

Appendix A - Patient Care Activities Approval Process

Events planned by the course team, faculty members, or the SOP will be posted by the Campus Coordinator for students to sign up.

Any event planned by students or student organization must follow the process listed below.

1. Download and complete the Approval Form.
2. Email the form directly to the Campus Coordinator at least 3 weeks prior to the scheduled event with a student sign-up sheet, list of equipment or supplies needed, training dates (if required), and a designated preceptor(s) if needed.
 - The Campus Coordinators will work with facilities without patient care contracts to secure agreement statements.
3. The event will be reviewed for approval by the Campus Team Leader.
4. Student to Preceptor Ratios:

Course Activity	Suggested Student to Preceptor Ratio
*Educational In-Services (i.e. Poison Prevention Talks, Puppet Shows, GERD, smoking cessation)	3:1
#Patient Interview (i.e. Patient Intake)	3:1

#Students may obtain information from the patient, but **MUST NOT** interpret and then disseminate any recommendations back to the patient.

*Course Activity	Suggested Student to Preceptor Ratio
#Blood Pressure Screenings	1:1
#Interpretations of Screenings Results	1:1
#Medication Counseling	1:1
Educational In-Services (i.e. Poison Prevention Talks, Puppet Shows, GERD, smoking cessation)	3:1
#Use of specific monitoring devices (i.e. cholesterol, glucose, lipids, etc.)	1:1
#Immunizations	1:1
Patient Interview (i.e. Patient Intake)	3:1
#Patient Assessment (i.e. Diabetic Foot Exam, osteoporosis screening, spirometry)	1:1
Vial of Life	3:1

*For many of these activities, there may be more than the recommended students per preceptor ratio attending an event, however, at any one time there will be **NO MORE** than 1:1 or 3:1 student/preceptor ratio when a student is actually engaged in the activity. (i.e. 10 students may attend an event with one preceptor, but when blood pressure screenings are occurring only 1 student will be involved in the actual taking of blood pressure with the supervising preceptor, while the other students in attendance will be observing.)

These activities qualify as direct patient care activities and therefore a licensed preceptor must be present at defined ratio. Direct patient care is defined as “any interaction with a patient(s) that assists in the selection, modification, and monitoring of patient-specific drug-therapy”

5. If the event is approved, the student will be notified and the sign up can be posted on the bulletin board
6. The Campus Coordinator will email students letting them know the sign-up sheet is posted
7. Sign-up is on a first come, first serve basis and will be removed once it is full
8. The students are responsible for attending any training that may be required for the event as well as finding a replacement if they cannot attend the event
9. Event organizer is to contact the Campus Coordinator at least 2 days before the event to review supply needs and make arrangements for equipment/supply pick up and return.
10. Event organizer to complete and return evaluation forms within 1 week of the event:
 - a. Event summary form/spreadsheet
 - b. Sponsor/site evaluation
 - c. Copies of patient liability waiver forms.