

Northeast Georgia Health System

Clinical Instructor Onboarding

* Invite Adjunct to ACEMAPP (if they have not been previously enrolled in the system).
* Adjunct has to accept ACEMAPP invitation **within 3 days** in order to start filling out their ACEMAPP passport information:
	+ Name, Address, Phone Number, Email Address, Emergency Contact name number and address, date of birth, Licenses, Birth City, Home Country, Is a US Citizen or eligible non-citizen, Last 4 of SSN, Driver’s License Number, Vehicle Make and Model, and License Plate Number.
	+ If Adjunct doesn’t accept ACEMAPP invite within 3 days, the invitation must be resent.
	+ If Adjunct is a current NGHS employee, he/she needs to enter his/her 5-digit employee ID under the *Custom* tab and request a faculty – employee affiliation (see handout). Affiliation requests will NOT be approved if Adjunct has not entered his/her employee ID in ACEMAPP.
	+ Adjunct or the school/program must pay the required $50.00 fee in order to complete all NGHS requirements in ACEMAPP.
* **Once assigned to a rotation:** Adjunct uploads clinical requirements to ACEMAPP or sends clinical requirements to program coordinator and he/she will upload to ACEMAPP:
	+ **American Heart Association BLS Provider CPR Card or BLS eCard**
	+ **Hepatitis B Documentation:** must have at least started series
	+ **Measles, Mumps & Rubella (MMR) Documentation:** must have documentation of 2 MMR vaccines OR MMR titers that demonstrate immunity
	+ **Nursing License**
	+ **Picture ID** (Headshot photo, selfie)
	+ **TB Skin Test Documentation or QuantiFERON Gold Blood Test:** must be within the past 12 months and cannot expire during rotation
		- Documentation must include lot #, product name & expiration date (i.e. Tubersol), date placed, date read, site & route of injection, and results must include positive/negative and mm of induration.
			* Administration record and results must have the Adjuncts name & DOB, and provider’s signature and clinic information. If Adjunct is an NGHS employee, they may use the Tuberculin Skin Test (TST) Application Record from his/her ReadySet4 record.
		- If TST is positive: a chest X-Ray within 5 years and Signs and Symptoms Form are required
	+ **Tetanus, Diphtheria and Pertussis (TDAP) Documentation:** must have had at least one Tdap in lifetime and must have had a TD booster within the past 10 years.
	+ **Varicella (Chicken Pox) Documentation:** must have had 2 Varicella vaccines or Varicella titers that demonstrate immunity. If Adjunct has “historical immunity” (had chicken pox), titers will be required to verify immunity.
	+ **Current Flu shot during Flu season:** deadline to submit flu vaccine documentation in Acemapp is December 1st.
	+ **Link Background Check and Drug Screen from Advantage with ACEMAPP account**
		- There is an Advantage/Infomart link on the Adjunct’s ACEMAPP home page or he/she may visit [www.advantagestudents.com](http://www.advantagestudents.com) to complete the background check and drug screen (see attached instructions to complete this step).
		- **Adjunct must release/share background and drug screen results with NGHS** (must have same email address used to with Advantage with ACEMAPP. If different, Adjunct needs to add second email to ACEMAPP in order to link accounts). Adjunct will not be cleared for an Instructor ID badge until the results have been shared with NGHS.
* **Adjunct must complete all NGHS specific Assessments yearly:**

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| * NGHS – Basic Pain Assessment
 | * NGHS – General Update Assessment
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| * NGHS – Info Zone Assessment
 | * NGHS – Patient Privacy
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| * NGHS – Blood Administration
 | * NGHS – CAUTI
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| * NGHS – Central Lines
 | * NGHS – Medication Safety
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| * NGHS – Restraint Education
 | * NGHS – Sepsis
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| * NGHS – Sexual Harassment
 | * NGHS – Compliance
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| * NGHS – Advanced Pain Management
 | * NGHS – Infection Control
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| * NGHS – Suicidal & Homicidal Precautions
 | * NGHS – Oxygen Therapy
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* + If Adjunct has an approved faculty – employee affiliation and he/she has completed all annual SuccessFactors for employment (must send verification to Educational Affiliation Coordinator (EAC) – Samantha Nanartowicz at samantha.nanartowicz@nghs.com), he/she will be exempt from the required assessments in ACEMAPP.
* **Once assessments and requirements are completed:** EAC will notify security for the Adjunct to receive their badge.
	+ Once made aware of completed assessments and requirements via ACEMAPP check or Adjunct, then the coordinator should email EAC to ensure the adjunct is clear to receive his/her badge before the adjunct attempts to retrieve their badge. **Adjuncts cannot attempt to retrieve ID badge until he/she has been notified by EAC that they are clear to do so.**
* Adjunct will have picture for badge taken at NGMC – Gainesville (South Patient Tower) when they go to pick up their badge (see attached directions to the badge office and their hours of operation).
* Adjunct needs to send the 5-digit ID number (on back of badge) to coordinator.
* Coordinator will send the 5-digit ID number to EAC, who will submit a System Access Request ticket to IT for Epic Access.
	+ IT will send the Adjunct’s login ID and temporary password in separate emails to EAC, and will be forwarded directly to the Adjunct. **This part of the process can take 2-3 weeks to complete**, so please ensure that Adjuncts understand the need to complete all ACEMAPP requirements in a timely manner.
	+ Once complete, IT will send the name of Adjunct(s) to the Epic Training Coordinator, who will contact the Adjunct directly to schedule the 2-day Epic training course **(EAC does not have access to the Epic training dates, but Epic training is generally offered every other week)**. The Epic Training Coordinator will email all course details (location, time, etc.) to Adjunct when the course has been scheduled.
* Adjunct must contact the Unit Educator on the floor in order to set up a day to for them to orient with a preceptor (to learn flow of unit). This must be done at least **TWO WEEKS PRIOR** to the first clinical day. Adjuncts must also wear his/her NGHS Instructor badge to their scheduled unit orientation.
	+ While talking to the Unit Educator, the Adjunct will tell him/her the course/clinical objectives and expectations.
	+ The Adjunct will meet with the unit manager as well and give both (Unit Manager and Educator) a copy of clinical schedule and class syllabus
* Adjunct needs to make sure the schedule allows for students to orient to floor and take patients.
* Adjunct needs to make sure all clinical requirements (TB, BLS, Flu, etc.) are updated each time they are placed in a rotation. If requirements are due to expire during a rotation, it is the Adjunct’s responsibility to ensure that updated documents are uploaded into ACEMAPP as soon as possible. Adjuncts with expired requirements will not be allowed to attend clinical rotations.
* Adjunct needs to make sure all Assessments are up to date each time they are placed in a rotation.