

FOR: Orange Coast Memorial Medical Center (OCMMC)

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

Use the following OCMMC link to complete the Student Nurse Learning Activities, as well as the online Compliance, HIPAA, and Epic Trainings: <https://www.memorialcare.org/services/nursing-services/nursing-students-and-non-nursing-students>

1. Read the following modules:

- Contract Service and Student General Orientation Information (41 pages)
- Age-Specific Care Module (26 pages)
- Safe Patient Handling (24 pages)

2. Print, Complete, Sign (in ink), and Submit the following to nursingdocs@fullerton.edu (please print your name at the top right corner of every page)

- Student/Contract Service Sign-Off** (which includes all items listed below, 10-page PDF)
 - Contact Service - Student Orientation (1 page)
 - Child Abuse Reporting (1 page)
 - Elder and Dependent Abuse Reporting (2 pages)
 - Domestic Violence/Spousal Abuse Reporting (2 pages)
 - Adult Abuse/Assault Reporting Statement (1 page)
 - Hazardous Material – Right to Know Acknowledgement (1 page)
 - HIPAA Security Quiz (2 pages)
 - Contract Service – Student Orientation Quiz (2 pages)
- Age-Specific Care Quiz** (3 pages)
- Safe Patient Handling Quiz** (2 pages)
- Add a copy of your CSUF School of Nursing student ID Badge to your packet**

3. Complete the online Compliance and HIPAA Training

Students who already have an EPIC ID, please complete the following; otherwise, we will provide you with an EPIC ID to complete your training once the facility has generated it:

- Compliance Training Module (read-only, 51 pages total)
- Compliance Training Quiz (PRINT and complete, 3 pages)
- HIPAA Video, PPT
- HIPAA Quiz

4. Print your temporary Parking Permit and bring it with you on the first day of clinical

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: _____