



Public Health Statewide Internship Program



New Mexico Department of Health Intern Handbook





New Mexico Department of Health (NMDOH) Intern Handbook

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Internship Program Contact:

Office of Policy and Accountability

Email: nmdoh.internship@state.nm.us



New Mexico Department of Health Mission Statement

Promote health and wellness, improve health outcomes, and assure safety net services for all people in New Mexico.

New Mexico Department of Health Core Values are:

- Accountability “honesty, integrity, and honor commitments made”
- Communication “promote trust through mutual, honest, and open dialogue”
- Teamwork “share expertise and ideas through creative collaboration to work towards common goals”
- Respect “appreciation for the dignity, knowledge, and contributions of all persons”
- Leadership “promote growth and lead by example throughout the organization and in communities”
- Customer Service “placing internal and external customers first, assure that their needs are met”

New Mexico Department of Health Vision for Success

A healthier New Mexico!



About New Mexico Department of Health

The New Mexico Department of Health (NMDOH) is a centralized system of health services with a Cabinet Secretary, appointed by the Governor, overseeing the Department. New Mexico has 33 counties and 23 American Indian tribes, pueblos, and nations with off reservation populations. In accordance with the State Tribal Collaboration Act, all state agencies must collaborate on a government-to-government basis, in order to promote more effective communication and relationships with the federally recognized tribes, pueblos, and nations in New Mexico. The 33 counties are organized into five public health regions, governance of these regions is provided by NMDOH, and they are organized to have staff resources in all counties in order to locally assess and address public health needs. So, while NMDOH's main campus is located in Santa Fe, there are 52 local public health offices around the state. These local offices provide necessary community-based perspectives, a coordinated service approach, and an integral focus on the delivery of public health.

According to the CDC, there are three primary core functions of public health with 10 corresponding essential health services. Since NMDOH is the main public health entity of New Mexico, we are charged with providing these three core function areas statewide:

- Assessment – Monitor and assess health problems and then diagnose and investigate the problems' solutions.
- Policy Development – Inform, educate and empower people, mobilize community partnerships and then develop plans and policies around agreed upon health efforts.
- Assurance – Enforce laws and regulations, guarantee a competent workforce, and evaluate service delivery's effectiveness to assure the provision of public health services and ensure the population's safety.

Combined with the eight divisions that make up NMDOH's organizational structure (Administrative Services, Public Health, Epidemiology and Response, Scientific Laboratory, Developmental Disabilities Support, Health Improvement, Facilities, and Medical Cannabis), NMDOH provides wide-ranging duties that formulate a statewide public health system. The Department pursues its vision and mission through population-based protection and prevention



strategies, provision of health statistics and vital records, licensure and certification of health facilities, clinical testing services, and person-centered community access and supports, as well as many more activities.

In November 2015, the department was recognized as an accredited public health department by the Public Health Accreditation Board (PHAB). NMDOH’s accreditation status means the Department succeeded in its pursuit of organizational excellence according to PHAB’s nationally recognized standards. Since public health departments play such a critical role in protecting communities, accreditation provides a framework that improves the Department’s ability to keep communities ahead of emerging threats while promoting best practices. Within the framework are components that identify performance management opportunities, development of leadership, improve relationships with the community and deliver the Ten Essential Public Health Services.

