

## **ARTICLE I: MISSION STATEMENT**

HCMP is a 100% student-led organization dedicated to teaching mature, motivated pre-medical students about both the clinical and non-clinical aspects of health care. In addition to gaining valuable leadership experiences, selected individuals will develop relationships with health professionals within the Austin community. We provide an environment that fosters intellectual and personal growth, peer support and friendship, and ethical values.

## **ARTICLE II: PROGRAM STRUCTURE**

HCMP is at least a two-semester commitment:

1. 1st semester – Intern (Shadowing is divided into 3 rotations)
  - a. Adult Clinical Rotations
  - b. Pediatric Clinical Rotations
  - c. Department of State Health Services

Towards the end of the semester, interns play a vital role in recruiting and interviewing applicants

2. 2nd semester – Coordinator

HCMP is 100% student-led, and there is no non-student intervention in decision-making and organizational running. Therefore, coordinators are responsible for:

- a. the smooth operation of the organization.
- b. developing and helping others develop their leadership skills.

Coordinator positions range from Social and Fundraising coordinators to Technology and Preceptor Relations coordinators

3. 3rd semester and onward – Director (optional)
  - a. Shared by HCMP members who have completed their two-semester commitment but would like to remain involved with the program.
  - b. Responsible for the general oversight and direction of the program
  - c. Maintain alumni relations and establish new preceptor contact

## **ARTICLE III: ADMISSION REQUIREMENTS:**

1. Completion of the following UT courses:
  - a. Undergraduate Biology Courses
  - b. BIO 311C: Introductory Biology I or BIO 315H: Adv Introduction to Genetics
  - c. BIO 311D: Introductory Biology II or BIO 325H: Genetics: Honors

Transfer / equivalent of non-UT courses acceptable

<http://www.utexas.edu/student/admissions/ate/>

Transcripts are required to verify completion of the above-mentioned coursework and we do accept unofficial academic summaries.

2. 80 hours (minimum) of college clinical volunteer experience

- Hospitals outside of Austin, Hospices, GMB/GMT trips (each trip will count as 40 hours) and the UHS are all acceptable clinical settings
  - Official documentation verifying hours will be required
  - 40 hours from high school ONLY if you are a freshman
3. A letter of recommendation from a college professor or lecturer
  4. Tentative schedule for next semester
    - i. You must have a 4-hour block of time open on TWO mornings per week (intern semester only)
  5. Proof of current vaccines
    - i. Due at the end of the semester/by the start of break.

#### **ARTICLE IV: Director Positions**

##### **Chair:**

1. Lead and preside over weekly general meetings
2. Maintain regular contact with officers to ensure all constitutional duties are executed
3. Maintain regular contact with interns to ensure compliance and satisfaction with shadowing
4. Create a calendar of all events for the year and reserve corresponding rooms
5. Serve as the primary liaison to the CNS Student Life Division and all other external entities
6. Conduct a meeting with each team at the beginning of each semester
7. Appoint new officers at least one week before the last class day

##### **Judicial Board (J-Board) Director:**

1. Plan and conduct all independent judicial board meetings
2. Maintain a spreadsheet tracking member points and strikes
3. Deliver a semesterly presentation detailing HCMP member expectations
4. Promptly communicate J-Board decisions to the Chair
5. Serve as the team leader of the internal affairs team, composed of the:
  - a. J-Board Director
  - b. Treasurer Coordinator
  - c. Social Coordinator

##### **Service Director(s)**

1. Responsible for the direction and vision of HCMP's semesterly service project(s)
  - a. Organize and lead annual Health Summit

2. Maintains relationships and communication with HCMP service sites, addressing any needs and concerns promptly to ensure a positive ongoing relationship
3. As appropriate, identifies new or additional service opportunities
4. Schedule semesterly service event(s), identify staffing and resource needs, and assign members into roles as needed for project success
5. Lead and oversee operations at service project(s)
6. Report members who miss or are greater than 10 minutes late to their scheduled service opportunities to J-Board
7. After every service project, reach out to service sites to get feedback on how our service project could be improved, streamlined, or otherwise made most efficient and beneficial for the following semester

