COLLIN COLLEGE
collin.edu

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. Complete all required information accurately. 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: Allen ISD
- ☐ Load Packages: The "packages" that must be purchased together. Please ensure that you select the immunization tracker and the background check.
  - ☐ Collin College Tracking Package- 12 Months ($30.00)
  - ☐ Background Check ($27.00) * additional fees may apply* (Students under the age of 18, employment data is not required)

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 (This question must be answered).
  - ➢ 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.

➢ 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.

☐ Drug Screen Receipt for Proof of Payment- The receipt must include the payment date and the student's name. Please do not provide a screenshot of the payment screen immediately after your purchase; the full receipt will be emailed to the address you provided during the purchase. (Instructions on how to purchase the drug screen are provided below and in Complio)

☐ 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- Cost $45

https://bluestardiagnostics.com/collin-college/

☐ Click on the link above to visit the BlueStar Diagnostics web page.

☐ Step 1, Fill in the required information (Be sure your email address is entered correctly), press "Next"

☐ Step 2, Select Program: "Health Sciences On-Site Drug Testing Only" and Select Department: "Health Professions (CNA, EKG, PCT and Phlebotomy only)", press "Next"

☐ Step 3, Complete your payment.

☐ You will receive a receipt of your payment via email. Upload this receipt to your Complio Tracker account. **MUST have the Date of Payment and the student's name indicated on the receipt. If a parent's name is on the drug screen receipt, please email us at healthprofessions@collin.edu to have the receipt approved in Complio.**

☐ When submitting your receipt to Complio, you must also enter the Collin College clinical course semester start date to be considered compliant. If your clinical course is in the Fall 2024 semester, your start date would be 8/26/24; if your clinical course is in the Spring 2025 semester, your start date would be 1/21/2025. Drug screen payments are due for each clinical course.

  ➢ Drug screens will be performed during your class/lab at random; please do not take an off-site drug screen on your own. Drug screens performed independently by your physician or lab will not be accepted.

Uniform Requirements- Cost Varies

Option 1:

- Order Pewter Gray from Collin College bookstore at McKinney (color can vary depending on school district)
- Must be done **6 weeks prior** to the course starting
- Will include an embroidered patch on the scrub top with Health Profession information
- Approximately $40

Option 2:

- Purchase Pewter Gray scrubs from a local scrub shop of your choice

- Must be professional (non-jogger scrubs)
- Purchase Health Professional Patch (approx. $7) at a Collin College bookstore (McKinney, Allen, Wylie, or Celina)
- Securely place the patch on the upper left chest.
- Cost will vary

<u>Complio Tips:</u>
<u style="color:red">**Red X:**</u> **not completed/not compliant/rejected/expired**
<u style="color:orange">**Yellow !:**</u> **Pending review**

<u style="color:green">**Green**</u> ✓ **: 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 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. **