# Medical Career Explorers Application for the 2024 - 2025 School Year

# **About the Program**

The Medical Career Explorer Program provides students with opportunities to learn more about Medical Careers through first-hand experiences. The Program features guest speakers from different healthcare fields, group tours in key specialized areas, and opportunities to ask questions of healthcare professionals currently serving in various professions.

The Program members are not only learning about healthcare careers, participants are cultivating a network of friends from other high schools and the home school community.

Huntsville Hospital's Program focuses on hospital-based healthcare. Participants do not take part in hands-on patient care, but are provided exposure to a variety of observation experiences.

# **Requirements for Participation:**

- 1. Complete Online Registration, and Pay Activity Fee
- 2. Complete the Application, which includes the following:
- \_\_ Program Preference Application
- \_\_ Completed HIPAA Test
- \_\_ Affirmation Statement Form
- \_\_ Rules for Participants
- \_\_ Hold Harmless Form
- \_\_ Photography Release Form
- 3. Submit Required Tuberculin Test

(Must be read, reflecting a negative result by a physician < one year old)

#### **PLEASE NOTE:**

In light of the current COVID-19 pandemic, participants may be asked to wear a mask for some activities to support community health guidelines.









# **##**Health System

#### Dear Participant,

Thank you for sharing your interest in Huntsville Hospital's **Medical Career Explorer Program.** This Program provides students opportunities to hear lectures from guest speakers, participate in discussion groups, and participate in tours and demonstrations from professionals serving in various healthcare fields. Huntsville Hospital's Program focuses on hospital-based healthcare. Participants do not take part in hands-on patient care, but are provided exposure to a variety of observation experiences. *Please note that if the scheduled time changes, the Program coordinator will contact participants if this is the case.* 

# **Key Facts:**

# 1. Eligibility

Participants must be, at a minimum 15 years of age, and a High School sophomore, junior, or senior in order participate.

# 2. Pre-requisites for Participation in the Program

Prior to beginning the program experience applicants must:

- Complete the Online Registration for the Medical Career Explorer Program, and pay the activity fee.

  The activity fee for the year is \$30, or for early bird registration \$25. Registration is non-refundable.
- \*Submit a complete **Medical Career Explorer Program Application**, which includes:
  - Program Application
  - Completed HIPAA (Health Information Portability and Accountability) Test
  - Affirmation Statement Form
  - Rules for Participants
  - Hold Harmless Form
  - Photography Release Form

Please note: If a student has participated previously, a new application and dues payment are still required.

• \*Submit a **Negative Tuberculin Test** from your doctor or student health center, which is **less than one year old**. The test is only valid if it has been **read within one year**. This can be accomplished through either a TB Skin test or T-Spot blood test. The TB skin test process takes 48 hours between the TB injection and the reading by a physician. Include the certificate of results from your family physician or other primary care provider. For a \$20 fee, the Occupational Health Group is another local resource for TB skin testing. \*Items that will be due no later than the evening of the first session.

# 3. Meetings

- Explorers meet monthly, from September through April, from 4:30pm 6:00pm, at the Dowdle Center.
- Participants receive a certificate of completion if they attend six (6) or more of the eight (8) scheduled sessions.
- Meetings begin promptly at 4:30 p.m. Plan to arrive on time so speakers and/or tours can cover all that is planned.
- Parents/quardians providing transportation are asked to pick-up students, from the Dowdle Center lobby, by 6:15 pm.
- Parking for the initial evening will be in the surface parking lot on the corner of Gallatin & Governors Drive. NOTE: Parking details will be sent to participants after registration is complete.

Applicants need to complete their online application and bring the documentation outlined above to the first evening of the program, prior to participation. The primary contact for the program is Heather T. Mitchell. Once we receive your online registration, you will receive an email outlining your first meeting and topic. Our office address is:

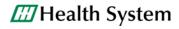
#### Huntsville Hospital's Corporate University

The Dowdle Center • 109 Governor's Drive, SW • Huntsville, Alabama 35801

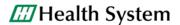
If you have any questions contact us by phone at (256)-265-8025 or email at <a href="Heather.T.Mitchell@hhsys.org">Heather.T.Mitchell@hhsys.org</a>. We look forward to helping you explore your career options in healthcare, and hope your experience will be rewarding.

