



# NORTHSIDE HOSPITAL

**Advanced Degree School Partnership and Placement Advisory Meeting**

October 29<sup>th</sup>, 2025





# ADVANCED DEGREE PROCESS



# ADVANCED DEGREE PROCESS

## Northside Hospital Employee Student Practicum Request

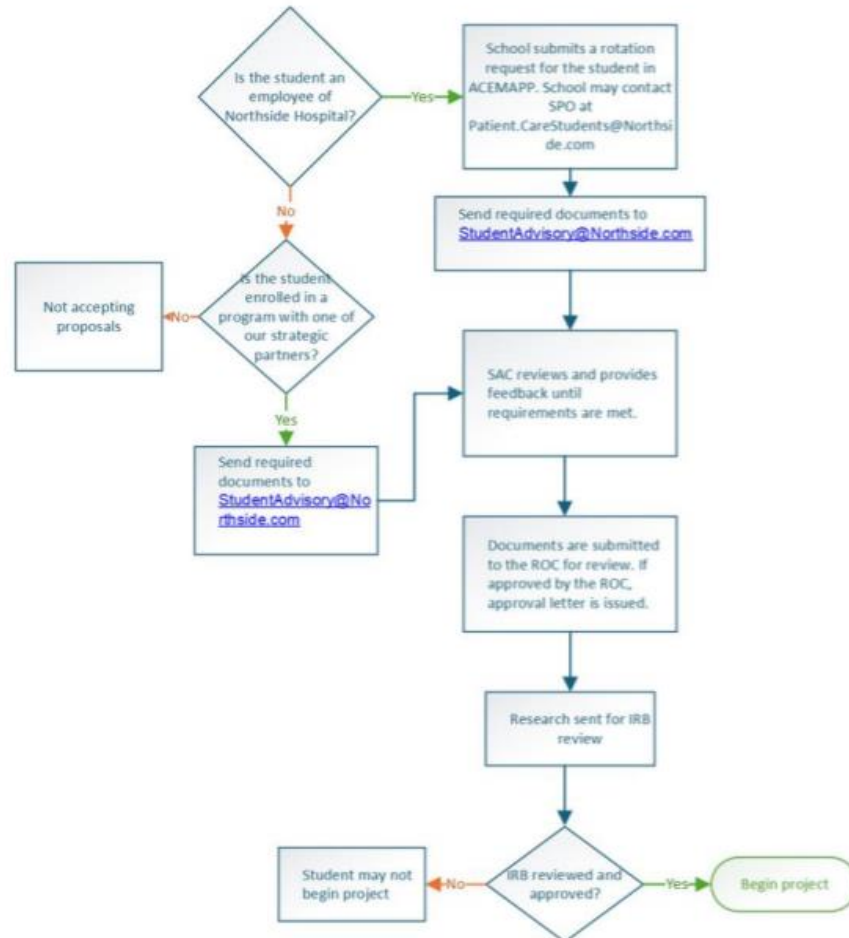
- Create a rotation request for the appropriate discipline in ACEMAPP for the desired campus. Please use the comments section to add any details regarding this experience that may be helpful when reviewing the request.
- Submit resume. This may be uploaded directly into ACEMAPP under “FILES” if the rotation has already been created or emailed directly to [Patient.carestudents@northside.com](mailto:Patient.carestudents@northside.com).
- The student will need to complete the *Northside Employee Application* in ACEMAPP to waive majority of their requirements.

# PRECEPTOR SELECTION PROCESS

## Securing a preceptor/mentor for rotations:

- Ensure the current syllabus/course objectives/preceptor guidelines are uploaded under “COURSES” in ACEMAPP. Additional material should be uploaded to the rotation under “FILES” or emailed to [Patient.carestudents@northside.com](mailto:Patient.carestudents@northside.com).
- If the student has already selected a preceptor at Northside Hospital, please enter the name and contact details for them when submitting the rotation in ACEMAPP. Northside will need to approve the preceptor. The Student Placement Office will assign an alternate if needed.
- If the student requires assistance selecting a preceptor, please add a comment in ACEMAPP.
- Students requesting to complete their practicum on their home units where they work will be reviewed on a case-by-case basis. The student may not be precepted by their supervisor.
- The primary preceptor for the rotation needs to be employed by Northside as a direct employee. Contract employees of Northside are not eligible to precept students.

