**2015 Eve & Gene Black Summer Medical Career Program - FAQs**

If you don’t find an answer to your question(s) below, contact meosborne@lapedsoc.org or eseaman@lapedsoc.org

**SECTION I – GENERAL PROGRAM QUESTIONS**

1. **What is the Eve & Gene Black Summer Medical Career Program?**  Started in 1969, the Eve & Gene Black Summer Medical Career Program is best described as a medical mentor program. Under the supervision of a health care educator/medical facility coordinator, participants shadow various medical professionals (nurse, nutritionist, pharmacist, lab technician and/or physician etc.) who together provide a range of patient care services. The activities scheduled for participants at each medical facility vary. All participants must provide their own transportation. There is no fee for the program and if there is a financial need, a participant may request a stipend to be used for expenses such as transportation costs. Due to lengthy clearance procedures that require your presence months prior the start dates, this program is only open to qualified students from Los Angeles and its adjacent counties. (Note: Some facilities have an LA county residency restriction.)

2. **When is the new application posted online?**  The application is updated and posted on line in mid-December for next year’s program.

3. **How many applications does the Program receive and how many applicants are selected to participate?**  250-350 applications are received every year; the number of selected applicants ranges from 60-70. See Section III- Selection and Notification, question #2.

4. **Is this program available at other times or in other facilities, not listed on the application?**  No, and we do not know of other programs.

5. **Can the printed/posted dates of a facility’s program, change?**  Yes, but not often. Make sure to check our website for possible updates.

6. **What days and times does the program run?**  Most facilities run their program Monday- Friday, no nights or weekends, approx. 8 hours a day. Times vary by facility but most start at 8-9 AM and end at 4-5 PM. Exception: Valley Combined requires 2 Saturdays &/or Sundays, TBD.

7. **Some medical facilities listed on app have a 3 or 4 week program; others have 2 week sessions. How do these programs differ?**  Though the program at each facility may vary in length, every effort is made to give you a comprehensive medical shadowing experience.

8. **What other time commitments does this program require?**  After your selection and prior to your start date, you will need to complete facility clearance procedures, attend orientation(s), submit medical records and/or undergo immunizations plus any other requirements of your specific facility. When selected, you will be given specific information about the clearance procedure and timeline for your facility.

9. **I’m going on vacation or have another commitment (athletic practice, doctor’s appointment, etc.) during some of the dates and times that the program is running at my selected facility; can I still participate if I’m selected?**  NO. As positions are in HIGH demand, you must commit to all the days AND times that your program is run. NO EXCEPTIONS.

10. **Who can apply to the Program?**  A current 11th or 12th grade high school student of any ethnicity who was born on or before 4/1/99 can apply. However, Cedars applicants must be 18 years old by the start of the Program. NO current college students can apply.

11. **I am 15 now, but my birth date is on or before 4/1/99. Can I still apply?**  Yes, as long as you are currently in the 11th or 12th grade and you are not applying to Cedars where you must be 18. OR I am 17 now, but I will be 18 by the start of a program at a facility that requires 18 years olds; can I apply?  Yes, as long as you are 18 by the start of the program at that medical facility, you may apply.

12. **If I am selected, do I need to have social security number? What immunizations are required?**  Almost all participating medical facilities require a social security number. If you need further info about this requirement, see Facility Address & Requirement List on our website. Once you are selected you will be given a list of immunizations and clearance requirements for your specific facility(s).

13. **I just found out about the Program and the application deadline has already passed. Can I still apply?**  NO. With so many applications to process in a short period of time, we regret that we cannot extend the deadline.

**SECTION II – APPLICATION QUESTIONS**

1. **How do I get an application?**  From www.lapedsoc.org it is a PDF so you must have Acrobat Reader (free program) in order to download it. Or get one from your high school career/counselor’s office; most schools are mailed applications in mid-December. Print/copy on white paper.

2. **Are there any general tips for filling out an application?**  Refer to instruction sheet for filling out the application found on www.lapedsoc.org
   - It is highly recommended that you type your application from our website or download an application to type on later. You cannot apply online. Print and mail your application along with other required documents; include your name on all pages.
   - If you do not fill out your application online or download it to complete later, then please handwrite clearly in black ink only.
   - Don’t forget to have a parent/guardian sign the Consent and Agreement form & to provide your high school counselor’s name & email.
   - Remember you will also need to make a complete copy of all required documents to mail along with the original set.
   - If selected, you are responsible for your own transportation to your selected facility; so choose wisely.

3. **Is an official transcript required?**  A cumulative grade report or transcript is required but grade reports or transcripts do NOT need to be official or sealed. However, it your school only provides a sealed transcript, please make sure that you include 2 sealed copies –1 per set.

4. **How should I format my essay answers?**  You cannot use more than 2 single-sided typed pages to answer all 3 questions. Answer each question separately; start by typing question, then give your answer. Answers for each question may vary in length. Pages can be single or doubled spaced, using any size margins and any 12 point font. This section is VERY important; essays are read carefully by Coordinator(s).

