



# RESEARCH & EDUCATION INTERN HANDBOOK

Spring 2019



# VN CARES R&E INTERN HANDBOOK

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# History & Mission

On January 4th, 2001, a group of UC Davis undergraduates and medical students established the Vietnamese Cancer Awareness, Research and Education Society (VN CARES). This was in response to the National Cancer Institute's Surveillance, Epidemiology, and End Results (SEER) report, revealing that Vietnamese American women had the highest incidence rate of cervical cancer – five times greater than Caucasian women. VN CARES is a student-run organization that promotes cancer awareness and provides free cancer screenings to the underserved Vietnamese population.

VN CARES began working with the Sacramento Vietnamese community to implement three primary goals:

1. Inform the community about the prevalent types of cancer that affect the target population – namely liver, breast, cervical, prostate, and colorectal cancer
2. Educate the community about the benefits of performing regular cancer screenings and receiving the available cancer treatments
3. Enroll people to receive free cancer screenings

## SHORT TERM OBJECTIVES

1. Recruit members who will assist VN CARES in helping the community
2. Promote cancer awareness through outreach and educational presentations
3. Recruit, enroll, and assist Vietnamese individuals into cancer preventative care and cancer treatment programs
4. Gather qualitative and quantitative data about the health care services provided to the Vietnamese community

## LONG TERM OBJECTIVES

1. Reduce the cancer-related disparities in the Vietnamese community
2. Ensure that all Vietnamese individuals obtain the knowledge and resources they need to maintain a cancer reducing lifestyle
3. Participate in the planning and implementation of research activities designed to identify the health care needs of the Vietnamese community
4. Network with other organizations to achieve common objectives

# Internship Requirements & FYIs

## Internship Requirements:

	Probationary Term	Internship Term
Description:	1/2 - Quarter Commitment: Spring 2019	2 - Quarter Commitment: Summer-Fall 2019
*Meetings:	Attend 2 Meetings	Attend 4 Meetings /Quarter
R&E Events:	1	3 Events /Quarter
Team Meetings	1	2 /Quarter
**Public Relations:	2 Hours	4 Hours /Quarter
Social:	A.C.E. Reveal	1 Social Event /Quarter
Orientation & Practical:	In Spring 2019	In Fall 2019
Evaluations:	1 Evaluation	1 Evaluation /Quarter
Membership Fee:	\$20 (for the term)	
Orientation and Practical Day are mandatory for all interns!		

\*There are no meetings during the summer quarter.

\*\*Only half of your PR credits can be fulfilled by food/restaurant fundraisers.

1 Term = 3 quarters (probationary quarter + internship term)

## 3-Strike Policy:

You can receive a strike for:

1. Being late
2. Not wearing appropriate apparel
3. Signing up for an event, and either not showing up or not notifying the Officer in charge by 5PM the day before the event with a proper reason

\*NOTE\* Interns can only cancel clinic 48 hours before.

4. Not completing internship requirements\*

Note:

1. Strikes may also be given at the discretion of the Officer.
2. You can only receive a maximum of 1 strike per event.
3. Accruing 3 or more strikes within an internship term will result in a reevaluation of your internship status\*.
4. Your performance may be evaluated at any time during the internship. Interns may be dismissed at the discretion of the Officer board, regardless of the number of strikes.

## Transcript Notation Requirements:

1. Available every quarter (2 transcript notations possible per internship term).
2. Must complete 40 hours per quarter and quarterly internship requirements.
3. Hours can rollover to the second term of the internship to meet the 40 hours requirement. Only 1 transcript notation will be given.

## Registering for Course Requirement:

All VN CARES members must register for the course, IMD 194, with a given CRN at the beginning of the quarter.

\*Not fulfilling the requirements or accruing 3 or more strikes may result in a dismissal from the internship and void your eligibility to receive transcript notation.



R&E is a subsector of the UC Davis student-run organization, VN CARES. R&E provides an internship that is acknowledged by the University. The internship requires at least a two-quarter commitment.

