

School Partnership and Placement Advisory Meeting

October 15th, 2025



ACEMAPP Overview

Student Profile and Custom Field

Student Profile

- Name, address, email, phone number (photo, personal information)

Custom Field

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

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

Report flags

- Complete review of a report may take up to 3 weeks
- Northside Human Resources department reviews all student flags
- 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***

IMMUNIZATION REQUIREMENTS FOR STUDENTS AND FACULTY

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATIONS
COVID	- Most recent/current annual vaccination *Not required effective 10/6/25*	Medical/Religious Declination Allowed	All Campuses
HEP B	- Proof of vaccination (2-Dose or 3-Dose Series) OR - Positive titer	Declination Allowed	All Campuses
INFLUENZA	During Flu Season (October 1 st – March 31 st)	Declination Allowed	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	All Campuses

The following documents are reviewed by the school

Northside employees are waived from these requirements



NORTHSIDE HOSPITAL

IMMUNIZATION REQUIREMENTS FOR STUDENTS AND FACULTY

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATIONS
TB (Negative) (Returning to NSH)	• Complete Northside Annual TB Questionnaire	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
TB (Negative) (1 st 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

***Reviewed by the Northside Student Placement Office
(effective 1/1/2025)**

Northside employees are waived from these requirements

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. Department Unit Orientation (Will not affect compliance, however students are expected to complete this requirement on their first clinical day)

****Northside employees must complete these requirements***



Compliance and Clearance

Requirements

1. Student Clearance

- A comment 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.
- **Student clearance can be found under the compliance area in ACEMAPP. Comments will only be related to questions, concerns, and rotation updates.**

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

3. Preceptor Assignment

- Preceptor information is available to the school via ACEMAPP
- Preceptor concerns should be directed to the Student Placement Office



Audit

- Student Placement office will perform routine audits of student records throughout each term
- Please ensure the documents are being carefully reviewed following Northside Hospital guidelines
- Be mindful of the dates entered by the student.
- Our team will contact ACEMAPP regarding any document that needs to be modified that may have been approved in error
- Northside will attempt to not disrupt the rotation if a student fails the audit
- The Student Placement team will reach out to the school/student/faculty/unit in the event a correction needs to be made
- Student may be pulled from the floor; reviewed case by case



STUDENT ROTATIONS

Academic Calendar



NORTHSIDE HOSPITAL

STUDENT PLACEMENT CALENDAR 2025-2026

<i>Submit rotation requests only for one term/semester at a time</i>		
Placement Requests For:	Deadline to Submit Requests in ACEMAPP BY	Decisions to be indicated in ACEMAPP BY
Spring 2026 <i>(January 1 – April 30)</i>	October 20, 2025	November 10, 2025
Summer 2026 <i>(May 1 – August 14)</i>	March 6, 2026	March 27, 2026
Fall 2026 <i>(August 15 – December 31)</i>	June 19, 2026	July 10, 2026
<i>Submit rotation requests only for one term/semester at a time</i>		

Cohort Rotations – New Spring 2026*

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

2. Dates and shift times

- 12-hour shifts (6:30a-6:30p)
- Students should arrive to the unit no later than 6:40am
- Create the rotation around the **onsite clinical days**
- 12 hours shift can be split into two groups of students (6:30a-12:30p, 12:30p-6:30p)

3. Observation opportunities

- Observation is designed for certain cohort groups of 5 or more
- Fundamentals and Mental Health rotations are not eligible for observation

4. Faculty Credentialing

- All external, shadowing, and visiting faculty will need to be assigned and credentialed in ACEMAPP

Precepted Rotations

Scheduling

1. Assignments are based on preceptor availability
2. Please ensure the rotation days are built around days the students have lab and lecture on campus
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. ADA Accommodations for scheduling:

Note: Academic institutions have written policies and procedures for review of documentation submitted by students with disabilities. Academic accommodations are provided by the Student Disability Services office or a designated office at an individual college or university. All disability eligibility and accommodation requests are made at the College/University/Institution.

