

# 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. <u>Failure to be compliant by your assigned deadline may result in the forfeiture of your seat in the cohort.</u>

Refer to this guide when completing your compliance requirements. Please email <a href="mailto:schoolofnursing@linfield.edu">schoolofnursing@linfield.edu</a> if you have any additional questions.

#### WHY IS COMPLIANCE IMPORTANT?

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 <u>90 days prior</u> 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 <u>IIS Immunization Record</u>.

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!

# Complio by American DataBank

#### **Subscriptions:**

- Immunization Tracker (\$35)
- Background Check and Drug Screen (\$85)

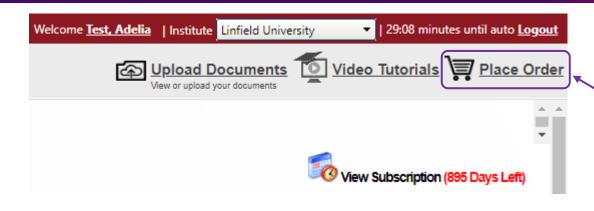
#### To create an account:

- Go to <u>linfield.complio.com</u>
- Click "Create an account"-

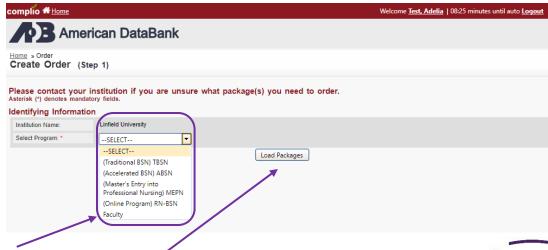




## **Create Your Order**



Once your account has been opened, click the "Place Order" cart icon in the top right-hand corner.

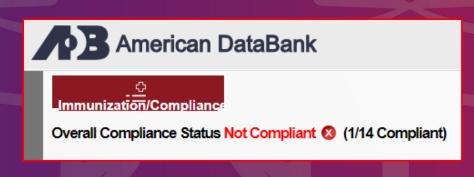


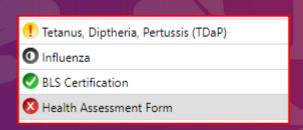
- Select your program.
- Click the "Load Packages" button.
- Select your User Group.

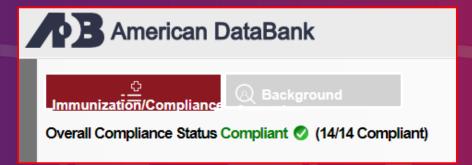


## **IMMUNIZATION REQUIREMENTS**

- Providing proof of immunization is required by all incoming students—NO EXCEPTIONS!!
- Clinical sites <u>reserve the right</u> 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 appointment times or training courses.



# **CATEGORY BREAKDOWN**

#### **MMR**

(Measles, Mumps, & Rubella)

- Submit proof of A <u>or</u> B:
  - A) TWO (2) doses of the MMR vaccine

    OR
  - B) Positive result titers\*\* for Measles, Mumps, and Rubella
  - \*\*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.
  - NOTE: If any titer returns a negative result, submit proof of ONE (1) post-titer MMR Booster dated after the nonimmune titer.

#### **VARICELLA**

(Chickenpox)

- Submit proof of A or B:
  - A) TWO (2) doses of the Varicella vaccine

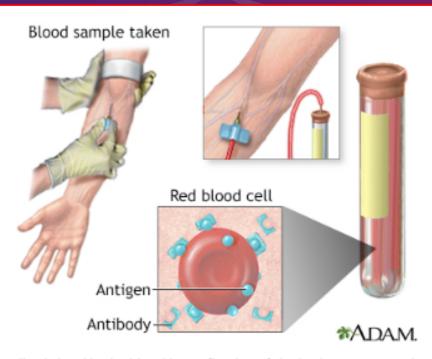
    OR
  - B) Positive result titer for Varicella

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



## WHAT IS A TITER?

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



The antibody level in the blood is a reflection of the body's past experience or exposure to an antigen, or something that the body does not recognize as self. Every living cell has different protein markers on its surface called antigens, and the body's immune system identifies those cells that are not part of its structure by those surface proteins.

Positive Titer Result = Immune Negative Titer Result = Not immune

## **HEPATITIS B**

- Submit proof of A <u>or</u> 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 *HbsAB* or *anti-HBs* titer

If you know that you received childhood doses of this vaccine but cannot find your documentation, you <u>MUST</u> submit proof of a positive *HbsAB* or *anti-HBs* titer. In the case that your titer returns a "negative" result, you <u>MUST</u> complete the full dosage of a booster series.

If you never received childhood doses of this vaccine, you <u>MUST</u> request and receive a *full adult Hepatitis B booster series of shots*.

You have the options of a 2-dose Hepislav or a 3-dose Hepatitis B booster series. You <u>MUST</u> 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:

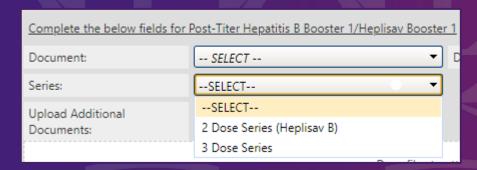
- Hepatitis B Dose 1 / Booster 1 / Heplisav Booster 1 = 45 days of temporary compliance
- Hepatitis B Dose 2 / Booster 2 = 6 months of temporary compliance \*\*

<sup>\*\*</sup>If you are submitting to a 3-dose booster series. However, upon approval of a Hepislav Booster #2, you will be considered fully compliant.





