

## GUIDELINES FOR USE OF CONSENT FORMS

As part of our community outreach, Weill Cornell Medical College conducts health fairs, fundraisers, health screenings and other similar events. While these events provide a valuable service to our communities, as well as valuable educational opportunities for our students and staff, they do present some exposure to the College. In order to minimize our exposure and to ensure that we can continue to provide these valuable services to our communities, we have developed the following guidelines for the use of consent forms when conducting a community event.

1. A WCMC consent form must be used when:
  - a. Participant undergoes a clinical procedure (e.g. drawing blood)
  - b. Medicine of any type (prescription or over-the-counter) is provided
  - c. Psychological testing or counseling is conducted
  
2. A WCMC consent form is not required when:
  - a. Information pamphlets, booklets, data sheets etc. are being distributed without any clinical procedures being performed, counseling provided or medicine distributed
  - b. Completing questionnaires that are used for data gathering only. However, all HIPAA and other data security requirements must be complied with.
  
3. A WCMC consent form may not be required when:
  - a. A third party is providing some or all of the services that would normally require a WCMC consent form (see 1., above) and the third party is providing the consent form
  - b. Another consent form is available from a professional organization that meets all of the requirements of a WCMC consent form

NOTE: All non-WCMC consent forms need to be reviewed by Risk Management and Legal prior to being used

When a WCMC consent form is required:

- It must be signed by the participant or, in the case of a minor (under the age of 18), his/her parent or guardian.
- The participant cannot be seen or treated until a signed consent form has been obtained.

For your convenience, a consent form template is available on the Risk Management web page, under the Best Practices heading ([www.med.cornell.edu/risk-management/best\\_practices](http://www.med.cornell.edu/risk-management/best_practices)). This template can be modified to meet the particular requirements of a specific event. If you are unsure how to modify the form, or have any questions, please contact Steve Galeotti in Risk Management ([stg2009@med.cornell.edu](mailto:stg2009@med.cornell.edu)) or Gelvina Stevenson in Legal ([ges2017@med.cornell.edu](mailto:ges2017@med.cornell.edu)) for assistance.