Placement Priority

7. Nurse Extern placement priority
8. Rotations approved for Northside employees require approval from the Student Placement Office to re-assign to non-employee students

Navigating to Entity/Unit Descriptions

acemapp

TrainingHelp DeskContact Us

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Nadine McClasky

Partnership Directory

Members

Rotations

Create Rotation

Applications

Rotation Applications

Reporting

Document Manager

Vendors

Broadcast

Tags

Billing

More

Search

Dashboard

Entities

Health System Home

Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett

Rotations

Manage Rotation: 515675

Help

Submit Feedback

Rotation #515675

Comments & History

Conflicts

Schedule

Files

Students

Clinical Faculty

Classroom Faculty

Preceptors

Completion

Member Audit

Tags

Run Roster Sender

Req. List

More

Edit

Program

BSN

Experience Type

Precepted Rotation

Previous

472335

Entities

Northside Hospital - Forsyth

Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett

University of North Georgia - Nursing

Unit

NHF Family Centered Care (FCC)-649F

Course

N4707 Practicum: Synthesis of Nursing Practice-Senior Practicum

Scheduling

Student Slots

1

Advanced Scheduling?

Once enabled, cannot be disabled

YesNo

Comments

New Comment

Submit

Nadine McClasky - 01/06/2025 8:35pm

This student is cleared to start. Please contact the preceptor to coordinate a schedule by utilizing the contact information listed below. Please ensure the student downloads the Department Orientation Checklist from ACEMAPP to complete on their first day with their preceptor. The Student Placement Office will follow up with the student if the document is not received, as it affects compliance. Parking and Badge Information (if applicable) will be available on our Entity Profile under the "Northside Maps & Badges" tab. Please provide this information to your student/faculty for all information regarding badge pickup for students and parking instructions. If you have any questions or have difficulty contacting the preceptor or with badges or parking, please reach out to the Student Placement Office at 404-845-5577 or via email and patient.carestudents@northside.com

Nadine McClasky - 11/11/2024 6:19pm

This rotation has been approved. The unit may be subject to change based on faculty and preceptor availability. Please assign the students and faculty as soon as possible so that they may be credentialed to prevent delays. If the student is a Northside Hospital employee, they are exempt from the majority of the requirements in ACEMAPP once they complete the Employee Attestation. Please ensure the course description is up to date on your school profile and the current, complete syllabus with course objectives is uploaded. Please ensure that the "Days of the Week" accurately reflect when the student is unavailable due to class schedule. Northside does not guarantee shift or unit requests as they are subject to availability. Once the student is

