Providence Nursing Student ID Badge Process

Students must wear their Providence badge and their photo-ID student badge at all times at shoulder level when at a Providence facility for their clinical placement. Students who are also Providence employees will use their student badge and other access for all student functions, including clinical work when in a student role.

1. Obtaining a badge: Cohort Students
   a. The instructor will do the following:
      - **At least two business days before placement, during *business hours, in person:** obtain badges at the Nursing Education Department, sign for the actual badges received, receive a receipt, and distribute the badges to the students for the length of that specific clinical rotation
      - **Within 1 week after the start of the placement:** provide a list to the Nursing Education Department of which student is assigned which badge
      - **Within 5 business days after the end of the rotation, during *business hours, in person:** return all badges to Nursing Education, and receive a receipt.

2. Obtaining a badge: Precepted (aka Capstone) Students
   a. The student will do the following:
      - **Before placement begins:** The student will go to the Nursing Education Department in person during *business hours to sign out a badge and receive a receipt. Students are encouraged to do this before the placement begins, especially if their placement beings at a time when the Nursing Education Department is not open. Each student must personally sign out his or her own badge.
      - **Within 5 business days after the end of the placement, during *business hours, in person:** return the badge to the Nursing Education Department and receive a receipt.

3. Lost badges:
   a. Lost badges must be reported **immediately** to Security Dispatch at 503-215-6548 (all days, all hours) so the badge can be deactivated.
   b. **Schools will be fined $100 per missing badge.** The Nursing Education Department will bill the school for each missing badge. The school may charge the student and/or pursue disciplinary action. Nursing Education is unable to accept reimbursement directly from students.
   c. Any student who has lost their badge must go to Security to obtain a daily visitor badge each day prior to starting the shift until the lost badge is found or until their school has paid the missing badge fee. They should arrive 15-30 minutes early to get the badge so they can begin their clinical rotation at the scheduled time. The student will need to inform Security what unit they are on and what access they need (med rooms, staff lounge, scrubs closets, etc). Visitor badge will require holding the individual’s state-issued identification. This will be returned when the badge is returned at the end of the shift.
   d. At Providence Milwaukie Hospital (only), any student who has lost their badge must go to Nursing Administration (when open) to obtain a daily visitor badge. If their rotation begins before 8am they may report directly to the nursing unit and then go to Nursing Administration later. Visitor badge will require holding the individual’s state-issued identification. This will be returned when the badge is returned at the end of the shift.
   e. Nursing Education will demonstrate receipt of payment to Security as part of the badge replacement process.
   f. **Future clinical placement experiences MAY not be honored for schools where badges are repeatedly lost or schools that do not pay lost badge fines within 45 days.**

* Normal business hours for Nursing Education departments are typically 8:30am to 4:30pm, Monday - Friday.