	<b>Title: Student Outreach and Community Service Activities</b>	Review Frequency: Two Years	<b>Effective Date:</b> 2/1/2017
	<b>Document Category / Document Type:</b> Policy and Procedure	Doc Control #	CON-1108
		Revision #	2

1. Purpose/Objectives.
  - 1.1. To outline requirements for students participating in community service and outreach activities that include patient care; to outline the requirements for faculty to supervise these activities; and to maintain appropriate records of such activities.
  
2. Scope.
  - 2.1. This policy applies to all students and faculty who participate in outreach and community service activities providing patient care as a representative of The University of New Mexico College of Nursing. The policy also applies to faculty and administrators in their roles for supervising, documenting, and regulating such activities. Strict adherence to this policy is required. Failure to comply with this policy in any way will result in disciplinary action up to and including expulsion for students and up to and including termination for involved faculty.
  
3. Content.
  - 3.1. General Requirements
    - 3.1.1. Students are encouraged to perform faculty or nursing professional supervised community service activities and outreach activities that enhance their educational experiences while enrolled at the UNM College of Nursing.
    - 3.1.2. Students must obtain prior written approval from their academic program to participate and/or develop community service and outreach activities. See Attachment 1 for a sample Community Service Request Form.
    - 3.1.3. In every case of community service and outreach activities, an approved faculty member must directly supervise the activity when students are involved in patient care.
    - 3.1.4. It must be clear to the activity participants that the activity is being performed by UNM Health Sciences Campus (HSC) students.
      - 3.1.4.1. Students and faculty must wear their UNM HSC name badges.
      - 3.1.4.2. At public events, a UNM table banner or sign must be displayed.
    - 3.1.5. Any activity that includes patient care (i.e., physical examination, drawing blood, etc.) must follow the same rules as those of direct patient care by a student on site, including creating and maintaining appropriate records that include documentation of the following:
      - 3.1.5.1. Patient identification and methods of notification of the patient
      - 3.1.5.2. Informed consent of the patient
      - 3.1.5.3. HIPAA protection of patient privacy must be ensured
    - 3.1.6. Any activity that involves blood pressure screening must follow the Community Blood Pressure Screening Protocol attached in Attachment 2.
    - 3.1.7. Any activity that involves blood glucose screening must follow the Community Blood Glucose Screening Protocol attached in Attachment 3.
    - 3.1.8. Any activity that involves other blood screening must follow the Community General Blood Screening Protocol attached in Attachment 4.
    - 3.1.9. Any student outreach or community service activity involving testing that falls under the Clinical Laboratory Improvement Amendments (CLIA) statutory authority must be conducted under the auspices of a duly-licensed CLIA laboratory and, if appropriate, a CLIA Certificate of Waiver. Approving leadership and supervising faculty are responsible for assuring such compliance.
    - 3.1.10. Documentation of both participants in the activity as well as any University faculty and students participating in the activity will be documented and securely stored in the current approved manner by the University of New Mexico and the UNM College of Nursing. Documentation should be collected and securely stored in this manner regardless of the organization,

department, school, or college organizing the event if College of Nursing faculty, staff, and/or students are participating in the event.

3.1.11. The College of Nursing has a CLIA-Waiver from the New Mexico Department of Health for "Health Fair" activities. A copy of the certificate is stored on the College's shared "O" drive. The certificate does not need to be displayed at Health Fairs. With this certificate, members of the College participating in Health Fairs may perform CLIA-waived tests, for example, glucose screening with approved devices. All lab tests that are CLIA-waived have that designation on the equipment or in the equipment manual. Documentation listing all of the CLIA-waived tests is stored on the College's shared "O" drive to use as a reference.

3.1.12. For CLIA reporting purposes, the information provided in the request for approval and a copy of the sign-in sheets from the "Health Fair" will suffice.

### 3.2. Student Requirements

3.2.1. Students must function within their scope of professional practice following the University of New Mexico standards of good patient care.

