

# Beaumont

## Beaumont Hospital – Trenton BADGE OBTAINMENT PROCEDURE FOR NURSING FACULTY AND STUDENTS

At BH-Trenton, faculty and students will obtain badges for all clinical placements. These Beaumont badges are worn *in addition to* your school id badges.

1. Faculty or graduate nursing student will complete the **BH-Trenton Photo Identification Badge Request Form** located on the Student Orientation website and obtain signature from Sandy Schmitt. S. Schmitt will forward to Security after approving.
2. Faculty will go to BH-Trenton Security during regular business hours to request badges for themselves and for their undergraduate nursing students. Graduate nursing students will pick up their own badge. Regular business hours are Monday – Friday 0700 – 1600. No badges are distributed after hours or on weekends.
3. Security will create faculty pictured ID badge with magnetic strip and dispense to faculty. Students will receive generic white Beaumont authorized non-photo badges.
4. Security will distribute the student badges to faculty. Faculty will distribute badges to nursing students. Security will distribute badge directly to graduate nursing student.
5. For faculty and students having clinicals in OB or peds: you will obtain a pink generic Beaumont authorized badge. Faculty badges will have a magnetic strip so that you can access locked areas and scrubs as appropriate.
6. If faculty or students lose their Beaumont badge during their clinical placement time at BH-Trenton, they may obtain a replacement from Security for \$10.00.
7. At the end of clinical, Beaumont student badges must be turned into faculty who will collect and return to Security along with their own badge. Graduate nursing students turn in their own badge to Security. The cost for any missing badge is \$10.00 each.
8. ***Students and faculty must wear Beaumont badges along with their school ID badges at all times when on Beaumont hospital property.***