



Dear Nursing Instructors:

Welcome to [Monroe Carell Jr. Children's Hospital at Vanderbilt](#). 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 floor, giving medications, and performing skills during the clinical experience.** Documentation must be co-signed by the instructor. This includes documenting vital signs, ADLs, intake, output, medication administration, and any interventions provided. Students should not document assessments.

**How should I make an assignment?** Assignments are made in conjunction with the clinical staff leader (CSL). For 7-3 shifts, call the CSL between 2100-2300 the night before. For 3-11 shifts, call the CSL by 1200- noon. The following patients should not be assigned EMU, transitional care, airborne precaution, radiation, or behavioral health patients. Assignments should be captured on a [Student Assignment Sheet](#). Students are to participate in bedside handovers and provide a handover to the nurse and care partner 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 clearance to start?** Students and faculty are given a Digital Clearance Passport at the time of receipt of clearance communication from student placement. The passport and/or final clearance email should be available to show upon request, at entry into the facility and clinical area. School issued ID badges should be worn.

**What should I wear?** Uniform guidelines are provided by each school. ID badges are worn above the waist, school patches should be attached to a lab coat or scrub top, and long hair is worn up (off the collar). No visible body piercing/jewelry except for ears/nose with simple (i.e., stud or tiny) earrings. No visible tattoos on the face; no other visible tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination. Vanderbilt employees should not wear Vanderbilt scrubs or name tags during clinical experiences. [Dress Code, Identification Badges, and Personal Appearance](#).

**How will feedback be given/received?** Feedback should be given in the moment. If you are unable to do so please contact your school representative, who can reach out to [Marissa Lemley Brown](#).

**Where can the students store their items?** Please limit personal items. Breakrooms, quiet rooms, and fishbowls should not be utilized for lunch breaks, pre/post conference, or congregating locations.

**What if I need to change my clinical schedule?** All changes should be sent to [Student Placement](#) for approval. Enjoy your time at Children's Hospital,

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