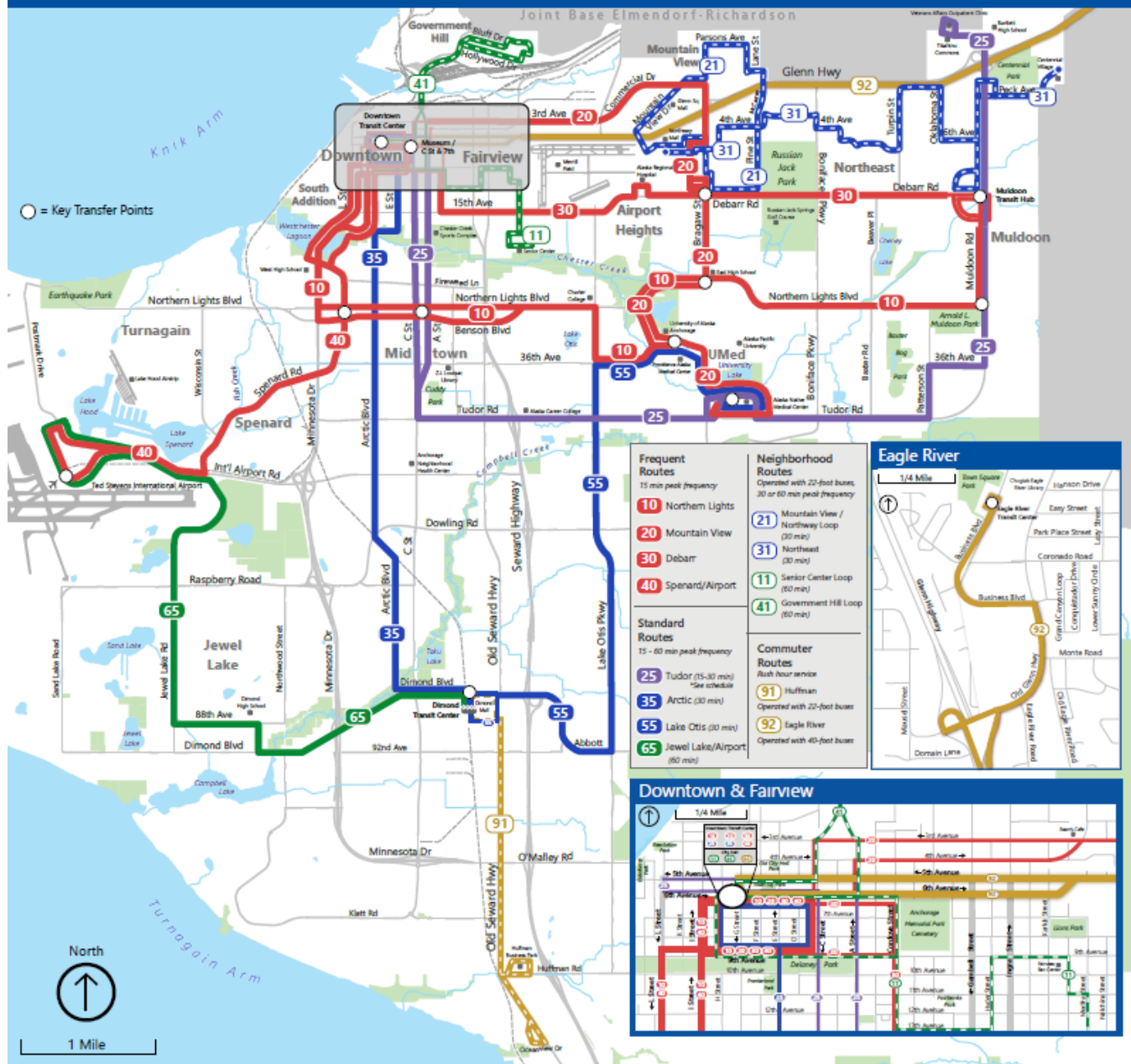
- 📍 Take AK-1 South to Bragaw St (Anchorage)
- ↷ Turn Right onto E. Northern Lights Blvd
- ↶ Turn left onto UAA Dr
- ↶ Turn Left onto Providence Dr
- ↑ Continue straight onto University Drive/Alaska Pacific University Campus

From the South (Girdwood, Seward)

- 📍 Take AK-1 North
- ↷ Turn Right onto E. 36th Ave
- ↑ Continue onto Providence Dr
- ↑ Continue straight onto University Drive/Alaska Pacific University Campus

Anchorage Transit Map

Effective July, 01 2019



www.PeopleMover.org
 907-343-6543

