

OUHSC HEALTH SCIENCES EXPLORER MOBILE OUTREACH VEHICLE MANUAL

This document is maintained in collaboration with the
OUHSC College of Medicine Office of Diversity, Inclusion, and
Community Engagement, and the OUHSC Office of Interdisciplinary
Programs in the OUHSC Office of the Vice Provost for Academic
Affairs & Faculty Development

Policies
Procedures
Operating Notes

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1. PROJECT DEFINITION AND GOALS

Problem Statement

The state of Oklahoma does not currently have a substantive program addressing comprehensive access to interdisciplinary primary care to tribal, rural, and medically underserved communities (TRU-OK). Further, the University of Oklahoma Health Sciences Center does not have an interprofessional primary care experience available for all learners. These two issues combine to present the need for a comprehensive team-based primary care experience with infrastructure to support external outreach.

Project

Plan, purchase, and operationalize a dual-use space for recruitment/outreach and IPE primary care mobile outreach vehicle (MOV) with wrap-around infrastructure for project sustainability and continuing community engagement.

Definition

[From the HRSA Supplement Submission] We will develop a Mobile Outreach Vehicle (MOV) launched in collaboration with the College of Medicine, the Office of the Vice Provost for Academic Affairs and Faculty Development, internal and external strategic partners, and university administration. Faculty, medical students, and staff will use the MOV to travel to TRU-OK communities statewide for outreach and recruitment. The MOV will also provide:

1. Infrastructure for new interprofessional primary care experiences for medical students, focused on prevention and health promotion
2. Infrastructure including telehealth technology to further interprofessional experiences and connection with communities.
3. Medical student interprofessional primary care training experiences will involve outreach by going to TRU-OK communities to deliver team-based services, and to act as role models for TRU-OK youth who may want to go to medical school.
4. Augment the simulation centers across campuses through integration and enhancement of systems and curricular development.
5. They will focus on core topics such as interprofessional education, cultural and linguistic competence, and the use of telehealth technology to increase medical student skills and encourage intent to practice primary care in TRU-OK communities.

Project Scope

The MOV has been implemented as a multi-use/multi-purpose project.

Scope #1: A transport vehicle used to take materials to community sites in support of community outreach activities. This is often referred to as the “U-Haul” scope. Key items to consider within this scope of use:

- A signed agreement/contract is needed with the partner agency where the MOV will be taken to set-up a community outreach event
- Any assessment or screening that results in health data indicates PHI is created.
- No billable services/PHI can be done on the MOV. Any billable services or assessments/screenings where PHI is created must be performed on site in conjunction with and under the supervision of the clinic of record.

Scope #2: A mobile classroom, this will include any demonstrations made without PHI.

Examples include:

- Academic outreach to K-20 collaborative locations
- Distribution of literature or promotional materials
- General outreach or patient education
- Hands-on learning demonstrations
- Participant and/or talent releases may be required depending on the type of Event

Project Goals

Primary Care Pathway Goals	Addressed in Proposed Project
<p><u>GOAL 1:</u> Recruit, admit, and retain TRU-OK students in collaboration with key partners in TRU-OK by expanding K-12 outreach to underrepresented groups in medicine, extending college recruitment, and developing retention programs for medical students from TRU-OK.</p>	<p>Provides a mechanism for purposeful travel and meaningful engagement with TRU-OK communities.</p> <p>Experiential outreach for mentorship of applicants and method for TRU-OK pipeline students to retain a connection with their community.</p> <p>Exposes medical students to rural healthcare.</p>
<p><u>GOAL 2:</u> Educational experiences for all medical students featuring authentic, interprofessional team-based experiences in community-based settings.</p>	<p>Unity mobile outreach clinic is a student-led, interprofessional experience in patient-centered, team-based care held in collaboration with community partners.</p>
<p><u>GOAL 3:</u> Expanding and extending robust professional development programs and building Network infrastructure.</p>	<p>Provides a venue to develop experiential training and collaborative partnerships with practitioners in the community.</p>

