COMPLIANCE!
Student Guide

LINFIELD UNIVERSITY
School of Nursing
DISCLAIMER!

Applicants should not begin the compliance process, open a Complio account, or create any orders in Complio until they are officially admitted into the nursing program. Disregarding such instructions may result in unnecessary costs or fees for said applicants.
SHOULD I BEGIN MY COMPLIO ORDER?

HAVE YOU BEEN ACCEPTED INTO THE LINFIELD NURSING PROGRAM?

YES

WILL YOU OFFICIALLY BE JOINING THE LINFIELD NURSING PROGRAM THIS UPCOMING SEMESTER?

YES

BEGIN YOUR COMPLIO ORDER!

*Creating a complio account is free and may be done at any time. To avoid paying unnecessary costs or fees, students should wait until instructed to Create an Order.

NO

I DON’T KNOW YET

WAIT! DO NOT CREATE AN ORDER IN COMPLIO AT THIS TIME.

I DON’T KNOW YET
WHY IS COMPLIANCE IMPORTANT?

Compliance standards are essential for Registered Nurses. As a Linfield nursing student, your journey to compliance begins with admission. You will be required to provide a background check, drug screening, and immunization/certification records.

Failure to become compliant by the date outlined in the admission offer may result in the cancellation of your admission. Failure to maintain compliant status will impact your ability to attend clinicals, which are your hands-on learning experiences conducted in settings such as simulations, community settings, or hospitals.

COMPLIO BY AMERICAN DATABANK

Complio is a third-party program which tracks and securely stores student immunization & compliance records. Complio automatically notifies students when immunization or compliance records are expiring so that requirements are renewed as needed. You will utilize Complio to maintain compliance through graduation.

PRICING BREAKDOWN

- TRACKING SUBSCRIPTION = $35
- BACKGROUND CHECK & DRUG SCREENING = $85

OTHER FEES

Falling out of progression or delaying admission after initiating a subscription makes you responsible for extending your subscription.

If initial drug screening results come back flagged (for any reason, including diluted results), you are responsible for the cost of any required secondary drug screenings.

COMPLIO TUTORIALS & RESOURCES

- Complio Student Guide
- Complio Student Help Videos
- Complio FAQs
**LET’S GET STARTED!**

1. **CREATE ACCOUNT**
   Go to **linfield.complio.com** and select the “New Users” button. Enter required info, then select “Create Account & Proceed.”

2. **ACTIVATE ACCOUNT**
   You will receive an email with username & activation link. Your account will not be activated until you click this link.
   
   *This email may take up to one full business day. Double check spam/junk folders if not received.*

3. **CREATE ORDER**
   Log into active account. Click “Get Started.” Select your program from the dropdown menu, then click on “Load Packages.” Under “Tracking,” check the box beside “Linfield University BSN” for $35. Click Next.
   
   You will not be able to purchase the Background Check and Drug Screening Package ($85) until you’re within 3 months of your program start date. See Step 8 for more information.

4. **CONFIRM** personal info & order details before proceeding.

5. **UPLOADING DOCUMENTS**
   Select “Upload Documents,” then drop/browse files from device. For organizational purposes, add detailed descriptions for each document.

6. **SUBMIT DOCUMENTS TO EACH COMPLIO CATEGORY**
   Ensure that you submit your documents to the appropriate Complio category. If you simply upload your document(s) but do not assign them to any category, they will not be reviewed by Complio.

7. **SIGN ELECTRONIC FORMS**
   Review the document, then check the box confirming you’ve read & agree to the document terms. Use mouse or track pad to sign name and click “Next.” The form will refresh to show your signature in the form. To proceed, click “Next.”
8. BACKGROUND CHECK & DRUG SCREENING ORDER

Must be completed within 90 days before the program starts, per OHA policy. Once you receive your password, you may order your “Background Check & Drug Screening Bundle” order. Refer back to Steps 3 & 4 for additional information. Your background check is initiated automatically after your purchase of this package has been processed.