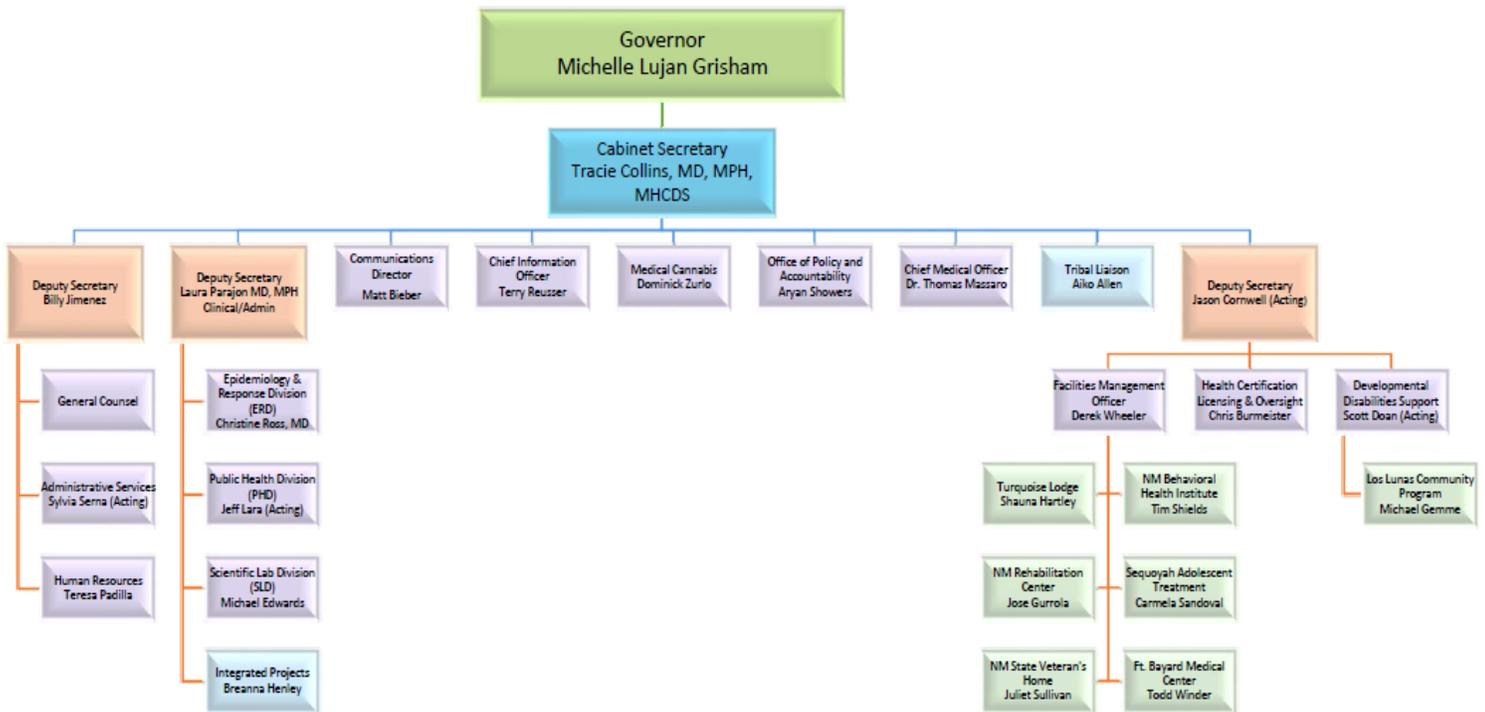
Accreditation is not a one-time recognition; the reaccreditation process builds on initial accreditation and allows the Department to show our commitment to continuous improvement and essential public health services. Reaccreditation ensures the Department continues to evolve, improve, and advance, thereby becoming increasingly effective at improving the health of New Mexicans.

The PHAB’s Standards and Measures are organized by 12 domains.

Domain	Description
Domain 1	Conduct and disseminate assessments focused on population health status and public health issues facing the community
Domain 2	Investigate health problems and environmental public health hazards to protect the community
Domain 3	Inform and educate about public health issues and functions.
Domain 4	Engage with the community to identify and address health problems
Domain 5	Develop public health policies and plans
Domain 6	Enforce public health laws
Domain 7	Promote strategies to improve access to health care
Domain 8	Maintain a competent public health workforce
Domain 9	Evaluate and continuously improve processes, programs, and interventions
Domain 10	Contribute to and apply the evidence base of public health
Domain 11	Maintain administrative and management capacity
Domain 12	Maintain capacity to engage the public health governing entity



Organizational Chart



Tracie C. Collins, MD, MPH, MHCDS
Tracie Collins, MD, MPH, MHCDS, Cabinet Secretary Designate
January 2021



The Divisions in New Mexico Department of Health

The New Mexico Department of Health has 8 divisions that make up the NMDOH's organizational structure. Below is a brief summary of each division.

