

**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](mailto:nursingdocs@fullerton.edu)

**7. Contact UCI to coordinate potential additional requirements:**

Janelle Roberts MBA-HCM, BSN, RN, PHN, CRN, VA-BC  
Office: 714-524-4287 | Email: [Janellr3@hs.uci.edu](mailto:Janellr3@hs.uci.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: \_\_\_\_\_