

Providence Portland Medical Center (PPMC)

Student Badge Process

Student and instructor ID badges for use during clinical rotations at Providence Portland Medical Center (PPMC) can be obtained from and returned to Nursing Administration located on the 8th floor of PPMC.

Badges will be provided only to students and instructors that have completed the clearance process through HR. If student is not cleared, student will need to contact their school (education) partner/coordinator. The education partner/coordinator will need to contact the OR HR Student Affiliations team @ ORRegHRStudentAffiliation@providence.org to verify student clearance status.

Please note that all instructors and students are responsible for picking up their own badge.

All badges should be picked up prior to the first day of clinical and must be returned on the last day of the rotation. The Nursing Administration offices of PPMC are located immediately to the right as you exit the gray elevators on the 8th floor. **Normal hours of operation are Monday-Friday 0800-1530.**

An internal tracking system will be used for check-out and check-in of badges. At the time of badge pick-up, a PPMC Administrative Assistant will ask for information for entry into the tracking system.

Please have the following information available when picking up badges:

- PHS HR School Affiliations student clearance email
- School name
- Student name and school email address
- School instructor/coordinator name and school email address
- Start date and end date of the clinical rotation

□ **Note: the last day of clinical is the date you must return the badge(s)**

Automated emails will be sent to the badge holder as their end date approaches. Return of badges is required on the last day of clinical. Please return your badges to the Nursing Administration offices on the 8th floor of PPMC.

For after-hour / weekend badge drop off, students/instructors can drop off their badges in our secured locked box located in PPMC Nursing Administration (8th floor). See below photo:



Secured locked box is located right as you walk off the elevator on the 8th floor of Nursing Administration near our entrance signage. Please drop off badge with a sticky note with your name, school name, and badge number.

If students/instructors are not able to access PPMC Nursing Administration after-hours or on weekends, badge must be dropped off during normal business hours. Please note that our nursing units nor PPMC Security will not be accept nursing student badges. All nursing badges need to be returned directly to PPMC Nursing Administration.

Thank you and welcome to Providence Portland Medical Center!

Sincerely, the PPMC Student Placement Team:

- Kevin Brandini
- Irina Oleynik
- Debi Ryan
- Amanda Williams