Regards,

Heather T. Mitchell



•	Diorer <b>Application</b> s page will be submitted through the Online  or	e Registration process)	Office Use: Completed Requirements:  ☐ Affirmation Statement ☐ Application Form ☐ HIPAA Test ☐ Tuberculin; Test Expires:/ ☐ COVID vaccination, Date:/ ☐ Photo Release
To participate, students me	, ust be <u>&gt;</u> 15 years of age, and a Junior or Senio	r in High School.	IMMUNIZATIONS:
			In the last year I have:
Birth date: / / Year in High School: Sophomore Junior Senior			Had a flu shot; Date//
Day Month	rear		Have not gotten a flu shot
			For COVID19 vaccination, I have:
			Had a primary series C19 Vaccination;
Name of Blok Cale of Cont	Laws Calasto		Date//
Name of High School (or H	lome School):	If Applicant is under the age of a	Have not been vaccinated for C19
		Name of Parent/Guardian & R	
Home Address:			
Ci+v., C	tate: Zip Code:		
City3	ctate zip code	Cell Phone # of Parent/Guardi	an: ()
Preferred Phone#: ()		Parent/Guardian's email addre	ess:
Email address:			
Name the Health Care p	profession(s) you are interested in learni	ing about during the progra	m experience:
Chaire A	(hairean)		Chelena )
Choice 1.)	Choice 2.)		Choice 3.)
Medical Venturing meetings are held the <b>4th Tuesday</b> of each month, during the months of <b>September</b> through <b>April</b> . The December date is slightly off cycle to avoid holidays. Youth are asked to attend six (6) meetings out of the eight (8) meetings scheduled.			
	2024-2025 [	Meeting Dates:	
	(Please check all the ses	sions you will be available)	
	☐ TUES September 24, 2024	☐ TUES January 28, 20	25
	☐ TUES October 22, 2024	☐ TUES February 25, 2	
	☐ TUES November 26, 2024	☐ TUES March 25, 202	5
	☐ TUES December 17, 2024	☐ TUES April 22, 2025	
Badge:	idae to wear during Program meetings. The hadge	Parking:	ant on the Huntsville Hespital campus, the
Students will be assigned a badge to wear during Program meetings. The badge is only valid during meetings. Participants will be escorted and wear their badge at all times on campus  If you are a participant on the Huntsville Hospital campus, the designated parking surface lot is the surface parking lot in front of the Dowdle Center, unless otherwise instructed.			
☐ I have read and understand the cover letter & application information.			
Considerts Cinnetture			
Candidate Signature:  Date Submitted:  (Signature verifies that the participant has read the above statement & understands the guidelines for Medical Career Explorer Program.)			



# Medical Career Explorer Program: Rules for Participation

Huntsville Hospital's Medical Career Explorer participants have a responsibility to adhere to the Program Rules during their time in the organization. Below are the guidelines for participants.

#### Badge:

Participants must wear a Medical Career Explorer Program badge at all times when participating in a Program activity, and return the badge at the end of each session. Badges must be worn above the waist, and easily visible.

# Clothing/ Attire

Participants are expected to demonstrate professionalism and good judgment concerning conduct, make up, clothing, personal hygiene, jewelry, and appearance. Clothing must fit, be clean and pressed, be appropriate for your size, and not drag the floor. We require that you observe the following specific standards regarding personal appearance and neatness while observing in the hospital:

- We encourage participants to wear slacks, khaki pants, or knee length skirts to Program events. No shorts, blue jeans, work-out sports clothing, scrubs, or miniskirts are allowed. Pants should not reveal the midriff or back area.
- We encourage participants to wear closed-toe shoes, which are required when touring clinical areas.
- We prefer no artificial nails in clinical areas; these nails are known to harbor and grow bacteria and are in conflict with infection control and prevention guidelines. If a student has artificial nails they may not be allowed in some clinical areas.

