

OWATONNA HOSPITAL

Student and Faculty Guide

Tips for Students and Faculty

1. **Where should I park?** In front of the hospital, two rows farthest away from the building on the right side.
2. **How do I find a unit?** Ask at the main information/reception desk by the front door.
3. **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.
4. **What do I do if I need an access badge?** Photo ID badges are provided by the school. If the department determines the need for access badges, ONLY what is minimally needed will be granted. Preceptors or faculty should always be supervising students.
 - ❖ If the unit leadership determines an access badge is needed: contact AllinaIDBadging@Allina.com.
 - Faculty (for groups):
 - Pick up the temporary badge directly from the security office for entire group.
 - Collect the badges from the students at the end of the last clinical day and return to security.
 - Preceptorship students:
 - Pick up their badge on the first day.
 - Return their badge directly to the security office on their last clinical day.
5. **Who to contact if you have issues or questions:**
 - ❖ **Excellian** – Call IS Helpdesk 612-262-1900. The student may only observe, and not perform patient care until access is secured. The student may need to leave the clinical setting, after discussion with the Academics coordinator.
 - ❖ **ADC – Omnicell Access.** Contact the local site pharmacy first.
 - a. Students must be fingerprinted at the ADC but must **NOT** be given temporary access.
 - b. If EAR (Electronic Access Request) is missing, contact AllinaAcademics@allina.com
 - c. This will not be resolved immediately. The student may NOT be involved in medication management activities until access has been activated.
 - ❖ **Access badges (if needed)** AllinaIDBadging@Allina.com
 - ❖ **Potential future employment:** HR or <https://jobs.allinahealth.org/>
 - ❖ **All other questions/issues:** AllinaAcademics@allina.com

For additional information about the site, see:

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