History

Ann Johnson - 01/13/2025 1:33pm

Field	Before	After
Faculty Name	Samantha Sanino	Sarah Deringer

NORTHSIDE HOSPITAL

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NORTHSIDE
HOSPITAL

Navigating to Entity/Unit Descriptions- 3

Units				
Unit Name	Beds	Patient Visits	Unit Shift	Description
-no preference-	0	0	0	Please select when you need assistance from Northside selecting the most appropriate unit. Please leave notes in the comments to guide us in our selection
1025F FORSYTH INTENSIVIST	0	0	0	Grad students only
616F WOUND OSTOMY/CONTINE (Grad Students Only)	0	0	0	WOCN specialty students only
GI Lab	0	0	0	Unit Selection Retired, please search for the replacement unit- Observation and Allied Health Only
ICU (Intensive Care Unit)	0	0	0	Unit Selection Retired, please search for the replacement unit- Senior Practicum Only
Inpatient Oncology	0	0	0	Unit Selection Retired, please search for the replacement unit.
Labor & Delivery	0	0	0	Unit Selection Retired, please search for the replacement unit- no cohort rotations
Laboratory	0	0	0	Unit Selection Retired, please search for the replacement unit- no cohort rotations
Lactation	0	0	0	Unit Selection Retired.
NGDC Internal Medicine-1108N	0	0	0	Off Campus- no undergraduate nursing rotations
NHF 10T Med/Surg-604F	32	0	0	MS The 10 Tower General Surgery Unit is a thirty-two-bed unit, which serves to provide care to a primarily adult and geriatric population. Adolescent patients defined as those 12-17 years of age account for less than 0.74
NHF 1800 Surgery Center-662F	0	0	0	Surgery- The center provides GYN, General, Breast, Urology and plastic procedures. It includes Pre-Op, PACU, OR and Sterile Processing Department.
NHF 2C Med/Surg-648F	17	0	0	MS The second Floor Pulmonary Medical/Surgical Unit is a seventeen bed unit, which has the capability of providing care to adolescents, adults, as well as a geriatric population. The unit is comprised of all acute care private rooms with telemetry capability. Care is provided on a 24 hours a day, seven days a week basis. The types of patients admitted to the Medical/Surgical unit include, but are not limited to, patients with alterations of the following systems: respiratory, gastrointestinal, renal, cardiovascular, endocrine, orthopedic or immune. Patients requiring Continuous Ambulatory Peritoneal Dialysis will also be admitted to this unit. The care of these patients is designed to address acute illness or varying stages of recuperation from diagnostic, therapeutic, and/or surgical intervention. The patients range from being ambulatory and having the ability to provide aspects of their care to those who are bedridden and completely dependent on staff for care needs. Patients are received onto this unit as admissions from the Emergency Department and physician offices as well as transfers from the other medical/surgical units, Progressive Care Unit, and Intensive Care Unit.
NHF 3C Med/Surg NURSING-612F	34	0	0	MS Gen/Med/Neuroscience that serves patients with alteration of respiratory ,Covid positive, GI ,Renal , Cardiovascular, endocrine,immune and neurologic:stroke,Alzheimer's dementia ,behavioral health ,epilepsy,etc
NHF 4C Med/Surg-624F	34	20	0	MS The Fourth Floor Medical/Surgical Unit is a thirty-four bed unit, which has the capability of providing care to adolescents, adults, as well as a geriatric population. The unit is comprised of all acute care private room
NHF 4T PROGRESSIVE CARE UNIT-787F	0	0	0	Med surg unit- accepting cohort and senior practicum students
NHF 5C Med/Surg GI-605F	0	0	0	MS 5 Central is a 33-bed inpatient unit dedicated to the care of patients with a wide variety of medical disorders. Examples of these illnesses include but are not limited to fluid and electrolyte imbalances, pulmonary disorders such as pneumonia and COPD, renal failure, diabetes, gastrointestinal disorders and infectious disease. Ages of these patients range from adolescent to geriatric. Care of these patients range from those recovering from acute illness, are ambulatory and able to provide some of their own care to patients who are bedridden and require total care.

Cohort Guidelines

Adjunct Faculty Communication Expectations

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).

Expectations

1. Cohort faculty should be present on the unit to evaluate the students' level of skill and competency.
2. They should be actively engaged in student learning through sustained interaction with students as the primary educator.
3. If a rotation will not be used as planned, please withdraw the requests and notify us by email or phone. Northside Faculty have arranged their schedules to accommodate these rotations and require timely notice of any changes to the schedule.



Professionalism and Unit Conduct

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

1. Limited facility space
 - ✓ Please be mindful of personal belongings.
 - ✓ Ask faculty where students should store their personal belongings
2. Personal belongings should not be left overnight.
3. Please do not leave belongings in the breakroom.
4. Students will be directed to use the cafeteria during their lunch break.



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 equipment or 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.



