

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.** 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:** Read over thoroughly (63 pages)
- LAMC e-Tenet Instructions:** Please read through the instructions carefully. The SON Clinical Placement/Document Team will submit your completed document packet to Los Alamitos. After your packet has been received and reviewed by the facility, you will receive an official email from e-Tenet **directly** (not CSUF). This email will explain how to proceed 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 you time to set up our electronic ID (eID) for Tenet prior to your clinical.
- LAMC Parking Info and Maps:** Review and print a copy for your future use (2 pages)
- LAMC Parking Memo:** Read over thoroughly (1 page)

2. Please **print out**, complete, **sign (by hand in ink)**, and **submit** the following 8 pages in total to nursingdocs@fullerton.edu for processing on or before the deadline given to you:

- LAMC Student Sponsor From*:** Please make sure to complete all mandatory items that are highlighted. These mandatory items must be typed. Once completed, print and sign by hand where it reads "Applicant Signature" at the bottom of the page (1 page)

***Please note** that all students will be required to attend a **mandatory Cerner Orientation** onsite at the Los Alamitos Total Care Pavilion. More information will be sent to you regarding the date and time.

- LAMC Information Privacy and Security Education Attestation:** Sign and date by hand in ink. **No typed-out signatures will be accepted (1 page)**
- LAMC Student Test:** Complete, input your name and date on every page, & submit (3 pages)
- LAMC Orientation Verification Form:** After reviewing the Orientation packet, please print, complete, and submit the Orientation Verification form (1 page)

(Continue to the next page for further instructions)

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3. Along with the documentation on the previous page, please include the following in your packet:

- Flu Vaccination Records**
- COVID-19 Vaccination and Booster**
- MMR Titers:** if negative, include two-dose vaccination series
- Varicella Titer:** if negative, include two-dose vaccination series
- Current TB Test:** within the past 12 months
- Fit Test:** Please submit your CSUF Fit Testing record. N403L students will be fit-tested closer to the start of the semester. You will receive more information 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: _____