Rotation Approval Process, Extensions and EPIC Access

Approval and compliance

All students and clinical faculty must be fully compliant no later than 7 days before the start date. As of 11/15/2026, all graduate rotation requests must be submitted no earlier than 30 days before the start date. For undergraduate/graduate nursing pre-credentialing, review, approval/denial and scheduling details, see 2027 Detailed Nursing Process and Deadline Dates.pdf

EPIC access — school coordinator responsibilities

- When creating a rotation, select **EPIC Access Type** in **Custom Fields**, including the appropriate option when no access is needed. Without a selection, no student access request is sent to Grady IT, which may cause delays.
- This applies to all affiliate students; the field is mandatory for Cohort and Precepted rotations. Options depend on the program listed in the upper left of the rotation. See Epic Access Type Options.
- Changes to EPIC Access Type **after approval do not automatically reach Grady IT**. The school coordinator must contact Nursing Education to submit a ticket on the student's behalf. Unless error lies with Grady, a manual request may not be submitted.

EPIC access — students and clinical faculty

- Grady IT emails student's login/password details **5 days before the start date**. Log into EPIC **within 45 days** of receiving the details to avoid inactivation.
- Clinical faculty with previously granted Grady EPIC access, who receives an expiration notice, must call **Grady IT: 404/616-1715** for an access reset. Do not allow access to expire.

Graduate rotation extensions

1. **School coordinator:** At least **14 days before the original expiration date**, add a **New Comment** with the new end date and confirmation that preceptor details are unchanged or updated.
2. Update the rotation end date. Status changes to **Pending**, then to **Approved** once approved.
3. **Student:** Extension changes are not captured by Grady IT. Maintain regular EPIC logins and contact IT if year-end is approaching to protect access.
4. A **Badge Extension Request** is submitted with the new end date. Wait for notification that the replacement/extended badge is ready for pickup.