#### **UPLOADING BOOSTERS**

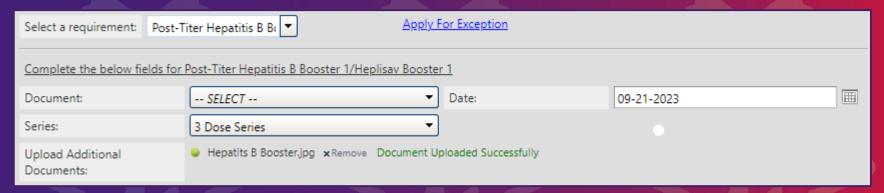


Please be mindful when uploading proof of your boosters to Complio.

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** 

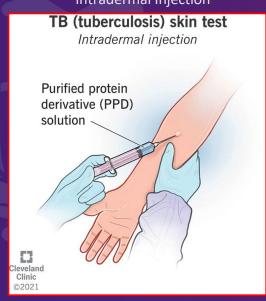
B) Submit the TB Screening Form, verified and signed by your physician.



#### **DIFFERENCE BETWEEN TB SKIN TEST AND T-SPOT**

#### TB SKIN TEST (PPD)

Intradermal Injection



2 appointments required

- Can be done at your physician's office
- May be covered by insurance.

#### **QuantiFERON GOLD**

**Blood Collection** 



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

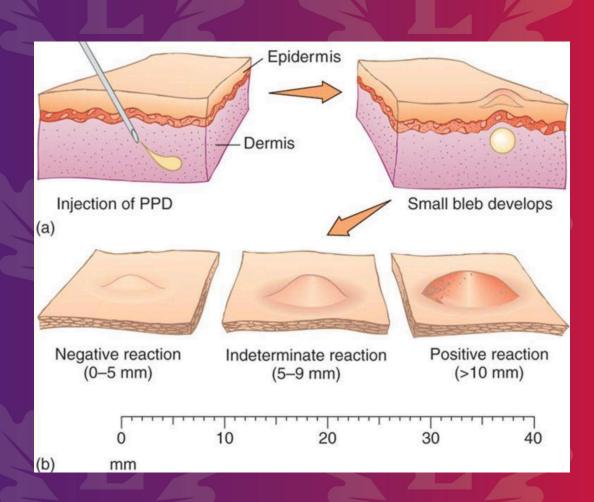
## 2-STEP PPD TESTING

#### **Purified Protein Derivative**

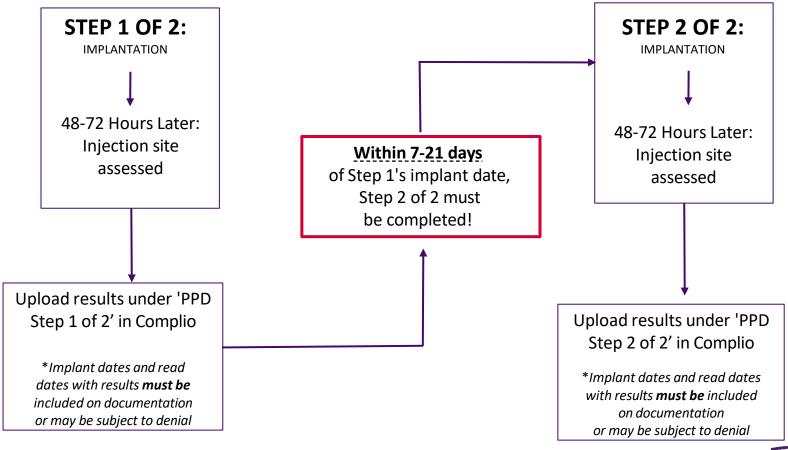
aka

#### **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 <u>TB Screening Form</u>.



#### 2-STEP PPD PROCESS – 2 NEGATIVE PPD RESULTS





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 11<sup>th</sup> birthday to Complio. If the childhood dose you received is dated before your 11<sup>th</sup> 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.

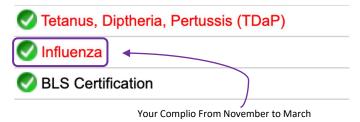
If your initial childhood dose that you received after your 11<sup>th</sup> birthday is 10 years old or older, please receive a booster shot.
 Upload this proof of documentation as your "TD Booster" entry.



#### **INFLUENZA**

- This category <u>does not</u> require proof of documentation between April 1st to October 31<sup>st</sup>. 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 <u>or</u> 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 <u>MUST</u> 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.



## **BLS TRAINING CENTERS**

Your Basic Life Support (BLS) training <u>MUST</u> 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.

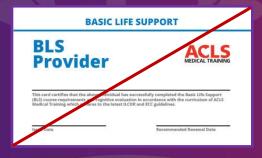
**NO EXCEPTIONS!** 

# 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:









#### **HEALTH ASSESSMENT FORM**

- Download the <u>Health Assessment Form</u>. 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.





