

IMPORTANT INSTRUCTIONS: Submitting Documents for *Pomona Valley Hospital Medical Center (PVHMC)*

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 the following:

PV Basic Orientation Packet

3. Review, sign, and submit the following:

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.

1. Submit Your Packet:

- 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, verified them, and completed all facility-specific requirements listed above for the site I will be attending.

Name: _____

Signature: _____ Date: _____