Public Health Division (PHD)

The Public Health Division (PHD) fulfills the New Mexico Department of Health's mission by working with individual families, communities and partners to improve health, eliminate disparities, and ensure timely access to quality, culturally competent health care. The Public Health Division is the largest division in NMDOH. There are 42 distinct programs administered by the bureaus and regions. There are four programmatic bureaus that focus on:

- **Infectious Disease Prevention and Treatment** (includes immunization program, hepatitis program, tuberculosis (TB) program, refugee health program, HIV/AIDS treatment and services program, HIV prevention program, sexually transmitted diseases (STD) program, and harm reduction program)
- **Family Health** (includes women, infants, and children (WIC), commodity supplemental food program (CSFP)-Farmers Market Nutrition program (FMNP), Family Planning, Families FIRST, Maternal Child Health (MCH) epidemiology, Children's Medical Services (CMS), maternal health, and child health)
- **Chronic Disease Prevention and Control** (includes Tobacco Use Prevention and Control Program, Cancer Prevention and Control Programs, Diabetes Prevention and Control program, and Arthritis, Osteoporosis and Worksite Health Program)
- **Health Systems** (includes Office of Primary Care and Rural health; Office of Community Health Workers; Office of Oral Health; and Office of School and Adolescent Health)

Epidemiology and Response Division (ERD)

The Epidemiology and Response Division (ERD) monitors health, provides health information, prevents disease and injury, promotes health and health behaviors, responds to public health events, prepares for health emergencies, and provides emergency medical, trauma and vital records to New Mexicans. ERD provides services through six bureaus: Emergency Medical Systems (EMS), Environmental Health Epidemiology (EHEB), Health Emergency Management (BHEM), Infectious Disease Epidemiology (IDEB), Injury and Behavioral Epidemiology (IBEB), and Vital Records and Health Statistics (BVRHS).

Scientific Laboratory Division (SLD)

The Scientific Laboratory Division (SLD), provides a wide variety of laboratory services to programs operated by numerous partner agencies across the state of New Mexico. The activities of SLD in support of State agencies are mandated in statute and are essential for the successful mission of the programs it supports.

SLD services include:



- Veterinary, food and dairy testing for the Department of Agriculture
- Certification inspections of milk and water testing laboratories for the Environment Department
- Chemical testing for environmental monitoring and the enforcement of environmental laws and regulations for the Environment Department
- Clinical testing for infectious diseases that are of public health significance (e.g. Zika, Ebola, West Nile virus, avian influenza, Chikungunya, Dengue, etc.) for the Department of Health and the Centers for Disease Control & Prevention
- Biosecurity outreach and training to clinical laboratories and first responders across the state
- Identification of agents of bioterrorism in cooperation with the Federal Bureau of Investigation and state law enforcement agencies
- Forensic toxicology (drug) testing in support of the Department of Public Safety, Department of Transportation and local law enforcement agencies for the Implied Consent Act and the Office of the Medical Investigator
- Expert witness testimony for forensic toxicology testing in state courts
- Training and certification of law enforcement officers to perform breath alcohol testing within the state

Facilities Management Division (FMD)

The Facilities Management Division (FMD) fulfills the NMDOH mission by providing:

- Programs in mental health, substance abuse, long-term care, and physical rehabilitation in both facility and community-based settings; and
- Safety net services throughout New Mexico.

FMD consists of six healthcare facilities and one community program. Most individuals served by NMDOH facilities have either complex medical conditions or psychiatric disorders that manifest in violent behaviors, and private sector providers are either unable or unwilling to serve these complex individuals, many of whom are restricted to NMDOH facilities by court order. The FMD Facility and Community Program staff cares for both New Mexico adult and adolescent residents, who need continuous care 24 hours/day, 365 days/year as well as provision of a variety of behavioral health outpatient services.

Developmental Disabilities Supports Division (DDSD)

The Developmental Disabilities Supports Division (DDSD) effectively administers a system of person-centered community supports and services that promotes positive outcomes for all stakeholders. DDSD is the primary state agency that funds community services and supports for people with disabilities and their families in New Mexico. DDSD's primary focus is on assisting individuals with developmental disabilities and their families in exercising their right to make choices, grow and contribute to their community. DDSD oversees home and community-based Medicaid waiver programs and these include:

- • The Developmental Disabilities Waiver (Traditional Waiver);
- • The Medically Fragile Waiver (Traditional Waiver);
- • The Mi Via Self-Directed Waiver; and
- • The Supports Waiver.