### **Admissions Director(s)**

1. Maintain correspondence with applicants through the admissions email
2. Deliver a presentation on info sessions and interview etiquette during the general meeting
3. Maintain and keep confidential all application and interview materials, including:
  - a. Applications, recommendation letters, and transcripts
  - b. Application scoring forms, interview packets, fight night ballots
4. Preside over the semesterly application screening and fight night meetings
5. Score application, interview, and fight night materials for the final selection of the intern class by the previous intern and coordinator classes
6. Deliver admissions decisions immediately after the conclusion of application screening and fight night
7. The senior position (i.e. the previous admissions coordinator) will serve as the team leader of the admissions team, composed of the:
  - a. Admissions Director
  - b. Admissions Coordinator

\*\*Expectation: Basic proficiency with excel

### **External Relations Director:**

1. Maintain relationships with the HCMP alumni network
  - a. Help organize care packages for HCMP MS1 alumni
  - b. Create and maintain an alumni database
  - c. Send a semesterly newsletter updating alumni on HCMP going-ons
2. Serve as the secondary liaison (after the Chair(s)) to the CNS Student Life Division and all other external entities
3. Form and sustain relationships with other pre-health and CNS organizations

4. Serve as the team leader for the external relations team, composed of the:
  - a. External Relations Director
  - b. Public Relations Coordinator
  - c. Recruitment Coordinator
  - d. Technology Coordinator

**Professional Development Director:**

1. Recruit alumni, physicians, and other healthcare professionals to present in general meetings
2. Organize professional development meetings and group conversations about current events
3. Create a curricula for and lead medical school application workshops
4. Plan medical school trips and other events to ensure the professional success of members

**Financial Director:**

1. Maintain HCMP bank account, venmo, and debit card
2. Plan semesterly budget and allocate funds to service projects, banquet, and other organizational needs
3. Apply for funding from university and college
4. Order intern scrubs and t-shirts
5. Order cords for graduating seniors
6. Plan for sustainability of the organization for future semesters

## **ARTICLE V: Coordinator Positions**

### **Admissions Coordinator**

1. Plan to succeed the current senior admissions director, as part of the *two-semester commitment* of this position
2. Compile an admissions report detailing the statistics of applicants, to be delivered to the recruitment coordinator the creation of a strategic recruitment plan
3. Assist and shadow the admissions director(s) in all duties, including:
  - a. Maintain correspondence with applicants through the admissions e-mail
  - b. Deliver a presentation on info sessions and interview etiquette during the general meeting
  - c. Maintain all confidential application and interview materials, including:
    - i. Applications, recommendation letters, and transcripts
    - ii. Application scoring forms, interview packets, fight night ballots
  - d. Preside over the semesterly application screening and fight night special meetings
  - e. Score application, interview, and fight night materials for the final selection of the intern class by the previous intern and coordinator classes
  - f. Deliver admissions decisions immediately after the conclusion of application screening and fight night

\*\*Expectation: Basic proficiency at Excel

### **Preceptor Coordinator(s):**

1. Coordinate the credentialing process for intern shadowing
  - a. Deliver approved badge forms to interns and ensure badges are secured before the first day of rotations
  - b. Receive, process, and deliver all vaccination records, HIPAA certifications and background check forms from the interns to the shadowing sites
2. Maintain contact with current and past preceptors
3. Monitor the progress of shadowing to ensure compliance with intern expectations
4. Regularly maintain a spreadsheet of the interns' shadowing times and locations to Seton
5. Ensure interns receive signatures for preceptor consent forms
6. Actively recruit new physicians for shadowing opportunities

### **Public Relations Coordinator:**

1. Regularly update Facebook page, at least weekly, with either:
  - a. Recruitment and application materials, dates, and deadlines

