



Site Coordinator Guide

Site Coordinators have access to the online R-COOL-Health Site Coordinator's Guidebook. Please use the resources provided to you along with any others that you find.

Tools

Site coordinators will have the following editable resources available online (* indicates that this document is required to be submitted, in this format, to the Center for Rural Health):

- Site Coordinator Guide
- Site Coordinator Checklist
- Agenda (Sample)
- Confidentiality Agreement Form (Sample)
- COOL Ideas
- Document Header
- Health Science Career Cluster Chart
- Health Careers Brochure K-6
- Health Careers Brochure 7-12
- Health Careers Brochure Parents
- Healthy Snack Recipes
- Interactive Activity Ideas by Department
- Job Shadowing Application Form
- Parent Letter (Sample)
- Penguin Graphic
- Personal Learning Plan
- Photo/Video & Evaluation Waiver – *this information must be included and signed by a guardian.*
- Presenter Evaluation
- Presenter Information Form (Sample)
- Presenter Q & A
- Promotional Poster Template
- Scrubs Order Form*
- Student Application Form
- Student Evaluation Form* (Parts A and C required)
- Student Participant Roster Form*

Scrubs Camp Components

AGENDA:

- Use the *Sample Agenda* (available online) as a guide for designing your camp.
- Consider using tracks so you are able to break the students up into smaller groups. A presenter could potentially do two presentations back-to-back.
- Keep these things in mind when putting together your agenda:
 - Schedule snack, restroom, and lunch breaks
 - Include 5-10 minutes to introduce CRH staff onsite and introduce their programs
 - Include 8-10 presenters
 - Allow time for wrap-up and completion of evaluation form
 - Keep the size of the group to a size that all of the students are engaged.

PRESENTERS:

- Use *Health Science Career Cluster Chart* (available online) for presenter ideas. It is suggested that two presenters from each of the five career clusters are selected. Each camp should have at least 8-10 presenters.
- Use the *Presenter Information Form* (available online) to help gather information from your presenters. Have each presenter complete the form and return to you. The information from this form can also be used to complete the presenter bio sheet that will be included in the student folders. Edit as needed to fit your Scrubs Camp.
- Use the *Presenter Q & A* (available online) to help your presenter get an idea of what the Scrubs Camp is and what will be expected of them. Edit as needed to fit your Scrubs Camp. This document also includes ideas of interactive activity ideas used at past scrubs camps.

EVALUATION/ROSTER:

- Each Scrubs Camp is required to have each participating student complete a common *Student Evaluation Form* (available online). Part B should be customized to fit your camp, but please do not remove any existing questions from parts A and C.
- It is required that each Scrubs Camp have their presenters complete a common *Presenter Evaluation Form* (available online). You may add questions of your own, but please do not remove any existing questions.
- The completed evaluations are to be mailed or scanned and emailed and the roster (typed on the required *Student Participant Roster Form* that is available online) is to be emailed to the Center for Rural Health for compilation within 3 weeks following the camp. Do not send the roster as a pdf, send it as a spreadsheet.
 - Site coordinators should retain a copy of the evaluations and roster for their records.

Venue

Consider the following when selecting your Scrubs Camp venue:

- Allow adequate space for the size of the group (be it large or small) participating.
- Smaller rooms for breakout sessions or different groups.
- Keep in mind parking, handicapped accessibility, audio and video needs of presenters, and allowance for food and space for lunch.
- Wi-Fi or Internet availability.



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Food

Please select healthy choices for the morning snack, lunch/beverage, and afternoon snack. This can be done by the venue where the Scrubs Camp will be held or by an outside catering company.

Registration

Each student must register in advance of the Scrubs Camp by filling out a *Student Application Form* (available online). This is a sample. The only required part of the Application is the Photo/Video & Evaluation waiver. Edit as needed to fit your Scrubs Camp. Use the provided Student Participant Roster Form (available online) to track all students. All information on the *Student Participant Roster Form* must be collected and emailed to amy.breigenzer@und.edu within three weeks after the Camp. The information collected on the roster will not be shared outside of the CRH. It is the CRH intention to contact students in the future to see if they went into a health care, as a means of tracking outcomes. By being able to report outcomes we hope to be able to continue to receive funds to administer the Scrubs Camp grants.

INCLUDE IN REGISTRATION:

- Photo/Video & Evaluation Waiver – this information must be included in the registration form and signed by a guardian.

DISTRIBUTION:

- E-mail, mail, or deliver registration forms to teachers, career counselors, administrators, and students.