<p><i>Actors /Stakeholders</i></p>	<p>College of Medicine Office of Interdisciplinary Programs IPE Program Collaborators</p> <ul style="list-style-type: none"> • First Church of the Nazarene • Cole Community Center • Good Shepherd Clinic • Oklahoma City Public Schools • Unity Clinic • OU Health • Homeless Alliance/ Healing Hands • TBA Charitable Clinic • TBA Community Agencies
<p><i>Outreach Visit</i></p>	<p>COM & IPE collaborate to schedule external outreach visits on quarterly basis.</p> <p>COM will:</p> <ul style="list-style-type: none"> • Coordinate outreach with local K-20 partners • Plan educational activity to be delivered simultaneous or in collaboration with IPE mobile outreach initiatives • Provide supplemental activities for wrap-around/continued engagement • Coordinate K-20 volunteers to participate in team-based IPE outreach activities <p>IPE will:</p> <ul style="list-style-type: none"> • Coordinate outreach with a community partner organization in same community with K-20 partners, including a free and charitable clinic of record for any wrap-around services • Coordinate selection of potential recipients of team-based, primary care prevention and health promotion activities • Organize and set-up the on-site physical and human resources needed, including team equipment • Plan and deliver team-based experiences using telehealth connection • Provide direction with community partner regarding follow-up and wrap-around services <p>COM & IPE will both:</p> <ul style="list-style-type: none"> • Agree on visit date and location • Collaborate to determine equipment needed for transport to support outreach visit • Agree to provide staff needed for respective activities • Agree to workflow

2. FACULTY AND STAFF EXPECTATIONS AND TRAINING REQUIREMENTS

Faculty and Staff Expectations

Mission Alignment: Those working with the MOV are expected to understand the project definition and goals outlined in this policy and procedure manual. Any use of the MOV should align with this mission.

University Representative: Any use of the MOV should be for the benefit of the University and its partners. Any faculty or staff member using the MOV is held responsible to all University guidelines when using the MOV.

Diversity, Equity, and Inclusion (DEI): All use of the MOV should support the mission goals related to promotion of diversity, equity, and inclusion. Faculty and staff are expected to have specific aims with actionable tasks related to DEI.

Community Engagement: The entire intent of the MOV is to improve community outreach and engagement. Faculty and staff are expected to work directly with community partners on all project planning.

Required Trainings

The following OUHSC trainings are expected to be completed by those intending to use the MOV:

- [Professionalism training](#)
- [Standards of behavior training](#) (COM Students)
- [Conflict resolution training](#) (All)
- “Standards of Behavior” outreach professionalism (to be developed by COM ODICE – not required until developed and implemented)

In addition, the HSC Trainings below should be current for any faculty or staff using the MOV:

- [Discrimination & Harassment Training](#)
- BLS training
- [University required bias training](#)
- [HIPAA training](#)
- [FERPA training](#)
- [Minors on Campus Training](#) (if applicable)
 - Consent for Minors
- [Consent for Travel](#) (employees check with supervisor)
- [Talent Release](#) forms
- Professional Code of Conduct/Ethics (each College has a different code)
- Practice Act(s), for faculty preceptors
- Dress Code, Identification – as required by each profession
- [Academic Honor Code](#)

See the OUHSC HR Training Site: <https://hr.ou.edu/employees/career-development/required-training>.

Unity Clinic Trainings

Students participating in health outreach activities through Unity Clinic must complete the orientation training modules included in the D2L site for Unity Clinic Community Outreach. This will include additional HIPAA training, team-based training, information on team workflow and clinic administration, and potentially additional population-based training unique to the community partner. This training can be completed asynchronously by students and faculty. The course is available through “self-registration” in D2L.

3. SCOPE OF CARE FOR COMMUNITY OUTREACH TEAMS**Definitions***Interprofessional Teams*

An interprofessional team is one where learners/practitioners from two or more professions work together in the spirit of learning about, from, and with each other.

“Interprofessional education occurs when students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes. Once students understand how to work interprofessionally, they are ready to enter the workplace as a member of the collaborative practice team. This is a key step in moving health systems from fragmentation to a position of strength.”

Citation: World Health Organization (WHO). (2010). Framework for action on Interprofessional education & collaborative practice. Geneva: World Health Organization.
See http://whqlibdoc.who.int/hq/2010/WHO_HRH_HP_N_10.3_eng.pdf.

Screenings

Any interaction with a patient where a health-related data is obtained from the patient by the student/practitioner for purpose of initial assessment. **For the purpose of the MOV usage, screenings should not occur on the physical site of the MOV.** Instead, any screenings should only occur on-site at the facility of the community partner. **Proper patient consent is required for all screenings.**

Community Outreach Team

Unity Clinic, under OIDP, the Community Outreach Team (COT) will deploy an interprofessional team, as supervised by OIDP and faculty preceptors, to partner with OKCPS to deliver team-based outreach. Team composition will include a minimum of two professions from the following list to deliver services outlined above while OUHSC students meet accreditation requirements for providing hands-on, team-based care.

