

FOR: Pomona Valley Hospital Medical Center (PVHMC)

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 unless stated otherwise.** 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, paste the images into a Word document and then click "save PDF." 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, and date, and include with your PDF

Read and review the following:

PV Basic Orientation Packet

Print and complete the following documents:

PV Basic Orientation Acknowledgement Form

PV Confidentiality Statement

PV Hospital Access Request Form

- Complete all highlighted sections
- Instructor Information: leave those sections blank if your instructor information is unavailable.
- SON Office Telephone: (657) 278-3336
- Cellular Telephone: Use your personal phone number.

Only WET SIGNATURES will be accepted, do not type in your signature.

Submit all documents (signed in ink) **in person to EC-190.**

NOTE: If you are placed at Pomona Valley for TWO clinical courses, then you will need to submit TWO separate sets of documentation. One set of documents for each rotation.

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specific by the facility I will be attending.

Name: _____

Signature: _____ Date: _____