NORTHSIDE HOSPITAL

SCHOOL PARTNERSHIP AND PLACEMENT ADVISORY MEETING

November 09, 2026



ACEMAPP OVERVIEW STUDENT CREDENTIALING

NORTHSIDE HOSPITAL

STUDENT EMPLOYEE APPLICATION

Custom Field

- “Are you a Northside Employee?”
  - *This is not the application that waives the requirements for Northside Employees

Student/Northside Employee Application

- Log into ACEMAPP and complete the "Student/Northside Employee Application". Students can navigate to the application by clicking on the blue link located under the "Announcements" tab on the left side of their ACEMAPP homepage. Completing this application lets ACEMAPP know that the student is a Northside employee and is exempt from several Northside requirements. Submitting the application is the only way to waive the requirements in ACEMAPP.
- Employment is verified by the Student Placement Office against our HR records

BACKGROUND AND DRUG SCREEN REQUIREMENTS

Our approved provider for Background Check and Drug Screen is Advantage Students (www.advantagestudents.com). Students and external faculty should purchase the *Northside Basic Student Package* **within 24 months from the rotation end date.**

Student package (includes background check and drug screen)

- Drug Screen: 11 panel urine lab test (MRO service included)
- Amphetamines, Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Methaqualone and Oxycodone
- Students and external faculty are to share their report with Northside Hospital for review
- Please confirm Advantage Students and ACEMAPP accounts are linked

Sharing Reports

- If experiencing a delay in the review, contact the vendor directly (Advantage Student) to confirm the report as been shared correctly.
- Students/External Faculty may have to re-share their reports if not shared correctly

Report flags

- Complete review of a report may take up to 3 weeks (cannot expedite this process)
- Northside Human Resources department reviews all student flags
- HR is aware of all reports that need to be reviewed manually
- **Student Placement has a weekly check-in with HR to follow up on the review process**
- Any rejected reports will be communicated via ACEMAPP and Advantage Students

2 year background and drug screen expiration

- Background and drug screen reports will auto expire after 2 years.
- Students/External Faculty will be required to re-share their reports under the new requirement.

Northside employees are waived from this requirement

NORTHSIDE HOSPITAL

IMMUNIZATION REQUIREMENTS FOR STUDENTS AND FACULTY

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATIONS
COVID	No longer required; removed from ACEMAPP	No longer Applicable	All Campuses
HEP B	• Proof of vaccination (2-Dose or 3- Dose Series) OR • Positive titer	Declination Allowed (Provided in ACEMAPP) With proof of a Negative Titer	All Campuses
INFLUENZA	During Flu Season (October 1st – March 31st)	Declination Allowed Provided in ACEMAPP	All Campuses
MMR (If born AFTER 1957)	• Proof of vaccination (2 Doses) OR • Positive titers for Mumps, Rubella & Rubeola (Measles) OR • Proof of one MMR vaccine & one Rubeola (Measles) vaccine OR • Proof of one MMR vaccine & one positive titer for Rubeola (Measles)	Not Allowed	All Campuses
MMR (If born BEFORE 1957)	• Proof of one MMR Vaccine OR • Proof of Positive Titer for Rubella (German Measles) OR • Proof of one Rubella Vaccine	Not Allowed	All Campuses
Tdap (No Dtap) (valid for life, no expiration)	• One lifetime dose • Tetanus, Diphtheria and Pertussis (TDAP)	Not Allowed	All Campuses
Varicella	• Proof of vaccination (2-Dose) OR ○ A Positive titer	Declination Allowed (Provided in ACEMAPP) With proof of a Negative Titer	All Campuses

The following documents are reviewed by the school

Northside employees are waived from these requirements

NORTHSIDE HOSPITAL

NORTHSIDE HOSPITAL

IMMUNIZATION REQUIREMENTS FOR STUDENTS AND FACULTY

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATIONS
TB (Negative) (1st time at NSH)	• Negative QFT/T-Spot < 24 mos. OR • Negative 2-Step TB skin Test (1st step within 12 months & 2nd step within 60 days of start date) Valid for 24 months	Not Allowed	All Campuses
TB (Negative) (Returning to NSH)	• Complete Northside Annual TB Questionnaire • One skin test if expired; OR • A new blood test if expired	Not Allowed	All Campuses
TB (Positive)	**Past or New Exposure** • Documented positive TB Result, • TB clearance letter from DPH or PCP recommendation indicating the date of last clear CXR, which should be within 3 years of start date. • Valid for 24 months	Not Allowed	All Campuses