- Audiologists
- Dentists
- Dental Hygienists
- Biomedical Researchers
- Medical Imaging Techs
- Physicians
- Physicians Assistants
- Nurses
- Pharmacists
- Speech- Language Pathologists
- Health Care Administrators
- Health Promotion Scientists
- Biostatisticians
- Social Workers
- Physical Therapists
- Occupational Therapists
- Registered Dieticians

Preceptor Supervision

Although the Unity Clinic is a “student-led” model, all interactions must be faculty supervised according to each profession’s practice act and local and state regulations. No activities should occur without proper supervision. The distinction should be seen as an educational model that allows the student to be more of a driver than an observer in patient encounters. Each Community Outreach Team must have preceptors.

Common and Permissible Screenings

Screening	Completed By	Contact
Vision	Occupational Therapy	Unity-Clinic@ouhsc.edu or MOT Program in College of Allied Health
Hearing	Audiology	Unity-Clinic@ouhsc.edu or Audiology Program in College of Allied Health
BMI	Nursing PA Medicine	Unity-Clinic@ouhsc.edu or related college/departments
Blood Pressure	Nursing PA Medicine	Unity-Clinic@ouhsc.edu or related college/departments
Blood Glucose	Nursing Pharmacy	Unity-Clinic@ouhsc.edu or related college/departments
Mental Health	Social Work Nursing	Unity-Clinic@ouhsc.edu or related college/departments
Dental	Dentistry	Unity-Clinic@ouhsc.edu or College of Dentistry
Medicine Reconciliation	Pharmacy	Unity-Clinic@ouhsc.edu or College of Pharmacy
Autism Screenings	Child Student Center	Susan-Redwine@ouhsc.edu

NOTE: A faculty supervisor must be present either in-person or through a telehealth connection to guide and precept students from their program

Screening Selections

Community outreach teams should work with their collaborating community partners to determine needs of the community and which screenings are most needed. Data should be

reviewed to support and perceived need. OU Health Analytics can provide system usage data. Teams can also review community impact data and other data sources to verify any perceptions of needs.

4. SAFETY GUIDELINES

COVID 19 Guidelines

Please follow current protocols as outlined by the University at: <https://www.ouhsc.edu/coronavirus>. This will include proper PPE, vaccination status, social distancing, Covid screenings, etc.

Patient Care

Screenings and referrals should always follow the clinic protocol on record. Participants should review all safety guidelines regarding clinic procedures prior to using the MOV or establishing point of care with a client/patient.

Students should refer to their faculty preceptor for any questions regarding safety in patient care under their scope of practice.

Patient Information

Any identifiable information such as wait-list sheets or notes pages should be stored and/or destroyed according to University policy. Shredders are available on the MOV. Any patient information should be kept solely by the patient or retained in the Electronic Health Record of the community partner agency. No patient information should be retained by the community outreach teams.

Travel

1. Refer to HSC policy for employees at: <https://financialservices.ouhsc.edu/Policies-and-Procedures/travel-policy>
 - o Driver safety guidelines are referenced in section below
 - o OUHSC Risk Management recommends only Class C drivers operate the vehicle
2. Refer to HSC policy for students at: <https://students.ouhsc.edu/Current-Students/Student-Resources/Forms-Handbooks-Policies>

Patient Consent

- All patients and/or their guardian must sign a consent form.
- Refer to the HIPAA training prepared for external outreach as posted in the Unity Clinic D2L page. Contact Unity-Clinic@ouhsc.edu for access.
- Review [OUHSC Minors on Campus](#) Guidelines for all University sponsored events and activities aimed at minors on and off campus.
- Contact Enterprise Risk Management for necessary forms: <https://risk.ouhsc.edu/>

Consent Form Storage

All Consent Forms must be retained according to University policy. Teams should obtain all forms and store them in the locked cabinets on the MOV to return to campus. The stored forms should also be transferred at the earliest opportunity to a secure, compliant location and retained for the time required for records retention.

5. GUIDELINES FOR PARTNERSHIPS AND MOV INITIATIVES

The University has consulted with multiple collaborators to review best practices for considering how to use the MOV with the scope outlined above. Below are notes gathered for review.

Criteria for Site Partners

1. A site partner should be a 501(c)3 nonprofit organization, government agency, faith-based organization or a public school. Entities representing tribal, rural, or medically underserved communities are preferred. Note, an affiliation agreement or facility use agreement may be needed with the site partner.
2. While a for-profit business is not ideal to serve as a site partner, they are welcome and encouraged to serve as a site sponsor.

