

IMPORTANT INSTRUCTIONS: Submitting Documents for *Saddleback Memorial Medical Center*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

1. Read and review the following:

- SMMC EPIC Training Instructions for Student Nurses (Student form is used for instructors)
- Contact Staff and Student Hospital Orientation

2. Are you a current employee, have previously been employed, have previously volunteered, or have you ever instructed at MemorialCare facility in a previous rotation?

- If yes, please provide your Memorial Care ID Number:

3. Read, review, and submit the following:

- Student Agreements (6 agreements total; Student form is used for instructors)
- Orientation Acknowledgement Form
- COVID-19 vaccination series and booster
- Hepatitis B CORE (HBCORE) Antibody Titer Test

NOTE: SON requires a Hep B surface antibody test, this is not the same titer required by Saddleback - Hep B CORE titer. If your medical appointment is scheduled for after your document submission deadline, please notify the Clinical Placement/Document Team when submitting the documents of your appointment date.

After the facility processes your facility-required documents and generates your MemorialCare ID, you will receive a separate email closer to the start of the semester. This email will contain instructions on how to complete the EPIC web-based trainings modules.

RETURNING INSTRUCTORS: 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 trainings up to date. If you are beginning another semester at Saddleback, please log in to your account and make sure to complete any new HIPAA module(s).

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 clinicalplacement@fullerton.edu

6. Contact SMMC to coordinate potential additional requirements:

- Janine Hooper JHooper@memorialcare.org
- Josie Rios MRios@memorialcare.org
- 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 I will be attending.

Name: _____

Signature: _____ Date: _____