

TCMC and TACMC Instructor and Student Badge Information (06-2016)

1. All required instructor/student documentation must be reviewed (actual documents or roster with attestation statement) prior to badge request to the Security Department.
2. Badge access will be coordinated by the Departmental Director or his/her designee according to program. The exceptions are for SRNA students; they are coordinated by AMG (Administrative Assistant) and Nursing; they are coordinated by the Director of Education.
3. An e-mail request with the required information (below) will be sent to the Security Department prior to arrival of instructors/students to the Security Department. Badges will not be processed until the Security Department receives authorization and the required information from the Departmental Director or his/her designee according to program.
4. The Security Department requires the following information for each badge request.
 - a. Legal Name
 - b. Name of School
 - c. Area of Study
 - d. Coordinating Department
 - e. Sponsoring Department
 - f. Reports to
 - g. Manager
 - h. Rotation Dates
 - i. Access Requested
 - j. Student e-mail address
 - k. Student phone number
5. Instructors/students with school and program photo identification badges will wear their school and program photo identification badges while on campus. Instructors/students may access the campus via visitor entrances thus eliminating the need for badges with general staff access.
6. Instructors/students requiring access to restricted areas must coordinate with the following:
 - a. Behavioral Health: Clinical Educator and/or Director of Education (instructor only);
 - b. Mother and Baby: Nursing Director of Women's Services or Neonatal Intensive Care Unit.
 - c. Pharmacy Areas: Director or Assistant Director
7. Instructors/students that are also TCMC, TACMC or TSHED employees may not be issued a second badge. They will be issued a badge backer indicating they are an instructor or student.
8. Instructors/students will not be granted Tap and Go access.
10. Badges may be obtained from the Security Department.

Hours of Operation: May vary and typically 0730 – 1600 Monday – Friday (closed on holidays); Please e-mail to confirm hours of operation; Appointments are accepted

Location: First Floor Tower, in the Clinical Support area, which is located a short way down the hall and on the right from the Security Office (previously Non-Invasive Cardiology) as you move away from the Visitor Information Desk (garden area).

E-Mail: CENT.BadgesCentennial@HCAHealthcare.com

Badges obtained from the Security Department must be returned by instructors and students at the end of the rotation.