

Student guide to immunizations and certifications





Required immunizations and certifications

What you need to know about compliance and immunization requirements

All OHSU students are required to provide documentation regarding the completion of their immunization, background check, drug screen, required trainings and related compliance records prior to each term.

The School of Nursing uses a vendor called American DataBank also known as Complio to help students track, access and maintain their immunization and compliance records throughout their academic program. This web-based database allows students to access their immunization and compliance records from a computer and gives students the ability to update and download their compliance “passport” at their convenience. This system also automatically notifies students when immunization or compliance records are expiring so that students can update their records as needed.

This brochure contains details about how to complete the immunization and certification requirements which must be completed prior to registering for classes each term. Please review these materials closely and complete the required items today.

Ticket to registration

New students must submit all required items prior to matriculation. Students will not be allowed to register for courses until all compliance and immunization requirements are met. Students are required to maintain their compliance and immunizations throughout their program. Any student that is identified as non-compliant after the following deadlines will have a registration hold placed on their account for the following term:

- Fall term deadline for required items: **October, 1**
- Winter term deadline for required items: **January, 1**
- Spring term deadline for required items: **March, 1**
- Summer term deadline for required items: **July, 1**

If you are missing required items please provide your materials before the dates listed above so that you do not have a registration hold placed on your account.

Clinical agency requirements

Students placed at clinical agencies are required to provide their immunization and compliance materials prior to being placed in that setting. Your program faculty and staff may halt your attendance in clinical coursework at any time if your immunization and clinical requirements have not been met.

Getting started checklist

1. Create your Complio account

Go to: **ohsunursingcompliance.com** and place your order for the Compliance Account Subscription, background check and 10-Panel Drug Screen services. Once you have placed your order, Complio will set up your immunization tracking account and mail you the required paperwork for your background check and drug screen. Complio will provide you with your user name and password via email. Please allow one to two business days to receive your user ID and password.

2. Gather your immunization records

Review the immunization requirements at the following link: **<https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/compliance.cfm>** and gather your records. See your doctor to receive appropriate immunization updates and documentation. Upload your immunization documents directly to Complio via **<https://ohsu.complio.com>**

3. Submit materials

When you receive your drug screen and background check documents follow all the instructions found in the packet and respond accordingly. Please complete and submit materials immediately upon receipt. *Note: background checks can take up to three months so start this process immediately.*

Important links and resources

Utilize these additional resources for more information:

Complio:
Account Log In: ohsunursingcompliance.com
Technical Support: complio@americandatabank.com or 303 573-1130