# VERIFY THIS FORM IS COMPLETELY FILLED OUT BEFORE LEAVING YOUR APPOINTMENT!



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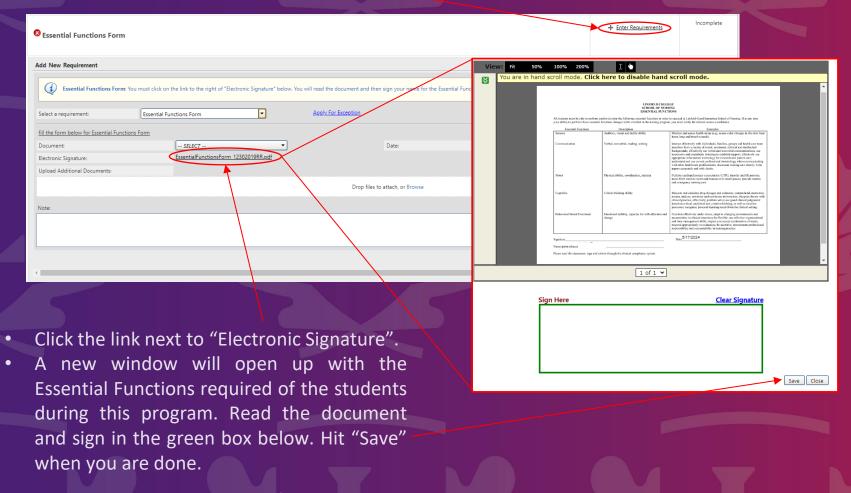


This is the ONLY acceptable document for this category; **NO EXCEPTIONS!** 



## **ESSENTIAL FUNCTIONS FORM**

• Click the "+ Enter Requirements" option in your Complio account, under Essential Functions Form.





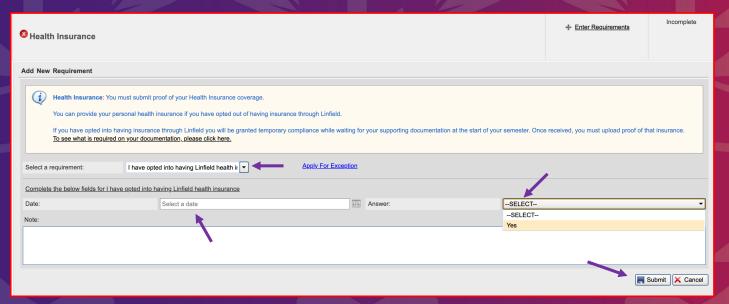
It is **your** responsibility to inform your Integrated Experiential Learning (IEL) Coordinator of any essential functions that may be impacted as you progress through the semester.

## **HEALTH INSURANCE**

- Submit proof of A <u>or</u> 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.

## STUDENT HEALTH INSURANCE

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 <u>Undergrad Student Health</u> <u>Insurance page</u>.



**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.

#### COVID-19

- 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.

	ty Information		
First Name	Last Name	Student ID #	Date of Birth
Student Attestat	on/Assumptions of Risk		
result in serious i	nation is one of the best ways to pro lness, disability, or death. review the following:		
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spread COVID-1 understand that transmission to	t due to my occupational exposure o to my patients, other healthcare v by declining this vaccine, I continu- my patients. If I decide to be vaccin Il of Nursing through Complio/Ame	vorkers, and my family, even i e to be at risk of acquiring COV ated, I agree to supply that do	f I have no symptoms. I /ID-19, potentially resulting in
requirements ar requirements. I course requirem	t a hospital, clinic or similar medica d exclude me from clinical placeme further understand that if I am excl ents and/or the requirements for g or a patient as required by the facili	ent if I decline to meet their up uded from clinical placement, raduation. I attest that I will w	odated vaccination I may not be able to meet vear a mask anytime I am

COVID-19 vaccinations are required for nursing students for their safety and the safety of their patients. Students who choose to decline COVID-19 vaccinations will need to schedule an appointment with an Associate Dean prior to the beginning of their program. During this meeting, the student and Associate Dean will discuss COVID-19 declination ramifications. This includes health and safety risks as well as potential rejection from a clinical rotation.

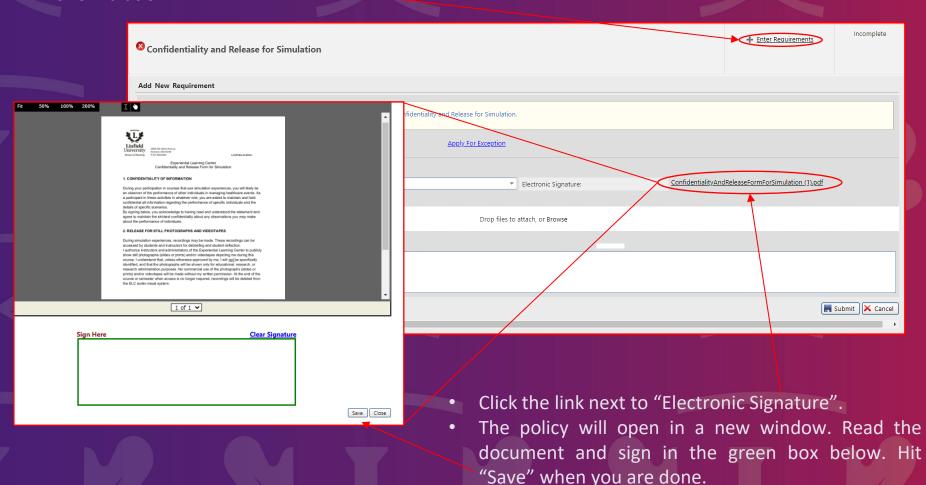
Once the meeting with an Associate Dean has been conducted, the student may submit their exemption request for the COVID-19 category in Complio. This exemption request must include the attachment of a signed COVID-19 Declination Form. The form will be provided and discussed during the student's meeting with an Associate Dean.

