

MEMORIAL  HOSPITAL  
**MEDICAL**  
**EXPLORING™**  
DISCOVER YOUR FUTURE

**2024-2025**  
**PROGRAM YEAR**



# WHY BE AN EXPLORER

Learn about healthcare career opportunities

Meet professionals from various fields and backgrounds

Hands-on experience, activities, labs, and learning

Job shadowing opportunities

Networking opportunities

Real-world experience before entering the field

Get ahead of the game with educational training

Scholarship opportunities

Preparation for planning your career path

Job opportunities at Memorial Hospital



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# WHAT IS MEDICAL EXPLORERS?

The Memorial Hospital Organization, MH, is a registered Boy Scouts of America Medical Explorers Post 8618.

## Who Can be an Explorer?

The program is for high school and college students who are interested in Healthcare Careers. Whether you already know what occupation you would like to pursue or you have not decided on a specific career field yet, through Medical Explorers you will have opportunities to learn about many careers, participate in hands-on activities and meet healthcare professionals.

## Program Summary

The MH Medical Explorers program is offered as a free, 9-month program, with one group meeting/event held the third Thursday of each month, September through April and the first Thursday of the month in May. All meetings are held in the Conference Room of Memorial Hospital unless otherwise indicated.



## Qualifications for Medical Explorers Program:

Must be a graduate of 8th Grade and 14-21 Years of Age

GPA at least 3.0

### NEW EXPLORER APPLICATION FORMS DUE BY APPLICATION DEADLINE:

- ✔ Student Application Form (Memorial Hospital and Boy Scouts of America forms)
- ✔ Program Guide Signature Form

### ADDITIONAL PAPERWORK TO BE FILLED OUT BY 1ST MEETING:

- ✔ Social Media Release Form
- ✔ Informed Consent, Release Agreement, and Authorization Form (A)
- ✔ General Information/Health History (B, 2pgs)
- ✔ Immunization Records with Dates (due prior start of in-person meetings)
- ✔ Confidentiality Statement
- ✔ Compliance and Code of Conduct Form
- ✔ Dress Code Form
- ✔ TB Gold Immunization (due prior to start of in-person job shadowing)

### RENEWING EXPLORER APPLICATION FORMS DUE BY APPLICATION DEADLINE:

- ✔ Student Application Form
- ✔ Program Guide Signature Form

## JOINING MEDICAL EXPLORERS

Students interested in the program are asked to submit a completed application by September 1, 2024.

Applications can be found online at [www.mhchester.com/exploring](http://www.mhchester.com/exploring)

Submit completed applications via:



Email:  
[mbargman@mhchester.com](mailto:mbargman@mhchester.com)



Mail:  
Attention: Mariah Bargman  
Memorial Hospital  
1900 State Street  
Chester, IL 62233

# PROGRAM OUTLINE



The Memorial Hospital Medical Explorer Program is offered at no charge to the participants. All registration fees and required apparel are paid for by Memorial Hospital and the Auxiliary. All class materials and educational supplies are provided by Memorial Hospital.



## PRESENTATIONS & HANDS-ON DEMONSTRATIONS

The presentations and programs for each year are adjusted to provide a variety of educational presentations from the departments and organizations listed below. Students that participate in the program more than one year, will continually learn new things and hear from new professionals in healthcare.

- Hospital Support Staff
- Pharmacy
- Nursing
- Operating Room Nursing & CRNA
- Laboratory
- Cardiopulmonary
- Diagnostic Imaging
- Specialty Providers
- Physical Therapy
- Occupational Therapy
- Speech Language Pathology
- Family Healthcare Providers
- Ambulance and First Responders
- Air Ambulance Service
- Other Healthcare Organizations



## ACTIVITIES MAY INCLUDE:

- IV Prep and Starting of IVs
- Vital Sign Assessment
- Mock-Patient Scenarios
- Department Tours
- Sutures
- Surgery Observation
- Ultrasounds & X-Rays
- CPR Training
- Equipment Demonstrations and More



“Deciding what you want to do for the rest of your life is an extremely challenging task to achieve, but I now have so many options thanks to this opportunity.”