Student Exposures: Policy

Upon confirmation of a confirmed case of active TB that has been encountered in the Northside healthcare system, Infection Prevention (IP) will initiate the post exposure process to include the following:

- IP will inform department managers and the Employee Health Nurse regarding any possible confirmed occurrence of accidental exposure to TB disease.
- The department manager or designee will notify of potential for exposure to TB disease and refer to Employee Health nurse for follow-up.
- The department manager will provide an “employee” list to Employee Health.
- Exposed healthcare workers (including students) will contact Employee Health for follow-up which will include TB symptom screening and timely testing if warranted.
- Healthcare personnel with a previous negative TB result should receive a “baseline” TB screening test (IGRA) immediately following their exposure and should then be tested 8 to 10 weeks after the last known exposure.
 - **For consistency, the same type of TB test should be used for any follow up testing.**
 - **Employee Health will refer the student to the Health Department/Other Provider for follow-up TB blood testing (8-10 weeks post exposure).**
 - If the TB screening tests are negative, then no further follow up is required.
 - If the TB screening test result is positive, then the employee must have a chest x-ray to rule out active pulmonary tuberculosis.
 - Employee Health will provide the employee/Health Department with proper documentation to bring with them to the Health Department.

Note: Health care personnel with a documented history of a positive TB result do not need to be re-tested after exposure to TB. They should receive a TB symptom screen immediately following their exposure and again at 8-10 weeks after their last known exposure. If they have symptoms of TB, then they should be evaluated for the disease through chest x-ray and consultation with the Health Department.



Department Unit Orientation

Faculty Supervised Cohorts and External Faculty

Northside Hospital Student Placement Office Cohort Rotation - Onboarding Checklist

Northside Adjunct Faculty Full Name (Legal name only)*:	
Rotation ID*:	Semester*:
Clinical Start Date*:	Clinical End Date:
School Name*:	
Course Name*:	Campus/Unit Assigned*:

*Required

Orientation Type	Orientation Items	
Cohort Rotation Orientation	☐ Attend School Orientation ☐ Review course content, outline, and schedule, grading criteria ☐ Confirm receipt of student names and contact information ☐ Confirm receipt of contact information for Course Coordinator ☐ Review school-specific expectations for Adjunct Faculty ○ Active supervision, perform skills, review all documentation, med administration, etc.	☐ Review school-specific expectations for students ○ Level of independence, professional behavior, etc. ☐ Location/contact information for unit assignment Unit daily routine Identify space for pre/post-conference Review observation/shadowing assignments (if applicable)
Nursing Student Orientation	☐ Student Badges/Parking ☐ Uniforms and Dress Code ☐ Student Nurse Scope of Practice ☐ Accessing Policies & Procedures via Lucidoc	☐ Accessing Resource materials online (Lippincott, etc.) ☐ Service Behaviors & Professionalism ☐ EMR Confidentiality & HIPAA ☐ Cell Phone Use
Unit Orientation	☐ Patient Assignments ☐ Assignment sheet/board ☐ Unit/Department's Scope of Services ☐ Role Expectations for Students ☐ Huddle/Bedside Handoff/Shift Report ☐ Accident/Injury Reporting/Incident Reporting ☐ Following Unit Chain of Command ☐ Use of Equipment • Blood pressure monitor • Blood glucose monitor • Pulse oximeter • Use of PPE • Sharps disposal	☐ Sharps disposal ☐ Supply/Storage ☐ Clean/Dirty Utility Rooms Waste Disposal ☐ Eye wash location ☐ Location of Code Cart/AED Infection Prevention (isolation precautions, disinfection) ☐ Handwashing

I have reviewed and completed each item on the Cohort Rotation - Onboarding Checklist.

