

Dear Practicum Preceptor:

Thank you for participating in this unique educational experience. The goal of the practicum experience is to educate nursing students while assuring the safety of our patients, families, and visitors. Below are a few Frequently Asked Questions. For additional information please contact your unit educator.

**What should students wear?** Uniform guidelines are provided by each school. Reminders include: ID badges are worn above the waist, school patches should be attached to a lab coat or scrub top, long hair is worn up (off the collar), tattoos are covered, scrub top/bottoms are worn for each clinical (no t-shirts), and piercings are limited to your ears.

**What are the standards of conduct?** A scope of practice has been provided for this experience. If a sensitive situation arises, you may ask the student to step outside of the patient care area. In the event of an emergency, you should provide the student with further directions.

**Where should students park?** All students and instructors should park in the parking lot referenced in the facility specific information you received for your regional hospital.

**Do students wear a badge?** Students must wear their school issued ID badge at all times. Students and faculty are given a Digital Clearance Passport at the time of receipt of clearance communication from student placement. Students and faculty are instructed to have their Digital Clearance Passport available to show upon request, at entry into the facility and clinical area.

**Where will I meet the student?** You can meet them at the Information Desk in the front lobby, or give them instructions to your unit. As a reminder, student badges will not access locked doors.

**Who should I contact regarding eStar access?** Send an email indicating your concern, including the students name and practicum location to [student.placement@vumc.org](mailto:student.placement@vumc.org). Student Placement will work quickly to resolve any issues; **please do not submit a Pegasus ticket**. The help desk can be reached at 615-343-HELP and is a great resource if the student forgets their password.

**Who should I contact with scheduling or performance concerns?** Student requirements are determined by the schools. Request these guidelines from the student before beginning clinical shifts. Students are to match your work schedule. If the student is having trouble meeting their school requirements, please encourage the student to contact their school.

Thank you again for your commitment to nursing education.

The Student Placement Team  
Nursing Education and Professional Development  
[student.placement@vumc.org](mailto:student.placement@vumc.org)

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