ACEMAPP NE Ohio Operating Guidelines Terminology

Clinical Partners represent hospital or medical facility as ACEMAPP coordinator(s)/users.

Education Partners represent schools as ACEMAPP coordinator(s)/users.

Members represent both Clinical Partners and Education Partners, as one.

ACEMAPP, the software used to coordinate between Clinical Partners and Education Partners for clinical and practicum rotations/placements, rosters, observations, etc. and onboarding and orientation of students, faculty, or others to the approved rotations in affiliated hospital systems to ensure a cohesive plan and visitor compliance.

Visitors represents students, faculty, vendors, etc. who utilize approved ACEMAPP rotations.

Onboarding and Orientation are the processes by which the Clinical Partners provide materials and processes for Education Partners to utilize to ensure their Visitors are compliant and prepared to attend placements at the Clinical Partners' facilities.

General

Clinical Partners have the right to determine any placement, regardless of history, but will give preference to previous historical rotations.

Education Partners and Clinical Partners new to ACEMAPP will schedule formal training with the ACEMAPP team to ensure all users understand Operating Guidelines.

System Access

Clinical Affiliation Agreements must be in place with a Clinical Partner before an Education Partner may request a placement. If an agreement is not in place, the request will be declined with a notation in the comment section of the placement request of "no agreement."

Those who are not ACEMAPP Members are not to contact unit managers or staff with requests for placements. If individuals who are not ACEMAPP Members contact unit managers or staff with inquiries, they will be referred to their Education Partner's coordinator(s).

Data entered into ACEMAPP is subject to FERPA regulations of privacy.

Only ACEMAPP Members will be allowed to utilize the ACEMAPP system.

Members will notify ACEMAPP when users need to be added/removed/from the system.

Data Entry

Education Partners are responsible for keeping their school profile information up to date. This includes but is not limited to updating course lists and descriptions and entering accurate hours per student.

Clinical Partners are responsible for keeping their profile information up to date. This includes but is not limited to a hospital unit list and information for students and faculty; including number of student permitted per site and unit.

Processing Rotations

It is expected that Education Partners only request the placements they need.

Education Partners are to withdrawal any rotations that will not be needed as soon as that is determined and must be withdrawn prior to the start date of that requested rotation. If a roster has not been submitted by the start of a rotation, the Clinical Partner has the right to deny that rotation or request the Education Partner withdraw it. If the withdrawal is not completed, ACEMAPP support can complete the withdrawal at the request of the Clinical Partner.

The start date of a rotation is the first day that the students are on the clinical unit. The end date of the rotation is the last date of the clinical rotation. The last day may be a makeup date and the clinical faculty should notify the unit manager if that last day will not be used.
The start and end times of a rotation are the length of the clinical rotation and will include pre/post conference time.
Clinical Partners will approve or deny rotations within ten business days of submission. (This does not include Previous Rotation Upload)

The Education Partners can make changes to the unit, start/end dates, days of the week, shift times, and increase or decrease the number of student slots of the rotation and the status will change to "Pending" for the Clinical Partner to review. ACEMAPP recommends using the Conflict Checker to look at the availability of your requested changes. The Clinical Partner will be alerted to changes and need for review via ACEMAPP email.

If the Clinical Partner can accommodate the proposed change, they will update the status to "Approved"

If the Clinical Partner can't honor the proposed changes, the status will be moved to "Needs Info," and a comment should be posted to offer an alternative or allow the School Partner to revert to the original request.

The Education Partner will review the comments. They can edit the rotation and change the status to pending or withdraw it.

The Education Partner will not need to utilize comments to notify of proposed changes. Only the Clinical Partner will use comments to suggest alternatives. Education Partner may make comments if necessary but should aim to limit comments.

If the Education Partner makes changes to the course number, rotation type, total hours, and faculty name (not assigned faculty), on an approved rotation, the rotation will remain an approved rotation at the discretion of the Clinical Partner.
The Clinical Partner will be alerted via ACEMAPP that changes were made to the approved rotation. Changes to assigned/linked faculty will notify the Clinical Partner automatically. Changes to faculty listed in clinical rotation (left column) are not official, and changes will not trigger notification to Clinical Partners.

