HEY, YOU’RE IN!

Congratulations on your admission to Linfield University School of Nursing! We can’t wait to meet you!

Your next steps prior to attending Orientation Day for your program are to complete your compliance requirements in Complio. You must meet your compliance requirements by your assigned deadline. **Failure to be compliant by your assigned deadline may result in the forfeiture of your seat in the cohort.**

Refer to this guide when completing your compliance requirements. Please email schoolofnursing@linfield.edu if you have any additional questions.
Linfield University School of Nursing students will participate in clinical rotations and simulation environments during their tenure in the program. This exposes students to communicable diseases at a higher rate than non-health profession students. Prior to beginning their program, students must provide proof of documentation that they are immune or protected from certain diseases to allow the student to work on patients.

Additionally, compliance standards are required as a working, practicing registered nurse (RN). Meeting and maintaining program compliance requirements is great practice for your future professional career.

Compliance requirements are set by the Oregon State Board of Nursing as well as the Oregon Health Authority and apply to all accredited nursing programs within the state. There are no exceptions!
READY TO GET STARTED?

Compliance is recorded and tracked using a subscription service, Complio. Creating an account is free! However, you will need to purchase 2 separate packages—the Immunization Tracker subscription ($35) and the Drug Screen and Background Check package ($85). The drug screen and background check package will not be available for purchase until 90 days prior to the start of your program. Keep an eye out for the code to order this service via text when the time comes.

You will also need to track down your childhood immunizations. You can either reach out to your primary care physician, or you may request your full immunization record from your home state’s IIS Immunization Record.

Please keep in mind that fulfilling some of these categories will require you to set an appointment ahead of time. Due to the nature of availability of appointments, we strongly suggest that you get started on this today!
Subscriptions:
- Immunization Tracker ($35)
- Background Check and Drug Screen ($85)

To create an account:
- Go to linfield.complio.com
- Click “Create an account”
Once your account has been opened, click the “Place Order” cart icon in the top right-hand corner.

- Select your program.
- Click the “Load Packages” button.
- Select your User Group.
IMMUNIZATION REQUIREMENTS

• Providing proof of immunization is required by all incoming students—NO EXCEPTIONS!!

• Clinical sites reserve the right to deny nursing students whose records are out of date or insufficient from participating in rotation. This will affect your success in your program.

• Students actively participating in a nursing program must meet and maintain compliance at all times during their time in their nursing program.
COMPLIANCE CATEGORIES

1. MMR (Measles, Mumps, and Rubella)
2. Varicella (Chickenpox)
3. **Hepatitis B**
4. **Tuberculosis (TB)**
5. TDaP (Tetanus, Diphtheria, Pertussis)
6. Influenza (between October through April)
7. **BLS Certification**
8. **Health Assessment Form**
9. Essential Functions Form
10. Health Insurance
11. COVID-19
12. Confidentiality and Release for Simulation
13. Background Check
14. **Drug Screening**

Categories listed in **red** are considered higher priority for you to complete, as you will need to plan ahead to schedule appointment times or training courses.
CATEGORY BREAKDOWN
**MMR (Measles, Mumps, & Rubella)**

• Submit proof of A or B:
  
  A) TWO (2) doses of the MMR vaccine
  
  OR
  
  B) Positive result titers** for Measles, Mumps, and Rubella

**NOTE:** If your titer returns a negative result, submit proof of TWO (2) varicella vaccine doses.

**VARICELLA (Chickenpox)**

• Submit proof of A or B:
  
  A) TWO (2) doses of the Varicella vaccine
  
  OR
  
  B) Positive result titer for Varicella

**NOTE:** If any titer returns a negative result, submit proof of ONE (1) post-titer MMR Booster dated after the non-immune titer.

**Typically, you will titer for Measles, Mumps, and Rubella separately. Upload each form of documentation and assign it to the appropriate category entry. In the case that you receive one MMR titer, you may provide the same documentation for all THREE (3) of these entries.**
WHAT IS A TITER?