Northside Adjunct Faculty Signature: _____ Date: _____

Northside Unit Representative Signature: _____ Date: _____

Please scan/email completed forms to:
Patient.carestudents@Northside.com
Fax: (404)531-6210

Precepted Students

Northside Hospital Student Placement Office Precepted Student/Senior Practicum Onboarding Checklist

Student Full Name (Legal name only)*:	
School Name*:	
Rotation ID*:	Semester/Year*:
Hospital Location:	
Preceptor Name*:	Unit Assigned*:

***Required**

Orientation Type	Orientation Items	
Hospital-wide Student Orientation	☐ Student Badges/Parking	☐ Service Behaviors & Professionalism
	☐ Uniforms and Dress Code	☐ EMR Confidentiality & HIPAA
	☐ Student Nurse Scope of Practice	☐ Cell Phone Use
	☐ Accessing Policies & Procedures via Lucidoc	
	☐ Accessing Resource materials online (Lippincott, etc.)	
Unit Orientation with Preceptor	☐ Patient Assignments	☐ Supply/Storage/Utility (Clean & Dirty) Rooms Locations
	☐ Assignment sheet/board	☐ Waste Disposal
	☐ Role Expectations for Students	☐ Eye Wash location
	☐ Meal Breaks	☐ Location of Code Cart/AED
	☐ Unit/Department Scope of Services	☐ Infection Prevention (isolation precautions, disinfection)
	☐ Huddle/Bedside Handoff/Shift Report	☐ Handwashing
	☐ Accident/Injury Reporting/Incident Reporting	
	☐ Following Unit Chain of Command	
	☐ Use of Equipment	
	• Blood pressure monitor	
	• Blood glucose monitor	
	• Pulse oximeter	
	• Use of PPE	
	• Sharps disposal	

The student has been oriented to each item on the **Precepted Student/Senior Practicum Faculty - Onboarding Checklist**.

Student Signature	Date:
Preceptor Signature	Date:
Northside Unit Representative Signature	Date:

Students are responsible for uploading their completed forms to ACEMAPP to remain in compliance.

Student Experience



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 opportunities.	☐	☐	☐	☐	☐	☐
The faculty are supported by the nurses in on the unit.	☐	☐	☐	☐	☐	☐
The faculty works well with and coordinates patient care with the 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	☐	☐	☐	☐	☐	☐

Student Feedback - Skills

I had the opportunity to practice the following skills during the clinical experience?			
Statement	Yes	No	Overall
Patient assessment	156	7	169
	92.31%	4.14%	100.00%
Medication administration	129	17	171
	75.44%	9.94%	100.00%
Giving handoff report	114	29	171
	66.67%	16.96%	100.00%
Identifying/Reporting abnormal lab values	128	15	169
	75.74%	8.88%	100.00%
Wound care/Assessing patients for pressure injury	103	18	171
	60.23%	10.53%	100.00%
Exposure to ethical dilemmas	98	16	172
	56.98%	9.30%	100.00%
Reporting incidents in patient care	62	30	171
	36.26%	17.54%	100.00%

Student Feedback - Faculty

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.

Statement	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Overall
The faculty is/was present and actively engaged on the unit during the clinical day.	8	2	2	23	133	171
	4.68%	1.17%	1.17%	13.45%	77.78%	100.00%
The faculty provides constructive feedback regarding my clinical performance.	7	4	5	27	124	170
	4.12%	2.35%	2.94%	15.88%	72.94%	100.00%
The faculty oriented me to the department including unit policies, procedures, and guidelines.	7	2	6	23	129	170
	4.12%	1.18%	3.53%	13.53%	75.88%	100.00%
The faculty provides hands-on education and guidance when demonstrating nursing skills.	6	4	8	19	127	171
	3.51%	2.34%	4.68%	11.11%	74.27%	100.00%
My clinical learning experience was led by the Faculty.	8	6	7	31	119	176
	4.55%	3.41%	3.98%	17.61%	67.61%	100.00%

Student Clinical Experiences

- **Patient Care Rounds** (Hourly or every 2 hours).
- **Obtain** Vital signs .*
- **Gathering supplies** for wound care or other procedures.
- **Pain assessment and management** planning for reasonable pain control options.
- **Assisting staff** in **environmental safety tasks** when appropriate, such as clearing waste, clearing patient trays or restocking supplies).
- **I & O Measurements/ Daily weight.***
- **Apply sequential compression devices (SCDs)** and anti-embolism stockings. *
- **Provide hygiene care:** bathing, oral care, linen changes. *
- **Provide feeding** assistance. *
- **Reinforce key teaching points** aligned with the patient's health condition (**use of incentive spirometer or position changes** that promote effective breathing). *



External Faculty & Site Visitors



External Faculty and Site Visitors

Supervising Faculty who oversee the care of patients at Northside Hospital will need to be credentialed.

