

## **2019 Eve & Gene Black Summer Medical Career Program – FAQs**

If you do not find the answer to your question(s) below, there are other helpful program documents on our website.

Still have questions? Contact [eseaman@lapedsoc.org](mailto:eseaman@lapedsoc.org)

### **SECTION I – GENERAL PROGRAM QUESTIONS**

- 1. What is the Eve & Gene Black Summer Medical Career Program?**
  - Started in 1969, the Eve & Gene Black Summer Medical Career Program is a medical mentor/internship program.
  - Under the supervision of a health care educator/medical facility coordinator, participants shadow various medical professionals (nurse, nutritionist, pharmacist, lab tech and/or physician etc.) who provide a wide range of patient care services.
  - The activities scheduled for participants at each medical facility vary. All participants must provide their own transportation.
  - There is no fee to participate and if a financial need exists, a selected participant may request a stipend for expenses such as uniform or transportation. For further information see Section IV, Question #3.
  - Due to lengthy clearance procedures that require your presence months prior to the start dates, this program is ONLY open to qualified students from Los Angeles and its adjacent counties. (Note: Some facilities have an LA County residency restriction.)
- 2. When is the new application posted online?** *The application is updated & posted online by mid-December for next year's program.*
- 3. I participated in this program last year; can I apply again this year for a position?** *NO, you cannot.*
- 4. I applied to this program last year but was not accepted, may I apply again?** *Yes, as long as you are still grade eligible and meet all requirements of the facility that you wish your application sent to. You MUST submit a new application as information about you/your experiences as well as the application requirements (facility info, essay questions, etc.) may have changed.*
- 5. How many applications does the overall Eve & Gene Black Program receive and how many are selected to participate?** *Between 300 - 450 applications are received every year; the number of selected applicants ranges from 60-75. For further information, see Section III, Question #2.*
- 6. Is this program available at other times or in other facilities, not listed on application?** *No. We recommend that you check medical facilities in your area to see if they offer any programs.*
- 7. Can a participating facility stop offering this program? Can the requirements and/or the posted dates for a facility, change?** *Yes, please check our website [www.lapedsoc.org](http://www.lapedsoc.org) for possible updates.*
- 8. What days and times does the program run?** *The length of each internship session and the exact dates that each facility offers their program varies; see Facility Selection Box on the Application and the Facility Address & Requirement List for detailed information. Most facilities run their sessions Monday - Friday, no nights or weekends, approximately 8 hours a day. Exact daily start and stop times are determined by each facility's coordinator and vary by facility but most start at 8- 9 AM and end at 4- 5 PM.*
- 9. Some medical facilities listed on app have a 3 or 4-week session; others 2-week sessions. How do these differ?** *Sessions at each facility may vary in length but every effort is made to give you an enriching medical shadowing experience.*
- 10. What other time commitments does this program require?** *After your selection and prior to your start date, you MUST complete your facility(s) clearance procedures, attend orientation(s), submit medical records &/or undergo immunizations plus any other specific requirements of your facility. When selected, you will be given specific info about the clearance procedure and the MANDATORY timeline for your facility or facilities.*
- 11. I'm going on vacation or have another commitment (athletic practice, doctor's appointment, etc.) during some of the dates/times that the program session is running at my selected facility; can I still participate if I'm selected?** *NO. As positions are in HIGH demand, you must commit to all the days AND times that the program is run at your facility. NO EXCEPTIONS.*
- 12. Who can apply to the Program?** *A current 11<sup>th</sup> or 12<sup>th</sup> grade high school student of any ethnicity who meets the specific requirements of the facility that they are applying to, can apply. Note: See [Facility Address & Requirement List](#) and [Application](#) for specific info.*
- 13. I am 15 now, but my birth date is on or before 4/1/03. Can I still apply?** *Yes, as long as you are currently in the 11<sup>th</sup> or 12<sup>th</sup> grade AND you meet the age & any requirements of the facility that you are applying to. **OR I am 17 now, but I will be 18 by the start of a program at a facility that requires 18 year olds; can I apply?** Yes, as long as you are 18 by the start of the program at that medical facility, you may apply. For facilities with special age restrictions see the table in Section III, question #2 or the [Facility Address & Requirement List](#) on our website: [www.lapedsoc.org](http://www.lapedsoc.org).*
- 14. If I am selected, do I need to have social security number?** *Yes, all participating medical facilities require a social security number.*

15. **Are there other facility requirements? What immunizations are required?** For a list of requirements that are specific to each participating facility, see Facility Address & Requirement List on our website. Once you are selected you will be given a list of immunizations and clearance requirements for your specific facility(s). For further immunization info see Section IV Question #4.
16. **I just found out about the Program and the application submission deadline has already passed. Can I still apply?** NO. With so many applications to process in a short period of time, we regret that we cannot extend the application deadline.

