Inova Fair Oaks Information

ID Badge Process	ID badges are obtained from Security. Security is located in the main lobby, past the information booth on left. 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/Faculty badges must be returned to Security at the end of the clinical rotation. Bring one forms of ID, one of which must be a picture ID, driver's license or state ID. Badges will be made only between the hours of 0930-1400 & 1600-1800, Monday to Friday. No badges will be made on weekends & holidays. For questions you can call 703-391-3797
Parking Information	Free parking is available in the parking garage on the fifth floor or above on Mondays –Fridays and third floor or above during the weekends. There is additional parking in the lot behind the parking garage. Do not park in patient or visitor slots.
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)	Send an email to IFOHConferenceCenter@inova.org to reserve a room for post conference. Please do not use the break rooms on the units for post conference. Additionally, 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.
Computer Training	Epic is used system-wide. Training is 16 hours long for faculty who have never used Epic in prior employment. Your school placement coordinator can advise you on dates.
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.