A titer is a blood test used to determine the presence (qualitative) and amount (quantitative) of antibodies in the blood.

Positive Titer Result = Immune
Negative Titer Result = Not immune
HEPATITIS B

• Submit proof of A or B:
  A) Proof of all initial Hepatitis B doses (typically received around the time of birth):
    • Hepatitis B Dose 1
    • Hepatitis B Dose 2
    • Hepatitis B Dose 3
  OR
  B) Positive result \textit{HbsAB} or \textit{anti-HBs} titer

If you know that you received childhood doses of this vaccine but cannot find your documentation, you \textbf{MUST} submit proof of a positive \textit{HbsAB} or \textit{anti-HBs} titer. In the case that your titer returns a “negative” result, you \textbf{MUST} complete the full dosage of a booster series.

If you never received childhood doses of this vaccine, you \textbf{MUST} request and receive a \textit{full adult Hepatitis B booster series of shots}.

You have the options of a 2-dose Hepislay or a 3-dose Hepatitis B booster series. You \textbf{MUST} complete the full series to be made compliant for this category. If you are nearing your deadline while working on your Compliance, you will receive temporary compliance for this category as follows:

• Hepatitis B Dose 1 / Booster 1 / Heplisav Booster 1 = 45 days of temporary compliance
• Hepatitis B Dose 2 / Booster 2 = 6 months of temporary compliance

\textbf{**If you are submitting to a 3-dose booster series. However, upon approval of a Hepislay Booster #2, you will be considered fully compliant.}

There are different Hep B Titers/tests. Be sure the test you order is a Hepatitis B Surface Antibody (anti-HBs or HbsAB)
Please be mindful when uploading proof of your boosters to Complio.

You must choose which type of Hepatitis B booster series you are doing when you upload proof of your first booster.

A correctly uploaded submission of your first Hepatitis B booster will include:
- An image or document of your proof of your booster shot
- Date you received your booster shot
- A selection of what type of booster series you are undergoing

Upon approval of your first booster dose by Complio, you will be granted temporary compliance for this category. Please continue to be diligent in fully completing this category as soon as you are able.
TUBERCULOSIS (TB)

• Submit proof of A or B, dated within ONE (1) year of program start:
  A) TWO (2) negative PPD skin test results where implant-and-read dates are within 7-21 days of each other.
  
  OR

  B) ONE (1) negative Initial QuantiFERON TB Test/T-spot

If your chosen test is positive, upload your negative results to Complio. Your next steps are:

A) Upload a Negative Chest X-Ray

AND

B) Submit the TB Screening Form, verified and signed by your physician.
DIFFERENCE BETWEEN TB SKIN TEST AND T-SPOT

TB SKIN TEST (PPD)

- Intradermal Injection

QuantiFERON GOLD

- Blood Collection

- 2 appointments required
- Can be done at your physician’s office
- May be covered by insurance.

- Only 1 appointment needed
- Typically done in lab testing center
- Typically required to pay out of pocket
2-STEP PPD TESTING

Purified Protein Derivative
aka Tuberculin Skin Test

- Absence of Tuberculin protein injected subdermally will result in a *negative* reaction.

- Meet this compliance category by uploading TWO (2) *negative* implant-and-read skin tests, where the appointment dates are within 7-21 days of each other.

- In the event of a positive PPD result, request and upload a chest X-ray with a completed TB Screening Form.
2-STEP PPD PROCESS – 2 NEGATIVE PPD RESULTS

STEP 1 OF 2: IMPLANTATION

48-72 Hours Later: Injection site assessed

Within 7-21 days of Step 1's implant date, Step 2 of 2 must be completed!