3.2.2. Students must be trained in any procedures and proper use of any equipment that will be used on site.

3.2.3. Students must complete HIPAA, OSHA and any trainings related to the current healthcare climate according to program specific requirements either through UNM's online Learning Central or provide training certification from their place of employment if currently licensed and working as a RN:

3.2.3.1. Pre-Licensure BSN students must complete online HIPAA and OSHA trainings annually.

3.2.3.2. RN to BSN Degree Completion Program and Master of Science in Education program students must complete HIPAA and OSHA trainings prior to being placed in a fieldwork setting.

3.2.3.3. Advanced Practice Masters of Science in Nursing, Post-Masters Certificate Programs, and Doctor of Nursing Practice students must complete OSHA training upon admission to their program and must complete HIPAA training annually.

3.2.4. In cases where bodily fluids are involved all precautions must be taken to ensure both patient and student protection.

3.2.4.1. Students must have completed the UNM OSHA bodily fluid pathogens according to program specific guidelines stated above.

3.2.4.2. Students must be fully trained, tested, and supervised by faculty in the use of any equipment used to obtain or test bodily fluids.

3.2.4.3. Students must be fully trained in the correct steps to follow should any needle stick or other injury involving bodily fluids occur.

### 3.3. Faculty Requirements

3.3.1. Prior to scheduling or participating in a community service as a licensed practitioner, faculty must obtain approval from their Division Director, Program Director, or other appropriate supervisor.

3.3.2. Faculty supervising a student outreach or community service project must be trained in the supervision of students, including but not limited to the type of medical records and equipment that will be used on site, HIPAA, OSHA bodily fluid pathogens training, related to the current healthcare climate and the UNM Blood & Body Fluid Exposure/Needle-Stick policy listed below in the Reference section of this policy.

## 4. IMPLEMENTATION PROCEDURES

4.1. In advance of the activity, supervising faculty will generate a description of the activity that addresses all of the compliance related issues.

4.2. A copy of the document describing the activity addressing compliance must be sent to the faculty member's supervisory chain and the Associate Dean of Clinical Affairs.

4.3. The plan for the activity will be reviewed in a timely manner by the respective supervisory chain. Notice of approval and any inquiries into the activity will be sent to the faculty member and his/her respective supervisory chain.

- 4.4. An Excel spreadsheet workbook will be created to document the approval activity. This will be sent to the supervisory chain and the faculty member. The workbook will include a sign-in sheet for participants with a responding contact number and indicate which screening activities the participants' request (Attachment 5).
- 4.5. A sign-in sheet for faculty and students will document all UNM College of Nursing care providers in the activity. Sign-in sheets should include at a minimum the following information: name/description of event, participant name, UNM email account, telephone number, class or student organization coordinating the event, site location, and event date and time. Please see Attachment 5 for examples.
- 4.6. The supervising faculty member will be responsible for printing these sheets and utilizing them for the event.

After the activity, the completed sign-in sheets will be returned to the office of the Associate Dean of Clinical Affairs. Sign-in sheets will be scanned and saved in the College's "O" Drive. The College will follow the New Mexico Functional Retention and Disposition Schedules (1.21.2 NMAC) in accordance with University policy. If hard copies need to be stored in association with any research activity, the primary investigator for the study will make arrangements for storage in accordance with the IRB approval documentation. Training resources available on Learning Central.

## 5. Responsibilities.

<b>RESPONSIBILITIES</b>	
<b>Position/Title/Group</b>	<b>Requirements/Expectations/Duties</b>
Associate Dean of Clinical Affairs	Responsible for enforcing adherence to this policy and for reviewing and approving any changes to this policy.
Site supervising faculty	Responsible for understanding and adhering to this policy.

## 6. Records Applicability/Retention

- 6.1. Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq.