### **Cell Phones and Social Networking**

During Program sessions, participants are asked to put away their personal cell phones, Bluetooth devices, and other personal technology. Taking photos during Program meetings and/or tours is prohibited. Participants are prohibited to use social media during the Program meetings.

# No Smoking/ Tobacco Use Campus

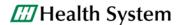
We remind participants, Huntsville Hospital is a smoking/tobacco-free campus; no tobacco use is allowed. Also, if you have a smoke/cigarette smell on your person or clothes, you may be sent home to change your clothing and eliminate the smell before returning to the Program.

# **Exhibiting Signs of Illness**

If a participant has a fever of  $\pm 100^{\circ}$ F, has a positive COVID-19 test, has an upper-respiratory infection, exhibits diarrhea or vomiting; they are not allowed to attend a Program session. If a student has recently had an upper-respiratory illness they may be required to wear a mask while on campus.

I have read and understand the Rules of Participation. I understand that if I come to a Medical Career Explorer Program session in violation of this policy, I will not be allowed to remain for the Program session, and will not receive credit for attendance.

Print Name:	Signature:	Date:/
	· J	



# **HIPAA Fundamentals**

#### Introduction

- At Huntsville Hospital, privacy of patient information has always been considered a basic right.
- What can happen when protected health information is inadvertently exposed? Personal harm to individuals, embarrassment, community mistrust, lawsuits, etc...

#### What is HIPAA

- HIPAA stands for <u>Health Insurance Portability and</u>
   <u>Accountability Act</u>. HIPAA is a relatively new federal law that protects Protected Health Information, or <u>PHI</u>.
- The law allows for penalties such as fines and/or prison for people caught violating patient privacy.
- HIPAA Privacy Regulations became <u>effective in April 2003</u> and the Security Regulation in April 2006.
- Part of our compliance with the HIPAA law is to provide the required awareness training for employees and workforce members.

#### **Protected Health Information**

- Protected Health Information (PHI) is <u>about patient</u> <u>information – whether it is spoken, written, or on the</u> <u>computer</u>. It includes health information about our patients. It can be information as simple as their name.
- Certainly we can share PHI when it is part of our job to do so, but beyond that you may have broken the law if you share patient information.

#### **Need to Know**

- A good way to determine if you should share patient data is to ask yourself... "Do I or others need this information to do the job?" Use this little test before you look at patient information or share it with others.
- Sometimes you may inadvertently hear or see information that you don't need to know. If so, just keep it to yourself.

#### Dispose of PHI Properly

- Trash and garbage bins are another place that might contain PHI. Be sure to dispose of patient lists and other documents that contain PHI in non-public areas.
- <u>If you see PHI in the trash in public areas, notify the supervisor immediately.</u>
- If you transport PHI, make sure it is secure when not in your sight, such as a locked vehicle.

#### The Privacy Officer

- At HH we have a person responsible for insuring that privacy is maintained – The Privacy Officer. However, no one person can know if we have a possible threat in every area of such a large organization.
- Each of us must do our part to protect patient information.
   You should always report possible privacy problems to the manager in your area or to the Privacy Officer.

#### Co-Workers, Friends, and Family

**Situation:** You hear about a friend that has had surgery, so you call a nurse on that floor to find out the details.

- Friends and co-workers deserve the right to privacy just like any other patient. You cannot seek or share patient information for personal reasons. You may only obtain/ share information that you need to know to do your job.
- You may personally ask the individual you know about their condition, and it is their choice what to share with you.
- You may also ask their permission to share their information with a common friend, but you should never do this without their permission.

#### "Don't be Curious"

**Situation:** You like to look at the patient directory or surgery schedule daily to see if you know anyone.

- This is not within the scope of your role at this hospital.
- You are in violation of HIPAA laws and Huntsville Hospital policies.

#### Respect the Privacy of Patients

**Situation:** You are in an area where caregivers are discussing health information with a patient, a family member, or another caregiver.

- You can ask if you need to leave the area.
- You may quickly finish your task and leave.
- You must keep any health information you overhear to yourself.