## **Mission Statement:**

The internship is committed to improving the community's health by spreading awareness and education of prevalent health concerns as well as promoting healthy living.

## **Special Program:**

- Vietnamese Interactive Community Educator (V.I.C.E)

## **Transcript Notation:**

- R&E transcript notation is granted by UC Davis through the Internship & Career Center (ICC)
- Any intern who completes his/her internship requirements and works a minimum of 40 hours per quarter is eligible to get his/her transcript notation.

## **Probationary Period**

Interns who are on their probationary period must demonstrate effort and commitment to the internship, assessed by the completion of requirements and overall attitude. The continuation of their internship will be determined by the officer board. If qualified, the interns who are on probationary period may have his/her transcript notation.

## **Probationary Period & Requirements:**

- There are two probationary periods for each different admission round: Spring and Fall
- The first half of the Fall or Spring Quarter of acceptance is the introductory and training period.

Probationary interns must fulfill:

- 2 General or R&E Meetings
- 2 hours of Public Relations Events
- 1 R&E Credit (0.5 Probationary Presentation & 0.5 Practical)
- 1 Team Meeting
- 1 Anh Chi Em Revealing
- 1 End-of-the-quarter Evaluation

## **Official Term & Requirements:**

Terms: Summer – Fall | Winter – Spring

- Summer – Fall: Probationary period = Spring before summer
- Winter – Spring: Probationary period = Fall before winter

Requirements: accepted interns must commit to

- 2-Academic-quarter commitment
- 4 General or R&E meetings per quarter
- 4 Hours of Public Relation events per quarter
- 3 R&E Credits per quarter\*
- 2 Team Meetings
- 1 Social per quarter
- 1 End-of-the-quarter evaluation

**\*New interns must complete 1 of their R&E credits during Spring 2019 through training with their team leader and 1 meeting presentation for 1 R&E credit during Fall 2019**

# The Research & Education Team

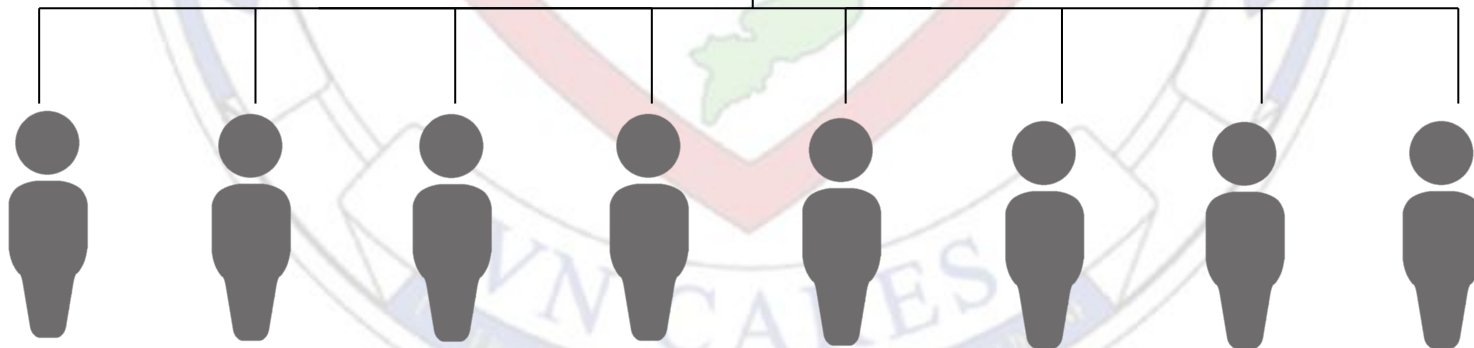
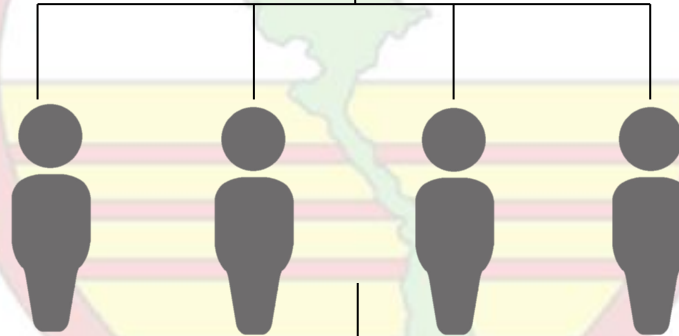
## R&E Leaders