Whether you are seeking out an occupation in the healthcare field or just want to see what occupations are available, this opportunity is one you cannot pass up. Thanks to everyone along the way, I am on the path to discovering my future, and so far, it has been a great journey!”

**Macey Ludwig**  
Medical Explorer 2019-2022  
Scholarship Recipient 2022



# PARTICIPATION REQUIREMENTS

**There will be a limited number of students accepted.  
Applicants will be notified of acceptance no later than September 5.**

**ATTENDANCE**  
Students are asked to attend 75% of the Post meetings/events. Meetings are typically held on the Third Thursday of the month, September through April and the first Thursday of May.

**VOLUNTEER TIME**  
Students are asked to complete 4 hours of volunteer time during the program duration. These hours can be at Memorial Hospital or in the community. More details will be provided at the first meeting.

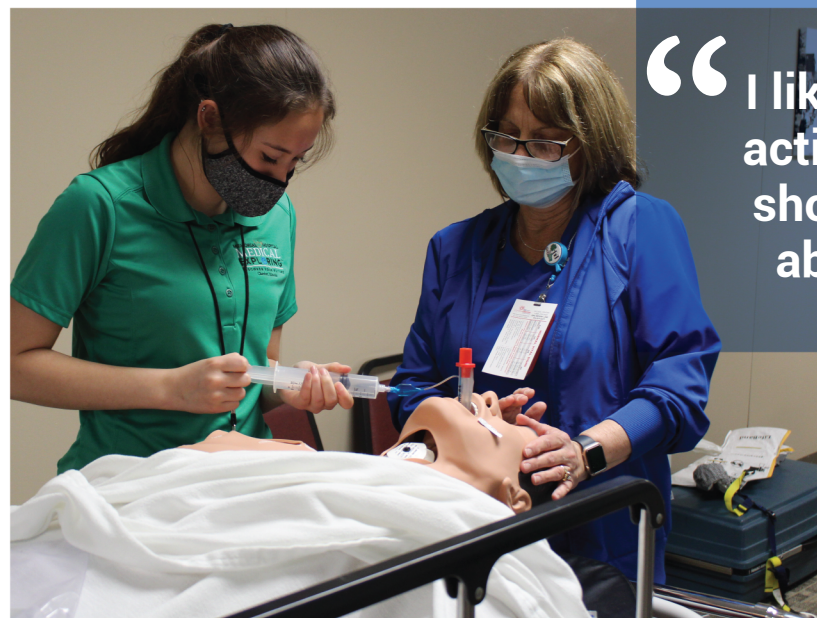
**HOSPITAL EVENTS**  
Students are encouraged to participate in Memorial Hospital community events including: Health Fairs, Information Events, Youth Education Events, and Parades.

**PARTICIPATION**  
We understand that many of our Explorers are involved in school sports and extracurricular activities that may conflict with our meeting dates/times. If a student misses 3 meetings or more, job shadowing time can be scheduled for the student to make-up meetings that were missed.

Volunteerism is an important part of community involvement and growth. We encourage all students to actively volunteer in an area that fits their interest.

Memorial Hospital holds several events throughout the year that present the opportunity for student participation and these hours can go towards volunteer time.

If a participant is unable to meet attendance and volunteer time requirements, this does not necessarily remove them from the program, but they are asked to contact the program director to discuss any issues with meeting requirements.



“ I liked the hands on activities that really showed everything about each field. ”

# JOB SHADOWING

Medical Explorers are able to schedule as many job shadowing hours as they would like with different departments. These times will be scheduled with the program director.

Job shadowing hours can be scheduled into the summer months during the program year but we do ask that each student try to complete the program requirements before August of their active program year.

Instructions on how to sign-up for job shadowing will be provided at the first meeting of the program year. Students can sign-up for as many departments as they would like. Please note, that not all departments may be available for job shadowing and students can request special placement by contacting the program director.

