FOR: _____ **Pomona Valley Hospital Medical Center (PVHMC)** _____

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

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

Print and complete the following required documentation:

- ☐ **Pomona Valley Hospital Access Request Form**
    - ☐ Instructor Information: Leave those sections blank if your instructor information is unavailable.
    - ☐ Office Telephone: use (657) 278-3336
    - ☐ Cellular Telephone: please use your personal number.

Once the documents have been finished, please complete the following steps:

- ☐ Scan both forms and email a PDF copies to nursingdocs@fullerton.edu
- ☐ Complete and submit both PV Hospital System Access Request Form pages (signed in ink) in person to EC-190. All highlighted areas must be completed.

NOTE: If you are placed at Pomona Valley for TWO clinical courses, you will need to submit TWO separate sets of documentation.

Only WET SIGNATURES will be accepted, do not type in your signature.

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 by attending.

Name: _____

Signature: _____ Date: _____

Last Updated April 25, 2023