

COMPLIANCE!

Student Guide

LINFIELD UNIVERSITY

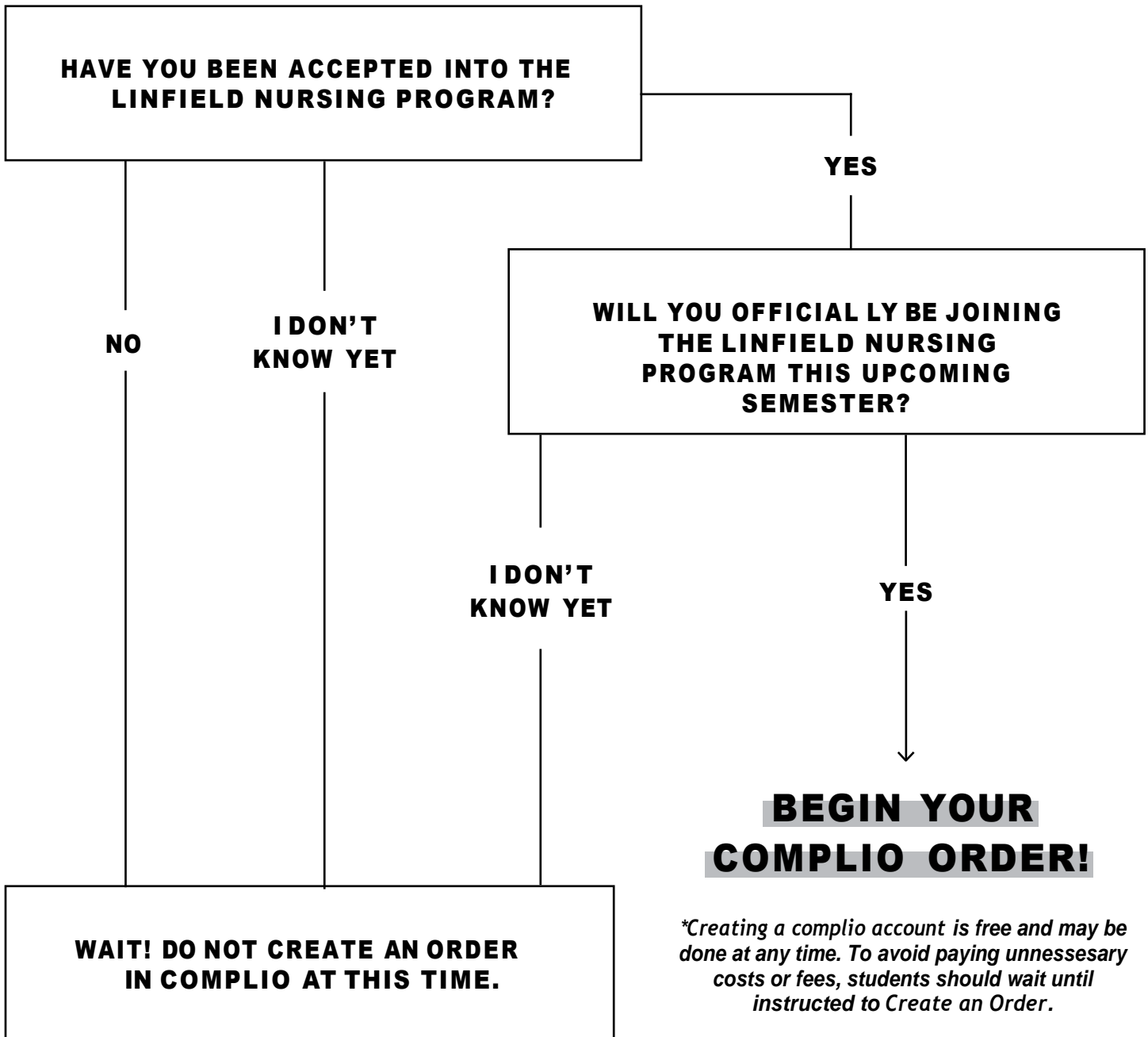
School of Nursing



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?



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

COMPLIANCE

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 linfieldcompliance.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.