Upload results under 'PPD Step 1 of 2' in Complio

*Implant dates and read dates with results must be included on documentation or may be subject to denial

STEP 2 OF 2: IMPLANTATION

48-72 Hours Later: Injection site assessed

Upload results under 'PPD Step 2 of 2' in Complio

*Implant dates and read dates with results must be included on documentation or may be subject to denial

No exceptions can be made if timeframe between the two appointment steps are not completed within 7-21 days!
TETANUS, DIPHTHERIA, PERTUSSIS (TDaP)

• Submit proof of a TDaP vaccination received on or after your 11th birthday to Complio. If the childhood dose you received is dated before your 11th birthday, it will not be approved by Complio. You will need to receive a new TDaP shot. In this case, upload this shot as your initial TDaP dose.

• If your initial childhood dose that you received after your 11th birthday is 10 years old or older, please receive a booster shot. Upload this proof of documentation as your “TD Booster” entry.

TDaP and DTaP are not the same!

Tdap is the ONLY acceptable vaccine for this category, no exceptions.
• This category **does not** require proof of documentation between April 1st to October 31st. If your compliance deadline falls outside of this window, you will not need to meet this requirement upon your deadline to be eligible to attend Orientation Day.

• From October 31st to March 31st, documentation of the influenza vaccine is required for you to able to participate in Clinical and SIM! You must upload proof of a new flu shot every year.

• During the window where you must be compliant for this category, submit proof of A or B, no earlier than August 1st to apply to the upcoming Flu Season:
  
  A) Flu Vaccination  
  
  OR  
  
  B) Flu Declination Form  

• This is for those who are medically ineligible to receive the vaccine, and must be accompanied by a provider's signature.
BLS CERTIFICATION

• Your Basic Life Support (BLS) certificate **MUST** be issued by the American Heart Association. This is the *only certificate that will be accepted by Complio.*

• Renewed every 2 years

• You will need to maintain this certification throughout your future career as a nurse.
Your Basic Life Support (BLS) training **MUST** be done by a training center that follows the guidelines set by the American Heart Association.

**Cascade Training Center** has partnered with Linfield University to offer trainings to incoming nursing students at a discounted rate. View and sign up for courses [here](#).

- At checkout hit the ‘Click here if you DON’T have a Voucher!’ button—student discount will be applied. *The discount only works through using the link above.*

- We recommend that you choose to pick up your textbook at the site to avoid paying extraneous shipping fees.

*A CPR card alone is not sufficient to meet this category. BLS training covers CPR plus additional life support methods that Nursing students must be proficient in. **NO EXCEPTIONS!***
UNQUALIFIED BLS CERTIFICATES

The School of Nursing does not recommend that you take just any BLS certification course you find in a web search. Look specifically for courses that say their training follows the guidelines of the American Heart Association. Failure to take a training course that meets the guidelines of the American Heart Association will result in denial of compliance for this category, which may add to your financial burden.

Below are examples of BLS Certificates that will not be approved by Complio:

American Red Cross certificates are NOT accepted by Complio!!
Download the Health Assessment Form. Fill out the front page prior to your appointment.

Make an appointment with your primary care physician or Urgent Care facility. Review the front page and complete the back page with your care provider.

Upload images of both the front and back pages of the document to Complio.

McMinnville transfer students to the nursing program can schedule appointments at The Student Health, Wellness and Counseling Center for their immunizations and other requirements such as the Health Assessment.
VERIFY THIS FORM IS COMPLETELY FILLED OUT BEFORE LEAVING YOUR APPOINTMENT!

Sections most commonly missing information!!

This is the ONLY acceptable document for this category; NO EXCEPTIONS!
It is your responsibility to inform your Integrated Experiential Learning (IEL) Coordinator of any essential functions that may be impacted as you progress through the semester.
HEALTH INSURANCE

• Submit proof of A or B:
  A) Personal Health Insurance card. If your name is not on the card, please attach supplemental documentation proving that you are covered under this plan.
  OR
  B) Opting to be covered by Linfield University.
  • Select “I have opted into having Linfield health insurance” next to the requirements.
  • Enter the date manually or by choosing the date in the calendar.
  • Confirm your selection by choosing ”Yes” in the Answer dropdown menu.
  • Click Submit.

