Clinical Instructor Onboarding Checklist & Expectations

OhioHealth

NEXT
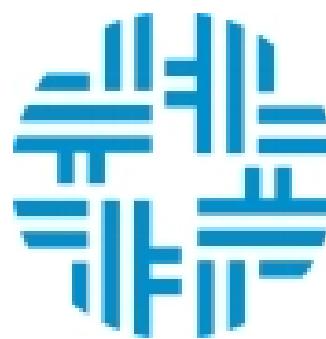
General Information

Welcome to your instructor **clinical experience at OhioHealth!**

You must complete **all the steps in this document <u>prior to your first day at the hospital.</u>**

Important Reminders:

- ***Missing*** *any required step may prevent you from starting your rotation and **could impact your entire clinical group***
- *Complete each OhioHealth requirement **as soon as it is assigned** to ensure you are fully compliant.*
- *If you are **unable** to complete onboarding before your first clinical day, **notify your school liaison immediately.***

NOTE: If you are an OhioHealth associate, you are still required to complete all steps in order to receive an Instructor OPID

OhioHealth

NEXT

CI CHECKLIST

(Click the heading for detailed instructions or click "Next" to scroll through each step)

1 — ACEMAPP Registration
- ❏ Log into ACEMAPP and create profile
- ❏ Complete OhioHealth OPID Instructions
- ❏ Upload flu vaccine documentation if between Oct-March

2 — OhioHealth Registration
- ❏ Complete registration steps from email: **OhioHealthRegistration@OhioHealth.com**
- ❏ Returning instructors (who have not reset their password in 6+ months) need to go to the **OhioHealth Account Management Portal** to reset password

3 — OhioHealth University

New Instructors:
- ❏ Watch for email from **HSAlerts@Healthstream.com**
- ❏ Complete 9 LMS ACE/ICE modules (HIPAA).
  - ○ If already completed in CareConnect within past year, call 614-566-4357 to remove.
- ❏ Complete Nurse 100 assignment (live or online)
- ❏ Complete Restraint/Accucheck in person class (non-associates only)
  - ○ Register by emailing Kelly O'Brien at **Kelly.OBrien@ohiohealth.com**
- ❏ Upload transcript to ACEMAPP after all modules/training are complete.

Returning Instructors:
- ❏ Check OhioHealth University "To Do List" for outstanding assignments.
- ❏ If away >1 year → Complete Nurse 100 class or accelerated test.
- ❏ Complete Restraint/Accucheck online module (NR1688) in LMS annually

4 — Badge Information

All Instructors
- ❏ Obtain OhioHealth photo ID badge (required for parking, hospital access, and must be worn at all times).
  Associates: Use Instructor badge while teaching (not Imprivata).****
- ❏ Log back into ACEMAPP and attest the Badge Attestation that you have received your badge.

Additional Tips
- ❏ Have your OhioHealth OPID ready for badge issuance.
- ❏ If badge lacks proper access → Contact Nurse Manager on your unit.
  - ○ Special units (OB, Emergency, Behavioral Health) require extra access → Nurse Manager will add during rotation.

OhioHealth

Step 1 - COMPLETE ACEMAPP PROFILE, OPID, & UPLOADS

ACEMAPP is the portal for clinical rotation matching and instructor onboarding

OhioHealth

Verify your e-mail address & log-in to ACEMAPP	☑
Complete OPID (OhioHealth ID) instructions & your ACEMAPP profile	☑
Upload your flu vaccination documentation (October – March)	☑
Please use the OhioHealth landing page for resources regarding any issues/questions • Once logged in, click **THIS LINK** to view the landing page.	☑

Once ALL items are completed, move onto Step 2: OhioHealth Registration.

NEXT

BACK

RETURN TO CHECKLIST

Step 2 - COMPLETE OHIOHEALTH REGISTRATION

NOTE: If you have any issues, please contact the OhioHealth Help Desk (614-566-4357) and write down ticket number

OhioHealth

Once new & returning instructors complete the steps in ACEMAPP, you will receive an email from: OhioHealthRegistration@OhioHealth.com to complete OhioHealth registration.

- Complete this **ASAP** as this link is accessible for 14 days before it expires
- If you do not receive an e-mail, please check your spam folder, then notify your school if necessary.
- Registration needs to be completed **EVERY** term

Once registration is complete, instructors will receive an email from: OhioHealthRegistration@OhioHealth.com with your OPID and directions on how to set a up a password.

- Select the "Forgot Password" option.
- Write down your OPID, you will need it to get your badge

- **Returning** instructors (who have not reset their password in 6+ months) need to go to the **OhioHealth Account Management Portal** to reset password
  - Returning instructors will **NOT** receive an email asking to do this step and so they must log into the portal manually.

Once ALL items are completed, move onto Step 3: OhioHealth University.

RETURN TO CHECKLIST

Step 3 - COMPLETE OHIOHEALTH UNIVERSITY TRAININGS

NOTE: All LMS modules must be completed at least 24 hours prior to your first clinical rotation, or you will not have access to EPIC.

