Facility-Specific Documents Check-Off Sheet

For: San Bernardino County Department of Public Health (SBCDPH)  
For Community Health (N402L)

**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.**

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**Print this check-off sheet, sign & date, and include with your Documents**

- Read through the following items:
  - Transportation of Protected Health Information Report
  - Print out the Acknowledgement Form on page 4 of report above. Complete, sign, and submit with your documents listed below.

- Print out/make photocopies **(one-sided)** of the following items:
  - You will need to bring hard copies of all the following items on your first day of clinical, and hand-in your paperwork directly to your clinical instructor.
  - No back-to-back copies will be accepted, only one-sided.
  - It is important to note that SBCDPH will **not** make copies for you! You must bring your own photocopies of all the following items in order to be cleared for clinical during your orientation.

- Volunteer Services Program (VSP) read over all pages. You will need to PRINT out and complete the following pages from the VSP packet:
  - Volunteer Registration Form
  - Volunteer Agreement
  - Health Insurance Portability and Accountability Act (HIPAA)
  - Adult Abuse Reporting Law
  - Child Abuse Reporting Law
  - Student Intern Policy Acknowledgment Form
  - Driver’s License and Insurance VSP Form

- CA Driver’s License: (photocopy of your **current license**, it cannot be expired).
- CA Auto Insurance: (photocopy of your **current auto insurance**, it cannot be expired).
- CA RN License: (photocopy of your **current RN License**, it cannot be expired).
  Students in this N402L section must be in enrolled into the RN-BSN program.

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**Important note regarding the Mandatory Live Scan:** All students are required to come in person to the School of Nursing main office in EC-190 to pick up your Live Scan Voucher. Due to strict policy per SBCDPH, these vouchers cannot be mailed and must be distributed in person.

**Please bring a valid, current form of ID when picking up your Live Scan voucher at the SON front desk.**

- Please note that family members or friends will **not** be allowed to collect your voucher for you.

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

Name *(print)*: ____________________________
Signature: ____________________________ Date Submitted: ________________

Last updated March 20, 2023