***Reviewed by the Northside Student Placement Office**

Northside employees are waived from these requirements

NORTHSIDE HOSPITAL

ACEMAPP REQUIREMENTS: ONLINE LEARNING MODULES

1. Northside Hospital Annual Education (Video & Attestation)
2. Northside Hospital Corporate General Compliance Training (SCORM File)
3. Northside Hospital Fire Safety Orientation (SCORM File)
4. Northside Hospital HIPAA Privacy and Security Training (SCORM File)
5. Northside Hospital Workplace Violence Training (SCORM File)

Please note: Modules expire 2 years after completion

Northside employees are waived from this requirement



ACEMAPP REQUIREMENTS: NON-CLINICAL DOCUMENTS

1. Northside Confidentiality/Security Agreement
2. Northside TB Questionnaire
3. Northside Acknowledgement and Release Form
4. Northside Employee/Non-Employee Attestation
5. Professional Liability Insurance
6. Northside Cell Phone Policy
7. Department Unit Orientation- completed on the first day of the rotation

- **Northside employees must complete all of these requirements***



AUDIT

- Student Placement office will perform routine audits of student records throughout the term and contact ACEMAPP regarding any document that needs to be modified that may have been approved in error
- Please ensure the documents are being carefully reviewed following Northside Hospital guidelines
- Be mindful of the dates entered by the student. We often find the date of the upload entered as the date of completion
- The Student Placement team will reach out to the school/student/faculty/unit in the event a correction needs to be made
- Please ensure the name and DOB is on the submission.
- Northside does not accept screenshots as certified documents.
- **School Attestation checklists will no longer be accepted. Students need to download the full report from the provider.**



COMPLIANCE AND CLEARANCE

Requirements

1. Student Clearance
    - Comments will be placed in ACEMAPP notifying the school of any issues or students who are not cleared to start. Please ensure the parking, badge information, and department unit orientation details are communicated to the student.
        - Comments will only be related to questions, concerns, and rotation updates.
        - If the student is GREEN in ACEMAPP and the rotation is in APPROVED status, they are cleared to start
        - Students who are missing Northside Requirements are not permitted on campus until cleared
        - The Student Placement Office will reach out to the student, school and faculty to inform them the student is not cleared to begin; however, the school also needs to monitor the student clearance
        - Clearance is needed by **5pm on the business day before the rotation begins** (if the rotation starts on Monday, the student needs to be cleared by 5pm on Friday)



2. Department Unit Orientation Communication
    - Uploaded by the student for Senior Practicum rotations on the first day of their rotation
    - Completed with the preceptor and/or unit clinician
    - Does not affect compliance but is required

STUDENT ROTATIONS

NORTHSIDE HOSPITAL

ACADEMIC CALENDAR

- ✓ Once the deadline for submissions has passed, please do not make any modifications.
- ✓ Modifications made to approved rotations may result in a denial of the rotation.

NORTHSIDE HOSPITAL

STUDENT PLACEMENT

CALENDAR 2026-2027

Submit rotation requests only for one term/semester at a time		
Placement Requests For:	**Deadline to Submit Requests in ACEMAPP BY**	**Decisions to be indicated in ACEMAPP BY**
Spring 2027 *(January 1 – April 30)*	**October 09, 2026**	**November 19, 2026**
Summer 2027 *(May 1 – August 14)*	**March 05, 2027**	**March 26, 2027**
Fall 2027 *(August 15 – December 31)*	**June 18, 2027**	**July 09, 2027**
Submit rotation requests only for one term/semester at a time		

COHORT ROTATIONS

1. **Cohort size**
- Max. number of 6 students in a cohort group (communicate unique scheduling to Student Placement office and Adjunct Faculty)
- Min. number of 4 students in a cohort group (if multiple small rotations are created, groups may be combined)

2. **Dates and shift times**
- 12-hour shifts (6:30a-6:30p)
- Create the rotation around the **onsite clinical days (identify offsite lab/sim days and any school breaks)**
- 12 hours shift can be split into two groups of students (6:30a-12:30p, 12:30p-6:30p)
- Actual start and end dates for experience
- We allow makeup days for students in the event of faculty absences or inclement weather. You may extend your request to allow for 1 makeup day/rotation
- Rotation requests should be limited to the total required hours. If the rotation requires three 12-hour shifts, the rotation should be entered for a maximum of 4 weeks (to allow for a makeup or accommodate a scheduled school break or holiday).