Once your payment for student health insurance has processed (charged in your tuition), please upload proof of your documentation to Complio.
Linfield student health insurance is available for **ALL** School of Nursing students! PacificSource is the student health insurance provider. The enrollment process is different depending on what program you will be joining:

**TBSN & ABSN students** are automatically enrolled in Linfield University’s health insurance coverage. If you are providing your own health insurance to Complio, you will also need to **opt out** of Linfield health insurance in the etrieve app (you will need to have your linfield.edu email set up).

- For more information, visit the [Undergrad Student Health Insurance](#) page.

**MEPN students** are required to **manually enroll** into Linfield University’s health insurance. You may do so [here](#). Click on the Linfield University logo to get started.
• Submit proof of A, B, or C:

A. TWO (2) monovalent doses of the Pfizer or Moderna vaccine

B. ONE (1) monovalent dose of the Johnson & Johnson vaccine

OR

C. ONE (1) bivalent dose** of the Pfizer or Moderna vaccine

**A Covid-19 "bivalent" dose did not become available until September 2022. The documentation you upload must indicate a "bivalent" strain and should be uploaded to the bivalent category. If you are unsure if you have received the bivalent vaccine, please contact your healthcare provider.

If you have not received a bivalent dose, Linfield University SON recommends you do so, although this is optional.
CONFIDENTIALITY AND RELEASE FORM FOR SIMULATION

- Click the “+ Enter Requirements” option in your Complio account, under Confidentiality and Release for Simulation.

- Click the link next to “Electronic Signature”.

- The policy will open in a new window. Read the document and sign in the green box below. Hit “Save” when you are done.
Your drug screen and background check must be completed within 3 months of your program start date, per OHA policy. Once you receive the appropriate password & instructions from Admissions, you may order your Background Check & Drug Screening package.

**BACKGROUND CHECK**

Criminal history on a background check:

- May be cause to deny or revoke admission to Linfield University School of Nursing
- May impede on a student’s progression in the program
- May affect what clinical rotation site options will be available to the student
- May be cause for a student to be disallowed from sitting the NCLEX or denied licensure

**DRUG SCREENING**

- Sample collection must be completed at a pre-authorized collection site provided by Complio. **NO EXCEPTIONS**
- From the time you purchase this package order, you have **30 business days** to complete the collection. **Please be mindful of when you carry out the purchase of this package.**

Once your Background Check and Drug Screening are completed, Complio will automatically upload the results to your account.
Your drug screen and background check must be completed within 3 months of your program start date, per OHA policy.

- Keep an eye out for a text message or email from Admissions with your code to order this package. You will also receive a message in your portal.

- Once you receive your password & instructions, you may begin your “Background Check & Drug Screening Bundle” order. Select the appropriate option and enter the password to purchase the package.

- Your Background Check will automatically be pulled and uploaded to your Complio account. There is no additional action required on your part.

During this checkout process, you will be choosing your lab location at which you will be doing your drug screening at. Drug screenings are by appointment only, so please choose a location that you can easily get to.

Incoming HI & AK students may require additional paperwork. Please email ds@americandatabank.com to verify and receive your additional paperwork.
DRUG SCREENING SAMPLE COLLECTION IS DONE BY APPOINTMENT ONLY!

- Selecting your pre-authorized collection location at the time of purchase **does not** schedule your sample collection appointment. You will need to physically call your testing site to set up an appointment.

- **Walk-ins are no longer available at most testing sites.**

*If the collection site you chose at the time of order is no longer a viable option* (i.e., availabilities, distance of travel, etc.), you may transfer your paperwork to an alternate location. Email ds@americandatabank.com to inform them of your location change. *Please keep in mind that you may be subject to additional fees when transferring locations.*

**Flagged Result Drug Screens:** Drug screens that return a flagged result may be cause for you to lose your seat in your program.

- A “Negative Dilute” result indicates that your sample was too diluted at the time of collection. This result is still considered a flagged drug screen, which will result in you needing to purchase and redo an additional drug screening.

- A “Positive” flagged result may be cause for you to lose your seat in your program. Next steps will be communicated to you in the case you return a “Positive” result flag.

