

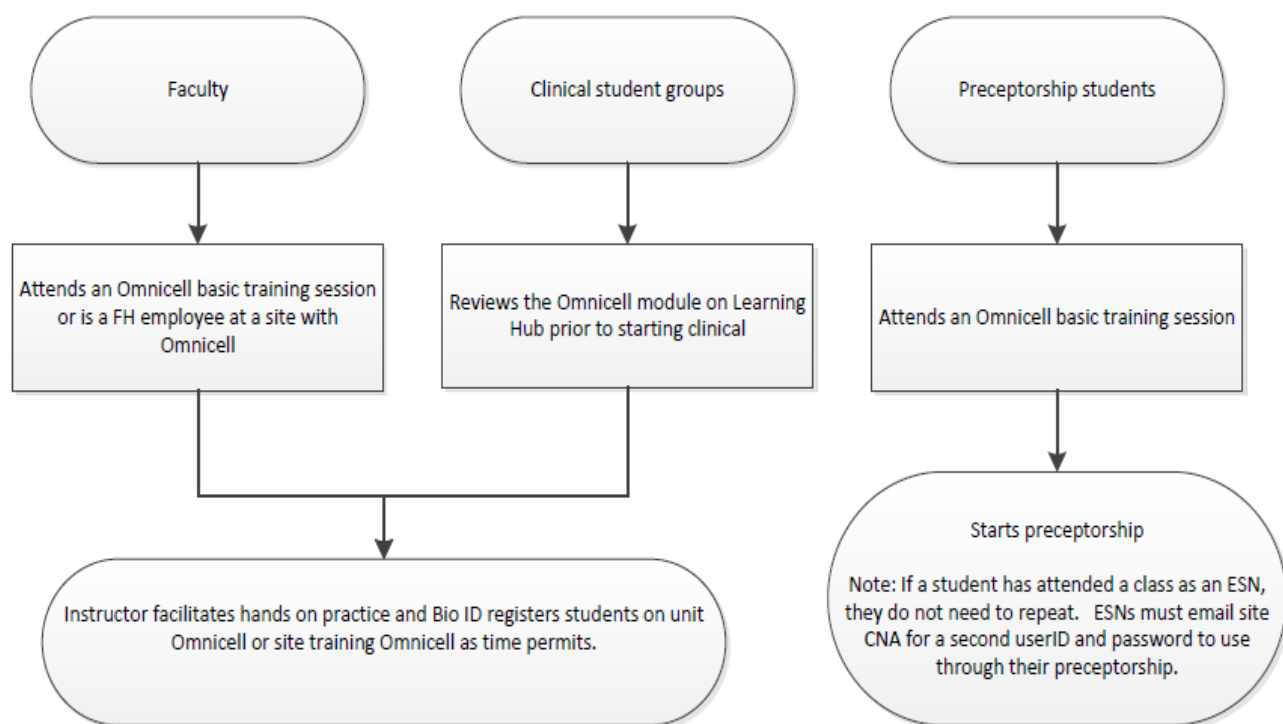
Omniceil User Access Information – Students and Instructors

Site Contacts:

SITE	E-mail mailbox	Clinical Nurse Advisor (CNA)
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General Information:

- No later than 7 days prior** to the start date the school coordinator/representative must e-mail/fax a completed user access request form to the specific site e-mail mailbox or Clinical Nurse Advisor (CNA).
Note: - User access request forms sent directly from a student will be denied.



Omnicell User Access Information for Students and Instructors

- **Clinical students** placed at an Omnicell site must complete an online Omnicell module through Learning Hub prior to Bio ID registration. Bio ID registration will be done by the instructor.
- **Faculty and preceptor students** placed at sites with Omnicell will require basic Omnicell training and Bio ID registration onto the system.
- Students/faculty will only be given access to the Omnicell(s) on the unit(s) requested/approved on the user access request form as per the dates on the access request form.
Note: The site CNA must be informed of any changes to the requested unit(s), dates and for any placement cancellations.
- **Contact the site CNA to update usernames, passwords, or access.**
- Students/faculty will use Biometric identification [finger scanning] after an initial password has been assigned.
- Students must review the FH Automated Dispensing Cabinet (ADC) policies and be aware of the FH [Privacy and Confidentiality - Corporate Policy](#)
- Access will start on the first day of the assignment and will end after the last shift of the assignment to ensure system security.
- **Students (clinical, preceptee) will not have access to remove controlled substances.**
Exception: Specialty education nurses [Post Licensure Students]
- All controlled substance wastage must be documented on the Omnicell by two regulated health care providers.

Faculty Access:

- Clinical Instructors (for onsite clinical sessions) must attend an Omnicell basic training class prior to being given access privileges and **before** their first clinical assignment to ensure they are prepared to support the clinical group.
- Bio ID/password registration will occur during the training session.
- Will have full RN/LPN/RPN access.
- User names will be prefixed with **F-**
- FH employees are required to use their faculty user name when instructing.
- For subsequent site sessions, the instructor will use the same personal username, Bio ID and password.
- Clinical instructors will facilitate hands on practice and Bio ID register student groups on the units or at the training cabinet (check with the site CNA re: availability).

Omnicell User Access Information for Students and Instructors

- The instructor must remove/return/waste controlled substance and override medications for the student and ensure that any discrepancies are resolved and documented prior to end of shift.

Clinical Student Groups:

- Must complete the Omnicell module on [Learning Hub](#) prior to starting the clinical. This will be the responsibility of the school.
- Bio ID activation can occur on the training cabinet or on any unit Omnicell as time allows.
- Will be prefixed with **S-**
- Will not access the override feature. Faculty will need to remove any pharmacy verification required (PVR) medications required by their students.

Preceptorship Students:

- Must attend a basic Omnicell training session.
Exception: Employed Student Nurses/Employed Student Psychiatric Nurses hired to or students who have had a previous Preceptorship rotation at an Omnicell® site. Coordinators/Instructors must contact the site CNA to set up a new preceptorship user ID and password
- Bio ID/password registration will occur during the training session.
- Will be prefixed with **P-**
- Can access override or stocked meds function under direct regulatory supervision.
- Preceptors will need to remove any pharmacy verification required (PVR) medications required by their students

Resources:

- Basic Omnicell Training Schedule and course registration available on [Learning Hub](#) for faculty and preceptor students
- Omnicell online learning module available through [Learning Hub](#) for clinical students.
Course title: ADC – Omnicell Patient Care in a Profiled Environment
- Quick guide brochure available on the Pulse on the Pharmacy Automated Dispensing Cabinets pages
- An Omnicell training cabinet is available on site. Contact the site CNA to book access
- Schools can request electronic copies of the FH ADC policies