

WORKING GUIDELINES
1-15-08
SSPPS STUDENT ORGANIZATION COMMUNITY EVENTS

For all projects:

- 1) The project is on the organization's (e.g. ASP) Plan and Budget has been agreed upon.
- 2) There is a UCSD faculty member, CA licensed pharmacist (or MD) supervising student activities.
(Pharmacists at VA or Navy may not need CA license if the project is conducted under the VA or Navy auspices)
Volunteer faculty members may serve as the supervising UCSD faculty member

Project Types

- 1) To do "Point of Care" tests for screening (e.g. glucose or cholesterol) there are three options

Must be at one of our UCSD Medical Center facilities (Hillcrest, Perlman, Thornton, Free Clinic) AND have internal approval from the facility for the project and approval to function under the site's laboratory license and a Medical Director's agreement (Approval from Dr. Daniels UCSD and relevant Medical Director, Ellen Beck for Free Clinic)). Must have a clearly defined protocol for referral of patients as appropriate. In the event of blood to mucous membrane exposure the student should go to the UCSD Medical Center.

May be conducted at a non-UCSD Medical Center facility under the UCSD Department of Laboratory Medicine's license if approved by Dr. Daniels and the UCSD Department of Laboratory Medicine. The organization may have an official affiliation with UCSD unless the event is a health fair, or similar function, in which case an affiliation would not be practical. To obtain approval, students must submit a request to the Associate Dean of Clinical Affairs (Dr. Daniels) indicating the location, target date, type of testing,, type of patients testing and anticipated number of patients. Requests must be submitted by October 15th, January 15th, March 15th, or June 15th. Typically, it will take a minimum of two weeks to gain final approval. All proposed point-of-care activities for the period of time between submission dates must be included. Projects conducted under this option must use UCSD Department of Laboratory Medicine procedures, including the brand and style of meters and strips. Must have a clearly defined protocol for referral of patients as appropriate. In the event of blood to mucous membrane exposure the student should go to the UCSD Medical Center.

- May be conducted at a non-UCSD Medical Center facility – IF the organization has the appropriate legal authority (i.e. CLIA waivers and other as appropriate) to cover the students. The organization must have an official affiliation with UCSD. The project cannot be promoted or advertised as a UCSD sponsored project – it is sponsored by the organization. A UCSD Faculty Member must be present. Must have a clearly defined protocol for referral of patients as appropriate.

To borrow equipment for any of the options above - there will be a form for students to complete that indicates the advisor or the supervising pharmacist has approved this project.

- 2) To do non-invasive projects (e.g. blood pressure, information talks etc) – students may go to any UCSD site as long as they have permission of the facility. This would include the Library Walk type activities. Must have a clearly defined protocol for referral of patients as appropriate.

If the site is a non-UCSD site, then the organization must have an official affiliation with SSPPS UCSD, unless the event is a health fair, or similar function, in which case an affiliation would not be practical.

- 3) To do Immunizations

Must be at one of our UCSD Medical Center facilities (Hillcrest, Perlman, Thornton, Free Clinic) AND have internal approval from the facility for the project and approval to function under an approved protocol or MD order and a Medical Director's agreement (Approval from Dr. Daniels UCSD and relevant Medical Director, Ellen Beck for Free Clinic)). Must have a clearly defined protocol for referral of patients as appropriate. In the event of finger stick or blood to mucous membrane exposure the student should go to the UCSD Medical Center.

May be conducted at a non-UCSD Medical Center facility – IF the organization has the appropriate legal authority (i.e. approved protocol or MD order and other as appropriate) to cover the students. The organization must have an official affiliation with UCSD. The project cannot be promoted or advertised as a UCSD sponsored project – it is sponsored by the organization. A UCSD Faculty Member must be present. The faculty member must be currently CPR certified and Immunization certified. Must have a clearly defined protocol for referral of patients as appropriate. In the event of blood to mucous membrane exposure the student should go to the UCSD Medical Center.

- 4) To obtain affiliation agreements for sites a student should consider.
 - a. This process can take a minimum of 6 months to complete.
 - b. A list of affiliated organizations is available from Andrina Marshall.

- 5) To solicit support (funds or supplies) for a project
 - a. Student organization needs to contact SSPPS Director of Development before any contact is made with a possible funder.
 - b. Any funds or support need to be tracked through the Director of Development.