

FOR: Riverside County Department of Public Health (RCDPH)

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

Begin at the Riverside County DPH Intern (Student) website: <https://www.ruhealth.org/public-health/community-outreach>

- Read through the Intern Handbook (16 pages)
- Print out and complete (by hand in ink) the Student Intern Application (2 pages)

In addition to the Student Intern application, you will need to download and include the medical records listed below from your **CastleBranch** account. Please submit all documents together as one complete PDF packet.

- TB Clearance:** submit one of the following three options listed below:
 - PPD Skin Test (Completed on/or after October 24, 2019)
 - Chest X-ray (Completed on/or after July 26, 2019)
 - Quantiferon Blood Test (Completed on/or after October 24, 2019)
- Measles Record:** include Positive Titer, **or** if negative Titer, include 2 follow-up MMR Boosters
- Mumps Record:** include Positive Titer, **or** if negative Titer, include 2 follow-up MMR Boosters
- Rubella Record:** include Positive Titer, **or** if negative Titer, include 2 follow-up MMR Boosters
- Hepatitis B Record:** include Positive Titer, **or** if negative Titer, include 3 follow-up Hep B Boosters
- Varicella Record:** include Positive Titer, **or** if negative Titer, include 2 follow-up VZV (Varicella) Boosters
- 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 October through Castle Branch.

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

- Submit your Intern Application and all medical records listed above (in one PDF file) to nursingdocs@fullerton.edu by the due date in your placement email.

Important Note: Riverside County DPH requires Auto Insurance and a CA Driver's License. On the first day of clinical (at orientation) you must bring proof that your CA Driver's License AND your auto insurance are current at the start and throughout the entire semester you are taking N402L. If your insurance expired during this time, please bring a letter from your agent/provider of renewal. If you are in the process of renewing your DL, bring a copy of your temporary license from the DMV.

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: _____