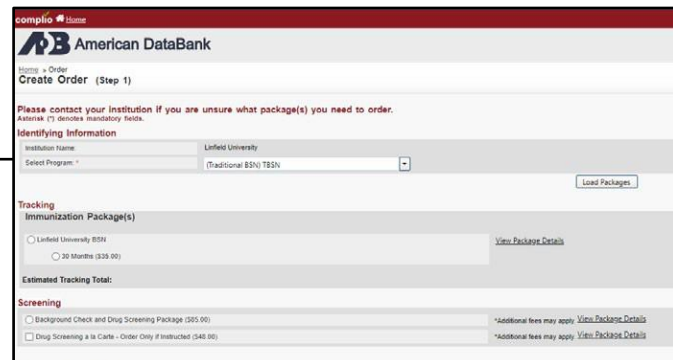
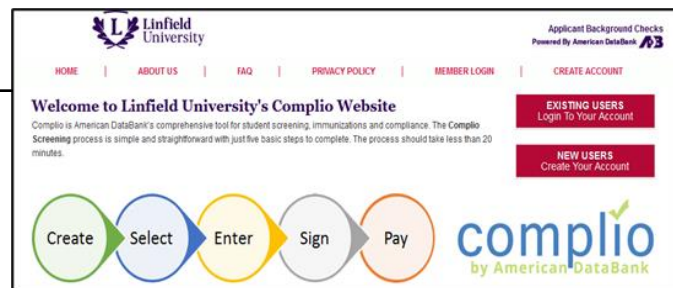
You will not be able to purchase the Background Check and Drug Screening Package (\$85) until you're within 3 months of your program start date. See Step 8 for more information.

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."



File Name	File Type	Size
Linfield 20190308 EssentialFunctions_SignRR	pdf File	47
HealthAssessmentForm Linfield college 2	pdf File	215
HealthAssessmentForm Linfield college 3	pdf File	253
HealthAssessmentForm Linfield college 1	pdf File	325
Essential-Functions-Form Linfield college	pdf File	471
Insurance card	pdf File	155
drug test result	pdf File	344
backgroun check	pdf File	433
CPRcard	pdf File	89
Results_9017111315222200 (8)	pdf File	47

File Type	Size (KB)	Description
pdf File	40.00	
pdf File	215.00	Health Assessment Form 2
pdf File	253.00	Health Assesment Form3
pdf File	325.00	Health Assesment Form1
pdf File	471.00	Essestial - Functions Form
pdf File	155.00	INSURANCE CARD
pdf File	344.00	DRUG TEST RESULT
pdf File	433.00	backgroun check
pdf File	89.00	CPR CARD 2019
pdf File	47.00	RESULTS HEALTH
pdf File	120.00	HEPATITIS B RESULT1

8. BACKGROUND CHECK & DRUG SCREENING ORDER

must be completed within 3 months of program, per OHA policy. Once you receive the appropriate password & instructions, you may begin your “Background Check & Drug Screening Bundle” order. Refer back to Steps 3 & 4.

DRUG SCREEN DETAILS. You will register for a drug screening to be completed at a pre-authorized collection site provided by Complio. You may select your preferred site at time of order, but you must call site(s) directly to schedule appointments. Walk-ins are accepted by most sites but may include a wait-time.

*Each drug screening location operates within a certain lab network (Quest or LapCorp). If you select a location but 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.*

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 admission deadline through graduation date. All categories will display a status. Beside each category, you need a green check.

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.

A screenshot showing two drug screening location options. The first option is a Quest lab located at 2351 NW Westover Rd Suite R250, Portland, OR 97210, which is 2.10 miles away. The second option is a LabCorp lab located at 9555 SW Barnes Rd Suite 220, Portland, OR 97225, which is 3.20 miles away.

A screenshot of the Immunization/Compliance dashboard for Linfield University BSN. The overall compliance status is "Compliant" with a green checkmark, indicating that 14 out of 14 categories are compliant. The dashboard includes a search bar for "Background Screening" and a table with columns for "Compliance Category/Item (Expand / Collapse)" and "Requirement Explanation".

A screenshot showing a list of compliance items. The first item is "Influenza" with a red 'X' icon. The second item is "CPR Certification" with a green checkmark icon. The third item is "Health Assessment Form" with a yellow warning icon.

IMMUNIZATION & CERTIFICATION REQS

Allow Complo 3-5 business days to review submitted items.

Plan accordingly to meet necessary deadlines.

See your doctor to receive appropriate immunization updates and documentation for each category. Provide all supporting documentation to Complo. 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

Category 1: MMR (Measles, Mumps, and Rubella)	
Submit proof of A or B: a) (2) Doses of the MMR vaccine b) Positive Titers for Measles, Mumps, and Rubella 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	MMR DOSE 1 MMR DOSE 2 MEASLES TITER MUMPS TITER RUBELLA TITER POST-TITER MMR BOOSTER
Category 2: VARICELLA (Chickenpox)	
Submit proof of A or B: a) (2) Doses of the Varicella vaccine b) Positive Titers for Varicella NOTE: If you submit a non-immune Varicella titer, you must also submit: c) (2) Doses of the Varicella vaccine dated from anytime	VARICELLA DOSE 1 VARICELLA DOSE 2 VARICELLA TITER

