BSN Timeline for Clinical Credentialing

Deadline 1.17

- Students will be given a list each Fall, Spring, and Summer of all possible clinical sites they could attend that semester. The documents are available for downloading and completing at all times through directory entities section on acemapp.
    - Go to acemapp → "Directory" tab at the top of the page → click "entities" → to view the clinical requirements, click the "view" (eye icon) to the left of the screen next to the site → read the instructions, download and complete the paperwork. Save to your computer and have it ready to upload by **1.17.**
- Students must upload all clinical documents by **1.17**. There will be an acemapp announcement made once everyone has been assigned to all of their rotations in acemapp. No additional announcements, reminders, or emails will be sent out.
    - *Exceptions for the **1.17** deadline include USA, CHOA, Camp Seale Harris, Brookwood Baptist and Walker Baptist. These facilities send orientation requirements to the students themselves, but will be required to be completed prior to attending clinical.*
- Students are expected to check rotations for compliance in acemapp
- If a student does not submit clinical credentialing requirements by the deadline, the student cannot go to clinical and, as a result, will receive a clinical unsatisfactory for each missed day. Two clinical unsatisfactories will result in course failure.
- No extensions will be granted. **1.17** is the deadline to upload the documents that you should have already completed. Plan accordingly!

Deadline 10.1

- Flu Shot- Due yearly by **10.1**
    - Clinical paperwork that is not updated with the current flu shot by the deadline will result in a student clinical unsatisfactory.
    - Flu shot reports must be complete lab reports including the students' name, the clinic or pharmacy, the lot number and expiration date. It is the responsibility of the student to ensure all information is included in the document before uploading it into acemapp.

NOTES:

- It is in the best interest of the student to be proactive in downloading and completing clinical paperwork for ALL sites they could possibly attend during their current semester. Once the assignments are complete, the student would just need to upload the already completed paperwork.
- The dates in bold are subject to change based on the academic calendar
- Please reach out to Mrs. Bell via email (aja0016@auburn.edu) with questions regarding paperwork, AFTER you have read the instructions.
    - Do not email asking to check your compliance. If there is a red checkmark on your rotation, you are not complete. If there is a green checkmark on your rotation, you are complete. If you are unsure if your account is showing complete, you can contact acemapp.
- All student resources for student compliance may be found in acemapp. https://collaboration.acemapp.org/e-content/auburn-university-school-of-nursing
- Acemapp assistance is available by contacting acemapp support through the website.
    - https://collaboration.acemapp.org/contact

Clinical Paperwork

3510/3420—documents you may go ahead and fill out and save to your computer

- East Alabama Health – Additional Instructions
- Russell Medical Center
- Jackson Hospital
- Arbor Lakes
- Arbor Springs
- Phenix Regional Rehab
- Clay County
- Exceptional Foundation
- Therapeutic Camp (Adult and Mini)

3520/3530-- documents you may go ahead and fill out and save to your computer

- East Alabama Health – Additional Instructions
- UAB
- Grandview
- Jackson Hospital
- Exceptional Foundation
- Children's of Alabama

4540—documents you may go ahead and fill out and save to your computer

- East Alabama Health—Additional Instructions
- Lee OBGYN
- Jackson Hospital
- Grandview
- UAB

4550—documents you may go ahead and fill out and save to your computer

- East Alabama Health—Additional Instructions
- Jackson Hospital
- UAB
- Grandview
- Russell Medical Center

Old Curriculum

4321

- East Alabama Health – Additional Instructions
- UAB
- Grandview
- Russell Medical Center