

IMPORTANT INSTRUCTIONS: Submitting Documents for *UCI Medical Center*

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:

- Nursing Student Clinical Rotation Orientation**

- Monitoring Yourself for Infection Symptoms**

- Keeping Your Family Safe If You Have COVID-19**

- Concerns About COVID-19 Exposure**

3. Review, sign, and submit the following:

- Confidentiality Agreement**
 - Print out both pages then sign and date page 2.
- 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 in October through Castle Branch.
 - **SPRING and Summer Semester Students:** Please include a copy of your Flu Vaccine record with your document packet.

4. 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.

5. Submit Your Packet:

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

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site I will be attending.

Name: _____

Signature: _____ Date: _____