

IMPORTANT INSTRUCTIONS: Submitting Documents for *Kaiser Permanente – Downey*
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 and complete the following (Use the date you signed the forms for "Effective Date"):

- Child Abuse Reporting Requirements

- Confidentiality Agreement

- Drug-Free Workplace - Employee Acknowledgement

- Elder and Dependent Adult Abuse Reporting Requirements

- DMC Safety Attestation Form

- Health Connect Confidentiality and Non-Disclosure Agreement

- Compliance/HIPAA Security Program

Additionally, please include a copy of the following (you can download the following from DISA-CastleBranch):

- COVID-19 vaccination record and booster

- Drug Screen

- Background Check

- Current AHA BLS card

3. Review and complete the *Health Status Information Form*. Complete all sections and include copies of your supporting health records (titers and vaccinations listed on the Health Status Information Form). **IMPORTANT: Your TB test must remain valid for your rotation dates below—if it will expire, schedule a renewal immediately and include the updated documentation.**

Health Status Information with supporting health documentation

Spring 2026 Students:

- N403L rotation dates: 2/19/2026 – 5/07/2026
- N405L rotation dates: 1/23/2026 – 5/08/2026
- N406L rotation dates: 1/18/2026 – 4/12/2026
- N407L rotation dates: 1/17/2026 – 4/11/2026

4. Health Insurance Information

- Health Insurance Company Name: _____
- Health Insurance Phone Number: _____

Continued **IMPORTANT INSTRUCTIONS:** Submitting Documents for *Kaiser Permanente – Downey*
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5. **KP Learn Module Instructions** (*separate deadline provided to complete trainings, closer to the start of the semester*)
- If you are a current or former Kaiser Permanente (KP) employee, volunteer, or have previously rotated through a KP facility and were issued a NUID, **please provide your NUID number:** .
If you don't remember your NUID, let us know. Kaiser will verify your personal information to reactivate it.
 - All students placed at a KP site will be issued a NUID (sent via email by the Clinical Placement Team).
 - This number is yours for life and will be used again if you already have one.
 - Once you receive confirmation from the Clinical Placement/Document Team that your NUID is active, you'll be able to access **KP Learn** to complete your required annual training modules

You will receive a separate deadline for module submission. Please submit the documents listed on page 1 first and submit the modules at a later date.

Returning Kaiser Permanente students must complete all pages again due to site differences and updated effective dates/trainings, even if you've submitted these forms before or are currently at a KP site. Ensure your **KP Learn training and certificates** are current for the calendar year of your upcoming rotation.

6. **Scan Your Documents (if needed):**
- a. **SCAN** all required pages into one PDF document (NO JPEGs or separate files).
 - b. **Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
 - c. 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.
7. **Submit Your Check-off Sheet:**
- a. **Email the completed PDF** (as 1 PDF File), including the Check-Off sheet, to nursingdocs@fullerton.edu

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: _____