

Policy and Procedures for UTHSC Sanctioned Outreach Initiatives

The following policies and procedures describe the process required for all UTHSC sanctioned outreach events/initiatives.

Outreach Initiative-any free service provided to the community that assists in increasing the health and wellness of the individual being served including but not limited to health fairs and health education conferences and seminars.

External (outside organizations) Outreach Request

1. Request for service is made via Community Affairs web site,
<http://www.uthsc.edu/special-events/>.
2. Community Affairs routes requests to the appointed faculty person of the college to check availability.
3. Faculty appointee distributes information to student body soliciting participation.
4. Upon faculty approval, a data sheet is completed at web site,
<http://www.uthsc.edu/special-events/>, routing to Community Affairs for recording (the college will need to keep a copy for post-event recording).

Community Affairs notifies the outside organization of approved request.

- a. If a CLIA waiver is needed the form should be taken to University Health for proper signature and University Health will route back to Community Affairs for recording.

5. Post Event-College appointee will update Community Affairs on the outcome of the event through the completion of the data sheet.

Internal (College initiated outreach functions) Outreach Initiatives-follow steps 4-5.

All UTHSC sanctioned outreach initiatives must follow the above procedures.