UCLA/CDU
Summer Health Professions Education Program

PROGRAM DATES
June 20, 2023 - July 28, 2023

Virtual: June 20, 2023 - June 23, 2023
In-Person: June 26, 2023 - June 28, 2023

Move-in: June 25, 2023
Move-Out: July 29, 2023
SHPEP 2023 Portal

All the information, in one place.
Welcome to SHPEP 2023 Scholar Portal

This website will have all the information you will need to prepare for SHPEP 2023.

Announcements
- Congratulations on being accepted to the UCLA/CDU SHPEP 2023 Cohort! We are excited to meet you.
- See below for steps to prepare for SHPEP 2023.

Important Meetings

WELCOME MEETING (VIA ZOOM)
- Must attend one of the following dates:
  - Monday, April 3, 2023 at Noon PST
  - Tuesday, April 4, 2023 at 4pm PST

ONBOARDING MEETING (VIA ZOOM)
- Must attend one of the following dates:
  - Monday, May 22, 2023 Noon PST
  - Thursday, May 25, 2023 5pm PST

Onboarding Instructions

- **STEP 1**: Waivers and Agreements - DUE April 1, 2023
- **STEP 2**: Onboarding Survey - DUE April 1, 2023
- **STEP 3**: UCLA Log-On and ID Forms - DUE April 1, 2023
Required Onboarding Steps

Everything we need to welcome you to UCLA
Due May 29, 2023

Step 4 – Medical Clearance Form & Covid Vaccinations

**Shadowing**

Shadowing is not an official part of the program. We are collecting this information proactively incase the opportunity comes up for you with your mentor. This will be good for one year.

**STEP 5 - Part A: Covid Vaccination Information**

- Upload your COVID-19 Vaccination Card or submit a written religious or medical exception request.
Due June 16, 2023

Step 4 – Medical Clearance Form & Covid Vaccinations

**STEP 4 - Part B: Medical Clearance Forms – Log in Creation**

- **Everyone will need to **RE-upload** their new document via a new On-Boarding Process with the UCLA Health Volunteer Center.**
- The onboarding process, you already received an email:
  - **From:** OBS - Observers [UCLA Health] system@ecemail.samaritan.com
  - **Subject:** Volunteer On-Boarding Process Invite: UCLA SHPEP
    - Follow the instructions on the email. This is UCLA Health (the UCLA Hospital) system’s process to ensure your potential to shadow (if the opportunity comes up).
    - On the email, click the link indicated. You will then be directed to a page that has a yellow box that says “Sign-up”
      - If you did not have a UCLA Health Volunteer Login before, please select “Apply Now” and you will be provided instructions and steps to begin volunteering.
      - If you did have a UCLA Health Volunteer Login before, please select “Login” to start the clearance for the additional assignment.
- **Due by 6/9/23**
  - You will then get an approval email in 1 business day to start the next step.

**Step 4 - Part C: Medical Clearance Onboarding**

- Once you get the approval email, then you will be able to complete the UCLA Health Onboarding including mandatory training modules, Medical Clearance Forms upload, etc.
- You will have one week to complete all the steps.
Due June 16, 2023

Step 4 – Medical Clearance Form & Covid Vaccinations

Medical Clearance Forms - UCLA Health Shadowing

What it asks

- Immunity to Measles, Mumps, Rubella and Varicella – UCLA Health Mandatory
- Evidence of COVID Vaccine(s) – UCLA Health Mandatory
- Tuberculosis Testing – UCLA Health Mandatory
- Tetanus-diphtheria-pertussis Vaccine (Tdap) – Can Decline
- Hepatitis B Vaccination – Can Decline
- Flu Vaccine – UCLA Health Mandatory
- Signature from Licensed Healthcare Provider – UCLA Health Mandatory
Due June 16, 2023

Step 4 – Medical Clearance Form & Covid Vaccinations

Frequently Asked Questions

- When submitting the Health Clearance Forms, it says “NOTE: Proof of each medical clearance items must be sent to the coordinator in addition to this form.”
  - Please disregard this, you do not need to submit additional proof. However if asked for it, you should be able to provide it.

- Flu shots:
  - Flu vaccines are NOT required at this time. It is only required during flu season which is October – March.

- Onboarding Session: There is a mandatory onboarding session needed for your potential shadowing clearance.
  - This is already scheduled for you. This will be during our SHPEP schedule.
At this time the University of California COVID-19 Policy will require --with very few exceptions-- that all students, faculty and staff be vaccinated against the COVID-19 virus before they will be allowed on campus or in a facility or office.

That deadline also applies to requests for an allowable exception (on medical, disability, or religious grounds) or deferral (based on pregnancy).