## 7. External Reference(s).

- 7.1. Clinical Laboratory Improvement Amendments: <https://www.fda.gov/medical-devices/ivd-regulatory-assistance/clinical-laboratory-improvement-amendments-clia>
- 7.2. New Mexico Functional Retention & Disposition Schedules, 1.21.2 NMAC: <http://164.64.110.134/parts/title01/01.021.0002.html>
- 7.3. 2019 AHA/ACC Clinical Performance and Quality Measure for Adults with High Blood Pressure: A Report of the American College of Cardiology/American Heart Association Task Force on Performance Measures <https://www.ahajournals.org/doi/full/10.1161/HCQ.000000000000057>:

## 8. Internal Reference(s).

- 8.1. The University of New Mexico "Blood & Body Fluid Exposure/Needle-Stick Policy on Obtaining Medical Care for Exposures": <https://shac.unm.edu/services/allergy-immunization/blood-body-fluid-exposure.html>
- 8.2. "UNM Notice of Incident Policy": <https://policy.unm.edu/university-policies/6000/6150.html>

## 9. Definitions.

- 9.1. CLIA (Clinical Laboratory Improvement Amendments): The Centers for Medicare & Medicaid Services (CMS) regulates all laboratory testing (except research) performed on humans in the U.S. through the Clinical Laboratory Improvement Amendments (CLIA). In total, CLIA covers approximately 251,000 laboratory entities. The Division of Laboratory Services, within the Survey and Certification Group, under the Center for Clinical Standards and Quality (CCSQ) has the responsibility for implementing the CLIA Program. The objective of the CLIA program is to ensure quality laboratory testing. Although

all clinical laboratories must be properly certified to receive Medicare or Medicaid payments, CLIA has no direct Medicare or Medicaid program responsibilities.

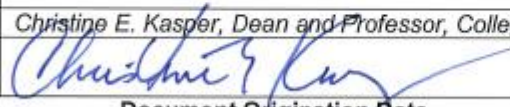
10. Key Words.

10.1. Student outreach, community, protocol, screening

11. Attachments.


- 11.1. Attachment 1: Community Service Request Form
- 11.2. Attachment 2: Community Blood Pressure Screening Protocol
- 11.3. Attachment 3: Community Blood Glucose Screening Protocol
- 11.4. Attachment 4: Community Screening Protocol for Blood Testing other than Blood Glucose
- 11.5. Attachment 5: Participant, Provider, and Parent Sign-in Sheet Formats

12. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	Associate Dean for Clinical Affairs		
Faculty Consultant(s)	Tamara Hall and Jacqueline Wuellner	09/24/2020	Reviewed Edited Approved
Official Approver	Christine E. Kasper, Dean and Professor, College of Nursing		
Official Signature		10/22/2020	
	Document Origination Date	02/01/2017	
	Document Effective Date	11/1/2020	

13. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
2/1/2017	1	Student Outreach and Community Service Activities	Document was updated from prior version to incorporate into new HSC policy template and to include the Community Blood Glucose Screening and Community Blood Pressure Screening protocols.	Dean, Nancy Ridenour
6/3/2020	1	Student Outreach and Community Service Activities	Transferred Policy #12.2.3 content to revised HSC policy template and numbering system to #CON-1108.	
9/25/2020	2	Student Outreach and Community Service Activities	The policy and procedures were reviewed and updated to current standards by faculty. The Team Chair position was replaced with "appropriate supervisor" and Attachment 4 was added: Community Screening Protocol for Blood Testing other than Blood Glucose.	Dean, Christine E. Kasper

	<b>Title: Student Outreach and Community Service Activities – Community Service Request Form</b>	Review Frequency: Two Years	<b>Effective Date: 10/23/2018</b> (Revised 9/25/2020)
	<b>Document Category / Document Type Attachment 1</b>	Doc Control # Revision #	CON-1108 2

For Faculty to Complete

You must read the UNM College of Nursing Policy on Student Outreach and Community Services before completing this form. Once completed, please turn this form into the office of the Associate Dean of Clinical Affairs for approval and signature.