- ✓ Complete all required Northside onboarding requirements (all immunizations/vaccines and learning modules) including an in person Department Unit Orientation, a series of Clinical Documentation Classes (online), New Faculty Orientation with our designated faculty and obtain a Northside issued faculty badge.
- ✓ Not permitted to administer medications or document in the EMR.
- ✓ Limited access to the unit and a parking badge (if permissible) for the campus they are assigned

Site Visiting Faculty (assigned to the rotation) limited patient care

- ✓ 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).



Entity Profile Navigation

Entity Navigation

Edit

Program

Cardio -Echo Non-Inv

Entities

Northside Hospital - Forsyth

Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett

Northside Hospital School of Echocardiography

Experience Type

Precepted Rotation

Unit

NHS NCVI (Northside Echo School)-6160X

Course *

CVTE 4010: Ultrasound Physics and Instrumentation

Scheduling

Student Slots *

11

Advanced Scheduling? Once enabled, cannot be disabled

YesNo

Comments

New Comment

Submit

- Amanda Sanchez - 10/06/2023 3:05pm

Students are missing the following requirements: 2023-2024 Annual Influenza (Exemption Allowed)
- Ainoa Silva - 08/14/2023 12:50pm

The signature page of the Radiation Dosimeter Form was not uploaded by Sky.
- Ainoa Silva - 08/14/2023 8:19am

Sky needs to complete the following: MMR - Northside Northside - Radiation Dosimeter Form Northside Hospital Background Check [missing] Northside Hospital Drug Screen [missing]
- Ainoa Silva - 08/14/2023 8:19am

Sonia needs to complete the following: Northside Hospital Background Check [missing] Northside Hospital Drug Screen [missing] TB Blood Test/Skin Test - Northside

History

Amanda Sanchez - 08/30/2023 2:39pm

Entity Navigation

General Info

Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett
1000 Johnson Ferry Road NE ATLANTA, GA 30342



Additional Contact Information:

Northside Hospital - Atlanta
1000 Johnson Ferry Road NE
Atlanta, GA 30342
Main: (404) 851-8000
Student Hotline: (404) 845-5577

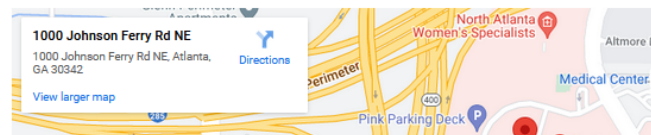
Northside Hospital - Cherokee
450 Northside Cherokee Blvd.
Canton, GA 30115
Main: (770) 224-1000
Education Office: (678) 388-6404

Northside Hospital Duluth
3620 Howell Ferry Rd NW,
Duluth, GA 30096
Main: (678) 312-6800
Student Hotline: (404) 845-5577

Northside Hospital - Forsyth
1200 Northside Forsyth Drive
Cumming, GA 30041
Main: (770) 844-3200
Student Hotline: (404) 845-5577

Northside Hospital Gwinnett
1000 Medical Center Blvd,
Lawrenceville, GA 30046
Main: (678) 312-1000
Student Hotline: (404) 845-5577

Northside Hospital – Glancy Inpatient Rehabilitation Center
3215 McClure Bridge Rd,
Duluth, GA 30096
Main: (678) 312-6000
Student Hotline: (404) 845-5577



Programs Accepted

- AA
- ADMCNS
- ADN
- ADN - BSN
- AEMT
- AGACNP
- AGCNS

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

Background Check & Drug Screen Requirements

Northside Maps & Badges

Northside Parking Information

School partners and students may navigate to our Northside Hospital Entity Profile and click on “Northside Maps & Badges” to access our updated parking information