DRUG SCREEN DETAILS

You will register for a drug screening to be completed at a pre-authorized collection site provided by Complio. Please note that when you select your preferred site at time of order, but you must call the site directly to schedule your appointment.

Each drug screening location operates within a certain lab network (Quest or LabCorp). If you later decide that a different location would be preferable, your registration will be transferable, as long as the alternate location is within the same lab network as the location you selected. Please email ds@americandatabank.com prior to your appointment to request a location change.

Drug screening results automatically upload to your Complio account 72 business hours after collection. Drug screenings must be completed within 30 business days from time of order or will be flagged as incomplete.

TIPS: Avoid drinking excessive amounts of liquids (more than 12oz) 3-4 hours before collection.

9. FULL COMPLIANCE in all 14 categories is required in this program from admission deadline through to your graduation date. You must maintain a green check mark next to every applicable category. Failure to be compliant or maintain your status affects your eligibility to participate in Clinicals and Simulation.

Red = Not Compliant
Green = Compliant
Yellow = Pending Review

10. PRINT HEALTH PASSPORT Log into your account, and click on the “Report” tab on the left side of your profile. Keep this behind your Linfield badge.
See your doctor to receive appropriate immunization updates and documentation for each category. Provide all supporting documentation to Complio. Documentation must include:

- Full legal name
- Date of birth
- Test name
- Test results
- Test date
- Test facility
- Provider signature/initials/stamp

Lab reports, clinical records, employee records, school records, state alert system reports, immunization cards or provider letters are examples of acceptable documentation.

### ITEM GUIDE

<table>
<thead>
<tr>
<th>Category 1: MMR (Measles, Mumps, and Rubella)</th>
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<tbody>
<tr>
<td>Submit proof of A or B:</td>
</tr>
<tr>
<td>a) (2) Doses of the MMR vaccine</td>
</tr>
<tr>
<td>b) Positive Titers for Measles, Mumps, and Rubella</td>
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**NOTE:** If you submit a non-immune titer for Measles, Mumps, or Rubella, you must also submit:

- c) Post-Titer MMR Boosters dated AFTER non-immune titer

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<tr>
<th>Category 2: VARICELLA (Chickenpox)</th>
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<tbody>
<tr>
<td>Submit proof of A or B:</td>
</tr>
<tr>
<td>a) (2) Doses of the Varicella vaccine</td>
</tr>
<tr>
<td>b) Positive Titers for Varicella</td>
</tr>
</tbody>
</table>

**NOTE:** If you submit a non-immune Varicella titer, you must also submit:

- c) (2) Doses of the Varicella vaccine dated from anytime
### Category 3: HEPATITIS B (HbsAB)

Submit proof of **A or B (one or the other):**

- a) Proof of your initial Hepatitis B doses  
  OR
- b) Positive Hepatitis B (HbsAB) Titer

**NOTE:** If you submit a non-immune or "negative" HbsAB titer result, you must request and receive a series of post-titer Hepatitis B booster shots AND repeat a Hepatitis B Titer to prove immunity. Please follow your physician's recommendations on how many booster doses you will need.

- **All boosters must be dated after your initial non-immune titer.**

Your repeat titer must be dated **at least 30 days after** your final booster shot dosage.

In the case that you will not be considered by compliant your deadline, you will be granted temporary compliance as you complete your necessary Hepatitis B requirements. Compliance extension windows noted below:

- Hepatitis B Dose 1 or Booster 1 = 45 days
- Hepatitis B Dose 2 or Booster 2 = 6 months
- Hepatitis B Dose 3 or Booster 3 = 2 months

### Category 4: TUBERCULOSIS

Submit proof of **A or B:**

- a) Negative 2-Step PPD; PPD 2 must have Implant Date within 7-21 days of the PPD 1's Implant Date *(Results must be less than 1 year old.)*  
  OR
- b) Negative Initial QuantiFERON TB Test / T-Spot *(Must be less than 1 year old.)*

