
McWhorter School
of Pharmacy
Health Fair Policies
and Procedures

The Office of Student Affairs

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Section 1 – Background

1.1. About the Office of Student Affairs (OSA)

- 1.1.1. The Office of Student Affairs is the office of the School of Pharmacy that oversees all the student health fair (HF) and outreach activities performed by MSOP.

1.2. Purpose

- 1.2.1. For the purpose of this Policy and Procedure, events covered include health fairs (HF) and other community outreach events where MSOP students are involved.
- 1.2.2. The policies in this manual provide guidance for the HF-related activities of MSOP students and MSOP recognized student organizations. The information within this manual applies to all students and student organizations in the Doctor of Pharmacy academic program at the MSOP.
- 1.2.3. The procedures in this manual outline the proper steps for the completion of HF-related tasks that are of interest to student organizations. Each HF student coordinator(s) may need to supplement specific requirements that pertain to his/her relative HF and event.
- 1.2.4. This guideline is supplemental to *MSOP's Mobile CLIA Waived Policy and Procedure*.

Section 2 – Role/Duties & Responsibilities

2.1. Health Fair (HF) Student Coordinator

2.1.1. Definition

- 2.1.1.1. A member and/or an officer of the organization designated as the main contact person hosting the HF/event.

2.1.2. Responsibilities

- 2.1.2.1. Ensure the organization's faculty advisor/health fair supervisor is aware of all details pertaining to the health fair.
- 2.1.2.2. Ensure completion of the Health Fair Request Form **2-3 weeks prior to the event**.
- 2.1.2.3. Ensure every screening project has a HF supervisor.
- 2.1.2.4. Arrive before the event to set up.
- 2.1.2.5. Coordinate and make sure all projects are adequately staffed.
- 2.1.2.6. Document all volunteers present at the event and their roles.
- 2.1.2.7. Make sure volunteers are aware of the documentation needed from the HF participants (i.e. consent forms).
- 2.1.2.8. Maintain communication with faculty advisor/health fair supervisor
- 2.1.2.9. Report necessary results and return all necessary documentation

2.2. HF Supervising Pharmacist

2.2.1. Definition

- 2.2.1.1. An Alabama licensed pharmacist (can be faculty or non-faculty) who

agreed to supervise student pharmacists on a particular screening or education project at a HF or community event. There is no restriction to how many times a supervising pharmacist may choose to participate in events.

2.2.2. Responsibilities

- 2.2.2.1. Maintain a license to practice in Alabama.
- 2.2.2.2. Have their own professional liability insurance.
- 2.2.2.3. Possess the skill necessary to supervise the project.
- 2.2.2.4. Provide on-site supervision for screening, immunizations, or other projects for agreed upon time period.
- 2.2.2.5. Resolve any problems at the HF and assist students on complicated issues.

Section 3 – Policies

3.1. Scope of OSA

3.1.1. The OSA's is responsible for:

- 3.1.1.1. Along with organization advisors, providing training resources for new HF supervisors on devices used at MSOP HFs.
- 3.1.1.3. Overseeing compliance with applicable state and federal laws related to health fair activities performed by student pharmacists.

3.1.2. Maintaining documentation including:

- 3.1.2.1. HF requests
- 3.1.2.2. Certificate for CLIA waived testing
- 3.1.2.3. General signed consent forms for screening
- 3.1.2.4. Screening forms used for all screening

3.1.3 Providing reports to:

- 3.1.3.1. The Alabama Department of Public Health, upon request
- 3.1.3.2. Annual report of HF activities to the MSOP

3.1.4. The OSA is **NOT** responsible for the following activities:

- 3.1.4.1. Fundraising
- 3.1.4.2. Recruiting student or pharmacist volunteers
- 3.1.4.3. Onsite coordination of HFs

3.2. Curriculum-related Issues

3.2.1. Students cannot receive any monetary compensation for participation in HFs or outreach efforts.

3.2.2. Competency training for the following activities is provided through Orientation and/or IPA laboratories and/or the APhA-ASP Immunization Certificate Program:

- 3.2.2.1. Finger stick training for diabetes and dyslipidemia screening

- 3.2.2.2. Manual blood pressure for HTN screening
- 3.2.2.3. Anthropomorphic testing for Body fat analysis
- 3.2.2.4. Immunization training
- 3.2.2.5. HIPPA, blood borne pathogens and MTM training

- 3.2.3. Projects may require participants to receive further training outside of class.
- 3.2.4. Any extra credit awarded in a course for HF attendance is at the discretion of the faculty course coordinator. The OSA has no control over course credit.

