

Providence Portland Medical Center (PPMC) Badge Process

Badge Requirement:

- ❖ All PPMC students and clinical instructors must wear *PPMC issued student badges* during their clinical rotation.
- ❖ Obtain and return badges to PPMC Nursing Admin. Security will not issue these badges.

FOLLOW THESE STEPS

1. Fill out a Badge Request Form:

- **AFTER** clearance from student affiliations is received, every nursing instructor and student coming to PPMC must fill out the "[PPMC Nursing Clinical Student & Instructor Badge Request Form](#)"
- Review your badge request confirmation email **closely**
- Clinical instructors will pick up their badges for students not in their final term (aka cohort students)

2. Badge Appointment:

- **Cohort Students:** DO NOT book a badge pickup appointment
- **Instructors and Final Clinical Term Students ONLY (appointment required):** Click the link in the badge request confirmation email to book an appointment to pick up your badge
- Review your badge pickup appointment confirmation email

3. Badge Pickup:

- The DAY BEFORE your badge pickup appointment, you will receive a final email with pickup instructions including location and how to contact us that day

4. Contact Information:

- For clearance questions, contact your school coordinator.
- For access issues, contact Jamie Thiem.
- For other questions, contact the PPMC Student Placement Team.