## **SECTION II – APPLICATION QUESTIONS**

1. **How do I get an application?** Applications are available in mid-December; go to [www.lapedsoc.org](http://www.lapedsoc.org); it is a fillable PDF, so you must have Acrobat Reader (free program) in order to download it. Or go to your high school career/counselor's office; copy on white paper.
2. **Are there any general tips for filling out an application?** See form called: Application Instructions on [www.lapedsoc.org](http://www.lapedsoc.org)
  - It is highly recommended that you type your application from our website or download to type on later. You cannot apply online.
  - If you do not fill out your application online or download it to complete later, then please handwrite clearly in ink only.
  - Don't forget to have a parent/guardian sign "Consent and Agreement" on 2<sup>nd</sup> page & provide your counselor's name & email.
  - Print and mail your original application along with other required documents AND a copy set; include your name on all pages.
  - We recommend you make a copy of all your documents. See Facility Address & Requirement List on website.
3. **What should I keep in mind when selecting a 1<sup>st</sup> and optional 2<sup>nd</sup> or 3<sup>rd</sup> choice facility?** See information on Application, Facility Address & Requirement List and Application Instructions docs on website and note:
  - Any age or other restrictions each facility has.
  - As you are responsible for your transportation to and from your selected facility(s), **ONLY** choose a facility(s) that you know you can get to, on time, **every day** that facility has their program.
  - The number of applications each facility receives and the number of participants that facility selects, which is also found in Section III. Question #2.
4. **The application says to mark a 1<sup>st</sup> and an optional 2<sup>nd</sup> or 3<sup>rd</sup> choice facility; is my application sent to all my choices?** No, normally it is only sent to your 1<sup>st</sup> choice but may be sent to your 2<sup>nd</sup> or 3<sup>rd</sup> choice if they need more applications to consider or if your 1<sup>st</sup> choice facility unexpectedly leaves this program.
5. **How do I indicate my session availability for 1<sup>st</sup> or optional 2<sup>nd</sup> or 3<sup>rd</sup> choice facility?** See Application Section C or Application Instructions, Section C.
6. **I am applying to a facility that has 2 sessions, if I am selected, may I participate in more than one session? Are the activities the same for each session?** No, you may only participate in 1 session; each session has the same or similar experiences.
7. **Does the Valley Combined Program involve more than one facility? Can I select just one (1) of the medical facilities involved in this program?** If accepted to this program, you will be involved in rotations at Kaiser Panorama City and Los Robles Medical Center, Thousand Oaks as well as numerous smaller medical facilities; you can NOT choose just one (1) facility.
8. **If Valley Combined is my 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice, the application says that this program changes locations and that I must have transportation during the day, what does that mean?** As stated above, this program involves numerous facilities. You will often be in one location in the morning and a 2<sup>nd</sup>, different location in the afternoon. Therefore, you must have transportation during the day. Your medical facility rotation schedule is given to you in writing, well in advance of the start of your session, so if a family member is involved in your transportation during the day, you have time to make any necessary travel arrangements. See Facility Address & Requirement List for the physical address of Kaiser Panorama City and Los Robles Medical Center.
9. **What does the program at Orthopaedic Institute for Children (OIC) involve?** This is a new program which involves a two-week rotation consisting of: Observing/Volunteering in Clinics, Research, Foundation, Events Planning, and Administration. The student will rotate as a clinical observer and assist Volunteer Services/Foundation and Administrative Services in clinics, research, and special events. The student will attend Orthopaedic Rotations to include Didactics, Fracture Conferences, and Post/Op Conferences on select dates. The student will present on their experience at OIC at the end of their rotation at a Foundation/Administrative Services meeting.
10. **If LAC+USC is my 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice, the application says to complete and submit a LAPS Junior Volunteer Application. Where is this?** It is on [www.lapedsoc.org](http://www.lapedsoc.org); do NOT use the form found on the LAC+USC website.
  - You must complete this form even if you are a current volunteer at LAC+USC and have completed their volunteer form.
  - Though this form is a fillable form (you may type on it), after you complete it, you must print 2 copies so that you, a parent/guardian and a school counselor may sign both copies in BLUE ink.