As the managers of the Research & Education internship, the two R&E Leaders are responsible for creating, and running all R&E events. While our mission statement conveys our visions for the community, we hold it upon ourselves to also serve our interns by creating an active, positive environment for learning and growing as a scholar.



## Team leaders

To further enrich the internship experience, our team leaders interact closely with interns to provide guidance as a mentor figure. Each team leader also works on a project that follows our mission statement to educate the community and provide novel experiences for interns.



## R&E Interns -- Health Educators

As R&E interns, you will primarily be presenting to the community using various methods of communication. You will be challenged to create presentations that are both educational and visually appealing for maximum effectivity. At the same time, you will be challenged to think critically.

## Research and Education Health Educator

### **Goals:**

- Understand the current health profile of local community as well as the global community
- Master presentation skills to ensure the most effective health advocacy campaign
- Encourage scientifically stimulating discussions among participants

### **Events:**

All VN CARES members are allowed to attend and receive credit at all the following events:

- |                           |                             |
|---------------------------|-----------------------------|
| • Meeting Presentations   | • Health Fairs              |
| • Workshops               | • Debates                   |
| • Sunday Clinic Shadowing | • Community Outreach Events |

### **Credits:**

An R&E event is defined as those that are planned, approved, and supervised by one or both of the R&E leaders.

- All events outlined above qualify for 1 R&E Event except for skills workshops. Skills workshops qualify for ½ R&E Event.
- The types of events offered in a quarter are not limited to those listed here.

**Prior to any presentation, interns are required to attend at least two dry runs with an R&E leader or team leader**

## Vietnamese Interactive Community Educator (V.I.C.E)

### **Purpose:**

To educate the low-income Vietnamese population in Sacramento on prevalent health issues, and promote healthy living.

### **Goals**

- Connect with the Vietnamese community in the greater Sacramento area
- Advocate healthy lifestyles through well-crafted presentations that are approachable and professional
- Foster pride in Vietnamese heritage and culture in order to inspire Vietnamese-Americans to give back to their community

### **V.I.C.E Events:**

All VN CARES members are allowed to attend and receive credit at all following events:

- Presentations at clinic
- Presentations at health-fair and other community-related events (i.e. PAC)
- Vietnamese workshops

### **Credits:**

- VICE Interns are required to complete 1 of their 3 R&E credits through a VICE event (workshops not included).
- All presentations qualify for 1 R&E Event.
- All Vietnamese workshops qualify for ½ R&E Event.



# Types of Clinics

1) Weekly Saturday Primary Care Clinics

2) Monthly Sunday Cancer Screening

3) Special Committee Clinics



## Primary Care Specialties

1<sup>st</sup> Week: Musculoskeletal (MSK)

2<sup>nd</sup> Week: Pharmacy Consultation & Psychiatry

3<sup>rd</sup> Week: None

4<sup>th</sup> Week: Dermatology

## PHAC/VN CARES Undergraduate

### Co-Directors

Mathew Lam

Victoria Lee

Cindy Wang

Don Nguyen

Maikhue Her



R&E Interns who choose to shadow at Sunday clinic are responsible for this top portion of clinic flow only.

### VN CARES Clinical Managers

Don Nguyen  
Nina Le  
Kevin Ly  
Angela Trandang

#### Patient Check-Up

- After the CoD assigns you (PA) to a patient, call the patient by the patient # of the day and verify their name, birthday and phone number

Do Vitals

Note: do vitals for the first 6 patients in the room

Logout vitals with receptionist i.e. return the chart to receptionist

If your patient is one of the first 6 patient, then return to the room with the patient. If your patient has not been assigned a room, tell the patient to wait in the waiting room.