Category 3: **HEPATITIS B (HbsAB)**

<p>Submit proof of A and B (Must provide both!):</p> <p>a) Proof of your initial Hepatitis B doses b) Positive Hepatitis B (HbsAB) Titer</p> <p>NOTE: If you submit a non-immune titer, you must go through the following Post-Titer Hepatitis B Booster series + Repeat Hepatitis B Titer to prove immunity. You must receive at least (1) Post-Titer Hepatitis B Boosters but may do up to (3) as recommended by provider.</p> <p>All Boosters must be dated after your initial non-immune titer.</p> <p>c) Post-Titer Hepatitis B Booster 1 d) Post-Titer Hepatitis B Booster 2 e) Post-Titer Hepatitis B Booster 3 f) Repeat Titer - dated at least 30 days after Booster shot 1, 2, or 3</p> <p>You will be given temporary compliance as you go through the initial and booster series. Timeframe for temporary compliance noted here:</p> <p>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</p>	HEPATITIS B DOSE 1
	HEPATITIS B DOSE 2
	HEPATITIS B DOSE 3
	HEPATITIS B TITER
	POST-TITER HEP B BOOSTER 1
	POST-TITER HEP B BOOSTER 2
	POST-TITER HEP B BOOSTER 3
	REPEAT HEP B TITER

Category 4: **TUBERCULOSIS**

<p>Submit proof of A or B:</p> <p>a) Negative 2-Step PPD, where PPD Step 2's Implant Date is within 7- 21 days of PPD Step 1's Implant Date b) Negative Initial QuantiFERON TB Test / T-Spot</p> <p>Annually thereafter, you must submit either C or D:</p> <p>c) Negative 1-Step Annual PPD d) Negative Annual QuantiFERON TB Test / T-Spot</p> <p>NOTE: If you test positive for Tuberculin exposure, you must submit:</p> <p>e) Negative Chest X-Ray, which expires every 5 years f) TB Screening Review, due annually.</p>	PPD STEP 1 OF 2
	PPD STEP 2 OF 2
	INITIAL QUANTIFERON TB TEST/T-SPOT
	ANNUAL 1-STEP PPD
	ANNUAL QUANTIFERON TB TEST/T-SPOT
	CHEST X-RAY AND ANNUAL TB SCREENING REVIEW

Category 5: TETANUS, DIPHTHERIA, PERTUSSIS (TDAP)	
Submit a TDaP dated on or after your 11th birthday. After 10 years, you must submit a TD Booster, which will expire after 10 years.	INITIAL TDAP
	TB BOOSTER Required after 10 years.
Category 6: INFLUENZA	
Submit proof of A or B, no earlier than August 1st to apply to the upcoming Flu season: a) Flu Vaccination b) Flu Declination Form (must be accompanied by a provider's signature) NOTE: This requirement will not impact your compliance status from 4/1 to 10/31 when this requirement is optional.	FLU VACCINATION
	FLU DECLINATION Medical exemptions only; must be accompanied by a provider's signature
Category 7: BLS CERTIFICATION	
Submit American Heart Association (AHA) Basic Life Support Certification.	BLS CERTIFICATION
Category 8: HEALTH ASSESSMENT FORM	
Submit the Health Assessment Form .	HEALTH ASSESSMENT FORM
Category 9: ESSENTIAL FUNCTIONS FORM	
Electronically sign & submit the Essential Functions Form directly in Complio.	ESSENTIAL FUNCTIONS FORM
Category 10: HEALTH INSURANCE	
Submit proof of your Health Insurance coverage.	HEALTH INSURANCE
Category 11: COVID-19	
Submit proof of A,B or C: a) (1) Bivalent Dose of the Pfizer or Moderna Vaccine b) (2) Monovalent Doses of the Pfizer or Moderna vaccine c) (1) Monovalent Dose of the Johnson & Johnson vaccine	COVID VACCINATIONS

Category 12: CONFIDENTIALITY AND RELEASE FOR SIMULATION	
Electronically sign & submit the Confidentiality and Release for Simulation Form directly in Complio.	CONFIDENTIALITY & RELEASE FOR SIMULATION FORM
Category 13: BACKGROUND CHECK	
You must order a Background Check through the American DataBank, which is included in the BSN bundle. Once your background check has been completed, it will upload to your account automatically.	BACKGROUND CHECK
Category 14: DRUG SCREENING	
<p>You must order a Drug Screening through the American DataBank, which is included in the BSN bundle. You will have 30 business days to complete your drug screen from the time the order is placed. Results will be uploaded to your account 72 business hours after you complete the collection.</p> <p>TIPS: Avoid drinking excessive amounts of liquids (more than 12oz) 3-4 hours before specimen collection. Make an appointment to avoid waiting lines.</p>	DRUG SCREENING



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
 or 800-200-0853

School of Nursing
schoolofnursing@linfield.edu