11. **What should I include for Extracurricular Activities & Honors/Awards? How should I format this section?** Also see [Application Instructions](#)
- This section is 2 single-sided pages, any font or margins and may be formatted like a resume. Put name at the top of every page. Include and list all academic and non-academic activities, talents and/or achievements, both in and out of school, i.e. school/community clubs, volunteer service & job/life experience/skills. Include skills such as bilingual or proficient in another language or musical accomplishment. Do NOT send award or participation certificates. (continued on next page)
  - Explain activities or honors/awards whose names do not indicate what they are or what they do. Coordinators need to understand the purpose/definition of every organization. What does it do? Are there membership requirements? What is your level involvement – member or officer? For how long?
12. **How should I format my essay answers?** Also see info on [Application](#) & [Application Instructions](#) on [www.lapedsoc.org](http://www.lapedsoc.org).
- There is a **LIMIT** of 3 single-sided typed pages to answer **ALL** 3 Essay Questions/Prompts, any margins; any font.
  - Answer each question separately; answers may vary in length; number and type question, then give your answer.
  - This section is **VERY IMPORTANT** to Facility Coordinator(s). For helpful info about 3<sup>rd</sup> essay question, see Section IV of [FAQs](#).
13. **Who should write my letter of recommendation? Should I have more than one?** See info on: [www.bestsampleresume.com/letter-of-recommendation.html](http://www.bestsampleresume.com/letter-of-recommendation.html)
- A letter may be written by any person NOT related to you, who knows you and your character/abilities/talents.
  - This may be a teacher, counselor, principal, family physician, neighbor or employer/supervisor of a paying or volunteer job.
  - Only 1 letter is required but you may include 1 additional letter.
  - If your school only provides sealed letter(s); get 2 sealed letters.
  - You or any person/counselor/teacher wishing to mail a letter of recommendation to us separately, must contact LAPS Administration for authorization.
14. **What is a Transcript? How up-to-date does my Transcript need to be?**
- A transcript is NOT a current report card but a cumulative summary by year of ALL high school courses and their grades. You will need to request document from your school. Do NOT send computer generated cumulative course listings and grades.
  - This transcript should also include a list of all your courses currently in progress. Make every effort to get your most recent course grades, if available by the submission deadline. These grades do not need to be on the Transcript, but can be on a separate doc.
  - If you have taken any college level classes, you may also include this information.
15. **Is an OFFICIAL (often sealed) transcript required?** No. Your transcript does NOT need to be official or sealed; open to copy for required application copy set of documents. If you must send a sealed transcript, provide 2 copies, 1 for each application set.
16. **How do I submit my application?** Use [Mailing Check List](#) found on [www.lapedsoc.org](http://www.lapedsoc.org).
- Send by **US MAIL ONLY**; “Priority Mail” is suggested, as you can track delivery. Do NOT send via: Express, Certified Mail or with Signature Delivery Confirmation.
  - There is NO online submission. You cannot Fax or email your application.
  - An original set of ALL required documents **AND** one (1) copy set (which is complete set of ALL original documents) must be sent.
  - We also HIGHLY recommend that you make a copy of all the documents in your application package, should LAPS or a facility coordinator have a question about any of the information you provided.
  - Paperclip (NO staples on any docs) EACH set in this order:
    - Application including SIGNED Consent form (2<sup>nd</sup> page of application)
    - Extracurricular/honor/award Page(s)
    - Essay Page(s)
    - Letter(s) of Recommendation (Open sealed letters or send 2 sealed copies.)
    - Cumulative Grade Report/Transcript (Open if sealed or send 2 sealed copies.),
    - LAPS Junior Volunteer Application, if LAC+USC is your 1<sup>st</sup> or 2<sup>nd</sup> choice. Form on website.
17. **How do I know if you have received my application?** Due to the high number of applications received on or around the deadline, we can NOT send confirmation. If you wish to verify our receipt of your application, **USE PRIORITY MAIL** packaging which allows you to track delivery.
18. **How do you communicate with applicants after you receive their application?** If LAPS or a facility coordinator has a question about your application, wishes to set up a phone or in-person interview with you or has a date change to give you - you will be contacted via email or phone; **THEY WILL NOT TEXT.** Slow responses are viewed as a lack of interest and can possibly affect your placement chances. **SO MAKE SURE YOU:**
- **Set up your cell phone voice mailbox and/or make sure it has room to leave messages.**
  - **Check your phone AND email often for messages.**