1. **MASK IS REQUIRED IN ALL INDOOR SPACES**

2. **COVID Testing as needed**
   (free covid test kits available throughout the campus)

3. **Entering students and new faculty and staff hires who will be learning, living or working on campus will need to have completed their primary COVID-19 and up to date on vaccinations**
Program Dates

General reminder about SHPEP dates
Booking Your Travel to/from UCLA

**Arrival**

Sunday, June 25, 2023
- Plan to arrive by Noon
- Room Check-in will be 2-3:30pm
- Mandatory Welcome Meeting and Tour will start at 3:30pm

**Departure**

Saturday, July 29, 2023
- Check-out is 11am.
- No extensions available

Our last event ends by 5pm on Friday, July 28. So you can leave anytime after that.
6 Week Intensive Summer Program

Monday - Friday
Sessions typically run 8am – 5pm

Absences
Scholars are allowed up to 3 excused or unexcused absences

Do Not Schedule
- Class
- Research
- Work
- Vacations
SHPEP Stipend is $1,000

Payment #1
$400 will be distributed Week 2

Payment #2
$600 will be distributed the last day of the program
Is this an internship? Will there be shadowing experiences?

SHPEP is not an internship experience, it is an Academic Enrichment program

There are no shadowing experiences during the SHPEP program. Students will be able to converse with physicians and students in panels and via the Longitudinal Mentorship Program.
SHPEP
Core Curriculum

- How To Apply
- Anatomy and Physiology
- Research: Health Disparities Project
- Community Development
- Individual Advising and Mentorship
- Problem Based Learning
- Mental Health and Wellness
- Academic Enrichment
- Understanding the Health Professions
I live in the Los Angeles Area. Can I go back home on the weekends?

If there are no activities scheduled by SHPEP on weekends you may spend your weekends as you like but will be expected to spend the night at the dorms.

If you will be going home for the weekend or will be spending the night away, you must fill out the Weekend Away Form.
Yes. The John Wooden Center is a multi-faceted facility. It features 3 gymnasiums, basketball courts, indoor & outdoor weight training, stretching mats, stationary bicycles, stair climbers, treadmills, rowing machines, and a rock wall.
General Dorm Layout

Plaza Double Room with Shared Bath

- Two bedrooms with two twin beds each
- Shared bath
- Available in Sunset Village, De Neve Plaza, Hedrick Summit, Rieber Terrace, and Rieber Vista
- Near to meeting spaces and residential restaurants, athletic fields and recreation facilities
- Complimentary WiFi
- In-room telephone
- Air conditioning
What is Provided

• Pillow and pillow case,
• Fitted Sheet
• Flat sheet
• Blanket
• Towel

What to Bring

• Driver’s license or Resident/State ID
• Student ID
• Linens / Towels
• Clothing
  • 2-3 sets of business casual clothing
  • Workout/swimming gear
• Comfortable shoes
• Laundry Detergent/Shampoo/Body Wash/Hand Soap/other toiletries
• Sunscreen
• Cash/Debit or Credit Card
• Copy of Transcript
• Computer/Laptop(optional)
What NOT to Bring

- Firearms/weapons
- Drugs / Alcohol
- Halogen lamps
- Coffee makers
- Hot water dispensers
- Toasters / toaster ovens / Microwaves
- An appliance with open coils
- Candles/incense
- Pets

- Gas stoves/barbecues/grills
- Any flammable materials
- Gasoline or Fuel
- Flammables / Combustibles / Explosives
- Electric space heaters
- Air conditioning units
- Hoverboards
- Waterbeds / materials to make lofted beds
- Dartboards
All Policies

https://reslife.ucla.edu/regulations -

Policies are in your binder. You are responsible for knowing them

ALL POLICIES ROOT DOWN TO:
• Respecting yourself
• Respecting one another and community
• Respecting the staff
• Respecting the building and campus
Guest Policies

Students are NOT allowed to have any visitors in their rooms unless agreed upon by roommates.

Non-SHPEP affiliated visitors are not allowed in the dorms.
  • The only exception is move-in and move-out day
Dress Code

Assessment of our professionalism begins with first impressions we make, including how we dressed. All students are expected to dress in professional manner and maintain a professional appearance at all times. In general, this means students should be dressed neatly and modestly.

General Clothing Appearance Guidelines

• Clothes should be clean and scholars themselves should demonstrate good personal hygiene.
• Students are expected to maintain a professional appearance and are asked to wear clothes that are appropriate for a professional academic environment.
• Very short shorts/skirts, tank tops or muscle tee-shirts, sweatpants, work-out attires, provocative or overly revealing clothes, graphic tees with profanity, or other similar casual clothing is considered inappropriate.
• Specific events/activities would require a business casual clothing dress code.
• Hats, bandannas, sweatbands or headgear may only be worn indoors if required for medical, safety, religious or cultural reason.
• Appropriate footwear is expected
Dress Code

Assessment of our professionalism begins with first impressions we make, including how we dressed. All students are expected to dress in professional manner and maintain a professional appearance at all times. In general, this means students should be dressed neatly and modestly.

Some days you will need business casual

• Plan 3-4 outfits
THANK YOU.

Outreach & Pathway Programs
uclashpep@mednet.ucla.edu