

Inova Loudoun Information

ID Badge Process	All students and instructors require badges. Badges are obtained from the Safety & Security department, 703-858-6401. It is not necessary to make an appointment if it is for an individual badge or small groups between the hours of 7AM-3PM. For larger groups or after 3PM, please call 703-858-8771. Instructors must accompany their group of students. Senior practicum students may obtain their badges on their own. Student badges must be returned to Security at the end of the clinical rotation. Faculty/instructors must turn in their badge when they leave their current position or no longer plan to have students (even for one semester) at ILH. Bring two forms of ID, one of which must be a picture ID.
Parking Information	On the Lansdowne campus, instructors and students should park in the open surface lots or the garage on the 3 rd floor. Level will be marked employee parking. If entering from the south lot, enter the campus through the South entrance only from Riverside Parkway, park in the South employee parking area (parking lot number 5) You do not need a car tag to park there. To enter the hospital from the employee parking area, follow the sidewalk alongside TBI; follow the signs straight ahead to the South Entrance. You will enter into the breezeway. On the Cornwall campus take a left as you come into the entrance. Park in the upper back lot where employees park. There will be signage stating employee parking.
Medication Administration Dispensing Machine 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. Once the access paperwork is complete, you can be fingerprinted by a Super User on the unit.
Point of contact for post conference (if available)	Please check with the nurse manager on your unit for available classroom space or you may send an email request (do not call or show up in person) to sami.labor@inova.org and elizabeth.watkins@inova.org to schedule a conference room for post conference meetings. Provide school, instructor name and contact phone number in case a change needs to be communicated. Please do not have post conference or meetings in the cafeteria or other gathering areas as your conversations can be overhead 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.