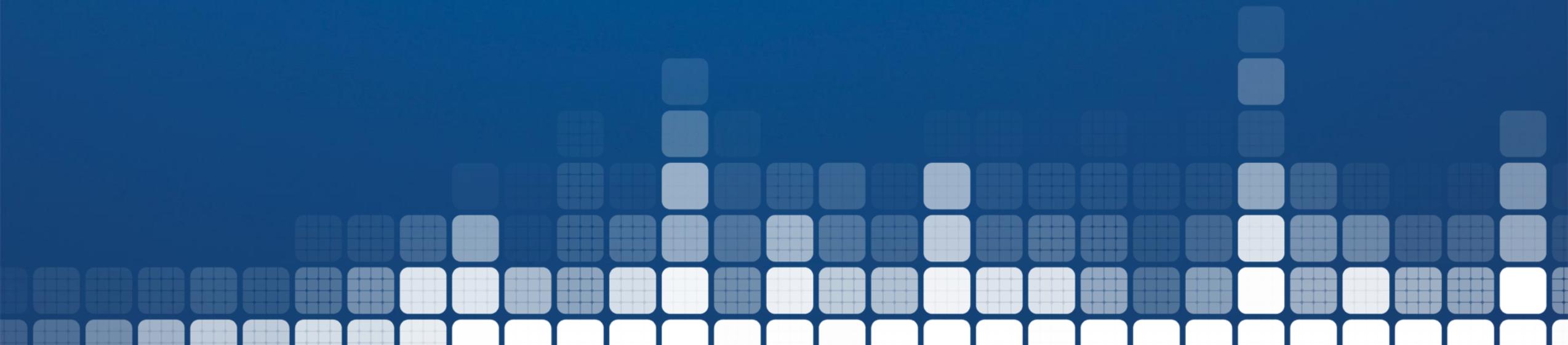


School Partnership and Placement Advisory Meeting



ACEMAPP Overview

Student Credentialing



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.

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***





NORTHSIDE HOSPITAL

IMMUNIZATION REQUIREMENTS FOR STUDENTS AND FACULTY

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATIONS
COVID	<ul style="list-style-type: none"> • Most recent/current annual vaccination *Not required effective 10/6/25* 	Medical/Religious Declination Allowed	All Campuses
HEP B	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • One lifetime dose • Tetanus, Diphtheria and Pertussis (TDAP) 	Not Allowed	All Campuses
Varicella	<ul style="list-style-type: none"> • Proof of vaccination (2-Dose) OR <ul style="list-style-type: none"> ○ 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)	<ul style="list-style-type: none"> • Complete Northside Annual TB Questionnaire 	Not Allowed	All Campuses
TB (Positive)	<p>Past or New Exposure</p> <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> ○ 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

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's Human Resources department reviews all student flags
- Any rejected reports will be communicated via ACEMAPP and Advantage Students (not open for appeal)

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.

Please reach out to the Student Placement Office to follow up on a student/faculty report

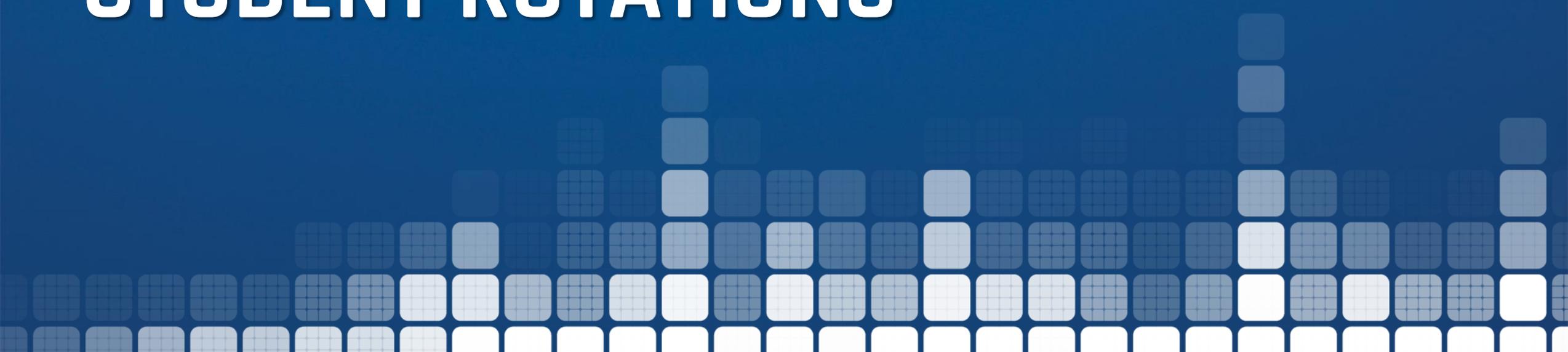
****Northside employees are waived from this requirement***

