

**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 **Angela Sutton, Student Placement Coordinator**, for PCM/ CNS contact information ([asutto10@jhmi.edu](mailto:asutto10@jhmi.edu)) or call 410-550-2586).
3. **Onsite Instructors/Practicum Student Faculty** may schedule a follow up evaluation conference/meeting with the PCM/CNS/Preceptor (if practicum experience) at the end of the experience. If assistance is needed in scheduling a meeting contact **Angela Sutton**.
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 [jphelp11@jhmi.edu](mailto:jphelp11@jhmi.edu) HR, (use the **JHH CastleBranch** code) for review and clearance. If background check information is not available in CastleBranch, faculty/students contact **Angela Sutton [asutto10@jhmi.edu](mailto:asutto10@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:
  - a. Orientation Participant Guide JHBMC- review/complete/submit **ONLY** the checklist (last page)
  - b. Confidentiality Agreement & HIPAA Training Certification for Contracted Workers & Visiting Students - complete/submit
  - c. Faculty/Student Information For Clinical/Observational Experience at JHBMC Form - follow completion directions that are on the form & submit

**Email /scan ALL forms to [asutto10@jhmi.edu](mailto:asutto10@jhmi.edu)**
8. 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.

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.
9. **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.
10. Training & documentation of any hands-on competency are required prior to using any point of care process.
11. 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.

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