5. **The application says to mark a 1st and an optional 2nd choice facility; is my application sent to both my choices?**  No, normally it is only sent to your 1st choice but may be sent to your 2nd choice if they need more applications. If either or both of your selected facility choices has sessions, you will be considered available for all their listed session dates, unless you indicate with “NA” the session dates you are unavailable.
6. Who should I get to write my letter of recommendation? Should I have more than one? Any person who knows you and can write about your character and abilities. This can be a teacher, counselor, principal, employer/supervisor of a paying or volunteer job, neighbor or family physician; this can NOT be a relative. For further info visit www.bestsampleresumes.com/letter-of-recommendation.html. The application requires only 1 letter but you may include one (1) additional letter of recommendation. However, if your school only provides sealed letters of recommendation, please make sure that you ask for and include 2 sealed copies of each letter. If the person/counselor wishes to mail a letter of recommendation to us separately, s/he must contact LAPS Administration for authorization.

7. What is the Valley Combined Program? Can I select just 1 of the medical facilities listed for that program? Can I attend both sessions of this program? Are the activities in each session the same? The program involves most of the following medical centers: Kaiser Panorama City, Simi Valley Hospital, Thousand Oaks Surgical Hospital, Los Robles Medical Center, Thousand Oaks as well as smaller medical facilities; you can’t choose just 1. You will be required to change locations during the day, so you will need to have transportation available and submit a “Transportation Survey” with your application. However, the schedule will be communicated in advance in writing and if possible, carpools will be arranged. If selected, you can only participate in 1 session; each session consists of the same or similar experiences.

8. If LAC+USC is my 1st or 2nd choice, the application says to submit a “LAPS Junior Volunteer Application.” Where is this? It is on www.lapedsoc.org; complete this (even if you currently volunteer there), making sure you, a parent/guardian and a school counselor sign it.

9. The application says to mark a 1st and an optional 2nd choice facility; is my application sent to both my choices? No, normally it is only sent to your 1st choice but may be sent to your 2nd choice if they need more applications. If either or both of your selected facility choices has sessions, you will be considered available for all their listed session dates, unless you indicate with “NA” the session dates you are unavailable.

10. How should I send my application? Use mailing check list on website. Send by US MAIL ONLY. Faxed or emailed application packages will NOT be accepted. Send complete set of required documents AND 1 complete copy set paper clipped in this order: app., consent & agreement form, additional page(s) for extracurricular activities or honors, essay answers, letter(s) of recommendation & grade report/transcript plus a Transportation Survey (Valley Combined) or LAPS Junior Volunteer App. (LAC+USC) if they’re your 1st or 2nd choice. (Forms on website.) Put original & complete copy set of your app in 1 envelope. Open any sealed letter of recommendation or a grade report/transcript or send 2 sealed copies.

11. How do I know if I have received my application? Due to the high number of applications received around the deadline, we can NOT send confirmation. If you wish to verify our receipt of your application, use Priority Mail packaging which allows you to track delivery. WE WILL NOT ACCEPT YOUR APPLICATION VIA EXPRESS OR CERTIFIED MAIL.

12. How do you communicate with applicants? If LAPS or a facility coordinator has a question about your app or a date change to give you, they will email or call you. Check for messages often; slow responses are seen as a lack of interest & can affect your placement chances.

SECTION III - STUDENT SELECTION AND NOTIFICATION

1. Who selects the participants for the facilities involved in this program? Each facility that hosts an Eve & Gene Black Summer Medical Career Program is run by a coordinator(s) who VOLUNTEERS their time to not only select, but to also set up activities and supervise their participants. Each coordinator receives the applications of those who selected their facility as their 1st choice, and if their facility did not receive enough applications, they may have applications from those that selected their facility as their 2nd choice. The coordinator(s) at each facility then reviews their applications and decides upon their participants. Some facilities choose to interview applicants by phone or in person.

2. How many participants does each facility select for their Program? The number of participants varies by facility depending on the number that each VOLUNTEER coordinator selects. Below is an approximate breakdown:

<table>
<thead>
<tr>
<th>Medical Facility or Facilities</th>
<th>No. of Apps</th>
<th>No. Selected</th>
<th>Medical Facility or Facilities</th>
<th>No. of Apps</th>
<th>No. Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedars-Sinai, LA* Must be 18 by prog. start</td>
<td>8-12</td>
<td>4</td>
<td>Olive View UCLA Med Ctr., Sylmar</td>
<td>12-16</td>
<td>4</td>
</tr>
<tr>
<td>Children’s Hospital Los Angeles</td>
<td>35-50</td>
<td>4 (2 ea. session)</td>
<td>Providence Tarzana Medical Center</td>
<td>15-20</td>
<td>4-6</td>
</tr>
<tr>
<td>Huntington Memorial, Pasadena</td>
<td>20-25</td>
<td>1-2</td>
<td>UCLA Medical Center, LA</td>
<td>45-55</td>
<td>2</td>
</tr>
<tr>
<td>King Multi-Serv. Ambulatory Care Ctr., LA</td>
<td>15-20</td>
<td>10-12</td>
<td>Valley Combined- See Sec. II, #7 for list</td>
<td>30-40</td>
<td>12 (6 ea. session)</td>
</tr>
<tr>
<td>LAC+USC Medical Center, LA</td>
<td>20-30</td>
<td>4</td>
<td>White Memorial Medical Center, LA</td>
<td>15-20</td>
<td>4</td>
</tr>
</tbody>
</table>

3. If I send my application well before the submission deadline, does this improve my chances of being selected for the Program? No.