3. **Student Enrollment**
- Accurate count of students enrolled vs courses offered to prevent over/under asking

4. **Faculty Credentialing**
- All external, shadowing, and visiting faculty will need to be assigned and credentialed in ACEMAPP
- Northside Adjunct Faculty oriented by school within 3 weeks of start date

5. **Approved Rotations- status change**
- Notify via email of any withdrawals or deletion of already approved rotations



COHORT SHADOW EXPECTATIONS

❑**Observation throughout Northside Hospital will be assigned to cohort rotations based on a certain criteria.**

- No observation assignments for cohorts of senior students, fundamentals, community/population health, mental health or small cohorts with 4 or less students
- Maternity Rotations may send 1 student to the NICU and 1 student to L&D
- Med Surg rotations are assigned to a variety of units (including ER, Surgical Floors, GI Lab, Telemetry, Cath Lab, IV Team, Care Coordination, Infusion Center etc)

❑**Unit conduct while observing**

- Although there is no direct patient care opportunities while shadowing clinical staff, students should remain actively engaged throughout the clinical learning experience
- Students are expected to adhere to standards of professional conduct including refraining from cellphone and smart phone use while in any patient care areas

PRECEPTED ROTATIONS

Scheduling

- Assignments are based on preceptor availability only

1.Please ensure the rotation days are built around days the students have lab and lecture on campus (religious preferences)

2.Start date of the rotation should be the expected day the students are eligible to start the rotation (be cognizant of the time it will take to complete the required hours)

3.All external and visiting faculty will need to be assigned and credentialed in ACEMAPP

4.Preceptor qualifications (if > 1 year of experience is required, please let us know)

5.Select the appropriate unit based on course and student experience

6.Preceptor Assignment

- •Preceptor information is available to the school via ACEMAPP
- •Preceptor concerns should be directed to the Student Placement Office
- •Communicate any preceptor requirements in a timely matter to Student Placement Office

Placement Priority

7.Nurse Extern placement priority- Please indicate when a rotation is created for an employee of Northside
8.Rotations approved for Northside employees should not be reallocated for non-employee students Senior Practicum
9.Students may not be placed in the units where they work

GUIDELINES

FACULTY COMMUNICATION EXPECTATIONS

NORTHSIDE HOSPITAL

ADJUNCT FACULTY COMMUNICATION

School assigns **clinical faculty and may credential** in ACEMAPP (not required by Northside)

Northside Faculty information is added to **custom fields** rotations in ACEMAPP by the Student Placement office

School **should communicate** rotation details to Adjunct Faculty ***three weeks*** before the scheduled rotation start date (***faculty orientation, student names, contacts, preceptor details, and any course specific information***).

Notify the Student Placement Office and or Adjunct Faculty via email if there are any compliance/performance concerns (early dismissal, disengaged faculty, etc).



EXTERNAL SITE VISITORS

Site Visiting Faculty (not assigned to the rotation)

- ✓ Meeting students in general area (cafeteria, lobby, atrium).
- ✓ No in person interaction with Northside staff on or off the unit
- ✓ No patient interaction at Northside Hospital.
- ✓ Unable to observe the student on the unit
- ✓ Virtual communication with Northside Staff

Site Visiting Faculty (assigned to the rotation)

- ✓ Assigned to the rotation as Clinical Faculty
- ✓ Exempt from providing a Background Check and Drug Screen but must complete the Site Visitor Application and the Background Check and Drug Screen Attestation
- ✓ Complete all required Northside Onboarding Requirements (all immunizations/ vaccines and learning modules).
- ✓ Identify School Faculty in Faculty Box (i.e. John Smith: ABC School Faculty)

PROFESSIONALISM AND UNIT CONDUCT



NORTHSIDE HOSPITAL

CONDUCT EXPECTATIONS

D. PATIENT CARE SPECIFIC APPEARANCE AND HYGIENE

This section applies to all employees working in inpatient and outpatient patient care departments. (Nursing, Rehabilitation Services, Respiratory Services, Laboratory Services, Dietary Services, Bio Medical, Radiology, Surgical Services, Central Distribution, Environmental Services, Pharmacy and clinical staff working in physician practices or any facility).

1. FINGERNAILS - Nails must be no longer than ¼ inch in length. Nails must be free of cracks and chips.
    - A solid nail color without stickers or gems may be worn. Only nail applications that can be immediately removed by nail polish remover are permissible.
    - Employees may receive a three (3) day suspension without pay for a first infraction of this policy provision. Upon return, the employee's nails must be evaluated for compliance by their supervisor or manager.
    - A second infraction of this provision may result in termination.
2. UNIFORMS - Uniforms should fit well and allow for comfortable movement throughout all required work activities without compromising safety or professional image. Excessively baggy or tight uniforms are not considered acceptable professional attire.
3. JEWELRY - No rings with stones (excluding wedding sets and engagement rings) are permitted.
4. HAIRSTYLE / FACIAL HAIR - Facial hair is not permitted if it interferes with the effectiveness of personal protective equipment.
    - Hair should be pulled back off the shoulder/neck or restrained as appropriate for safety in the work area by anyone who provides direct patient care, works with food, or handles sterile equipment.
    - For positions that do not require N95 testing, facial hair must be neatly groomed and well maintained. Beards and/or goatees should not exceed one (1) inch in length.