## Appendix B Student Process Flowchart



**Required Documents:**

1. Student Projects Application
2. Completed Research Protocol
3. Conflict of Interest Checklist For Northside Research
4. CITI training certificates for all study team members
5. CV or resume for all study team members
6. Data collection tool (Excel document labeled with headers indicating data points to be evaluated)
7. Any relevant study documents such as surveys, syllabi, flyers, tools, interview guides, etc.
8. Any relevant project documents (tools, flyers, etc.)

**Key:**

SPO = Student Placement Office  
SAC = Student Advisory Council  
ROC = Research Oversight Committee  
IRB = Institutional Review Board





## NORTHSIDE HOSPITAL

## Student Projects Application

### Student Information

Student Name and Credentials  Date

School  Degree Pursing

Northside Role and Work Location

### Project Administration

School Advisor/Mentor/Chair Name and email address

Proposed Facility and Unit(s)

### Project Outline and Scope

- ☐ Quality Improvement or Evidence-Based Practice ☐ Research (project includes surveys, tests, patient (project is focused on implementing a tool or interactions, interviews, observations, other primary data process strongly supported by research) collection, use of interventions not described in literature)

All scholarly projects must first be approved before any project activities begin.

Areas of Interest:

### Required Documents Checklist

#### Research/EBP/QI

- Completed Research Oversight Committee form
- IRB approval letter from the student's school
- CITI training certificates for student(s)
- CV or resume of student(s)
- Any relevant project documents (surveys, flyers, syllabi, tools, etc.)
- Data collection tool (Excel document labeled with headers indicating data points to be collected)

### Student Advisory Council

To be completed by the Student Advisory Council:

I have read the proposal documents submitted in this application. I agree that the focus and methods described are appropriate for research or evidence-based practice/quality improvement. I am in support of this project and will be monitoring the student's progress and reviewing any changes made to the project. I will be available to discuss any concerns related to this project.