4. How and when will I find out if I have been accepted (or not) into the Program? You will be contacted by the Los Angeles Pediatric Society (LAPS) BY EMAIL on or before the notification date listed on the application. Therefore it is important that you type or CLEARLY print your application so that your contact information is legible.

5. I was not accepted into the Program this year, may I apply again next year? Yes, as long as you are still grade eligible.

6. I am/my child is an AP student and I/he/she was not selected; why? Transcripts are only one part of what each facility coordinator looks at in selecting participants; the essay answers, letter(s) of recommendation and in some cases, interviews, also affect the decision process. Coordinators seek to create a diverse participant population. If you are not currently in the 12th grade, we highly recommend that you apply again and that you note it on your application as coordinators look very closely at 2nd grade participants.

7. There’s always been a student from my high school in this Summer Medical Program. This year several applied but no one was selected; why? Coordinators do not select participants based on what high school they attend but by the many factors mentioned in question #6. The number of positions is small, 60-70, and the number of applications is high, 250-350; the selection process is competitive and unfortunately, we are unable to place many talented, well qualified students.
SECTION IV – PROGRAM INFORMATION IF YOU ARE ACCEPTED

1. What will I do in this Program? Specific activities vary from facility to facility, based on what each coordinator is able to set up at their location. An orientation is held by LAPS in late April or early May and specifics are given to the students by their coordinators at that time. An invitation to this event will be mailed or emailed to you. Due to the distance of the orientation location to some facilities, certain coordinators will hold their own orientation, which they will arrange with their selected participants.

2. Once I am selected, how do I get to and from the facility or facilities if there is more than one? Every participant is responsible for their own transportation to and from the facility(s) where they are participating. Several of our participating programs involve moving from one medical facility to another during the day. However, the schedule will be communicated, in writing, in advance and every effort will be made to arrange teams to carpool to the various locations.

3. The application says that if there is a financial need, that a stipend is available upon request. How do you request this stipend? The stipend is given to assist participants with transportation and other expenses incurred while participating in this summer medical career program. Upon your selection you will receive paperwork from LAPS concerning this stipend. There will be no financial documentation requested other than completing and turning in the paperwork requesting the stipend by the printed deadline. Your stipend will be mailed by LAPS to your home address. You do not need to submit any receipts for the expenses for which the stipend is used.

4. What immunizations are required in order to participate? It is best to have your immunizations current and a copy of these records available as the extent of these requirements varies for each facility. All facilities require a recent TB test and some will require that it be done at their facility. If a facility has other specific immunization requirements and deadlines, you will be informed by the Los Angeles Pediatric Society administration upon acceptance or you will be given this information by your coordinator or at your facility’s orientation.

5. What do else do I need to do in order to participate? All participating facilities have a clearance procedure that is usually involves multiple steps and specific deadlines. You will be given information in your acceptance package as to how to begin your clearance process. These requirements may begin as early as April and can up to 6-8 weeks to complete. If you fail to complete your clearance requirements by your given deadlines, you will NOT be able to be able to participate in the program. Clearance requirements may include any and all of the following:
   - Completion of volunteer forms (online or at facility)
   - Interview by the Volunteer Department
   - Fingerprinting and/or background check
   - Immunization verification or health screening which may include specific TB testing requirements
   - Facility orientation and/or Volunteer training which usually involves HIPAA information as well as facility rules and regulations
   - LAPS sponsored Orientation and Dinner

6. What will be required of me during the program?
   - You will be required to sign and follow the rules and regulations as outlined in the Participant Policy and Behavior Contract. (Sample copy is available on the website.) Failure to abide by the policies and behaviors outlined in this contract may result in your expulsion from this program.
   - You are also required to follow all policies set forth by any participating medical facility as well as any other specific policies given to you by your coordinator(s) or any other supervising personnel involved at your facility.

7. Is anything required of me at the conclusion of the Summer Medical Career Program at my medical facility?
   - You MUST complete and submit a MANDATORY Exit Essay to the Los Angeles Pediatric Society. You will be given information about this requirement and its deadline in your acceptance package and this information can also be found on www.lapedsoc.org.
   - You may be asked to write thank you notes to the various medical facilities, departments or individuals who were involved in your Summer Medical Career Program experience.
   - You should write a thank you note or thank you email to the Coordinator(s) of the Summer Medical Career Program at your facility.
   - It would be much appreciated if you would keep the Los Angeles Pediatric Society updated as to the future progress of your education and your goal to be part of the medical community.