

FOR: San Bernardino County Department of Public Health (SBCDPH)

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

1. Read through the following items:

Transportation of Protected Health Information Report

Print out the Acknowledgement Form on page 4 of report above. Complete, sign, and submit with your documents listed below.

2. **Print out/make photocopies (one-sided)** of the following items:

- You will need to bring hard copies of all the following items on your first day of clinical, and hand-in your paperwork directly to your **clinical instructor**.
- **No back-to-back copies will be accepted, only one-sided.**
- It is important to note that SBCDPH will not make copies for you! You must bring your own photocopies of the following items to be cleared for clinical training during your orientation.

Volunteer Services Program (VSP) read over all pages. You will need to PRINT out and complete the following pages from the VSP packet:

- Volunteer Registration Form
- Volunteer Agreement
- Health Insurance Portability and Accountability Act (HIPAA)
- Adult Abuse Reporting Law
- Child Abuse Reporting Law
- Student Intern Policy Acknowledgement Form
- Driver's License and Insurance VSP Form

California Driver's License: (photocopy of your current license, it cannot be expired).

CA Auto Insurance: (photocopy of your current auto insurance policy, it cannot be expired).

CA RN License: (photocopy of your current RN license, it cannot be expired).

Students in the N402L section must be enrolled in the RN-BSN program.

(Continue to the next page for further instructions)

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Important note regarding the Mandatory Live Scan: All students are required to come in person to the School of Nursing main office in EC-190 to pick up your Live Scan Voucher. Due to strict policy per SBCDPH, these vouchers cannot be mailed and must be distributed in person.

Bring a valid, current form of ID when picking up your Live Scan voucher at the SON front desk. Your CSUF ID does not count as a valid form of ID.

Please note that family members or friends will not be allowed to connect your voucher for you.

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: _____