# Inova Fairfax Medical Campus Information

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| ID Badge Process | All faculty and students are required to wear their IFMC issued ID badges at all times.  It is not necessary to make an appointment; hours of operation are Monday-Friday, 07001515. Senior Practicum students may obtain their badges on their own. Clinical faculty will be provided with a Student ID Badge Authorization form they will complete and bring with their students to security for badge access on the first day of clinical. The Safety and Security building is located on the 2nd floor of the original building.  There is a $5 fee **(cash or check only)** for ID badges which is refundable when badges are returned to Security at the end of the semester. Bring one form of a valid Picture ID. Student/Faculty badges must be returned on the last clinical day. |
| Parking Information | On the first clinical day, all students should park in green, gray or blue garage- **THEY MUST PULL A PARKING TICKET FROM THE MACHINE EVEN IF THE GATE IS OPENED**. When they go to the security office to receive their ID badge, the security department will provide a validated ticket; both tickets will need to be fed into machine upon exit to depart the parking garage without paying a fee. This is a two-step process, if not followed accordingly students will have to pay for parking. Once they obtain an ID badge on their first day they will **only** be allowed to park in the employee parking garage. |
| 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.   If unit leadership assists with access, print the 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. You will need to go to pharmacy for password retrieval. The main pharmacy is located in the basement level under the emergency department. The least confusing way to get here is to go to the ED on the ground floor, then take the stairs by the ED waiting room down one level. If unit leadership wants system office to provide access, email Maureen.desena@inova.org for assistance. |
| Point of contact for post conference (if available) | Contact the patient care director or nurse manager on your clinical unit to arrange for conference room space.  Please do not have post conference in any public areas including the cafeteria as your conversations can be heard by staff and visitors |
| 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. |

| 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. |
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2023.2024