- You will receive an email from American Data Bank if your drug screening is flagged.

*Avoid drinking excessive amounts of liquids (12+ oz) 3-4 hours before specimen collection!*
DRUG SCREEN—FLAGGED RESULTS

Flagged results *may* be cause for you to lose your seat in your program.

**MARIJUANA USAGE:** While Oregon and other neighboring states have legalized the recreational usage of this drug, Linfield University is a *federally funded institution*. Linfield University must meet the *federal guidelines* in all educational aspects. **Students joining a Linfield Nursing program MUST return a negative result for Marijuana.**

- A “Positive” flagged drug screening result showing up for Marijuana *will* result in a required meeting with the Dean of the School of Nursing.
- An additional drug screen will need to be purchased through Complio and you will need to redo your sample collection.

**PRESCRIPTIONS:** Prescribed drugs like amphetamines *will* show up as a positive result. In the case that your test returns a positive result for your prescription drugs, please email schoolofnursing@linfield.edu with proof of your prescription drugs.
Meeting compliance requirements is imperative to ensure that you are eligible to participate in your clinical or simulation courses. Failure to reach compliance by your given admissions deadline will result in the cancellation of your admission.

If your Complio account looks like this by your given deadline, you are ready to attend Orientation Day!

Failure to maintain your “Compliant” status as an ongoing Nursing student will impact your ability to attend clinical.
• Missed clinical experiences due to non-compliance are counted as an absence. Absences can lead to failure of a clinical course.
COMPLIO TIPS
KEY:

- **Compliant**
- **Pending Review**
- **Incomplete**

### Complio Tips

- Watch for emails from [non-reply@americandatabank.com](mailto:non-reply@americandatabank.com)
- Give Complio 3-5 business days to review submitted items
- Plan ahead to make sure you will meet all requirements by your deadline
Uploading your documents correctly will expedite your submissions being approved. Examples of acceptable documents that you may upload to Complio include:

- Lab reports
- Clinical records
- Employee records
- School records
- State alert system reports
- Immunization cards
- Provider letters

For more information, you can watch this [video](#) on how to properly upload your proof of documentation to Complio.

Complio takes 3-5 business days to review and approve submitted items, as submissions are reviewed by technicians. Plan accordingly to meet necessary deadlines!
NAME YOUR DOCUMENTS AND ADD DESCRIPTIONS!

Organizing your documents will make the process to compliance easier!

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Organized Example

Unorganized Example
To fulfill these categories, you must go back into the drop-down menu and submit proof for each specific requirement. NO EXCEPTIONS.

Categories that may require you to submit proof of multiple doses include:

- MMR
- Varicella
- Hepatitis B
- TDaP
- COVID-19
ENTER IN THE CORRECT DATE!

This date is for when you received the vaccine, not the current date you are uploading your documentation.
APPOINTMENT CHECKLIST:

- Obtain your childhood Immunization Record
  - If have moved or do not have a primary care physician, you may request your records from your State IIS site.

- Complete both sides of the Health Assessment Form
  - Your physician must fill out all sections of the form, front and back.

- Check when you received your TDaP Vaccine
  - If your most recent dosage is over 10 years old, you will need to receive a TD Booster.

- Schedule Hepatitis B Surface Antibody (HbsAB) Titer
  - If you do not have proof of your childhood Hepatitis B doses, you may need to schedule and upload your booster series of doses.

- Schedule your first of 2 Tuberculosis PPD Skin Test or a QuantiFERON GOLD TB Test
WHEN IN DOUBT, COMMUNICATE!

- For questions regarding your portal or other admissions-related issues, email Beth Woodward at bwoodwar@linfield.edu.

- To request additional assistance with meeting your compliance categories, email schoolofnursing@linfield.edu.

- To request additional assistance with your Complio account, please email complio@americandatabank.com. You may also call (800) 200-0853.

- For all issues regarding your drug screening (location change, additional paperwork, etc.,) email ds@americandatabank.com.

