

IMPORTANT INSTRUCTIONS: Submitting Documents for *Children's Hospital of Los Angeles (CHLA)*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

1. Complete and Sign this Check-off Sheet:

- You may sign the form either **physically (by hand)** or **digitally**.
- **Helpful Hint:** For digital signatures, use tools like Adobe Acrobat or your device's built-in signing features. Your campus login gets you desktop and mobile apps including [Adobe Creative Cloud](#).

2. Review the following:

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

3. Review, sign, and submit the following:

- CHLA Acknowledgement and Understanding of Confidentiality Obligations
- CHLA Environment of Care for Contracted Students
- CHLA Acknowledgement of Social Media Policy
- CHLA Acknowledgement of Hand Hygiene

4. Complete the HIPAA and PEDS Math tests.

- Tests are self-graded and must be completed with 100% accuracy (email clinicalplacement@fullerton.edu if you are having difficulty accessing the links below).

[HIPAA Test](#)

[MATH Test](#)

- You do not need to submit proof of completion for both online tests. CHLA will track the completion of these requirements electronically.

5. When submitting your facility-required documentation, please provide us with the information listed below in your email. *We do not need physical documentation.*

- Automobile Information (provide information for the car you will be using to request your permit).
 - Car make and model
 - Car year
 - Car color
 - License plate number

6. When submitting your facility-required documentation, please provide us with the information listed below in your email. *We do not need physical documentation.*

- Headshots for Parking Permit
 - Include a JPEG file of your headshot. Make sure the picture is clear, has a white background, and shows your face and shoulders only.
- Are you a current/former CHLA employee, volunteer, or have you ever been placed at CHLA in a previous rotation/preceptorship? (Indicate Yes/No in your email)

7. Ensure that ALL your CORE documents are uploaded and approved in your DISA-CastleBranch account.

- **Important:** CHLA requires all faculty rotating through their facility must have all their DISA-CastleBranch documents approved and cleared through the end of the semester, before the start of the first week of clinical.
- We will be submitting the CHLA Clearance Requirements on your behalf, which includes your DISA-CastleBranch information.
- 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 will cause a delay in the start of the clinical rotation.

(Continue to the next page for further instructions)

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8. Continued: Scan Your Documents (if needed):

- **SCAN** all required pages into one PDF document (NO JPEGs or separate files).
- **Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
- Use free smartphone scanner apps (e.g., Apple Notes, Google Drive mobile app, Genius Scan, or Tiny Scanner) to convert images to PDFs when necessary.

9. Submit Your Packet:

- **Email the completed PDF** (as 1 PDF File), including the Check-Off sheet, to clinicalplacement@fullerton.edu

10. All cohort instructors are *required* to attend an in-person orientation on site at CHLA

- Contact CHLA at CollaborativePartnerships@chla.usc.edu to schedule your orientation.

11. New instructors must fully complete and submit the following CHLA documents via Qualtrics:

QUALTRICS

- Clinical Instructor Information
- ****Headshot** (white background, facing forward)
- Clearance Requirements (immunizations)
- Policy Documents
- Nursing Student Guidelines
- Coming Soon: Clinical Instructor Guidelines
- RN license
- BLS certificate
- Résumé
- Course objectives
- Returning instructors will need to update these items on an as needed basis

12. New instructors will need to coordinate and complete the following tasks:

- Contact CHLA at CollaborativePartnerships@chla.usc.edu to coordinate the following:
 - HIPAA and Pediatric Medication Test (electronic link)
 - KIDS Powerchart Instructor Training (virtual course): Required training for new instructors (non-CHLA employees)
 - Clinical Instructor Orientation module
 - Omnicell module
 - Bloodborne Pathogens
 - Hospital tour

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site I will be attending.

Name: _____

Signature: _____ Date: _____