

## EXPLORING POST 4001 Standard Operating Procedures

### A. Objectives

The objectives of Post 4001 are:

1. To explore & gain insight to careers in a health care setting.
2. For Explorers to acquire hands-on experience in basic medical & other non-direct patient care skills.
3. To connect Explorers to mentors & educational opportunities in the health care organization.
4. To provide opportunities to learn about Veteran populations in a health care setting.

### B. Youth Participation

1. Participation is open to all youth ages 14-20. Color, race, religion, gender, sexual orientation, ethnic background, disability, or economic status is not criteria for participation.
2. All participants must be enrolled as Explorers and agree to the Standard Operating Procedures.
3. All applications are due October 29<sup>th</sup>, 2024.
4. 10 youth will be selected for the November 2024-January 2025 program. If more than 10 applications are received, participants will be selected at random. Any students not selected at this time can be selected to participate in the next program offering (dates to be determined).
5. Students will be notified via e-mail prior to the start of the program.

### C. Adult Advisors

All Advisors must be 21 years of age and are required to complete Youth Protection Training

prior to volunteer service with youth. Adults are selected by the participating organization for involvement in the program. Color, race, religion, gender, sexual orientation, ethnic background, disability, or economic status are not criteria for participation.

### D. Meetings

Meetings will take place at the St. Cloud VA from 4-6:00 pm on:

- Tuesday, November 12<sup>th</sup>
- Tuesday, November 19<sup>th</sup>
- Tuesday, December 3<sup>rd</sup>
- Tuesday, December 10<sup>th</sup>
- Tuesday, December 17<sup>th</sup>
- Tuesday, January 7<sup>th</sup>

Any changes or rescheduled activities due to inclement weather will be communicated to Explorers by the Post Advisors.

### E. Patient Privacy Policy

1. Photographs, digital images and video/audio recording of Veterans and patients, are prohibited for unofficial purposes, including posting on social media platforms.
  - Social Media Platforms: Social media platforms are any social media-related service, application, or website, including Facebook, Twitter, Google, LinkedIn, or any of their respective affiliates.
2. Clinical and Business Ethics Expectations: Patient information is confidential and will not be shared. There will be no

unauthorized disclosure of VA sensitive information through any means of communication, including but not limited to, verbal communications, email, text messaging, instant messaging, online chat, social media, websites, and collaboration tools/platforms.

## **F. Professional Responsibilities**

### **1. Dress/Attire**

Explorers will come dressed in

- Provided shirt
- Full length slacks or skirt (no jeans, holes, or tears)
- Closed toed, flat shoes

It is recommended that you wear comfortable shoes as periods of standing may occur

### **2. Punctuality**

- Explorers should arrive promptly at 4:00 pm in post attire. Explorers and Advisors will meet at the entrance of building 116. All Explorers must be escorted through the building by Advisors, so it is important to be on time.
- All students should be picked up promptly at 6:00 pm.
- Failure to meet arrival/pick up requirements may result in dismissal from the program.

### **3. Attendance**

- All absences must be communicated to post Advisors prior to the scheduled meeting.
- Multiple absences may result in dismissal from the program.
- Any students who are ill should refrain from attending the evening's meeting and contact the post Advisor. Contact with sick individuals can be hazardous

for the patients within the facility.

### **4. Phone policy**

- Use of personal cell/communication devices is authorized outside the building and in appropriate areas when it is deemed necessary to make or take a call. Appropriateness is defined as (1) when it does not adversely affect the performance of Exploring duties (2) when it reasonably could not have been made at another time.
- Permissible areas: Break Rooms, Canteen, Private Offices, Building Exteriors – must maintain a minimum of 6 feet from entryways to avoid disrupting traffic.
- Use of personal cell phones is prohibited in any patient care area (exam, procedure, or residential rooms, waiting areas, group rooms, corridors, hallways, doorways, etc.)
- Explorers are PROHIBITED from communicating (email, text, phone, apps) with Veteran patients electronically through a personal cellular phone device or use digital images of a Veteran on their personal cellular device.
- The use of listening devices, including headphones, earbuds are prohibited for safety reasons.
- Any area of the facility where signage is posted which forbids the use of cell phones.
- In other areas in which it is deemed unprofessional, such as during meetings.
- Any emergency cell phone needs should be discussed with an Advisor so they can assist with cell phone access that does not violate VA policies.

## **G. Additional information**

1. Masking may occur in different areas and

will be provided by the St Cloud VA.

2. Explorers will be exposed to different medical experiences which may include medical tape and adhesives. These can leave residue on the skin or clothing.
3. Explorers may use and experience mechanical lifts & safe patient handling devices.
4. Explorers may come into contact with latex. Please list this and any other allergies on the medical form so that we can plan activities & supplies accordingly.

#### Keys to Success

1. Be on time for all scheduled program components.
2. Be attentive, courteous, and respectful of one another and of the Advisors.
3. Be flexible – at times there may be unannounced changes in the program.
4. Take responsibility for continually growing as you explore the profession.
5. Be a team player.
6. Know yourself and take care of yourself.
7. Attitude is a little thing that makes a big difference.
8. Demonstrate the VA values, ICARE: Integrity, Commitment, Advocacy, Respect, Excellence
9. Recognize the benefits of having an Advisor/mentor.
10. Enjoy what you are doing. Happiness is the key to success.
11. Your participation is recognized and supported by post Advisors.
12. You will get out of this program what you put into it.