1. Check Your Email
- Look for an email from **HSAlerts@Healthstream.com** with OhioHealth University LMS assignments.

2. Complete LMS Modules
- Finish all 9 ACE/ICE (HIPAA) modules.
  - If you are an associate and already completed these and are active in CareConnect within the past year → Call 614-566-4357 to remove duplicates.

3. Complete Nurse 100 Assignment
- There is an accelerated test built into the assignment:
  - Score 80% or higher → No live class required.
  - Score below 80% → Call 614-788-2560 to register for the live class.

4. Returning Instructors
- Check your OhioHealth University "To Do List" for any outstanding assignments.
- If away for more than 1 year → Complete Nurse 100 or accelerated test.
  - Call 614-788-2560 to register if needed.

Note: *Are you **unable to access EPIC?** Please check your OhioHealth University modules and ACEMAPP to make sure all your requirements are complete.*
- ***Job Aid Support***

Click "Next" for the additional steps

5. Restraint/Accucheck Training (90 minute course)
- **Annual Requirement for ALL Instructors**

New Instructors (Non-OhioHealth Associates)
- New instructors (non-OhioHealth Associates) are required to take this in person
  - Email Kelly O'Brien, Sr Business Coordinator, at **Kelly.OBrien@ohiohealth.com** to get registered
- **Class held Mondays at 8:30 AM at:**
  - OhioHealth Learning Center (4717 Hilton Corporate Dr, Columbus, OH)
  - Check ACEMAPP for full schedule

Returning Non-OhioHealth Associates:
- *Log into LMS account and click on Catalog*
- *Type NR1688 and click on Info*
- *Click on green box that says "Enroll"*

Returning OhioHealth Associates:
- Complete online module in LMS (assigned automatically in employee LMS account).
- Log into LMS → Catalog → Search NR1688 → Click Info → Click Enroll.

6. Upload Transcript
- When all LMS modules and training are complete (if applicable), upload your transcript to ACEMAPP.

BACK

RETURN TO CHECKLIST

Once ALL items are completed, move onto Step 4: Get Your OhioHealth Badge.

NEXT

Step 4 - GET YOUR OHIOHEALTH BADGE
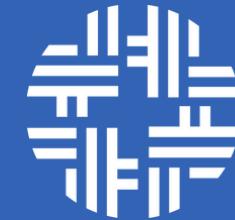
All instructors are required to get an OhioHealth photo ID Badge, including an instructor badge for associates.
- This badge provides access to parking & specific areas in the hospital & is required to be always worn while on hospital property.
- Associates need to make sure they are using their instructor badge while teaching & not Imprivata.

✓

You will be asked for your OhioHealth OPID to get your badge. Please have the ID number with you when going to pick up your badge.

✓

If your badge does not have proper access:
- For Obstetrics, Emergency and Behavioral Health units
  - **New CI's:** let the badge center know you are working on these units because those require special badge access
  - **Returning:** If your badge does not work, reach out to the Nurse Manager on your unit for access
- Any other access issues, contact the OhioHealth HelpDesk

✓

Associates will need to update their instructor badge with the NEW OhioHealth badge requirement by June 30th, 2026

✓

Step 4 - OHIOHEALTH BADGE PICK UP INFORMATION

If placed at Central hospitals (Riverside/Grant/Doctors/Grady/Dublin) you can pick up your badge at:
- OhioHealth David P. Blom Administrative Campus - 3430 OhioHealth Parkway, Columbus, Ohio 43202
  - Parking - It is recommended that you park in the garage
  - (ID center to the left of security desk)
  - Hours: Tuesday-Friday, 7:30a-4:30p (closed 12-1p)
  - Driver's license required
  - Cost of badge is $10 (credit cards only)

All other hospitals have specific instructions for badge pick-up. Follow the instructions below on how to access this information.
- Login to **ACEMAPP** using your credentials you set from Step 1
- Click **THIS LINK** to access the list of hospitals and their parking & badge information

You will be asked for your OhioHealth OPID to get your badge. Please have the ID number with you at this time

BACK

RETURN TO CHECKLIST

Once you have reviewed the instructions for picking up your badge, please click "NEXT" for steps on how to log this in ACEMAPP and ensure you are compliant.

NEXT

Step 4 - OHIOHEALTH BADGE ACEMAPP COMPLIANCE
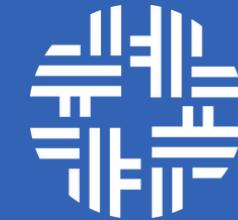
Once you have received your badge, you need to log this as complete in ACEMAPP to ensure you are compliant with OhioHealth's requirements and not dropped from your group
- Sign into ACEMAPP & click on "Badge Attestation"

Once you have logged you have your badge in ACEMAPP and are compliant, click "NEXT."

BACK

RETURN TO CHECKLIST

NEXT

CONGRATULATIONS

You've completed all required steps to begin your rotation. Missing requirements may prevent you from starting.