## Job Shadowing Requirements:

- **Job Shadowing Release Form** – Signed and Returned prior to (or at time of) shadowing. Provided at first Medical Explorers meeting of the program year.
- **Comprehension of Current Memorial Hospital COVID-19 Policies Form** – Signed and Returned prior to (or at time of) shadowing. Provided at first Medical Explorers meeting of the program year.
- **All vaccinations** and proof of vaccinations must be provided prior to shadowing.
- We ask that all students please wear their Medical Explorer shirt during Job Shadowing.
- Students are to bring their **Program Worksheet** (provided at first Medical Explorers meeting of the program year) with them so each department can sign-off on their scheduled job shadowing time.

## Job Shadowing Procedure:

- Upon arrival, students will enter the Main Entrance (Monday-Friday 8:00am-5:00pm) or ER Entrance (Saturday and Sunday).
- Explorers will inform the volunteer or admitting person at the entrance of the department they are here to shadow with. The employee will call the department to have someone come greet the student and escort them to their destination.
- Students will be supplied with any needed personal protective equipment they may need by the department.
- Job shadowing times can range from 1 hour to full days depending on the student's choice and department's availability.

**Questions about job shadowing, contact the program director, Mariah Bargman at 618-826-4581 ext 1373 or [mbargman@mhchester.com](mailto:mbargman@mhchester.com)**

# GUIDELINES

## CONDUCT

Medical Explorers are a representation of their school and of Memorial Hospital when they are on any Memorial Hospital campus.

Explorers are expected to conduct themselves with professionalism, responsibility, accountability and integrity.

Examples of misconduct include, but not limited to:

- Poor attendance
- Use of profanity, disruptive behavior, fighting, destruction of property
- Violation of patient privacy/HIPAA
- Inappropriate phone/camera/social media use

## ATTENDANCE AND PUNCTUALITY

- If an Explorer is unable to attend a scheduled program event, contact the program director within 2 hours of scheduled time.
- Explorers are expected to plan their job shadowing schedules with the program director.
- Explorers are expected to arrive on time and ready.
- Explorers are expected to have their own transportation planned for arrival and departure.

## COMMUNICATION

- Explorers are expected to provide an email address and phone number for program contact purposes.
- Explorers are expected to be responsible for all their communications, including the use of social media.
  - You may NOT claim to be speaking on behalf of Memorial Hospital or any affiliates.
  - Information regarding patients or photographs of patients are strictly prohibited and are grounds for immediate program termination.

## DRESS CODE

- Explorers are expected to dress appropriately:
  - Clean, neat, modest
  - Participants are asked to wear provided Medical Explorers shirts and ID badges at all meetings, scheduled job shadowing, and other events.
  - Memorial Hospital will provide needed attire for areas where deemed necessary.
  - Your provided ID badge will need to be worn above the waist at all times.

## EXPECTATIONS

- The student will be committed to the program.
- The student will maintain good academic standing.
  - Suspension and discipline could result in program termination.
- The student will communicate with the program leaders consistently.
- The student will follow the program's guidelines.

## PROTOCOL FOR DISMISSAL

- Verbal warning.
- Written warning.
- Failure to improve will result in termination of program.

“ I really enjoyed getting to see all the departments in the hospital and learning about all the behind-the-scenes that goes on. I also enjoyed having the opportunity to job-shadow at any department in the hospital. I really enjoyed this program and I learned so much! ”

# MEMORIAL HOSPITAL VALUES EDUCATION & ADVANCEMENT

Memorial Hospital values each one of our staff members and encourages self-improvement and career growth. The goal of Memorial Hospital's educational assistance programs is to help recruit, develop, engage and retain high-quality employees so the best quality healthcare can be provided to our community. A healthy community supports sustainability and longevity for those who live here.



## Scholarships

Scholarships are available to qualifying high school seniors and employed students who meet specified criteria and who are selected by a scholarship committee.



## Tuition Reimbursement

Tuition reimbursement is available to all regular Full Time and Part Time employees that have served one year of continuous 20+ hours weekly of service.



## Student Loan Repayment

The Student Loan Repayment Program authorizes the repayment of all or part of an outstanding federally-insured student loan obligation incurred by a current employee or employee candidate.