Missing scheduled clinical experiences in a course for any reason, including illness or isolation from exposure to COVID-19 or clinical site policy changes concerning COVID-19 vaccination, may lead to progression issues, or necessitate a leave of absence. The School of Nursing is under no obligation to change assigned clinical placements based on a clinical site's COVID-19 vaccination requirements. Students should refer to their student manuals for progression and clinical absence policies.

To schedule an appointment with an Associate Dean, email schoolofnursing@linfield.edu.

#### CONFIDENTIALITY AND RELEASE FORM FOR SIMULATION

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



#### **BACKGROUND CHECK & DRUG SCREENING ORDER**

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. <u>NO EXCEPTIONS</u>
- 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.





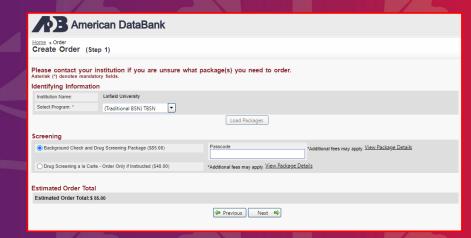
## **BACKGROUND CHECK & DRUG SCREENING**

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.

Electronic Drug Screening Registration - Select a Drug Screening Location

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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

#### DRUG SCREENING SAMPLE COLLECTION IS DONE BY APPOINTMENT ONLY!

- Selecting your pre-authorized collection location at the time of purchase <u>does not</u> 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 <a href="mailto:ds@americandatabank.com">ds@americandatabank.com</a> to inform them of your location change. Please keep in mind that you may be subject to additional fees when transferring locations.

<u>Flagged Result Drug Screens</u>: 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.



## DRUG SCREEN—FLAGGED RESULTS

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

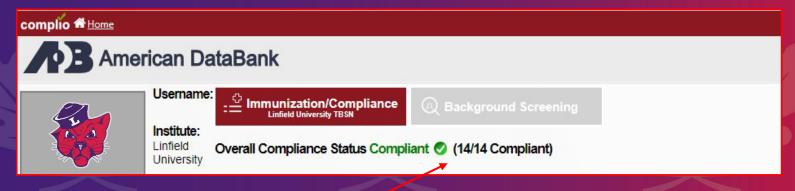
**MARIJUANA USAGE**: While Oregon and other neighboring states have legalized the recreational usage of this drug, Linfield University follows the guidelines of the Oregon Health Authority (OHA). Additionally, many of our clinical partners receive federal funding. Students joining a Linfield Nursing program MUST return a *negative* result for Marijuana.

- A "Positive" flagged drug screening result showing up for Marijuana <u>will</u> 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 <a href="mailto:schoolofnursing@linfield.edu">schoolofnursing@linfield.edu</a> with proof of your prescription drugs.

#### REACH COMPLIANCE BY YOUR GIVEN ADMISSIONS DEADLINE!

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.



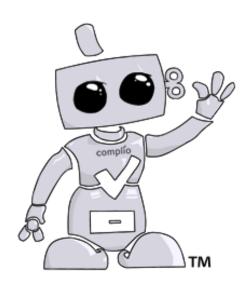


If your Complio account looks like this by your given deadline, you are ready to attend Orientation Day!

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**



# **Complio Tips**

#### **KEY:**



**Compliant** 



**Pending Review** 



**Incomplete** 



- Watch for emails from <u>non-reply@americandatabank.com</u>
- Give Complio 3-5 business days to review submitted items
- Plan ahead to make sure you will meet all requirements by your deadline



## UPLOADING DOCUMENTS TO COMPLIO

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 <u>this</u> <u>video</u> 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!

File Name	File Type	Size (KB)	Description
	10 (10 (10 (10 (10 (10 (10 (10 (10 (10 (	40.00	Description
Linfield 20190308 EssentialFunctions_SignRR	pdf File	112121	
HealthAssessmentForm Linfield college 2	pdf File	215.00	Health Assessment Form 2
HealthAssessmentForm Linfield college 3	pdf File	253.00	Health Assesment Form3
HealthAssessmentForm Linfield college 1	pdf File	325.00	Health Assesment Form1
Essential-Functions-Form Linfield college	pdf File	471.00	Essesntial - Functions Form
Insurance card	pdf File	155.00	INSURANCE CARD
drug test result	pdf File	344.00	DRUG TEST RESULT
backrgroun check	pdf File	433.00	backgroun check
CPRcard	pdf File	89.00	CPR CARD 2019
Results_9017111315222200 (8)	pdf File	47.00	RESULTS HEALTH
Hepatitis B result1	pdf File	120.00	HEPATITIS B RESULT1
hepatitis B result2	pdf File	173.00	HEPATITIS B RESULT2
Immunizations 06	pdf File	194.00	IMUNIZATIONS 2018
Influenza and imminizations	pdf File	150.00	IMUNIZATIONS AND INFLUENZA
Urine drug check	pdf File	284.00	URIN DRUG CHECK
Varicella- zoster1	pdf File	511.00	VARICELLA ZOSTER 1



