

For: Orange Coast Memorial Medical Center (OCMMC)

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 packet

Use the following OCMMC link to complete the Student Nurse Learning Activities, as well as the online Compliance, HIPAA, and EPIC Trainings: <https://www.memorialcare.org/services/nursing-services/nursing-students-and-non-nursing-students>.

A. Read the following modules:

- Contract Service and Student General Orientation Information (41 pgs)
- Age-Specific Care Module (26 pgs)
- Safe Patient Handling (24 pgs)

B. Print, Complete, Sign (in ink) and Submit the following to nursingdocs@fullerton.edu (please print your name at the top right corner of every page)

- Student/Contract Service Sign Off** (which includes all items listed below, **10 pg PDF**) :
 - Contract Service ~ Student Orientation (1 pg)
 - Child Abuse Reporting (1 pg)
 - Elder and Dependent Abuse Reporting (2 pgs)
 - Domestic Violence/Spousal Abuse Reporting (2 pgs)
 - Adult Abuse/Assault Reporting Statement (1 pg)
 - Hazardous Material – Right to Know Acknowledgement (1 pg)
 - HIPAA Security Quiz (2 pg)
 - Contract Service – Student Orientation Quiz (2 pg)
- Age Specific Care Quiz** (3 pgs)
- Safe Patient Handling Quiz** (2 pg)
- Add a copy of your CSUF School of Nursing student ID Badge to packet**

C. Complete the online Compliance and HIPAA Training

Students who already have an EPIC ID, please complete the following, otherwise we will provide you with an **EPIC ID** to complete your trainings once the facility has generated it:

- Compliance Training Module (read only, 51 pages in total)
- Compliance Training Quiz (PRINT and complete, 3 pgs)
- HIPAA Video, PPT
- HIPAA Quiz

D. Print your temporary Parking Permit and bring it with you on your first day of clinical

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: _____