

## **Student Badge Process for Providence St Vincent Medical Center (PSVMC)**

Instructors: please email the following information for each of your students to Nursing Administration at [ORPSVNursingStudentPlacementSupportDesk@providence.org](mailto:ORPSVNursingStudentPlacementSupportDesk@providence.org)

- School name
- School coordinator name, email, and phone number
- Student and Instructor name(s) and email for each badge issued
- Start date and end date of the clinical rotation

PSVMC Administrative Assistants will ensure all students have been cleared by our HR department and get the badge(s) ready for pick up

Hours for collecting/returning badges are **Monday-Friday 0700-1545**

Badges may be collected/returned to Nursing Administration offices, which are located on the first floor near the Main Entrance (down the hall next to the courtyard).

Instructors are permitted to pick up badges for their cohorts and Precepted Students are responsible to pick up their own badges.

All badges should be picked up **prior to the first day** of clinicals and **must be returned on the last day of the rotation.**

Welcome to Providence St Vincent Medical Center!

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~~10/18/2023~~