## LEARN MORE

To learn more about the Scholarships offered by Memorial Hospital, please contact the Administrative Office at 618-826-4581 ext. 1299 Monday-Friday 8:00am-4:00pm.

To learn more about Tuition Reimbursement or Memorial Hospital's Student Loan Repayment Program, please contact Human Resources at 618-826-4581 ext. 1260 Monday-Friday 8:00am-4:00pm.

Or visits our website at: [www.mhchester.com/students](http://www.mhchester.com/students)

# SCHOLARSHIP OPPORTUNITIES

## High School Seniors

**MEDICAL EXPLORERS SCHOLARSHIP** - Memorial Hospital offers a Medical Explorers Scholarship Program each Winter through Spring for High School Seniors and College Students throughout Randolph County, IL who are members of the Memorial Hospital Medical Exploring Post. Upon completion of the program and submission of a reflection essay a scholarship is awarded by the Memorial Hospital Auxiliary. The winner is selected by a committee based on their performance in the program and final essay. For complete details about the Explorers Program visit: [www.mhchester.com/exploring](http://www.mhchester.com/exploring).

## Nursing Students

**MULLINS SCHOLARSHIP** - A Memorial Scholarship from Mrs. Maria E. Mullins in memory of her husband, William E. Mullins. Any male/female residing in Randolph County may be eligible to apply for a scholarship or loan provided he has been accepted for admission to a recognized school for the study of nursing. Scholarship recipients must agree to return to Randolph County, Illinois to practice their profession for five or more years upon completion of: Nurses training and successful state licensure, post graduate training (if approved by the Scholarship Committee), or all class work required for certificate of graduation. (Contact the Administration Office for more information.)

**AUXILIARY NURSING SCHOLARSHIP** - The Memorial Hospital Auxiliary Nursing Scholarship is designed to provide residents of Randolph County, Illinois financial assistance when pursuing a degree in a field of nursing. The purpose of the scholarship is to promote a nursing career and Chester Memorial Hospital by providing money for tuition and fees to residents of Randolph County. The scholarship award of up to \$1,200.00 will be given to any selected resident of Randolph County who will be completing the RN Program of study during the current academic year. The prospective graduate of a LPN Program will qualify for a \$500.00 scholarship award. The school attended need not be an Illinois institution; however, it must be accredited or recognized as an approved program by appropriate agencies. (Contact the Administration Office for more information.)

“The staff was always so helpful and inviting. They always encouraged us to ask questions and to come job shadow them. This program helped me to find the occupation that I want to go to college for.”



## NURSE INTERN PROGRAM

a dynamic paid learning experience that allows nursing students in the last year of their program to participate in direct patient care with assigned RN mentors. Nursing Interns have the opportunity to train and work with their assigned RN mentor on the Medical/Surgical and Emergency Units while participating in the program.

### QUALIFICATION REQUIREMENTS:

- Nursing student in their last year of an Associate or Bachelor's Degree Nursing Program
- Provide competency skills completion from Nursing Program
- Must remain in good standing with a Cumulative GPA minimum of 3.0, in the Nursing Program
- Letter of recommendation from Nursing Faculty
- Short essay on how your career in nursing will impact your community and why it is more than just a job.
- CPR certification
- Meet all immunization requirements

**SALARY RANGE:** \$14.25/HR +  
**APPLY ONLINE:** [MHCHESTER.COM](http://MHCHESTER.COM)

**SCAN CODE TO APPLY**



**For more information, contact:**  
Memorial Hospital  
1900 State Street - Chester, IL 62233  
618-826-4581





## Contact Information

Memorial Hospital

1900 State Street - Chester, IL 62233

618-826-4581

[www.mhchester.com/exploring](http://www.mhchester.com/exploring)

Email: [mbargman@mhchester.com](mailto:mbargman@mhchester.com)

### POST ADVISOR:

Brett Bollmann, CEO

### COMMITTEE CHAIRPERSON & PROGRAM DIRECTOR:

Mariah Bargman, Marketing & Community Relations

### EXECUTIVE OFFICER:

Susan Diddlebock, Chief Nursing Officer

### COMMITTEE MEMBER:

Apryl Bradshaw, Administrative Assistant

