

Dear Practicum Student:

Welcome to Vanderbilt Regional Facilities. We look forward to hosting your educational experience. The Practicum Program's goal is to educate nursing students while assuring the safety of our patients, families, and visitors. Please review the *Frequently Asked Questions* below. For additional information please contact your school representative or preceptor.

**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, and scrub top/bottoms are worn for each clinical (no t-shirts), and piercings are limited to your ears.

**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, your preceptor will provide you with further directions.

**Where should I park?** All students and instructors should park in the parking lot located in front of the hospital. You will enter the hospital through the main entrance.

**Do I wear a badge?** Students must wear their school issued ID badge at all times. Students and faculty are given a Digital Clearance Passport at the time of receipt of clearance communication from student placement. Students and faculty are instructed to have their Digital Clearance Passport available to show upon request, at entry into the entity and clinical area.

**Where will I meet my preceptor?** You can meet them at the Information Desk in the front lobby or the preceptor may give you instructions to meet you in their unit. As a reminder, student badges will not access locked doors.

**What do I do if I cannot access eStar?** Send an email indicating your concern, including your name, school, and practicum location to [student.placement@vumc.org](mailto:student.placement@vumc.org). Student Placement will work quickly to resolve any issues; please do not submit a Pegasus ticket. The help desk is a great resource if you forget your password.

**Who should I contact with scheduling concerns?** If you are having trouble meeting the school requirements, please contact your school.

Enjoy your time at Vanderbilt Regional Facilities,  
Nursing Education and Professional Development  
[student.placement@vumc.org](mailto:student.placement@vumc.org)

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