



## Collin College Health Professions Clinical Checklist

### **Complio** (<http://collincompliance.com/index.html>)

Collin College Health Professions Vaccination Tracker and Background Check

- Click on “New Users” to create an account. You will be sent an email to verify and activate your account.
  - You will not have access to Complio until this step is complete.
- When creating your order, you will choose:
  - Concentration: Health Professions – Dual Credit
  - Program: Princeton ISD
- Load Packages: Please ensure that you select the immunization tracker.
  - Collin College Tracking Package- 12 Months (\$30.00)
  - ★ Student Background Check will be completed through Princeton ISD.

**Required Documents** Complio offers a video library that will show you how to upload your documents and become compliant.

- Measles, Mumps & Rubella (MMR) - Completed 2-dose series or a positive blood titer (Blood titer results must be quantitative with a reference range and must include Measles, Mumps and Rubella)
- Varicella (Chicken Pox) - Completed 2-dose series or a positive blood titer result; history of disease is unacceptable. (Blood titer result must be quantitative with a reference range)
- Hepatitis B - Completed 3-dose series or a positive blood titer. (Blood titer result must be quantitative with a reference range)
- Tuberculosis (TB) Screening Completed with annual update (Tuberculin PPD Skin Test or QuantiFERON Gold TB Test or Chest X-ray) Results are valid for 12 months. To prevent expiration during a spring clinical course, please complete after 5/31.
- Tetanus, Diphtheria, and Pertussis (Tdap) dated within ten years
- CPR Certification – Valid American Heart Association Basic Life Support (BLS) Provider CPR Certification Card.
  - ★ No other CPR certification will be accepted
- Influenza (Flu) Vaccine - Completed annually (Current Flu Season) or documentation from Medical Physician for exemption - **DUE October 1st in Complio.**
- Medical Insurance Coverage Verification Completed
  - Front and back of insurance card with student’s name present
  - If the student’s name is not present, a Letter of Coverage Verification must be provided from the insurance company
- COVID-19 Vaccination
  - If vaccinated, please upload documentation of vaccines
  - If you are not vaccinated and would prefer not to provide a reason, please complete the COVID-19 declination for this requirement.

PRINCETON ISD

- If you are not vaccinated due to an exemption, please complete the COVID-19 declination and upload your exemption document (a medical exemption from your physician or a valid religious exemption) to Complio in the documents section.
  
- Student documents: All clinical students must review and complete (initial and sign) six total documents in Complio. These are fillable PDFs:
  - Student Handbook Attestation
  - Health Professions Program Classroom Conduct Agreement
  - Health Professions Clinical Program Acknowledgements of Responsibility
  - Collin College Program Student Consent Form and Release *(If the student is under 18, Parent/Guardian must sign this form in Complio)*
  - Broadcast and Photo Release Form *(If the student is under 18, Parent/Guardian must sign this form in Complio)*
  - Vaccine Notice and Acknowledgement

★ **Urine Drug Screen Payment - This cost is paid for by your school.**

**Complio Tips:**

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**Red X:** not completed/not compliant/rejected/expired

**Yellow !:** Pending review

**Green ✓:** Compliant

Complio provides clear communication regarding compliance. Please review your email correspondences closely to ensure you have met all requirements.

For questions regarding your Complio Compliance, students may email [healthprofessions@collin.edu](mailto:healthprofessions@collin.edu) from their collin.edu email address for assistance. Please include your CWID, name, and school district for identification.

**\*\*If you have questions about -passwords or concerns with your account, please contact Complio directly at 1-800-200-0853 between the hours of 8:00 am – 6:00 pm (MT) Monday – Friday. \*\***