- b. Newly recruited shadowing opportunities into the HCMP network
- c. HCMP member spotlights
- d. Other positive news about the organization and our partners
2. Update all other HCMP social media accounts (e.g. Twitter, Instagram)
3. Help organize semesterly group photoshoot (i.e. finding a photographer and place)
4. Edit professional photos to include the HCMP logo and recruitment information for social media posts
5. Keep, maintain, and update the trifold

**Recruitment Coordinator:**

1. Identify past deficits in recruitment and create a strategic plan each semester to bolster the diversity, quality, and quantity of the applicant pool
2. Create and establish a recruitment sign-up and communicate to J-Board any member failures to meet expectations
3. Organize information sessions, recruitment socials, and tabling events
4. Design recruitment materials, including flyers, tri-fold, and online content
5. Alongside with the public relations coordinator, promote all recruitment events

**Rotations Coordinator:**

1. Maintain contact with DSHS and Rounds liaisons for coordination of these shadowing opportunities into intern schedules
2. Coordinate intern schedules into the three rotations (DSHS, adult, and pediatric)
3. Deliver and communicate DSHS feedback surveys
4. Update and deliver the intern packet to interns one week prior to the commencement of the first rotation

**Service Coordinator:**

1. Along with Service Director, help schedule semesterly service project(s), assign members into roles as needed for project success, and oversee operations at the service project(s)
2. Assist the Service Director in maintaining a positive and collegial relationship and open line of communication with the service site(s)
3. Send reminders to HCMP membership about their service roles in advance of the service day(s), create sign-ups for carpooling, and coordinate any additional needed resources (e.g., teaching equipment, specimens for dissection, cleaning supplies, etc.)
4. Assist the Service Director in monitoring HCMP member attendance and timeliness to service events

### **Social Coordinator:**

1. Keep track of all social points received by members
2. Create bi-monthly brown-bag groups
3. Plan the semesterly HCMP Retreat
4. Plan and invite current members and alumni to the end-of-year banquet
5. Coordinate with HCMP members to regularly create other social opportunities

### **Technology Coordinator:**

1. Maintain the HCMP website
  - a. Update group and individual photos after the semesterly photoshoot
  - b. Post info session dates and times on the front page of the website
  - c. Ensure the website accurately reflects the current state of the organization
2. Collect and post spotlights for each member of the coordinator class
3. Update the website promptly with the semesterly application at the predetermined release date and time
4. Manage the HCMP recruitment list-serv (including the addition of new e-mails) and send recruitment e-mails:
  - a. After tabling and before info-sessions
  - b. Upon release of the application
  - c. Up until the due date of the applications
5. Reorganize the intern, coordinator, director, J-Board, and general HCMP google groups at the start of each semester

### **Treasurer:**

1. Collect one-time dues from interns at the beginning of the semester
2. Propose and manage a budget for the semester
3. Maintain the HCMP bank account and Venmo, including all deposits and withdrawals
4. Keep the HCMP debit card and bank account information confidential
5. Collect receipts for all purchases made by members and reimburse for out-of-pocket expenses
6. Order intern scrubs and HCMP T-shirts **at least one month prior** to the commencement of the first intern rotation
7. Help financial director apply for funding
8. *Part of a two-semester commitment*

### **Judicial Board**

1. The Judicial Board is to be comprised of five members:
  - a. The Judicial Board Director
  - b. Two additional directors
  - c. Two additional coordinators
2. Maintain the constitution and bylaws of the Health Careers Mentorship Program
  - a. Ensure that all officers and interns abide by the expectations set forth in the constitution
  - b. Ensure all proceedings are carried out in accordance with the bylaws
3. Confirm all officer appointees set forth by the Chair
4. Pick interview questions for applicants to HCMP and present them for confirmation by the membership
5. Maintain the strike system
  - a. Give strikes to members who do not fulfill expectations set forth by the constitution
  - b. Receive petitions and deliberate whether to excuse absences or other failures to fulfill expectations by members
  - c. Vote on the membership of those who have reached two strikes
  - d. Deliver notice of termination of membership to those who have reached three strikes