

FOR: St. Joseph 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

All Providence facilities (including St. Joseph Hospital, St. Jude Medical Center, and Mission Hospital) have adopted CB Bridges to streamline their onboarding procedures. This account will serve as your primary onboarding platform for all clinical rotations at a Providence facility. Each student assigned to a Providence facility will incur an annual fee of \$20, which must be paid directly to CB Bridges. The \$20 annual fee becomes applicable if more than one year has passed since the initial purchase of your account. If you are not scheduled for a Providence facility placement in the upcoming semester, you can delay renewing your CB Bridges account. However, you must renew your subscription when assigned to a Providence facility again to gain access and fulfill onboarding requirements

NOTE: Your CastleBranch and CB Bridges are TWO separate accounts. To ensure they are linked together, use the same email address that you used when ordering your CastleBranch account to register for CB Bridges.

Step 1: Review the CB Bridges [Ordering Guide](#). Submit this signed Check-Off Sheet with proof of purchase (a screenshot of your account for returning students will also work) by the deadline given to you within your placement email.

Step 2: Accept the invitation link within your CB Bridges account in order to access the facility-required documentation.

NOTE: We cannot grant you access to the documentation unless every student in your rotation has purchased their account. You will be notified by the Clinical Placement/Document Team once the invitation has been sent.

Step 3: Complete the facility required documentation via CB Bridges. For assistance with completing the documentation, review the [Guide to Complete Onboarding Forms](#).

Important note for all students: Please ensure that your Castle Branch account is compliant and up-to-date at all times. If set up correctly, your immunizations will automatically transfer from your Castle Branch account to your CB Bridges. Providence will not clear any student with expired/upcoming documents due.

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: _____