**SECTION III - STUDENT SELECTION AND NOTIFICATION**

1. **Who selects the participants for the facilities involved in this program?**
  - Each facility that hosts an Eve & Gene Black Summer Medical Career Program is run by a coordinator(s) who VOLUNTEERS their time to not only select, but to also set up activities and supervise their participants.
  - Each coordinator receives all the applications of those who selected their facility as their 1<sup>st</sup> choice.
  - If their facility did not receive very many 1<sup>st</sup> choice applications, they may also consider applications from those that selected their facility as their 2<sup>nd</sup> or 3<sup>rd</sup> choice.
  - The coordinator(s) at each facility then reviews their applications and decides upon their participants. Some facilities may choose to interview applicants by phone or in person.
  
2. **How many participants does each facility select for their Program?** The number of participants varies by facility depending on the number that each VOLUNTEER coordinator selects. Below is an approximate breakdown:

Medical Facility or Facilities	No. of Apps	No. Selected	Medical Facility or Facilities	No. of Apps	No. Selected
Cedars-Sinai Medical Center, Los Angeles (18 yrs)	10-15	2- 4	Olive View UCLA Medical Center, Sylmar	15-20	4
Children’s Hospital Los Angeles (need to be 18)	25-40	4 (2 ea. session)	Providence Tarzana Medical Center	25-35	4- 6
Harbor UCLA Medical Center, Torrance	60-80	8 (4 ea. session)	Santa Monica UCLA/St. John’s Med. Ctrs.	45 55	8- 12 (4-6 ea. session)
LAC+USC Medical Center, Los Angeles	25-35	4	UCLA Medical Center, Los Angeles	40-50	2
Martin Luther King Jr. Outpatient Ctr., Los Angeles	25-30	10-14	Valley Combined- See Sec. II, #7 for list	20-30	2
Orthopaedic Institute for Children., Los Angeles	NEW	2 (1 ea. session)	White Memorial Medical Center, LA	20-25	4

3. **Will I need to interview for a possible position in this internship?** A few of the participating facilities conduct in-person interviews or phone interviews. If the facility(s) wish to set up an interview, you will be contacted (usually via email) by LAPS Administration or that facility Coordinator with information about the time and/or location of that interview.
  
4. **If I send my application before the submission deadline, does this affect or increase my chances of being selected for the Program?** NO.
  
5. **If my application is mailed after the date posted on the application, will it be accepted?** NO.
  
6. **How and when will I find out if I have been accepted (or not) into the Program?**
  - You will be contacted by the Los Angeles Pediatric Society (LAPS) **BY EMAIL** on or before the notification date listed on the application.
  - Therefore, it is important that you type or CLEARLY print your application so that your contact info is legible.
  - **If you have not been contacted by the deadline on the application, you have not been accepted.**
  
7. **I was not accepted into the Program this year, may I apply again next year?** Yes, if you still meet the program requirements; please see answer in Section I, Question #4
  
8. **I am/my child is an AP student and I/s/he was not selected; why?** Transcripts are only one part of what each facility coordinator looks at in selecting participants; the essay answers, letter(s) of recommendation and in some cases, interviews, also affect the decision process. Coordinators seek to create a diverse participant population. If you are not currently in the 12<sup>th</sup> grade, we highly recommend that you apply again and that you note it on your application, as coordinators look very closely at 2<sup>nd</sup> time applicants.
  