Compliance and Clearance

1. Ghost Rotations for credentialing- dates must align with the actual rotation dates
2. 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.**
3. Preceptor Assignment
 - Preceptor information is available to the school via ACEMAPP
 - Preceptor concerns should be directed to the Student Placement Office



STUDENT ROTATIONS



Precepted Rotations

Scheduling

1. Assignments are based on preceptor availability (shifts and units are not guaranteed)
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

Placement Priority

6. Nurse Extern placement priority (please identify rotations created for Northside employees)
7. Rotations approved for Northside employees require approval from the Student Placement Office to re-assign to non-employee student

Cohort Rotations - Updates 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 (if multiple, may be asked to combine)

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 (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 dates for experience (i.e. 3 weeks for 36 hours)

3. Student Enrollment

- 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 to school within 3 weeks of start date

5. Approved Rotations- status change

- Notify via email of any withdrawals if the rotation is in approved status

External Faculty & Site Visitors



External Site Visitors

Site Visiting Faculty (not assigned to the rotation)

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

Site Visiting Faculty (assigned to the rotation)

- ✓ 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)



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**).



Notify the Student Placement Office if there any compliance/performance concerns (early dismissal, disengaged faculty, etc).

Preceptor/Faculty Qualifications

Qualification Form



Georgia Board of Nursing
Nursing Education Programs
Nursing Faculty Qualification Record (NFQR)

Nursing Faculty Member Information

Date NFQR Submitted to Board	
Name of Sponsoring Institution	
Name of Nursing Education Program	
Nursing Program Type	
Nurse Administrator (include credentials)	
Faculty Member Full Name	
Georgia Nursing License Type	
Georgia License Number	
Faculty Member's Job Title	
Employment Status (Full or Part-Time)	
Didactic/Clinical or Both	
Average Contact Hours per Week	
Date of Employment	

Education (list in chronological order since high school)

Institution Name	Location	Diploma/Degree/Major	Date of Conferment

Nursing Employment (list in chronological order/ employment must include all employment for the seven (7) years preceding date of submission/ three (3) years of RN experience in the most recent 7 years must be verifiable for PN programs)

Employer	Location	Job Title	From	To/Current

Course Responsibilities (list all courses of instructional responsibility related to any instructional capacity including course coordination)

Course Acronym, Number, and Title	Course Coordinator	Didactic Instruction	Clinical Instruction

Please check the following areas as it relates to nursing faculty member's areas of expertise:

- | | |
|--------------------------|-----------------------------------|
| Acute Care Nursing | Adult Health Nursing |
| Community Health Nursing | Leadership/Management |
| Maternal/Child Nursing | Mental Health/Psychiatric Nursing |
| Pediatric Nursing | Research |
| Other: _____ | |

Verification of Unencumbered Georgia Nursing License
Please include a copy of the nursing faculty member's active, unencumbered Georgia License

Signatures

_____ Signature of Nurse Administrator	_____ Date
_____ Signature of Nursing Faculty Member	_____ Date



Entity Profile Navigation

Entity Navigation

Edit

Program
Cardio -Echo Non-Inv

Experience Type
Precepted Rotation

Entities

-  Northside Hospital - Forsyth
-  Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett
-  Northside Hospital School of Echocardiography

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

Comments

New Comment

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

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

Help

[Welcome](#) [Northside News](#) [Key Contacts](#) [Northside Observers](#) [Placement Requests](#) [Post Licensure and Advanced Degree Placement](#) [Medical Staff Office Placement Requests](#) [NSH Immunization and Credentialing Requirements](#) [Orientation - New/Returning External Clinical Instructors](#) [More](#)

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

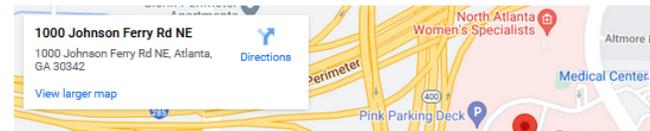
Northside Hospital - Cherokee
450 Northside Cherokee Blvd.
Canton, GA 30115
Main: (770) 224-1000
Education Office: (678) 388-6404

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

Background Check & Drug Screen Requirements

Northside Maps & Badges

- 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

Navigating to Entity/Unit Descriptions

acemapp[®] Training Help Desk Contact Us Nadine McClasky

Dashboard / Northside Hospital - Forsyth Help

NORTHSIDE HOSPITAL [Contacts](#) [Requirements](#) [Medical Observers/Shadowing](#) [Welcome](#) [Northside News](#) [Key Contacts](#) [Northside Observers](#) [Placement Requests](#) [Post Licensure and Advanced Degree Placement](#) [More](#)

