



NORTHWESTERN MEDICINE DISCOVERY PROGRAM – WEST CHAPTER GUIDELINES AND POLICIES 2017-2018

About the Northwestern Medicine Discovery Program:

The Northwestern Medicine Discovery Program is intended to ignite a student's passion for the medical field by providing a comprehensive overview of the diverse career opportunities that are available in health care. Throughout the two year Discovery Program, students are exposed to both traditional and non-traditional medical careers, and will learn practical skills as they navigate real-life hospital and patient-care scenarios to help them determine if a career in the medical field is right for them.

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.

Students who are selected for the Discovery Program will have the unique opportunity to participate in activities facilitated by Northwestern Medicine physicians, clinicians and professional staff, including tours, presentations, group discussions and practical hands-on projects. The program also offers students opportunities for leadership, mentorship, networking and community service.

To meet the increase 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.

Contact Information:

Discovery Program email address: NMDiscoveryProgram@nm.org
Community Health Services Department: 630.208.5510

Leaders of the Program:

Karin Podolski
Director | Northwestern Community Health Services
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Shannon McCall
Outreach Specialist | Northwestern Community Health Services
Discovery Program Session Coordinator
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Jennifer Simmons
Analyst | Northwestern Community Health Services
Discovery Program Student Coordinator
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Guidelines:

Conduct

- You are a representation of the Discovery Program as well as Northwestern Medicine when you are on any 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.
- An email response confirming your attendance or excusing your absence is required for each meeting/activity.
 - **If you are not able to attend a class you must send an email at least two (2) weeks prior to the event.**
 - 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.
- 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.

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.

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 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 NM Senior Management.

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SIGNATURE PAGE TO FOLLOW

**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 – West Chapter.
2. I received a copy of the NM Discovery Program West 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 – West Chapter.
2. I received a copy of the NM Discovery Program West 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.