Guidelines for Preceptors of SSPPS Health Education Events

The three main objectives of health education events sponsored by Skaggs School of Pharmacy and Pharmaceutical Science (SSPPS) are ensuring patient safety, creating a positive learning experience for students, and ensuring that all applicable laws and policies are followed. The following guidelines are intended to create successful events:

Prior to the event:

- Students will bring necessary supplies including trash bags, paper towels, and name badge (for the preceptor(s)).
- Prior to the event of the event (or change of shift) meet students and conduct a pre-event huddle discuss their roles, logistics, workflow and safety.
- Set expectations and establish guidelines for student performance based on the students’ knowledge and skill level (for example, P1 students can assist with basic tasks and P3 students with more complex ones).
- For most events, standard professional attire is appropriate. A white jacket may also be appropriate depending on the site/event.
- A CLIA waiver must be present at any event involving the collection of blood samples (e.g. fingerstick glucose or cholesterol tests). Please ask the student organizer to show you this waiver so you know it is available. There should be instructions available for “Procedures Following Occupational Exposure”.

During the event:

- Evaluate the site set-up for optimal flow of patients/consumers through the site activities and resolve areas of impeded flow.
- Educate and provide assistance to students as they respond to patient’s questions and explain concepts.
- Troubleshoot and correct processes to optimize workflow and ensure safety considering Board of Pharmacy and venue restrictions.
- Furnish appropriate warnings to consumers to ensure their safety, especially for non-edible products. Students have been taught that no food, prescription vials, or small items that could cause choking should be distributed to consumers, and activities that could create confusion between food and drugs should be avoided.
- Students should not take photos in which patients are identifiable (unless each identifiable person/parent has signed a photo release form).

After the event:

- Post-event clean-up should take place before leaving the site. Students are expected to dispose of all waste properly (including closing sharps containers and returning them to the school for disposal).
- Remind students to log the Service Learning or Co-curricular hours into Oasis for preceptor approval within 5 days.
- Have a debriefing session with students to provide feedback and to discuss what went well, and offer suggestions for improvement for future events.

Thank you for your support. For questions or comments please contact Dr. Sarah Lorentz at 858-822-5574 slorentz@ucsd.edu and/or Pam McGlynn at 858-822-7803 pmcglynn@ucsd.edu

Revised 3/26/2019