Important Information about USF Health Service Corps Health Fair Policies and USF Health Service Corps Advisory Committee
Updated March, 2016 by Ellen Kent, MPH, CPH, Coordinator, USF Health Service Corps

(I) POLICIES RELATED TO HEALTH FAIRS/SCREENINGS AND OTHER CLINICAL EVENTS

(A) Health fairs/screenings and other clinical events (e.g. flu shot drives) that are posted on the USF Health Service Corps Events & Projects website and calendar are considered sanctioned/approved by USF Health. Students who are enrolled in USF Health clinical programs who have received appropriate training and who participate in clinical procedures at these events will be covered for liability purposes as more fully set forth below.

(1) Specifically, a student volunteer who is enrolled in any USF Health clinical program who has received appropriate clinical training and who participates in clinical procedures at these events (as well as other clinical volunteers who have been invited to participate) will be covered under Florida’s Volunteer Protection Act, Section 768.1355, Florida Statutes and shall incur no civil liability so long as the volunteer is acting in good faith; acting within the scope of duties, including any training or licensure that may be required; acting as a reasonably prudent person under similar circumstances and was not wanton or willful in his or her actions or inactions that may have caused or contributed to any personal injury or property destruction.

(2) In addition, all volunteers who participate in non-clinical activities at these health fairs, as well as other non-clinical events & projects posted on the USF Health Service Corps Events & Projects website and calendar, shall incur no civil liability under Florida’s Volunteer Protection Act, Section 768.1355, Florida Statutes, so long as the volunteer was acting in good faith; acting within the scope of duties, including any training or licensure that may be required; acting as a reasonably prudent person under similar circumstances and was not wanton or willful in his or her actions or inactions that caused any personal injury or property destruction.

(B) Requests for Health Fairs:

(1) University and community partners should make the requests for USF Health students to participate in health fairs directly to Ellen Kent, MPH, CPH, Coordinator, and USF Health Service Corps. If a student receives a request for a health fair from a community or a university partner, the student should immediately forward the request to Ms. Kent so that she can verify that there will be appropriate clinical supplies and clinical supervision and that the event is accurately listed on the Service Corps website.

(2) Likewise, if a student group has an idea/proposal for a health fair for a specific population, they should FIRST contact Ellen Kent, MPH, CPH, Coordinator, and USF Health Service Corps.

(3) This system has been established to avoid confusion and duplication of efforts and has been proven to be quite effective.

(C) Advanced preparation for health fairs - for all health fairs/screenings and other clinical events, Ms. Kent, USF Health Service Corps Coordinator, is responsible for:

(1) Ensuring this is an underserved population and USF Health resources are not being duplicated by other providers;

(2) Inviting clinicians who are approved by AHEC/USF Health to provide clinical supervision for USF Health students;

(3) Providing the packet with Policies/Procedures/Forms in case of student/patient exposure to blood-borne pathogens; (see also website Bloodborne Pathogens and Other Infectious Exposures: What to do After an Injury

(4) Providing printed lists of clinics that provide care for the uninsured/underinsured those health fair participants can be referred to if they lack a primary care provider (see: ReferralClinicSites2016).

(5) Providing USF Health Service Corps Community Health Screening Forms, when applicable;

(6) Providing appropriate health education materials;

(7) Ensuring that accurate, updated information about the health fair is listed on the USF Health Service Corps web site and calendar;

(8) Identifying a source of clinical supplies for BS, BP, BC screenings for the health fair (e.g. if the supplies will be provided by a community partner and/or by the USF Health Service Corps). If applicable, Ms. Kent will provide the USF Health Service Corps Health Fair Kit for the health fair. This kit contains:

- Supplies (glucometers, glucose strips, blood pressure cuffs, SHARPS containers, gloves, safety lancets, alcohol swabs, BandAids and CaviWipes disinfectant cleaner)
- Copies of CaviWipes Disinfection Protocols and CDC Clinical Reminder on Use of Fingerstick Devices

(9) Coordinating efforts with Prevent Blindness Florida (PBF) to request vision screening machines and forms for selected health fairs, and ensuring that medical students who have received training from PBF perform the vision screenings.

(D) The week before each health fair, Ms. Kent, USF Health Service Corps Coordinator, is responsible for:

(1) Confirming with university/community partner the exact time/location of event, number of students volunteers needed, and student roles, as sometimes these details and expectations may change;

(2) Communicating with the student leader(s) to determine number and names and emails of student volunteers and discussing the roles of the student leader at that particular health fair;

(3) Sending a comprehensive email to the clinical supervisor, student leader(s) and volunteers with information about the health fair and driving directions to the event;

(4) Providing the student leader with all necessary health education materials, printed materials, and components of the USF Health Service Corps Health Fair Kit as may be needed for that particular health fair (See C-8 above).
Roles for Clinical Student Volunteers at USF Health Service Corps Clinical Events & Clinical Supervision:

1. Trained College of Medicine (COM) and College of Nursing (CON) students can perform: diabetic foot checks; height and weight/BMI assessments; blood pressure (BP), blood glucose (BG) and blood cholesterol (BC) screenings; and administer flu shots under supervision of clinicians with a USF Health clinical faculty appointment.

