

## “HOW TO & NEXT STEPS” TELECONFERENCE SERIES 2016 SPRING SCHEDULE

**MARCH 31<sup>st</sup> 1:00 – 2:30 PM**

**“POST JOB-OFFER, PRE-PLACEMENT PHYSICAL SCREENING EXAMS –  
THE BIOMECHANICAL STRESS INDEX “**

**Presenter: Dr. Joseph J. Sweere**

**Cost: \$59.**

**Teleconference is 90 minutes in duration. See OUTLINE (next pages).**

**APRIL 21<sup>st</sup> 1:00 – 2:30 PM** (Back by request.)

**“EXPANDING YOUR DRUG & ALCOHOL TESTING RELATED SERVICES  
FOR EMPLOYERS; AND UPDATES AND CLARIFICATIONS”**

**Cost: \$59.**

**Teleconference is 90 minutes in duration. See OUTLINE (next pages).**

**APRIL 28<sup>th</sup> 1:00 – 2:30 PM – Part 1.**

**Part 2 is per your scheduled appointment; 60-75 minutes. See below\*.**

**DOT DRUG & ALCOHOL “REFRESHER TRAINING”**

**Presenter: Elizabeth L. Auppl, Instructor**

**Cost: \$150 (cost includes both Part 1 and Part 2 plus any course handout notes).**

**Part 1 is the instructional portion and by (group) teleconference. 90 minutes in duration.**

**\* Part 2 is required follow-up to Part 1. 60 minutes, must be uninterrupted time. Participant will schedule an individual online session with Instructor for completing the practical/proficiency portion of the refresher training. Please be prepared to schedule Part 2 when registering for this course. By completing this course, you will meet the Dept. of Transportation’s federal requirement for “Refresher Training and Proficiency”. Generally, Skype is used for the practical portion. (No Skype yet? No problem. It is easy to set up and the use of Skype’s video calling service is free.) See OUTLINE (next pages).**

**REGISTRATION REQUIRED:** To participate in an offering, prepaid registration is required. Register by calling (507) 455-1025 during normal business hours. Prepay your session by VISA/MC or by check payable to IACOHC. (Check payment must be received 48 hrs prior the session.) Dial-in information for a session will be provided at the time of registration.

**TOPIC/SESSION OUTLINES INCLUDED NEXT PAGES >>>**

## **OUTLINE FOR SESSION 03/31/16**

**1:00 PM – 2:30 PM (90 minutes)**

**Topic: Post Job-Offer, Pre-placement Physical Screening Exams – The Biomechanical Stress Index**

**Presenter: Joseph J. Sweere DC, DABCO, DACBOH, FICC  
Professor, Department of Clinical Sciences  
Founder, H.C. Sweere Center for Clinical Biomechanics and Applied Ergonomics  
Northwestern Health Sciences University, Bloomington, MN 55431**

**Cost: \$59. This session is 90 minutes in duration by teleconference.** (CEs do not apply.)

- This training will provide doctors with the fundamentals involved in the provision of post job-offer, pre-placement screening exams for the employer's employees engaged in work activities that have high-exposure to lower spinal injuries. Typical examples include (but is not limited to) manufacturing; warehousing; the building and construction trades; health care/hospitals; nursing homes; long-term care and assisted living facilities.
- Employers need this service when a worker could:
  - Work in an environment that could pose risk for spinal injury
  - Be required to have a higher level of physical fitness for the job
  - Perform work in which there is a law mandating the exam
- The Biomechanical Stress Index has a long history of highly successful outcomes when provided by properly trained DC's.
- Storytelling: DCs with significant pre-placement physical exam business.
- The original application of the Biomechanical Stress Index (BSI) screening examinations for Viracon, Inc., a glass-fabrication company in Southern Minnesota, resulted in a workers' compensation insurance rebate of \$600,000 at the end of the third year.

This group participation session is designed to help you know how to proceed in providing this much needed service to employers in your community. Doctors will be able to share their own stories, concerns, and pose questions and get answers. If you want to be providing this service to employers, this session will be highly beneficial to you.

Registration is required.