Unorganized Example

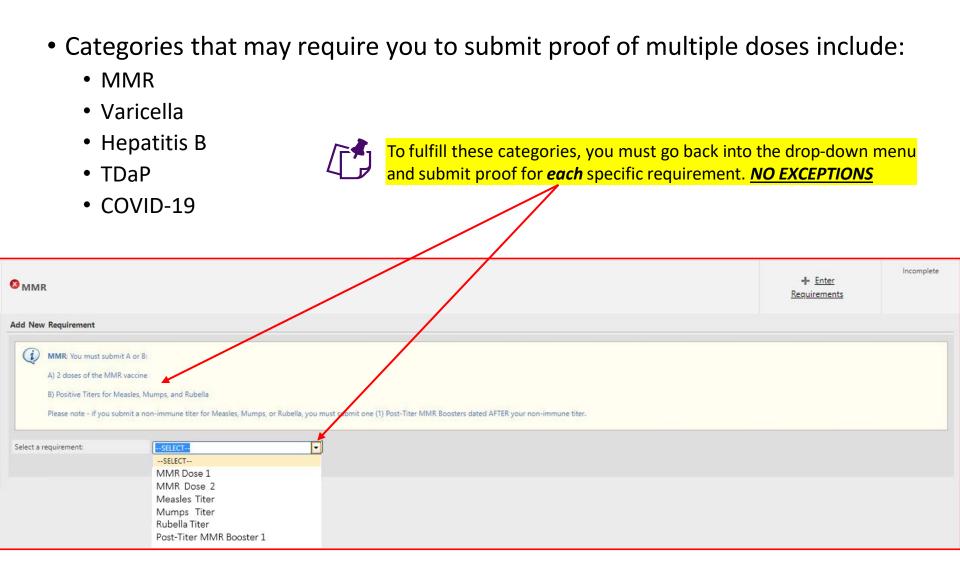


File Name	File Type	Size (KB)	Description
F405F825-4642-4198-AAAD-84F5C1C4B95D	pdf File	194.00	
IMG_8296	pdf File	92.00	
IMG_8295	pdf File	112.00	
IMG_8294	pdf File	89.00	
CD2F6910-025D-4718-9E12-DCA82BA8B118	pdf File	122.00	
0440C8E4-2442-4834-9921-1DF514C418CF	pdf File	126.00	
8C543EDB-7C25-41E1-BA65-DD8A14FB0E8B	pdf File	141.00	
F354FB04-888C-4A7C-80FE-6C32B1974B64	pdf File	109.00	
56010A7B-CA57-4192-A005-AA92F4E3F82C	pdf File	110.00	
430A7C87-68EC-4368-A771-905933AB7126	pdf File	76.00	Нер В



## **ENTER EACH DOSE DATE FOR MULTI-DOSE CATEGORIES!**







# **ENTER IN THE CORRECT DATE!**



<b>⊗</b> MMR					+ Enter Requirements	Incomplete
Add New Requirement						
	R vaccine Measles, Mumps, and Rubella	mps, or Rubella, you must submit one (1)	Post-Titer MMR Boosters dated AFTER your non-immune titer.			
Select a requirement:	MMR Dose 1	•				
Document:	SELECT		▼ Date:	Select a date		
Expiration Date:				A		
Upload Additional Documents:			Drop files to attach, or Browse			
Note:						
4						Submit X Cancel



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

# SCHEDULE YOUR DOCTOR'S APPOINTMENTS ASAP!

## **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 <u>State IIS site</u>.
- □ 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, including cancellation of your admission, please email Beth Woodward at <u>bwoodwar@linfield.edu</u>.
- 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

### BASIC LIFE SUPPORT

## BLS Provider



### Jennifer Lawrence

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

**Issue Date** 

11/10/2018

Training Center Name

Inland Northwest Health Services

**Training Center ID** 

WA04012

**Training Center Address** 

601 W 1st Ave

Spokane WA 99201-3825 USA

Training Center Phone Number

(509) 242-4264

**Recommended Renewal Date** 

11/2020

Instructor Name

Michael Brynjestad

Instructor ID

11110059908

eCard Code

185508110755

**QR** Code



To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.

© 2016 American Heart Association. All rights reserved. 15-3001 3/16



- Full image of document
- Patient name and DOB are legible
- Test Name and Results are clear
- Clinic Name and Information provided with dates of sample collection and results read

7/3/2020 MyChart - Test Details

Knowles, Beyonce | 09/04/1981 MRN: 123456 | PCP: Suzanne L. Migchelbrink, MD

## QUANTIFERON - TB - Details

#### **Component Results**

Component

QUANTIFERON

Your Value

Standard Range

Your Value Negative Standard Range Negative

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).