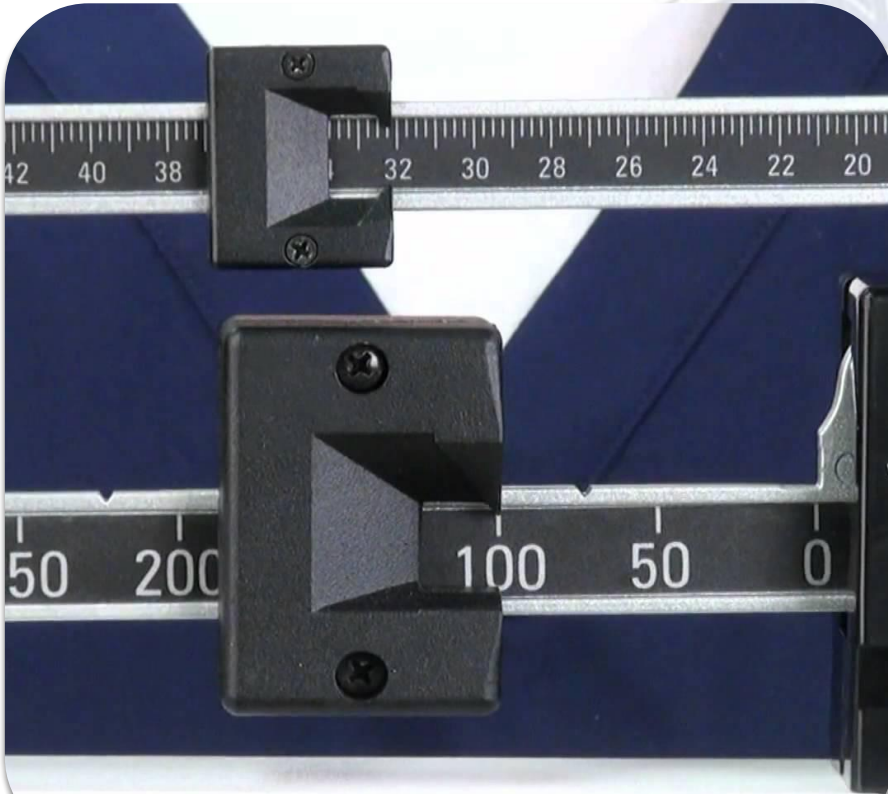
When CoD has given you the patient's chart and has assigned you (PA) and a patient to a room, bring the patient to the room and then return the chart to CoD

Go back to the room with the patient for translation. Once done, tell the floater that you are done with the room

Do labs/ lab log-out and med refill if needed

Remind MS that chart goes to lab log-out at the end





## Weight

- Move the 50lb block first
- Move the top block slowly until the scale balances
- Record the weight in pounds. Weight is the sum of both blocks
- Scale back to 0 when you're done



## Height

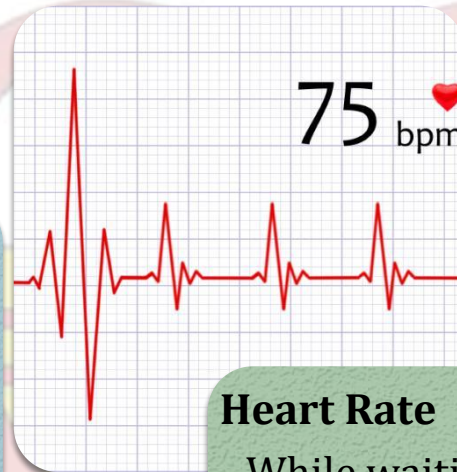
- Move the lever to the patient's height
- Read the height and record it
- Scale back to 5ft when you're done