General Info

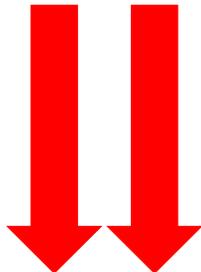
Northside Hospital - Forsyth
1200 Northside Forsyth Drive CUMMING, GA 30041
Phone 1: (770) 844-3200
Phone 2: (404) 845-5577

Programs Accepted

- AA
- ADN
- ADN - BSN
- AGACNP
- AGCNS
- AGPCNP
- Adult Health CNS
- BMET
- BSN
- Behavioral Health
- Biology
- CLS
- CNL
- CNL - Pre. Lic.
- CNS
- CPE
- CRM
- CRNA
- Cardio -Echo Non-Inv
- Cardiovascular Technology
- Clinical Mental Health Counsel
- Computerized Tomography (CT)
- DMS
- DNP
- DNP-Ind.
- DO
- Dietetics
- Doctor of Public Health (DPH)
- Dosimetry
- EMT
- Education - MSN
- Employee Observer
- Exercise Sci - Grad
- Exercise Science

Terms

Term	Start MM/DD	End MM/DD
Winter	01/01	04/30
Spring	05/01	08/14
Fall	08/15	12/31



Placement Resources



Academic Calendar

STUDENT PLACEMENT CALENDAR 2026-2027

<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 2027 <i>(January 1 – April 30)</i>	October 23, 2026	November 16, 2026
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

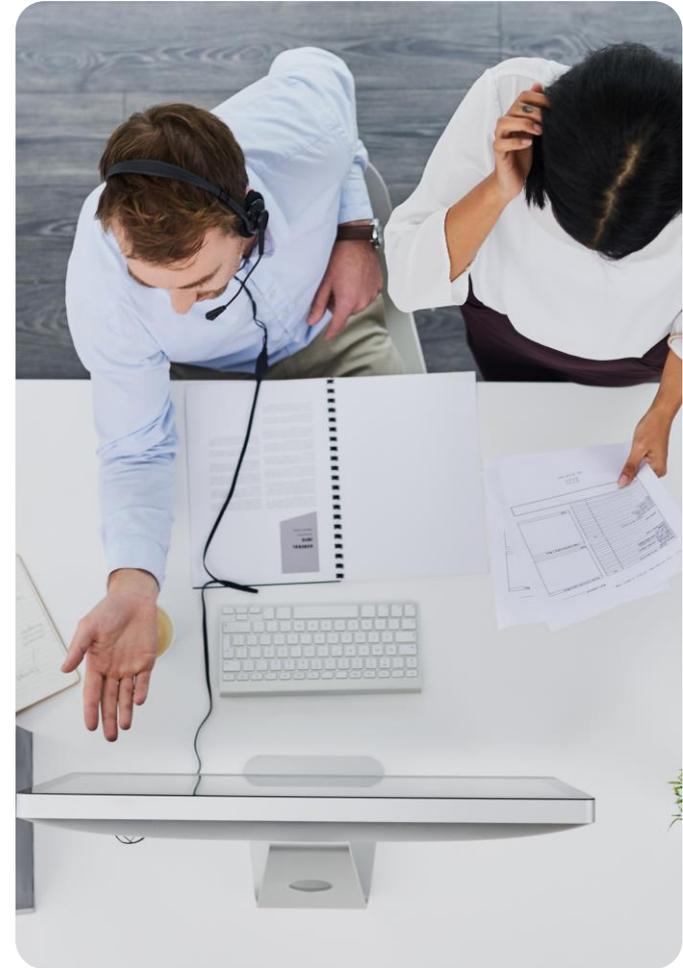
Toll Free: (844) 223-4292

Advantage Students Support

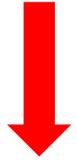
(Mon – Fri 8am – 5pm)

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 Training Help Desk Blog Contact Us 3 ☰ Nadine McClasky

Dashboard / Entities / Health System Home Submit Feedback

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

Partnership Directory Members Rotations + Create Rotation Applications Rotation Applications Reporting Document Manager Vendors Broadcast Tags Billing More Search

Notifications 7

- 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 Weeks 202

	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	<input checked="" type="checkbox"/>
	479617	Lanier Technical College - ADN Northside Hospital - Forsyth	10/02/2024	4	NHF Med/Surg - 10T-604F	<input checked="" type="checkbox"/>
	483507	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA Orthopedic Surgery-620A	<input checked="" type="checkbox"/>
	483508	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA General and Bariatric Surgery-604A	<input checked="" type="checkbox"/>
	483509	Northside Hospital - Atlanta South College - Atlanta Campus - Nursing	10/02/2024	1	NHA General Medicine-787A	<input checked="" type="checkbox"/>

Takeaways, Feedback, Questions

**THANK
YOU!**

