

2009 Mayo Clinic Health Care Career Festival
“The Patient Comes First”
Counselor/Educator Guidebook and
Student Application for Attendance

Festival Details:

Date: October 6, 2009

Location: University Center Rochester – Fieldhouse

Time: 8:45am – 2:15pm

Festival Purpose:

The Mayo Clinic Health Care Career Festival is a career awareness event to promote and inform young people about health care careers. This event includes general and specific information, hands-on activities and direct conversations with Mayo Clinic employees all within a festival atmosphere.

The festival will be available to 10th – 12th graders (10th graders will be on a “as room is available” status) from area schools in SE Minnesota. The registration of students is conducted in a partnership effort between Mayo Clinic and school districts. Mayo Clinic is looking for students who want to attend and engage in our program offerings, as well as being truly interested in the health care industry. Students should participate in previous career awareness programs before coming to the Festival. Examples of programs include the following: career exploration classes, school sponsored career exploration events, Exploring, or other experiences deemed appropriate by the counselor or designated educator. Attendance will be offered on a first come, first served basis with an effort to include as many school districts as possible. Total attendance will be limited to 750 students.

Chaperone Requirement:

Mayo Clinic requires school approved chaperones for this event; preference would be to have the school counselors/educators assigned as chaperones since this event will benefit them as well. If that is not possible, the school can assign a parent(s) as the chaperone. The school is responsible for the student from the time they leave for the event, while at the event and until returning to the school.

The Role of the Counselor/Educator:

The role of the Counselor and/or Educator will be:

1. Promoter – we rely on counselors and educators to promote this event to students.
2. Student selection/screening – the success of this event is partially determined by having the right students in attendance. It is the role of the counselors and educators to screen/select students. Mayo Clinic has provided the selection/screening tool to be used for this purpose.
3. Learner – we ask counselors and educators to participate in the booth activities and classroom presentations. Part of our goal is to provide you with information on health care careers and Mayo Clinic to support your education efforts back at your local school. We host a special luncheon for you to further our conversation and partnership efforts.

Travel Reimbursements:

We ask that school districts try to coordinate busses with other school districts as much as possible. In previous years, several school districts used one bus which is a tremendous help on the budget...we would appreciate all efforts in that area this year.

To support your school's involvement in this program, Mayo Clinic will be reimbursing much of your travel costs for this event. The following formula will be used to determine travel reimbursements (we need to stick to this formula in fairness to all...unfortunately school districts charge differently for travel expenses):

Schools within 15 miles of Rochester:

Van: \$100.00/van

Bus: \$150.00/bus

Schools outside of 15 miles of Rochester:

Van: \$0.65/mile

Bus: \$1.25/mile

Driver (if applicable): \$15.00/hr

The Student's Experience:

Each student participant will have an individual schedule to follow for the day. Each student schedule will include 2 classroom presentations, 3 sessions in the department booth area visiting with Mayo Clinic employees and participating in hands-on activities, and a lunch period which will include possible programming with Mayo One (Mayo's emergency helicopter) and the Rochester Fire Department. There will also be open time at the end of the event for further department booth participation.

Event Schedule:

8:45am	Registration	
9:15am	Scheduled Booth & Classroom Presentations Begin	
	Session #1: 9:15am – 9:55am	
	Session #2: 10:00am – 10:40am	
	Session #3: 10:45am – 11:25am	} Lunch will be provided during the 3-5 sessions
	Session #4: 11:30am – 12:10pm	
	Session #5: 12:15pm – 12:55pm	
	Session #6: 1:00pm – 1:40pm	
1:45pm	Open Booth Time or school departure as needed	
2:15pm	Event closes	

Department Booths currently scheduled for the event (subject to change):

- Radiation Oncology
- Pharmacy
- Radiology
- Cardiology – Echo Lab
- Cardiovascular Health Clinic
- Health Sciences Research/Biostatistics
- Education
- Clinical Dietetics
- Respiratory Therapy
- PT/OT/RT
- Dan Abraham Healthy Living Center
- Environmental Services
- Lab Medicine
- Blood Donation Promo
- Dental Specialties
- Teen – Young Adult Volunteers
- Language Department
- Nursing
- Careers That Support Nursing
- Surgical Services
- Nurse Practitioner/Physician Assistant
- OB/GYN
- Audiology
- Medical Secretary/Transcriptionist
- Human Resources
- Finance
- Health Information Management
- Anesthesia/CRNA
- Facilities Operation
- BioMedical Electronics
- Medical Social Services
- Public Affairs
- Media Support Services
- Charter House
- Cardiac Monitor Laboratory
- ECG Laboratory
- Cardiac Catheterization Lab
- Mayo Medical Transport
- Linen and Central Services
- Neurology/CNT
- Addiction Services
- Clinical Assistant
- Endocrine – Diabetes
- Financial Aid
- Study Coordinator/Research
- Genetics
- Mayo Research Fellows Association

Education Booths:

Along with the Mayo Clinic College of Medicine, there will be a number of area 2-year and 4-year colleges invited to attend this event so students can learn more about their career interests as well as discuss various health-related education programs. We hope to offer a one-stop shop...career information and education programs under one roof!

