NORTHWESTERN MEDICINE DISCOVERY PROGRAM – CENTRAL/NORTH CHAPTER
PROGRAM GUIDE 2017-2018

About the Northwestern Medicine Discovery Program:

Throughout the two year Discovery Program, students will discover a broad range of healthcare careers, while focusing on character and professional career development, cultivating life skills, engaging in community service, and gaining leadership experience.

To meet increased demand for the Discovery Program and to serve our growing health system, we are excited to announce that as of Fall 2016, the NM Discovery Program now has two chapters: NM Discovery Program Central/North and NM Discovery Program West. Participation in the chapters is determined by county of residency.

Meet the Leaders:

Sarah Burke, JD
Sarah is the Director of External Affairs at Northwestern Memorial HealthCare in Chicago. She received her undergraduate degree in history from Lynchburg College in 1998 and completed her law degree from DePaul University College of Law in 2002. Before joining Northwestern Memorial HealthCare, she worked as a Legislative Liaison and as a prosecutor for the Cook County State's Attorney's Office. Sarah was born and raised in the City of Chicago and enjoys spending time with her husband and three children at the many museums and parks that the city has to offer.

Holly Manprisio, MPH
Holly is a Program Manager in the Community Services Department of External Affairs at Northwestern Memorial Healthcare in Chicago. She received her undergraduate degree in Community Health Education from Illinois State University in 2003 and completed her Master of Public Health from DePaul University in 2010. She previously worked in Northwestern Memorial Hospital's Health Learning Center as a Health Educator before joining the Community Services team in January of 2011. She lives happily with her husband, twins, and golden retriever.

Kelly Flesch, JD
Kelly is a Program Manager working in External Affairs at Northwestern Memorial HealthCare in Chicago. She received her undergraduate degree in International Studies and Political Science from the University of Wisconsin in 2009 and her law degree from the John Marshall Law School in 2013. Her interests include running, traveling, Wisconsin sports, and her dogs.

Contact Information:

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Community Services Department: 312-926-2301
Sarah Burke: saburke@nm.org
Holly Manprisio: htrandel@nm.org
Kelly Flesch: kflesch@nm.org

Guidelines:

Conduct

- You are a representation of the Discovery Program as well as Northwestern Medicine when you are on any Northwestern Memorial HealthCare (NMHC) Campus, as well as at any Discovery Program meeting or activity whether on-or-off campus.
- You are expected to conduct yourself in accordance with all NMHC policies at any Discovery Program-sponsored activity.
- Examples of misconduct include (but are NOT limited to):
  - Poor attendance
  - Use of profanity, disruptive behavior, fighting, destruction of property
  - Violation of patient privacy/HIPAA (including inappropriate use of camera phones in the hospital)
  - Inappropriate phone/camera/social media use (i.e. use of phone during meetings/events; use of camera phones in the hospital; posting pictures/information to social media without consent; etc.)

Attendance, Timeliness and RSVP (répondez, s'il vous plaît: Please Reply)

- You are expected to attend and participate in ALL Discovery Program meetings and activities.
  - Two unexcused absences will result in a dismissal warning.
  - Three unexcused absences will result in expulsion from the Program, and you will be ineligible for participation in the Program the following school year.
- You are expected to arrive at all meetings and activities on time, and parents/guardians are expected to pick-up their Discoverer on time when the meeting or activity ends.
  - All participants are responsible for their own transportation to and from each location.
- An email response confirming your attendance or excusing your absence is required for each meeting/activity.
  - In the event of an unexpected conflict with a Discovery Program meeting/activity, you must notify or send an email as early as possible to one of the Leaders.

Communication

- We will communicate meeting information/program details via email.
  - **You will be expected to provide us with a current email address that you check regularly.**
- You are expected to exercise responsible behavior in all of your communications, including any use of social media.
  - NMHC standards:
    - You may NOT claim to be speaking on behalf of Northwestern Memorial HealthCare or any of its affiliates.
    - Information regarding patients or photographs of patients are strictly prohibited and are grounds for immediate expulsion.

Dress Code

- You are expected to arrive at all Discovery Program activities dressed appropriately. There are no specific dress requirements for monthly meetings, however, you are expected to be clean, neat, and modest at all times. Please remember that you are in a healthcare setting and your appearance should project a professional image. We will notify you in advance if any activity requires specific attire.

Parking

- Parking is available at 222 E. Huron Street, located between Superior and Huron Streets. To receive a reduced parking rate, present your parking ticket stub to the security officer at the desk located on the second floor of Feinberg Pavilion to be validated. A second floor bridge connects the garage to Feinberg Pavilion. The validated parking rate is a flat rate of $11 for up to seven hours.

Policies:

Expectations

- Commit to the two year Discovery Program.
- Attend all Discovery Program meetings and community service activities.
- Maintain good academic standing.
  - Suspension from school (for any reason) may result in dismissal from the Discovery Program.
- Communicate consistently and promptly with Discovery Program Leaders.
- Follow all Discovery Program Guidelines.
- Abide by all Northwestern Memorial HealthCare policies.

Failure to abide by all Guidelines and Policies may result in dismissal from the Discovery Program.

Protocol for Dismissal

1. Written warning from Leaders to Discoverer and parent/guardian.
2. Discussion between Leaders, Discoverer, and parent/guardian regarding violation.
3. Failure to improve conduct will result in dismissal from the Discovery Program (no refund).

Dismissal from the Discovery Program will carry permanent status. Full disclosure and documentation of dismissal will be provided to the Discoverer, parent/guardian, and NMHC Senior Management.

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SIGNATURE PAGE TO FOLLOW

Northwestern Medicine®

NORTHWESTERN MEDICINE DISCOVERY PROGRAM 2017-2018
PROGRAM GUIDE SIGNATURE PAGE

I, (parent/guardian/legally authorized representative) _____, hereby acknowledge that:

1. My child _____ has been accepted into the NM Discovery Program – Central/North Chapter.
2. I received a copy of the NM Discovery Program Central/North Chapter 2017-2018 Program Guide.
3. I read and understand the contents of the Program Guide, including the Guidelines and Policies of the Discovery Program.
4. I agree to abide by the Guidelines and Policies of the Discovery Program and to help my child abide by the Guidelines and Policies of the Discovery Program.

_____ _____
Parent/Guardian/Legal Representative (sign) Date

I, (Discoverer) _____, hereby acknowledge that:

1. I have been accepted into the NM Discovery Program – Central/North Chapter.
2. I received a copy of the NM Discovery Program Central/North Chapter 2017-2018 Program Guide.
3. I read and understand the contents of the Program Guide, including the Guidelines and Policies of the Discovery Program.
4. I agree to abide by the Guidelines and Policies of the Discovery Program.

_____ _____
Discoverer (sign) Date

Must be signed by BOTH parties and returned at Orientation.