

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 some Frequently Asked Questions. For additional information please contact Ugur Barut with Student Placement.

**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 scrub top and worn above the waist, long hair is worn up (off the collar), tattoos are covered, scrub top/bottoms are worn for each clinical (no t-shirts). They should not wear lab coats on the units.

**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 event of an emergency, you should provide the student with further directions.

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

**How will they get a name badge?** The student should follow instructions from Student Placement to pick up their badge at the VUMC Badge Office before their first day on the unit. Practicum students cannot be on the unit at VPH without a VUMC badge. At the end of the experience, students should return the badge to the Nursing Education office (VPH 2nd Floor, Suite 2071A).

**Where will I meet the student?** You can meet the student in the VPH lobby. Please emphasize the importance of our locked facility with your student. Suzy Brock is the contact for further information about badge access to the building.

**Who should I contact regarding eStar access?** Practicum students have view only access to eStar to help in their experience. Send an email, including the students name and practicum location to [student.placement@vumc.org](mailto:student.placement@vumc.org), if the student's eStar access is not working. 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.

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**Vanderbilt  
Psychiatric Hospital**

VANDERBILT UNIVERSITY  
MEDICAL CENTER

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