Initiating Partnerships Within the Community

1. Before initiating any communication with the potential partner, look on the MOV website to see if they are already on the partnership list. This list is in development and updated often.
2. Identify those who need to be involved in order to accomplish your anticipated project goals:
 - a. Who in the community that you are serving can be effective in bringing about change in the area of interest?
 - b. How could they be involved in the collaborative partnership's planning and activities?
 - c. Are there any alumni that can help us make the connection with the potential partner?
 - d. Aim to use established networks, e.g. faculty on the OKC and Tulsa campus
3. Aim to use relational structures to build relationships by asking members of the community "would you be interested in introducing us to X" in that geographic region.
4. Ensure to establish a point of contact in the community
5. Prepare organized questions:
 - i. Will the partner provide a safe space to park the MOV?
 - ii. If needed, will the partner provide the needed security measures?
 - iii. Does that partner have a Facilities Use Agreement or other paperwork that will need to be completed?
6. Remain purposeful in the design of the collaboration prior to scheduling a visit
 - a. Facility Use agreements, MOU, MOA, or lease agreements must all be fully executed prior to programming.

We intend to provide healthcare with the community, not to the community.

Question for Establishing Partnerships within the Community

1. What are your community strengths?
2. How are you tracking your community engagement? What quantitative or qualitative information is available?
3. What are your current challenges when working with the community?
4. What services do you currently provide with the community?
5. What professional connection would be helpful to you in your work?
6. What are the risks associated or could potentially arise from creating this partnership?
7. What is the current state and trajectory of the provider field locally?
8. What are the future goals and plans?

Questions to Consider for Establishing Strategic Partnerships

Mission, vision, values, and culture: What are the critical elements, and is there alignment between potential partners?

Community/Partnership goals: How will a partnership assure service access and patient satisfaction, handle charity care, as well as promote and deliver health services to meet emerging demographic and service area needs?

Plans for value-based care: What are the critical elements, and do the initiatives mesh well together?

Clinical programs and services, quality and outcomes, and costs: What are the goals and how will partners collaborate to achieve these? How will a partnership govern the delivery of existing programs and services, develop new services, the right size, and right-place major service lines, and increase the quality of care while improving its efficiency?

Contracting arrangements, and other considerations: What contracting arrangements will be sought? How will a partnership set priorities and timelines for capital initiatives related to managing population health?

Physician relationships and commitments: What are the goals and timing expectations related to physician employment, recruitment, contracting, and governance?

Governance considerations: What are the expectations and the desired degree of local-level involvement? Will the partnership involve trustees in setting strategic direction and strategic plans, creating operations and budgets, and making decisions about the range and scope of health services?

Philanthropic and foundation considerations: What are the specific goals? If a new community foundation is to be established, what are the expectations related to its funding?

Public Schools

1. Assess if the MOV has worked previously with the school you would like to visit before reaching out to learn what project has been done there previously. For example, there are multiple projects ongoing with Oklahoma City Public Schools.
2. When planning your trip and project, ensure to involve parents so they can understand the resources that are available to their children. If possible, aim to include parents in any of the activities to be provided.
3. Provide outreach and awareness for OUHSC and its programs. Serve as a resource for parents.

4. Academic/Clinical Affiliation Agreements must be in place with the school district.

Academic Participation

1. If your initiative involves HSC student participation a MOA or MOU will have to be established with the community partner first.
2. Please contact OIDP to assess if there is already an existing MOA/MOU with the community partner.
3. Assess if participating students will be receiving academic credit or if the participation will be volunteer-based.
4. Ensure academic alignment between participating students and project initiative.
5. Please see the diagram below for an overview of participating programs

College	Department	Contact	Participation (describe, if any) Type/Year of Students participation Liability Coverage for Students How Will They be Benefited
Allied Health	CSC	Dr. Christi Barbee	
	MIRS	Prof. Robin White	
	Nutr Sci	Dr. Katie Eliot	
	Reh Sci	Dr. Denise Bender	
Dentistry	DDS	Dr. Kevin Haney	
	DH	Prof Donna Woods	
		Prof Marsha Beatty	
Graduate		Dr. Amy Tucker	
Medicine	MD	Exec Dir Lin Goldston	1-4 yr and IM Residents (attending)
	PA	Dr. Salinas	Pediatrics, Family Medicine
		Prof. Varalli-Claypool	Residency Directors Child Study Center
Nursing	BSN	Dr. Kathryn Konrad	
	Grad	Dr. Susan Dresser	
	Doctoral	Dr. Melissa Craft	
Pharmacy		Dr. Vincent Dennis	
Public Health		Dr. Gerry Ibay	
Social Work	BSW	Prof Teresa Fritz	
	MSW		

Liability and Insurance

1. Practicing physicians/clinicians need to ensure their liability insurance will cover any of the healthcare activities they will provide or supervise during community outreach events. If you are a practicing physician on the OUHSC campus please contact OU Health risk management before agreeing to participate in an event.

2. All non-physicians participating in community outreach events are to contact OUHSC risk management.
3. Students are covered under the liability insurance of their respective professional programs.

