

IMPORTANT INSTRUCTIONS: Submitting Documents for *UCI Health – Placentia Linda*

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:

- ☐ Orientation Packet
- ☐ Privacy and Security Training: Federal & State Healthcare Privacy Laws

3. Review, sign, and submit the following:

- ☐ Packet Comprehension Test (2 pages, **must be completed with 100% accuracy**)
- ☐ Attestation Form (1 page)
- ☐ UCI Confidentiality Form (2 pages)
- ☐ Sponsor Form (1 Page)
- ☐ Acknowledgement of UCI Health Privacy and Security Training

NOTE: Placentia Linda requires wet (handwritten) signatures; digital signatures are not accepted. Please print the documents, sign/initial by hand, then rescan and email them.

4. Include a copy of the following – downloaded from DISA-CastleBranch:

- ☐ American Heart Association Healthcare Provider CPR/BLS card
- ☐ **Background Check:** Results must be completed within the last 12 months. You will receive a second email to complete a new background check through Castle Branch if needed.
- ☐ **Drug Screen:** Results must be completed within the last 12 months. You will receive a second email to complete a new drug screen through Castle Branch if needed.
- ☐ **COVID vaccine with booster OR signed COVID declination form**
- ☐ **Measles, Mumps, and Rubella titer:** If negative, follow-up vaccines must be included
- ☐ **Varicella titer:** If negative, follow-up vaccines must be included
- ☐ **TB screening:** Must be current, within the past 12 months
- ☐ **TDAP vaccination record**
- ☐ **Hepatitis B titer:** If negative, follow-up vaccines must be included
- ☐ **Flu vaccine record**

This is required during the flu-season months only (October through May).

FALL Semester: We will access your Flu Vaccine record in early October through Castle Branch.

SPRING Semester: Please include a copy of your Flu Vaccine record with your document packet.

5. Scan Your Documents (if needed):

- SCAN** all required pages into one PDF document (NO JPEGs or separate files).
- Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
- Use free smartphone scanner apps (e.g., Apple Notes, Google Drive mobile app, Genius Scan, or Tiny Scanner) to convert images to PDFs when necessary.

6. Submit Your Packet:

- Email the completed PDF** (as 1 PDF File), including the Check-Off sheet, to nursingdocs@fullerton.edu

7. Contact UCI to coordinate potential additional requirements:

- Janelle Roberts
 - Janellr3@hs.uci.edu
- Austin N. Alicastro
 - aalicast@hs.uci.edu
- 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: _____