OFT G INTERPRETATION

Your Value See Comment

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.

TB 1 Antigen Minus NIL

Your Value <0.13 IU/mL Standard Range 0.00 - 0.34 IU/mL

TB 2 Antigen Minus NIL

Your Value <0.13 IU/mL

Standard Range 0.00 - 0.34 IU/mL

#### **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

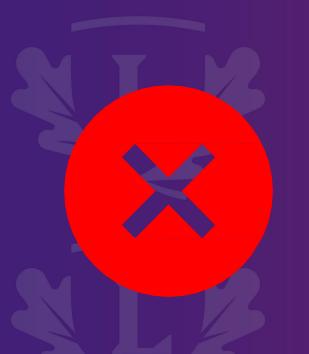
Result Status: Final result



There needs to be month and day dated for vaccination or inoculation. Only having the year recorded is insufficient.

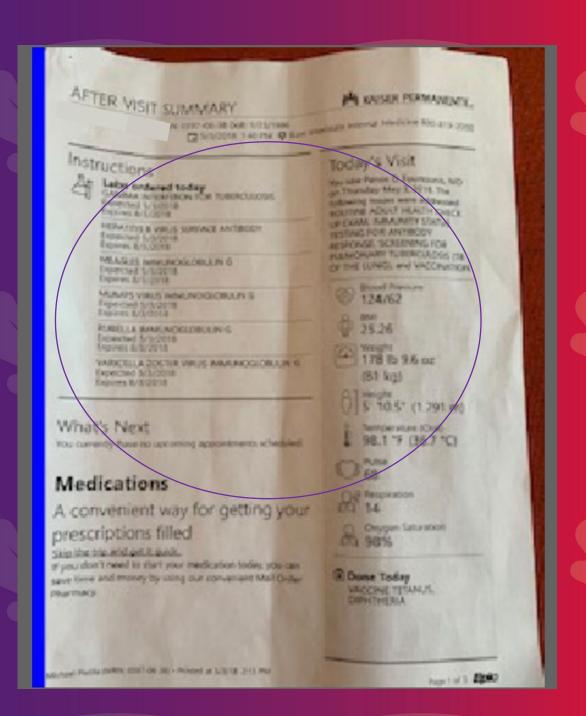
You will need to either contact your primary care physician for a new printout of your immunization records, or you may have to request a full IIS from your state.

	nmunization Record	DOB: 01/31/1981	\
N	ame: Timberlake, Justin, Randall	DOB: 01/31/1981	<u>ノ</u>
Α.	MMR #1 after first birthday MMR #2 after 1988	Due: 7 / 13/ 88	
OR	MEASLES (Rubeoia) - NOTE: TWO DOSES OF MEASLES VACCINE ARE E	(EQUIRED, (If born before 1957, considered immune)	
	Dose 1 - Immunized with live measles vaccine after 1" Birthday     Dose 2 - Immunized after 1980     OR	Date 7 /3 /88	
	3. Antibody titer proving immunity. PROVIDE COPY OF REPORT		
B.	MUMPS - REQUIRED (If born before 1957, considered immune) 1. Immunized with vaccine after 1" birthday OR 2. Had disease; confirmed by office record OR 3. Antibody titer proving immunity. PROVIDE COPY OF REPORT	Date:	
C.	RUBELLA L. Immunized with vaccine after 1st birthday OR 2. Antibody titer proving increasing. PROVIDE COPY OF REPORT	Date: 7, 13,88	
D.	TETANUS-DIPHTHERIA  I. Tetanus-diphtheria booster WITHIN THE LAST 16 YEARS - REQUIRED	Date 3 /0 /05	
E.	POLIO -MINIMUM OF 3 DOSES IN ANY COMBINATION - REQUIRED  1. Dates of Primary Series 2. Date of last booster	5 17.97 7.37.97 70.8.87 Hall 88	-
F.	MENINGOCOCCAL VACCINE - REQUIRED - for all incoming students Review the enclosed information about risks and effectiveness (L.) Immunized with vaccine.  OR	Date: 08 /03/ 05	
	2. Waiver form signed AND attached.	many Williams LAD luk	rops
G,	HEPATITIS B - REQUIRED - for all incoming students Review the enclosed information about risks and effectiveness	00	487
	1. Dose   2. Dose 2	Date 1 27 99 Date 3 3 99 Date 5 24 99	
	3. Dese 3	Date 5 26 49	
	OR 4. Waiver form signed AND attached		
	OR  5. Antibody tier proving immunity. PROVIDE COPY OF REPORT		
H.	VARICELLA VACCINE (Recommended if no history of disease)		
***	4. Has had discuse OIE	Date 1992	)
	2. Dates of vaccine	Date Date	
imm imm	capse. Presed-year for taking time to aniset us with this important task. We know that vaccine named or inadequately intermeesed. You help in to posted all sudents and their contacts BY NO animalism data from your office records or from records presented for your review which include any or records presented for your review which include any or records presented for your review which include any or records presented for your review which include any or records presented for your review which include any or records presented for your review which include any or records the student is protected, and enables not seen to be a seen or the student is protected, and enables to review that the student is protected, and enables to review that the student is protected, and enables to review that the student is protected, and enables to review that the student is protected, and enables to record the student is protected.	or Pediatric & Adolescent Medicine 1 1 D. 6 (80)	mitting
DAT	E THIS FORM WAS COMPLETED AN	NOFFICE STAMP MUST AT USED TO VALIDATE THIS FORM	*
-	without Saffrys Harzel MD	JAS PM	
740	Student Health Center	4)	
Col	llege of William and Mary P.O. Box 8795 Williamsburg, VA 23187-879		



This image is not legible.