Required Certifications

Step 1: Pre-Approval

Always contact the Mobile Outreach Team, first, to ensure we are approved to conduct the activity. Contact OUHSC-IPE@ouhsc.edu.

Point of Care/Laboratory Testing

1. 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)
2. At this time, all approved testing that will be done on the MOV fall under the CMS waived tests.
3. To conduct waived tests on the MOV, a CLIA certificate of waiver will be required.
4. For waived testing, CLIA requires that you:
 - a. Enroll in the CLIA program by obtaining a certificate;
 - b. Pay the certificate fee every two years;
 - c. Follow the manufacturer's instructions for the waived tests you are performing; and
 - d. Notify your State Agency of any changes in ownership, name, address or Laboratory Director within 30 days, or if you wish to add tests that are more complex.

Telehealth Connections

To ensure maximum provision of services during visit, faculty and students (assuming their academic program is agreeance) will be allowed to use telehealth technology to provide services to patients should they not be able to physically be at location of visit with the vehicle.

The connections will be established through using Zoom on an iPad that will be available on the bus.

6. MOV REQUESTS AND SCHEDULING

Request Process

1. All MOV requests are to be made online on the following website: explorer.ouhsc.edu
2. All OIDP, COM or OUHealth requests to rent the MOV will be handled on a "first-come, first serve" basis.
3. Approval of your request will depend on the following items:
 - a. Request to use the MOV must not fall on a date where another event has already been planned. You can avoid this by checking the MOV calendar on the website.
 - b. Availability of approved drivers with a class C license. Please click the "Approved HSC drivers list" on the MOV website to check if there are any eligible drivers in your department.
 - c. Completed MOV request forms.

- d. Alignment of project with the MOV mission and strategic goals
4. Please allow a **minimum of 3 weeks** for your request to get processed and approved.
5. You will receive a confirmation e-mail if and when your request has been approved. The e-mail will include detailed instructions on check-out and return procedures of the vehicle.
6. If for any reason, you want to cancel or edit your MOV request, please e-mail the OIDP office to cancel or change a reservation.

Organizational Partner Requests

1. Any University department on the OUHSC campus outside of OIDP, COM or OU Health can complete a request to rent the MOV for departmental and or community initiatives.
2. All MOV requests are to be made online on the following website:
<https://explorer.ouhsc.edu/>.
3. Approval of your requests depend on the following items:
 - a. Alignment of project with the MOV mission and strategic goals
 - b. Request to use the MOV must not fall on a date where another event has already been planned. You can avoid this by checking the MOV calendar on the website.
 - c. Availability of approved drivers with a class C license. Please click the "Approved HSC drivers list" on the MOV website to check if there are any eligible drivers in your department.
 - d. Completed online MOV request forms.
4. Please allow a **minimum of 3 weeks** for your request to get processed and approved.
5. You will receive a confirmation e-mail if and when your request has been approved. The e-mail will include detailed instructions on check-out and return procedures of the vehicle
6. If for any reason, you want to cancel or edit your MOV request, please e-mail the OIDP office to cancel or change a reservation.

7. VEHICLE OPERATIONS

MOV Driver Authorization

1. The MOV will not be checked out prior to providing the necessary documentation OIDP and receiving written trip approval from OIDP.
2. The MOV will only be checked out for the time indicated on the trip approval form provided by OIDP.
3. Drivers of the MOV need to be on OIDP pre-approved drivers list and meet the initial requirement below to be considered for checking out the vehicle:
 - a. Be a current OUHSC employee/officer
 - b. Not be enrolled as a student on the OUHSC campus
7. Documents required to become a pre-approved driver for the MOV are as follows:
 - a. Copy of valid OUHSC ID
 - b. Copy of valid Oklahoma driver's license
 - c. Copy of a Class C driver's license
8. These documents must be provided to OIDP on an **annual** basis. If you are not already pre-approved these documents need to be provided to OIDP **at least 2 weeks** prior to the trip. OIDP is ultimately responsible to verify the licensure of any of its personnel prior to the operation of the OU Health Mobile Outreach vehicle. University policies and procedures are in the [Staff Handbook](#) and are in accordance with [Oklahoma Statute, Title 47](#).

Licenses

1. Only OUHSC employees and officers of the state possessing a valid Oklahoma driver's license are permitted to operate the OU Health Mobile Outreach Vehicle.
2. OUHSC employees driving the MOV are covered for liability under the OGTC
3. Drivers are required to possess a Class C license prior to taking the vehicle. Please refer to our current list of approved OUHSC drivers if you have an upcoming trip scheduled.