Signature  Date

Title and Department

Comments

# GRADUATE STUDENT PROJECT AND RESEARCH PROPOSAL APPROVAL PROCESS





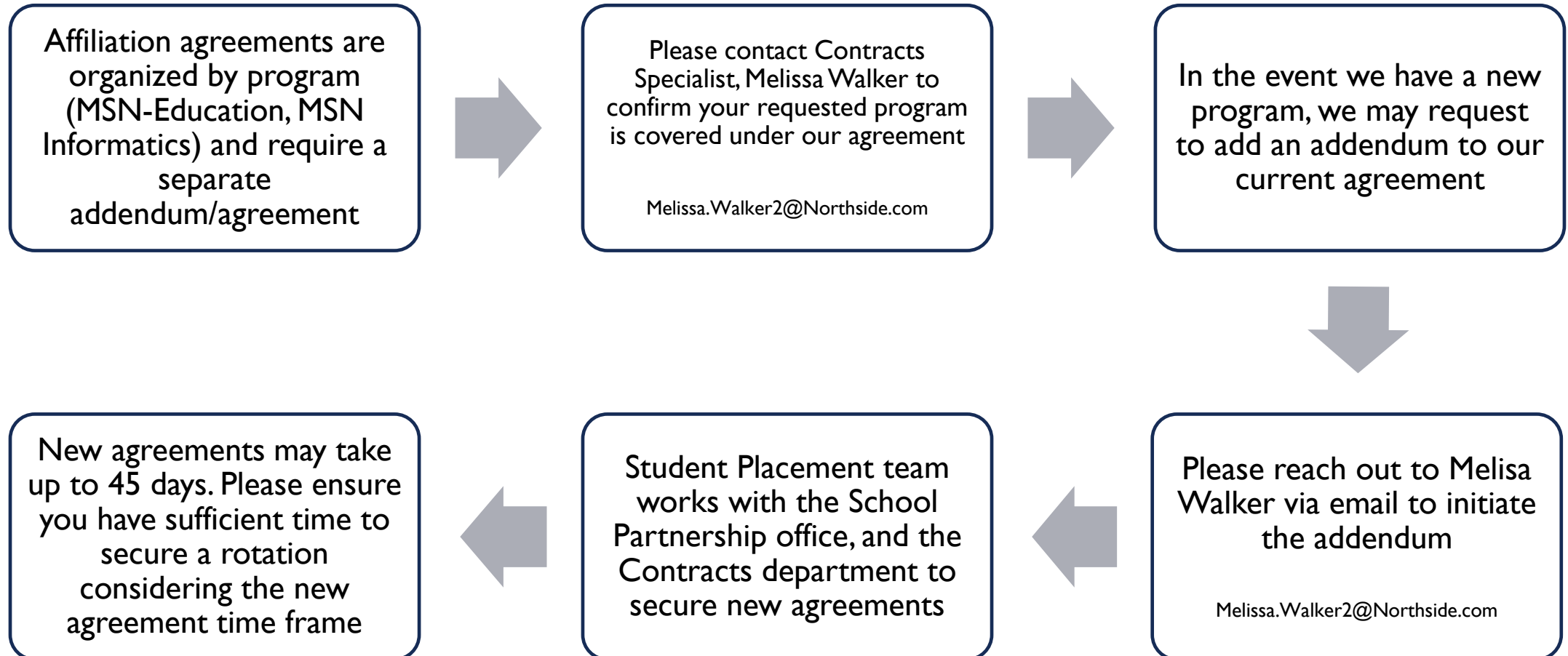
# AFFILIATION REQUESTS

Placement Process & Affiliation Addendums





# REQUESTING AN ADDENDUM





# COURSE DESCRIPTION AND SYLLABUS



## Edit

\* = required

## Program

Cardio -Echo Non-Inv

## Entities



Northside Hospital - Forsyth

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

Yes

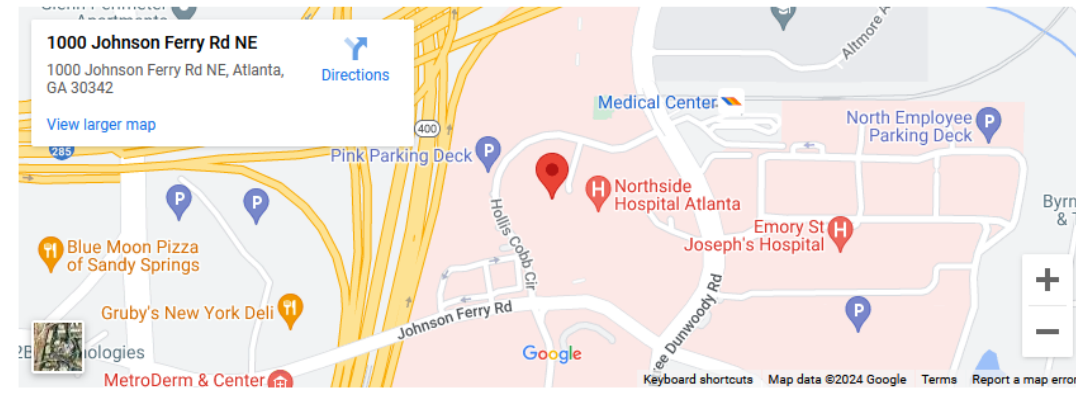
No

In observation of the 4th of July holiday - ACEMAPP support will be unavailable on Thursday (7/4) and Friday (7/5).  
 Please view the [Help Desk](#) or [Submit a Support Ticket](#).