	Northside News	Welcome	Key Contacts	Northside Observers	Placement Requests	Post Licensure and Advanced Degree Placement	Medical Staff Office Placement Requests	Medical Observers/Shadowing	NSH Immunization and Credentialing Requirements	Background Check & Drug Screen Requirements	 More ▾
Northside Hospital - Atlanta 1000 Johnson Ferry Road NE Atlanta, GA 30342 Students coming to the Atlanta campus will follow the below guidelines to park in the ORANGE LOT located at the Northside Interchange Building. Badge access is required. On the first day, the student is to pull a ticket to gain access to the lot and park in the lot. Students may pick up their parking access card from the security window during the hours of 07:00 and 09:00 or 19:00 and 21:00. The access cards must be returned to security on the last day. Please exit from the third-floor of the orange parking deck as no access card is required. The Orange Parking Deck is located within the Interchange Building Lot. Below is the physical address for GPS: Northside Hospital 5780 Peachtree Dunwoody Road, Atlanta, GA 30342 Northside Hospital Atlanta Map Northside Hospital - Cherokee 450 Northside Cherokee Blvd. Canton, GA 30115 Students coming to the Cherokee campus will park in the North Parking Deck on the 3rd, 4th, or 5th floor avoiding areas labeled "For Patients/Physicians Only" Students should enter the garage through the side entrance(employee/staff entrance). As a reminder, parking in the Visitor lot is not permitted. Northside Cherokee Map Northside Hospital Duluth 3620 Howell Ferry Rd NW, Duluth, GA 30096 Students coming to the Duluth/Joan Glancy campus will park in the employee overflow parking at the back lot, avoiding areas labeled "For Patients/Physicians Only". Students should enter through the Outpatient Entrance and follow the arrows on the Duluth Entrance map to reach the elevators located in the main OR waiting room, which will provide access to the floors. Bad access is NOT required. Northside Duluth Map Northside Hospital - Forsyth 1200 Northside Forsyth Drive Cumming, GA 30041 Effective August 11th, all students, visiting faculty, and clinical faculty assigned to our Forsyth campus will be required to utilize off-site parking. The parking shuttles' hours of operation are Monday through Friday from 5 a.m. to 9 p.m. each day. There will not be shuttle services from Friday at 9 p.m. through the weekend. Shuttle services will restart on Mondays at 5 a.m. Shuttle services will not be provided on holidays or weekends. When the shuttle is not in service, students may park at any on-site employee lot or on the 3rd and 4th floors of the parking deck. The address for the Cumming Fairgrounds Surface Parking Lot is 320 Castleberry Road, Cumming, GA 30040. There are signs highlighting the two entrances. Please park close to the tent and then fill in the spaces from there. You may track the shuttles on the following website: https://forsyth.liftango.com/home. We recommend bookmarking or saving the link on your phone's home screen for easier access. The shuttle supervisors have access to a hotline phone. If you need transport assistance, you can reach them at 706-974-9239 Between 9 p.m. and 5 a.m., Monday through Thursday, please contact Security at 770-844-3444 if you need assistance returning to your vehicle in the Cumming Fairgrounds Surface Parking Lot. Please see the notice here > Northside Forsyth Parking Notice . Northside Hospital Gwinnett 1000 Medical Center Blvd, Lawrenceville, GA 30046 Students rotating in the hospital should enter the campus from Duluth Hwy. Students are assigned to park on level P5 of the parking deck only. After entering the parking deck on level P2, all students must travel to the top level (P5) for parking. Badge access is required. Please enter and exit the North parking deck from level P2. Students rotating in the Annex Building 650 are assigned to the West Employee Parking lot. Students should enter the campus from Professional Drive, then proceed to the West Employee Parking via Emergency Drive. Northside Gwinnett Map Gwinnett Parking Instructions We are so excited to welcome you back for the Fall 2025 semester. After Friday, October 3rd, students can pick up their Gwinnett student badge from our Northside Hospital Atlanta Interchange building. Appointments are required to pick up a student badge, please call 404-845-5577 to schedule a badge pick-up in Atlanta. Students will pull a ticket to enter the Interchange Building lot and will park on the surface lot. They should then take the elevator to the 5th floor and call the student placement hotline upon arrival. Below is the physical address for GPS: Northside Hospital 5780 Peachtree Dunwoody Road, Atlanta, GA 30342 Students may return the badges to the Gwinnett Resource Center on their last day. If you have any questions or need any guidance, please contact the Student Placement Office. *Advanced Practice, PA, and Medical Staff Office-related students should continue to follow their existing process. Thank you, Student Placement Team Patient.carestudents@Northside.com 404-845-5577 FOR ADVANCED PRACTICE CLINICAL HOUR ROTATIONS Please see instructions on campus parking, Student ID, Cerner/Greenware training/access that will be provided in your approval email sent directly to you by Carrie Burgess, CPMSM; Medical Staff Specialist II											