Application Process:

- 1) Student meets Guidance/Career Counselor or designated educator for preliminary discussions regarding attendance
- 2) Student conducts a self-assessment to show career interest and reports career interests on the application
- 3) Student writes a short essay as to why the student wants to attend this event
- 4) Student selects and ranks classroom offerings based on career interest
- 5) Complete the application and turn it into the Guidance/Career counselor or designated educator to be processed. Schools send applications to Mayo Clinic, Guy Finne, OE- 4, 200 First Street SW, Rochester, MN 55905. **Application must be received by 5:00pm on September 22nd.** (Any applications received after the 22nd will be returned to sender).

Student Application (please make copies as needed):

Student Information:

Name: _____ Grade: _____

School: _____

Counselor/Educator: _____

Step #1: Counselor/Educator Approval:

I have met with _____ to discuss this program offering, including the purpose and goals of this event, and after those discussions, I believe _____ would be the right candidate for this opportunity.

Counselor/Educator signature

Date

Step #2: Student Self-Assessment:

Results of that assessment:

Career Interest #1: _____

Career Interest #2: _____

Career Interest #3: _____

Have you participated in any career exploration programs? If yes, what were they:

Step #3: Photo Release:

Mayo Clinic is entering the world of Social Media Networking (Facebook, UTube, etc.) and Public Affairs/Media Support Services will showcase those efforts. For students who would like to have an active role in this booth, you need to provide the following consent:

“I consent to being photographed for use in promotional materials by a media representative approved by Mayo Clinic”

“I further consent that such information/photography/videotape/film shall be the exclusive property of the media organization involved and consent to its using this material in any manner it may wish, including dissemination to the general public”

“I consent to the above without expecting payment, and I release Mayo Clinic and its employees from any and all liabilities which may arise from the use of such information/photography/audiotape/videotape/film”

“It is understood that my name/identity may also be used for these purposes”

Student signature

Date

Parent/guardian signature

Date

Step #5: 2009 Mayo Clinic Health Care Career Festival Classroom Offerings:

The following classes are available, depending on demand, to participants. Final class offerings will be determined by student sign-up and selection.

Class Offerings (subject to change-info on these careers can be found on the Career Awareness Website: www.mayoclinic.org/careerawareness):

- | | |
|-------------------------------------|--|
| A. Nursing/Surgical | M. ECG Technician |
| B. Radiology | N. Finance |
| C. Biostats | O. Respiratory Therapy |
| D. Audiology | P. NP/PA |
| E. Psychiatric Social Worker | Q. Medical Secretary/Transcriptionist |
| F. Dietetics | R. Radiation Oncology |
| G. Medical Social Worker | S. CRNA (Nurse Anesthetists) |
| H. Medical Interpreter | T. Childlife Specialist |
| I. Lab Medicine/Genetics | U. Physical Therapy/Occupational Therapy/Recreational Therapy |
| J. Dental Specialties | V. RCTC Health Science Tour |
| K. OB/GYN | |
| L. Medical Students | |

Student Class offering preference (Please rank the classes from 1 to 22 with one being the most interested class and 22 being your least. **Use the Class Letter when ranking**):

- | | | |
|----------|-----------|-----------|
| 1. _____ | 9. _____ | 16. _____ |
| 2. _____ | 10. _____ | 17. _____ |
| 3. _____ | 11. _____ | 18. _____ |
| 4. _____ | 12. _____ | 19. _____ |
| 5. _____ | 13. _____ | 20. _____ |
| 6. _____ | 14. _____ | 21. _____ |
| 7. _____ | 15. _____ | 22. _____ |
| 8. _____ | | |

(You will be assigned 2 classes...we will try to assign you the highest ranked classes possible, but also look to support our efforts of creating awareness of unknown careers.)

Step #6: Completed forms (make sure all information is completed with proper signatures) are sent in by Schools. Place make a copy of the application for your record and return the original forms to:

***Mayo Clinic
Guy Finne OE-4
200 First Street SW
Rochester, MN 55905***

Applications due by September 22nd – 5pm!!!

Questions?: Please call Guy Finne at 507-538-0984 or email: finne.guy@mayo.edu