If you cannot access EPIC (CareConnect) and it's been at least 24 hours since you completed your onboarding steps, please:

1. *Confirm all OhioHealth University modules and ACEMAPP requirements are complete.*
   - *View the job aides for support*

2. *If issue remains, contact the Help Desk at 614-566-4357 and request a ticket. Follow-up typically occurs within 24-48 hours*

BACK

RETURN TO START

OhioHealth

Please check your OhioHealth University modules *and* ACEMAPP to make sure all your requirements are complete if you are unable to access EPIC.

Accelerated CareConnect Training

All Inpatient Nursing Instructors can place into accelerated training.

Training Assignment and Prerequisites

1. Log into OhioHealth University and locate your assigned Inpatient Nursing Instructor curriculum, click start or resume.

My To-Do List

TOTAL TASKS: 2   REQUIRING ATTENTION: 1

| To Do | Completed | Profile | Catalog | Event Calendar | Connections | Help | 🚗 Take a Tour |

Inpatient Nursing Instructor
CURRICULUM   STATUS: In Progress   COMPLETED: 2 of 13

Due: Nov 13, 2024   Resume

2. Complete all prerequisites prior to taking the placement assessment. The learning will consist of interactive eLearning and documents that must be completed in the assigned order.

a. As you complete eLearning follow the instructions on the screen then Return to the Curriculum to continue with training
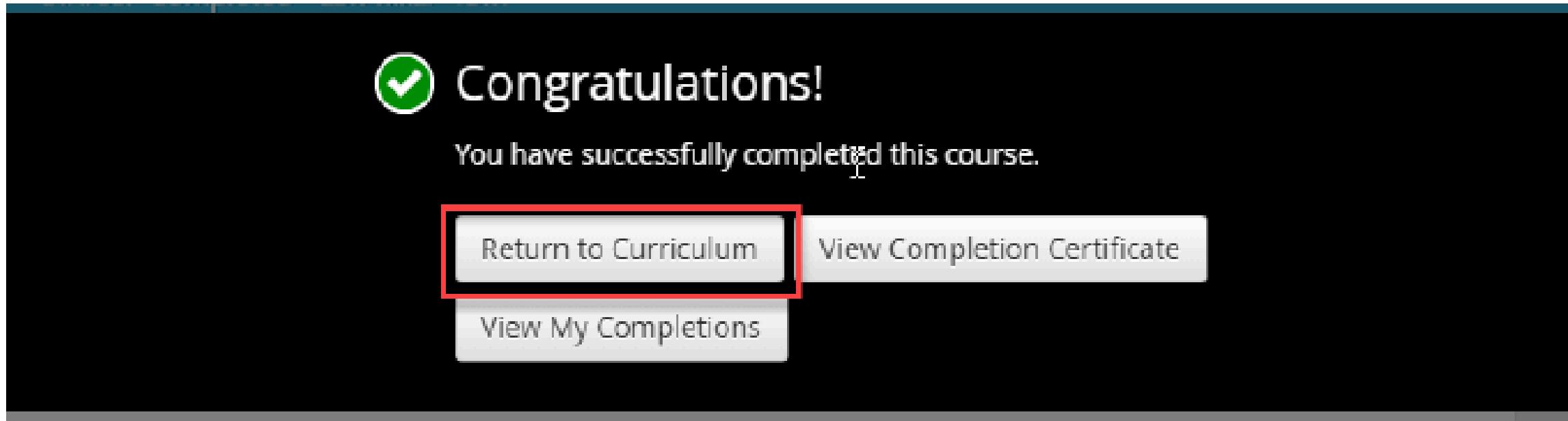
b. Training documents may open in another window or as an attachment, return to OhioHealth University to mark the course document as complete.

Placement Assessment and Class Scheduling

1. Once all prerequisites are complete the Placement Assessment will become available

Inpatient Nursing Instructor 100 - Placement Assessment

COURSE **STATUS:** Not Yet Started

Start

Show additional information ▾

  a. If you complete the assessment with 80% or higher your training will be complete, and the curriculum will move to your OhioHealth University transcript. CareConnect access will be updated in 24-48 hours.

  b. If you score 79% or lower, you will be scheduled for a virtual Inpatient Nursing Instructor 100 class (length 8 hours) contact the onboarding team to schedule.
- Direct number 614-788-2560
- Direct email group IT-CareConnect-OnboardingTeam@ohiohealth.com

Placement Assessment
FROM COURSE: Inpatient Nursing Instructor 100 - Placement Assessment

STATUS: Not Yet Started   QUESTIONS: 16

You are about to take a test

- Length: **16** question(s).
- To Pass: Score **80** % (**13** out of **16** questions).
- Click **Complete Test** at the end to score the test.
- This test is not timed.
- Attempt(s) allowed: **2**.
- You have **2** attempts remaining to pass this test.

Introduction

You have two attempts to pass this test

You must score 80% or higher to pass. Take your time and consider each question carefully.

If you **pass**, you will have completed Inpatient Nursing Instructor Training.

If you **do not pass** you will need to schedule an Inpatient Nursing Instructor 100 class.
Call **CareConnect Onboarding at 614-788-2560** to schedule your class.

Do not close the test: if you do, the test will be scored and you might not be able to re-take it.

Start Test   Cancel