3.3. Non-MSOP Student Participation

- 3.3.1. A non-pharmacy student volunteer may not participate in any MSOP screenings, health education or immunization unless all of the following are ensured:
 - 3.3.1.1. Non-pharmacy student is acting within his/her scope of practice
 - 3.3.1.2. Non-pharmacy student is under the direct supervision of that profession's licensed professional
 - 3.3.1.3. Non-pharmacy student has appropriate training to perform said screening or immunization

3.4. Storage Room/Inventory

- 3.4.1. General and screening equipment and supplies are stored in OSA stockroom.
- 3.4.2. Students must follow the instructions in the Student Leaders' Guidebook for the reservation of equipment and supplies and must be requested at least 2 weeks in advance of the HF.

3.5. Dress Code

- 3.5.1. Students should be dressed in professional attire, as they are representing the MSOP: Professional Business Casual, White Coat, and Name Tag.

3.6. HF Supervisor

- 3.6.1. A HF supervisor is defined as a pharmacist with the following:
A valid license to practice pharmacy in Alabama; personal professional liability insurance that covers scope of practice activities; the skills necessary to supervise the selected project (e.g., immunization-trained).
- 3.6.2. HF supervisors are volunteers and are NOT obligated to participate in any events.

Section 4 – Procedures

4.1. Health Fair Requests

4.2. Health Fair Request Form

4.2.1. Purpose

- 4.2.1.1. This form is designed to track HF activities and to ensure that students have

a MSOP faculty adviser involved in the project who can oversee its effective, safe and lawful execution in a manner consistent with the School of Pharmacy's goal of providing quality pharmacy education and public outreach.

4.2.1.2. Use this form if the planned event includes, but is not limited to invasive or non-invasive screenings or testing and provision of health and drug information.

4.2.1.3. Prior to the HF, the student coordinator(s) should review written policy and procedures related to HFs (if using MSOP's Mobile CLIA, must use MSOP Policy and Procedures manual); If the MSOP Mobile CLIA is not being used for screening, HF coordinators must ensure the venue has a valid CLIA waived certificate for that venue.

4.2.2. Timeline

4.2.2.1. The HF Request Form should be filed at least **2-3 weeks PRIOR** to the planned event.

4.2.2.2. HF supervisors should be recruited prior to completing the HF request form, but no later than 48 hours before the event. If adequate supervision is not acquired 48 hours before the event, the event should be cancelled. If for any reason a HF is cancelled or postponed, the student is responsible for informing the advisor and/or HF supervisor (as appropriate), and any participating organizations/students.

4.3. Post-Health Fair Procedures

4.3.1. Make sure all documentation is organized and returned to the OSA.

4.3.2 Close all biohazard containers and return them to the OSA the next day.

4.3.3 All documentation collected (i.e. consent and result forms) **MUST** be turned in to the OSA. These documents will be stored in a locked file cabinet for the appropriate period of time.

Screening Supplies Request

(Submit this request to Susan Flick AT LEAST THREE WEEKS PRIOR TO EVENT. You may drop off in person at INGALLS 111 or scan and email to sflick@samford.edu)

Organization/Student Requesting: _____ **Date Requested:** _____

Location, City, Date and Time of Event: _____

Advisor Signature: _____ **# of anticipated patients:** _____

Please indicate supplies needed: (Lipid testing requests will be reviewed on a case by case basis)

Qty needed	SUPPLIES	USUAL COST	DATE TAKEN (Staff Use only)	DATE RETURNED (Staff Use only)	COMMENTS (Staff Use only)
	Sharps Container	\$8.50/each			
	Box Gloves 100 pr – Small	\$11/box			
	Box Gloves 100 pr – Medium	\$11/box			
	Box Gloves 100 pr – Large	\$11/box			
	Bag Cotton Balls	\$2/bag			
	Alcohol Prep Pads (200 ct)	\$1.4/box			
	Band-aids 100/box	\$2.5/box			
	Hand sanitizer	\$1.4/bottle			
	Biohazard (red) bags	\$1 each			
	Deep Lancets for Cholesterol testing 2.2mm, 100/box	\$25/box			
	Regular Lancets for glucose 1.8mm, 100/box	\$17.5/box			
	Glucometers	\$0.02/each			
	Glucometer Test Strips 50/box	\$25/box			
	Cholesterol Machine	\$2000/each			
	Cholesterol Strips -15 Strips/box	\$12/each			
	Capillary Tubes – 25 per vial	\$13/vial			
	Capillary Plungers – 25 per vial	\$6/vial			
	Weight Scale	\$30/each			
	Handheld body fat analyzer	\$40/each			
	Blood Pressure Cuffs - Adult Size	\$30/each			
	Blood Pressure Cuffs – Large Adult Size	\$30/each			
	Blood Pressure Cuffs – Child size	\$30/each			
	Breast Self Exam Model	\$280/each			
	Tape measure for height	\$3/each			
	Masking Tape	\$4/each			
	Formal Table Cloth	\$150/each			
	Paper Table Cloth	\$2.00/each			
	Extension Cord	\$10/each			
	Outdoor Canopy	\$99/each			
	Results and Consent Forms				