DDSD's Intake and Eligibility Bureau manages the Central Registry for individuals waiting for services. DDSD also provides several State General Funded Services. For all programs DDSD's vision is for people with intellectual and developmental disabilities and their families to exercise their right to make choices and grow and contribute to their community.

Health Certification Licensing and Oversight (DHI)

The Division of Health Improvement (DHI) ensures that healthcare facilities, community-based Medicaid waiver providers and community support services deliver safe and effective healthcare and community services in accordance with laws, regulations, and standards of practice. DHI works closely with key stakeholders to promote and protect the health, safety, and quality of life of New Mexicans. Key DHI enforcement activities include:

- Conducting various health and safety surveys for both facilities and community-based programs;
- Conducting investigations of alleged abuse, neglect, exploitation, death or environmental hazards; and
- Processing over 44,000 caregiver criminal history screenings annually.

Medical Cannabis Program (MCP)

The Medical Cannabis Program (MCP) was created in 2007 under the Lynn and Erin Compassionate Use Act (the Act). The purpose of this Act is to allow the beneficial use of medical cannabis in a regulated system for alleviating symptoms caused by debilitating medical conditions. The Program enables the provision of compassionate care for people that have certain illnesses who prefer to use cannabis to alleviate symptoms related to their diagnosis. The Program serves New Mexicans with qualifying medical conditions diagnosed by a health care provider. There are currently 28 qualifying medical conditions.

Administrative Services Division (ASD)

The Administrative Services Department (ASD) of the New Mexico Department of Health (NMDOH) operates a decentralized financial management system working cohesively with eight divisions. ASD is responsible for the budget process, provision of audits, chart of accounts, management of grants, management of contracts. ASD also houses:

- The Office of the Secretary
- Office of Health Equity
- Human Resources
- Information Technology
- Policy and Accountability



Intern Expectations

- Act in a professional and ethical manner. For example:
 - dress in an appropriate manner
 - be prompt when reporting to work and completing assignments
 - give your best effort for assigned tasks
- Be positive and supportive.
- Keep an open mind.
- Ask questions! This is a learning experience for you.
- Seek feedback from your preceptor. Keep communication open.
- Maintain confidentiality of work-related personnel and projects.
- Clearly identify start/end dates and determine your work schedule with your worksite supervisor.
- Accept constructive criticism, continuously strive to improve and grow professionally.
- Enhance your professional effectiveness by improving skills and acquiring new knowledge.



Acronyms

We recognize that the number of acronyms we use can feel intimidating at times. On our website we have a comprehensive alphabetical listing of every acronym used. To access the acronyms list visit [Acronyms \(nmhealth.org\)](https://www.nmhealth.org).



Appendices



APPENDIX 1:

Intern Standards of Conduct

I, _____, understand that as an intern at the New Mexico Department of Health, _____ (Division/Bureau/Facility) I will be required to follow the following standards of appropriate workplace conduct while I am on the job:

Professional Behavior and Development

- I will be punctual and conscientious in the fulfillment of my commitment and duties.
- I will conduct myself in a professional, dignified, courteous, and considerate manner.
- I will follow all agency policies and procedures (dress code, safety training, HIPAA, etc.) listed in Appendix 6. Division specific policies and procedures will be provided by my Preceptor.
- I will accept supervision respectfully.
- I will limit all personal communications (phone calls, texts, emails, etc.) during designated work hours; personal communications should be relegated to breaks and lunch time.
- I will not use agency equipment (phone, computer, wi-fi, copier, etc.) for personal use.
- I understand that my Preceptor will evaluate my performance that will include these standards.

Communication and Scheduling

- I will inform my Preceptor about problems/issues related to my project work.
- I will convey any issues with my Preceptor to the Internship Program (refine/define this process).
- I will always notify my Preceptor if I am not able to report to work (refer to DOH Absences and Other Leave policy).
- I will abide by the schedule as approved by my Preceptor, and I will only work when and where assigned.

Interns are required to follow the same code of conduct as other members of the team. Always remember that you are representing the New Mexico Department of Health.

