Nursing Student/Faculty Automated Dispensing Cabinet/Omnicell (ADC) Process

1. The Student/Faculty registers through Allina Health student/faculty portal (as they must do for all clinical experiences).

2. An email with the “A” or “D” number and non-employee number is sent to the email provided on the registration. This information is never given out over the phone.

3. The registration triggers automatic enrollment in the following courses.
   1) Allina Clinical Student Orientation
   2) Bedside Barcode Scanning for Students and Faculty
   3) Clinical Basics for Students and Faculty
   4) Patient Care in a Profiled Environment-Omnicell for Students and Faculty
   These courses will be automatically pushed to the individual’s profile in the Learning Management System (Saba) with instructions regarding how to access and complete the eLearnings.

4. Student registration also triggers the WebCARF process (by the system office) for Automated Dispensing Cabinet access (this is an initial general access labeled “Learning and Development” to indicate to the IS security that this is a student).

5. Faculty will NOT be given access to the ADCs, but need to complete the course so they can assist their students.

6. When the final roster is sent by the school to the designated ADC email (see site roster for address specific to site email) the local pharmacist will assign the appropriate cabinet/s for access.

7. When the student arrives on the unit, they must have one of 3 people assist them with setting up their bioid. This can be the Charge Nurse, Super User or Pharmacy. They will not be able to set this up bioid without one these three staff members assistance.

8. Once access is established students will be able to access the medications via the ADC.

IMPORTANT: No narcotic medication removal or administration will be allowed by students.