

## Driscoll Children's Hospital Student Process

1. Driscoll Children's Hospital has transitioned to electronic forms for student scheduling, effective **June 1, 2016**. Paper forms will no longer be accepted.
2. All student forms, including the Clinical Student Information Page, Exhibit A, Exhibit B, Exhibit C, Exhibit D, the DCH Self-Study Questionnaire and the Student Scheduling Form should be submitted electronically to the Special Projects Coordinator one week prior to the rotation start date. (i.e. If a student is starting on a Tuesday, all the paperwork should be turned in one week prior, on Tuesday.)
3. Students and Instructors are able to access all required forms through the Driscoll website, with the links below.

<http://driscollchildrens.org/professionals/center-for-professional-development-and-practice/student-scheduling>

or

<http://driscollchildrens.org/student-scheduling>

4. In addition to accessing the forms online, students will be able to submit the forms directly to the Special Projects Coordinator through the website.
5. The current versions of Exhibit C and the Student Scheduling Form will be housed on the webpage, but Instructors will not be able to submit through the website, as this is protected information. Instructors must email these forms directly to the Special Projects Coordinator one week prior to the rotation start date. Both, Exhibit C and the Student Scheduling Form should be emailed in its original Excel version. Exhibit C will be signed when the school representative completing the form types in their name and the date in the given areas.  
**Note:** Please use the forms directly from the website, as versions may change periodically, and only current forms will be accepted.
6. Once all forms have been received, the Special Projects Coordinator will contact the Instructor, or the Student (whichever is appropriate for that rotation), to set up a time for badges to be picked up.

For more information, please contact the Special Projects Coordinator:

Phone: 361.694.5068

Fax: 361.808.2003

Email: [DCHStudentScheduling@dchstx.org](mailto:DCHStudentScheduling@dchstx.org)

