

ST. FRANCIS REGIONAL MEDICAL CENTER (STF) TIPS FOR STUDENTS AND FACULTY

Patient and Visitor Information: <https://www.stfrancis-shakopee.com/#>

Here are a few quick tips for students and faculty.

1. **Where should I park/enter?** Park in the **BROWN** parking lot and enter through the Emergency Room Entrance. **Be sure to ALWAYS wear your school photo ID badge where it is visible when entering the building** and at all times during your clinical.
2. **How do I find a unit?** Ask your preceptor or group faculty for directions in advance.
3. **What if I don't feel well?** It is important that you self-monitor for any infectious diseases, including COVID. If you have any symptoms, please notify your faculty and preceptor. Self-quarantine and do not attend clinicals.
4. **Who to contact if you have issues or questions:**
 - ❖ **Excellian** – Call IS Helpdesk 612-262-1900. The student may not be on the clinical site until access is active, due to HIPAA and compliance requirements. If student needs to leave the clinical site, the faculty should notify AllinaAcademics@allina.com.
 - ❖ **ADC – Omnicell Access.** Contact the local site pharmacy first.
 - a. Ensure the school has sent the final roster to the pharmacy directly with the specific unit and student access numbers.
 - b. Students must be fingerprinted at the ADC, but must **NOT** be given temporary access.
 - c. If EAR (Electronic Access Request) is missing, contact Danielle Pino at studentonboarding@allina.com
 - d. This will not be resolved immediately. The student may NOT be involved in medication management activities until access has been activated.
 - ❖ If an Allina Health access badge is necessary for your experience (extremely limited), your hosting department leader will manage this.
 - ❖ Possible **future employment:** HR or <https://jobs.allinahealth.org/>
 - ❖ **All other questions/issues:** AllinaAcademics@allina.com.

We trust you will find your experience rewarding and hope that you will consider St Francis Regional Medical Center in your future career options. Thank you.

Bette-Jo E. Johnson, MS, BSN, RNC, RN-BC
Learning and Development Specialist
Allina Health Academic Coordinator
Phone (Office): 612-262-7514 or Bette-Jo.Johnson@allina.com