

Mission Hospital

For: _____

Important Note: Carefully read and follow all steps listed below. Students are required to **print out** any required 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 signed Check-Off Sheet to nursingdocs@fullerton.edu once you have completed the requirements below.

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:**

- Mission Student Orientation Manual

➤ **Submit the following requirements:**

- Flu Vaccination Record: the flu vaccine 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 October.

SPRING semester students: Please include a copy of your Flu Vaccine record with your document packet.

➤ **EPIC Training**

- Training will need to be completed prior to the first day of your clinical rotation. You will receive a separate email with further instructions on how to complete your required training. You DO NOT need to submit any documentation for EPIC with your document packet.

NOTE: Please note this process may take weeks, as Mission will need time to process all student documentation and create your EPIC account.

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: _____