**Omnicell User Access Information –**

**Students and Instructors**

**Site Contacts:**

|  |  |  |
| --- | --- | --- |
| **SITE** | **E-mail mailbox** | **Clinical Nurse Advisor (CNA)** |
| Royal Columbian Hospital | RCHAMDS@fraserhealth.ca | Kelly.Riley@fraserhealth.caCell: 604-613-8294 |
| Chilliwack General HospitalFraser Canyon Hospital | CGHAMDS@fraserhealth.ca | Martina.Klassen@fraserhealth.caCell: 604-316-5209Fax: 1-604-795-4135 |

**General Information:**

* Faculty and preceptor students placed at an Omnicell site will require basic Omnicell training and Bio ID registration onto the system.
* Clinical students placed at an Omnicell site must complete an online Omnicell module through Learning Hub prior to Bio ID registration onto the system.



* At least **14 days prior** to the start of the placement, the school coordinator/representative must e-mail/fax a completed user access request form to the specific site e-mail mailbox or CNA

**Note:** - User access request forms are not accepted directly from a student

* Students/faculty will only be given access to the Omnicell 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 policy [Confidentiality and Security of Personal Information](http://fhpulse/computers_and_technology/privacy_and_confidentiality/policies_and_guidelines/Policies%20and%20Guidelines%20Documents/Confidentiality%20and%20Security%20of%20Personal%20Information%20Policy.pdf).
* 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, preceptors) will not have access to remove narcotics, benzodiazepines or controlled substances.**

**Exception:** Specialty Education nurses [Post Licensure Students]

* All narcotic, controlled drugs, insulin and anticoagulant removals/administration must be supervised and co-signed by the instructor/RN/LPN/RPN as per current practice.Co-signature occurs on the MAR/Chart.

**Exception:** RNs in specialty education courses.

* All Narcotic/controlled drug wastage must be documented. A student may act as the witness for doses they have prepared. **Two students cannot witness wastage together.**
* Instructors must ensure that any narcotic/controlled substance discrepancies that occur during Omnicell transactions, involving a student, must be resolved and documented prior to leaving at shift end.

**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.
* Instructors who are FH employees who work at an Omnicell facility can use their FH access username/login
* Bio ID/password registration will occur during the training session.
* For subsequent site sessions, the instructor will use the same personal username, Bio ID and password.
* Clinical instructors will Bio ID register student groups on the units or at the training cabinet.
* Faculty members will have full RN/LPN/RPN access.
* Faculty user names will be prefixed with **F-**
* The instructor must remove/return/waste narcotics, benzodiazepines, controlled drugs and override medications for the student and ensure that any student narcotic discrepancies are resolved and documented prior to the student(s) leaving at shift end.

**Clinical Student Groups:**

* Students must complete the Omnicell module on [Learning Hub](https://learninghub.phsa.ca/Courses/7296/adc-omnicell-patient-care-in-a-profiled-environment) 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.
* Student user names will be prefixed with **S-**
* Clinical students will not access the override feature.Faculty will need to remove any pharmacy verification required (PVR) medications required by their students*.*

**Preceptorship Students:**

* Preceptorship students must attend a basic Omnicell training session.

Exception: Students, who have already attended an Omnicell training session as an ESN, do not need to repeat the class. These students must contact the site CNA to set up a separate preceptorship user ID and password.

* Students who have used Omnicell previously during a group clinical practicum (i.e. clinical instructor supervision) must still attend a full Omnicell basic training session.
* Bio ID/password registration will occur during the training session.
* Preceptorship students usernames will be prefixed with **P-**
* Student preceptees can access override under direct regulatory supervision. All transaction documentation requires a co-signature.
* 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](https://learninghub.phsa.ca/Courses/14851/omnicell-basic-training-registration) for faculty and preceptor students.
* Omnicell online learning module available through [Learning Hub](https://learninghub.phsa.ca/Courses/7296/adc-omnicell-patient-care-in-a-profiled-environment) for clinical students.

**Course title: ADC – Omnicell Patient Care in a Profiled Environment**

* Quick guide brochure 
* 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