- We can't help you unless you let us know there's an issue!

- Check your email regularly! You may receive rejection notice emails from AmericanDataBank as well as supplemental emails from the schoolofnursing email.
DOCUMENTATION EXAMPLES
• Full image of document
• Granted by the American Heart Association
• Issue Date and Expiration Date are clear
Knowles, Beyonce | 09/04/1981 | MRN: 123456 | PCP: Suzanne L. Migchelbrink, MD

### QUANTIFERON - TB - Details

**Component Results**

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<td>QUANTIFERON</td>
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This is a qualitative test. The IU/mL value should not be used to monitor disease progression or response to therapy. Data on the use of this test for children younger than 5 years of age is limited and Tuberculin Skin Test (TST) is the preferred test. Diagnosing or excluding tuberculosis disease, and assessing the probability of Latent tuberculosis infection, requires a combination of epidemiological, historical, medical, and diagnostic findings that should be taken into account when interpreting QuantIFERON-TB results. See general guidance on the diagnosis and treatment of TB disease and Latent tuberculosis infections (www.cdc.gov).

**QFT G INTERPRETATION**

Mycobacterium tuberculosis infection unlikely but cannot be excluded, especially when illness is consistent with TB disease and likelihood of progression to TB disease is increased.

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**General Information**

Ordered by PROVIDENCE NEWBERG MED CENTER
Collected on 10/07/2019 3:17 PM (Blood)
Resulted on 10/09/2019 1:45 PM
Result Status: Final result
There needs to be month and day dated for vaccination or inoculation. Only having the year recorded is insufficient.

You will need to either contact your primary care physician for a new printout of your immunization records, or you may have to request a full IIS from your state.
Joe Jonas
1234 Hollywood RD
Portland, OR 97210
23909182
08/15/1989
555-555-5555

- Full image of document
- Patient name and DOB are legible
- History of vaccination is clear and legible
- Clinic Name and Information stamp shows where student received shots
Patient: Drew Barrymore
Record ID: IF983763
DOB: 08/21/1983

Test Results

Test: Varicella-Zoster V Ab, IgG
Ordered By: Wajma Niazi, PA-C
Ordered: 07/27/2019 Reported: 07/28/2019

Patient: Drew Barrymore
Record ID: IF983763
DOB: 08/21/1983

Your Results

<table>
<thead>
<tr>
<th>Test</th>
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<th>Result</th>
<th>Reference Range</th>
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<td>Varicella Zoster IgG</td>
<td>2071</td>
<td>Immune</td>
<td>&gt;135</td>
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Negative <135 Equivocal 135 - 165 Positive >165 A positive result generally indicates exposure to the pathogen or administration of specific immunoglobulins, but it is not indication of active infection or stage of disease.

Remarks
Labcorp Accession #: 20812911250 Testing performed at: [SE] LabCorp Seattle, 550 17th Avenue Ste 300, Seattle, WA, 98122-5789, Phone: 206-861-7000, Laboratory Director: Daniel L. Towell, MD
Screenshots of your medical records, like this MyChart patient page are accepted. However, they must still meet the upload requirements determined by Complio.

This submission is missing the student’s full patient name and DOB. It is also missing the clinic and location information where these shots were administered.

You will need to request a printout from your clinic and upload the documentation that meets all upload requirements.
This image is missing information on when this student received this test.

You will need to request a new result printout from your clinic and upload the document that meets all upload requirements.
Cropped documents do not include the full upload requirements. This document is missing the student’s full patient name and DOB. It is also missing the information of the clinic that administered these vaccinations.

You will need to retake a picture of the document and refrain from cropping the image upon upload. Compilio technicians are real human beings, and they will review your image and match your information up with whichever category you are assigning this documentation to.
CLINICAL PREPARATION
You are expected to keep a paper compliance report (your Health Passport) behind your Linfield student badge to be presentable at any clinical site upon request.

### HEALTH PASSPORT

#### Overall Compliance Status: Compliant (14/14 Compliant)

**Applicant Name:**

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