#### Protect information in your Possession

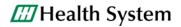
**Situation:** In the process of doing your job, you use a list that contains patient names and possibly other patient information.

- You should keep the information in your possession at all times
- You should make sure that it is protected from others who would not need the information.
- You can turn it over so the information can't be viewed.
- You should make sure when you are finished with the information that you have disposed of it properly.
- Your supervisor may give you instructions for disposal of PHI.

#### **HIPAA Fundamentals Test**

This completes the fundamental overview of the HIPAA regulations. You now know and are responsible for what is required of you as an employee of Huntsville Hospital.

 HIPAA laws also require that we keep a record to show that you have been trained in patient privacy. You should now take the HIPAA FUNDAMENTALS TEST.



# Medical Career Explorer Program: **HIPAA Fundamentals Test**

Name	Date
1. HIPAA stands for:	6. The Privacy Officer is responsible for:
a. Health Information Protection Agency	a. Checking the trash
Association	b. Pulling medical records of patients
b. Human Instinct Protection Association Awareness	c. Making sure Huntsville Hospital protects patient information
c. Health Insurance Portability and	
Accountability Act	7. You should ask yourself before you view or share patient information:
2. PHI stands for:	a. Is this a personal friend or a relative not
a. Patient Health Initiatives	under my care?
b. Personal Health Institute	b. Will anyone see me reading this?
c. Protected Health Information	<ul><li>c. Do I need this to do my job at Huntsville Hospital?</li></ul>
a. As soon as everyone in our hospital is	8. Patient information that I use for my role:
trained	a. Isn't important to anyone else
b. April 2002	b. Should be protected until I have disposed
c. April 2003	of it properly
d. December 2002	c. Is the responsibility of my manager
4. Patient Information is protected when it i	
a. Spoken	the hospital, I should:
b. Written	a. Look at their medical record
c. On the computer	b. Ask the nurse
d. All of the above	c. Ask the individual
5. If you are in a public area and you see PHI	in 10. If you see another person violating the
the trash, you should:	HIPAA Privacy Laws or the HH Policies:
a. Report this to a supervisor	a. You should ask them to stop
b. Dispose of it properly	b. Ignore it and mind your own business
c. Show it to a friend	c. Report it to your manager or the privacy
d. Both a. & b.	office (256-265-4477)



# **Medical Career Explorer Program:**

# **Affirmation Statement on Security & Privacy of Information**

#### **HIPAA Fundamentals**

HIPAA stands for Health Insurance Portability and Accountability Act. HIPAA is a federal law that was enacted in 2003, which protects Protected Health Information or PHI for patients. The law allows for penalties such as fines and/or prison for people caught violating patient privacy.

Protected Health Information, or PHI, is any patient information – whether it is spoken, written, or on the computer. PHI includes health information about patients in the hospital, and it can be as simple as their name. PHI cannot be shared outside of the hospital, even if you see the information in a public area like the trash. If witness PHI being shared, it needs to be reported to Huntsville Hospital's Privacy Officer at 256-265-4477.

#### Affirmation Statement

I, the undersigned, have read and understand the Huntsville Hospital policy on confidentiality of protected health information as described in the HIPAA Fundamentals Policy, which is in accordance with applicable state or federal law.

I also acknowledge that I am aware of and understand the policies of Huntsville Hospital regarding the security of protected health information including the policies relating to the use, collection, disclosure, storage and destruction of protected health information. This protection includes proprietary information.

In consideration of my association with Huntsville Hospital, and as an integral part of the terms and conditions of my association, I hereby agree, pledge and undertake that I will not at any time, during my association with Huntsville Hospital, or after my association ends, access or use protected health information, or reveal or disclose to any persons within or outside Huntsville Hospital, any protected health information.

I understand that user identification codes and passwords are not to be disclosed (or shared), nor should any attempt be made to learn or use another employee's code.

**Training:** Members of the program receive required education concerning security and privacy upon commencement of the association. Any updates or changes to policies will be communicated meetings and/or mandatory requirements tests.

