

For: St. Jude Medical Center (SJMC)

Important Note: Carefully read and follow all steps listed below. Students are required to **print out** any required 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 signed Check-Off sheet to nursingdocs@fullerton.edu once you have completed all the requirements below.

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 & date, and include with your PDF

Read & Review the following:

- SJMC Student Orientation Guide** (link provided below, will include documents listed below to submit electronically at the end)
 - <https://sway.office.com/4kXm3hrBmBPJ7Yvm?ref=Link>
- SJMC Directions for Accessing and Completing Student E-Learning**
- COVID-19 PPE Donning & Doffing E-Learning Course** (link provided below)
 - <https://rise.articulate.com/share/vfU9LEp0cAOhtbNLgnU5-B20N9vuAAAdv/#/>

Review, **Sign**, and submit the following electronically to St. Jude:

- SJMC Student Confidentiality Agreement e-form** (1 pg)

Please make sure the following is up to date in your [Castle Branch](#) account:

- Flu Vaccine Record**
This is required during the flu-season months only (**October through May**).
FALL semester students: We will access your Flu Vaccine record through Castle Branch in October.
SPRING semester students: Please include a copy of your Flu Vaccine record with your Check-Off Sheet.
SUMMER semester students: Please disregard, you do not need to submit flu documentation.

Print the following for yourself:

- SJMC Student Parking Permit** (1 pg)
Print out a copy to place on the dashboard of your car during your time at St. Jude Medical Center.

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.

NOTE: Please note this process may take a few weeks, as St. Jude will need time to process all student documentation and create your EPIC online account.

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: _____