



**MEMORIAL CAMPUS
INFORMATION SHEET
STUDENT ORIENTATION**

- Hospital Address:** Memorial Campus
2001 N. Oregon, El Paso, Texas 79902
- Contact Person:** You can provide your contact person with the direct department/unit phone number to be used in case of an **Emergency Only**.
- Absence:** Please call the department/unit you're assigned to directly report your absence. **Always** contact your clinical instructor.
- Scope of Service :** Acute care facility with services ranging from neonatal to geriatric to include cardiovascular, medical, surgical, orthopedic, oncology, pediatric, bariatric, geriatric behavioral and family-centered obstetric care.
- Parking:** As a courtesy to faculty and students, parking is available behind Memorial Campus in the gated employee parking area off of Rim Road. Use the far right entrance gate where there is a speaker button to request entrance (state your name and school). You are only allowed to park to the left of the gated entrance, or on the 4th or 5th floor of the parking garage. Temporary Parking permits (obtained from instructor) must be displayed on the right side of dash board (passenger's side). Please be aware of the speed limit of 5 miles an hour in the parking areas and garage.
- Meal Discount:** You must be in uniform with your school I.D. badge on to receive a discount in the cafeteria. Do not take uncovered food or drinks from the cafeteria or coffee shop.
- I.D. Badges:** Picture I.D. badge is to be worn in the lapel area and school patch must be worn as appropriate, at all times. In addition, the hospital issued "student" badge is also required to be worn. Both badges must be worn at all times while the student is in the facility. Return hospital issued I.D. badge(s) to your clinical instructor at the end of your clinical rotation.
- Dress Code:** Wear school uniform and minimal jewelry as is consistent with school dress code and most other facilities. If in street clothes, a lab coat must be worn along with your school picture I.D. Badge and the hospital issued "student" I.D. badge. Dress professionally no jeans, shorts, halter tops, open toed shoes, etc. Hair must be neat, clean and off collar. No artificial nails or bold colored nail polish. Maintain a professional appearance at all times.
- Telephone Use:** Dial (9) for an outside line. Limit personal calls. Personal cellular phones, beepers/pagers or other electronic devices are not allowed to be used while providing patient care.
- Electronic Devices:** Photography and audio recordings are strictly prohibited at any Hospitals of Providence Facility and/or other electronic devices are not allowed to be used while providing patient care.
- In Case of Injury:** Notify your instructor immediately. During day shift report to Occupational Health Nurse and on off-shifts contact the Nursing Supervisor/AOD. A written report will be completed.
- Additional Information:** Students must have a facility specific orientation as determined by clinical instructors to be eligible for clinical rotation. Students must complete and turn in all facility specific documentation prior to starting clinical.

Patient Identifiers

- Patient Name
- Account Number *or* Medical Record Number
- *These identifiers MUST be checked prior to:*
 - Blood draws
 - Specimen Collection
 - Performing ANY Procedure
 - Performing ANY Treatment
 - Administering medications
 - Transporting the patient to other departments

Identification Bands

