

Nursing Student and Faculty ID at NCH

For security reasons, all employees, students and faculty are required to wear visible photo ID. Each school will need to provide a picture ID of the student/faculty with the student/faculty name, picture, and school's name, that is worn above the waist.

Students and faculty assigned to the new portion of the hospital will need an Access Badge in addition to their school photo ID. Faculty members will continue to get their Access Badges from Professional Development. The student Access Badges will be purchased and managed by each school.

*Note: As of 8/23/2012 all old faculty badges (with the heart logo or a sun with the new logo) have been deactivated. Faculty members must return those badges to Sharon Dalton in the Professional Development Dept. at 255 E. Main St. on the 2nd floor in order to receive their new Access Badge. Contact Sharon to set up a time to drop off badges or with any questions.

See below for specific student Access Badge instructions.

Nursing Student Badges

1. The school sends the Professional Development department a request for the number of badges they will need for the upcoming academic year.
2. The Professional Development department forwards that request to Security.
3. The school makes a check payable to:

Treasury Dept. Timken H230C

700 Children's Hospital

Columbus, OH 43205-2696

In the Memo section place the code **10-13420-469000** to direct the funds to Security.

4. Security prepares the badges and records what badge numbers are given to which schools.
5. Security notifies Professional Development when the badges are ready. Professional Development notifies the school when the badges are ready to be picked up.
6. A representative of the school brings a check to Security and picks up the badges.
7. Each school is required to track which student has what badge number at any given time.
8. Each clinical instructor is responsible for collecting the badges at the end of each clinical day.
9. Each school is responsible for performing a badge audit at the end of each term and reporting this information to Professional Development.
10. Each instructor/school is responsible for notifying NCH Security immediately if a badge is lost.
11. Each school is responsible for paying to replace any lost badges or an increase in the number of badges needed.