

UPDATE ON PRINCETON HOSPITAL REQUIREMENTS NRS 122

UMCP has changed the way they manage their requirements. In the past students and faculty had to complete all the required paperwork prior to arriving at the clinical site.

As of Fall 2013 the following changes have occurred:

1. **Students attending clinical experience at other clinical sites (Robert Wood Johnson or Deborah), but have Psych at Princeton House, WHICH IS PART OF UMCP.**
 - a. YOU MUST OBTAIN YOUR IDENTIFICATION BADGE BEFORE GOING TO THE ORIENTATION
 - i. Identification badges are obtained from the HUMAN RESOURCES DEPARTMENT at UMCP, 1 Plainsboro Drive, Plainsboro, NJ.
 - ii. This office is reached by entering the hospital's North entrance where the Medical Arts Building intersects with the Education Building, walking through the Education Building to the middle elevator, taking this to the second level. Human Resources is marked on the map provided to you with a "K". They are open from 9-5. No appointment is necessary.
 - iii. A **signed badge authorization form** will be given to you by your instructor to take to Human Resources to obtain your identification badge.
 - b. attend an orientation provided by the Education Department on the first day of clinical at Princeton House.
 - i. at this orientation you will get your car authorization tag
 - ii. no computer course will be required because you will not be documenting using the computer at Princeton House
 - iii. complete required documentation provided by the Education Department, you do not have to bring anything except pencil and paper to take notes
 - c. your instructor will email you where and when to meet for this orientation

SM: 8-29-13