

# APPENDIX A

## Drake University College of Pharmacy and Health Sciences Health Fair Guidelines

### I. ROLES AND RESPONSIBILITIES

- **Student Organization**

Student organization event planners must follow the guidelines below to assist in planning a health screening or educational event.

- **Role of the Faculty Advisor for the Student Organization**

The role of your faculty advisor for your student organization is to guide the organization and members through the planning process in order to ensure that an event addresses a community need and provides an excellent educational opportunity for student learning, as well as quality services to patients that follow all legal and ethical regulations for health screenings. The faculty advisor must be informed of all community events held by the organization.

### II. PLANNING PRIOR TO THE EVENT

#### 6 WEEKS Prior:

- Identify students to plan and coordinate the event. It is recommended to have one student coordinator for each screening station as well as one student overseeing the entire event.
  - PharmD:
    - Community service and health screening hours cannot be used for IPPE credit but may be used to meet a co-curricular requirement for class. Please check the course syllabi for details.
  - OTD:
    - Dissemination/tracking/scheduling for community health screenings will occur via the Drake University Student Occupational Therapy Association (DUSOTA) or as part of OTD course requirements.
  - MAT:
    - Coordinate all events through corresponding coursework
- Set the date for the event.
  - Review CPHS and Drake University calendars to assist in planning.
  - Review CPHS weekly announcements for upcoming events listed.
- Determine budget and secure funding for the event.

- Student groups are responsible for all costs associated with the event.
- MAT students must determine budget and obtain approval to spend funds from the Department Chair and Program Director.
- Fill out [CPHS Student Organization Professional Event and Fundraising Form](#).
- Create marketing plan for the event.
  - How will the event be marketed to the target audience?
  - Contact CPHS Communications Director for assistance in promotion and advertising:
    - To post in OnCampus Announcements: <http://news.drake.edu/submit-news/>
- Determine equipment and supplies needed. Order supplies and reserve equipment for the event:
  - Equipment reservations for tables, table cloths, program/admissions handouts, easels, and/or projectors should be requested via the [CPHS Computer, Room, and Supply Reservation Form](#).
  - PharmD:
    - The following equipment may be available for student use:
      - Cholestech machines for cholesterol testing
      - Sahara bone density machines
  - OTD:
    - Equipment reservations for supplies necessary for assessments and activities should be confirmed with the OTD Administrative Assistant.
    - Assessments and screenings will be determined through OTD course requirements or by DUSOTA leadership and active members.
    - Assessments and screenings that may be available include but are not limited to:
      - Monofilament Test Kit
      - Berg Balance Test
      - Get-up & Go Test
      - Activity Card Sort
  - MAT:
    - Equipment reservations for supplies necessary for assessments and activities should be confirmed with a faculty member who teaches/supervises corresponding course or has agreed to supervise.
    - Assessments and screenings that may be available include but are not limited to:
      - Basic vitals assessment

- Biomechanical and posture screenings
  - Injury screenings
- Secure supervision.
  - PharmD:
    - A licensed pharmacist preceptor must be secured for the event. If multiple screenings are being planned, more than one preceptor must be secured. If a Drake pharmacist faculty member is unable to precept the event, a qualified, licensed, practicing pharmacist may serve as a preceptor for all screenings EXCEPT bone density and cholesterol. If blood glucose screenings are being performed, the pharmacist preceptor's pharmacy must have its own CLIA waiver.
    - A Drake pharmacist faculty member must be responsible for picking up, transporting, and returning Bone Density and Cholestech machines. Please give faculty members a 24-hour reminder of the need for pick up of machines. Each organization must arrange for student(s) to assist the faculty member with picking up equipment and bringing it to and from the event.
    - If the event includes collaborating organizations and/or multiple screenings and/or educational activities, preceptors must be notified of the specific screening they will be precepting. The preceptor must have knowledge of how to perform that particular screening.
  - OTD:
    - There must be at least two faculty members or one faculty member and non-faculty occupational therapist present at any given time.
  - MAT:
    - There must be at least one faculty member or preceptor present at any given time. Number of patients/clients invited to the screening should be discussed ahead of time with faculty member or preceptor to ensure appropriate supervision.
- Set up a schedule for student volunteers.
  - Ensure there are enough student volunteers for each of the screenings or educational stations.
  - Determine if shifts should be created for longer events.
  - Determine if student training or orientation is needed prior to the event.