9. **There has always been a student from my high school in this Summer Medical Career Program; several applied this year but no one was selected; why?** Coordinators do not select participants based on the high school they attend but by the many factors mentioned in question #8. The number of positions is small, 60 - 70, and the number of applications is high, 300 - 450; the selection process is competitive and unfortunately, we are unable to place many talented, well qualified students.

**SECTION IV – PROGRAM INFORMATION IF YOU ARE ACCEPTED**

1. **What will I do in this Program?**
  - Specific activities vary from facility to facility and from year to year, based on what each coordinator is able to arrange at their location.
  - An orientation is held by LAPS in late April/early May and specifics are given to the students by their coordinators at that time. An invitation to this event will be mailed to you with your acceptance package.
  - Due to the distance of the orientation location to some facilities, some coordinators will arrange to hold their own orientation with their selected participants.

2. **Once I am selected, how do I get to and from the facility or facilities if there is more than one?**
- Every participant is responsible for their own transportation to and from the facility(s) where they are participating.
  - Several of our participating programs involve moving from one medical facility to another during the day. However, the schedule will be communicated, in writing, in advance, so if you wish, you may arrange a carpool to the various locations.
3. **The application says that if a financial need exists, that a stipend is available upon request. How do I request this stipend?**  
*The stipend is given to assist a participant with transportation, parking and possible uniform requirements that are incurred while participating in this summer medical career program at their specific facility. The process to request a stipend is as follows:*
- Upon your selection you will receive a Stipend Request Form from LAPS in your acceptance package.
  - There will be no financial documentation requested other than completing and turning in the paperwork requesting the stipend by the deadline printed on the Stipend Request Form.
  - Your stipend will be mailed by LAPS to your home address. You do not need to submit any receipts for the expenses for which the stipend is used.
4. **What immunizations are required in order to participate?**
- Though the extent of these requirements vary for each facility, it is best to have your immunizations current and a copy of these records available.
  - All facilities require recent TB test(s). If a facility has other specific immunization requirements and deadlines, you will be informed by the Los Angeles Pediatric Society administration upon acceptance or given this information by your Coordinator or other personnel from your facility.
  - This time sensitive clearance information is communicated via email, so **CHECK YOUR EMAIL FREQUENTLY**.
5. **What do else do I need to do in order to participate?**
- All participating facilities have a clearance procedure that is usually involves multiple steps and specific deadlines; you will be given info in your acceptance package as to how to begin your clearance process.
  - These requirements may begin as early as April and can take up to 6-8 weeks to complete.
  - **If you fall behind and fail to complete your facility's clearance requirements by your given deadlines, you will NOT be able to be able to participate in the program.**
  - Clearance requirements may include any and all of the following:
    - Completion of volunteer forms (online or at facility)
    - Interview by the Volunteer Department
    - Fingerprinting and/or background check
    - Immunization verification or health screening which may include specific TB testing requirements
    - Facility orientation and/or Volunteer training which usually involves HIPAA information as well as facility rules and regulations
    - LAPS sponsored Orientation and Dinner or your own Facility's Orientation Event
6. **What will be required of me during the program at my facility?**
- You will be required to sign and follow the rules and regulations as outlined in the Participant Policy and Behavior Contract. (Sample copy is available on the website.) Failure to abide by the policies and behaviors outlined in this contract may result in your expulsion from this program.
  - You will be required to follow all policies set forth by any participating medical facility as well as any other specific policies given to you by your coordinator(s) or any other supervising personnel involved at your facility(s).
7. **Is anything required of me at the conclusion of the Summer Medical Career Program at my medical facility?**
- You **MUST** complete and submit a **MANDATORY** Exit Essay to the Los Angeles Pediatric Society. You will be given information about this in the Required Exit Essay form in your acceptance package and this information can also be found on [www.lapedsoc.org](http://www.lapedsoc.org). Please abide by the form's submission deadline. **Coordinators will be notified if you do not complete this requirement and will be instructed not to provide any future verification of internship completion or letters of recommendation.**
  - You may be asked to write thank you notes to the various medical facilities, departments or individuals who are involved in your Summer Medical Career Program experience.
  - You should also write a thank you note or email to the Coordinator(s) of the Summer Medical Career Program at your facility.
  - It would be much appreciated if you would keep the Los Angeles Pediatric Society updated as to the future progress of your education and your goal to become part of the medical community.