The University of Texas at Austin College of Pharmacy
Health Fair Policy and Procedures

PURPOSE: To establish uniform guidelines for health fair events (community outreach projects) by organizations under the direction of The University of Texas at Austin College of Pharmacy. Furthermore, to ensure the safety of the public, the student pharmacists, pharmacists, and the College of Pharmacy.

DEFINITION: Any event that involves screening and/or educating the public on disease states and disease state management.

POLICY: Organizations will be allowed to organize and/or participate in health fair related events as long as the minimum set of requirements set forth by the UTCOP Health Fair Guidelines 2010 are achieved and followed. The Assistant Dean for Student Affairs may amend these policies at any time.

PROCEDURE:

The following procedures must be followed:

1. Six weeks before the event:
   a.) A pharmacist must be found to supervise screening booths. At least one pharmacist registered as a preceptor with the Texas State Board of Pharmacy must be present at all health fairs [see Preceptor Requirements at Screening Events below]. For education projects, having a supervising pharmacist is required if the public will be asking any questions. Fill out the preceptor profile and keep it in the event notebook.
   b.) The Health Fair Request Form must be emailed to the Assistant Dean for Student Affairs Diane Ginsburg (dbgbox@mail.utexas.edu), the Pharmacy Council Project Collaboration Chair, Sharon Rush (sharon.rush@austin.utexas.edu) and the faculty advisor of your organization. Signature of faculty advisor is required, in addition to full contact information (See Preceptor Information Form) of the preceptor pharmacist.
   d.) Review the following before signing the Health Fair Request form:
      • Written policy and procedures
      • Physician Signed protocol if necessary (e.g. vaccination program)
      • Student competency based training session completed including Bloodborne Pathogens
      • Students will be trained on the operation of the screening event (e.g. operation of equipment, necessary forms, documentation, etc)
      • All applicable state or federal certificates, licenses, or approvals are obtained for durable medical equipment used for testing as well as the testing location (e.g. ensuring event location has a valid CLIA certificate of waiver, etc)
      • Record keeping of patient services as mandated by applicable state or federal law (e.g. vaccinations, CLIA waived testing, etc.)
      • Physical location of planned event is appropriate for aforementioned event activities
      • Appropriate equipment or supplies have been procured for this event
      • Student safety measures are in place as appropriate for event activities (e.g. Bloodborne pathogens exposure control plan, Hepatitis B vaccination for students, etc.)

Failure to comply with these procedures may prohibit the project's participation in future events. Exceptions may be made in certain situations with approval from the Office of Student Affairs.
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e.) Review brochures/educational material and ensure an adequate amount is available for the event. Also, secure an adequate amount of testing materials for fair.

2. Three weeks before the event:
   a.) Ensure all materials necessary for the health fair are secured.
   b.) Remind the pharmacist preceptor and faculty advisor of the event.
   c.) Start advertising the health fair to our student pharmacists (ie. have your committee members make posters, flyers, etc. or e-mail list-serve for volunteers).
   d.) Contact the individual in charge of the health fair or contact person at location and make sure you have the number of tables/chairs/tent needed for the event.

3. Two weeks before the event:
   a.) Secure your student pharmacist volunteers. Verify to make sure that each volunteer has been trained in YOUR specific screening project.
   b.) Make sure you designate the volunteer as a: screener or greeter/those assessing each patient. You may switch these volunteers around the day of the health fair, but it is a good idea to have an idea of who will be doing what ahead of time.

4. On the week of the event:
   a.) Remind your student pharmacist volunteers, pharmacist preceptor and faculty member of the time they should be at the health fair, along with proper, professional attire, including white coat.
   b.) Prepare posters advertising your booth.
   d.) Make sure a sufficient amount of supplies are available.
   e.) Check all machines and run controls if needed.

5. On the day of the event:
   a.) Event Coordinator(s) Responsibilities:
      • Set up all equipment, biohazard bags, sharps containers, etc
      • Ensure copy of The University of Texas at Austin Exposure Control Plan and CLIA license is present
      • Document preceptor information on the Preceptor Log and ensure preceptor signs
      • Document lot numbers of equipment and test materials used at the health fair
      • Document all volunteers at the event and their role
      • Make sure volunteers are aware of the documentation needed from the health fair participants (ie. consent forms)
      • Remind volunteers of proper technique and responsibilities
      • Ensure at least one project coordinator/committee member (designated by event coordinator) is present at booth at all times

   b.) Screeners Responsibilities:
      • Calibrate all equipment if necessary
      • Review patient assessment form with patient
      • Place consent forms in assigned location
      • Be comfortable with fingersticks
      • Document patients screening values

