READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 303

SUBJECT: Discover Nursing Summer Program

Responsibility of: Admission/Recruitment Committee
Revised: May, 2010 Reviewed: 2013

Purpose
To serve as a marketing/recruitment strategy for the profession of nursing and Nursing Program.

Procedure

Coordination of the Program
Members of the Admissions Committee will carry out the role of Discover Nursing Program advisor. The admissions office will assist the advisor(s) in all aspects of program development. Functions of the advisory team:

- Work under the direction of the Chair
- Schedule program dates
- Develop/review/revise/implement marketing plan
- Develop/review/revise program content
- Coordinate mentor and participant scheduling
- Communicate accommodation status with all prospective participants
- Maintain permission documents for all participants
- Maintain confidentiality agreements for all participants
- Maintain and report program statistics to the Admission/Recruitment Committee

Acquisition of Resources

Item	Where accessed/verified	Contact
Application, confidentiality agreements, and health forms	Office of Admissions	Student Recruiter X 0116
Complimentary gift cards	Nutrition Services	Not applicable
Scrubs	Laundry Department	Supervisor X4217
Hospital Identification Badge	Hospital Identification Badge Department	X 4132
Campus parking at School	Security Department	Security X 8222

All materials provided to the participants must be returned to the Nursing Program advisor at the end of the program.

Required Program Documents

All documents supporting the application and enrollment process for Discover are attached to the policy.

Application Process

To be considered for the discover program, participants must complete the discover application and forward all materials to the Admissions Office two weeks prior to the start of program.

Participant Criteria for Accommodation:

- High school student entering junior or senior year
- GPA of 3.0 or greater, verified by an official transcript
- Strong attendance and punctuality records, verified by an official transcript
- Two letters of recommendation by a person who is qualified to verify academic ability

Communication Guidelines for Notification of Accommodation

If selected, participants will receive the following from the Admissions Office:

- Letter of accommodation
- Parental/guardian permission form
- Health clearance form

Final admission to the program is contingent upon submitting all required documentation prior to the start of program.

Response to Candidates Who Are Denied Accommodation

A letter explaining the reason for the accommodation denial will be sent to the applicant. Information regarding the Shadow Program or Nursing Program recruitment event will be sent to the applicant.

Program Schedule

In order for the School and Hospital to provide successful Discover Nursing Program experiences, sessions must be arranged during weeks when Hospital staff and resources are available. Sessions will take place in June or July.

Orientation

Orientation is mandatory for participants. A variety of program topics will be presented. Parental participation is strongly encouraged.

Assurance of Patient Confidentiality

Participants will be introduced to the concept of confidentiality in the orientation prior to visiting a nursing unit. Participants will be required to complete and return a confidentiality agreement (attachment) to the faculty advisors prior to the start of the program.

Lunch

A lunch gift card will be provided to each applicant. If a participant leaves the program before expected, the gift card must be returned to the Nursing Program advisor.

Uniform

The Hospital will provide scrubs for the participant to wear during the program. Participant will be required to wear a clean pair of sneakers. Identification badges will be issued to participants and must be worn at all times.

Refer to Addendum 303.8 Dress Code Guidelines

Electronic Devices

- All electronic devices must be placed in the silent mode during classroom experiences. Answering or sending messages during scheduled classroom experiences is disruptive to the learning environment and is not permitted.
- Cell phones are not permitted on the clinical nursing units, as per hospital policy. Cell phones may be secured in the locker area.

Lockers

Participants will be provided a locker to use while on campus.

Selection of Nursing Preceptors

Nurse mentors will be selected based on the following criteria:

- Recommendation from nurse manager
- Agree to participate in the program

Program Content and Unit Selection

Participants will be exploring a variety of Hospital units. Participant unit selection can’t be guaranteed.

Marketing of the Program

The program will be marketed at all Nursing Program recruitment events and via media and website advertisements.

Reading Hospital School of Health Sciences

Discover Nursing Summer Program Application

Please Check off:
__ High school junior
__ High school senior

Please Print

First Name:_____Last Name:_____

Address:_____

City:_____State:_____Zip code:_____

Phone:_____Cell:_____

Email:_____

Please answer the following question:

Why do you wish to participate?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Reading Hospital School of Health Sciences

Discover Nursing Summer Program Parental/Guardian Permission Form

As parent/legal guardian I give _____ permission to participate in the Discover Nursing Summer Program offered by Reading Health System and Reading Hospital School of Health Sciences.

By signing below I state that I:

- Release Reading Health System or Reading Hospital School of Health Sciences from liability for any injury that may occur related to the participation in the above program.
- Understand that while all precautions will be taken to prevent exposure, due to the nature of the patient care activities of this program, blood and body fluid exposure may occur during this program.
- Give Reading Health System permission to do whatever lab testing is necessary in the event of an exposure to blood and/or body fluid exposure.

