

FOR: Fountain Valley Regional

**Important Note:** Carefully read and follow all steps listed below. Students are required to **print out** forms and then sign (in ink only) where indicated. **No typed-out signatures will be accepted.** Due to lengthy processing times, students must now **SCAN** all required pages into **one PDF document** (NO jpeg files and NO separate files please). *Helpful Hint:* If you have jpegs or image files, paste the images into a Word document and then click "save PDF." A variety of smartphone scanner apps are freely available to automatically convert images to PDFs (TinyScanner, Genius Scan, Fast Scanner, CamScanner, etc.)

Email your completed document packet (as 1 PDF), including this Check-Off sheet, to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu)

Finally, **KEEP ALL OF YOUR ORIGINAL PRINTED DOCUMENTS**, as many facilities will collect these from you the first week.

**Print this check-off sheet, sign, and date, and include with your PDF**

Read & Review the following:

**FVRHMC Clinical Orientation Packet**

**FVRHMC Map** for parking instructions

Review, **PRINT**, Complete and **Sign**. Then scan and send the following to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu) :

**FVRHMC Student Cerner Application** (1 page)

Complete all sections indicated below and skip any fields that do not apply to you:

First name

Middle name

Last name

Full SSN# (all 9 digits please, not just the last 4)

Birthday (Month & Day only)

Title: Please write "Nursing Student"

(**skip over "Department"**, just leave blank)

Phone (list your cellphone #)

Personal email address

(**skip over the remaining fields that ask for "Tenet" and "Access" information**, just leave them blank)

**Initial in the red box and sign by hand** in ink at the bottom of the page under "**Security Statement**"

**FVRHMC General Orientation Acknowledgement** (1 page)

(Please sign by hand in ink.)

**FVRHMC Badge Request Form** (1 page)

**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 early October through Castle Branch.

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

(Continue to the next page for further instructions)

FOR: \_\_\_\_\_ **Fountain Valley Regional** \_\_\_\_\_

**Print this check-off sheet, sign, and date, and include with your PDF**

Please wait for confirmation before continuing with the following step:

- e-Tenet Training** (& New User Set-Up) – This information (along with a **unique ID**) will be automatically emailed to each student **AFTER** the facility receives and processes your student forms listed on page 1 of this Check-Off Sheet. Therefore, please ensure to email your documents to [nursingdocs@fullerton.edu](mailto:nursingdocs@fullerton.edu) as soon as possible but no later than the deadline given to you by the Clinical Placement Team.
- Once your forms are processed by FVRHMC and you have received your unique ID (emailed directly from the facility), please follow the steps provided on the **e-Tenet Instruction Form** to set up your user account.
- Finally, ensure that all documents are always up to date in your **Castle Branch** account. Students with overdue documents or out-of-compliance accounts will not be cleared for clinical hours.

I have reviewed all instructions and materials, as well as verified and completed all requirements listed above, that are specific by the facility I will be attending.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_