PRE ORIENTATION CLINICAL COMPLIANCE REQUIREMENTS
2020-2021

Nell Hodgson Woodruff School of Nursing and contracted clinical partners require several health related documents prior to beginning coursework and engaging in clinical learning activities. All required documents should be submitted by the assigned deadline to ESS, an online repository and tracking system. Students who fail to complete requirements prior to orientation are at risk of being dropped from clinical rotations. Deposited students receive an invitation to ESS approximately 2 months prior to program start.

STEPS TO SUCCESS

1. Carefully review below information and attached “Best Practices for Students: ESSentials Compliance Tracking”
2. Accept ESS invitation from your emory.edu e-mail inbox
3. Upload required documents to ESS and complete Advantage Students Background and Drug Screen
4. Share Advantage Students Background and Drug Screen report
   a. Login to Advantage Students
   b. Update your Email Address to emory.edu address (if you haven’t already)
   c. Certify your results. You can do this by clicking on the Review to Share card, click the magnifying glass to review the report and click Certify at the bottom of your report.
   d. Click the “Review to Share” tab on your dashboard
   e. Share report with Emory University - Emory Nell Hodgson School of Nursing
5. Start classes!
FAQs

1. I do not have a scanner, how should I upload?
   a. Download a free scanning app on your cell phone. For best results, upload all documents in pdf format.

2. I need to upload my documents. How do I do that?
   a. Open your account at www.es2.com, click ‘Student login’ and enter user name and password
   b. Use the e-mail associated with your account
   c. Upload only the document(s) related to a specific requirement. (i.e. only upload flu documentation to flu vaccine). Do not upload all documents to 1 requirement.
   d. Each credentialing requirement will have an ‘upload document’ button to select
   e. Requests for additional information or clarification will be communicated by email in addition to the notes section next to the related document.
   f. After document submission it will take 24-72 business hours for the document to be reviewed
   g. If you have questions regarding documents or the response communicated after verification of document has been completed please contact tracking@es2.com or 205.445.2017

3. I completed my background check online, but I have not received an e-mail to complete by drug screen.
   a. Click on the “Needs Attention” card on your Advantage Students dashboard. In this area you can find next steps about setting up your drug screen.

4. Is TB testing required?
   a. Yes! Submit either 2 PPDs (skin tests), 1 Quantiferon Gold, 1 T-Spot or 1 Chest X-ray. Results must be valid within 6 months.

5. What is a titer?
   a. A titer is a laboratory blood test that shows your immunity to a certain disease.

6. My Hepatitis B titer is negative! What do I do?
   a. Receive 1 booster of Hepatitis B vaccine
   b. Re-titer in 1 month after booster
   c. If titer remains negative, you will need to complete series and re-titer

7. My titers were negative. Can I go to clinical while completing Hepatitis B boosters?
   a. Yes, as long as you are in progress you will be cleared for clinical.

8. When does my TDap expire?
   a. 10 years. If you’ve had an adult dose of TDap, you need a Td booster.

9. Can the School of Nursing access my Student Health portal?
   a. No, Emory Student Health employees can only access this information. Unfortunately you will need to submit some of the same items to Student Health that you are submitting to ESS.

10. Can I go to Student Health to receive immunizations and titers?
    a. Yes! Access the Student Health Patient Portal to make your appointment

11. When does my student health insurance become active?
    a. August 15th. If you have questions about student insurance contact the Emory Student Health Insurance Plan Office at 404-727-7560 (for Students last name A to M) or 404-778-6692 (for Students last name N to Z) or mandatoryinsurance@listserv.cc.emory.edu
    b. Submit current insurance card until you receive new card. Those who enroll in Emory Student Health Insurance will not receive a card until after the compliance deadline. Please upload to ESS once received.

12. How far will I have to travel to clinical?
    a. It depends on your program requirements. Students are responsible for their transportation to and from clinical sites as outlined in the student handbook.

13. I’ve heard about ACEMAPP. What is that?
    a. ACEMAPP is used for clinical agency specific credentialing. You do not need access to this information until coursework begins.

14. I have questions!
    a. Clinical and/or Compliance: son-compliance@emory.edu
    b. ESS: tracking@es2.com or 205.445.2017
| **Emory University Immunization Form** | Complete and submit this [FORM](#)  
*Hepatitis B titer must be QUANTITATIVE (numerical result must be listed with reference range). See above FAQs if your Hepatitis B titer is negative.  
*TB Testing is required (2 PPDs, Quantiferon Gold, T-Spot or Chest X-ray within 6 months)  
*All fields must be completed and signed by healthcare provider (LPN, RN, NP, PA, DO, MD)  
*Any added information after the initial healthcare provider signature needs to be initialed, credentialed and dated  
*Upload to “Immunization Form” requirement. We cannot accept other immunization forms |
| **Emory University Physical Form** | Complete and submit this [FORM](#)  
*All fields must be completed and signed by healthcare provider |
| **American Heart Association BLS for Healthcare Providers Certification** | Submit current copy of card or electronic certificate. Students must be certified by the [American Heart Association](#) as a BLS Provider. Find classes near you [HERE](#) or [HERE](#). |
| **Drug Testing and Criminal Background Release Form** | Complete and submit this [FORM](#)  
*This is not your actual drug screen/background check. See below for drug screen and background check instructions. |
| **Consent to Release Health Information** | Complete and submit this [FORM](#) |
| **Personal Health Insurance Card** | Submit front and back of your personal health insurance card.  
*Your name must be listed on the card.  
*If you do not have a card with your name on it, contact your carrier for a certificate or verification letter.  
*Those who enroll in Emory Student Health Insurance will not receive a card until after August 15th. Please upload to ESS once received.  
*If you have Aetna Student Insurance, find your card [HERE](#) |
| **U.S. Government Issued ID** | Submit U.S. driver’s license, U.S. state issued ID card, U.S. passport, or U.S. permanent resident card. |
| **RN License** | Graduate students only. Submit a copy of your Georgia or Compact RN license. |

**BACKGROUND AND DRUG SCREEN VIA ADVANTAGE STUDENTS**  
*Separate from ESS and Paid for by SON*  
| 1. Go to advantagestudents.com  
2. Select ‘Student and Faculty’  
3. Select ‘Create an account’. Use your emory.edu e-mail to set up your account  
4. Select ‘Emory University Nursing Department – Student’  
5. Select package:  
   a. If you are an AMSN, ABSN, BSN, D-ABSN, or E-ABSN student select ‘Comprehensive Background Check with 12 Panel Drug Test’  
   b. If you are an MSN, DNP or Phd Student select ‘Graduate Student Package’  
6. Follow directions and await approval from Emory University  
7. After approval, you will be able to report for drug testing. Click the ‘Needs Attention’ on your dashboard for further drug testing instructions.  
8. After your background and drug screen results populate you must ‘Share’ your report with Emory University.  

*Do not drink too much water before the drug test. You will have to repeat if sample is dilute*