Student Badge Processing

As a New Student, you will be assigned a student picture badge. The cost will be $7.00. Photos are taken at the start of your clinical rotation. Below is additional information about the Student badge process. Badges MUST be turned in at the end of your Clinical Rotation to Clinical Education on the ground floor in office 0413. Badges will be kept in Clinical Education for re-use if you return to the hospital for future clinical rotations, however the badge will have to be reactivated by security. If you are a returning students, your instructor can pick up your badge to give to you so that it can be reactivated on your first day of your clinical rotation.

Where Are Student Badges Processed after General Orientation?
Student Badges are processed in the Badge Processing Department (ext. 1-5339), located on the ground floor next to Occupational Health. **Instructors should call 15301 (Danny)** or the below number 15339, to have someone come to the badge office if it is outside of the below posted hours in order to get the new student badges or old student badges reactivated.

<table>
<thead>
<tr>
<th>Weekday</th>
<th>Time</th>
<th>Who can participate</th>
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</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:00-10:00 am</td>
<td>Any Student (call ext 1-5339)</td>
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<tr>
<td>Tuesday-Friday</td>
<td>4:00-5:00 pm</td>
<td>Any Student (call ext 1-5339)</td>
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If these hours are not convenient, New Students may contact Student Badge Processing at Ext. 1-5339 to schedule an appointment.

Student identification

How To Wear Your Badge
Students will wear their badges at all times while on duty so that they may be clearly identified. Identification badges should be clearly visible, worn on an outer garment or uniform at the upper torso level (NOT attached to the waist) so that the name, title, and the department can be easily read.

Lost, Damaged, and Replacement Badges
Student badges are the health system's property. Student Badges are coded with a chip that contains special information about you and your work area. Lost or damaged badges must be reported to the Clinical Education office on the ground in floor 0413. Students are charged a $15 fee for replacement badges.

Badges MUST be turned in at the end of your clinical Rotation to Clinical Education on the ground floor in office 0413.
General Orientation Goals & Objectives

At the end of General Orientation, you will:

- Be familiar with DeKalb Medical key facts and expectations
- Have a basic understanding of the DeKalb Medical organizational structure
- Understand the basic Service Excellence expectations for all Students at DeKalb Medical
- Have completed the basic required safety training so that you can work safely and protect yourself and others
- Be better prepared to work with diverse patients, visitors and teammates throughout DeKalb Medical
- Understand and be prepared to follow DeKalb corporate compliance, confidentiality and ethics standards
- Have a basic understanding of the benefits provided by DeKalb Medical

Joint Commission Components

- The hospital educates its staff and medical staff that any Student, physician, or other individual who provides care, treatment or services who has concerns about the safety or quality of care provided in the organization may report these concerns to the Joint Commission.

- Staff participates in education and training that includes information about the need to report unanticipated adverse events and how to report these events.