

IMPORTANT INSTRUCTIONS: Submitting Documents for *UCI Health - Los Alamitos*

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
- Nova Video Training Completion Certificate & in-person Competency
- Clinical Instructor Standards
- Medication Admin & Validating Medications Passed by Students Form

NOTE: Los Alamitos will only accept wet (handwritten) signatures. Digital signatures will not be accepted. You must print these documents, handwrite your signature/initials, and rescan them to submit via email.

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

- American Heart Association Healthcare Provider BLS/CPR
- Background Check:** Download from your Castle Branch account. 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.
- Copy of current RN license**
- Drug Screen:** Download from your Castle Branch account. 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.
- MMR titers:** If your results were negative (non-immune), submit the two-dose vaccination series instead.
- Varicella titer:** If your results were negative (non-immune), submit the two-dose vaccination series instead.
- TB test:** Current, must have been completed within the past 12 months.
- TDAP/Td vaccination record**
- Hepatitis B titer:** If your results were negative (non-immune), submit the two or three-dose vaccination series instead.
- Flu vaccination:** Must include manufacturer and lot number.

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 clinicalplacement@fullerton.edu

7. Contact UCI to coordinate potential additional requirements:

Cynthia Huff DNP RN OCN CRNI CNL
huffc1@hs.uci.edu | Office: 714.456.7690

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: _____