ACEMAPP Instructions for PeaceHealth (PH) Columbia Network (CN)

**St John Medical Center** in Longview and **Southwest Medical Center** in Vancouver

[[Click here](https://www.peacehealth.org/fact-sheets)] for PeaceHealth facts at-a-glance information.

These instructions are for *undergraduate nursing students* only. Graduate nursing students must contact the PH Columbia Network Student Coordinator Michaela Murphy, at **MMurphy2@peacehealth.org or 360-514-2883 directly, for further instructions**.

**Faculty and Students**: Please review the onboarding clinical requirements. You will upload any required documents to ACEMAPP. See below for detailed instructions.

1. **Required Information:** Please upload all student/faculty PH site-specific required documentation into ACEMAPP. If your school background check does not include the State of WA., you must complete the [[WATCH]](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwatch.wsp.wa.gov%2FWATCH%2FHome%2FIndex&data=04%7C01%7CMMurphy2%40peacehealth.org%7Cfc2eb7f5237541f5637108d9ab7f0de6%7C0c4d6a212cf441979333aa5fadb76709%7C0%7C0%7C637729384442438563%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AZ%2FvW%2F5fEXQpf90XRJR5NZXbMQQELrXvvb1ihgIpUhY%3D&reserved=0)(Washington Access to Criminal History) Washington State Patrol background check; name and date of birth option.
2. **Confidentiality Agreement (CA) Information:** You will be contacted by PeaceHealth’s IT team with instructions on how to complete the confidentiality agreement. ***Failure to update your Confidentiality Agreement when due will result into losing your CareConnect and computer access***. If this happens, please contact your CN Student Coordinator.
3. **CareConnect Information**: The *CareConnect Rapid Onboarding Material for* *Inpatient Nursing Students* is still under construction. If you are a current employee of PeaceHealth and also a nursing student, it is *imperative you* ***keep your access logins separate***.
4. **Barcode Information**: Complete [Nova Glucose Meter Computer Based Training](http://www.brainshark.com/novabio/statstrip3?tx=psmcwa). This training is **one time only**. You must enter the following information prior to glucose training.
	* First Name: *Your first name*
	* Last Name: *Your last name*
	* Email: *Your school email*
	* Department: *Name of your school*
	* Hospital Name: *STJN (St John) or PHSW (Southwest)*

Print out your Certificate of Completion and upload into ACEMAPP. You will be issued a barcode that will be used for glucose testing. This barcode will be printed on a badge buddy that you will attach to your ID badge. This barcode will be active at both clinical sites in the Columbia Network. Faculty barcodes are active indefinitely, students are active until their graduation date.

**Students at PHSW in Vancouver:** please come to the PH [Southwest Medical Center Clinical Education Department](https://www.peacehealth.org/sites/default/files/medicalcenterparkinglotmap-403.351.2v1.pdf)to pick up your barcode badge buddy. Please bring your Certificate of Completion (hard copy or on your phone) when you come to the office. Our office hours are generally 8:00 am to 4:00 pm Monday-Friday (closed on holidays and weekends). Clinical Education Department is located in the Health Education Center basement and is most easily accessed off the 92nd Avenue Parking Lot G. Please contact the Site Coordinator prior to bringing in large groups of cohort students for barcode pickup. We want to ensure a timely process with bigger groups.

**Students at STJN in Longview:** your barcodes will be mailed out to the School Coordinator. Your instructor will hand them out to you at the beginning of your clinical rotation.

If you experience problems with a barcode, please contact the Columbia Network Student Coordinator.

1. **Pyxis Access/Information:** We are currently granting Pyxis access ONLY to the school faculty. Faculty must be properly onboarded to obtain access. Faculty will receive Pyxis logins via the Student Coordinator.

*Please note: CareConnect logins and Pyxis logins are separate.*

1. **Nurse Safety Orientation Checklist:** Complete the Student Nurse Safety Orientation Checklist on the first day of clinical rotation. There are several items to be completed. Please follow the directions on the checklist for what to do with the completed form. Please make prior arrangements with the unit managers before arriving with large student groups.
2. **Flu vaccine policy for Columbia Network:** You must bring your flu vaccine documentation (hard copy) to the employee health department to receive your flu sticker. If you have NOT received the seasonal influenza vaccine, you will be required to wear a mask in ALL patient care areas during flu season. Our Employee Health Department will provide the flu vaccine at no cost to you. If you decline the vaccine, you will need to complete a yearly declination form.
3. **PeaceHealth Orientation Manual:** Please review the PH Orientation Manual and complete the quiz. After completion and grading is completed, please upload quiz into ACEMAPP.
4. **Clinical Site Evaluation:** Please complete a Clinical Site Evaluation at the end of your rotation available in your ACEMAPP dashboard.

