

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 Online Orientation (which includes Exhibits A and 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 can access the online orientation and 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. Both Exhibit C and the Student Scheduling Form should be emailed in their original Excel versions. Exhibit C should include dates that immunizations were received and date of completed background check. Exhibit C should then be signed electronically by the school representative attesting to the information.
Note: Please use the forms directly from the website, as versions may change periodically, and only current forms will be accepted.
5. 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 Special Projects Assistant at

Phone: 361.694.4291

Fax: 361.808.2003

Email: DCHStudentScheduling@dchstx.org

