

UR/Thompson Health Career Exploration Day

Tasks	Details	Responsible Party	Status/Notes
Schedule	<ul style="list-style-type: none"> • Decide on date • Available Room and Reserve/Room Set-up • Decide order of events and time 	Associate Services Angela Smith	Date: July 24th Time:8:30am-4pm
Department Commitment	<ul style="list-style-type: none"> • Invite the following departments through contacts listed: <ul style="list-style-type: none"> *Blood Bourne Pathogen Training: Associate Health *Diagnostic Imaging: Wendy Mulholland *OB Nursing: Deb Jones *Cardiology: Marie Rusaw *Nursing Skills: Adrian Hordon/Tina Culver *OT/PT: Carole Drake *Pharmacy: Chris Daily *Cardiac Rehab: Marie Rusaw *Respiratory Therapy: Marie Rusaw *Cardiac Rehab: Marie Rusaw *Lab: Wendy Blakemore *ED: Josh Kelp/Marc Herbert *Mercy Flight: Colleen Gleeson *EMS/Ambulance: Ken Beers *Bryant and Stratton Social Media: Ken Lumb 	Angela Smith	Have a debrief meeting after event to discuss scheduling and changes for the following year.
Notification and Advertising	<ul style="list-style-type: none"> • Edit flyer with new date, time and participating departments. • Email to all • Newspaper Ad • Facebook 	Angela Smith Anne Johnston	If time allows get it in topics!
Giveaways	<ul style="list-style-type: none"> • Name Badges • Lanyards • Thompson Health Folder • Thompson Health Pen/Pencil • T-shirt? 	Angela Smith Corporate Communications	2013: no t-shirts
Food	<ul style="list-style-type: none"> • Pizza lunch and cookies order outside 	Angela Smith	Marks Pizzeria

UR/Thompson Health Career Exploration Day

	<ul style="list-style-type: none"> • Drinks for lunch order in house 		<p>Water and juice in am Soda/sports drink/water lunch</p> <p>2013 mixer at end of the day with cookies. 2014 we will have mixer during lunch and no cookies in the afternoon.</p> <p>Invite Kurt and Mike to Lunch as well as participating departments.</p>
Students Information and Registration	<ul style="list-style-type: none"> • Log student's information when registrations are received. • Mail out welcome letter and additional paperwork needed for that day • Money deposit into account: 01-79510-05200 • Make each student's schedule • Print a check in sheet • Make badges for each student 	Angela Smith	<p>Have a sign in sheet for 2014</p> <p>Bring extra copies to Career Day.</p>
Ice breaker	<ul style="list-style-type: none"> • Decide on an activity to welcome students 	Angela Smith	Carol Olean helped in 2013
Tour Guides	<ul style="list-style-type: none"> • Sign-up sheet for drop off and pick up of groups for each session 	Angela Smith	<p>Recruiters Carol D. Carol O. John Paul Payroll Angela</p> <p>Pick up groups from one session and take to the next. Departments are also willing to send a representative to pick up groups.</p>