Information provided will be used to process data to generate ID badges and grant access to PeaceHealth facilities and patient units.

**Please see site-specific information (page 3 & 4) for ID badge pick up instructions.**

If you have any questions, please contact the Columbia Network Site Coordinator:

**Michaela Murphy:** **MMurphy2@peacehealth.org** **Phone: 360-514-2883**

Site Specific Information for PeaceHealth **St. John Longview**

1. **Parking:** Follow our caregiver [Parking Policy](https://acemapp.org/file-manager/get/Gc5K2QHVCx0x5b7ab8a4ebd02). There is no charge for parking. Our Security Department does patrol the parking lot and will report you if you park in the wrong location.
2. **ID Badge:** All students and faculty are required to always wear a PeaceHealth Student/Faculty Identification (ID) badge while at the facility. The first badge will be provided at no cost however, there will be a fee for replacement badge(s).
* **Pickup:** Student ID Badges may be picked up at the Badging Communication Window, located in the Emergency Room Lobby. This can be done either prior to beginning of their clinical rotation, or the first day. Students must have their picture taken prior to receiving their student badge. Please bring picture identification with you. Do not place any pins in the name tag, as this will destroy the scanning capability.
* **Return ID Badge:** Please return your student badge at the completion of your clinical rotation to your Clinical Instructor. The Clinical Instructor will return student badges to the Badging Office. Clinical Instructors may keep their instructor badge for the school year and return it at the completion of the Spring semester or quarter. If you return for another semester/quarter, we can reissue and reactivate the same badge(s).

Badging Office Hours of Operation:

Mondays-Fridays: 7am-3:30 pm

Weekends/Holidays: Closed

**Phone Number: (360) 414-7480**

Students and faculty must come during hours of operation. No exceptions. Please plan accordingly.

**Please contact the Badging Office prior to bringing in cohort of students to allow enough time for processing each student and to arrange for social distancing if needed.**

If you find you do not have access to a door you need, please inform your Columbia Network Student Coordinator.

1. **Unit Contacts:** Please work directly with the Columbia Network Site Coordinator, for current unit contact information.

Site Specific Information for PeaceHealth **Southwest Vancouver**

1. **Parking:** Follow our caregiver parking policy at both the [SW Medical Center](https://acemapp.org/file-manager/get/cbD1wF9mgx0x5b7ab8a8cec66) and [Memorial Campus](https://acemapp.org/file-manager/get/cbD1wF9mgx0x5b7ab8a8cec66). Faculty/students are required to park in the [North Parking Lot](https://acemapp.org/file-manager/get/cbD1wF9mgx0x5b7ab8a8cec66) of the PHSW campus. There is very limited parking available for patients and visitors. Our Security Department patrols the parking lot and will report you if you park in the wrong location.
2. **ID Badge:** All students and faculty are required to always wear a PeaceHealth Student Identification (ID) Badge while at the facility. We will provide the first badge at no cost to you, but there will be a fee for replacement badge(s).
* **Pickup:** Student ID Badges may be picked up from the Badging Office located next to the Auditorium in the Health Education Center. This can be done either prior to beginning of their clinical rotation, or the first day. Students must have their picture taken prior to receiving their student badge. Please bring picture identification with you. Do not place any pins in the name tag, as this will destroy the scanning capability.
* **Return ID Badge:** Please return your student badge at the completion of your clinical rotation to your Clinical Instructor. The Clinical Instructor will return student badges to the Badging Office. Clinical Instructors may keep their instructor badge for the school year and return it at the completion of the Spring semester or quarter. If you return for another semester/quarter, we can reissue and reactivate the same badge(s).

Badging Office Hours of Operation:

Mondays-Thursdays: 6:00am-3:00pm (closed for lunch from 12:30pm-1:00pm)

Fridays: 6:00am-12:00pm

Weekends/Holidays: Closed

**Phone Number: (360) 514-4445**

Students and faculty must come during hours of operation. No exceptions. Please plan accordingly.

**Please contact the Badging office prior to bringing in cohort of students to allow enough time for processing each student and to arrange for social distancing if needed.**

Please inform your Columbia Network Student Coordinator if you have trouble with access.

1. **Unit contacts:** Please work directly with the Columbia Network Site Coordinator, for current unit contact information.