OHSU Certifications in Big Brain:
<https://bigbrain.ohsu.edu/>

Big Brain Office:
oioeduc@ohsu.edu or 503-494-8849

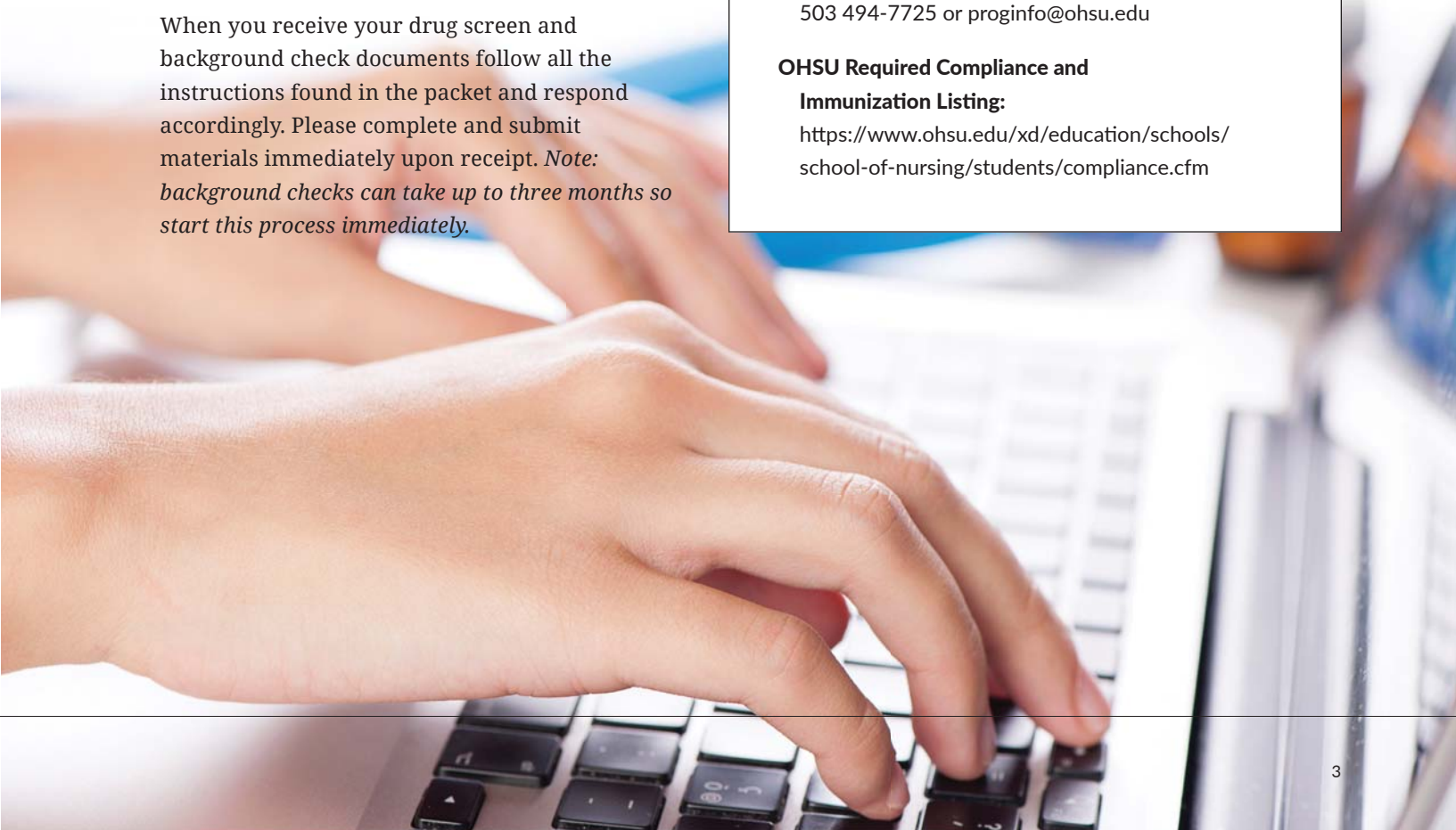
OHSU Modules in Compass:
learning@ohsu.edu or 503-494-8185

Compass webpage:
<https://ohsu.csod.com/client/ohsu/default.aspx>

OHSU Student Health Services:
503 494-8665 or askshs@ohsu.edu

OHSU School of Nursing Office of Admissions:
503 494-7725 or proginfo@ohsu.edu

OHSU Required Compliance and Immunization Listing:
<https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/compliance.cfm>



Maintaining your compliance status

Load your documents and track your compliance

- Log into the system at **ohsunursingcompliance.com** with your e-mail and password.
- Provide all supporting documentation (certificates of completion, copies of trainings and certifications, forms, medical records, etc) to Complio. You may upload the documents directly to your Complio account through **ohsu.complio.com**.

View your clinical “passport”

- You can print your clinical passport at any time to show that you have met the requirements to be in that setting and are eligible to attend class. When you are logged into your account click on the Report Tab on the left side of your profile to open this item. Your passport also provides a quick way to see what items may be expiring soon or what may need to be updated right away.

Don't wait to update

- Many required items need to be renewed on an annual basis. It is important that students follow up with any notifications that they receive from Complio regarding any items that are expiring or have not yet been completed.
- **Students receiving notifications concerning missing items from Complio or non-compliance from OHSU administrators must follow up immediately or risk being pulled from clinical coursework or having a registration hold placed on their account.**



Vaccination requirements

Requirements	Description
Td series and booster (Tetanus/Diphtheria – Tdap)	Childhood series with date of completion and date of booster in last 10 years. Was booster a Tdap? Tdap required if ≥ 2 years since last Td booster
Polio series	Childhood series with date of completion; adult booster date if received
Measles (Rubeola)	Dates of two (measles or MMR) vaccines or positive titer; must submit copy of result
Mumps	Dates of two (mumps or MMR) vaccines or positive titer; must submit copy of result
Rubella	Date of one (rubella or MMR) vaccine or positive titer; must submit copy of result
Hepatitis B	Evidence and dates of series of three Hepatitis B vaccines and positive Hepatitis B surface antibody titer if series is complete; must submit copy of titer result or evidence of prior infection. Hep B suggested schedule: Give 3 doses on a 0, 1, 6m schedule. <ul style="list-style-type: none">• There must be at least 4 weeks between doses 1 and 2, and at least 8 weeks between doses 2 and 3. Overall, there must be at least 16 weeks between doses 1 and 3.• Schedule for those who have fallen behind: If the series is delayed between doses, DO NOT start the series over. Continue from where the schedule was interrupted.• Once series is complete you must wait at least 5 weeks before having titer drawn to show immunity.
Varicella	Evidence and dates of two Varicella vaccines; positive titer (must submit copy of result).
TB skin testing (TST or PPD)	<ul style="list-style-type: none">• If you have had annual testing submit your annual TST records showing two tests no greater than (often called PPD) 12 months apart with the most recent done within 12 months of matriculation.• If you have not had annual TST's complete two-step TB testing: two TB tests 1-3 weeks apart with the second test completed within 12 months of matriculation.• If you have had a positive test submit a chest x-ray report and INH history. If you have had BCG vaccine, obtain Quantiferon TB Gold blood test and submit result. If positive, consider taking INH Preventive Therapy. You will need annual TB clearance while at OHSU.
Other	List names and dates of other vaccines received.

