

FOR: Los Alamitos Medical Center

Important Note: 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 unless stated otherwise.** 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

1. Please read and review the following:

LAMC Orientation Packet:

LAMC e-Tenet Instructions: Please read through the instructions carefully. The Clinical Placement/Document Team will submit your completed document packet to Los Alamitos on your behalf. After your packet has been received and reviewed by the facility, you will receive an official email from e-Tenet **directly** to your CSUF email address. This email will explain how to process from that point, so please ensure to submit your documents to us on or before the deadline given to ensure your paperwork is processed in a timely manner and allow enough time for Los Alamitos to set up your ID (eID).

LAMC Parking Info and Maps: Review and print a copy for your future use.

LAMC Parking Memo: Read overly thoroughly.

2. Please submit the following:

LAMC Student Sponsor Form*: Please make sure to complete all mandatory sections that are highlighted. These highlighted sections must be typed. Once completed, print and sign by hand in ink where it reads "Applicant Signature" at the bottom of the page.

LAMC Information and Privacy and Security Education Attestation: Sign and date by hand in ink.

LAMC Student Test: Complete and input your name and date on every page.

LAMC Orientation Verification Form: After reviewing the Orientation packet, please print, complete, and submit the Orientation Verification form.

3. Along with the documentation listed above, please include the following in your packet. These documents can be downloaded from your Castle Branch account.

Background Check: Include all 10 pages.

Flu vaccination record: Must include manufacturer and lot number.

COVID-19 vaccination series and booster

MMR titers: If negative/non-immune, include the two-dose vaccination series.

(Continue to the next page for further instructions)

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- Varicella titer:** If negative/non-immune, include the two-dose vaccination series.
- TB test:** Must be within the past 12 months.
- SON fit testing record:** If you have not been fit-tested by the School of Nursing, please let us know when submitting your facility-required document packet. Students enrolled in N403L will be fit tested once the semester officially begins. You will receive more information then from your clinical instructor.

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 be attending.

Name: _____

Signature: _____ Date: _____