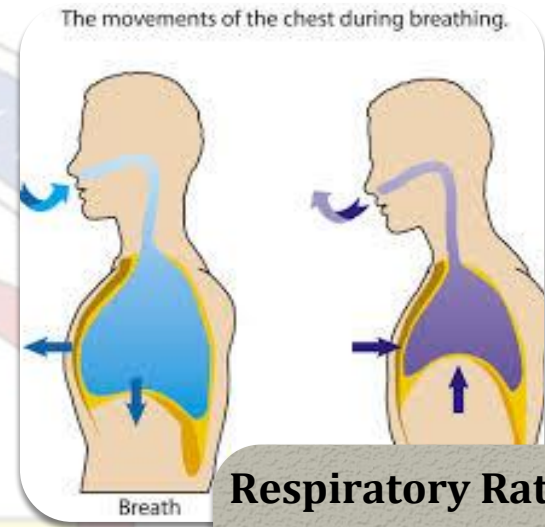
## Temperature

- Put glove on non-dominant hand
- Use an alcohol wipe to clean the mouthpiece
- Put on a cover slip and turn on the thermometer
- Place it under the patient's tongue
- When it beeps repeatedly, record the temperature
- Remove the cover slip and clean the mouthpiece using an alcohol wipe



## Heart Rate

- While waiting for the thermometer to beep, use your index and middle finger to find the pulse
- Count the number of pulses/ 30 sec and multiply by 2
- Record the heart rate/ minute



## Respiratory Rate

- While waiting for the thermometer to beep and after heart rate, tell the patient you will double check the heart rate using the other arm
- Place your fingers on their wrist, but count the number of breaths discretely for 30s and multiply by 2
- Record the number of breaths/minute

## Blood Pressure

- Place the cuff around the patient's arm. It is snugly if you can put 2 fingers in the cuff
- Put on the stethoscope with the ear pieces facing away from you
- Place the head of the stethoscope at the crease of the arm near the medial side of the body
- Inflate the cuff to 180 mmHg
- Slowly release the valve and record the first time you hear a heartbeat and when the heartbeat first disappears.
- Measure on both left and right arm

\*If a patient asks whether their BP is normal, you must tell them that they need to ask their Dr. for that info and provide them with the normal ranges.

### **Note for Blood Pressure:**

- 1) Make sure the patient's feet is flat on the ground and sits up straight. (Legs can't be crossed)
- 2) Make sure the patient isn't wearing any tight or heavy clothing
- 3) Make sure the patient rests their arm at about heart level and keep the palms facing up
- 4) **Never** re-pump the blood pressure knob while measuring blood pressure

### **Vitals Normal Ranges**

Heart Rate: 60-100 at rest

Respiratory rate: <20

Blood Pressure: 120/80

Temperature: 97.6-99.6F

# Cancer Screening Requirements

	Exam	Ages	Frequency
<b>Male</b>	<b>Prostate Cancer</b> <ul style="list-style-type: none"> <li>Prostate Specific Antigen (PSA- blood test)</li> <li>Digital Rectal Exam (DRE- physical exam)</li> </ul>	50+	Every 2 years
<b>Female</b>	<b>Breast Cancer</b> <ul style="list-style-type: none"> <li>Clinical Breast Exam (CBE- physical exam)</li> <li>Mammogram</li> </ul> <b>Cervical Cancer</b> <ul style="list-style-type: none"> <li>Pap Smear</li> <li>HPV</li> </ul> <p>Note: 21-29 years old are not eligible for co-testing</p>	CBE - 40+ Mammogram - 40+  Pap Smear - 21 (or if sexually active) to 29  HPV and Pap smear - 31 to 65 years old	Every 2 years  Every 3 years  Every 5 years (if in a monogamous relationship, and last Pap Smear and HPV results are negative)
<b>Everyone</b>	<b>Hepatitis B Screening (blood test)</b> <ul style="list-style-type: none"> <li>Hep B Surface Antigen (Hep B sAg)</li> <li>Hep B Surface Antibody (Hep B sAb)</li> <li>Hep B Core Total (Hep BcAb TOT)</li> </ul> <b>Colon Cancer</b> <ul style="list-style-type: none"> <li>Fecal Immunochemical Test (FIT- take home and mail back)</li> </ul>	Hep B - All ages    FIT - 50+ (Female) FIT - 45+ (Male)	Once    Every year



# Floaters

## Male Room Items:



1. Gloves



2. Lubricant

Floaters help clinic run smoothly by setting up the examination rooms for the next patient.