Note: This information is subject to change each year. Please go to the School of Nursing Compliance Page to review up to date immunization requirements <https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/compliance.cfm>.

Clinical settings may have additional background check, drug screen and immunization requirements other than what are identified here. Students will receive information regarding additional requirements if needed.

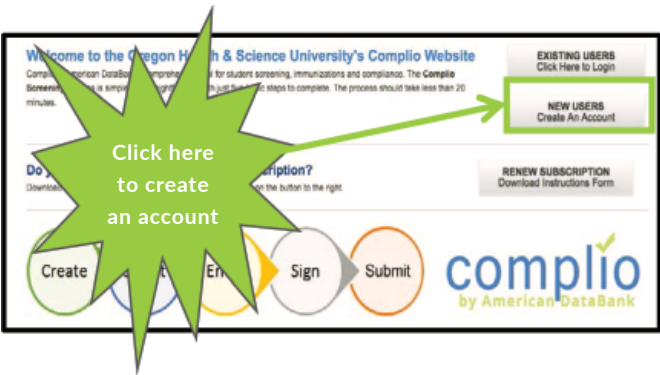
Infectious diseases: Students who are infected with Hepatitis B (HBV), Hepatitis C (HCV) or Human Immunodeficiency Virus (HIV) must be aware of the Society for Healthcare Epidemiology of America (SHEA) and Centers for Disease Control (CDC) guidelines and stipulations around safe practice. Students in this category must contact the Student Health Service for a private consultation around the ability to progress successfully through the clinical aspect of the program. This consultation is confidential and the Student Health staff will make recommendations for precautionary procedures that ensure your ability to provide safe healthcare delivery.

How to set up your Complio account

Criminal background check and immunization tracking

1. Go to ohsunursingcheck.com.

If you're a new user, click on "New Users – Create an Account" in the top right hand corner of the page. Follow the steps to create your account.

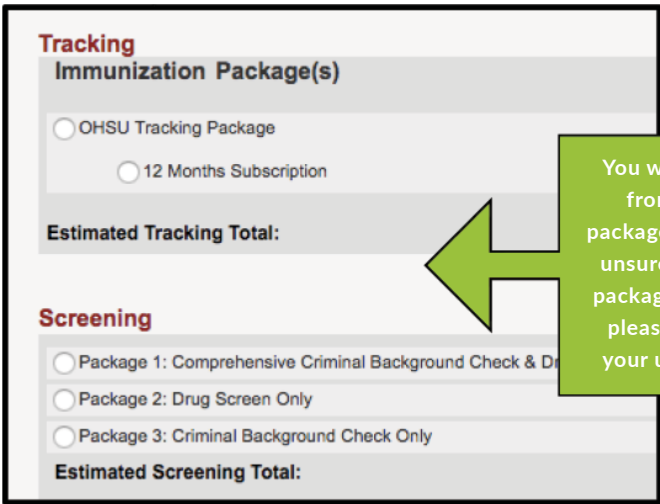


2. Once you create your account, you will receive an email with an activation link.

Follow this link to log into your account. If you do not click on this link, your account will not be activated.

3. Watch the video and click "Get Started."

You will be prompted to begin your order.



You will choose from these packages. If you're unsure of which package to order, please contact your university.

4. Make selections

Select your entry term, program of study and campus from the dropdowns that appear on the order screen. Then click "Load Packages."

5. Choose the appropriate package(s) for your program.

The price of any packages ordered will be displayed as you select them.

If you are unsure of which package(s) to order, please reach out to your University.

6. Ordering a drug screening

If you're ordering a drug screening, please review the process and procedures at the top of Step 2??.

7. Review the order information as well as personal information to make sure everything is entered correctly.

You will be prompted to read and sign the disclosure and authorization form before you complete your order.

8. After your order is processed by our team, your account will be active.

This should happen moments after you click "Finish" on the last step of your order.