PERSONAL BELONGINGS

- Limited facility space (bring essentials only)
- Ask faculty where students should store their personal belongings
- Personal belongings should not be left overnight.
- Please do not leave belongings in the breakroom.
- Students will be directed to use the cafeteria during their lunch break, not the unit breakrooms.
- Cellphones and Smart Watches should not be accessed on the floor



CELLULAR DEVICE POLICY

To ensure the safety and privacy of our patients, visitors, and staff by preventing distractions in the workplace. The hospital's policies on cellular telephone, internet and computer usage apply whether the employee is using hospital equipmentor their personal equipment while at work.

Policy

I. Use of cell phones, personal digital assistants (PDAs) and other electronic devices, including tablets, smart watches, and other similar devices while on duty or during work hours shall be limited to necessary work-related calls and activities.
II. Use of personal cell phones, PDAs, and other electronic devices, including tablets, smart watches and other similar devices or text messaging in a patient room, patient care area or public areas within Northside Hospital buildings, such as hallways, waiting rooms, reception areas, lobbies, nurses' station, elevators or other public areas which patients and visitors utilize or are likely to access or while providing patient care should be avoided. If an urgent or emergency call or message is received, every effort should be made to leave the patient room, patient care area, hallway, waiting room, reception area lobby, nurses' station, elevator, or other public area which patients and visitors utilize or are likely to access during the call or message.
III. Personal use of cell phones, PDAs and electronic devices, including tablets, smart watches and other similar devices is only permitted during limited times such as lunch break or other break when work duties are not being performed.
IV. Use of personal cameras – whether cell phone cameras, stand-alone cameras, or cameras contained on any other such personal devices while on duty or when performing any patient care functions for or on behalf of Northside Hospital is strictly prohibited.
V. Use of Cell Phones, PDAs and other Electronic Devices
    A. Employees may request authorization from the manager or designee to use a cell phone, PDA or other electronic devices, including tablets, smart watches and other similar devices during the workday or in a restricted area for extenuating circumstances and emergencies.
    B. Personal cell phones, PDAs, and other electronic devices, including tablets, smart watches and other similar devices may be used preferably in employee break areas, cafeterias or outdoors. If you need to use these devices in the lobby, hallway, waiting room, reception area, nurses' station, or elevator for a personal emergency, please be respectful of visitors who may be in the area. Patient information may not be discussed in public areas. (i.e. break areas, cafeteria, lobby, waiting rooms, reception areas, hallways, or elevators). Please be advised that a member of management may require you to provide supporting documentation to confirm the urgent or emergent situation.
    C. These devices should be placed on silent mode and any calls should be routed to voicemail while on duty. Except for emergencies, personal messages including text messages should be checked only during breaks or lunch.
    D. Except for smart watches, all cell phones, PDAs, tablets or other electronic devices must be carried in a secure and concealed area on the person. These devices, including smart watches must not interfere with the physical requirements of the job. For safety reasons, these devices must be secured to prevent falling off of the person.
    E. The use of cell phones, PDAs and other electronic devices, including tablets, smart watches and other similar devices for hospital business while driving or for any purpose while driving on hospital business is strictly prohibited, unless it is hands free. Should an employee without a hands free device need to make or receive a call while driving, he/she should locate to a lawfully designated area to park to call or message.
    F. Text messaging, face timing, or other uses of cell phones, PDAs or other electronic devices other than hands free, while driving is strictly prohibited.
VI. Camera Use
    A. Under no circumstances shall any employee be permitted to use a camera or video recorder or those functions of a personal cell phone or other device while on duty. Camera and video use are permitted only under the policy entitled Photographing, Filming and Recording, Administrative Policy Manual, A-045.
    B. Any photographs or recordings containing individually identifiable information are covered by the HIPAA Privacy Rule and must be protected in the same manner as patient care reports and other related documentation.
    C. No images taken by an employee during the course or scope of their employment may be used, printed, copied, scanned, emailed, posted or distributed in any manner including as a part of a presentation on behalf of the hospital, without the express, written approval of Northside Hospital's Marketing Department (404) 851-6289.
VII. Violation of this policy will result in corrective action, up to and including termination, without prior warning.

Please also see Confidentiality/Security of Information & Computer Access Agreement and Internet Security Access and External Email Policy.

STUDENT INJURIES: PROTOCOL

1. If a student has been injured during the clinical rotation that resulted in a fall, accidental injection of medication, splashing of eyes with bloodborne pathogens or medications, exposure to airborne disease, etc. the following steps should be taken:
Report the injury immediately to Employee Health; open Monday – Friday from 7a to 4p

Atlanta – 404-851-8386
Cherokee – 770-224-2444
Forsyth – 770-844-3623
Gwinnett/Duluth – 678-312-3878

2. Contact the House Coordinator if Employee Health is not currently open and follow instructions from House Coordinator in regard to sending student to Emergency Department

Atlanta – 404-851-8081
Cherokee – 770-224-5555
Forsyth – 770-844-3662
Gwinnett – 678-205-7710
Duluth – 678-312-8027

3. Notify the Student Placement Office (Patient.CareStudents@Northside.com), as well as the Assigned School of Nursing. If the injury occurred with the Preceptor, the preceptor must notify the Faculty of the injury as well.