Driver Responsibilities

The driver of the vehicle has, but is not limited to, the following responsibilities:

1. Any individual using a State-owned vehicle for personal or private use, or beyond the scope of official duties, is in violation of Oklahoma State Statutes and is subject to punishment by fine and/or imprisonment.
2. Traffic and parking violations are the responsibility of the individual driving the vehicle at the time of the violation.
3. Check the vehicle for damages before departure. If you see preexisting damages it is a good idea to note them and take a photo prior to leaving campus. This is proof that the damage was pre-existing prior to your use of the vehicle.
4. Operate the vehicle in a safe manner and keep it secure at all times.
5. Equipment and accessories will not be added to, altered, or removed from the MOV, unless this has been discussed and confirmed with COM and OIDP heads.
6. Any violation of University policies or Oklahoma State Statutes will lead to the forfeiture of OU Health MOV privileges.

Check-Out Procedures

1. The MOV is housed on the OUHSC campus by Motor Pool.
2. The MOV will only be checked-out if the driver or their department have gotten written approval from OIDP for a community outreach trip.
3. Once a trip has been approved, you will be able to pick up the keys of the MOV, gas card and any other relevant documentation from the OIDP.
The office is located in the Bird library and their hours of operation are 7:00 AM to 5:00 PM Monday through Friday. This excludes University recognized holidays.
4. Drivers are expected to complete a pre-inspection of the MOV prior to departing for their trip. Complete the form and note down any damages or missing items, both for the interior and exterior of the MOV.
5. Please report any observed mechanical issues to OIDP at 405-271-8001 or e-mail rahma-osman@ouhsc.edu
6. Make sure there is an "In Case of Accident" envelope in the glove box. In it should have a copy of the Liability Verification Letter from State Risk Management (provide to police as insurance); In Case of Accident Card with State Risk Management's Contact information (provide to other vehicle or property owner involved in the auto accident), the In Case of Accident Tri-Fold (provide to OUSHC Enterprise Risk Management Department.)
7. For any further information regarding the vehicle's parking location or any related questions, please contact OIDP.

Return Procedures

1. Refuel the MOV, it is the driver's responsibility to return the MOV fully refueled.
2. The vehicle runs on Diesel gas and will have to be fueled at an off-site location.
3. OIDP will issue one gas card upon request of the MOV to be used to purchase fuel while on the road. The department leader or authorized delegate will sign for the credit card

and will be responsible for their proper use and disposition until they are returned. Lost or stolen cards will be reported immediately to OIDP at 405-271-8001

4. Gas can be filled at any gas station.
5. All fuel expense (gas card charges for the end of trip refuel) will be charged to your department
6. Return the MOV to the designated parking location.
7. Complete a walk-through of the MOV:
 - a. Note down any items that are running low or have run out on the inventory list, so we can restock them for future trips.
 - b. Check vehicle for any personal items. OIDP is not responsible for personal items left in the vehicle.
 - c. Make sure all windows and doors are closed and the lights are off.
 - d. Record date and time of return, and odometer reading on trip information log record along with any comments.
8. Return the rental keys, gas card and all fuel receipts to OIDP within 24 hours of an event (or the following Monday, if the trip occurs on a weekend).
9. The operator must return the vehicle to X location as scheduled. If for any reason the vehicle cannot be returned as scheduled, contact OIDP.

Accidents

1. Following an accident involving the MOV, stop and secure the vehicle. Contact Campus Police at 271-4300, for any accident on campus or in the immediate vicinity.
2. If the accident is outside the campus area, notify the appropriate law enforcement agency.
3. Remain at the scene of the accident (if uninjured), until all reports are completed.
4. Ask the police officer making the report for the case number and write it down. After the accident it will be your responsibility to contact the responding Police Department to request the report. Your department will be responsible for covering the cost for the report.
5. The driver must notify the OUHSC Enterprise Risk Management at 405-271-3287, as soon as it is safe to do so after the accident has occurred and no later than the business day.
6. Any accident involving a fatality, or personal injury must be reported immediately to the State Risk Management Division at 405-521-4999, which is listed on the "In Case of Accident" form. An answering service is available 24 hours a day, seven days a week.
7. Drivers involved in the accident are required to complete the paperwork in the "in case of accident" envelope (paperwork will be located in the glovebox) within 24 hours of accident and return them to the Enterprise Risk Management office.
8. Make no statements regarding the accident to anyone except the police, or an OUHSC representative.

If non-injury auto accident and Police don't respond, it is important to get the contact information and exchange the following information with the other party involved:

- a. Driver's license (your name and address)
- b. Phone number
- c. Photos of damage to both vehicles
- d. Photos of the area (any easy to read street signs or hwy sign)
- e. Insurance Information (located in the glovebox)
9. Notify your Director or Supervisor of the incident to report the incident. It is important to also notify the Human Resources Workers Compensation Coordinator within 24hrs of

the event in case there is any workers' compensation paperwork that may need to be completed.

