Before contacting Nursing Academics about your rotation, please confirm that you have:

1. Reviewed Grady's ACEMAPP landing page and the Detailed Rotation Approval Process.
2. Worked through your school's clinical coordinator for placement-related questions.
3. Included your **ACEMAPP Rotation ID** when asking about a specific rotation or access issue.
4. Confirmed that all credentialing requirements have been completed and accepted.
5. Confirmed that the rotation is marked **Approved** in ACEMAPP, rather than assuming acceptance/placement equals final approval.
6. Waited for the official badge-pickup notification rather than contacting or visiting Badging directly.
7. For Epic issues, confirmed what role/template you are missing and whether the correct access was selected on the original request. Failing to report whether you are a current or former employee or provide a NPI as a NP or DNP student may result in no access.

Grady Clinical Rotation FAQs

Rotation Requests & Approval

1. How do I request a clinical rotation at Grady?
Requests must go through the school's designated coordinator and the ACEMAPP process; students cannot submit them directly to Grady. Graduate students should first identify/confirm a preceptor, then work with the school coordinator to submit the request.

2. What are the 2026 undergraduate rotation-request deadlines?
Your 2026 deadline communication lists:

- Summer starts, May through July: school requests due **March 6, 2026**; Grady response by **March 21**.
- Fall starts, August through December: requests due **April 9**; Grady response by **April 24**.
- Spring 2027 starts, January through April: requests due **November 5, 2026**; Grady response by **November 23**.
- Missing the applicable submission deadline results in automatic denial.
- 2027 deadlines will be published in January.

3. Does my school need an affiliation agreement with Grady before my rotation can be considered?
Yes. Grady will not consider rotation requests while a school's affiliation agreement is pending, and there is no set timeline for completion. Requests are held rather than denied, unless ACEMAPP requests otherwise. Once the agreement is fully executed, rotations are revisited, credentialing

completion is checked, and requests are decided based on their start dates, which may require revision. Agreements are handled between the designated representatives and legal departments of the school and Grady. Students, preceptors, managers and clinical departments are not part of the process, so please continue to work with your school coordinator or program representative.

4. Does submitting a rotation request mean the rotation is approved, and what happens after approval?
No. ACEMAPP separates the initial request, placement review, credentialing validation, and final approval. For undergraduate placements, Grady first responds to the request, students are entered into agreed-upon rotations, credentialing is completed timely and validated, and only then is the rotation approved. Final approval initiates the badge request and Epic access.

Credentialing & Compliance

5. When must credentialing be completed, and can a student start clinical without it?
Complete all ACEMAPP requirements as early as possible and within the timeframe specified for the rotation; do not wait until the week of the rotation. Grady begins the final credentialing/approval cycle up to 14 days before the start date, and final compliance is required before approval and badging. For Cohort rotations, all persons (clinical faculty and students) must be compliant. Students may not begin a rotation until fully credentialed and badged; otherwise, the rotation may be cancelled (denied in ACEMAPP). Credentialing does **not carry over from one rotation to the next**.

6. Where are the credentialing requirements, and what do they include?
Visit Grady's ACEMAPP landing page. Health requirements are listed under Health Requirements/Immunization/Fit Testing, Grady Employee, and the Non-Grady Employed Staff New Hire Packet, and include (but are not limited to) respirator medical evaluation/fit testing, MMR, Varicella, Hepatitis B and TB documentation.
Hepatitis B: Effective December 1, 2026, full clearance requires a positive Hepatitis B titer **and** documentation of the completed vaccination series, or a Grady-approved waiver where applicable. A waiver may not be used to avoid providing evidence of a titer.
TB: A negative T-SPOT or QuantiFERON Gold within three months of the rotation start or, for the applicable positive-TB category, a two-view chest X-ray within three months of the start date **together with evidence of the positive TB test**. The TB requirement expires after 365 days.

Badging

7. When is my badge requested, and how will I know it's ready?
Badge requests begin after the rotation is approved and are generally submitted for printing **one to two weeks before the approved start date**. For cohort rotations, everyone associated with the cohort must be compliant; for a precepted rotation, the individual student must be compliant.

Nursing Academics/Nursing Education sends a pickup notification once the badge is printed (for Cohort rotations, to the clinical faculty or clinical site instructor) and includes only those whose badges are ready. Please **wait for the pickup notification** rather than going to the Badging Office; requests are processed in the order received.

8. Can I start my rotation without my Grady badge, and do I need a new badge each rotation?
No. Students may not begin clinical rotations until fully credentialed **and** in possession of the required Grady badge. You need a new badge for each rotation: it is tied to the rotation period and has an expiration date. Once expired, return the badge to Nursing Academics or destroy it at the conclusion of the rotation.

9. What can delay badge printing?
One documented cause is a missing acceptable profile photo. Students and clinical faculty should upload a clear, full headshot to their ACEMAPP profile. If no appropriate photo is available at printing, the Badging Office alerts Nursing Education, who will reach out to the school via ACEMAPP.

Epic Access

10. When is Epic access initiated, and how long does it take?
Epic access is part of the post-approval process: once credentialing is validated and the rotation is approved, the workflow triggers both badging and Epic access. Access generally takes about **five days after the rotation status changes to Approved**, because approval triggers the IT process to create access, unless exceptions are identified systemically. Because your selection drives this automated process, request the correct Epic access in the original rotation request; manual requests are considered case by case.

11. What Epic access will I receive?
Clinical Faculty, Nursing and MSN students should receive **view-only Epic access** and should not document patient care, medications, medication administration, or other patient-care activity in Epic. NP and DNP students receive a template that mirrors their program. Grady employees who are also students generally keep their existing Grady identity and should see the additional student role/template for the rotation. To reduce delays, Grady/former employees should **complete the ACEMAPP fields "Grady current or former employee" and "First and last name used at Grady during employment"**.

12. I was approved, but I still don't have my Epic credentials. What should I do?
First confirm the rotation is in **Approved** status and that the correct Epic access was requested. If the normal processing period has passed or the expected student role/template is missing (including once the rotation starts), escalate to Nursing Academics and/or IT for review as a last resort. A rotation ID is required for these investigations. NP and DNP students must ensure their NPI has been added to their ACEMAPP profile to avoid delayed access.

Did you know...

Information found on GHS Health & Wellness Site

Who We Are

Employee Health provides health care focused on the prevention and treatment of health conditions related to work; and ensuring that individuals are healthy and safe to perform their job activities in their specific work environment.

Mission

Protect and promote the health, safety, and well-being of employees in the work environment; protect the work environment, including co-workers and patients, from conditions that may make someone unsafe to perform their duties; provide the highest quality of occupational health care, which is both accessible and of the highest quality.

Services We Provide

Preplacement Health Screens
TB Screening Program
Vaccinations
Respirator Screening
Return to Work Visits
Blood Borne Pathogen Exposures
Exposure Evaluations
On-the-Job Injuries
Sick Visits

Wellness

GradyWell – our employee wellness program - focuses on three aspects of wellness: Body, Mind, and Money. By achieving a well-balanced lifestyle in each of these areas, you can succeed and develop a happy and healthy state of being.
Our goal is to help you take an active role in your physical and mental health.