Signed: _____
(Intern's Signature)

Date: _____

Signed: _____
(Preceptor's Signature)

Date: _____



APPENDIX 2:

Orientation Checklist

Intern Name: _____

Supervisor Name: _____

Time/Date of Orientation: _____

- | | | |
|---|-------|---|
| I. Welcome and Introduction | _____ | What it means to work for NMDOH |
| II. Workplace Tour | _____ | Overall tour of facility |
| | _____ | Tour of work area |
| | _____ | Fire extinguishers, fire escapes, exits, evacuation routes |
| | _____ | Introduction to staff |
| III. Tour of Employee Facilities | _____ | Restrooms _____ Parking |
| | _____ | Lunch Room _____ Telephones |
| | _____ | Storage for personal belongings |
| IV. About NMDOH | _____ | Discussion of company structure |
| | _____ | Key people at bureau/division |
| | _____ | Type of business, products, services |
| | _____ | Who are our customers |
| | _____ | Other branches or divisions |
| V. Department Specifics | _____ | Telephone number and address |
| | _____ | Email address (Use MAC form) |
| | _____ | Intern Badge |
| | _____ | Explanation of work schedule |
| | _____ | Attendance requirements (refer to DOH Absences and Other Leave policy). |
| | _____ | Working with other dept/employees |
| | _____ | Hours |
| | _____ | Break times |
| | _____ | Lunch time |
| VI. Job Specific | _____ | Location of necessary supplies |
| | _____ | How to use phone/office equipment |
| | _____ | Job description |



- Training plan
- Evaluation procedures

- VII. Safety Training**
 - Stairwell/fire exits
 - Fire extinguishers
 - Special hazards
 - Accident prevention

- VIII. Supervisor's Expectations**
 - Dress code
 - Performance expectations
 - Company culture (team work, service, values, etc.)

- IX. Materials**
 - Organizational chart
 - Telephone directory
 - Security procedures

- X. Additional Online Training Opportunities**

These courses are available through the DOH TRAIN Learning Management System

 - DOH Internal Email Encryption
 - HIPAA Privacy 101 for All
 - HIPAA IT Security 201 Training for Everyone
 - CLAS I: Standards for Culturally and Linguistically Appropriate Services in Health Care
 - CLAS II: Critical Concepts in Cultural Competence
 - Avoiding Sexual Misconduct

- XI. Optional Online Training Opportunities**
 - HIPAA Privacy 102 for Public Health Information
 - Civil Rights Training

- XII. Additional Bureau Specific Training Needs**

*If the intern is working remotely, a tour of the facilities is not required.



APPENDIX 3:

Field Practicum Placement Agreement
Between the New Mexico Department of Health and

This Agreement is entered into by and between the New Mexico Department of Health, hereinafter referred to as the "Department," and _____, hereinafter referred to as the "Intern".

WHEREAS: The Intern is conducting a planned course of study and experience leading to the completion of _____ program in _____.

WHEREAS: The Intern wishes to experience collaboration in a situation where a desirable quantity of practice in their field of study can be obtained.

WHEREAS: The Department operates offices statewide, in which such desired experience may be obtained.

THEREFORE: The Department and the Intern agree as follows:

ARTICLE 1: PERIOD OF AGREEMENT

This Agreement will become effective on _____ and will terminate on _____.
This Agreement may be renewed for additional terms upon Agreement of the parties.

ARTICLE 2: PROGRAM

The experience undertaken will conform to the requirements of all articles in this Agreement and the requirements of the Scope of Work.

ARTICLE 3: SCOPE OF WORK (Complete this section using Appendix I)

The intern shall



ARTICLE 4: DEPARTMENT FACILITIES

The Department will provide access to its offices, libraries, equipment, and supplies to the Intern for purpose of providing experience in the appropriate setting where available.

ARTICLE 5: INTERN PARTICIPATION

Department reserves the right evict from its facilities, either temporarily or permanently, any Intern whose conduct:

- a) Poses a hazard to Department's patients or property;
- b) Disrupts the orderly conduct of the Department's activities, or
- c) Is inconsistent with laws, regulations, policies, protocols, and/or procedures governing provision of Department service.