2. At selected health fairs, trained College of Pharmacy (COP) students can perform BP, BG and BC screenings under supervision of clinicians with a USF Health clinical faculty appointment.

3. At selected health fairs, trained Doctor of Physical Therapy (DPT) students can perform physical therapy assessments and also BP, BMI, BS, BC screenings under supervision of DPT faculty.

4. At selected USF Health Service Corps health fairs, medical students who have completed the Prevent Blindness Florida training program can participate in vision screenings.

After each health fair/screening event (as well as other USF Health Service Corps events), Ms. Kent, USF Health Service Corps Coordinator is responsible for: confirming the number of people screened and number of student volunteers; thanking the students & community partners; and identifying any potential areas of improvement for future screening events. For those health fairs that Ms. Kent is not able to attend, she is responsible for communicating with the community partner & student leader regarding the outcomes of the health fair.

Medical and nursing student leaders for the clinical aspects of health fairs are expected to review the policies and procedures pertaining to possible blood borne pathogens exposure during health fairs before the health fair. Linda Lennerth, RN, MSN, Director, Medical Health Administration, USF Health has developed a packet with written policies and procedures and forms pertaining to the prevention and management of possible blood borne pathogen exposures to COM and CON student volunteers performing screening tests or administering flu shots during USF Health Service Corps community health fairs/events. Ms. Lennerth ensures that the packet contains updated forms/information. Ms. Kent ensures that the packet is available at all health fairs/events at which students are performing invasive procedures (e.g. finger sticks and flu shot administration) and reviews this packet with the student leader before each health fair.

For those health fairs which include a non-clinical component (e.g. providing health education information for adults; leading activities for youth pertaining to fitness, safety, nutrition and disease prevention and translating/interpreting), Ms. Kent recruits the COPH graduate and undergraduate students & COM graduate students and first year COP students, supplies all necessary materials, provides guidance before each event and is also present at the majority of these events. Students in clinical programs are welcome to participate in these non-clinical activities. In addition, USF Health students who have successfully completed an American Red Cross Citizen CPR Leader Training course are approved to teach American Red Cross Citizen CPR to the public at selected health fairs.

II. INFORMATION ABOUT THE USF HEALTH SERVICE CORPS ADVISORY COMMITTEE

The USF Health Service Corps Advisory Committee is led by the Coordinator for the USF Health Service Corps (Ellen Kent, MPH, CPH) and is comprised of student leaders from the USF Health academic programs.

(A) Advisory Committee Membership is as follows:

- College of Medicine (representatives from COM student organizations and class service coordinators)
- College of Nursing (representatives from CON student organizations and class leaders)
- College of Public Health (representatives from COPH student organizations)
- School of Physical Therapy (representatives from DPT student organizations)
- College of Pharmacy (representatives from COP student organizations)
- Coordinator for the USF Health Service Corps (Ellen Kent, MPH, CPH)
- Any other interested USF Health students, faculty or staff

(B) Roles and Responsibilities of Advisory Committee Members/ Ambassadors:

- To represent their Colleges/School in a leadership role on the committee;
- To provide input on service-learning projects under consideration;
- To serve as liaisons within their respective Colleges/School and student organizations to promote USF Health Service Corps events and recruit student participation in those events;
- To work with other advisory committee members to assure interdisciplinary participation in Service Corps events & projects;
- To collaborate with the USF Health Service Corps Coordinator in promoting/implementing/leading or assisting with one or more Service Corps activities/events during the year.

(C) Roles and Responsibilities of the USF Health Service Corps Coordinator (Ellen Kent, MPH, CPH):

- To serve as liaison between community organizations and the USF Health Service Corps Advisory Committee;
- To ensure that projects that are promoted by the USF Health Service Corps will be true service-learning experiences that will be worthwhile for the students, and also accommodate the students’ schedules;
- To serve as a liaison between the USF AHEC program, faculty in each USF Health college/school, USF Center for Leadership and Civic Engagement and other USF service-learning initiatives/programs;
- To coordinate the planning and implementation of USF Health Service Corps projects with assistance from students;
- To ensure that the USF Health Service Corps web pages (list of events/projects, calendar and photos) located within web site at http://health.usf.edu/ahec/USFHealthServicesCorps/index.htm remain current;
- To communicate information about upcoming events via monthly emails to USF Health students as well as USF Health Deans and faculty/staff who work with students on a regular basis;
- To maintain and update the USF Health Service Corps displays in each college/school;
- To respond to specific requests for assistance with service learning projects from USF faculty, staff and students.

(D) Meetings: One meeting at the beginning of each academic semester, e.g. September, January and May and additional email correspondence between meetings.