

Allina Health Student and Faculty Manual

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Immunizations

Immunizations: All students and onsite faculty, including Allina Health employees, must meet the Allina Health student requirements for immunizations:

- [Immunizations Requirements Policy Appendix A](#)
- [Immunizations for Allina Health Employee Students](#)

Healthy Attendance

In reviewing this manual, you are attesting that you:

1. Will not attend rotation if you have any active contagious/communicable disease, fever, signs of respiratory illness, gastrointestinal illness, or any open uncontained wounds.
2. Will notify your school faculty/coordinator and your Allina Health department lead/preceptor of your absence.

Healthy Attendance: Illness and Injury

When a student or onsite faculty becomes ill or injured, the following guidelines must be followed:

1. Notify unit leader/charge nurse and faculty immediately if you develop any symptoms of illness or experience an injury (even a minor injury) while at an Allina Health site.
2. Notify faculty and unit/preceptor if you will not be attending.
3. In the case of faculty injury or illness, student Groups cannot be on the unit.
4. If illness or injury occurs during academic/clinical experiences:
 - Seek care through personal medical provider if ill or injured.
 - The costs of any testing or medical care needed will be the responsibility of the student or faculty. This also applies to Allina employees in their student role.
 - Injury or infectious exposure: Complete a Safety Event Report under “Employee Event” with unit leader or charge nurse or call 612-262-4490 (888-697-3001).

Site Specific Resources

Please review the specific site website to further understand your site and any additional resources/restrictions.

Abbott Northwestern Hospital

- [Abbott Northwestern Hospital | Minneapolis, Minnesota | Allina Health](#)
- [View map/get directions](#)
- [campus guide](#)

ANW Badging

- Students **MUST** wear their school photo ID badge above the waist at all times while at clinical.
- **Access Badges for ANW:** If determined by the unit leader, students can obtain an Access Badge. This varies by unit. Faculty will need to check with unit leader to determine if access badges are needed. Students entering hospital doors or skyway after 8 PM will need an access badge.
 - BADGES WILL NOT BE MADE in advance, only when a specific request comes in from the student or faculty member who is responsible for picking up the badges.

- For all students needing badges:
 - Faculty or school coordinator must assure that the student has completed onboarding and received an Allina A# user ID.
 - At least 2-6 business days in advance, faculty or school coordinator must email AllinaDBadging@allina.com to arrange for badge pick-up. The badges cannot be made more than 7 days prior to the start date. The badging office will request the student's A number and First and Last name to create the access badges.
 - For groups, Faculty should pick up badges for their clinical group.
 - For individual experiences (preceptorships, etc.) students should arrange to pick up their own access badge.
 - The parking office is located in the Lower Level of the Wasie Building, (Door #4 on the Abbott Northwestern Campus) at Suite 131. Wasie Building is on the corner of 28th St. and Chicago Ave.
 - Parking office hours are limited: Open for Badge Pick-up:
 - Monday - 8am - 12pm
 - Tuesday - 9am - 12pm, 1pm - 3:30pm
 - Wednesday - 8am - 12pm
 - Thursday - 1:00pm - 3:30pm
 - Contact AllinaDBadging@allina.com with questions.

Parking and Student Parking Discount

- Students are to park in the Purple Ramp and go to the main hospital valet desk to request a \$4 student coupon for parking. They may request more than one at a time.
- Skyway Access is on Level 3. Hours are Monday through Friday 5:00 a.m. – 8:00 p.m., and Saturday/Sunday 8:00 a.m. – 8:00 p.m. After 8:00 p.m. the doors lock and will require an Access Badge to enter the skyway, or the student may use the phone to call Security. Entering / returning to the ramp from the skyway is permitted 24/7.
- No Access Badges will be provided for parking in other ramps.
- Contact the parking office at 612-863-8347 or ANWParking@allina.com with questions.