## Northside Hospital School of Echocardiography [Contacts](#)

### General Info

Northside Hospital School of Echocardiography  
 1000 Johnson Ferry Road ATLANTA, GA 30046



### Programs Accepted

Cardio -Echo Non-Inv

### Courses

Course #	Name	Description	Syllabus File
CVTE 4010	Ultrasound Physics and Instrumentation		<a href="#">cvte4010-syllabus-physics2022_fall2022.pdf</a>

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Please view the [Help Desk](#) or [Submit a Support Ticket](#).

[Dashboard](#) / [Entities](#) / [School Home](#)

[Submit Feedback](#)

## Northside Hospital School of Echocardiography

[Partnership Directory](#)
[Members](#)
[Rotations](#)
[+ Create Rotation](#)
[Reporting](#)
[Document Manager](#)
[Broadcast](#)
[Tags](#)
[Entity Profile](#)
[Member Announcements](#)
[Courses](#)
[More](#)
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### Notifications

3

2 Pending member documents

Roster not sent on 2 Approved Rotation(s)

Roster not marked complete on 1 rotation

### Approved Rotations Within 3 Weeks

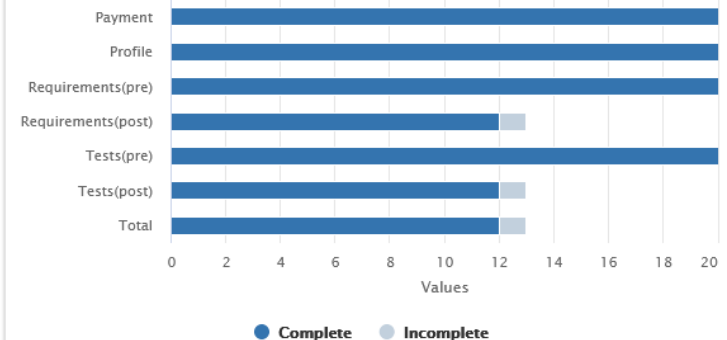
0

No active rotations starting within the next three weeks.

Student

Faculty

### Student Completion



Highcharts.com

In observation of the 4th of July holiday - ACEMAPP support will be unavailable on Thursday (7/4) and Friday (7/5).  
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- Partnership Directory
- Members
- Rotations
- + Create Rotation
- Reporting
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- Broadcast
- Tags
- Entity Profile
- Member Announcements
- Courses
- More
- Search

Dashboard / Entities / School Home / Northside Hospital School of Echocardiography / Manage Courses

Help Submit Feedback

Manage Courses + Create New Course

Active 1

Show / hide columns Reset display 25 records per page Search:

Showing 1 to 1 of 1 entries

Actions	Course Number	Course Name	Description	Retired?	Syllabus File
	CVTE 4010	Ultrasound Physics and Instrumentation		No	<a href="#">cvt4010-syllabus-physics2022_fall2022.pdf</a>

25 records per page 0.126s

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Please view the [Help Desk](#) or [Submit a Support Ticket](#).

[Partnership Directory](#)

[Members ▾](#)

[Rotations](#)

[+ Create Rotation](#)

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 [Northside Hospital School of Echocardiography](#) / 
 [Manage Courses](#) / 
 [Create Course](#)

[Submit Feedback](#)

## General

\* = required

Course Number \*

Course Number

Course Name

Course Name

Status \*

Active ▾

Retired? ?

No ▾

Description

Syllabus File

Browse...

Only one syllabus file is stored per course. Uploading a new one will overwrite the old one.

Course Length in Days \* ?