Marketing/Promotion

The key to making each Scrubs Camp a success is having students participate. Getting the word out about your Scrubs Camp and getting kids excited is done through marketing and promotion.

Note: Each Scrubs Camp is required to include the CRH logo and Scrubs Camp penguin graphic on all promotional materials, handouts, folders, nametags, banners, etc.

Consider the following marketing efforts:

- POSTERS
 - Poster (sample available online).
- E-MAIL
 - Send to health care facilities in the area.
 - Send to teachers in the area. Be sure to include all teachers, career counselors, and administration, not just health, health occupations, and science instructors.
- MEDIA RELEASE (created by the CRH)
 - Newspapers
 - School announcements
 - School newsletters
 - Community calendars and Chamber of Commerce calendars
 - Television, including local cable channels
 - Radio stations
 - Facebook



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- Twitter
- YouTube—upload a medical career video

Materials

PROVIDE THE FOLLOWING FOR EACH PARTICIPATING STUDENT:

- Student folder - Ideas of items to include, but not limited to:
 - Agenda
 - Presenter List – to include each presenter’s name and title, place of employment, educational experience including schools attended, degrees completed, and number of years of schooling, explanation of position, daily activities, and number of years in that position.
 - *Health Science Career Cluster Chart* (available online)
 - If applicable, *Personal Learning Plan* (available online)
 - Posters of Scrubs Academies
- Scrubs shirts:
 - Each student must receive a shirt prior to the start of the camp.
 - Size and number must be collected when students pre-register and submitted to amy.breigenzer@und.edu a **minimum of 4 weeks in advance of the Scrubs Camp**.
 - Sizes are Youth XL, Adult S-5XL.
 - Shirts will be ordered by the CRH and delivered to the Scrubs Camp the morning of the Camp or arrangements may be made to pick the scrubs up at the medical school prior to the camp.

Field Experience (Optional)

If your Scrubs Camp will include students who are old enough, consider arranging job shadowing experiences.

- Work with students and local providers to arrange a one day or one week experience.
- Work with students to complete HIPAA training before the student starts her/his field experience.
- Work with mentor to confirm date, time, and expectations of student and mentor.
- Introduce student and mentor.

Important Coordination Information

- A camp date, start/end time, and physical location needs be selected and the Center for Rural Health notified by the deadline. This allows time for Center for Rural Health staff to make travel arrangements to attend your Camp and also allows time for media that may be attending to get the date on their schedules. Notify the Center for Rural Health of any changes in date/time/ location as soon as possible.
- All Scrubs Camp participants are required to wear their t-shirt during the Camp. Shirt orders are to be submitted on the form provided online a minimum of 4 weeks prior to the Camp (earlier is always appreciated). Orders not received a minimum of 4 weeks before the camp run the risk of not arriving in time for the Camp. All shirts will be delivered at least 30 minutes prior



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to the start of your Camp. If you need the shirts prior to the morning of your Camp, contact Amy at amy.breigenzer@und.edu a minimum of 3 weeks before the shirts are needed to arrange for someone from your facility to pick them up.

- If a site coordinator changes from the original contract, the grantee must contact the Center for Rural Health (Amy Breigenzer, 701-777-8002, amy.breigenzer@und.edu) to discuss the change.
- At the completion of the camp, the following information must be completed:
 - Final report (completed online)
 - Please provide complete and honest answers to all of the items on the final report. Your feedback greatly helps us in planning and facilitating future camps.
 - Typed participant roster (submit via email to amy.breigenzer@und.edu)
 - This information will be kept confidential and will not be shared with outside entities. The information will be used for tracking purposes. It is important that you complete **all** columns of the required participant roster and submit it electronically.

The following items may be emailed or mailed to Amy Breigenzer (address below):

- Invoice on your facility's letterhead
 - Must include a breakdown of the expenses and receipts or copies of receipts. (see example invoice packet online)
- All student evaluations
- All presenter evaluations
- Signed Photo/Video & Evaluation waivers
- Pictures
- Copy of promotional materials/nametags, student handouts, etc.
- Any press releases or other media exposure
- Any additional items you are willing to share with others

Send to:

amy.breigenzer@und.edu

(If the files are very large, please send via the UND DropBox:

<https://files.undsmhs.net/dropbox/>)

or

Amy Breigenzer

Center for Rural Health

UND School of Medicine and Health Sciences

1301 N Columbia Road, Stop 9037

Grand Forks, ND 58202-9037

All materials must be received (not postmarked) by the Center for Rural Health within 4 weeks after the date of your Scrubs Camp.



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