

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
- SON Office Telephone: (657) 278-3336
- Cellular Telephone: Use your personal phone number.

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

4. Submit Your Packet:

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

PLEASE NOTE: *If you are instructing 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.*

5. Contact PVHMC coordinate any additional requirements.

- Christy Ward
 - Christy.Ward@pvhmc.org
- Irene Jaramillo
 - Irene.Jaramillo@pvhmc.org
- Please CC clinicalplacement@fullerton.edu

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site where I will be instructing. I have introduced myself to the academic liaison to coordinate potential additional requirements.

Name: _____

Signature: _____ Date: _____