

## Dear Nursing Instructors:

Welcome to Vanderbilt University Adult 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 VTHH?** 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 Clinical Staffing Leader (CSL) 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 CSL. Patients that should not be assigned include: patients on airborne precautions and consult with your unit leadership for unit 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 & 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. [Student Placement](#) will communicate the badge retrieval process via email following final clearance to begin rotations. 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 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 University Adult Hospital,

Patricia Cooper, RN  
Education Facilitator  
VTHH Student Placement Lead  
Nursing Education & Professional Development

