FOR: _____ **St. Joseph Hospital** _____

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, 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

All Providence facilities (St. Joseph Hospital, St. Jude Medical Center, and Mission Hospital) now utilize CB Bridges to assist in their facility-specific onboarding process. Please note that each student assigned to a Providence facility will be responsible for an annual $20 fee, paid directly to CB Bridges, and potentially a background recheck for $29, ordered directly through CastleBranch.

You will use the same CB Bridges account for any assigned clinical rotation/s at a Providence facility. The $20 annual fee applies when it has been more than one year from the day you initially purchased your account. You will receive notices 60 days and 30 days prior to the expiration of your year-long subscription. You may hold off on renewing your CB Bridges account if you are not placed at a Providence facility during the following semester. You will need to renew your subscription when assigned to a Providence facility again for access to complete onboarding requirements.

Review the CB Bridges **Ordering Guide** (located on the SON website) with instructions on ordering and setting up your CB Bridges account. Once all students in your rotation have purchased their accounts, the Clinical Placement Team will grant you access to your assigned rotation for you to complete the onboarding requirements. All facility-required documentation must be completed by the deadline given to you by the Clinical Placement Team.

In order for your CastleBranch and CB Bridges accounts to link together, please use the same email address when ordering your account.

NOTE: Your CastleBranch and CB Bridges are TWO separate accounts.

For assistance in completing your onboarding documents, please download the following PDF from the SON Website:

☐ **Guide to Complete Onboarding Forms.**

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 by attending.

Name: _____

Signature: _____ Date: _____