- Complete a Northside Hospital Incident Report
- Complete the Assigned School/College of Nursing Incident Reporting System
- Follow up with the student regarding any recommended treatment and future plan for completing hours needed for the clinical rotation.



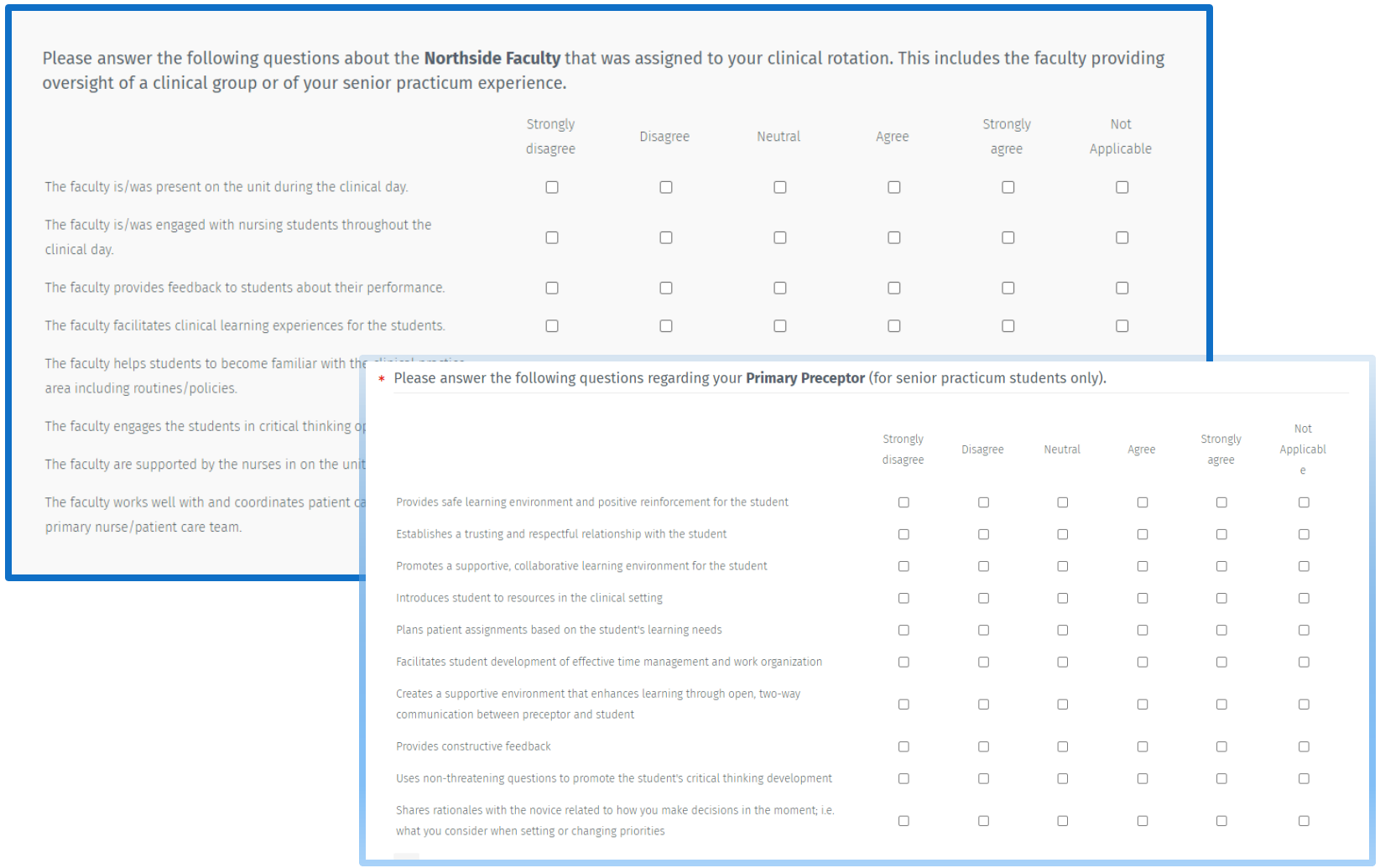
NORTHSIDE HOSPITAL

STUDENT EXPERIENCE

NORTHSIDE HOSPITAL

STUDENT SURVEY EVALUATIONS

- End of semester student experience survey sent to students via ACEMAPP
- Anonymous responses