Name and Location of Event:	Click or tap here to enter text.
Event Date(s) and Time of Event:	Click or tap here to enter text.
Community Contact Person: (include phone number)	Click or tap here to enter text.
Faculty Contact Person: (include phone number)	Click or tap here to enter text.

Please provide a detailed description of the event for the following item:

1. Services to be provided: Click or tap here to enter text.
2. Type of students providing services: Choose an item.
3. Faculty supervision of students: Click or tap here to enter text.
4. Description of consent process for patients including notification that services are provided by supervised students: Click or tap here to enter text.
5. Description of the procedure for checking Capillary Blood Glucose or other blood levels on participants who may need to be checked. The description will include the blood glucose or other level at which participants may be referred to their primary care provider or for emergent health care evaluation. Click or tap here to enter text.

For Supervising Faculty to Complete

*As the faculty member supervising this activity, I certify that I have read The University of New Mexico College of Nursing Policy on Student Outreach and Community Services Activities and have met all of the requirements and training as outlined in the policy.*

*Faculty Signature*

*Faculty Name:*

*Date:* Click or tap here to enter text.

*Contact Number (cell phone):* Click or tap here to enter text.

Official Approver	Signature	Approval	Date
Associate Dean of Clinical Affairs		Y or N	Click or tap here to enter text.

If denied, reason for denial: Click or tap here to enter text.

Date recorded with Office of Clinical Affairs: Click or tap here to enter text.

## Attachment 2



### COMMUNITY BLOOD PRESSURE SCREENING PROTOCOL

For the purposes of blood pressure measurements the following standards will be maintained:

1. Blood pressure screening will be done on adults, individuals over the age of 18 years of age, who consent to blood pressure measurement. For anyone under the age of 18 years, signed consent from parent or legal guardian is required.
2. Individuals requesting blood pressure testing will be asked to sign a consent form with contact information (i.e. name, address, and telephone number).
3. The adult client will be asked if they have ever been told they have high blood pressure.
  - a. If the answer is 'yes,' the follow-up question will be, "do they know what their usual measurement is, are they taking any medication for the high blood pressure and if so, what is the name of the medication, the dose, how often they take it, and have they taken the medication today?"
4. Following these questions, the student will proceed to measure the B/P and tell the client the results. A discussion may follow about whether it is higher or lower than usual and the individual will be reminded that this is a screening mechanism only. If there are questions about the medication the students will be able to respond and if they need help with the answers faculty will be able to assist them. The students will advise the client(s) that the primary care provider is the person that they should be following up with if there are any further questions about the status of their health related to the chronic disease.
5. If the answer is no to all of the questions, the student will proceed to take the measurement using a manual cuff or automatic cuff provided by BCBS.
6. If the client's blood pressure is within the normal range, 120/80, the client can be told that the blood pressure is within the normal range.  
If the client's blood pressure is above the standard for hypertension based on current guidelines, faculty will assist students in making a plan for blood pressure follow up for the client<sup>1</sup>.

#### References

1

2019 AHA/ACC Clinical Performance and Quality Measure for Adults with High Blood Pressure: A Report of the American College of Cardiology/American Heart Association Task Force on Performance Measures  
<https://www.ahajournals.org/doi/full/10.1161/HCQ.000000000000057>:

## ATTACHMENT 3



### COMMUNITY BLOOD GLUCOSE SCREENING PROTOCOL

For the purposes of blood glucose screening the following standards will be maintained:

Blood glucose screening will be done on adults, individuals over the age of 18 years of age, who consent to blood glucose screening. For anyone under the age of 18 years, signed consent from parent or legal guardian is required.

The College of Nursing has applied for a CLIA waiver for the tests the students are performing.

