

Policy Title	Recruitment
Policy Number:	ADM 1.06
Department:	SCHS
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Recruitment

III. Purpose

The purpose of this policy is to define the recruitment practices and guidelines of the Office of Admissions and Marketing Department. Recruitment materials and recruitment practices accurately represent the programs offered at Bon Secours Southside College of Health Sciences.

IV. Scope

This policy applies to all associates of Southside College of Health Sciences.

V. Policy Details

Bon Secours Southside College of Health Sciences seeks to recruit and admit qualified applicants without regard to race, color, religion, age, marital status, national origin, gender, sexual orientation, military veteran status or disability. Applicants must comply with policy ACA 1.02 Essential Technical Standards.

Admission into the College is competitive. An applicant who meets all admission requirements is not guaranteed admission to the program. All recruitment and marketing functions are coordinated by the Office of Admissions and overseen by the Dean of Student Affairs. This policy and all admissions criteria are in accordance with the Americans with Disabilities Act.

Bon Secours Southside College of Health Sciences is an equal opportunity education institution.

Marketing and recruitment materials accurately reflect the academic programs offered by Bon Secours Southside College of Health Sciences. The Marketing department reviews all recruitment publications to ensure academic programs follow institutional accrediting agency guidelines as outlined in the College catalog. These standards/guidelines inform all advertising, promotional literature, publications and recruitment activities.

College recruitment efforts are performed by qualified personnel. The following list provides detail regarding recruiting procedures:

- Recruitment materials are reviewed annually to ensure program information is accurate and consistent based on the College catalog, website and other publications.
- All advertising and student recruitment activities and publications follow accreditation standards and guidelines.
- Admission representatives follow the National Association for College Admission Counseling (NACAC) and American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines in relationship to ethics and recruiting practices.
- Admission representatives participate in a variety of recruiting events throughout the year. These events include high school college fairs, career fairs, Bon Secours Mercy Health benefit fairs, professional development events and various community health fairs and events. Information sessions are held for the general public, Atlantic Group employees, and the community.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

ACA 1.02 Essential Technical Standards

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC, (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	2/10/2020	N/A	Revised	N/A	Dean of Student Services
2.0	8/1/2022	N/A	Revised	1.0	Dean of Student Affairs
2.1	5/15/2025	5/15/2028	Revisions	2.0	Dean of Student Affairs
1	5/15/2025	5/15/2028	Version Changed – BSMH Template Adopted/Ownership Change	2.0	Dean of Enrollment Management

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.