

# On Boarding Instructions for COMPLIO

## General Information

Our respiratory therapy program is part of a San Diego Nursing Education Consortium. This streamlines the process when working for the different clinical facilities throughout San Diego. In order to document compliance with the requirements at the clinical facilities, we participate in an online Immunization and Requirement tracking system. The name of this system is Complio, and it is administered through American DataBank (ADB). Once you set up your Complio account, you will receive messages regarding your compliance directly from ADB via email.

## Compliance tracking

1. Sign up for a compliance tracking subscription from Complio.  
Click this link to access [Complio Student Help Guide](#) for detailed instructions.
  - a. Create an account using this link <https://sdnahsec.complio.com/Login.aspx>
  - b. Your college is: Grossmont College (NOT Grossmont Health Occupations).
  - c. Your program is: Respiratory Therapy.
  - d. Order a Compliance package subscription.
    - i. TRACKING: **Choose Grossmont College Respiratory Therapy Package** - Expires after 12 months, before this expires, you will receive an email containing instructions how to renew the package
    - ii. SCREENING: choose **SD Consortium Criminal Background Check and Drug Screen** - Expires after 12 months
    - iii. **Placement Matching and Rotation Access** – one time \$25 service fee
  - e. The costs for the subscription tracking and background check and drug screen are NOT paid for by the school. For payment of the compliance package subscription, credit/debit card or money order can be used.
  - f. For any questions regarding the uploading of your documents or entering the data, contact ADB. You can email ADB at [complio@americandatabank.com](mailto:complio@americandatabank.com) , or call at 1-800-200-0853 from 5:00am-4:00pm Monday-Friday. You can also contact the Respiratory Therapy office at [Grossmont.RespiratoryTherapy@gcccd.edu](mailto:Grossmont.RespiratoryTherapy@gcccd.edu).
2. You will start out listed in the Complio system as “Noncompliant” for all of your requirements.
  - a. Begin uploading your required documents to the Complio site ASAP before the start of your semester. You must be listed as “Compliant” in all areas in order to be cleared by the clinical facilities.
  - b. All of your tracking information must show as compliant by the start of the semester, and you must maintain your compliant status throughout the entire time you are an active student Grossmont College.
  - c. You must work with your clinical coordinator to achieve and maintain a “Compliant” status on the requirements. Your point of contact for Grossmont College is [Grossmont.RespiratoryTherapy@gcccd.edu](mailto:Grossmont.RespiratoryTherapy@gcccd.edu)

## Video Tutorials

Helpful videos can be accessed throughout the process on the ADB/Complio site.

General Student Help Videos

<https://www.americandatabank.com/student-help-videos/>

Subscribe - The following link is to a 2 minute video that is about subscribing to their compliance.

<https://americandatabank.com/project/subscribe-to-complio/>

Uploading Documents Most Popular - This video is viewed more times by students than any other video.

<https://americandatabank.com/project/document-upload/>

Entering Data - Entering data is another popular video.

<https://americandatabank.com/project/data-entry/>

# Important Reminders

## 1. Nothing should expire during the semester

- a. **CPR Certification and TB test** must be renewed before the start of the semester if the expiration falls within the incoming semester. Even if the expiration is on the last day of your semester, it still needs to be renewed.

## 2. EMAILS:

- a. Complio will keep track of your compliance, and will send you an email for any changes on your subscription and compliance. You are responsible for making sure you keep track of these emails. Check your junk or spam folder and mark the emails IMPORTANT. The communication will come from:
  - i. [complio@americandatabank.com](mailto:complio@americandatabank.com)
  - ii. [non-reply@americandatabank.com](mailto:non-reply@americandatabank.com)
- b. I will also be sending you email reminders and I would expect you to respond promptly to make sure that you remain compliant.

## 3. On Boarding

- a. Each agency has their unique set of on boarding modules. All these would need to be completed prior to the start of each semester. I will be sending out instructions on when and how to complete your modules and please be prompt in completing them.
- b. Non completion of the on boarding modules will not allow you to go to your clinical assignment.

## 4. Flu Vaccine

- a. Flu season starts August 1, you should NOT get your flu vaccine earlier than Aug 1.
- b. Your flu shot must be completed and uploaded to Complio before October 1 as per agency requirement. Non completion of a flu shot on the due date will automatically withdraw you from your clinical course.

## 5. Documents

- a. Your name must be on all documents submitted
- b. All documents must be a clear scan. Blurry or unreadable images will not be accepted and will mark you non compliant
- c. Complio can accept files of most common formats, including:  
**JPG, PDF, BMP, DOC, DOCX, GIF, PNG, TIFF, TXT, RTF**
- d. Save documents and name them properly to be able to make it easier for you to search your file list. There will be a point where your folder will contain multiple files and it is hard to search for the correct document if you do not save your documents properly.
- e. g. MadridTBDec22.doc

## 6. Complio accounts?

- If you have an **existing complio account**, you will need to create a new account for the new school. Information cannot be shared between two different institutions,. You're welcome to link the accounts for a shared document library and single sign-on.
- **Changing program within school**; From your Complio dashboard, select the Order History tab from the left hand side. Under the "purchased subscription(s)" section, you will have a button to the right that allows you to change your program.