Parking Instructions for Students

All students and faculty who drive to clinicals should park in the Purple Ramp

- Enter Purple ramp from 28th Street or Chicago Ave.
- The Pay Station takes credit card or cash and has the capability of making change (The cost is \$4 for a day with the discount sticker applied to the ticket).
- When the ticket is paid at an indoor pay-station, the gate will recognize your paid ticket and open the gate automatically, if not, you will need to scan the same barcode ticket at the exit.
- When exiting the ramp, scan the paid ticket barcode at the ramp exit. There is no refund for parking, including parking in the wrong ramp.
- Be alert to short notice changes in parking directions and fees. If possible, commute with fellow classmates or use the bus system. www.metrotransit.org

Conference/Computer Room Reservations

Contact saba.alem@allina.com for room requests at Abbott Northwestern Hospital.

Buffalo Hospital

- [Buffalo Hospital | Buffalo Minnesota | Wright County | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

Cambridge Hospital

- [Cambridge Medical Center | Allina Health | Cambridge, MN](#)
- [View map/get directions](#)
- [Campus map](#)

Faribault Medical Center

- [Allina Health Faribault Medical Center | Faribault, MN | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

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.

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.

Home Care Hospice and Palliative Care

- [Home Health Services | Allina Health](#) includes:
 - **Home Health – Metro and Regional**
 - **Hospice – Metro, Regional and Residential**
 - **Palliative Care - Hospitals and Community**
 - **Senior Health**
 - **Complex Medical Home Care**

Important Notes for Students and Faculty

- **All the Allina Health Onboarding standards do apply.**
- **Students are not allowed to ride with the mentor for clinical experiences.** Students must provide their own transportation to and from patient visits. Students must protect HIPAA information, which means that they may **not** have someone else drive them to a patient's home, this includes using an Uber, taxi, etc. Due to the considerable risk and liability, students who do not follow these expectations may have their clinical experience terminated immediately.

- **Documentation, Excellian Training, and HIPAA requirements.**
 - All students must comply with HIPAA Standards.
 - You will be assigned appropriate web-based courses in Clinician Nexus if you use the correct discipline in your Clinician Nexus profile. You will need to create your own Learning Hub profile as a student, see directions in Clinician Nexus. If you cannot find your assigned courses, please use the search feature.
 - Courses for students are often used for a larger contingent worker audience, so clarify with your preceptor what your access will or will not include. Example:
 - Students may not advance the plan of care as a licensed professional must manage the plan of care.
 - Most students are not granted In-Basket Messaging (within Excellian) as there must be a plan for addressing messages that arrive when the student is not onsite or clinical has ended.
 - The resources listed in the courses are not available outside of Allina and even when you are onsite, you may not have access to shared folders. Your preceptor is your guide.
 - Not all students will need to document in the patient's records. If you have questions about documentation expectations, please contact your faculty or preceptor.
 - Nurse Practitioner and Rehab students at HCS are often issued a loaner laptop or a soft access token; please contact the hosting department operations contact if you have questions. If needed/provided:
 - The hosting department will submit the requests needed.
 - It is critical that you safeguard all data while in the car or at home.
 - If a remote access token is approved by Allina Information Technology (IT), an email will be sent to the student with instructions for connecting with IT to have the token installed and activated. Access is granted after the student meets with IT.
 - Loaner laptop or Soft Token access must be returned/access terminated immediately at the end of the clinical experience.
 - If documentation is necessary when Excellian Access is not available, you will use paper downtime forms.
 - Students cannot take the forms with them to use as notes for their clinical experience. This would be a HIPAA violation.
 - If you wish to see a sample of the downtime form or have questions about documentation, please discuss this with your preceptor.
- The HCS team works mostly in the field or remotely. It is important that you know exactly where to meet your preceptor/mentor and how to contact them for last-minute changes. Please discuss this in advance with your preceptor.