1. Individuals requesting blood glucose testing will be asked to sign a College of Nursing form with contact information (i.e. name, address, and telephone number).
2. The client will be asked if they have ever been told they have diabetes or pre-diabetes, or if they are pregnant.
  - a. If the answer is 'yes' to either question in number 2 the individuals are *not* eligible for blood glucose screening?
  - b. If the answer is no to all of the questions, the student will proceed to take random blood glucose using approved procedures (see below) and glucose monitors provided by BCBS.
3. If the client's random blood glucose is below 200, the client can be told their blood glucose is within the normal range.
4. If the client's random blood glucose is above 200 mg/dl, he/she will be advised to follow-up with primary care provider for further testing per the National Diabetes Education Program (NDEP) guidelines. Faculty will assist students to make those clinical decisions based on NDEP recommendations (see attached).
5. A discussion may follow about whether it is higher or lower than usual and the individual will be reminded that this is a screening test only. If there are questions about the screening test the students will be able to respond and if they need help with the answers faculty will be able to assist them. The students will advise the client(s) that the primary care provider is the person that they should be following up with if there are any further questions about the status of their health related to the chronic disease.

#### Blood Glucose Monitoring Procedures (Shivnan J.C., 2010).

##### EQUIPMENT

- Blood glucose meter
- Test strip
- Disposable glove
- Single use Lancet/lancing device
- Alcohol wipe
- 2" x 2" gauze or clean tissue
- Cotton ball \*
- Sharps container

*Attachment 3 continued next page*

### Attachment 3 continued

#### PROCEDURE (Shivnan J C., 2010)

Nursing Action	Rationale
1. Prepare the finger to be lanced by having the patient wash hands in warm water and soap. Dry thoroughly. For convenience, an alcohol wipe may be used to cleanse the finger. Alcohol must dry thoroughly before finger is lanced.	Washing in warm water will increase the blood flow to the finger and remove superficial contaminants that could cause erroneous readings .
2. Don disposable gloves .	Complies with Centers for Disease Control and Prevention standards for blood-borne pathogens.
3. Turn on the glucose meter. Prepare the meter by validating the proper calibration with the strips to be used. (This usually involves matching a code number on the strip bottle to the code registered on the meter.)	Errors in glucose readings can result from mis-calibrated or improperly coded meters.
4. The meter will indicate its readiness for testing blood glucose by message or symbol. Some meters require that the glucose test strip be inserted at this time.	
5. Prick the patient's finger lateral to the fingertip using lancet/lancing device, obtaining a large, hanging drop of blood. Most inaccurate readings of blood glucose result from insufficient blood samples.	This avoids the most sensitive area of the fingertip.
6. Place single use lancet into sharps container	Complies with Centers for Disease Control and Prevention standards for blood-borne pathogens.
7. Apply the blood carefully to the strip test area (varies by glucose meter model).	Some glucose meters require that the test area be covered completely for accurate results. Others use only a small drop of blood inserted at the side of the test strip .
8. Completing the test a. The blood remains on the strip as the meter processes the result. b. Processing time varies between meters, but will be programmed to display result at the appropriate	
9. The lanced finger is covered with gauze or a cotton ball until bleeding subsides. If necessary, an adhesive bandage is then applied.	

#### References

National Diabetes Education Program [NDEP] (2010). Diabetes numbers-at-a-glance.  
U.S. Department of Health and Human Services. <http://www.docdatabase.net/more-ndep-diabetes-numbers-at-a-glance-2010-national-diabetes--1021274.html>

Shivnan J.C. (2010). Chapter 25: Diabetes mellitus. S. M. Nettina (Ed.). Lippincott manual of nursing practice. Philadelphia, PA: Lippincott Williams & Wilkins



## ATTACHMENT 4

### COMMUNITY SCREENING PROTOCOL FOR BLOOD TESTING OTHER THAN BLOOD GLUCOSE

For the purposes of screening utilizing blood other than blood glucose testing the following standards will be maintained:

Consent must be obtained for any screening test involving blood collection. Adults, individuals over the age of 18 years of age, can consent to blood screening for themselves. For anyone under the age of 18 years, signed consent from parent or legal guardian is required.

