

Ballad Health Field Experience Process*

Step 1: Visit www.balladhealth.org to view up-to-date contact information for Ballad Health facilities

Step 2: If contact information is unavailable contact Brandi Tipton at brandi.tipton@balladhealth.org

- In the email, specify the following:
 - *Location to be placed*
 - *Facility to complete field*

Step 2: After receiving the contact information, **student** contacts the potential preceptor, sets up interview, etc.

Step 3: Student will list department on field application

Step 4: Student completes orientation using the following instructions:

Ballad Health New Student Online Affiliation Orientation Process*

After you have confirmed your site with Ballad Health:

Visit the online orientation database

<https://students.balladhealth.org/>

Clinical and non-clinical students completing an internship at any Ballad Health facility or organization are required to complete the online orientation process

- **First**, the student is to complete the orientation
- **Second**, the school is to complete the affiliation checklist

Network access and training sessions will be communicated by email, after the two steps have been successfully completed.

Each student will be required to secure an ID badge at a Ballad Health Human Resources Department

ID badges can be made at the following locations, **Monday-Friday** between **9am to 4pm**

- Bristol Regional Medical Center
- Corporate HR
- Holston Valley Medical Center
- Indian Path Community Hospital
- Johnson City Medical Center
- Johnston Memorial Hospital
- Greeneville Community Hospital East
- Lonesome Pine Hospital
- Norton Community Hospital
- Smyth County Community Hospital
- Takoma Regional Hospital

An official Ballard Health identification badge **must be worn at all times** while completing the affiliation placement at a Ballard Health site

Badges must be worn on the front of the upper body with picture and name fully visible

ID badges must be collected at the end of each semester by the appropriate school faculty member returned to a Ballard Health Human Resources Department upon completion of the student's final rotation at Ballard Health

If you have any questions please email Students@BalladHealth.org or contact the System Student Education Coordinator, Brandi Tipton, at brandi.tipton@balladhealth.org or [423-224-5819](tel:423-224-5819)

**Failure to follow the process as outlined may result in a delay in the start of your field experience.*