You will need to retake and reupload a picture of the same documentation and reassign it to the necessary category.



### Immunization Record Kaiser Permanente

500 NE Multnomah Suite 100 Portland, OR 97232

Address:

Joe Jonas 1234 Hollywood RD Portland, OR 97210

23909182 DOB: 08/15/1989 Phone: 555-555-5555

SEX Male

Immunization History

#### DPT, DTaP, DT, Td

- 1. 7/16/1992 DTP vaccine
- 2. 10/15/1992 DTP vaccine 3. 12/10/1992 DTP vaccine
- 4. 8/9/1994 DTP vaccine
- 5. 7/24/1997 DTAP
- 2/19/09 TDAP (ADAC

- 1. 7/16/1992 OPV VACCINE
- 2. 10/15/1992 OPV VACCINE
- 3. 8/9/1994 OPV VACCINE
- 4. 7/24/1997 OPV VACCINE

- 1. 7/16/1992 HIB
- 2. 10/15/1992 HIB
- 3. 12/10/1992 HIB

#### Pneumococcal

1. 8/9/1994 MMR 2 8/2/04 MMR

### Varicella/Zoster

1. 8/2/04 VAR

#### Hepatitis A

- 1. 5/4/04 HAV
- 2. 2/19/09 HAV

#### Hepatitis B

- 1. 10/15/1992 HBV 2. 12/10/1992 HBV
- 3. 7/24/1997 HBV
- 4. 11/30/17 HBV (ADULT)
- 5. 1/8/18 HBV (ADULT)

- HPV 1. 8/2/17 HPV9
- 2. 10/3/17 HPV9

#### Meningococcal

1. 7/17/15 MEN CONJ

1. 11/28/16 INFS PF 4YRS+ (F 2 10/3/17 INFS PF 4YRS+ (FL

#### Other

#### PPD Skin

- 1. 10/20/08 TB-PPD
- 2 10/27/08 TB-PPD
- 3. 4/17/12 TB-PPD
- 4. 6/7/13 TB-PPD 5. 7/13/15 TB-PPD
- 6 9/29/15 TB-PPD
- 7. 10/3/17 TB-PPD
- 8. 10/18/17 TB-PPD

#### Rotavirus

MT. SCOTT MEDICAL OFFICE 9800 S.E. Sunnyside Rd. Clackumas, Oregon 97015 INJECTION ROOM

JAN 0 8 2018



- Full image of document
- Patient name and DOB are legible
- History of vaccination clear and legible
- Clinic Name and Information stamp shows where student received shots

Medical History that affects immunity

VAR (Varicella, chickenpox)

HX OF VARICELLA [Z86.19]

10/20/2008 pt rots hx of immunizations - no

### Test Results

Test: Varicella-Zoster V Ab, IgG Ordered By: Wajma Niazi, PA-C

Ordered: 07/27/2019 Reported: 07/28/2019

Patient: Drew Berrymore Record ID: IF983763 QOB: 08/21/1983

### **ZOOM**care

#### Contact us:

tel: 1-844 ZOOM-777 fax: 1-866 859-8195 www.zoomcare.com health@zoomcare.com

### Your Results

Test	Flag	Result	Reference Range	Units	
Varicella Zoster IgG		2071	Immune >165	index	$\overline{}$

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

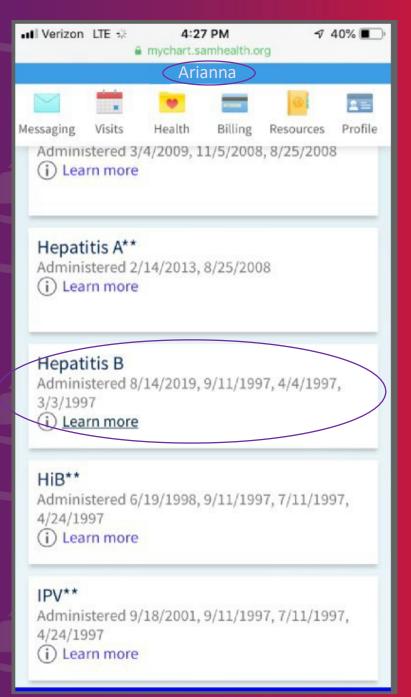
Labcorp Accession #: 20812911250 Testing performed at: [SE] LabCorp Seattle, 550 17th Avenue Ste 300, Seattle, WA, 98122-5789, Phone: 206-861-7000, Laboratory Director: Daniel L. Toweill, MD

- Patient name and DOB are legible
- Test Name and Results are clear
- Clinic Name and Information provided with dates of sample collection and results read

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.



