

Vanderbilt Stallworth Rehabilitation Hospital

Guidelines and Requirements of all Nursing Students

___ **Checking in:**

1. I am requesting each student check in with the Hospital Educator on the day/night they come to pick up assignments.
2. This is to ensure students have the proper attire on as well as to ensure there are no issues on the unit.
3. I am in my office from 8am to 4:30, sometimes 5pm, Monday thru Friday.
4. If the instructor is present when students arrive, I will defer to her/him for checking on proper attire.

___ **Personal Items:** The student understands that placing any personal items in the Education Department is at their own risk. At no time does Healthsouth or Vanderbilt Stallworth or any employee of stated company take responsibility for the safety and security of the student's personal items.

___ **Computer Usage:**

1. At NO time are the students allowed to use any computers other than the ones in the Education classroom to obtain their patient information on the night prior to their clinical day or the morning of their clinical day.
2. They cannot use any computers at the nurse's station without prior approval from Hospital Educator ONLY.

___ **Professional Behavior:**

1. It is expected that all students coming in to pick up assignments before clinical will be in uniform with badge located on the left collar in plain sight.
2. At no time are hoodies allowed.
3. Students should expect to submit their ID immediately without questions for identification purposes to ascertain the purpose of their visit.
4. Students may not visit their patients the night before WITHOUT first checking with the nurse taking care of that patient to determine if that is an appropriate time to visit. Visiting hours end at 8 pm.

___ **Miscellaneous:**

1. If/when any behavioral issue arises please keep me in the loop as much as you can as soon as you discover there is an issue.
2. The Third and Fourth week of the month the Education Classroom may not be open to students for computer usage or the storage of personal items from 6a-5p Tuesday through Friday as this is our Clinical Orientation weeks. (please check with Hospital Educator prior to be sure there is orientation)

___ **For any student not following the guidelines stipulated above the student will be reported to the Hospital Educator, a call to their instructor will be made; a call and an email to their Director and the student could be barred from returning to the facility after review of the incident**

Student Printed Name

Date:

Student Signature