


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: New

No: 2-I-900-04

Last Reviewed Date: January 2023
Required Review Date: January 2027
Administrative Unit: Academic Affairs
Approved By:



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President

SUBJECT: Incidental Medical Findings on Volunteers

PURPOSE: The purpose of this policy is to specify the procedures to be followed by faculty and students in an educational experience using volunteers.

EFFECTIVE FOR: All programs who use volunteers for students to demonstrate skills related to their program of study.

POLICY:

Allen College allows students enrolled in certain educational programs to gain additional review and continued improvement of their skills to develop proficiency by working with volunteers. For the purposes of this policy, a “volunteer” is an individual who voluntarily consents, without compensation, to participate in a laboratory or simulated training conducted by Allen College students, under appropriate oversight from faculty. Volunteers must sign a waiver before commencing with the educational experience; in the case of a volunteer under the age of 18, a parent must sign a waiver before the minor participates as a volunteer.

With an educational laboratory experience, there is the possibility of uncovering an unexpected or “incidental” finding. The following procedure shall be followed in the event of an incidental finding.

PROCEDURE:

For Students: Students participating in an educational experience in a laboratory or simulated patient setting and using volunteer patients shall immediately notify the lead faculty overseeing the educational experience. Students shall not share with the patient volunteer any information related to the incidental finding.

For Faculty: When a student notifies the faculty member of the incidental finding, the faculty shall review the student’s examination to determine if the incidental finding is the result of an actual abnormality with the patient or if it is due to an artifact.

At the conclusion of the examination, the faculty shall speak with the volunteer patient to inform them that an incidental finding may have been identified on the examination. In the case of abnormal findings, the instructor/ faculty will not be able to provide advice, direction, counseling, or diagnosis regarding the findings or their potential significance.

After the volunteer patient has left Allen College’s facilities, the faculty shall follow-up with the student who was performing the examination to debrief about the incidental finding. Faculty will document the incidental finding; this documentation will be filed in the academic program along with the volunteer waiver form.