Print this page | Close this window

Name: Pedro Pascal | DOB: 8/23/1978 | MRN: 123456 | PCP: Theodor Seuss Geisel, MD

### TB TEST, CELL IMMUN MEASURE - Details

#### Comments from the Doctor's Office

Quantiferon gold done and is negative for TB

#### Component Results

Component	Your Value	Standard Range	Flag		
Reference Lab Component	See Reference Lab Report				
QuantiFERON Incubation	Incubation performed.				
QuantiFERON Criteria	Comment				
QuantiFERON-TB Gold Plus is a qualitat	ive indirect test for				
M tuberculosis infection (including dise	ase) and is				
intended for use in conjunction with ris	k assessment,				
radiography, and other medical and dia	agnostic evaluations.				
The QuantiFERON-TB Gold Plus result i	s determined by				
subtracting the Nil value from either TE	antigen (Ag)				
value. The Mitogen tube serves as a cor	ntrol for the test.				
QuantiFERON TB Ag Value	<b>0.00</b> IU/mL	IU/mL			
QuantiFERON TB2 Ag Value	0.00 IU/mL	IU/mL			
QuantiFERON Nil Value	0.00 IU/mL	IU/mL			
QuantiFERON Mitogen Value	>10.00 IU/mL	IU/mL			
QFTBGP	Negative	Negative			
No response to M tuberculosis antigens	detected.				
Infection with M tuberculosis is unlikely	, but high risk				
individuals should be considered for additional testing					
(ATS/IDSA/CDC Clinical Practice Guidelines, 2017). The					
reference range is an Antigen minus Nil result of <0.35					
IU/mL.					
Chemiluminescence immunoassay methodology					



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.

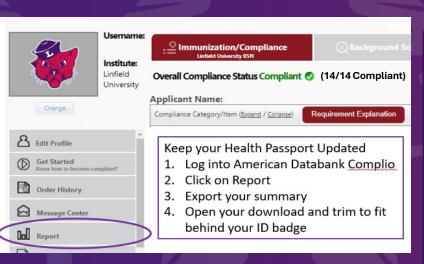


Cropped documents do not include the full upload requirements. This document is missing the student's full patient name and DOB. It is also missing the information of the clinic that administered these vaccinations.

You will need to retake a picture of the document and refrain from cropping the image upon upload. Complio 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**

# **HEALTH PASSPORT**



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.

Category	Category Status	Non- Compliance Date	Requirement	Date	Results	Expiration Date	Compliance Status
MMR	Approved	✓	MMR Dose 1	08/13/2001			Meets
			MMR Dose 2	08/12/2004			Meets
			Measles Titer				Incomplete
			Mumps Titer				Incomplete
			Rubella Titer				Incomplete
			Post-Titer MMR Booster 1				Incomplete
Varicella	Approved	<b>Ø</b>	Varicella Dose 1	08/13/2001			Meets
			Varicella Dose 2	07/21/2008			Meets
			Varicella Titer				Incomplete
			Varicella Disease Date				Incomplete
Hepatitis B	Approved	02/14/2021	Hepatitis B Dose 1	02/13/2001			Meets
			Hepatitis B Dose 2	08/13/2001			Meets
			Hepatitis B Dose 3	02/11/2002			Meets
			Hepatitis B (HbsAB) Titer	06/16/2020	Negative		Meets
			Post-Titer Hepatitis B Booster	06/24/2020			Meets
			Post-Titer Hepatitis B Booster	08/13/2020			Meets
			Post-Titer Hepatitis B Booster				Incomplete
			Hepatitis B (HbsAB) Repeat				Incomplete
Tuberculosis	Approved	o6/30/2021	PPD Step 1 of 2	06/16/2020	Negative		Meets
			PPD Step 2 of 2				Incomplete
			Initial QuantiFERON TB Test / T-	06/29/2020	Negative		Meets
			Annual PPD				Incomplete
			Annual QuantiFERON TB Test /				Incomplete
			Chest X-Ray				Incomplete
			TB Screening Review				Incomplete
Tetanus, Diptheria,	Approved	Ø 06/16/2030	Initial Tdap	11/21/2011			Meets
Pertussis (TDaP)			TD Booster			06/16/2030	Meets
Influenza	Approved	V 11/01/2021	Flu Vaccine	10/05/2020		11/01/2021	Meets
			Flu Declination				Incomplete
BLS Certification	Approved	S 05/31/2022	AHA BLS Healthcare	05/21/2020		05/31/2022	Meets
Health Assessment	Approved	⊘	Health Assessment Form				Meets
Essential Functions	Approved	✓	Essential Functions Form				Meets
Health Insurance	Approved	✓	Health Insurance	06/10/2020			Meets
COVID-19	Approved	0	Swab Test				Incomplete
			Antibody Test				Incomplete
			COVID-19 Dose 1				Meets
			COVID-19 Dose 2				Meets
Background Check	Approved	<b>⊘</b>	Background Check	06/11/2020	Clear		Meets
Drug Screening	Approved	✓	Drug Screening	07/01/2020	Clear		Meets
		American DataBa	nk Group Copyright ©2021. A	All Rights Re	served.		