

## FARIBAULT MEDICAL CENTER (FMC) TIPS FOR STUDENTS AND FACULTY

Patient and Visitor Information: <https://www.allinahealth.org/allina-health-faribault-medical-center/patient-and-visitor-information> Here are a few quick tips for students and faculty.

1. **Where should I park?** Please park across the street from the main entrance. We keep the parking lot closest to the entrance available for patients and families.
2. **How do I find a unit?** Ask at the main information/reception desk by the front door.
3. **Where can I eat onsite?** Our full service cafeteria offers a salad bar, soup and multiple entrees. Breakfast - 8:00 a.m. to 10:15 a.m.; Lunch - 11:30 a.m. to 1:30 p.m.; Dinner - 5:00 p.m. to 6:30 p.m.
4. **Can I be involved in a code?** When a patient codes, it is a high-risk event. Crowd control influences patient safety.
  - Students in groups are not allowed to observe or be in the room.
  - Students in preceptorship experiences must follow their preceptors lead to determine if it is appropriate or not.
5. **What do I do if I need an access badge?** Photo ID badges are provided by the school. The site has determined the need for access badges, but ONLY what is minimally needed will be granted. Preceptors or faculty should always be supervising students.
  - a. To request badges, faculty/school coordinator must send the Final Roster to [DL.DistrictOneBadgeAccess@allina.com](mailto:DL.DistrictOneBadgeAccess@allina.com).
  - b. Faculty and Students must wear their school ID badge as well as their Temporary Allina Student Badge while on site.
  - c. **Faculty (for groups): Faculty must:**
    - Pick up the temporary badge directly from the security office for entire group.
    - Collect all badges at the end of each clinical day and redistribute at the start of the next day. (Faculty are responsible for maintaining the security of these badges between clinical days).
    - Collect the badges from the students at the end of the last clinical day and immediately return to security.
  - d. **Preceptorships:**
    - Students pick up their badge on the first day.
    - Students must return their badge directly to the security office on their last clinical day.
6. **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](mailto: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](mailto: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.
  - ❖ **Access badges:** [DL.DistrictOneBadgeAccess@allina.com](mailto:DL.DistrictOneBadgeAccess@allina.com). Ensure school sent final roster.
  - ❖ Possible **future employment:** HR or <https://jobs.allinahealth.org/>
  - ❖ **All other questions/issues:** [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com).

We trust you will find your experience rewarding and hope that you will consider Faribault Medical Center (FMC) in your future career options.