

**Johns Hopkins Bayview Medical Center**  
**Department of Nursing**  
**Faculty/Student Information**

Review the information and submit form documentation as indicated. **If any of the requirements and requested information, i.e., incomplete forms, etc. below are not completed a delay or rejection of the request will result.**

1. Prior to the start of the experience follow all of the directions found on the nursing student website ([www.hopkinsmedicine.org/jhbmc/nursing](http://www.hopkinsmedicine.org/jhbmc/nursing)). All forms completion and submission are required prior to the beginning of the clinical and in PDF format only. Electronic signatures are not accepted.
2. Onsite Instructors – schedule a meeting with the PCM/ CNS/Unit Nurse Educator of the patient care unit/area before the start of the experience. Contact Cathy Lindauer, DNP, RN, CEN, Student Placement
3. Oversight, for PCM/CNS contact information ([ccarlen1@jhmi.edu](mailto:ccarlen1@jhmi.edu)) or call 410-550-0179).
4. For driving directions to Bayview and campus map, visit [www.hopkinsmedicine.org/jhbmc](http://www.hopkinsmedicine.org/jhbmc).
5. When an experience is approved the school provides student background check (CastleBranch) information to **Jannell Pellicio** [jpellic4@jhmi.edu](mailto:jpellic4@jhmi.edu) HR, (use the JHH CastleBranch code) for review and clearance. If background check information is not available in CastleBranch, faculty/students contact Cathy Lindauer, DNP, RN, CEN [ccarlen1@jhmi.edu](mailto:ccarlen1@jhmi.edu) to obtain forms that can be completed and submitted prior to the start of the experience. Once students are cleared the school and/or students are notified so that onsite instructors and students can obtain a temporary JHBMC ID badge. Badges are obtained at the Security Office located on Level 2 of the Administrative Services Building (ASC) across from the Helicopter Pad on Nathan Shock Drive. A photo ID is required in order to obtain an ID badge. Hours of operation are 8:00 am to 4:00 pm, Mon to Fri. JHSON students, once background check clearance is verified, will have their student school ID badge activated at the JHBMC Security Office.
6. Parking is available on all visitor lots for students and faculty. For further parking info call 410-550-0168.
7. Onsite Instructors & students (graduate and undergraduate) complete/submit forms as listed on the nursing student website. These include:
8. Orientation Participant Guide JHBMC- review/complete/submit ONLY the checklist (last page)
9. Confidentiality Agreement & HIPAA Training Certification for Contracted Workers & Visiting Students - complete/submit
10. Faculty/Student Information For Clinical/Observational Experience at JHBMC Form - follow completion directions that are on the form & submit
11. Email /scan ALL forms to [ccarlen1@jhmi.edu](mailto:ccarlen1@jhmi.edu)
12. Computer access for patient record documentation (onsite instructors & all students) is obtained by completing the IS New Userid Request form and JHBMC IS Confidentiality Agreement. Both forms are on the student website.
13. Once Computer access is obtained all onsite instructors and students (graduate and undergraduate) will complete EPIC e-learnings. After e-learning completion Onsite instructors will also complete an 8 hour EPIC class. Directions for completing/submitting the IS request form, accessing the EPIC e-learnings, and scheduling the 8 hour class (onsite instructors only) are on the website.
14. Onsite instructors that accompany student groups for more than one semester are required to complete all documentation/forms/requirements on the website only one time during the school calendar year. This also includes flu shot verification.
15. Training & documentation of any hands-on competency are required prior to using any point of care process.
16. The Nursing Department has a standardized uniform program. RNs wear navy blue scrubs; ancillary nursing staff wear olive scrubs. Nursing students are required to wear their school uniform and JHBMC badge ID prominently displayed at all times. Instructors/graduate students may wear appropriate scrubs/street clothes for a professional setting and a lab coat with the JHBMC Badge ID prominently displayed.

Welcome to Hopkins Bayview—we hope you have a great experience!