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**Policy/Guideline Custodian:** Director of CBP  
**Category:** Human Resources

Title
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<b>Participation in Domestic Clinical Volunteer Activities and Global Service Learning</b>
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**Introduction:**

The University of Florida College of Dentistry (UFCD) faculty, students, residents and staff participate in a range of volunteer activities in community locations involving direct diagnostic, preventive, and general dentistry/specialty care. Service to and engagement with communities is a key component of the college's mission. The University of Florida Self-insurance Programs (SIP) provides comprehensive general liability protection, including professional liability protection, for the universities Board of Trustees (BOT), employees and agents of the BOT, and affiliated not-for-profit corporations. UFCD faculty, students, residents and staff protection is subject to the terms and conditions of §768.28, Florida Statutes.

**Policy Statement**

These guidelines apply to activities involving direct delivery of services including but not limited to surgical, endodontic, restorative, diagnostic and preventive dental procedures.

- Faculty (regular, adjunct and courtesy) with an active appointment may participate in the rendering of care if the service is within the normal scope of their activities and assignment as a UFCD faculty member.
- Faculty, staff, residents and/or students may not participate in the event if they fail to provide the proper information per procedures of participation below.
- Registered students and residents may participate in the rendering of care if the activities are within the scope of their knowledge and abilities (as determined by their level of academic training) and an active appointed UFCD faculty provides direct supervision.
- The ratio of students to faculty should not exceed 4:1, however may be adjusted with prior discussion and approval of the Program Director of Community Based Programs.

- Students may not deliver care under the supervision of someone who does not have an active appointment as UFCD faculty, regardless of whether or not they are licensed in the state of Florida. For questions about appointment, please contact UFCD HR.
- Students and residents can never work outside the scope of their academic training.

In the event of any untoward event occurring during the volunteer activity, either the student or faculty, must be reported to Program Director of Community-Based Programs and appropriate process of reporting to HR and SIP will be initiated. Occupational exposures must call the UF Health Needlestick hotline-(866) 477-6824.

There are three distinct types of clinical volunteer activities:

### **1) UFCD Sponsored Domestic**

Procedures for Participation:

Faculty Event Coordinator/Leader will provide listing of names of all UFCD participants (faculty, staff, student, resident) to the Program Director of Community Based Programs and Director of Human Resources. Information must be provided one week in advance. A sign in sheet must be signed by all participants on the day of the event which will be provided to the Program Director of Community Based Programs and Director of Human Resources. The UFCD Director of Human Resources will forward required information of all participants to the UF Self Insurance Programs (SIP) which provides liability protection for these activities.

Example of UFCD Sponsored Domestic Activity: Super Sealant Saturday

### **2) UFCD Sponsored Global**

Procedures for Participation:

Faculty Event Coordinator/Leader will provide listing of names of all UFCD participants (faculty, staff, student, resident) to the Program Director of Community Based Programs and Director of Human Resources. Information must be provided two weeks in advance. The UFCD Director of Human Resources will forward required information of all participants to the UF Self Insurance Program (SIP) which provides liability protection for these activities.

Example of UFCD Sponsored Global Activity: Ecuador Global Service Learning Trip

### **3) Non UFCD Sponsored**

Procedures for Participation:

These events may be coordinated by a UF affiliate, or community partner. If the event is being coordinated by a UFCD employee, that person will be responsible for providing a

listing of names of all UFCD participants (faculty, staff, student, resident) to the Program Director of Community Based Programs and Director of Human Resources. Information must be provided two weeks in advance. Students will fill out and return the Extra-Curricular Student Activity Approval Form. Faculty who are participating in a supervisory role do not need to fill out a form, but would be required to provide advanced notification to the Program Director of Community Based Programs and Director of HR regarding participation. The UFCD Director of Human Resources will forward the form for pre-approval to UF Self Insurance Programs (SIP). Liability protections will only be provided with SIP advance approval.

If the event is being attended by one specific UFCD employee and no students are attending, the individual employee is responsible for notifying the Program Director of Community Based Programs and Director of Human Resources. Information must be provided two weeks in advance. Individual employee must fill out and return the Community Service Activity Approval for Employees and Faculty Form. The UFCD Director of Human Resources will forward the form for pre-approval to UF Self Insurance Programs (SIP). Liability protections will only be provided with SIP advance approval.

Example of Non UFCD Sponsored Activity: We Care Clinic, FreeDOM clinic, etc.

### **Exceptions**

If a UFCD employee volunteers to provide services for a charitable organization or charitable purpose outside of the course and scope of academic training and is non-clinical in nature, it is Community Service. This is a function outside the course and scope of UFCD employment. Example may include chaperoning the annual school safety patrol trip sponsored by Alachua County Sherriff's Office. Since the services are not part of the individual's official UFCD duties, the immunities afforded by s. 768.28, Florida Statutes does not apply.

### **Definitions**

Community Service is distinguished from services provided in the course and scope of a protected individual's official UF duties. It is defined by the UFSIP Memorandum of Protection as "voluntary services performed by a protected Individual for charitable purposes."

Good Samaritan is defined by the UFSIP Memorandum of Protection as "a person, including those licensed to practice medicine, who provides emergency care or treatment in response to a state of emergency declared by Governor of the State of Florida, or at the scene of an accident or other emergency, outside the normal office environment, without objection of the injured victims." (See s. 768.13, Florida Statutes)

## References

[Self-Insurance Program](#)  
[Community Service Activity Approval for Employees and Faculty](#)  
[Extra-curricular Student Activity \(ECSA\) Approval Form](#)  
[Outside Activities](#)  
[UF Health Needlestick Hotline](#)

## Contact Information

### Policy Contacts

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## Important Dates

- Original Effective Date: October 12, 2010, Approver: Dr. Teresa A. Dolan, Dean
- Reviewed: March 8, 2012, Approver: Dr. Teresa A. Dolan, Dean
- Revised: September 2015, Approver: Dr. A. Isabel Garcia, Dean
- Revised: May 20, 2019, Approver: Dr. A. Isabel Garcia, Dean
- Revised: November, 2020, Approver: Dr. A. Isabel Garcia, Dean