

## Dear Nursing Instructors:

Welcome to Vanderbilt Psychiatric 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.

**How should I make an assignment?** Assignments are made in conjunction with the clinical staff leader (CSL). Go to the unit prior to the students arriving the day of clinical, in order to finalize the assignment with the CSL. Patients that should not be assigned include: eye-sights or 1:1s. Students should participate in bedside handovers when they occur and provide a handover to the registered nurse and behavioral health specialist (BHS) at the beginning and end of their shift.

**Where should I park?** All parking questions should be directed to the [Parking Office](#).

**How will I get a name badge?** Obtaining a clinical Instructor name badge is coordinated through Student Placement. Student Placement will directly provide instructions on how to claim your badge to have access to the building.

**How will students get clearance to start?** Students are given a Digital Clearance Passport at the time of receipt of clearance communication from student placement. The Passport should be available to show upon request, at entry into the facility and clinical area. School issued ID badges should be worn by students.

**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 scrub top, long hair is worn up (off the collar), tattoos are covered, scrub top/bottoms are worn for each clinical (no t-shirts).

**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 Ugur Barut with [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 unless requested and approved by Student Placement.

**Where can the students store their items?** Please limit personal items. Breakrooms should not be utilized for lunch breaks, pre/post conference, or congregating locations.

Enjoy your time at Vanderbilt Psychiatric Hospital.

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Nursing Education & Professional Development