0

Save

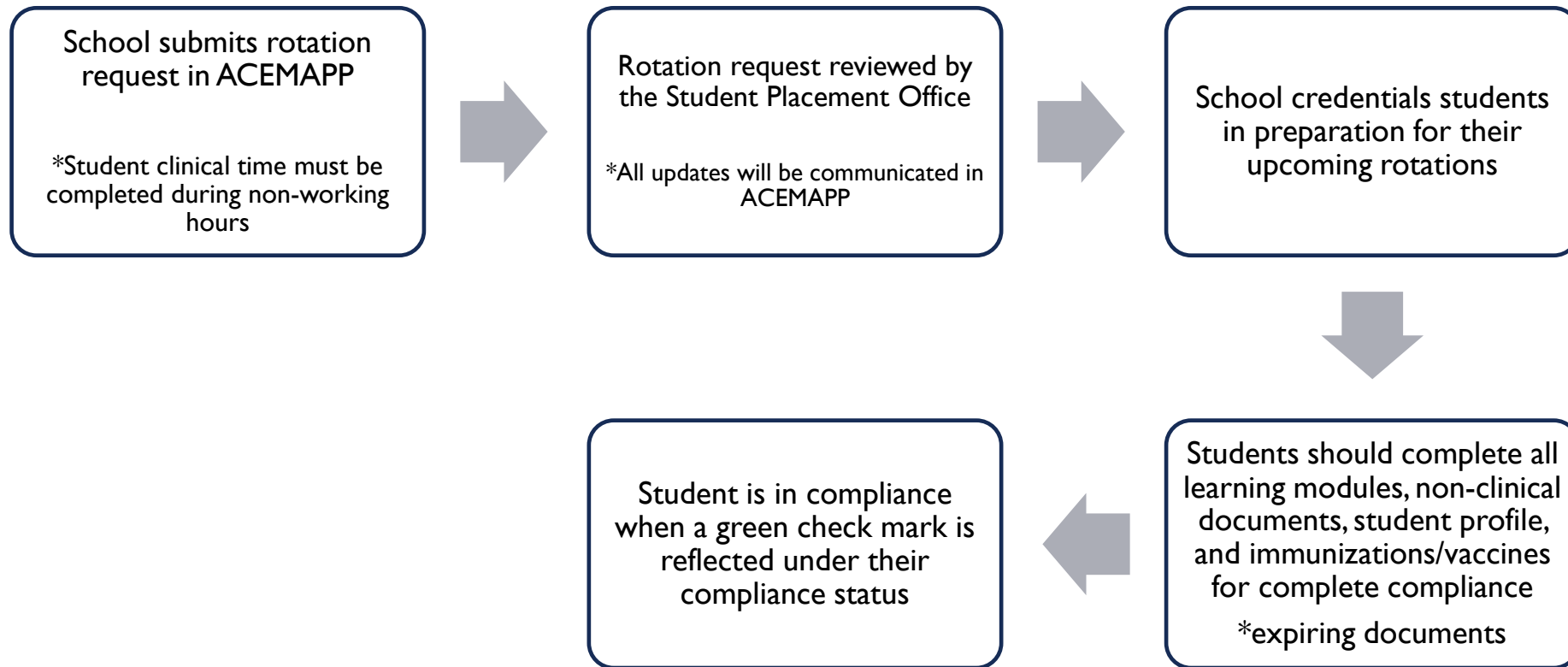




# CREDENTIALING PROCESS



# STUDENT CREDENTIALING PROCESS





# ONBOARDING REQUIREMENTS



# 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](http://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
<b>COVID</b>	<ul style="list-style-type: none"> <li>Most recent/current annual vaccination</li> <li>*Not required effective 10/6/25*</li> </ul>	Medical/Religious Declination Allowed	All Campuses
<b>HEP B</b>	<ul style="list-style-type: none"> <li>Proof of vaccination (2-Dose or 3-Dose Series) <b>OR</b></li> <li>Positive titer</li> </ul>	Declination Allowed	All Campuses
<b>INFLUENZA</b>	During Flu Season (October 1 <sup>st</sup> – March 31 <sup>st</sup> )	Declination Allowed	All Campuses
<b>MMR</b> (If born AFTER 1957)	<ul style="list-style-type: none"> <li>Proof of vaccination (2 Doses) <b>OR</b></li> <li>Positive titers for Mumps, Rubella &amp; Rubeola (Measles) <b>OR</b></li> <li>Proof of one MMR vaccine &amp; one Rubeola (Measles) vaccine <b>OR</b></li> <li>Proof of one MMR vaccine &amp; one positive titer for Rubeola (Measles)</li> </ul>	Not Allowed	All Campuses
<b>MMR</b> (If born BEFORE 1957)	<ul style="list-style-type: none"> <li>Proof of one MMR Vaccine <b>OR</b></li> <li>Proof of Positive Titer for Rubella (German Measles) <b>OR</b></li> <li>Proof of one Rubella Vaccine</li> </ul>	Not Allowed	All Campuses
<b>Tdap</b> (No Dtap) (valid for life, no expiration)	<ul style="list-style-type: none"> <li>One lifetime dose</li> <li><b>Tetanus, Diphtheria and Pertussis (TDAP)</b></li> </ul>	Not Allowed	All Campuses
<b>Varicella</b>	<ul style="list-style-type: none"> <li>Proof of vaccination (2-Dose) <b>OR</b> <ul style="list-style-type: none"> <li>A Positive titer</li> </ul> </li> </ul>	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