## Resources:

Call American Data Bank at **1-800-200-0853**; 9:00 AM - 8:00 PM EST (6:00 AM - 5:00 PM PST)

Chat within your account

or Email; the Respiratory Office at [Grossmont.RespiratoryTherapy@gcccd.edu](mailto:Grossmont.RespiratoryTherapy@gcccd.edu)

# How Can You Stay Compliant?

See [Complio Student Help Guide](#) for detailed instructions

## Background Check

- Will be processed by Complio after payment and results will be automatically uploaded to your account.
- The personal information you enter on your Complio profile will be used EXACTLY AS ENTERED to process the check. **Be sure to double-check entries for accuracy, as this information CANNOT BE EDITED once your order is placed.** If you place a background screening order and your personal information is entered incorrectly—even if the error is just a small typo—your school may require you to order another background check entirely.
- Expires after 1 year

## Drug Screen

- Drug Screen: Must be completed within the date specified, Non completion on the date specified on the form will FLAG your result and will delay your clearance and will jeopardize your clearance for your clinical rotation.
- DO NOT drink too much water – Try to drink no more than 8 oz. of water in the 2 hours prior to providing your drug screening specimen. An excess of water in your urine sample can dilute the specimen, affecting the results of the screening. If your drug screening comes back with dilute results, you may be required to order another drug screening.
- For Flagged results (contact ADB, **not** the school for any questions or disputes) – Complio Help Guide 21

## C.P.R.

- Certification for Provider Basic Life Support (BLS) may **only** be acquired from an American Heart Association trainer.
- Current BLS certification is required to be maintained throughout the program and it should not expire during the semester. If you are scheduling an initial BLS certification –OR- you have a current BLS certificate that expires during the spring semester, we advise that you schedule the class a month prior to the start of the semester so that your certificate will cover your entire program.
- If you need to schedule initial Provider Basic Life Support (BLS) training or renew BLS training you can look for options that meet your learning/location needs at American Heart Association website.

## Malpractice Insurance

- You will need to carry individual malpractice insurance while participating in the Grossmont College respiratory therapy program. You will need minimum coverage of \$1,000,000/\$3,000,000. To ensure coverage for the first academic year, use Aug 1<sup>st</sup> of the year you enter as the “start” date of coverage.
  - [Respiratory Therapist Student Malpractice Insurance NSO Insurance | NSO](#)

## Basic Immunization Requirements

TITERS: A titer is a laboratory test that measures the presence and amount of antibodies in blood. A titer may be used to prove immunity to disease. Once vaccinated, **titers should not be drawn until 6-8 weeks after the vaccination.** Why? If drawn too soon afterwards, the titers will indicate non-immunity as the vaccine will still be in your system.

## Tdap

- Initially, submit proof of Tdap Vaccination, will expire after 10 years

## M.M.R. (Measles, Mups, Rubella)

- You must submit A or B:
  - 2 doses of the MMR vaccine (separated by at least 28 days)
  - Positive Titers for Measles, Mumps, and Rubella

## Varicella

- You must submit A or B:
  - 2 doses of the Varicella vaccine (4–8 weeks apart)
  - Positive Varicella Titer

### **Covid 19** (submit one of the three bundles listed)

Two doses of the Pfizer or Moderna COVID-19 vaccine and a COVID-19 booster.

One dose of the Johnson & Johnson COVID-19 vaccine and a COVID-19 booster.

One dose of the current COVID-19 vaccine (Pfizer, Moderna, or Novavax) dated on or after September 11, 2023

-If a student submits a Novavax vaccine, they will also need to provide a COVID-19 supplemental dose.

### **Hepatitis B (must submit a completed series and a POSITIVE titer)**

- Hep B Series: complete a 2- or 3-, or 4-dose series
  - 2-dose series Heplisav-B; interval 4 weeks apart
  - 3-dose series Engerix-B or Recombivax HB
    - minimum intervals:
    - dose 1 to dose 2: 4 weeks
    - dose 2 to dose 3: 8 weeks
    - dose 1 to dose 3: 16 weeks
  - 3-dose series HepA-HepB (Twinrix)
    - minimum intervals:
    - dose 1 to dose 2: 4 weeks
    - dose 2 to dose 3: 5 months
  - 4-dose series HepA-HepB (Twinrix)
    - accelerated schedule of 3 doses at 0, 7, and 21–30 days,
    - followed by a booster dose at 12 months

### **Hep B Titer is Required**

**You must submit a Positive Hepatitis B Titer.**

Titer should be done 1–2 months after the last dose of the hepatitis B vaccine series

**If your Hepatitis B Titer is non-immune** (Negative or Equivocal)

- submit proof of your initial Hepatitis B Doses from before the Titer,
- submit 3 Repeat Hepatitis B doses dated after the Titer
- then submit a Repeat Hepatitis B Titer

\*\*\* (your Repeat Hepatitis B Titer will make you compliant regardless of immunity status).

### **Influenza**

- You must submit your Flu Shot. Not due until Oct 1, must be taken before august.

### **Tuberculosis**

You must submit proof of Negative Initial IGRA Blood Test, (Quantiferon, T-Spot)

Expires 1 year after test date

If you opt for a PPD skin test you 2 one week apart (place-read, place-read), this will be accepted, it will make you compliant, but we recommend that you complete a QuantiFERON TB Test.

If any TB Tests or your **IGRA Blood Tests comes back positive**, you must submit the below:

- Proof of that Positive test
- Negative Chest X-Ray Summary, which expires after 5 years
  - (if you will be assigned at UCSD, CXR must be taken within the past year)
- TB Questionnaire, use agency questionnaire and must be renewed every year.