

# ST. FRANCIS REGIONAL MEDICAL CENTER (STF) STUDENT AND FACULTY GUIDE

## Tips for Students and Faculty

1. **Where should I park/enter?** Park in the **BROWN** parking lot and enter through the Emergency Room Entrance. **Be sure to ALWAYS wear your school photo ID badge where it is visible when entering the building** and at all times during your clinical.
2. **How do I find a unit?** Ask your preceptor or group faculty for directions in advance.
3. **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](mailto: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.
  - ❖ If an Allina Health access badge is necessary for your experience (extremely limited), your hosting department leader will manage this.
  - ❖ Potential **future employment:** HR or <https://jobs.allinahealth.org/>
  - ❖ **All other questions/issues:** [AllinaAcademics@allina.com](mailto:AllinaAcademics@allina.com).

## Additional Site Information

See: [Home](#) | [St. Francis Regional Medical Center \(stfrancis-shakopee.com\)](http://stfrancis-shakopee.com)