



UPMC SCHOOLS OF SCHOOL OF NURSING POLICY AND PROCEDURE

SUBJECT: Ambassador Program Policy
Date: August 28, 2017

INDEX TITLE: Student Services

I. POLICY

It is the policy of the UPMC Schools of Nursing to provide incoming students with peer support.

II. PURPOSE

To ease transition into UPMC Schools of Nursing; volunteer ambassadors who have successfully completed the first level nursing courses will serve as informal resources for the new students.

The Ambassador Program is organized within the Faculty Senate Student Support Subcommittee with faculty guidance for development and resources for the ambassadors. The Ambassador Program is not a substitute for the Student Counseling Program. The Ambassador Program will, on a continuous basis, recruit new ambassadors as needed.

III. SCOPE

This policy applies to each school within the UPMC Schools of Nursing

IV. RESPONSIBILITIES

Responsibilities of the ambassadors will include:

- Acting as a role model
- Meeting with the designated new student(s) and establish formal communication methods (recommend utilization of e-mail)
- Reinforcing the chain of command process related to problems and issues
- Serve as a resource to new students for basic questions that may include but not limited to:
 1. resources in the school and community
 2. classes and clinical site information
 3. study tips
 4. maintaining success
- Participating in the New Student Orientation sessions.

V. PROCEDURE

1. The Senate Student Services Subcommittee faculty representative from each school will email students during the first week of the term and ask for their interest in becoming an ambassador for incoming students.
2. Students who are interested will send their email addresses to the faculty representative who will then post in the learning management system for the new students.
3. New students who are interested in seeking an ambassador will utilize the email address list to make contact if interested.

Sponsor: Student Services

Reviewed/Approval:

Revised/Approved:

Originated Date: 4/19/10

Effective Date: 8/28/17

Signature: _____ **Date:** _____

Executive Director
UPMC Schools of Nursing