

**Nursing faculty and nursing students, who are moving to new units in the Replacement Hospital (C5-H4A, 4T- H5A and 4 AW-H5B) in January 2012, will be required to use Security Access Badges**

- Security Access Badges are required for all Nursing Faculty and Nursing Students.
- There is an Security Access Badge spreadsheet (use the link in the Undergraduate Student Experiences and Graduate Student Experiences), that is completed by the schools, a minimum of 2 weeks in advance of the students' start dates and is submitted to Security via a link on the website.
- If the nursing instructor requires a Security Access Badge at earlier dates than the students (i.e., unit orientation), submit a separate spreadsheet.
- The students and faculty will be unable to access many parts of the units without Security Access Badges.
- The Start Date recorded on the spreadsheet corresponds to the first day that the nursing students will be on the unit(s) for any reason, as orientation. The Stop Date is the last day that the students will be on the unit.
- The Security Access Badge expires and will not work after the Stop Date.
- The Security Access Badges will be picked-up by the Nursing Instructor at the Human Resources (HR) desk between the hours of 7 AM and 5 PM on the first clinical day. The HR desk is located on the first floor at 574 South 18<sup>th</sup> Avenue.
- Security Access Badges are returned by the Nursing Instructor on the last day of the students' clinical, or the first business day after the last clinical (evening and weekend clinicals) time at Nationwide Children's (NCH).
- Faculty or students should never share badges.
- The nursing instructor is responsible for any missing badges. A fee of \$10 is charged for a missing badge.
- A "Missing Badge" report may be filed by the Department of Professional Development and sent to the nursing school.
- If the nursing instructor is teaching throughout the year, the instructor's Security Access Badge will expire on 9/01/2012. The expired badge is then returned.
- Return the badges in the envelope supplied by Security to the Human Resource (HR) Desk. Include the spreadsheet created to request the badges in the envelope.
- The Security Access Badges are only used in the Replacement Hospital. Nursing faculty and nursing students remaining on their current units are not given the new Security Access Badges. The nursing instructor badge assigned by the Department of Professional Development will still be used on the current units.