**\*\*After done with the room, inform the floater immediately\*\***

## Female Room Items:



1. Cotton Swab



2. Cytobrush



3. Drapes



4. Gloves



5. Gown



6. GC Kit



7. Lubricant



8. Spatula



9. Speculum (Small, Medium, Large)



10. Specimen Bag (Biohazard bag)



11. Specimen Container



12. Specimen Label



# Clinical Committees

Committees	Responsibilities	Special Clinics	Co-Directors
<b>Cardiopulmonary</b>	<ul style="list-style-type: none"> <li>Schedule potential patients for Cardiopulmonary Clinic</li> <li>Provide free nicotine patches through AQS (Asian Quit Smoking) Organization</li> </ul>	Cardio-pulm clinic	Eric Nguyen Lucy Thai
<b>Covered California</b>	<ul style="list-style-type: none"> <li>Enroll patients for insurance and follow up with patients</li> <li>Must be CEC certified</li> </ul>	Enrollment Clinics	Sofia Lin
<b>Diabetes</b>	<ul style="list-style-type: none"> <li>Screen patients for diabetes and follow up with diabetic patients</li> </ul>		
<b>Hepatitis</b>	<ul style="list-style-type: none"> <li>Screen patients for hepatitis and follow up with patients who have hepatitis</li> <li>Provide vaccination</li> </ul>	Liver Ultrasound Clinics Vaccination Clinics	Nathan Luu Nathan Nguyen
<b>Women's Health</b>	<ul style="list-style-type: none"> <li>Help refer patients for mammogram screenings</li> <li>Educate patients on breast cancer</li> <li>Educate patients on women's health</li> <li>Schedule patients for OB/GYN clinic</li> </ul>	OB/GYN Clinics	Quynh Nhi Nguyen
<b>Ophthalmology</b>	<ul style="list-style-type: none"> <li>Perform acuity screens</li> <li>Distribute vouchers for glasses</li> </ul>	Ophthalmology Clinics	Angela Nguyen Christina Trinh
<b>PAP</b>	<ul style="list-style-type: none"> <li>Signs up patients for free medication</li> <li>Provide medication consultations, side effect sheets, and medication coupons</li> </ul>		Thu Pham Toan Tran

# Creative, Outreach, and R&E Committees

Committees	Responsibilities	Co-Directors
<b>Creative</b>	<ul style="list-style-type: none"> <li>Help plan and execute large scale social events including Winter Retreat and Spring Banquet</li> <li>Provides input and suggestions for other social events and ways to build a more enjoyable, inclusive environment within VN CARES</li> </ul>	Kathleen Dang
<b>Outreach</b>	<ul style="list-style-type: none"> <li>Help advertise Sunday clinic to the Vietnamese community</li> <li>Search for various community service events in the area.</li> </ul>	Raymond Nguyen Toan Tran Anderson Dang
<b>Play for Thought</b>	<ul style="list-style-type: none"> <li>Educate 1st-5th graders on various health topics</li> <li>Design activities for the children and make learning fun</li> </ul>	Natalie Phan
<b>Patient Advocate Community (PAC)</b>	<ul style="list-style-type: none"> <li>Educate Vietnamese high school students on various health topics</li> <li>Educate Vietnamese-English translations</li> </ul>	Carolyn La My-Linh Vo
<b>Research and Innovation</b>	<ul style="list-style-type: none"> <li>Expand the R&amp;E internship</li> <li>Create and practice directing new outreach programs</li> </ul>	Thuy-Linh Tran Sofia Lin

# Public Relations

## Description:

VN CARES interns will be expected to give back to the community, publicize VN CARES to the student population, raise money for VN CARES, maintain relations with external sponsors, physicians, and recruit patients.

