Anyone associated with Duke University Medical Center and Health System must complete the administrative requirements described below before conducting a community health activity.

This includes those who participate in health activities organized outside of Duke by churches, colleges, community groups etc. Appropriate Duke approval must be obtained in advance to use Duke owned equipment at a non-Duke event.

For a Duke sponsored community health activity, the activity planner, activity coordinator and all personnel who will have a significant role in the community health activity must take and pass this module within the previous 24 months of the submission of the Community Health Activity Request form for the activity.

LEARNERS
Students and residents must have a faculty sponsor in order to plan a community health activity.

ALL LEARNERS MUST:
• Complete and pass this required training module. The module must be retaken every 24 months.
• Complete and submit a Community Health Activity Request form at least 30 days in advance of the activity. This form describes the intended community health activity, the procedures in place to conduct it safely and the materials to be used. It is reviewed by faculty with clinical privileges in community health, approved by the Chair of the Department of Community and Family Medicine, and then forwarded to Risk Management to secure malpractice coverage for the project.

The Community Health Activity Request form is available through this link: http://chtraining.duhs.duke.edu/docs/CHActivity.doc

This form and all other materials should be submitted to:

Department of Community & Family Medicine
DUMC Box 2914
Phone: (919) 681-6595
Fax: (919) 681-3371
Email: CommunityHealthActivity@notes.duke.edu