ARTICLE 6: CONDUCT IN FACILITIES

The Department reserves the right to evict from its facilities, either temporarily or permanently, any intern or employee of the School whose conduct:

- a) Poses a hazard to Department's patients or property;
- b) Disrupts the orderly conduct of the Department's activities, or
- c) Is inconsistent with laws, regulations, policies, protocols, and/or procedures governing provisions of Department service.

ARTICLE 7: TRAINING OF INTERNS; HIPAA

At the discretion of the Department, interns may participate in continuing education programs conducted for Department staff. The School will retain responsibility for personal and career guidance and counseling of its students.

The participating interns shall be classified as Department workforce as that term is defined under the HIPAA Privacy Rule 45 C.F.R. § 160.103.

ARTICLE 8: STATUS OF INTERN

The Intern is not an employee of the Department. The Intern shall not be deemed an employee for any purpose within the meaning or application of any federal or state unemployment or insurance laws or workers compensation laws or otherwise. Intern shall not be entitled to any of the benefits afforded employees of the Department including but not limited to accruing leave, retirement,



insurance, bonding, use of state property or state vehicles, or any consideration not specified in this Agreement. The Intern acknowledges that any sums received in relation to this internship may be personally reportable for income tax purposes as self-employment or business income and may be reportable for self-employment tax. The Intern agrees not to purport to bind the State of New Mexico unless the Intern has express written authority to do so, and then only within the strict limits of that authority, provided that Intern may perform assigned duties under this Agreement that does not contractually bind the State of New Mexico. The Intern understands that all participation in the experience is not advised by the Department without medical insurance coverage that is adequate for any health risks that might result from their participation under this Agreement.

The Intern shall furnish proof of such coverage to the Department upon request, if available.

ARTICLE 9: INTERN/RESIDENT EVALUATION

Upon request of the Intern, the Department agrees to participate in evaluation of the Intern.

ARTICLE 10: CLIENT RECORDS AND CONFIDENTIALITY; HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT OF 2009

- A. The Department shall maintain confidential records for the benefit of clients, sufficient to fulfill the provisions of the Scope of Work, and to document the services rendered under the Scope of Work.
- B. The Intern shall protect the confidentiality, privacy and security of all confidential information and records and shall not release any confidential information to any other third party without the express written authorization of the client of the Department.
- C. The Intern shall comply with the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) and applicable regulations and all other State and Federal rules, regulations and laws protecting the confidentiality, privacy and security of information.
- D. In addition, Intern may be required to undertake HIPAA and HITECH Act training from the Department to understand the Department of Health's privacy and security policies and procedures which implement HIPAA and the HITECH Act.
- E. The parties agree to comply with the requirements as provided for in HIPAA and the HITECH Act.

ARTICLE 11: PRODUCT OF SERVICES: COPYRIGHT



All materials developed or acquired by the School and its students under this Agreement shall be available to the Department and one copy shall be delivered to the Department within sixty (60) days of final preparation of all such materials; the Department shall have a perpetual non-exclusive royalty-free use of any materials published and copyrighted as a result of this Agreement.

ARTICLE 12: AMENDMENTS

Any changes in the procedures, objectives, requirements, renewal, or other provisions of this Agreement will be formalized by written instrument executed by the parties hereto, and will be attached and incorporated as part of this Agreement.

All information obtained from patients their records or computerized data is to be held in confidence and no copies of patient records shall be made. It shall be required that the school instructs students on the confidentiality provisions of this Agreement. No intern may identify patients in papers, reports or case studies without first obtaining permission from the Department and the patient.

ARTICLE 13: TERMINATION

The Intern understands that the Department may terminate the internship if the Intern disrupts the orderly conduct of the Department's activities or engages in conduct that is inconsistent with the laws, regulations, policies, and protocols governing the Department.

ARTICLE 14: NON-DISCRIMINATION

The Department and the Intern agree that neither will discriminate against a beneficiary of services provided by the Department in the performance of this Agreement against any individual on the bases of age, sex, race, color, religious belief, national origin or disability.

ARTICLE 15: INDEPENDENT CONTRACTOR STATUS

The parties agree that they are independent contractors. In no event shall this Agreement be construed as establishing a partnership joint venture or similar relationship between the parties and nothing contained in this Agreement shall be construed to authorize either party to act as agent to the other. The School and the Department shall be liable for their own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No intern shall look to the Department for any salary, insurance or other benefit.

