

For: Saddleback Memorial Medical Center (SMMC)

Important Note: Carefully read over the information below. Once you have completed all of the steps, print this check-off sheet, sign & date, and email to nursingdocs@fullerton.edu with your facility required documents by the given deadline.

1. Read & Review the following:

- SMMC EPIC Training Instructions for Student Nurses (1 pg)**
- Contact Staff and Student Hospital Orientation (31 pages pages) (SON website)**
Important!: This contains the **password** you will need to log-in to the EPIC training mentioned below.

2. Are you a current employee, previously been employed, or ever been placed at Saddleback in a previous rotation?

Yes No

If yes, please provide your Memorial Care ID number: _____

3. Read, Review, and Submit the following:

- Hepatitis B CORE (HBCORE) antibody titer test**
NOTE: SON requires a HepB surface antibody test, this is a separate titer required by SMMC. The HepB CORE titer test is available at the CSUF Student Health Center. If your medical appointment is scheduled for after your document submission deadline, please notify the Clinical Placement Team when submitting your documents of your appointment date.
- Student Agreements (6 in total)**
- Orientation Acknowledgment Form**

3. Review and complete the following before the first day of your clinical rotation:

- Saddleback EPIC and HIPAA Web-Based Training:**
 Log-In through: <https://apps.memorialcare.org/studentNursing/>

Please note that we will provide you with a **Memorial Care ID** to complete the training once the facility has generated it. Use the password provided in the EPIC Training Instructions for Student Nurses..

Once you are able to log-in to EPIC, please complete the required training ("**WBT for Nursing Students**"). When you have completed your training, a certificate will be generated and sent electronically to the facility.

- RETURNING STUDENTS:** If you have already completed the **EPIC** training modules, you are not required to complete them again. However, it is mandatory that you keep your HIPAA training up-to-date. So if you are beginning another semester at Saddleback, please log-in to your account and make sure to complete any new **HIPAA** module(s).
- Castle Branch:** Please make sure that all of your SON Required Documents are up-to-date in your [Castle Branch](#) account at all times. Failure to do so could prevent you from participating in your clinical rotation/preceptorship.

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: _____