Gwinnett Parking Update Effective January 1st

Effective January 1st, students assigned to the Northside Gwinnett campus will no longer receive Northside-issued student badges. Upon entering the North parking deck from level P2, students must take a ticket. Students are required to park on level P5 and will exit the North parking deck from level P2. Students will be assigned a QR code that can be used to exit the parking deck.

For students rotating in the Annex, please use the parking lot near MOB 500. Similar to the North parking deck, students should take a ticket upon entering the parking lot and can use the QR code to exit the MOB 500 lot.

Placement Resources



Academic Calendar



NORTHSIDE HOSPITAL

STUDENT PLACEMENT CALENDAR 2025-2026

<i>Submit rotation requests only for one term/semester at a time</i>		
Placement Requests For:	Deadline to Submit Requests in ACEMAPP BY	Decisions to be indicated in ACEMAPP BY
Spring 2026 <i>(January 1 – April 30)</i>	October 20, 2025	November 10, 2025
Summer 2026 <i>(May 1 – August 14)</i>	March 6, 2026	March 27, 2026
Fall 2026 <i>(August 15 – December 31)</i>	June 19, 2026	July 10, 2026
<i>Submit rotation requests only for one term/semester at a time</i>		

Credentialing Contacts

ACEMAPP Setup & Implementations Team

(Mon – Fri 8am – 5pm)

Local: (517) 347-8093

Toll Free: (844) 223-4292

Advantage Students Support

(Mon – Fri 8am – 5pm)

1-800-800-3774

Email **advstu@infomart-usa.com**

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

acemapp

TrainingHelp DeskBlogContact Us

3

Nadine McClasky

DashboardEntitiesHealth System Home

Submit Feedback

Northside Hospital – Atlanta, Cherokee, Duluth, Forsyth, Gwinnett

Partnership DirectoryMembersRotationsCreate RotationApplicationsRotation ApplicationsReportingDocument ManagerVendorsBroadcastTagsBillingMoreSearch

Notifications7

939 pending rotation(s)

680 Pending member documents

Roster not sent on 288 Approved Rotation(s)

Roster not marked complete on 44 rotations

44 Pre-Approved Requested Rotation(s)

You have 1 pending application entries

You have 9 pending rotation application entries

Approved Rotations Within 3 Weeks202

	ID	Partners	Start Date	Assigned Members	Unit	Roster Sent
	460246	Kennesaw State University - Nursing Northside Hospital - Cherokee	10/02/2024	6	NHC GENERAL MED/SURG-604C	
	479617	Lanier Technical College - ADN Northside Hospital - Forsyth	10/02/2024	4	NHF Med/Surg - 10T-604F	
	483507	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA Orthopedic Surgery-620A	
	483508	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA General and Bariatric Surgery-604A	
	483509	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA General Medicine-787A	

Takeaways, Feedback, Questions

THANK
YOU!