**At Least 2 WEEKS Prior:**

- Order supplies and gather educational materials.
  - PharmD:
    - Student groups are encouraged to order supplies through

Drake's McKesson account when possible. Supplies typically will be less expensive than those ordered through another vendor. The Director of the PSA Series will work with Dr. Bottenberg to assist students in placing the McKesson order. The supply order MUST be placed at least 2 weeks prior to the event. Please include the contact information for the person/organization responsible for payment for supplies.

- Not all supplies (e.g., bone density screening materials) are available through McKesson, so it is important to plan ahead and get supplies ordered as early as possible.
  - The student organization will be responsible for reimbursing the College of Pharmacy and Health Sciences for all costs associated with ordering supplies and materials required for the health screening when ordered through McKesson or Hologic (bone density supplies). One reimbursement check should be made payable to the College of Pharmacy and Health Sciences for the full amount. If the event is a collaborative effort among multiple student organizations, it is expected that the student organizations will divide costs on their end. It is not possible at this time for the College to accept reimbursement through credit/debit payments. Please work with the DRxUGS Director of Finance to ensure there is a plan to cover all costs and for reimbursements to be processed.
- OTD:
    - Check with the OTD Lab Manager prior to ordering to assess current inventory of assessments/screenings and supplies.
    - OTD student organization should order supplies through the OTD Administrative Assistant at least 2 weeks prior to the event. Please include the contact information for the person/organization that will be paying for supplies.
    - The student organization will be responsible for reimbursing the College of Pharmacy and Health Sciences for all costs associated with ordering supplies and materials required for the health screening. One reimbursement check should be made payable to the College of Pharmacy and Health Sciences for the full amount. If the event is a collaborative effort among multiple student organizations, it is expected that the student organizations will divide costs on their end. It is not possible at this time for the College to accept reimbursement through credit/debit payments.
  - MAT:
    - Check with MAT faculty to ensure sufficient lab equipment is available and can be used on the given day/time of the health

fair. If any additional equipment is needed, purchasing must be approved by the Department Chair/Program Director.

### **1-2 WEEKS Before:**

- Determine paperwork needed including consent forms, results forms, and other educational handouts. Print appropriate number of copies of each document needed.
- Gather and sort supplies, including consent forms and any educational materials, into stations.
- Coordinate transportation of equipment to and from the event.
- Confirm schedule with student volunteers and supervising pharmacy preceptors, occupational therapists and/or appropriate program faculty.
  - Provide specific details to all participants on time, date, location, including directions for how to get to building, where to park, where to set up and a cell phone number of the student overseeing the event to be contacted if there is a problem/question the day of the event.
- Confirm event details with community groups or organizations where the event will be held.

### **1 DAY Before:**

- Send a reminder email to all event volunteers and supervisors.
- Send an email to community group or organization where the event will be held to confirm details for the event.
- Confirm transportation of equipment, forms and supplies.

### **TRAINING REQUIREMENTS**

- PharmD:
  - Federal regulations (OSHA and CLIA) mandate that personnel conducting the screenings are properly trained on use of equipment and have completed blood borne pathogen training. Additionally, students must be in the professional pharmacy program to legally counsel patients.
  - First- and second-year pre-pharmacy students may assist with completion of consent forms and other paperwork, greeting patients and providing general (non-patient specific) information related to the health screening. To ensure patient comfort and confidentiality, on-lookers at testing stations should be minimized.
  - Students are able to perform a screening at a health fair only after receiving formal training in the Pharmacy Skills and Applications course series.
  - P1 students and Health Science students may assist with risk assessment and counseling, and blood pressure measurement (spring semester) as deemed appropriate by the supervising

pharmacist.

