



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.23, Health Fair Operating Policy

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a policy for institutional-community or student involved health fairs, where members of the community can be screened for and obtain information about specific health issues. Health fairs are also an avenue for the TTUHSC El Paso student body and registered student organizations to serve the community in meaningful ways outside of the classroom.

REVIEW: This HSCEP OP will be reviewed by September 1 of each odd-numbered year (ONY) by the Vice President for Outreach and Community Engagement, Deans of each school, Vice President for Institutional Advancement, Assistant Vice President for Student Services and Student Engagement, the Office of General Counsel and the Vice President for Academic Affairs or designee, with recommendations for revisions forwarded to the President by October 1.

POLICY/PROCEDURE:

I. Definitions

Student: Students are defined as all persons taking courses or enrolled in a degree or certificate program at TTUHSC El Paso.

Student Organization: A student organization is an active registered student organization in good standing with the Office of Student Services and Student Engagement (OSSSE).

Advisor: An advisor is a faculty or full-time staff member selected by a student organization who agrees to volunteer to assist the group. Advisors participate in required trainings and are listed on the registered student organization's [TTUHSCEP Campus Connect](#) roster. The advisor may work with the student organization but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor is responsible to both TTUHSC El Paso and the student organization to keep their best interests in mind. The advisor also works with the organization's officers to establish and maintain internal student organization standards and regulations for conduct. It is recommended that these standards and regulations be incorporated into the organization's constitution. Student organization advisors serve in a voluntary role.

Faculty Supervisor/ Health Care Director: The health care director is pivotal in bridging the gap between students, institutions, and patients within a Registered Clinical Organization (RCO). Central to this role is the assurance of the quality and safety of clinical services as well as enriching student educational experiences. Faculty Supervisor/Health Care Director(s) serve in a voluntary role.

Community Faculty: Private physicians and dentists in the community who have the option of accepting first-year, second-year, third-year and/or fourth-year medical students into their practice during various blocks of the health care education program throughout the year. Community faculty may also serve by teaching residents, providing patient care at TTUHSC El Paso, conducting research and interviewing institutional medical school candidates.

Health Fair: A TTUHSC El Paso event that features educational activities related to a variety of health issues. It often includes representatives from various organizations that promote awareness of certain health concerns and promote health and wellness, demonstrations of various health and wellness-related products and activities, education and demonstrations related to health issues that specifically pertain to the workplace, and health screenings.

Institutional Health Fair: A health fair requested by a TTUHSC El Paso school, department, or office to host or participate in a health fair.

Student Involved Health Fair: A health fair requested by a TTUHSC El Paso school, department, or office to host or participate in a health fair that involves members of the student body.

Community Health Fair: A health fair requested by a community organization to TTUHSC El Paso school, department, or office to host or participate in a health fair.

Virtual Health Education Fair: An online event where participants can either present or access health information and educational materials remotely through a digital platform without physically being present at a designated location; and/or a digital space where people can engage with various health vendors and resources virtually.

HIPAA: The Health Insurance Portability and Accountability Act (HIPAA) of 1996 establishes federal standards protecting sensitive health information from disclosure without patient's consent or knowledge

Release, Hold Harmless and Indemnification Agreement: A TTUHSC El Paso agreement, [Release, Hold Harmless and Indemnification Agreement \(Attachment A\)](#) between student, staff and faculty participant releasing the institution and its Board of Regents, its officers, employees and representatives, in their individual and official capacities, from any liability that may result from or occur during participation in the health fair activity.

II. Policy

- A. To ensure that all participation in health fairs, by faculty, staff, students, or student organizations are within the scope of TTUHSC El Paso's mission, all events must be approved by the Office of Outreach and Community Engagement (OOCE). The OOCE will ensure that proper documentation is provided to participants in accordance with this policy.
- B. Required documents to submit:
 - 1) Faculty, staff, students, or student organizations requesting authorization to participate in a health fair must submit an [Application to Participate in Health Fair in TTUHSCEP Campus Connect](#) at least 30 working days before the event. Exceptions or extenuating circumstances require approval by the President's office.
 - 2) A volunteer and vendor list that includes all student, faculty, and health care director participants at least 20 working days before the event
 - 3) An anticipated list of attendees (e.g., staff members, members of the community, media, etc.) at least 30 days before the event. Community volunteers not meeting the 30 day requirement shall verify attendance and wear an identification badge. Anticipating unintended consequences, an additional 20% student and advisor volunteers should be preapproved through a volunteer wait list.
 - 4) [Release, Hold Harmless and Indemnification Agreement \(Attachment A\)](#) for each health fair volunteer participant.
- C. To participate in a health fair, students must:
 - 1) Be enrolled in the Paul L. Foster School of Medicine (PLFSOM), Woody L. Hunt School of Dental Medicine (WLHSDM), Gayle Grave Hunt School of Nursing (GGHSON), or Francis Graduate School of Biomedical Sciences FGSBS).

Prior to granting permission to participate, advisors shall verify the student's level of achievement is consistent with procedures being provided.

- 2) All student participants must provide proof of required TTUHSC El Paso HIPAA Training.
- 3) All student participants must be verified as current with immunizations as required by each TTUHSC El Paso program (Paul L. Foster School of Medicine (PLFSOM), Woody L. Hunt School of Dental Medicine (WLHSDM), Gayle Grave Hunt School of Nursing (GGHSON), or Francis Graduate School of Biomedical Sciences (FGSBS) prior to participation in any health fair service activity.
- 4) All TTUHSC El Paso health fair volunteer participants must sign a [Release, Hold Harmless and Indemnification Agreement \(Attachment A\)](#).

III. **Student Originated Health Fair**

- A. Health fairs involving faculty, staff, student and student registered organization participation must submit the required documentation as outlined in Section II, B, before receiving approval from the OOC. Acceptance of the application is required before students may proceed with the event. Additionally, students may participate in health fair activities appropriate for their training level. They must have HIPAA certification and comply with TTUHSC El Paso and, if applicable, stakeholder confidentiality agreements.

All student organizations must have a TTUHSC El Paso Clinical Faculty Health Care Advisor for the Health Fair involved during the planning stages and physically or virtually, as allowed by professional boards, present throughout the event. All student and faculty organizers must meet with the Vice President for Outreach and Community Engagement or designee during the planning stages.

IV. **Institutional Health Fair**

- A. TTUHSC El Paso schools, departments, and divisions are allowed to host health fairs. Institutional health fairs are subject to the same application, documentation, and coordination criteria as outlined in Section II, A, B, and C.
- B. Should a TTUHSC El Paso school, department, or division want to include students in the health fair, they should be listed on the volunteer list, including Clinical Faculty Health Care Advisor(s).
- C. The Vice President for Outreach and Community Engagement or designee must be notified and kept informed during the planning stages of the health fair.

V. **Community Health Fair**

- A. Community organizations that would like TTUHSC El Paso to participate or sponsor a health fair must submit the application materials as outlined in Section II, B.
- B. Should a community organization request the participation of the TTUHSC El Paso student body, the associate deans of student affairs must approve student participation in the health fair before their respective enrolled students are enrolled as a volunteer.
- C. The Vice President for Outreach and Community Engagement or designee must be notified and kept informed during the planning stages of the health fair.