



USF Health Service Corps - Health Fair Policies
Updated 3/14/12 by Ellen Kent, MPH, CPH, Coordinator, USF Health Service Corps

(A) Health fairs, screenings and other clinical events (e.g. flu shot drives) that are posted on the USF Health Service Corps website (<http://health.usf.edu/ahec/USFHealthServicesCorps/hscevents.htm>) and calendar (<http://my.calendars.net/servicecorps>) are considered sanctioned/approved by USF Health. Students 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.

(B) University and Community partners should make the requests for USF Health students to participate in health fairs directly to Ellen Kent, MPH, CPH, Coordinator, USF Health Service Corps and NOT to individual students. If a request is made to a student, that request should immediately be forwarded on to Ellen Kent, MPH, CPH so that she can verify that: there will be appropriate clinical supplies; there will be appropriate clinical supervision; and the event is accurately listed on the Service Corps websites. Likewise, after the health fair is officially approved and listed on the Service Corps website, the community member should please contact Ellen Kent directly with any additional questions/requests. **If a university or community member contacts a student leader, the student should forward the correspondence to Ellen Kent to avoid confusion and duplication of efforts.** Thank you!

(C) If a student group has an idea for a health fair for a specific population they should first contact Ellen Kent, MPH, CPH, Coordinator for USF Health Service Corps, and she can assist them by:

- (1) Ensuring this is an underserved population and USF Health resources are not being duplicated by other providers.
- (2) Ensuring there will be clinicians present who are approved by AHEC/USF Health to supervise USF Health students;
- (3) Ensuring that accurate information about the health fair is listed on the USF Health Service Corps web site at <http://health.usf.edu/ahec/USFHealthServicesCorps/hscevents.htm> and in emails to students;
- (4) Providing appropriate health education materials;
- (5) Providing appropriate components of the **USF Health Service Corps Health Fair Kit**. This kit contains:
 - (a) Supplies (glucometers, glucose strips, BP sets, SHARPS containers, gloves, safety lancets, alcohol swabs, Band-Aids and CaviWipes disinfectant cleaner)
 - (b) Packet with Policies and Procedures and forms in case of student/patient exposure to blood-borne pathogens
 - (c) Copies of: (1) CaviWipes Disinfection Protocol <http://www.metrex.com/cms-filesystem-action?file=/wallchrtcaviwipes77-1006-4.pdf> and (2) CDC Clinical Reminder Use of Fingerstick Devices on More than One Person Poses Risk for Transmitting Bloodborne Pathogens http://www.cdc.gov/injectionsafety/PDF/Clinical_Reminder_Fingerstick_Devices_RiskBBP.pdf
 - (d) Print out of this document (USF Health Service Corps Health Fair Policies & Procedures)
 - (e) Lists of Clinics that provide Care for the Uninsured and Underinsured: [Referral Clinic Sites 2010.pdf](#)
 - (f) Folder with USF HEALTH Service Corps Community Health Screening Forms

(D) Student roles (who can do what) at health fairs:

- (1) *Clinical:* Trained College of Medicine (COM) and College of Nursing (CON) students can perform blood pressure (BP), height and weight, finger sticks for blood glucose (BG) and blood cholesterol (BC) screening, and administer flu shots under supervision of clinicians with a COM or CON clinical faculty appointment. Beginning 3/31/12, trained College of Pharmacy (COP) students can perform BP and BG screenings under supervision of COP faculty. Trained Doctor of Physical Therapy (DPT) students can perform physical therapy assessments and also BP, BMI, BS, BC screenings under supervision of DPT faculty at selected health fairs. At selected health fairs, USF Health students enrolled in clinical programs may also have the opportunity to participate in spirometry screenings for a new AHEC tobacco cessation program and will receive on-site training and be supervised by a respiratory therapist affiliated with the AHEC program.
- (2) *Vision screening:* Medical students who have completed the Prevent Blindness Certification training program at USF Health on 1/7/11 and are certified trainers can participate in vision screening at USF Health Service Corps Health fairs/screening events, in collaboration with Prevent Blindness Florida.
- (3) *Non-clinical:* College of Public Health (COPH) students, College of Medicine Graduate School (non clinical program) students, first year College of Pharmacy (COP) students & pre-health professional undergrad students can participate in non-clinical activities (e.g. health education, bike rodeos, bike helmet fitting, fitness activities, translating).

(E) Before each health fair, Ellen Kent, MPH, CPH is responsible for:

- (1) Confirming with community partner re: time/location of event, # students needed, and what students can/can not do;
- (2) Checking with the student leader(s) to see how many students have signed up so she can alert the community partner;
- (3) Providing the student leader(s) and volunteers with instructions and driving directions to the event;
- (4) Providing the student organization leader or USF faculty clinical supervisor with all necessary health education materials and components of the **USF Health Service Corps Health Fair Kit** for that particular health fair (See C-5 above).

(F) After each health fair, Ellen Kent, MPH, CPH is responsible for: Finding out from community partner and student leader how the health fair proceeded, thanking the students, confirming # people screened and # student volunteers, and completing appropriate data reports.

(G) The health fairs should be targeted towards & accommodate low income, medically underserved populations.

Ellen Kent, MPH, CPH has developed a referral list of low cost/free health clinics that health fair participants can be referred to if they lack a primary care provider (see: [referralclinicsites2010.pdf](#)).

(H) Medical and nursing student leaders for the clinical aspects of health fairs are expected to participate in a training session with Linda Lennerth, RN, MSN, Director, Medical Health Administration, USF Health pertaining to policies and procedures pertaining to possible blood borne pathogens exposure during health fairs.

Linda Lennerth 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. Kent and Ms. Lennerth work together to ensure the packet contains updated forms/information and that student leaders are kept informed and trained re: the packet and its contents. Ellen 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).

(I) For those health fairs which include a non-clinical component (health education information for adults and activities for youth pertaining to fitness, safety, nutrition and disease prevention), Ellen 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.

USF Health Service Corps Advisory Committee

Updated March 2012 by Ellen Kent, MPH, CPH, Coordinator, USF Health Service Corps

The USF Health Service Corps Advisory Committee is coordinated 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.

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 (at least 2 students)
- College of Pharmacy (advisor and 1-2 students)
- Coordinator for the USF Health Service Corps (Ellen Kent, MPH, CPH)
- Any other interested USF Health faculty, staff, or students!

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-learning 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.

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

- To serve as liaison between community organizations and the USF Health Service Corps Advisory Committee;
- To make sure that projects that are promoted by the USF Health Service Corps will be true service-learning experiences, worthwhile for the students, and also accommodate the students' schedules;
- To serve as a liaison between the USF AHEC program, faculty in each college/school, USF Center for Civic Engagement and Volunteerism, 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.

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