Please answer the following questions about the **Northside Faculty** that was assigned to your clinical rotation. This includes the faculty providing oversight of a clinical group or of your senior practicum experience.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
The faculty is/was present on the unit during the clinical day.	☐	☐	☐	☐	☐	☐
The faculty is/was engaged with nursing students throughout the clinical day.	☐	☐	☐	☐	☐	☐
The faculty provides feedback to students about their performance.	☐	☐	☐	☐	☐	☐
The faculty facilitates clinical learning experiences for the students.	☐	☐	☐	☐	☐	☐
The faculty helps students to become familiar with the area including routines/policies.						
The faculty engages the students in critical thinking o						
The faculty are supported by the nurses in on the unit						
The faculty works well with and coordinates patient c primary nurse/patient care team.						

* Please answer the following questions regarding your **Primary Preceptor** (for senior practicum students only).

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
Provides safe learning environment and positive reinforcement for the student	☐	☐	☐	☐	☐	☐
Establishes a trusting and respectful relationship with the student	☐	☐	☐	☐	☐	☐
Promotes a supportive, collaborative learning environment for the student	☐	☐	☐	☐	☐	☐
Introduces student to resources in the clinical setting	☐	☐	☐	☐	☐	☐
Plans patient assignments based on the student's learning needs	☐	☐	☐	☐	☐	☐
Facilitates student development of effective time management and work organization	☐	☐	☐	☐	☐	☐
Creates a supportive environment that enhances learning through open, two-way communication between preceptor and student	☐	☐	☐	☐	☐	☐
Provides constructive feedback	☐	☐	☐	☐	☐	☐
Uses non-threatening questions to promote the student's critical thinking development	☐	☐	☐	☐	☐	☐
Shares rationales with the novice related to how you make decisions in the moment; i.e. what you consider when setting or changing priorities	☐	☐	☐	☐	☐	☐