10. The MOV and any equipment on the MOV is insured for property damage through the Inland Marine Insurance Policy. Please contact OUHSC Enterprise Risk Management for any question's related to the vehicle's property insurance policy.

Weather

1. According to the National Weather Service, tornadoes can occur any time of day or night, any time of the year. In Oklahoma, peak tornado occurrences are from April to June and between 4 p.m. and 9 p.m
2. Drivers are to routinely monitor weather reports for the prediction of severe weather or announcements of weather advisories. Once en route XXX should have a means to communicate this information to the driver.
3. Prior to the threat of severe weather the responsibility of the driver is to:
 - a. Use the map available to determine alternate routes to safety
 - b. Be aware of the location of the first aid kit, seat belt cutter and fire extinguisher.
4. When a "tornado watch" is issued the driver to be prepared for a sudden change in weather condition and alert for the appearance of violent wind, rain, hail, or a funnel shaped cloud.
5. When a "tornado warning" is issued a driver is to promptly seek shelter for the passengers.
6. If caught in the direct path of a tornado or one is sighted and pre-identified shelter is not accessible the driver is to:
 - a. Stop and evacuate the passengers. Do not attempt to out run the tornado.
 - b. Do not remain on the school bus instead:
 - i. Seek safety in a below ground level area, such as a ditch, ravine, or in a location that is: away from the bus; and where practical on the side of the road without power lines, utility poles, trees etc.
 - ii. Do not use above ground locations for shelter. (e.g., road or bridge over passes)
 - c. Instruct passengers to lie flat face first and to protect their head by using a jacket, other clothing, or their hands and arms.

Maintenance

1. The MOV will routinely be checked by [insert company name]
2. If you discover any urgent maintenance needs please call to the phone number provided on the gas card and inform the OIDP Office.

8. EQUIPMENT INVENTORY AND USAGE

Equipment

The MOV Vehicle will carry the following equipment by default:

Health Equipment	Education Equipment	Other Equipment
First Aid Kits	White Boards	Safety vests
	Markers	Cleaning supplies
	Microphone/Speakers	Shredder
	Monitor/TV Display	Document safe
	Tables	Refrigerator (small)
	Chairs	

For security reasons, the MOV will **not** carry the following equipment by default. These items are stored at the OUHSC campus and can be checked-out for events. If you are interested in taking any of this equipment, please contact OIDP to rent/check-out this equipment for your event.

Technology Equipment	Education Equipment	Other Equipment
I-pads, stands	Microscopes	Portable Tables
Stethoscopes, otoscopes	Task Trainers	Portable Chairs
EKG	iPads/laptops	Portable Carts
Wheelchairs	Clipboards	Outdoor Canopy Tents
Glucose and BP Monitors	Labcoats	Outdoor Light Systems
Team-based care items		Vacuum/ Power washer
Exam tables/cots		Portable AC Unit

Please review the equipment inventory list before leaving the site partner to confirm all equipment has been returned to the vehicle.

9. MOV UTILIZATION RATES

MOV Rental Rates

1. To use and reserve the MOV, your department will be charged a daily rental rate, and any additional charges incurred.
2. The daily rental charge rate for the MOV is \$[Pending]
3. Please e-mail OIDP, to cancel or change a reservation.

10. MOV OUTREACH EVENT PLANNING

Geographic Boundaries

The project goals of the MOV are to address tribal, rural, and medically underserved communities. The intent is to visit each of these areas on a quarterly basis.

