CSUF | School of Nursing
COLLEGE OF HEALTH AND HUMAN DEVELOPMENT

Facility-Specific Documents Check-Off Sheet

FOR: _____**Corona Regional Medical Center**_____

<u>**Important Note:**</u> Carefully read and follow all steps listed below. Students are required to **print out** forms and then sign (in ink only) where indicated. **No typed-out signatures will be accepted**. Due to lengthy processing times, students must now **SCAN** all required pages into **one PDF** document (NO jpeg files and NO separate files please). *Helpful Hint:* If you have jpegs or image files, paste the images into a Word document and then click "save PDF." A variety of smartphone scanner apps are freely available to automatically convert images to PDFs (TinyScanner, Genius Scan, Fast Scanner, CamScanner, etc.)

Email your completed document packet (as 1 PDF), including this Check-Off sheet, to nursingdocs@fullerton.edu

Finally, **KEEP ALL OF YOUR ORIGINAL PRINTED DOCUMENTS**, as many facilities will collect these from you the first week.

Print this check-off sheet, sign, and date, and include with your PDF

Review the CRMC- Faculty and Student Orientation packet. Review and complete all facility-required documents and training. Your packet to the Clinical Placement Team should include all required documents in the order listed below:

- ☐ **Immunization Acknowledgement Form**
- ☐ **Confidentiality Agreement Form**
- ☐ **Dependent Adult Abuse Reporting Form**
- ☐ **Child Abuse Reporting Form**
- ☐ **COVID-19 vaccination series and booster**
- ☐ **Certificate of Completion for Electronic General/Clinical Hospital Onboarding Training Module** https://www.brainshark.com/uhsinc/CRMCEducationPartners

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specific by the facility I will by attending.

Name: _____

Signature: _____ Date: _____