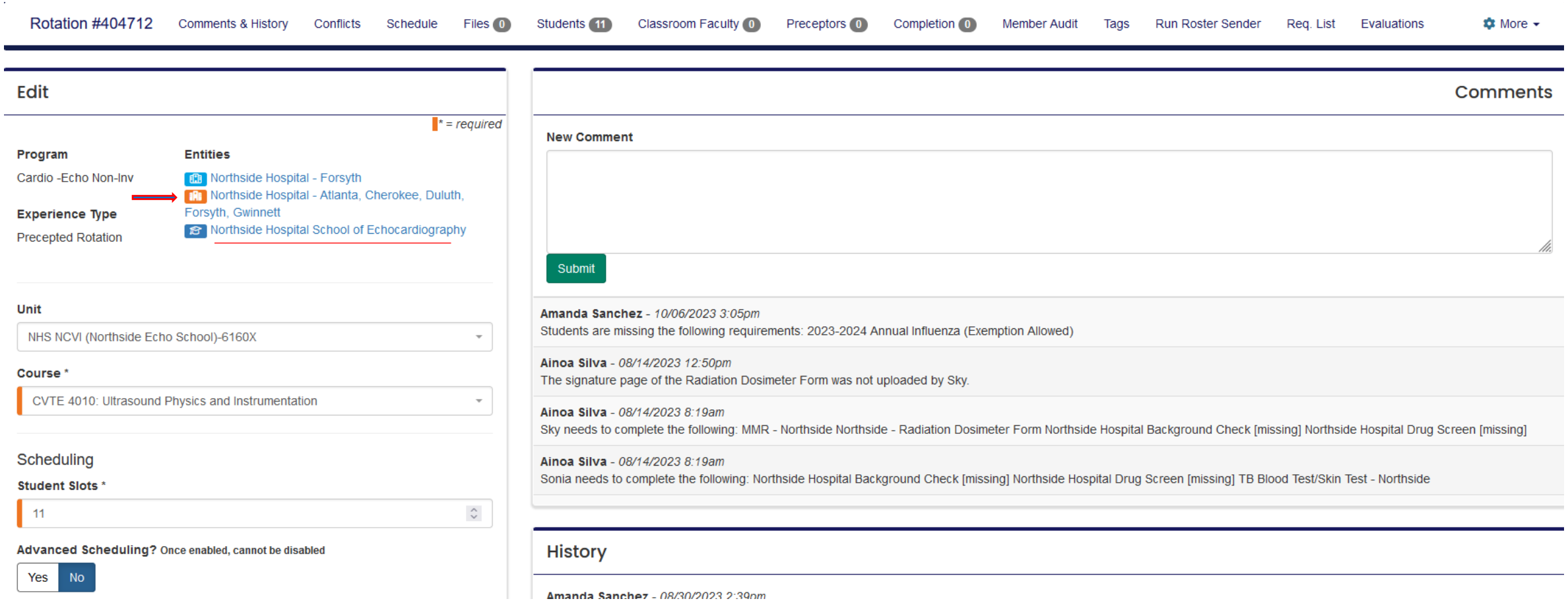
NORTHSIDE HOSPITAL

PLACEMENT RESOURCES



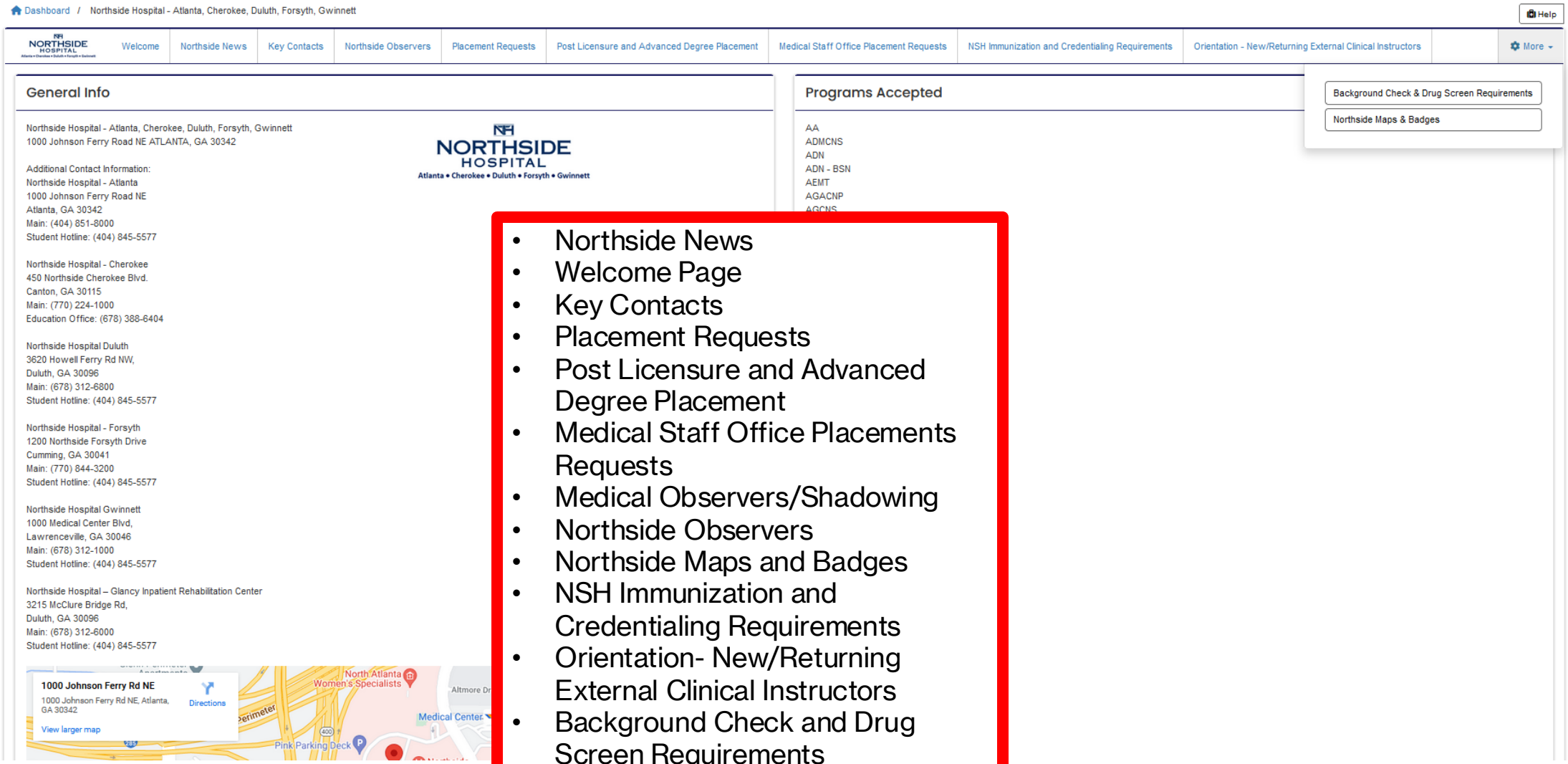
NORTHSIDE HOSPITAL

ENTITY NAVIGATION



NORTHSIDE HOSPITAL

ENTITY NAVIGATION



- Northside News
- Welcome Page
- Key Contacts
- Placement Requests
- Post Licensure and Advanced Degree Placement
- Medical Staff Office Placements Requests
- Medical Observers/Shadowing
- Northside Observers
- Northside Maps and Badges
- NSH Immunization and Credentialing Requirements
- Orientation- New/Returning External Clinical Instructors
- Background Check and Drug Screen Requirements

