

For: Children's Hospital, Los Angeles (CHLA)

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 scan all required pages into **one PDF document** (NO jpeg files and NO separate files please). *Helpful Hint:* 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 some facilities will collect these from you the first week.

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

PART ONE:

Provide the following information:

Car Make + Model	Car Year	Car Color	Car License Plate

Emergency Contact Name (Last, First)	Relationship to Student	Phone Number

Are you a current/former CHLA employee, volunteer, or ever been placed at CHLA in a previous rotation/preceptorship? Yes / N

PART TWO:

Review the following CHLA Policies:

- CHLA HIPPA
- CHLA Environment of Care for New Employees:
- CHLA Hospital Policy and Procedure Manual

Print, Review, and Sign the following CHLA Required Documents:

- CHLA Acknowledgement of Confidentiality Statement: Sign and date by hand in ink.
- CHLA Environment of Care for Students: Sign and date by hand in ink.
- CHLA Acknowledgement of Social Media Policy: Sign and date by hand in ink.

Typed-out signatures will NOT be accepted

CHLA policies and required documents can be found on the SON website.

After you have completed the required documents listed above, please scan them together into **1 PDF** and submit your packet to nursingdocs@fullerton.edu (do not include the read-only forms).

[CONTINUE TO PAGE 2 >>>](#)

For: Children's Hospital, Los Angeles (CHLA) ... page 2

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

PART THREE:

Complete the HIPPA and PEDS Maths tests before the start of your clinical rotation. Tests are self-graded and must be completed with 100% accuracy.

- [HIPPA Online Test](#)
- [PEDS Math Online Test](#)

Important: You do not need to submit proof of completion for both the online tests to nursingdocs@fullerton.edu. CHLA will track the completion of these requirements electronically.

PART FOUR:

- Ensure that ALL of your CORE documents are uploaded and approved in your Castle Branch account (as we will need to send the dates of your titers, physical exam, etc. to CHLA on your behalf).

Important: CHLA requires all students rotating through their facility must have all of their Castle Branch documents approved and cleared through the end of the semester, before the start of the first week of clinical.

If one of your CORE documents will be expiring during the semester, please make the necessary arrangements to renew your documents ASAP. Failure to do so may cause a delay in the start of the clinical rotation.

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: _____