

## 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

Badges may be collected/returned to Nursing Administration offices, located on the first floor of the West Pavilion (just off the **purple elevators**)

Hours for collecting/returning badges are **Monday-Friday, 0745-1530**

Instructors- please check out and pick up all badges for your cohort students.  
Capstone/Senior Practicum students- you may pick up your 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.

Welcome to Providence St Vincent Medical Center!

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