FOR: _____ **Saddleback Memorial Medical Center** _____

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 and review the following:
    ☐ **SMMC EPIC Training Instructions for Student Nurses** (1 page)
    ☐ **Contact Staff and Student Hospital Orientation** (31 pages) (SON website)
        Important!: This contains the **password** you will need to log-in to the EPIC training mentioned below.

2. Are you a current employee, have previously been employed, or have you ever been placed at Saddleback in a previous rotation?
    Yes ☐ If yes, please provide your Memorial Care ID Number: _____
    No ☐

3. Read, review, and submit the following:
    ☐ **Hepatitis B CORE (HBCORE) Antibody Titer Test**
        NOTE: SON requires a Hep B surface antibody test, this is a separate titer than required by SMMC. The Hep B CORE titer test is available at the CSUF Student Health Center. If your medical appointment is scheduled for after your document submission deadline, please notify the Clinical Placement/Document Team when submitting the documents of your appointment date.
    ☐ **Student Agreements** (6 pages)
    ☐ **Orientation Acknowledgement Form**

4. Review and complete the following before the first day of your clinical rotation:
    ☐ **Saddleback EPIC and HIPAA Web-Based Training:** Log in through: https://apps.memorialcare.org/studentNursing/

Login Form - All Fields Required

MemorialCare ID:	_____ (see your instructor for ID & password)
Password:	_____
Hospital:	○ LBMMC/MCH - Long Beach Memorial/Miller Children's Hospital
	○ OCMMC - Orange Coast Memorial Medical Center
	◉ SMMC - Saddleback Memorial Medical Center - Laguna Hills
Instructor's Name:	Leave blank if you are
School Name:	CSUF School of Nursing
Login	

(Continue to the next page for further instructions)

FOR: _____ **Saddleback Memorial Medical Center** _____

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4. Continued

Please note that we will provide you with a **Memorial Care ID** to complete the training once the facility has generated it. Use the password provided in the EPIC Training Instructions for Student Nurses.

Once you are able to log in to EPIC, please complete the required training "**WBT for Nursing Students**". When you have completed your training, a certificate will be generated and sent electronically to the facility.

☐ **RETURNING STUDENTS**: If you have already completed the EPIC training modules, you are <u>not</u> required to complete them again. However, <u>it is mandatory that you keep your **HIPAA** trainings up to date</u>. If you are beginning another semester at Saddleback, please log in to your account and make sure to complete any new HIPAA module(s).

☐ **CastleBranch**: Please ensure that all of your SON Required Documents are always up-to-date in your CastleBranch account. Failure to do so could prevent you from participating in your clinical rotation/preceptorship.

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: _____