

Academic Affiliate Program

The Center for Nursing Excellence (CNE) facilitates nursing placements for our academic partners, supporting students from undergraduate to postgraduate levels, as well as surgical technologists and medical assistant students. Placements may be made at Brigham and Women's Hospital or Brigham and Women's Faulkner Hospital.

Requirements

- An active affiliation agreement is required for all student clinical placements.
- The list of active affiliation agreements can be found on the Mass General Brigham Clinical Student Placement Office website.

Clinical Student Placement Process

Placement Requests

- All nursing and surgical technician student placements must be submitted through the Centralized Clinical Placement (CCP) system.
- Academic partners are responsible for entering the placement request in CCP.
- The CNE will review and approve or decline the request.

Preceptor Assignments

- The CNE assigns preceptors for undergraduate nursing and surgical technician students.
- Graduate nursing students are encouraged to secure their own preceptor through professional and personal connections.
- If a graduate student cannot find a preceptor, the CNE will attempt to secure one and notify the student if successful.

Onboarding Process for Nursing and Surgical Technician Students

Once a placement is approved in CCP, the school must transfer student and placement information to the CNE at least six weeks before the clinical rotation or practicum begins.

Submit Student Information

The school coordinator should download the Beeline onboarding grid template via CCP Posted Documents. Please complete the grid and [submit via Dropbox](#).

Beeline Demographic Information Submission

Students will receive an automated email from Beeline (noreply@services.beeline.com) prompting them to:

1. Enter their demographic information securely.
2. Submit the information to the Employee Workforce (EW) team.
3. Provide personal information (e.g., DOB, SSN) through the secure Beeline portal.

Students should check their spam/junk folder in case the Beeline email has been misidentified as spam.

Creating a Mass General Brigham (MGB) Profile

After submitting demographic information, students and instructors must create an MGB profile:

1. Visit [Mass General Brigham - MyProfile](#).
2. Retrieve your User ID (not sent via email).
3. Set up your NT logon (4-5 character alphanumeric code) and create a password.
4. Retain your NT logon and password for future use. If you forget your password, use the password reset link.

Required HealthStream Training

All students must complete two **mandatory** training modules in HealthStream:

1. **Brigham/MGB Mandatory Training** (available after account creation).
2. **Nursing/EPIC Training** (required for EPIC access).

Upon completion, the Digital Service Desk will confirm EPIC access via email to their Mass General Brigham email address, including a Tip Sheet.

ID Badges

Undergraduate Nursing Groups

- No ID badge is required for students in groups.

Undergraduate Practicum & Graduate Clinical Students

Brigham and Women's Hospital (BWH)

- ID badges are **required**. To request an ID badge, email <mailto:BWHID@partners.org> with:
 - A passport-style photo (see guidelines below).

- Your first and last name.
- Your department location/address.

Photo Submission Guidelines

- Recent color photo (taken within six months).
- Clear, unfiltered image (no social media filters).
- No selfies (have someone else take the photo).
- No eyeglasses in the photo.
- Plain background.
- Head straight, both ears visible.

Brigham and Women's Faulkner Hospital (BWFH)

- *Location:* Human Resources (7th floor)
- *Hours:* Monday–Friday, 8:30 am – 4 pm (excluding holidays).
- *Check-in with:* HR Assistant Alyssa Beepath upon arrival.
- *Parking/Transportation:* Available at Trinity Lutheran Church (1195 Centre Street, Boston, MA), just a short walk to BWFH. You may obtain an official parking pass from the Parking Office (1st Floor of BWFH). If arriving via MBTA, the Forest Hills Train Station has a shuttle to BWFH.

Contact Information and Support

General Questions

Contact the Center for Nursing Excellence at
<mailto:BWHNursingAcademicPlacement@partners.org>.

Technical Support

For assistance with things like MGB access, account setup, or HealthStream, contact the Help Desk at 617-732-5927.

EPIC Access Issues

Contact MGB AMC Training and Security at <mailto:amctrainingandsecurity@mgb.org> after completing nursing-specific HealthStream assignments.