- A P2 or P3 student must be present at the blood pressure measurement station.
- One P2 student enrolled in spring semester or a P3 student must be present at each glucose, bone density and cholesterol station.
- A P3 or P4 should be present for medication review stations.
- P2 and P3 students are encouraged to review their notes from PSA and direct any questions/concerns for use of equipment, documentation or counseling to the appropriate PSA faculty member.
- OTD:
  - Students are able to perform a screening/assessment at a health fair only after receiving formal training in their respective OTD courses and following patient consent.
    - Screenings/assessments will be supervised by a non-faculty occupational therapist or an OTD faculty member.
    - Student referrals or recommendations will be reviewed and approved by a non-faculty occupational therapist or an OTD faculty member.
    - Education on these referrals or recommendations will be provided by a non-faculty occupational therapist or an OTD faculty member. Students can be present to observe this education session.
  - Students may also be involved in non-patient specific activities such as assisting with the completion of consent forms and other paperwork, greeting patients, and providing general information related to the health screening.
- MAT
  - Students are able to perform a screening/assessment at a health fair only after receiving formal training in their respective MAT courses and following patient consent.
    - Screenings/assessments will be supervised by a preceptor or MAT faculty member.
    - Student referrals or recommendations will be reviewed and approved by a preceptor or an MAT faculty member.
    - Education on these referrals or recommendations will be provided by a preceptor or an MAT faculty member. Students can be present to observe this education session.
  - Students may also be involved in non-patient specific activities such as assisting with the completion of consent forms and other paperwork, greeting patients, and providing general information related to the health screening.

### III. DURING THE EVENT

- Notify supervising pharmacy preceptor, occupational therapist, athletic trainer, and/or program faculty immediately if there is not a student trained to perform a screening for a given station.
- Be sure that all patients sign a consent form and are properly counseled on results.
- If any equipment breaks or is not working properly, please label it as broken and set it apart from the rest so repairs can be made after the event.
- Notify preceptors if equipment that is not working.
- Please utilize the following Qualtrics surveys for each individual point-of-care testing device to record patient data during screenings.
  - Blood glucose: [http://drake.qualtrics.com/SE/?SID=SV\\_09B26c1USy4k0XH](http://drake.qualtrics.com/SE/?SID=SV_09B26c1USy4k0XH)
  - Bone Density: [http://drake.qualtrics.com/SE/?SID=SV\\_0NEquurr4euZmWV](http://drake.qualtrics.com/SE/?SID=SV_0NEquurr4euZmWV)
  - Blood Pressure: [http://drake.qualtrics.com/SE/?SID=SV\\_ePD7IBmEF8JMzhh](http://drake.qualtrics.com/SE/?SID=SV_ePD7IBmEF8JMzhh)
  - Cholesterol: [http://drake.qualtrics.com/SE/?SID=SV\\_1YLQZphc94x3FZz](http://drake.qualtrics.com/SE/?SID=SV_1YLQZphc94x3FZz)

### IV. AFTER THE EVENT

- All Organizations
  - Complete the community outreach reflection questions within one week of the event by completing the Qualtrics form available at [http://drake.qualtrics.com/jfe/form/SV\\_3V2enP6KBCa3in3](http://drake.qualtrics.com/jfe/form/SV_3V2enP6KBCa3in3)
  -
- PharmD:
  - Return equipment within one business day.
    - The bone density machine must be returned by 4:30pm the day it is reserved, so you may want to reserve it for the day after your screening to allow extra time for transport.
  - Document in the secured, cloud-based documentation forms:
    - Patient results (in goal range or not in goal range)
    - Education provided
    - Referral to a provider
  - Return assessments and equipment within one business day to the PharmD faculty member who checked it out. Consent forms contain protected health information. Care must be taken to safeguard this information until it is delivered and secured at Drake.
  - If applicable, student volunteers must complete documentation requirements for the CPD or PSA courses to receive credit.
  - E-mail or send written thank you notes to supervising preceptors, faculty and/or student organization advisors to thank them for their assistance and time.

- OTD:
  - Return assessments and equipment within one business day to the OT Administrative Assistant. Consent forms contain protected health information. Care must be taken to safeguard this information until it is delivered and secured at Drake.
  - Within 24 hours of the screening, a designated OT student or DUSOTA secretary will document the following and send via electronic form to the DUSOTA faculty advisor or appropriate course instructor (in addition to any other assignment- specific requirements):
    - Type of screening/assessment done
    - Number of patients screened
    - Number of patients referred to other health care providers
- MAT
  - Return assessments and equipment within one business day to the AT faculty member who checked it out. Consent forms contain protected health information. Care must be taken to safeguard this information until it is delivered and secured at Drake.
  - Within 24 hours of the screening, a designated MAT student will document the following and send via electronic form to the MAT faculty advisor or appropriate course instructor (in addition to any other assignment- specific requirements):
    - Type of screening/assessment done
    - Number of patients screened
    - Number of patients referred to other health care providers