When Clinical Partner denies a rotation, the reason for the denial should be entered as a comment.
New Rotation requests can be submitted on an individual basis any time after the bulk release of Previous Rotations to the Clinical Partners has occurred in accordance with the Bulk Upload Schedule.

Data Upload Schedule
The majority of rotation requests are to be made by term, in accordance with the ACEMAPP NE Ohio Consortium Rotation Submission Schedule and Previous Rotation Upload process.

Clinical rotations in ACEMAPP are automatically assigned a "term" by the system when a rotation request is created. This searchable field is determined by the start date of the rotation. Fall, Winter, and Spring. This verbiage is changed from Fall, Winter, Spring to Spring, Summer, Fall, to align with Education Partner semester/term verbiage, but it will take a full year to clear out old verbiage. This process should be completed by the end of 2024 at the latest. The below verbiage is in line with the new pattern.

Fall, Winter and Spring/Summer "terms" are assigned as follows:

Fall Rotations (no change): Rotations starting between August 15 & December 31
- Mar 15 - Mar 30 Education Partners complete PRU
- Mar 31 – Apr 15 Clinical Partners process PRU rotations
- April 16 - Education Partners may enter NEW rotation requests

Spring Rotations (previously Winter): Rotations starting between January 1 & April 30
- Sept 15 - Sept 30 Education Partners complete PRU
- Oct 1 – Oct 15 Clinical Partners process PRU rotations
- October 16 Education Partners may enter NEW rotation requests

Summer Rotations (previously Spring): Rotations starting between May 1 & August 14
- Jan 30- Feb 15 Education Partners complete PRU
- Feb 16 - Feb 28 Clinical Partners process PRU rotations
- March 1 Education Partners may enter NEW rotation

Clinical Partners will approve new rotations within 10 business days.

Previous Rotation Upload (Replicate Rotations Process) - PRU
A "Previous Rotation" is a placement that was approved by the Clinical Partner and utilized by the Education Partner in the same semester/term of the previous year.
Withdrawn, denied, and deleted rotations are not included in the Previous Rotation Upload the following year.

Education Partners are to use the "Replicate Rotations" process in ACEMAPP to request PRU from the same semester/term of the previous year, which identifies the rotation as a PRU and allows the Clinical Partner to reference/confirm it as a rotation completed last year when making decisions on approvals.
PRUs include the previous rotation's Rotation Identification Number.

"Previous Rotations will only remain a PRU when not changed from one semester to another, except for the following fields, which may be edited as follows:
The start/End date may be changed to reflect the current calendar year only, remaining on the same day of the week.
Faculty names may be changed to reflect the current faculty.

Compliance and Rotation Rosters
Rosters will be made available within the system at ideally four (4) but at a minimum three (3) weeks ahead of the clinical rotation start date.
Rosters are expected to be final when sent to the Clinical Partner.

Rosters will not be processed to the hospital until all students and faculty are complete with all ACEMAPP tasks related to the roster. Rosters can be marked NO (as in not complete with adding names) by the Education Partner until all students and faculty are linked to the roster, so that it does not send prior to adding all known students and faculty.

It is understood that faculty may change or students may register/drop after rosters send, however minimal changes to rosters will be attempted by Education Partners, after roster is marked YES (as in complete with adding names).

If changes occur to the rotation roster, the Education Partner will place a comment in the rotation comments specifying the changes that were made to the roster.

If a student or faculty member's profile information is noticed to be incorrect, the Partner who notices the error will inform the other Partner and the Education Partner will follow up with the student or faculty member to make the correction on their own profile.

When a rotation has multiple faculty coverage or substitute faculty, the Education Partner will include all faculty on the roster and clarify in comments to assure faculty compliance with onboarding and orientation.

It is recognized that hospitals may have mandatory institution-specific tasks that are not included in the standardized onboarding process. These tasks will be completed following the institution-specific guidelines.

Standardized rotation requirements and modules will be reviewed annually in the spring by ACEMAPP Members to assure they remain current. All students and faculty will remain compliant throughout their clinical rotations. A student or faculty is considered compliant when all requirements are current both within and outside of ACEMAPP.

UPDATED: 11/2023