



## Kaiser Permanente Downey- Rotation Students

Print out this check-off sheet, sign, date & submit with your documents.

**Important Note:** Carefully read and follow the steps listed below. **Scan and Email** all of your completed documents, including this check-off sheet, to: [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu). For facility-specific documents: *please submit in PDF format ONLY*. No jpeg files will be accepted. Due to lengthy processing times, it is required that you **scan** ALL of your completed KP documents into **ONE PDF file**, rather than submitting individual files. **KEEP ALL OF YOUR ORIGINALS** (for future use).

**Step 1.** Begin at the KP Nursing Pathways site:

[http://kpnursing.org/\\_SCAL/professionaldevelopment/orientation/index.html](http://kpnursing.org/_SCAL/professionaldevelopment/orientation/index.html)

**Step 2. "Student and Faculty: Prerequisites for Kaiser Permanente (KP) Unpaid Field and Experience and Training"**

Under the "Student Groups/Cohorts" section, please complete the following steps:

- Complete the forms under **1. Required Forms**. A PDF will download and you will need to complete the documents. When asked for the "Effective Date" on your KP forms, please use the date the forms were signed. Submit your forms in the exact order indicated below:
  - Required Forms (first page of the packet)
  - Child Abuse Reporting Requirements (1 page)
  - Compliance/HIPPA Security Program (1 page)
  - Confidentiality and Non-Disclosure Agreement (1 page)
  - Confidentiality Agreement (3 pages)
  - Drug-Free Workplace (2 pages)
  - Elder and Dependent Abuse Reporting (1 page)
  
- If you are a current/previous Kaiser Permanente employee or have rotated through a KP facility in a previous rotation, check the following box: 
  - If yes, provide your NUID Number: \_\_\_\_\_  
*You will also need to provide your NUID number in the KP Required Forms mentioned above.*

**Step 3. Medical Center-Specific Information**


Under "Medical Center-Specific Information" click on **Downey** under "Inpatient/Hospital".

Complete the following forms:

- DMC Safety Attestation Form**

Next, refer to the CSUF Nursing Site under the Facility Specific Documents for KP Downey for the form indicated below:

- Please view the following video : <https://www.youtube.com/watch?v=Fyth0syNTP4> .
- After viewing the video, complete and sign the **Alaris IV Pump Education Attestation** form.

 Email your completed KP Core Document packet **PDF** to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu) as soon as possible, but no later than the deadline given to you by the Clinical Placement Team in your placement email.

**Attention students RETURNING to Kaiser Permanente:** due to individual KP facility/site differences and the need for updated "effective dates" and trainings etc., **you are still required to complete all pages again**, even if you have completed the same exact forms mentioned above in a past semester, or are currently placed at a KP site. Please also ensure that your **KP Learn** trainings and **Certificates** (mentioned on the next page) are up-to-date for the calendar year of your upcoming clinical rotation.





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### Step 4. KP Learn Certificates

All students placed at a Kaiser Permanente site will be issued an **NUID** number (sent to you via email by the SON). Your unique NUID is similar to an SSN# as it is yours for life. **If you already have a KP-issued NUID, you will use this same number again.** Once you receive confirmation from the CSUF Document Team via email that your NUID has been activated, you will be able to access the online KP Learn training to complete your required certificates for the current calendar year. Your NUID email will also contain a separate deadline to submit your certificates.

- Submit a copy of your KP Learn Transcript or individual KP Learn certificates as a single pdf file to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu) no later than the deadline given to you by the Clinical Placement/Document Team

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: \_\_\_\_\_