Corporate Compliance: It is the responsibility of all employees and those associated with Huntsville Hospital to uphold all applicable laws and regulations. I am not aware of any violations of applicable laws or regulations and agree to report any violations to the Corporate Compliance Officer. Any questions about the legality or propriety of actions undertaken on or behalf of the Hospital should be referred immediately to the appropriate supervisory personnel, or to the Corporate Compliance Officer.

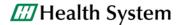
Excluded Party Status: I affirm that I am not an excluded party from participating in Federal health programs, nor am I under investigation which may lead to such sanctions.

Computer Applications: I further understand that I may be provided access to certain hardware and software applications, some of which may be proprietary to their respective vendors. I agree to keep the hardware and software applications confidential, to not disclose to third parties, and to use such hardware and software applications only for the benefit of Huntsville Hospital.

I understand that violation of this affirmation statement could result in me not being able to participate in the Medical Career Explorer Program.

PRINT NAME:		
School or Organization Name (if applicable):		
SIGNATURE: X	_DATE:	
WITNESS SIGNATURE: X	_DATE:	_

04/2002, 12/2004, 1/2010, 3/2020



# The Healthcare Authority of the City of Huntsville d/b/a Huntsville Hospital **Waiver of Liability and Hold Harmless Agreement**

- 1. In consideration for receiving permission to participate in Huntsville Hospital's Job Shadowing, Medical Career Explorer Program, or Internship or other Healthcare Observation Program (hereafter referred to as "the Program"), I hereby release, waive, discharge and covenant not to sue Huntsville Hospital, its officers, servants, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while participating in the Program, or while in, on or upon the premises where the Program is being conducted, while in transit to or from the premises, or in any place or places connected with the Program.
- 2. I am fully aware of risks and hazards connected with being on the premises and participating in the Program, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the Program, and I hereby elect to voluntarily participate in the Program, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a participant in the Program, whether caused by the negligence of releasees or otherwise.
- I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs they may incur due to my participation in the Program, whether caused by the negligence of any or all of the releasees, or otherwise.
- 4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees.

In signing this release, I acknowledge and represent that:

- I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- No oral representation, statements or inducements, apart from the foregoing written agreement, have been
- C. I, my parent or quardian is at least eighteen (18) years of age and fully competent;
- I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

In witness whereof, I have hereunto set my hand and seal this day of,
Participant Signature:
Name Printed:
Parent or Guardian Signature (if participant is under 18 years of age):
Name Printed:
Witness:
Witness Name Printed:

# CONSENT TO PHOTOGRAPH

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# **Authorization for Filming or Recording Release Form**

#### I authorize the release of the initialed item below to be disclosed in the manner described:

- I agree to grant an interview with, and/or to be photographed, videotaped, or recorded by a representative of print or broadcast media, and I understand that my information, image and/or voice may appear in print or broadcast media.
- I agree to grant an interview with, and/or to be photographed, videotaped, or recorded **representative of Huntsville Hospital** and I understand that my information, image and/or voice may appear in Huntsville Hospital promotional or educational material (advertisement, publication, video, web site, etc.).
- I agree to grant an interview and/or to be photographed, videotaped, recorded by a representative of law enforcement, public health or social service agency.

# The purpose for the use/disclosure of this information is:

☐ Cooperation with request from media	☐ Education of health care professionals	☐ Hospital publicity or public education	
☐ Investigation of a possible crime	□ Other		
I understand that I have the right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to Huntsville Hospital Marketing Department. I understand that revocation will not apply to information that has already been released in response to this authorization.			
I also understand that authorizing the disclosure of this information is voluntary. I can refuse to sign this authorization. I need not sign this authorization in order to assure treatment. I understand that I may inspect or obtain a copy of the information to be used or disclosed. I understand that any disclosure of information carries with it the potential for an unauthorized re-disclosure and the information may not be protected by federal confidentiality rules.			
PRINT NAME		ay Time Phone Number	
Signature (or Legal Representative) of individua	Il being photographed, etc.	Vitness/ Legal Representative's Relationship to Student	
Date Depai	rtment (if HH Employee) E	imployee ID# (if HH Employee)	

# **##**Health System

# **Medical Career Explorer Program:** Campus Map

