

## Driscoll Children's Hospital Student Onboarding Process

1. Driscoll Children's Hospital utilizes electronic forms for student scheduling of more than 10 hours (observation).
2. All student forms, including the DCH Self-Study Questionnaire (Orientation), Exhibit A, Exhibit B, Exhibit C, the and the Student Scheduling Form should be submitted electronically to the Professional Development Educator, Non-Clinical 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 link below.

<https://www.driscollchildrens.org/professionals/professional-resources/center-professional-development-and-practice/student>

4. In addition to accessing the forms online, students will be able to submit the forms directly to the Professional Development Educator, Non-Clinical 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 Professional Development Educator, Non-Clinical one week prior to the rotation start date. Both Exhibit C and the Student Scheduling Form should be emailed in their original Excel versions. 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 Professional Development Educator, Non-Clinical 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 Professional Development Educator, Non-Clinical:

Phone: 361.694.5068

Fax: 361.808.2003

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

