

Dear Nursing Instructors:

Welcome to Vanderbilt Bedford Hospital. We look forward to hosting clinical experiences. Our goal is to educate nursing students while assuring the safety of our patients, families, and visitors. Please review the Frequently Asked Questions below and let us know if you have any additional questions.

What is required before I begin clinicals? All requirements can be found by clicking [here](#). Please note, if you are a Vanderbilt employee, a [Conflict of Interest](#) form must be filled out to declare your role as a clinical instructor.

What are the standards of conduct? A [scope of practice](#) has been provided for this experience. If a sensitive situation arises, you may be asked to step outside of the patient care area. In the event of an emergency, the nursing staff will provide you with further directions. All students must be accompanied by the instructor when they are on the unit, giving medications, and performing skills during the rotational experience. Documentation should be done on the computers in the hallways and co-signed by the instructor. This includes documenting vital signs, ADLs, intake, output, medication administration, and any interventions provided. Student should not document assessments.

What do I need to know about quality measures at VBCH? Please review our VUAH Quality Guidelines before you begin your clinical rotation with students.

How should I make an assignment? Assignments are made in conjunction with the Staffing Leader. Call the Unit Charge Nurse between 2100-2300 the night before, to inform them that you are coming, as well as how many students you are bringing to the unit; go to the unit prior to the students arriving the day of clinical, in order to finalize the assignment with the Charge Nurse/Asst. Nurse Manager. Patients that should not be assigned include: patients on airborne precautions - consult with your unit leadership for other specific student assignment restrictions. Assignments should be captured on a [Student Assignment Sheet](#). Students should participate in bedside handovers when they occur and provide a handover to the RN & CNA at the beginning and end of their shift.

Where should I park? All students and instructors should park in the parking lot located in front of the hospital. You will enter the hospital through the main entrance.

How will I get a name badge? The clinical education office is located on the 2nd floor, room 2206. Visiting Student and Visiting Instructor badges will be distributed using a QR code system. At the end of the student experience, these badges will be returned to the education office.

What should I 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. Vanderbilt employees should not wear Vanderbilt scrubs or name tags during clinical experiences.

How will feedback be given/received? It is best for feedback to be given in the moment. If you are unable to do so please contact your school representative, who can then reach out to [Student Placement](#).

What if I need to change my clinical schedule? All changes should be sent to [Student Placement](#) for approval. Students must remain on their assigned unit placement and are not allowed to be on other units.

Where can the students store their items? Please limit personal items. Students can place non-valuable items in the nurse breakroom. Breakrooms should not be utilized for lunch breaks, pre/post conference, or congregating locations.

Enjoy your time at Vanderbilt Bedford Hospital,

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