Vanderbilt University Medical Center Rehabilitation Services
Occupational Therapy/Occupational Therapy Assistant Student

First Day Information

Where to park and come on your first day:
On your first day, park in the shuttle lot (Vanderbilt lot #127) located at 625 Chestnut Street, Nashville, TN, across the street from Greer stadium (the former Sounds Stadium) surrounded by a chain length fence. **You will need to be in the lot by 7:15am to take the VUMC shuttle bus to the main campus.**

Take the Vanderbilt shuttle bus to the first stop which is Medical Center North on Medical Center Drive. When you exit the bus on the right you will see the Medical Center North building. You wait under the brown awning of Medical Center North. For inclement weather, please wait in the lobby. Hazel Jordan and/or Jahmel James, a rehab services staff member, will meet you at **8:00 am** to begin your orientation. If you have difficulty finding this area, please call our office at 615-343-6354 or page Hazel Jordan at 615-835-1071 with a return phone number.

**Parking in the Vanderbilt Lot #127 is free of charge and available to you throughout your rotation.**

What to wear:
In adult acute care most staff wears scrubs (any solid color) or khakis. You can wear the scrub top and bottom or just the bottoms with a t shirt with a Vanderbilt or occupational therapy logo. A white lab coat is not needed. Wear comfortable, closed toed rubber soled shoes (tennis shoes work great!). Jeans are not acceptable in this setting. Nail polish must be manicured and no body piercing other than ears and/or small nose piercing. A Vanderbilt ID badge/name tag with photo will be provided for you during the orientation process.

What to send two months prior to your start date:
Completed VUMC Heath Screening Form, Confidentiality Agreement form, Student Data form, Copy of CPR Card, Student and School Liability Insurance, 2 TB Skin Test with one 3 months prior to start date, and record of flu shot (if dates are between 10/1-3/31) sent to the address below **(8) weeks prior** to your start date. **You will not be able to start the clinical rotation unless this is completed.**

Scan/email completed forms to: Tonya Patten at tonya.patten@vanderbilt.edu. If you have questions regarding your forms, contact Tonya at 615-343-8383.

**A housing list with affordable rates is available upon request.**
What to bring:
- Clinical education material(s) from your school
- Money for lunch and/or a packed lunch. Refrigerator and microwaves are available.
- Car registration, drivers license and cash or check to provide Central Parking to obtain parking on campus. (Vanderbilt ID badge is required)

What will happen Day 1:
You will meet a Rehab Services employee (Hazel Jordan or Jahmel James) who will start your orientation which includes obtaining your Vanderbilt ID badge. You will then briefly tour the facility and meet a few members of the Rehab Services staff. Next, you will review pertinent policies and procedures of Vanderbilt University Medical Center and Acute Rehab Services, participate in restraint training and complete computer accessibility activities. Then, you will meet with the Fieldwork Coordinator(s) Lynette and/or Holly at lunch to review the attendance policy and professional behaviors required in this setting. Lastly, you will meet with your Fieldwork Educator in the afternoon to begin orienting to your assigned area and discuss your Vanderbilt fieldwork experience.

Additional information:
Each student is required to complete online modules for EPIC (our medical record and documentation system) prior to your scheduled training class. You can access the modules by going to https://learningexchange.vumc.org and accessing with your VUNET ID and password. Currently all students and new employees are required to take an 8 hour training course on EPIC. You will be notified of time and location of your training. Additionally, you will have a 2 hour EPIC training with Mark Johnson, Clinical Coordinator, on departmental specific information during your first week.