Mercy Hospital & Unity Campus

Mercy Hospital:

- [Mercy Hospital | Coon Rapids, MN | Allina Health](#)
- [View map/get directions](#)
- [Coon Rapids campus map](#)

Unity Campus:

- [Unity Campus - Mercy Hospital – in Fridley, MN | Unity Hospital \(allinahealth.org\)](#)
- [View map/get directions](#)

Parking Permit Requirements:

- All students and on-site faculty will need to obtain a parking permit.
- Obtain a parking permit on your first day on-site from the Security Department Office.

- If no one is in the office, use the phone outside the office to request assistance.
- Allow extra time on your first shift to obtain the permit and to display it in your vehicle.
- All students and on-site faculty are EXPECTED to park in Employee Parking (see maps linked below).
- Displaying Parking Permits: Vehicle owners/operators must display current correct permit by hanging the permit from the rearview mirror of the vehicle, with the permit number clearly visible.
- Overnight Parking: designated overnight parking is provided on both campuses from 2230 to 0730. See campus parking maps for specific locations on each campus. If your shift starts prior to 2230 or ends after 0730, you must move your vehicle to be compliant with the overnight parking times.
- All parking permits MUST be returned on your last day on site.
- Any violation of the parking policy can result in a parking citation or being towed at the owner's expense.

New Ulm Medical Center

- [New Ulm Medical Center | Hospital in New Ulm, MN | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

Owatonna Hospital

- [Owatonna Hospital | Steele County, MN | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

Where should I park? In front of the hospital, two rows farthest away from the building on the right side.

How do I find a unit? Ask at the main information/reception desk by the front door.

Where can I eat onsite? Prairie Meadows café hours: Monday – Thursday 7:00-10:00am, 11:00-1:30pm and 2:30-6:00pm and Friday 7:00-10:00am, 11:00-1:30pm. There is On the Spot Vending located in the Café 24/7/365.

River Falls Area Hospital

- [River Falls Area Hospital | River Falls, Wisconsin | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

St. Francis Regional Medical Center

- [Home | St. Francis Regional Medical Center](#)
- [Campus Map](#)

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.

United Hospital

- [United Hospital | St. Paul, MN | Allina Health](#)
- [View map/get directions](#)
- [Campus map](#)

United Hospital – Hastings Regina Campus

- [Allina Health United Hospital – Hastings Regina Campus | Hastings, MN](#)
- [View map/get directions](#)
- [View campus map](#)

Allina Health Group (AHG) Clinics & Sites

Enter Clinic or Site name in search bar: [Find a Location](#) | [Search Results](#) | [Allina Health](#)

Badges and Uniforms

Photo Identification (ID) & Badges

All colleges must provide college photo ID badges for clinical students completing experiences at Allina. Students **MUST** always wear their school photo ID badge above the waist. School photo ID badges are imperative for easy identification of students in our facilities.

If you are not provided an Allina Health badge during onboarding and your unit requires a badge. Please have your unit leader follow their standard processes in requesting a badge. Questions can be directed to **Access badges:** AllinaIDBadging@Allina.com.

Student and Onsite Faculty Uniforms

- All students are required to follow the Allina Health dress code. Refer to faculty or hosting unit for specific requirements. Students/on-site faculty may not have artificial/gel nails and must follow the fragrance-free policy.
- Most disciplines are required to wear scrubs; some may be allowed to wear business casual. Street clothes that may not be worn, such as open-toed shoes, hooded sweatshirts, fleece jackets, and scarves. Short or long sleeve shirts or turtlenecks may be worn under scrub tops for modesty or warmth. All under shirts must be a solid neutral color per Allina Health policy.
- Attire in the surgical/procedural (Operating Rooms, Labor and Delivery, etc.,) areas include specific clothing that meets Infection Prevention policy. Students must wear close-toed rubber-soled shoes with socks. These areas will provide other surgical clothing for students. If needed, surgical skirts are available with prior request from school. Personal head coverings may be worn when completely covered with a hospital provided disposable head covering that is lint-free. It must be completely covered by a surgical hood, with a supplemental bouffant if needed.

