

## **NORTHWESTERN MEDICINE DISCOVERY PROGRAM – NORTHWEST CHAPTER PROGRAM GUIDE 2020-2021**

### **About the Northwestern Medicine Discovery Program:**

Our mission is create a pathway for the next generation of NM leaders by drawing on the talents of our incredible team of health care professionals to provide STEM career exposure. Throughout the one-year program, students will be exposed to a broad range of health care careers through activities including tours, guest speakers, group discussion, and hands-on projects. In addition, the Discovery Program fosters character and professional development, cultivates life skills, provides community service and leadership experience, and offers mentorship and networking opportunities. Meetings are held once a month, most often on Saturday mornings from 9:00am-12:00pm. *(Please note, meeting dates, day of the week, times, and topics are subject to change, classes in Fall of 2020 will be hosted virtually until further notice)*

To meet the increased demand for the Discovery Program and to serve our growing health system, we are excited to announce that as of Fall 2020, the NM Discovery Program now has five chapters: NM Discovery Program Central, NM Discovery North, NM Discovery Program West NM Discovery Program Northwest and NM Discovery Program Greater DeKalb County. Participation in the chapters is determined by county of residency.

### **Leaders of the Program:**

*Meghan Netzband, Community Support Specialist*  
External and Community Affairs, Northwestern Memorial HealthCare  
meghan.netzband@nm.org | 815.788.5857

### **Contact Information:**

Discovery Program email address: [nmdiscoveryprogramnorthwest@nm.org](mailto:nmdiscoveryprogramnorthwest@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.)

#### *Good Standing: Attendance, Punctuality and Prompt Responses*

- In order to remain enrolled in the Discovery Program and the Discovery Program Internship, you must maintain good standing. Elements of Good Standing include:

- Attendance and Active Participation: Attendance at, and active participation, in ALL meetings and activities.
  - Two (2) absences will result in a dismissal warning.
  - Three (3) unexcused absences will result in expulsion from the Program, and you will be ineligible for participation in the Program the following school year or the NM Discovery Program Internship.
- Punctuality: 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.
- Prompt Responses: We will communicate with you via email. You are expected to respond to all Discovery Program emails promptly.
  - **You will be expected to provide us with a current email address that you check regularly.**
  - An email response (RSVP) to [nmdiscoveryprogramnorthwest@nm.org](mailto:nmdiscoveryprogramnorthwest@nm.org) 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.

#### *Meetings and Activities*

- The Program meets once a month from November-June or July, typically from 9am-12pm. You will be notified of the exact date, time, and meeting location via email from [nmdiscoveryprogramnorthwest@nm.org](mailto:nmdiscoveryprogramnorthwest@nm.org).
- Meetings often occur on Saturdays, but can be held on weekdays when students generally are not in school (for example President's Day, June/July).
- You will be provided with a proposed list of meeting dates. **All meeting dates, times, and locations on this list are tentative and subject to change.**

#### *Communication*

- 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.
    - Any violation of patient privacy/HIPAA including, but not limited to, posting information regarding patients or photographs of patients is strictly prohibited and is grounds for immediate expulsion.

#### *Dress Code for in-person meetings*

- You are expected to arrive at all Discovery Program meetings and 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. This includes wearing closed-toed shoes only. Please remember that you are in a healthcare setting and your appearance should project a professional image including closed-toed shoes. We will notify you in advance if any activity requires specific attire.

#### **Policies:**

##### *Expectations*

- Commit to the one-year Discovery Program.
- Maintain Good Standing in the NM Discovery Program.
  - Attend and actively participate in all Discovery Program meetings and activities.
  - Arrive and leave Discovery Program meetings and activities in a timely fashion.
  - Respond to emails in a timely fashion and RSVP for meetings and 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

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

1. My child \_\_\_\_\_ has been accepted into the NM Discovery Program – Northwest Chapter.
2. I received a copy of the NM Discovery Program Northwest Chapter 2020-2021 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

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I, (Discoverer) \_\_\_\_\_, hereby acknowledge that:

1. I have been accepted into the NM Discovery Program – Northwest Chapter.
2. I received a copy of the NM Discovery Program - Northwest Chapter 2020-2021 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 the first meeting.*