

**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 Staffing Leader. 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. 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 & CP 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?** We ask that one representative from the school pick up all the badges for the semester at the [Medical Center Card Office](#). At the end of the experience, schools should destroy all badges.

**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), 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 [Johnny Woodard](#).

**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 Psychiatric Hospital.

Johnny Woodard MSN, RN-BC

VPH Student Placement Lead

Nursing Education & Professional Development