The College of Nursing has applied for a CLIA waiver for the tests the students are performing.

1. Individuals requesting blood testing will be asked to sign a College of Nursing form with contact information (i.e. name, address, and telephone number).
2. The client will be asked if they have ever been told they have the condition being screened for. Supervising faculty will assist students in the decision to proceed with screening or decline to provide screening for the client.
3. If the client's screening result is within current accepted standards for a normal level, the client will be told their screening is normal.
4. If the client's screening result is outside of the current accepted standards for a normal level, the student will consult with the supervising faculty who will assist the student in developing a follow up plan.
5. A discussion may follow about whether the level higher or lower than usual and the individual will be reminded that this is a screening test only. If there are questions about the screening test the students will be able to respond and if they need help with the answers faculty will be able to assist them. The students will advise the client(s) that the primary care provider is the person that they should be following up with if there are any further questions about their health status.

#### Monitoring Procedures for screening involving blood (World Health Organization, 2010).

#### EQUIPMENT

- Meter
- Test strip
- Disposable glove
- Single use Lancet/lancing device
- Alcohol wipe
- 2" x 2" gauze or clean tissue
- Cotton ball \*
- Sharps container

*Attachment 4 continued next page*

**Attachment 4 continued**

**PROCEDURE** (World Health Organization, 2010)

Nursing Action	Rationale
1. Prepare the finger to be lanced by having the patient wash hands in warm water and soap. Dry thoroughly. For convenience, an alcohol wipe may be used to cleanse the finger. Alcohol must dry thoroughly before finger is lanced. If obtaining a blood sample from a young child, a toe may be used instead of a finger.	Washing in warm water will increase the blood flow to the finger and remove superficial contaminants that could cause erroneous readings .
2. Don disposable gloves .	Complies with Centers for Disease Control and Prevention standards for blood-borne pathogens.
3. Turn on the meter. Prepare the meter by validating the proper calibration with the strips to be used. (This usually involves matching a code number on the strip bottle to the code registered on the meter.)	Errors in readings can result from mis-calibrated or improperly coded meters.
4. The meter will indicate its readiness for testing by message or symbol.	
5. Prick the patient's finger lateral to the fingertip using lancet/lancing device, obtaining a large, hanging drop of blood. Most inaccurate readings result from insufficient blood samples. If obtaining a blood sample from a young child, a toe may be used instead of a finger.	This avoids the most sensitive area of the fingertip.
6. Place single use lancet into sharps container	Complies with Centers for Disease Control and Prevention standards for blood-borne pathogens.
7. Apply the blood carefully to the strip test area (varies by type of meter).	Some meters require that the test area be covered completely for accurate results. Others use only a small drop of blood inserted at the side of the test strip .
8. Completing the test a. The blood remains on the strip as the meter processes the result. b. Processing time varies between meters, but will be programmed to display result at the appropriate time.	
9. The lanced finger or toe is covered with gauze or a cotton ball until bleeding subsides. If necessary, an adhesive bandage is then applied.	

References

World Health Organization. (2010). WHO guidelines on drawing blood: best practices in phlebotomy. World Health Organization.

ATTACHMENT 5

Participant sign-in sheet format

<b>Event Name:</b>	
<b>Date of Event:</b>	
<b>Participant</b>	<b>Participant Signature</b>
Name:	
Telephone No.:	
Name:	
Telephone No.:	

Faculty/ Student Provider Sign-In Sheet Format

<b>Event Name:</b>	
<b>Date of Event:</b>	
<b>Faculty /Student Provider Contact Information</b>	<b>Provider Signature</b>
Name:	
Email:	
Telephone No.:	
Name:	
Email:	
Telephone No.:	

Parent Sign-In Sheet Format

<b>Event Name:</b>		
<b>Date of Event:</b>		
<b>Parent Name -Please Print</b>	<b>Parent or Guardian Signature</b>	<b>Child's Name</b>
Name:		
Telephone No.:		
Name:		
Telephone No.:		