<b>TB (Negative)</b> (Returning to NSH)	<ul style="list-style-type: none"><li>• Complete Northside Annual TB Questionnaire</li></ul>	Not Allowed	All Campuses
<b>TB (Positive)</b>	<b>Past or New Exposure</b> <ul style="list-style-type: none"><li>• Documented positive TB Result,</li><li>• TB clearance letter from DPH or PCP recommendation indicating the date of last clear CXR which should be within 3 years of start date.</li><li>• Valid for 24 months</li></ul>	Not Allowed	All Campuses
<b>TB (Negative)</b> (1 <sup>st</sup> time at NSH)	<ul style="list-style-type: none"><li>• Negative QFT/T-Spot &lt; 24 mos <b>OR</b></li><li>• Negative 2-Step TB skin Test (1st step within 12 months &amp; 2nd step within 60 days of start date)<ul style="list-style-type: none"><li>◦ Valid for 24 months</li></ul></li></ul>	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***



# 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. Students will often submit documents with today's date and not the date of completion.
- 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



# NORTHSIDE ENTITY PROFILE



Rotation #404712

Comments & History

Conflicts

Schedule

Files 0

## Edit

\* = required

### Program

Cardio -Echo Non-Inv

### Entities



Northside Hospital - Forsyth



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

### Experience Type

Precepted Rotation



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

Yes

No





## 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




# GWINNETT PARKING UPDATE EFFECTIVE JANUARY 1<sup>ST</sup>

- 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.

## School partners and students may navigate to our Northside Hospital Entity Profile to access our updated parking information

[Dashboard](#) / [Northside Hospital - Atlanta, Cherokee, Duluth, Forsyth, Gwinnett](#) / [Northside Maps & Badges](#)

