Inova Alexandria Information

ID Badge Process	ID badges are obtained from Security only during the below business hours, you cannot get a badge outside of these hours: 7 Days /week • 0630-0800 • 1430-1530 • 2230-2330 You will enter through the Visitor Entrance, walk behind the security desk. You will see the Elevators straight ahead; make a right into a doorway before the escalators. Go through the doorway First floor turn immediate left. Keep straight until the end and turn left again. Keep going down the hall and at the end turn right. Walk the long hall, turn left. Continue walking straight the hallway the office is located on the right. Security dispatch number: 703-504-7544 Clinical faculty will be provided with a Student ID Badge Authorization Form that they will complete and bring with their students to HR/Security for badge access on the first day of clinical. Senior practicum students may obtain their badges on their own. Student and Faculty badges must be returned to Security at the end of the clinical rotation. If a student will be returning to IAH for another clinical rotation, security will reissue the badge at the start of the next clinical rotation. Bring two forms of ID, one of which must be a picture ID. Replacement badges: First offense is 10$, Second offense is 15$, third or more 25$. This is non-refundable
Parking Information	When entering at shift change (the gate is up), please park in the employee garage in the back of the hospital campus; enter the campus from Howard Street
Medication Administration Dispensing Machine (ADM) access	Only instructors are given access to the ADM for medication administration. The online learning module must be successfully completed before obtaining Omnicell access. The training is assigned in HealthStream under New Faculty Orientation. Once the Omnicell training is completed, print out course completion certificate, and then a nurse manager from the unit you are assigned will give you the Omnicell Access form when you attend unit orientation.
Point of contact for post conference (if available)	Contact IAHConferenceRoom@inova.org to reserve

	a room for post conference. Please do not have post conference or meetings in the cafeteria or other public areas as your conversations can be overheard by staff and visitors.
Unit Orientation	Each instructor is responsible for arranging a unit orientation prior to bringing students to the unit. It is the responsibility of the instructor to orient his/her students to the unit.
Computer Training	Epic is used system-wide. Training is 16 hours long if you have never used with prior employment. Your school placement coordinator can advise you on dates. Please reach out to your school coordinator for training options.