

For: Los Alamitos Medical Center (LAMC)

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 many facilities will collect these from you the first week.

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

#1. Please read and review the following:

- LAMC Orientation Packet:** Read over thoroughly (63 pgs)
- LAMC e-Tenet Instructions:** Please read through the instructions carefully. The SON Document Team will submit your completed document packet to Los Alamitos. After your packet has been received and reviewed by the facility you will receive an official email from e-Tenet **directly** (*not CSUF*). This email will explain how to proceed from that point, so please ensure to submit your documents to us on or before the deadline given to ensure your paperwork is processed in a timely manner and allow you time to set up your electronic ID (eID) for Tenet prior to your clinical.
- LAMC Parking Info & Maps:** Review and print a copy for your future use (2 pgs)
- LAMC Parking Memo:** Read over thoroughly (1 pg)

#2. Please **print out**, complete, **sign (by hand in ink)**, and **submit** the following 8 pages in total to nursingdocs@fullerton.edu for processing on or before the deadline given to you:

- LAMC Student Sponsor Form*** : Please make sure to complete all mandatory items that are highlighted. These mandatory items **must be typed**. Once completed, print and sign by hand where it reads "**Applicant Signature**" at the bottom of the page (1 pg).

* **Please note** that all students will be required to attend a **mandatory Cerner Orientation** onsite at the Los Alamitos Total Care Pavilion. More information will be sent to you regarding the date and time.

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- LAMC Information Privacy and Security Education Attestation:** Sign and date by hand in ink.
No typed out signatures will be accepted. (1 pg)
- LAMC Student Test:** Complete, input your name and date on every page & submit (3 pgs)
- LAMC Orientation Verification Form:** After reviewing the Orientation packet, please print, complete, and submit the Orientation Verification form (1pg).

#3. Along with the documentation above, please include the following in your packet:

- Flu vaccination record**
- COVID-19 vaccination and booster**
- MMR titers:** if negative, include two dose vaccination series
- Varicella titer:** if negative, include two dose vaccination series
- Current TB test:** within the past 12 months
- Fit Test**

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: _____