 <small>Atlanta • Cherokee • Duluth • Forsyth • Gwinnett</small>	<a href="#">Northside News</a>	<a href="#">Welcome</a>	<a href="#">Key Contacts</a>	<a href="#">Northside Observers</a>	<a href="#">Placement Requests</a>	<a href="#">Post Licensure and Advanced Degree Placement</a>	<a href="#">Medical Staff Office Placement Requests</a>	<a href="#">Medical Observers/Shadowing</a>	<a href="#">More</a> ▾
<b>Northside Hospital - Atlanta 1000 Johnson Ferry Road NE Atlanta, GA 30342</b> <p>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 orientation. 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.</p> <p>The Orange Parking Deck is located within the Interchange Building Lot. Below is the physical address for GPS:</p> <p>Northside Hospital 5780 Peachtree Dunwoody Road, Atlanta, GA 30342</p> <p><a href="#">Northside Hospital Atlanta Map</a></p> <b>Northside Hospital - Cherokee 450 Northside Cherokee Blvd. Canton, GA 30115</b> <p>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.</p> <p><a href="#">Northside Cherokee Map</a></p> <b>Northside Hospital Duluth 3620 Howell Ferry Rd NW, Duluth, GA 30096</b> <p>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 <a href="#">Duluth Entrance</a> map to reach the elevators located in the main OR waiting room, which will provide access to the floors. Bad access is NOT required.</p> <p><a href="#">Northside Duluth Map</a></p> <b>Northside Hospital - Forsyth 1200 Northside Forsyth Drive Cumming, GA 30041</b> <p>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.</p> <p>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.</p> <p>You may track the shuttles on the following website: <a href="https://forsyth.liftango.com/home">https://forsyth.liftango.com/home</a>. We recommend bookmarking or saving the link on your phone's home screen for easier access.</p> <p>The shuttle supervisors have access to a hotline phone. If you need transport assistance, you can reach them at 706-974-9239</p> <p>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.</p> <p>Please see the notice here &gt; <a href="#">Northside Forsyth Parking Notice</a> .</p>									



## NORTHSIDE HOSPITAL

### Student Placement/Credentialing Information

#### Contact List

Northside Hospital, Inc.

#### School Partnership Office

**Pamela Russman-Chambers, DNSc, MPH, MPP, RN, NPD-BC, NEA-BC**

Manager, School Partnerships

Phone: (404) 845-5387

Email: [Pamela.Russman-Chambers@northside.com](mailto:Pamela.Russman-Chambers@northside.com)

**Ernie Fuller, MSN, RN**

Manager, Clinical Education & Student Placements

Phone: (404) 845-5162

Email: [Ernie.Fuller@northside.com](mailto:Ernie.Fuller@northside.com)

#### Student Placement Office

**Amanda Sanchez, Nadine McClasky, Ainoã Silva**

Student Placement and Credentialing Team

Phone: (404) 845-5577

Email: [Patient.CareStudents@northside.com](mailto:Patient.CareStudents@northside.com)

#### Adjunct Faculty

**Domonique Jackson**

Adjunct Faculty Coordinator

Email: [Domonique.Jackson@northside.com](mailto:Domonique.Jackson@northside.com)

**Lakendra Blash**

Coordinator Clinical Student Placement

Email: [Lakendra.Blash@northside.com](mailto:Lakendra.Blash@northside.com)

#### Contract Specialist- Affiliation Agreements

**Melissa Walker**

Legal Services

Email: [Melissa.Walker2@northside.com](mailto:Melissa.Walker2@northside.com)

#### Background Check and Drug Screen Inquiries

**Human Resources Compliance**

Email: [NSH.students@northside.com](mailto:NSH.students@northside.com)

#### Medical Staff Services

**For assistance with Observation and Shadowing for Advanced Practice and Medical Students**

Email: [MedicalStaffServices@northside.com](mailto:MedicalStaffServices@northside.com)

- APRN & NP Disciplines: CNM/Nurse Midwife; NNP; AA; CRNA; AGACNP; AGPCNP; FNP; WHNP; SFA/RNFA; PNP
- PA's
- 3<sup>rd</sup>/4<sup>th</sup> Year MD/DO Medical Students

#### Medical Staff Office

**Carrie Burgess, CPMSM**

Medical Staff Specialist II

Email: [MedStaffStudents@northside.com](mailto:MedStaffStudents@northside.com)

# ACEMAPP CONTACT INFORMATION

## **Phone Numbers (Monday – Friday 8am – 5pm)**

- Local: (517) 347-8093
- Toll Free: (844) 223-4292

ACEMAPP Setup & Implementations Team

# Q&A





THANK  
YOU!