ARTICLE 20: COMMUNICATIONS BETWEEN THE PARTIES



The authorized representatives to whom routine matters connected with this Agreement will be directed are:

**DEPARTMENT
CONTACT INFORMATION**

**INTERN
CONTACT INFORMATION**

IN WITNESS WHEREOF, the parties hereto have set their hands.

DEPARTMENT

Director

Date

Assistant General Counsel
Certifying legal sufficiency

Date

INTERN

Intern

Date



APPENDIX 4:

Work and Time Log for Intern

(Please request an electronic version from nmdoh.intership@state.nm.us)

The screenshot shows an Excel spreadsheet titled "WORK AND TIME LOG FOR INTERNS". The spreadsheet includes a header section for "Name of Intern" and "Name of Preceptor", a "NEW MEXICO DEPARTMENT OF HEALTH" logo, and a large grid for logging work hours. The grid has columns for "Date" (S, S, M, T, W, Th, F) and "Total Regular" hours for "Week 1" (S, S, M, T, W, Th, F) and "Week 2" (S, S, M, T, W, Th, F). It also includes columns for "Total Regular Hours" and "Payroll Use Only Pay Code". At the bottom, there are fields for "Intern's Signature", "Preceptor's Signature", and "Date".



APPENDIX 5:

Intern Checklist

The checklist provides you with a sequence of activities that should be considered during the internship program:

- Submit the Internship Application to nmdoh.internship@state.nm.us along with the following documentation:
 - Resume.
 - Signed Intern Standards of Conduct (Appendix 1).
- If a suitable internship is available, a representative of the internship program will contact you.
- Agree to meet with the department preceptor for an interview and project review.
- Sign the Field Practicum Placement Agreement with your department preceptor.
- Schedule semester meeting dates with school advisor/faculty.
- Schedule routine meeting with preceptor.
- Complete Orientation Checklist with preceptor (Appendix 2).
- Clarify call in procedure with preceptor.
- Document your Work and Time Log and obtain bi-weekly signature from preceptor (Appendix 4).
- Complete Internship Exit Survey that will be email from the Internship Coordinator.



APPENDIX 6:

New Mexico Department of Health Policies and Procedures

The screenshot shows the NMDOH Intranet website. The main heading is "Welcome Intranet To The New Mexico Department of Health". Below the navigation bar, the page title is "What policies are applicable to a given situation?". A paragraph explains that the page links to internal policies and procedures, arranged by topic, with a search feature. Below this is a table titled "NMDOH POLICY AND PROCEDURE INDEX".

Code Policy Topic	Description of various topics
ACC 01 Accounting	Accounting-related and Financial Accounting Bureau.
ADM 02 Administrative	All health care-related administrative.
COMP 02 Compliance	Relates to how NMDOH is in compliance with laws, rules, and other regulations.
BUD 03 Budgetary	All budgetary and Budget Bureau.
ADM 03 Administrative	All general administrative non-health care.
FISC 05 Fiscal	Relating to accounting, purchasing, travel reimbursement, etc.
GMB 06 Grants Management	All federal grants and Grants Mgt Bureau.
GEN 07 General Accounting	All contracts, proc't, acts payable.
HR 08 Human Resources	Employee grievances, Annual leave, employee discipline, pay policy and sick leave.
HPP 09 HIPAA Privacy	Client rights, disclosure, facility directories, and workforce disciplinary actions.
IT 09 Information Systems	All non-HIPAA information technology.
HPS 10 HIPAA Security	DOH HIPAA Security Policies
SOR 11 State Owned Resources	Involving appropriate use of State-owned property, including vehicles, communication devices, computers/internet, furniture, office supplies, etc
WPSRISK 12 Workplace Safety/Risk Management	Workplace Safety/Risk Management
DIV 13 Division	Division-specific, non-department wide policies
FAC 14 Facility	Facility Policies

At the bottom of the page, there are links for "NH State Site", "NH DOH Internet Site", "Organizational Chart", "Other DOH Intranet Links", and "Search". The system clock shows 8:43 AM on 7/15/2016.

*ask preceptor for a copy of specific policies