CREDENTIALING CONTACTS

Advantage Students Support

(Mon – Fri 8am – 5pm)

1-800-800-3774

Email advstu@infomart-usa.com

ACEMAPP Setup & Implementations Team

(Mon – Fri 8am – 5pm)

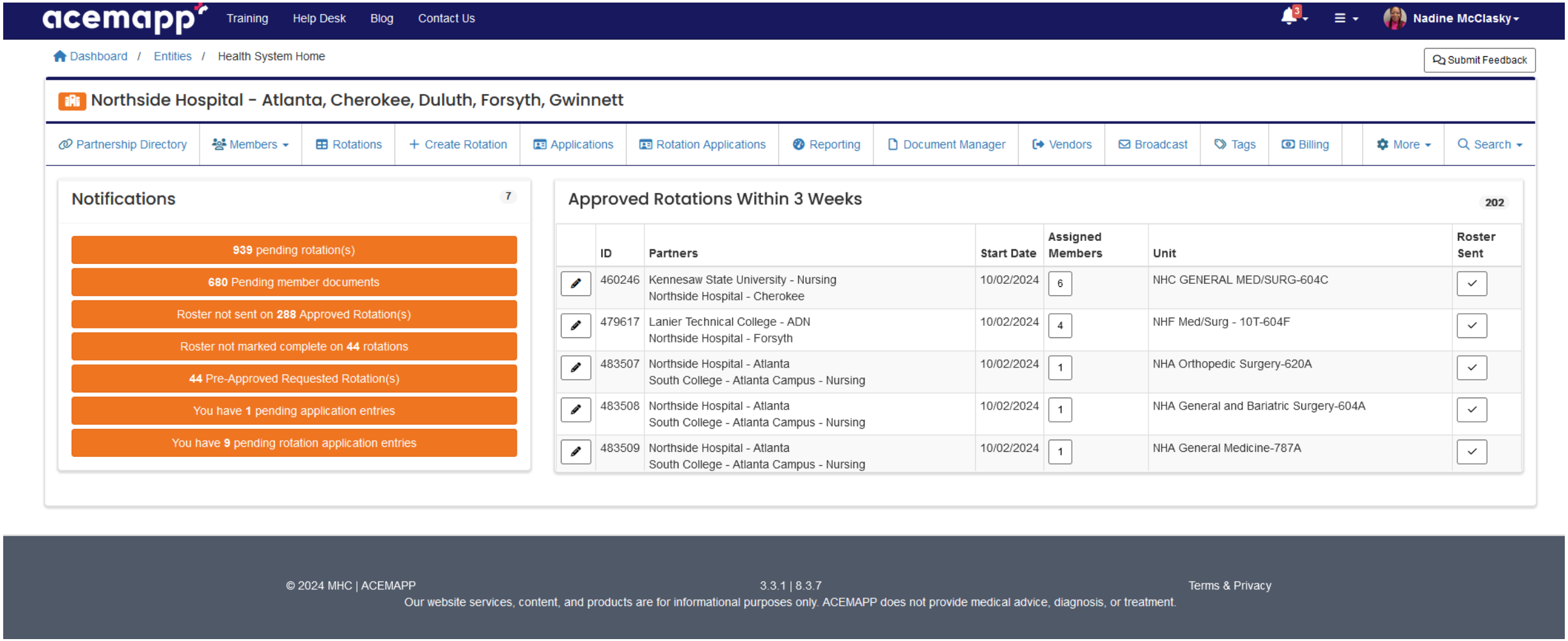
Local: (517) 347-8093

Toll Free: (844) 223-4292

Creating a "Contact Us" ticket is the most efficient way to contact ACEMAPP

Training tab will allow you to schedule group trainings or one on one sessions

Help Desk tab will allow you to search and trouble shoot certain issues you are having in ACEMAPP



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Student Placement/Credentialing Information
Contact List
Northside Hospital, Inc.

School Partnership Office

Pamela Russman-Chambers, DNSc, MPH, MPP, RN, NPD-BC, NEA-BC
Manager, School Partnerships & Student Placements
Phone: (404) 845-5387
Email: Pamela.Russman-Chambers@northside.com

Student Placement Office

(Allied Health & Undergrad/Post-Licensure/Non provider Graduate Nursing Rotations)

Amanda Sanchez, Nadine McClasky, Ainoã Silva
Student Placement and Credentialing Team
Phone: (404) 845-5577
Email: Patient.CareStudents@northside.com

Adjunct Faculty & Undergrad Clinical Coordination

Cindy Baker
Adjunct Faculty Coordinator
Email: Cindy.Baker@northside.com

Lakendra Blash
Coordinator Clinical Student Placement
Email: Lakendra.Blash@northside.com

TAKEAWAYS, FEEDBACK & QUESTIONS




Thank You!