



Dear Student:

**WELCOME to SPRING HARBOR HOSPITAL!** We are pleased that you have chosen Spring Harbor as a site for your clinical rotation. Our goal is to provide you the opportunity to observe and more fully understand the vital role that health care professionals fulfill in meeting the needs of the mentally ill. Spring Harbor is proud to support the many area colleges and universities in developing and shaping the health care providers of tomorrow. We hope that your clinical experience will be rewarding and invaluable. For your convenience we have included information regarding what to expect the first day.

Due to limited number of parking spaces, we ask that students car pool or park at the Park and Ride located off the turnpike exit and car pool to the hospital. Please park in the West lot to the left of the building. You will receive a parking permit during orientation. Please use the main entrance at the front of the building and sign in with the receptionist. You will receive a Student Badge and keys. Badges and keys are to be turned in at the end of each shift.

Coffee will be provided in the morning. Please feel free to bring a beverage and/or snack. Our cafeteria is open 7days a week for breakfast, lunch and dinner. Lunch is served between 11:15am and 1:30pm and dinner is served between 4:30pm and 6:00pm. If you choose to dine in our café, you will want to bring cash (\$3.00 for the average meal.) Please remember that we share the café with patients and visitors. Therefore, patient information should not be discussed in this area.

Personal appearance is regarded as an important aspect of your overall effectiveness and is essential to the impression the organization conveys to our patients, visitors and the community. We ask that you dress in a professional manner and are well groomed. Certain departments, such as Environmental Services, maintenance and dietary are required to wear uniforms. Students wear street clothes. *Please note:* sweatshirts, T-shirts, sweatpants, blue jeans, shorts, skorts, tanktops, any clothes of blue denim material and torn or wrinkled clothes are not considered professional attire. Open-toed shoes and spiked heels are not considered appropriate footwear for students. We ask that you minimize the use of fragrances such as perfume and cologne as some patients, visitors, volunteers and employees have sensitivity to them.

For the health of our patients and staff, Spring Harbor Hospital is a smoke free campus. Smoking is not permitted on the hospital grounds even in your vehicles. If you wish to smoke you may leave the grounds during your lunch break.

Sincerely,  
Jennifer Hunt-MacLearn, RN, MS, CIC  
Director of Staff Development and Infection Control