

**NORTHWESTERN MEDICINE DISCOVERY PROGRAM – CENTRAL/NORTH CHAPTER
GUIDELINES AND POLICIES 2016-2017**

Guidelines:

Conduct

- You are a representation of the Discovery Program as well as Northwestern Medicine when you are on the NMH 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.

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.
 - Failure to follow guidelines may result in dismissal from the Discovery Program.
- Abide by all Northwestern Memorial HealthCare policies.

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.