

General Acute Care Hospital and Acute Psychiatric Hospital Change of Director of Nursing Application Checklist

The following is a list of application forms and supporting documents required for a complete application packet. Failure to include each of the forms and documents will delay processing.

CHECKLIST AND INSTRUCTIONS- *Please submit your documents in this order*

REQUIRED DOCUMENTS FOR A CHANGE OF DIRECTOR OF NURSING

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
	Cover Letter	<p>COVER LETTER</p> <p>Letter on company letterhead with the following information:</p> <ul style="list-style-type: none"> • License number • Facility name and ID number (if known) • Brief description of request. Include professional license number, date of hire, and expiration date • Contact information (name, title, phone number, and e-mail address) • Emergency Contact Information (name, email, alternate email, phone, fax, and phone number that will receive text messages). The Department will use this information to contact the provider in the event of an emergency using the California Health Alert Network (CAHAN). All information provided must allow CAHAN to contact the provider on a 24/7/365 basis for distribution of health alerts. For additional information: CAHAN (https://www.calhospitalprepare.org/cahan) • Signature
	HS 215A	<p>APPLICANT INDIVIDUAL INFORMATION (Title 22 CCR section 70107) (Health and Safety Code (HSC) section 1265.1(b))</p> <p>Tips Page 1, section A — The date of birth is an identifier, as several people may have the same name. This will ensure that each individual is associated with the correct facility or entity</p>

<i>Use this space to check if included</i>	Forms and supporting documents	Additional Instructions (Each form listed also has instructions on the form)
		<ul style="list-style-type: none"> • Page 2, section D — Submit ten years of employment, indicating the start and end dates of employment history, job title, employer name and address. The applicant may submit a resume in lieu of completing section D; however, the resume must contain all required information listed in section D • Page 2, section E — If answering yes to any question in this section, complete and attach the facility information sheet
	Supporting Documents	<p>FACILITY INFORMATION SHEET</p> <p>Each individual must complete and submit the “Facility Information Sheet” for each facility and/or agency with which the individual has a current or past relationship within the last three years. The following must be completed for each facility and/or agency:</p> <ul style="list-style-type: none"> • Facility name • Facility address • Type of facility • Type of business entity (include EIN Number) • Individual’s nature of involvement • Individual’s dates of involvement • This sheet must also include any facilities licensed by the California Department of Social Services
	Supporting Documents	<p>RESUME</p> <p>A resume is required for the Director of Nursing.</p>
	Supporting Documents	<p>C.PROFESSIONAL LICENSES/CERTIFICATES (Title 22 CCR section 70211)</p> <p>An active registered nursing license is required for the Director of Nursing. Provide a printout of the current license from the Department of Consumer Affairs (https://search.dca.ca.gov/)</p>