**OUTLINE FOR SESSION 04/21/16**  
**1:00 PM – 2:30 PM (90 minutes)**

**EXPANDING YOUR DRUG & ALCOHOL TESTING RELATED SERVICES FOR EMPLOYERS;  
PLUS UPDATES AND CLARIFICATIONS**

**Course Instructor: Elizabeth L. Auppl**  
**Workplace Human Relations**

**Cost: \$59. This session is 90 minutes in duration by teleconference.** (CEs do not apply.)

In this session you will learn how you can expand your DOT testing related services for employers, and how expanding into consortium operations can bring in more business. While this is the primary focus of this session, Elizabeth will also provide you with updates and important reminders in testing, as well as lend clarifications where you have questions. Plan to be taking notes.

- An overview for expanding your testing business by offering more *testing-related* services for employers (CTPA operations), including how to set up, the tasks that need to be accomplished (I.e., service agreements, policies and practices, outreach, etc.)
- Knowing when expansion is right for you
- A briefing on your state's statutes surrounding general workforce (non-DOT) testing
- Terms that should be included in your service agreement with employers
- Updates to the DOT's drug & alcohol testing program
- Clarifications and answers to your questions (any question is a fair question)
- Reminders of the finer details in testing (things that slip by the wayside but are important to audits and to compliance for the employers you serve)

Registration is required.

## OUTLINE FOR SESSION 04/28/16

1:00 PM – 2:30 PM (90 minutes)

### DOT DRUG TESTING & ALCOHOL SCREENING REFRESHER TRAINING: Parts 1 and 2

**Course Instructor:** Elizabeth L. Auppl  
Workplace Human Relations

**Cost: \$150. Be sure to read details on page 1 of this document concerning two Parts to this course offering! Parts 1 and 2 are included in the fee; both Parts are required.** (CEs do not apply.) This course for recertification. Or, if you just need a good review concerning DOT testing, this course will nicely accomplish that. Part 1 is instructional; Part 2 is by individual appt for completing proficiency.

What is 'Refresher Training'? The DOT requirement is to complete refresher training no less than 5 years from the initial training date.

#### Course Outline:

**Part 1-** 90 minutes in duration by teleconference (phone); group participation.

##### *DOT Drug Testing*

- Collector requirements
- Testing Site Security (including restroom, records storage and maintenance, signage, security of specimen, testing supplies and forms, access, authorized persons, etc.)
- Arrival of the Donor – management, rights and responsibilities
- The Specimen Collection Procedures
  - Step by step procedures including completion and distribution of the federal CCF/e-CCF
  - Problem collections; Refusals
  - Correcting problems and errors
  - Fatal errors (canceled tests)
- Interactions with the Designated Employer Representative (DER)
- Critical Reminders – Testing Rules/Regs (Drug)
- Open for Questions and Clarifications (drug testing)

##### *DOT Alcohol Screening*

- Types of Alcohol Testing Technicians & Devices
- The Donor – privacy, management, rights and responsibilities
- Security requirements
- Testing Procedures
  - Step by step procedures including completion and distribution of the federal Alcohol Testing Form
  - Problems in testing; Refusals
  - Errors, Correcting Errors, Fatal Errors
- Interacting with the DER
- Critical Reminders – Testing Rules/Regs (Alcohol)
- Open for Questions and Clarifications (Alcohol testing)

**Part 2-** 60 minutes (min.) in duration and by scheduled appt only. **Completing Part 2 is a requirement. Be ready to schedule your individual session at the time of registration for this course offering. Have your calendar ready when you register for this teleconference.** During your session you will complete a series of consecutive, error-free mock collections (for drug testing) and mock alcohol screenings as per requirement of the DOT and as outlined within 49 CFR Part 40. Schedule for a minimum of 60 minutes, however your scheduled appt will allow for up to 75 minutes for your convenience.

**To register for these teleconferences, please call (507)  
455-1025 during normal business hours.**

**Instruction for dialing into a teleconference will be  
provided at the time of your prepaid registration.**

*Prepayment by VISA/MC or check payment. Checks payable to IACOHC must be received prior to the session date.*