**N 84L: Student Onboarding Instructions for San Jose Regional Medical Center (SJRMC)**

1. Read the Orientation Booklet on website.
2. Read the following pages on website:

* Code of Conduct Policy
* Statement of Responsibility
* Confidentiality and Security Agreement
* HIPAA Acknowledgement

1. Complete post-tests and fill out and sign all pages of the Signature Packet. Scan and save as PDF using the naming format below, and e-mail it to the fhda email of the Lead Instructor, Sherri Cozzens ([cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu)).
2. Complete the Orientation Verification Form on website. Scan and save as PDF using the naming format below, and e-mail it to the fhda email of the Lead Instructor, Sherri Cozzens ([cozzenssherri@fhda.edu](mailto:cozzenssherri@fhda.edu)).
3. All submissions must be saved **in PDF format**. Scans are acceptable as long as they are saved in **PDF format**. JPEG and other formats are not acceptable and will be rejected by SJRMC.
4. Make sure all required immunizations, titers, flu shot documentation, CPR card are updated and in place in the nursing office.
5. Completed Signature Packet and Orientation Verification Forms must be submitted by the due date as indicated by Lead Instructor. This may be communicated by email and/or posted on website.
6. Your 2nd year background check/drug screen is to be completed 2 to 3 weeks prior to the start of Quarter 4. Do not do this before the due date for your RMC paperwork. Doing it early will mean you may have to do it (and pay for it) again.

**Note: You should electronically submit two PDF files on/by the due date assigned by the Lead Instructor.**

* One is called the Signature Packet on Sherri’s N 84L website.

(RMC refers to it as the “Orientation Packet.”) Thus, you should name it as such before emailing:

LastFirst\_OrientPacket (example: CozzensSherri\_OrientPacket)

* One is called the Orientation Verification Form on Sherri’s N 84L website. Thus, you should name it as such before emailing:

LastFirst\_OrientationVerification (example: CozzensSherri\_OrientationVerification)

*Updated 10/17*