

For: Fountain Valley Regional Hospital & Medical Center (FVRHMC)

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 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, you can paste the images into a *Word* document and then just click on "Save as a PDF".

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 & date, and include with your PDF

Read & Review the following:

- FVRHMC Clinical Orientation Packet**
- FVRHMC Map** for parking instructions

Review, **PRINT**, Complete and **Sign**. Then scan and send the following to nursingdocs@fullerton.edu :

- FVRHMC Student Center Application** (1 pg)
 - Complete all sections indicated below and skip any fields that do not apply to you:
 - First name
 - Middle name
 - Last name
 - Full SSN# (all 9 digits please, not just the last 4)
 - Birthday (Month & Day only)
 - Title : please write "**Nursing Student**"
 - (**skip over** "Department", just leave blank)
 - Phone (list your cellphone #)
 - Personal email address
 - (**skip over** remaining fields that ask for "Tenet" and "Access" information, just leave blank)
 - Initial** in the red box and **sign by hand** in ink at the bottom of the page under "**Security Statement**")
- FVRHMC General Orientation Acknowledgement** (1 pg)
(Please sign by hand in ink.)
- FVRHMC Badge Request Form** (1 pg)
- Flu Vaccine Record**
This is required during the flu-season months only (**October through May**).
FALL semester students: We will access your Flu Vaccine record through Castle Branch in early October.
SPRING semester students: Please include a copy of your Flu Vaccine record with your document packet.

(Continue to next page for further instructions)



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➔ **Please wait for confirmation before continuing with the following step:**

- e-Tenet Training (& New User Set-Up)** – This information (along with a **unique ID**) will be automatically emailed to each student **AFTER** the facility receives and processes your student forms listed on page 1 of this Check-Off Sheet. Therefore, please ensure to email your documents to nursingdocs@fullerton.edu as soon as possible but no later than the deadline given to you by the Clinical Placement Team.
- Once your forms are processed by FVRHMC and you have received your unique ID (emailed directly from the facility), please follow the steps provided on the **e-Tenet Instruction Form** to set up your user account.
- Finally, ensure that all documents are up to date in your **Castle Branch** account at all times. Students with overdue documents or out-of-compliance accounts will not be cleared for clinical hours.

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: _____