## Purpose of Community Service

1. Give back to the community that has given you many opportunities  
(Ex. Challah for Hunger, ADJ Angels of Hope, Davis Community Meals, etc).
2. Learn about other organizations that are also making a difference
3. Build relationships with other organizations
4. Spread awareness about VN CARES

## Components of Public Relations:

- Community Service
- Recruitment
- Publicizing
- Fundraising

## Purpose of Recruitment

1. To recruit Interns, Patients, Collaborators (doctors, businesses, etc.), Sponsors, and Center for Disease Control (CDC) studies
2. For Covered CA:
  - Interns will ask patients if they would like us to help them apply for Medi Cal or Covered CA.
  - If yes, then tell the Covered CA Co-D to put the patients' names on the list for the next enrollment clinic.

Note: The dress code is strictly enforced. Interns must be presentable, genuine, able to answer all procedural questions in and out of clinic, and be respectful to the public.

Goal: Publicize VN CARES to the student population!

## To Publicize:

1. Obtain flyers
2. Approach the person(s) with a smile
3. Grab their attention: "Hi, are you interested in a health-related internship?"
4. Continue and inform them about who we are, what our goal is, how we reach the goal, when and where meetings are, where to obtain more information:
  - Say you're a part of VN CARES: Vietnamese Cancer Awareness Research and Education Society
  - We're a pre-health organization, striving to promote cancer awareness
  - We provide free-cancer screenings to the underserved, Vietnamese population in Sacramento

4. (Cont.)

- We offer two internships (Clinical and R&E) where transcript notation can be obtained.
- Time commitment for both internships (1 probationary quarter and 2 full quarters for Clinic/R&E, approx. 35-50 hrs)
- Briefly describe the two internship positions (Don't take too much time. Try to keep it to one phrase each.)
- Emphasize that R&E internship does not require the fluency of the Vietnamese language.
- Inform them that our general meetings are on Wednesdays 7:10-8:00PM. Location to be announced for that quarter.
- R&E meetings are on Wednesdays 6:10-7:00PM. Location to be announced for that quarter.
- For further information and contacts, tell them to visit our website at [www.vncares.org](http://www.vncares.org) or email us at [publicrelations@vncares.org](mailto:publicrelations@vncares.org)

5. Conclude: "Thank you for your time, and we hope to see you at our meetings!"

## Things to Remember

You do not have to say everything. Omit and summarize details to keep the conversation brief, but concise.

Do's	Don'ts
Pair up with another person for support	Congregate into a group like a mob
Ask officers if you are unsure about the information	Tell the person incorrect information
Keep your phones on silent	Talk on the phone when you are on the job



# Contact List

## Important Phone Numbers

VN CARES Inquiry Number:

(916) 54 - CARE - 6 / (916) 542-2736

VN CARES Clinic Number:

(916) 54 - CARE - 7 / (916) 542-2737

## Important Information

Paul Hom Asian Clinic Address:

6341 Folsom Blvd  
Sacramento, CA 95819

VN CARES P.O Box Mailing Address:

P.O. Box 72709 Davis, CA  
95617

## Important Emails

President:

[president@vncares.org](mailto:president@vncares.org)

Vice Presidents:

[vicepresident@vncares.org](mailto:vicepresident@vncares.org)

Secretary:

[info@vncares.org](mailto:info@vncares.org)

Treasurer:

[treasurer@vncares.org](mailto:treasurer@vncares.org)

Clinic Team:

[clinic@vncares.org](mailto:clinic@vncares.org)

Research & Education:

[re@vncares.org](mailto:re@vncares.org)

Public Relations:

[publicrelations@vncares.org](mailto:publicrelations@vncares.org)

Webmaster:

[webmaster@vncares.org](mailto:webmaster@vncares.org)

## Other Contact Information

R&E Leaders (Spring 2019-2020)

Sofia Lin (805) 732-3704

Thuy-Linh Tran (916) 544-9840

Clinical Managers (Spring 2019-2020)

Don Nguyen: (530) 405-6519

Nina Le: (651) 343-4546

Kevin Ly: (408) 497-3666

Angela Trandang: (408) 406-7610