Partnership/Activity Procedure Synopsis

1. Confirm if a partnership already exists with other OUHSC Collaborators and the community partner, check the MOV website at: <https://explorer.ouhsc.edu/About-the-Explorer/Partners>.
 - a. If a partnership already exists: Work with collaborative partners to discuss ideas for MOV outreach
 - b. If no partnership exists: Work with the MOV workgroup to reach out to the new potential community partner
2. Complete a needs assessment with the community partner to determine services needed.
 - a. OIDP can provide both short and long-form assessment tools
 - b. Note, it will be imperative to engage the community partner as team-member in this process
3. Complete a Use Case and/or Project Charter with the community partner.
 - a. OIDP has templates for both. See the link in the section below.
 - b. Contact Explorer@ouhsc.edu.
4. Complete necessary affiliation or facility usage agreements.
 - a. Contact OIDP for template forms: Explorer@ouhsc.edu.
 - b. Risk Management will need to be engaged if any minors are participating in the programming.
5. Work with relevant OUHSC Collaborators and community partner to operationalize the outreach activity.
 - a. OIDP can provide a list of IPE collaborators and program directors for collaboration: OUHSC-IPE@ouhsc.edu
 - b. Be mindful of side-by-side programming opportunities. For example, who else can join in the activity to offer more comprehensive services to the community?
6. Send save-the-dates to hold calendar space for the activity.
 - a. Request a driver: email Explorer@ouhsc.edu
 - b. Student teams: Unity-Clinic@ouhsc.edu
 - c. IPE Office: OUHSC-IPE@ouhsc.edu
 - d. Educational Outreach: Robert-Salinas@ouhsc.edu
7. Order necessary supplies from the MOV workgroup by emailing: Explorer@ouhsc.edu.
 - a. Items can be checked-out/rented from the MOV workgroup
 - b. Recommendations can be made for items that need to be purchased
8. Review the event checklist template, send out necessary communications
 - a. OIDP has a template for use. See the section below for a link.
 - b. Contact: Explorer@ouhsc.edu.
9. Arrange to pick up supplies in a timely manner. Note check-out times and procedures should be added to event planning.
10. Attend event.
 - a. Host a pre-event team huddle to review team responsibilities and event goals
 - b. Ensure a university employee supervises the event at all times
 - c. Review policies above regarding consent and patient information

- d. Schedule time and personnel for event clean-up
 - e. Remember our intent is to “Leave it better than we found it” when ending an event.
 - f. Host a post-event debrief team huddle. Have participants complete the JTOG assessment if appropriate.
11. Return supplies and the MOV to the OUHSC Campus. See Vehicle check-out procedures in this document.
 12. Return attendance records to participating programs.
 - a. Participating programs will need to know who signed up to attend, who attended, for how many hours
 - b. Participation is needed for both students and faculty
 13. Send a thank you email to the community partner to follow-up.
 14. Schedule a debrief for the entire team. Retain records of what worked well, what needs to be improved, and what key take-aways were.

Checklist

Please refer to the Community Outreach checklist at:
<https://docs.google.com/document/d/1w0hHslzOGUF5VpltqzJUEdfAZBwNrS5RQDafW-N6Or0/edit>.

Create a Use Case

Each partnership should have a unique Use Case outlining the basic criteria of the community initiative request. Please use the table below to guide the creation of the use case with the community partner.

Use Case Name	Summary	Goal	Actors	Preconditions	Learning Objective(s)	Flow	Trigger	Stakeholders	Assessment/ Evaluation
<i>Generally the name of the event/program</i>	<i>A short bullet point description of the program</i>	<i>What are the intended outcomes of the program</i>	<i>Who are key groups engaged or to be included</i>	<i>Are there criteria that must be met such as contracts or approval processes</i>	<i>Any educational activity should have learning objectives that are measurable and observable</i>	<i>What is the workflow of the program</i>	<i>What milestone steps must be complete to initiate next steps</i>	<i>List any important contributors</i>	<i>All activities must have outcomes measured, KPIs, or metrics</i>

Please review to the Community Outreach checklist (working document) for current guidance on the Use case:
<https://docs.google.com/document/d/1w0hHslzOGUF5VpltqzJUEdfAZBwNrS5RQDafW-N6Or0/edit>.

11. APPENDIX

Helpful Websites

Name	Description	Hyperlink
MOV	Health Sciences Explorer website, includes request forms	https://explorer.ouhsc.edu/
IPE	Includes the Unity Clinic and IPE team-based outreach component	https://ipe.ouhsc.edu/
COM ODICE	Includes the K-20 outreach component	https://medicine.ouhsc.edu/About/Office-of-Diversity-Inclusion-and-Community-Engagement
Motor Pool	Fleet Services that manages on-site parking and drivers	https://fm.ouhsc.edu/General-Services/Fleet-Services
OU Health Community Outreach	Contact Kelli Hayward Walsh for additional details	https://www.ouhealth.com/about-ou-health/ou-health-in-the-community/
Risk Management	Can assist with liability insurance, minors on campus, or other areas of compliance	https://risk.ouhsc.edu/
Community Outreach Checklist	Developed by Unity Clinic, this draft form can assist in setting up collaboration with community partners	https://docs.google.com/document/d/1w0hHslzOGUF5VpltqzJUEdfAZBwNrS5RQDafW-N6Or0/edit

Contact List

Please do not hesitate to reach out to us if we can be of assistance.

Department	Email
COM Office of Diversity, Inclusion, and Community Engagement (ODICE)	Robert-Salinas@ouhsc.edu
Office of Interdisciplinary Programs	OUHSC-IPE@ouhsc.edu Margaret-Robinson@ouhsc.edu Rahma-Osman@ouhsc.edu
Unity Clinic	Unity-Clinic@ouhsc.edu