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- Refer to designated pharmacist if values are not within normal range.
- Never walk or take a patient to the emergency room. In a crisis situation, call 911 and wait with the patient until proper medical authorities arrive.

c.) Greeters/those assessing health fair participants Responsibilities:
- Recruit health fair participants to your booth
- Complete necessary paperwork with health fair participant
- Review valuable information while participant waits to be screened

d.) Students should bring the following:
- White lab coat (with name tag)
- Student ID
- CPR license
- Immunization training certificate (if appropriate)

e.) Students should be dressed in professional attire, as they are representing the College of Pharmacy.

6. After the event:
   a.) Make sure all documentation is organized and goes home with the directors. Project directors or other designated students will be responsible for transporting and maintaining any left over supplies and testing devices or as directed by the appropriate policy and procedure.
   
b.) Tie all biohazard bags closed, close all sharps containers and return them to the appropriate location.
   
c.) Keep all documentation and organize it accordingly for your project’s records (ie. excel spreadsheet)
   
d.) All documentation collected (e.g. consent and result forms) MUST be stored in a locked file cabinet for an appropriate period of time.
   
e.) Complete the Event Documentation report at http://www.utexas.edu/pharmacy/students/organizations/utasp/eventform.html within a few days after the health fair.
   
f.) For any screening projects where results are collected: Send the spreadsheet created in step c above with basic information (patient age, sex, lab value, and any actions taken such as referral) to _____@mail.utexas.edu within a month of the event. Make sure to put appropriate documentation on the spreadsheet such as date, event, pharmacist supervisor(s), and names of students who participated.

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Preceptor Requirements at Screening Events

All events at which counseling of patients may occur are required to take place with a preceptor present: this includes, but is not limited to, all screening events (BP, glucose, cholesterol), Heartburn Awareness, and Project Immunization. You as a student are reporting results of a screening to the patient. The preceptor is present to aid in the assessment of patients who fall outside of the normal limits for the test being performed. In any circumstance, when in doubt, ask the preceptor!

What is a preceptor?
- A registered pharmacist who is also registered as a Preceptor by the Texas State Board of Pharmacy e.g. not all pharmacists can precept you OR
- A registered pharmacist who is also registered as a Preceptor through the UT College of Pharmacy as part of the Experiential Program (preferred preceptor type to use)

Who can we ask to be a preceptor at our event?
- The pharmacist at the event location if they are a preceptor- if they are willing to host your event they may be willing to be the preceptor
- Any pharmacist you know who is a preceptor
- Your advisors! Check with us! More often than not, one of us will be available!
- The pharmacists at the University Health Services pharmacy are often available and excited to help. Contact Sharon Roberson, Manager of the UHS Pharmacy, at S.Roberston@uhs.utexas.edu.

Why do we need a preceptor?
- For your protection
- For the patient’s protection
- For the site’s protection

How many preceptors do we need?
- According the Texas State Board of Pharmacy, there is no limit of the number of students per preceptor when no dispensing of medication is occurring
- For the purposes of UT-APhA-ASP, you need 1 preceptor per two screening stations
  - For example, if you are conducting a full screening including Body Mass Index, Blood Pressure, Glucose, and Cholesterol, this is 4 screening stations therefore you should have 2 preceptors present

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PROCEDURE:
- Secure a pharmacist preceptor volunteer and complete the PRECEPTOR PROFILE
- Verify that the pharmacist is a preceptor certified by the Texas State Board of Pharmacy
  - Confirm verbally with pharmacist (check box on PRECEPTOR PROFILE)
  - Confirm via website: [http://www.tsbp.state.tx.us/DBSEARCH/pht_search.asp](http://www.tsbp.state.tx.us/DBSEARCH/pht_search.asp)
  - See next page for example of location of preceptor status
- **At least** two weeks prior to event, submit fully completed PRECEPTOR PROFILE and print out of online license verification to your committee coordinator and an ASP Advisor, currently Will Quila at wquila@mail.utexas.edu and Dr. Pope via email at npope@mail.utexas.edu
- Place Advisor approved and initialed PRECEPTOR PROFILE in the UT-APhA-ASP Exposure Control Plan & Documentation binder.
- At the event, have the preceptor sign the PRECEPTOR LOG and keep on file in the UT-APhA-ASP Exposure Control Plan & Documentation binder.