**NOTE:** If you test positive for Tuberculin exposure, you must submit:

- a) Negative Chest X-Ray, which expires every 5 years.
  AND
- b) **TB Screening Review**, due annually.
<table>
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<tr>
<th>Category 5: <strong>TETANUS, DIPHTHERIA, PERTUSSIS (TDAP)</strong></th>
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<tr>
<td>Submit a TDaP dated on or after your 11th birthday.</td>
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<tr>
<td>After 10 years, you must submit a TD Booster, which will expire after 10 years.</td>
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<tr>
<th>Category 6: <strong>INFLUENZA</strong></th>
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<tr>
<td>Submit proof of <strong>A</strong> or <strong>B</strong>, no earlier than August 1st to apply to the upcoming Flu season:</td>
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<tr>
<td>a) Flu Vaccination</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>b) Flu Declination Form (must be accompanied by a provider's signature)</td>
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**NOTE:** This requirement will not impact your compliance status from 4/1 to 10/31 when this requirement is optional.

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<tr>
<th>Category 7: <strong>BLS CERTIFICATION</strong></th>
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<tr>
<td>Submit American Heart Association (AHA) Basic Life Support Certification.</td>
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<tr>
<th>Category 8: <strong>HEALTH ASSESSMENT FORM</strong></th>
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<tr>
<td>Submit the <a href="#">Health Assessment Form</a>.</td>
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<tr>
<th>Category 9: <strong>ESSENTIAL FUNCTIONS FORM</strong></th>
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<tr>
<td>Electronically sign &amp; submit the Essential Functions Form directly in Complio.</td>
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<tr>
<th>Category 10: <strong>HEALTH INSURANCE</strong></th>
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<tr>
<td>Submit proof of your Health Insurance coverage.</td>
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<tr>
<th>Category 11: <strong>COVID-19</strong></th>
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<tr>
<td>Submit proof of <strong>A, B, or C:</strong></td>
</tr>
<tr>
<td>a) (1) Bivalent Dose of the Pfizer or Moderna Vaccine</td>
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<tr>
<td>b) (2) Monovalent Doses of the Pfizer or Moderna vaccine OR</td>
</tr>
<tr>
<td>c) (1) Monovalent Dose of the Johnson &amp; Johnson vaccine</td>
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<tr>
<th>INITIAL TDAP</th>
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<tr>
<td>TB BOOSTER Required after 10 years.</td>
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<tr>
<th>FLU VACCINATION</th>
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<tbody>
<tr>
<td>FLU DECLINATION</td>
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| Medical exemptions only; must be accompanied by a provider's signature |

**INITIAL TDAP**  
**TB BOOSTER**  
Required after 10 years.
### Category 12: **CONFIDENTIALITY AND RELEASE FOR SIMULATION**

Electronically sign & submit the Confidentiality and Release for Simulation Form directly in Complio.

### Category 13: **BACKGROUND CHECK**

You must order a Background Check through American DataBank. A code will be provided to you (check your emails!). Once your background check has been completed, it will upload to your account automatically.

### Category 14: **DRUG SCREENING**

You must order a Drug Screening through the American DataBank. You will have 30 days to complete your drug screen from the time the order is placed. Results will be uploaded to your account 3-5 business days after you complete the collection.

**TIPS:** Avoid drinking excessive amounts of liquids (more than 12oz) 3-4 hours before specimen collection, as a "Negative Dilute" result is considered a flagged result. Make an appointment to avoid waiting lines.

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**NEED MORE HELP?**

Review this student guide and the [compliance webpage](#) thoroughly. If questions still arise, you may contact the following individuals:

**Complio Technical Support**
[complio@americandatabank.com](mailto:complio@americandatabank.com)  
or 800-200-0853

**School of Nursing**
[schoolofnursing@linfield.edu](mailto:schoolofnursing@linfield.edu)