

For: \_\_\_\_\_

**St. Joseph Hospital (SJH)**



**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 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 completed document packet (as 1 PDF), including this Check-Off sheet, to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu)

**Print this check-off sheet, sign & date, and include with your PDF**

Begin at the following link:

<https://sway.office.com/BkKAUnpBeodWpzDC?ref=Link>

- Please review the entire **Student Orientation Manual**.
- After reviewing the Student Orientation Manual, complete the **"Student Orientation Completion E-Form"** located at the end of the manual. All sections of the form must be completed and then submitted electronically to St. Joseph.
- SJH Easy Pass (Badge Enrollment Procedure) (1 pg)**  
*Read only. Located on the CSUF SON website. You will need this in the future once you have obtained your SJH student badge.*
- ❖ **There is a \$10 deposit for your SJH student badge.** Your clinical instructor will provide you with further information regarding this. **SJH student badges must be returned at the completion of your final shift.**  
(The Security Office is open 24/7 for returns).
- 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.

Review, complete, and submit the E-form below:

- Flu Shot Attestation Form (2 pgs)**  
Complete the St. Josephs Flu Attestation E-Form, located on the SON website. Once you complete the form and click on "submit", an electronic copy will be sent automatically to St. Josephs.
  - Fall semester students:** Submit the Flu Attestation E-Form.
  - Spring semester students:** Submit the Flu Attestation E-Form.
  - Summer semester students:** please disregard. You do not need to submit Flu documentation.

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: \_\_\_\_\_