

FOR: Placentia Linda Hospital

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. Read and review the following:

- PLH Orientation Booklet
- PLH Policies

2. Print out, complete, sign, and submit the following in the order listed below:

- PLH Contract Sponsor Form (1 page)
- PLH Tenet Health System (2 pages)
- PLH General Orientation Test (4 pages)
- PLH Orientation/Reorientation Verification Form (1 page)
- PLH Student Attestation (1 page)
- PLH Pre-Placement Paperwork for Employee Health (10 pages)

3. Download from your [Castle Branch](#) account and include a current copy of each of the items listed below:

- CPR Card
- TB Clearance
- Tdap
- COVID-19 vaccination series and booster: Must include manufacturer and lot number
- Hepatitis B Positive (Immune) Titer: If negative, follow-up vaccine must be included.
- Varicella Positive (Immune) Titer: If negative, follow-up vaccine must be included.
- MMR (Measles, Mumps, and Rubella) Positive (Immune) Titer: If negative, follow-up vaccine must be included.
- Background Check: Download from your Castle Branch account
- Drug Screen: Download from your Castle Branch account
- Flu Vaccine Record: Must include manufacturer and lot number

This is required during the flu-season months only (**October through May**).

FALL Semester Students: We will access your Flu Vaccine record in October through Castle Branch.

SPRING Semester Students: Please include a copy of your Flu Vaccine record with your document packet.

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: _____