Signature of Legal Parent/Guardian _____

Printed Name _____

Relationship to Participant _____

Emergency Contact Information during the program:

Person _____ Relationship to participant _____

Home Telephone _____Work Telephone _____

Reading Hospital School of Health Sciences

Discover Nursing Summer Program Confidentiality Agreement

What is Confidentiality?
Entrusted communication of information, which is considered belonging to one's self (private) and is not intended for public disclosure. (Dictionary.com)

- When a patient gives information about their admission to the hospital and/or information regarding their medical condition to persons within the hospital setting, they trust that the public will not gain knowledge of that information.
- Confidential information is information that is private to the person and should not be made known to anyone in the public, unless the person has given permission.
- Reading Health System and Reading Hospital School of Health Sciences believe that each of our patients can trust that their private information will not be made public by anyone associated with the hospital or School.

While you are participating in the "Discover Nursing" program, our patients will consider you an associate of Reading Health System. Therefore, it is important that you understand that any information about a person's admission to the hospital and/or medical condition must be kept private. You should not discuss what you learn about a patient with anyone who is not associated with the "Discover Nursing" program.

By signing this statement, I agree to the following:

- I have been educated regarding the definition of the term "confidentiality.
- I understand what the term "confidentiality" means.
- I understand that all patients have a right to confidentiality.
- I understand that my participation in the "Discover Nursing" program may allow me to gain knowledge of a patient's confidential information.
- I understand that Reading Health System and Reading Hospital School of Health Sciences are committed to maintaining a patient's private information private.
- I agree not to share patient information with anyone outside of the "Discover Nursing" program.

Signature _____Date_____

Printed Name_____

Reading Hospital School of Health Sciences

Discover Nursing Summer Program Health Clearance Form

The Pennsylvania Department of Health, the Occupational Safety and Health Administration (OSHA) and the agencies which accredit the hospital require all participants of the "Discover Nursing" program to provide proof that they have received the following vaccinations: Mumps/Measles/Rubella (2 doses), Varicella (Chicken Pox)clinical history or 2 doses of Varivax Vaccine, Hepatitis B Vaccine (3 doses) and Tuberculin Skin Test (TST) 2 step. The TST test must have been completed within 6 months of the date of the Discover Nursing program. In addition, they must have had a history and physical completed within a year from the date that they intend to participate in the program. Without documentation of these vaccinations and physicals, we legally cannot permit the participant to participate in the program. Please have your healthcare provider verify that you have received these vaccinations by completing the attached form and returning it with your permission/release form.

Participant's Name:

Vaccination	**Date Completed**
Tuberculin Skin Test (TST) 2 step #1 Date of Placement Must have been administered within last 6 months. #2 Date of Placement	**#1** **#2**
Mumps, Measles, Rubella (2 doses) or titers showing immunity	**#1** **#2**
Varicella (Chicken Pox) Clinical history of disease or dates of series of 2 Varivax Vaccine	**#1** **#2**
Hepatitis B Vaccine (series of 3 injections)	**#1** **#2** **#3**
Copy of Last History and Physical (Must be within the last 12 months) Include history of chronic illnesses—Diabetes, Epilepsy, etc.	

By signing this form, you verify that the above information is accurate and that this student meets the vaccination requirements discussed above.

Date _____

Signature and Title of Healthcare Provider_____

Print Name _____

Address _____

Telephone _____

Addendum

303.7

Dress Code Guidelines

Classroom and Conference Setting in the Hospital
While in the Health Sciences Building or in the hospital for conferences, clean, business casual attire is required. No jeans, shorts, or tank tops as per hospital policy.

Clinical Setting/Nursing Units
Students are provided with scrub attire and are expected to wear this attire while shadowing a professional nurse on the clinical nursing unit. VIP badge MUST be worn on the clinical unit at all times. Students will change from street clothes into school- provided scrub attire at the hospital each day. At the end of each day the student will return the scrubs and change back into street clothes. Clean scrub attire will be obtained each morning. The scrub attire MAY NOT be removed from the hospital.

Students will be provided with a key-entry locker in a secured location in the hospital. Students are responsible for safe-keeping of the key each day. The locker may be used for street clothes, shoes, and other items (cell phones). ***Keep valuables at home or locked in your car.

- VIP ID card must be worn at all times and in all areas including the HSB.
- A second pair of shoes must be worn in the clinical setting. ***Clean*** sneakers are acceptable. No open toed or open backed shoes are permitted on the nursing units.
- Bracelets should not be worn; a watch is permitted.
- Simple chain necklace with a medallion may be worn.
- Earrings consisting of small studs may be worn. Dangling earrings are not permitted.
- Piercings, other than the ear, including tongue, lip, and eyebrows should not be visible or removed.
- Hair, beards, or moustaches should be well manicured, clean, neatly combed, and of natural appearing color. Ponytails or non-decorative hair accessories that are clear or match the color of the hair must be worn to keep hair off of the shoulders and away from the face.
- Discrete make-up is permissible.
- Artificial nails are prohibited. Chipped nail polish should be removed.
- Perfumes and other strong-smelling substances are not appropriate in the clinical setting.
- Personal cleanliness is essential.
- Students must refrain from chewing gum while interacting with others.