- Allina has a standard scrubs uniform color for specific clinical disciplines. Students must NOT wear the same color as the licensed/certified employees of that specific clinical discipline.

Role	Color
RN	Navy
LPN	Purple
Environmental Services and Linen	Eggplant top with black bottom or Dark Brown (until 5/1/2027)
Lab	Dark Teal
Materials	Khaki
Nutrition Services	Maroon and Black
Patient Care Support	Teal
Patient Clerical Services	Green
Pharmacy	Maroon
Respiratory	Olive Green
Radiology	Gray
Rehab	Royal

- If your school/clinical program has a current uniform color policy, please continue following the school policy. Scrub tops need to have either embroidery or an applied patch with the school's name and program.
- If your school/clinical program does NOT have an existing uniform policy, you should wear solid-colored scrubs with a different colored top and bottom. The non-matching top and pants will identify you as a student.

Cell Phone and Social Media Use

Cell Phone Usage is Prohibited During Clinical Rotations

- Cell phones are strictly prohibited from being used in the clinical area by students. All cell phones (except in Home Care Services and on-site faculty) should not be carried on the person during the clinical experience. Home Care Services should carry a phone to use in an emergency situation in the field. Onsite faculty may use their cellphone for clinical supervision.
- Absolutely no photographs may be taken on Allina Health campuses or in patient homes. No photographs of self, patients, families, or images of the patient record may be taken for HIPAA compliance.
- No recording of conversations with patients or staff is allowed.
- If a student or faculty is found in violation of the policy, disciplinary action and possible legal action may be taken.
- Students and onsite faculty will have full access to reference materials on Allina's network when on site.

Social Networking:

Students need to understand that future employers may review their Facebook or other methods of social networking and may impact their employability.

Students should NEVER post any information regarding their clinical experience. Students need to remember to treat all social networking sites as public domain.

- Do not discuss patient information.
- Do not take or post any pictures of patients, self, or anything from the clinical experience.
- Do not discuss patient cases with classmates.
- Do not badmouth classmates, healthcare facilities or employees.

If faculty, other students, or staff see a posting of unacceptable information on a social networking site by a student, please print a copy of the posting and send it to the site Academic Coordinator. The Academic Coordinator will dismiss the students from their clinical experience immediately. The school may request a copy of the posting from the site – this would be used to support the schools' decision regarding the student's future academic career.

Allina Health Employee as Student Resources

Allina Health Compliance and Legal Services require all Allina Health Employees to follow standard Student/Faculty Onboarding. Employees are not exempt from any student/faculty requirements as you are not considered an Allina Health employee during your clinical hours. Employees are under the oversight of the Academic Institution as stated in our Clinical Experience Agreement.

Immunization Records:

- [Immunizations Requirements Policy Appendix A](#)
- [Immunizations for Allina Health Employee Students](#)

Excellian Documentation

- Excellian Documentation must be clear as to when you are documenting as a student and when you are documenting as an employee. Please review the [Excellian Documentation Guidelines](#). Failure to meet that requirement is a compliance violation.

Fit Testing

- If you are already fit-tested at Allina, you may mark the Baseline Respirator and Fit-testing requirement completed. If not fit-tested and your experience does not require fit-testing, you only need to submit the Baseline Respirator Form and mark the requirements complete.

Contact List

Who to contact if you have issues or questions:

Your first point of contact should be your faculty and/or program coordinator. For questions when you are on site at Allina please see below:

- **Excellian** – Call IS Helpdesk 612-262-1900
- **ADC – Omnicell Access** - Contact the local site pharmacy for cabinet assignment.
- **Allina Health Careers:** <https://www.allinahealth.org/careers>
- **All other questions/issues:** AllinaAcademics@allina.com