**School Coordinator** ACEMAPP Instructions for PeaceHealth (PH) Columbia Network:

**St John** in Longview and **PeaceHealth Southwest** in Vancouver

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**.

**School Coordinators:** Please review the onboarding checklist so that you are aware of information that needs to be uploaded to ACEMAPP.

Download the Student Onboarding Excel Spreadsheet from the Welcome tab in ACEMAPP. Complete this spreadsheet with student and instructor information, save, and return this to the Columbia Network Student Coordinator a minimum of **four weeks** *before* clinical start date. The spreadsheet will be used to process data to generate ID badges and grant access to PeaceHealth facilities and patient units.

**Note:** Separate spreadsheets **MUST** be completed and submitted for *each Hospital location AND each start date*. For example, if you have students starting at PeaceHealth Southwest Hospital as well as St. John Medical Center, you will need to complete and submit two separate spreadsheets.

Be sure to complete **ALL** the required columns (in **bold red** font) in this spreadsheet and also include the specific unit(s) each person will be going to in the Comments column.

For the columns titled “PeaceHealth Location” and “Student Access Role”, you must select the correct option. Please see instructions below.

**PeaceHealth Location**: There are only two hospital options for the Columbia Network. Select one of these two locations from the drop-down list:

“Students-Southwest Medical Center” – This is for PeaceHealth location in Vancouver, WA

“Students-St. John Medical Center” – This is for PeaceHealth location in Longview, WA

**Student Access Role:** These are the options for nursing student rotations:

|  |  |
| --- | --- |
| **Drop-down menu option** | **Explanation/Description** |
| Nursing Student - Home Health and Hospice | Home hospice |
| Nursing Student - Instructor | For clinical instructors |
| Nursing Student - LPN (IP) | LPN students on In-patient location |
| Nursing Student - LPN/MA (OP) | LPN students on out-patient location |
| Nursing Student - RN (Anesthesia) | Nurse anesthetist student |
| Nursing Student - RN (ED/IP) | RN student in-patient only |
| Nursing Student - RN (ED/IP/OP) | RN student in-patient AND outpatient |
| Nursing Student - RN (OP) | RN student out-patient only |

Example: For a nursing student (RN) completing a clinical rotation at the medical-surgical unit (MJ2) of southwest medical center, select “Students-Southwest Medical Center” under the PeaceHealth Location column, and “Nursing Student - RN (ED/IP)” under the student access role column.

**Comments:** Include the specific unit(s) each person will be going to for this clinical rotation. This information is necessary to ensure correct badge access.

Once completed, save the spreadsheet and email it to the student coordinator: mmurphy2@peacehealth.org.

**Student responsibility:** Once the spreadsheet is submitted, each student will be contacted by PeaceHealth’s IT team for content verification and further processing. This includes signing of a confidentiality agreement, multifactor authentication (MFA), and assignment of login information.

**Failure to complete this spreadsheet correctly will lead to delays in processing and lack of facility access to students and faculty.**

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

**Michaela Murphy at MMurphy2@peacehealth.org or 360-514-2883**