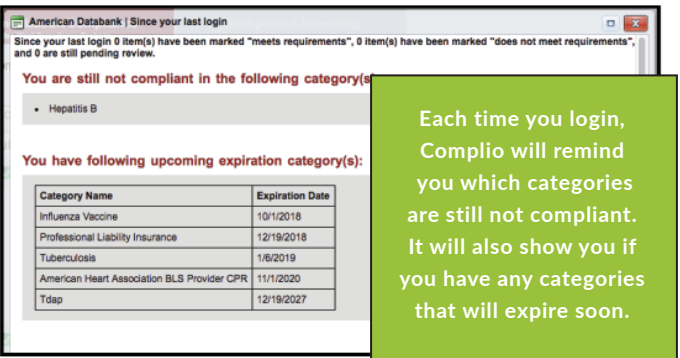
Drug screening information

After you have completed your online order application, American Databank will mail you a chain of custody form and an approved drug screen location. This usually takes 5-7 business days after placing your online order.

- Please contact the Quest Diagnostics Patient Service Center to schedule an appointment for your drug screen.
- Be sure to bring you chain of custody form and photo identification to your appointment.
- At the facility, if you are not able to produce a urine sample when requested, call ADB at 1-800-200-0853 on how to proceed.
- The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.
 - **For negative results:** A fax is sent from Quest to American Databank to input the results.
 - **For dilute results:** You must contact American DataBank at 1-800-200-0853 for further instruction.
 - **For positive results:** The results are forwarded to the medical review officer who will contact you for verification of any prescription drug you may be taking to show a false positive. After discussion, the medical review office will send a fax to American DataBank who will input the results and close the order. If the order is positive the Medical Review Office will list the drug that is positive. Most drug screen results are returned within 24-48 hours after the specimen has been collected.

For additional questions please call American DataBank at 1-800-200-0853.

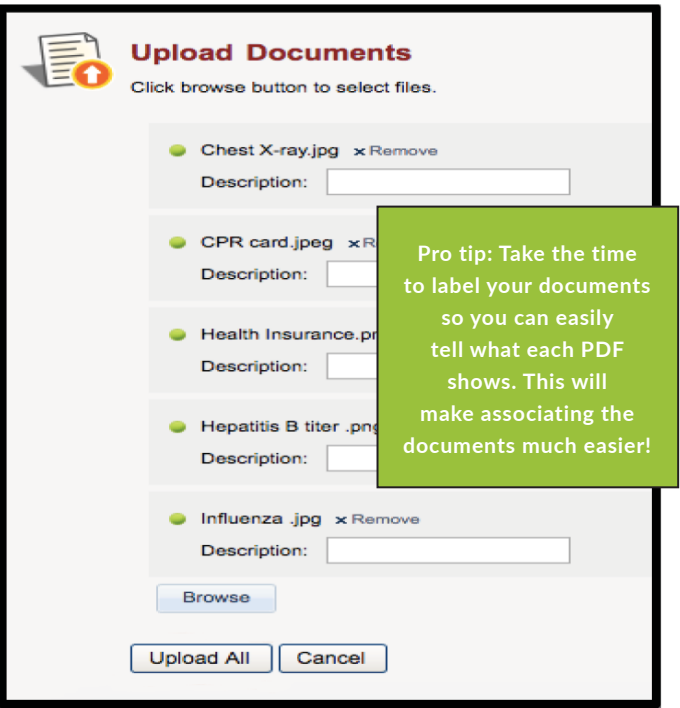
Uploading documents



9. From the home page of your Complio account, click "Upload Documents" on the upper right hand side of the screen.

Browse through your files for the documents you want to upload into your Complio document library.

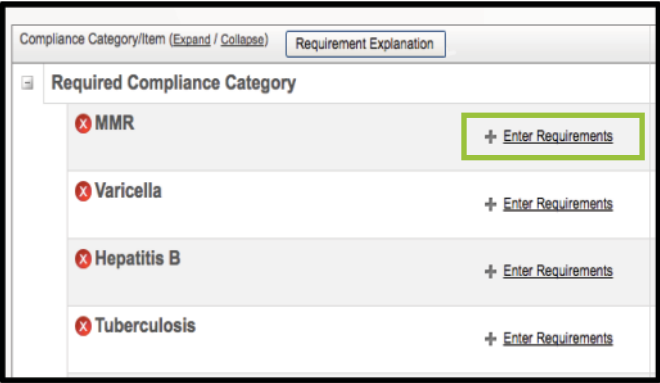
You can also upload documents as you complete each requirement individually. You can associate the same document to more than one requirement. If the requirement needs a series of titers or shots, you will need to associate your document to each item.



Associating documents

10. Return to your home page, where you will see the list of requirements.
11. Click “Enter Requirements” on the right side and indicate which required items you are submitting.

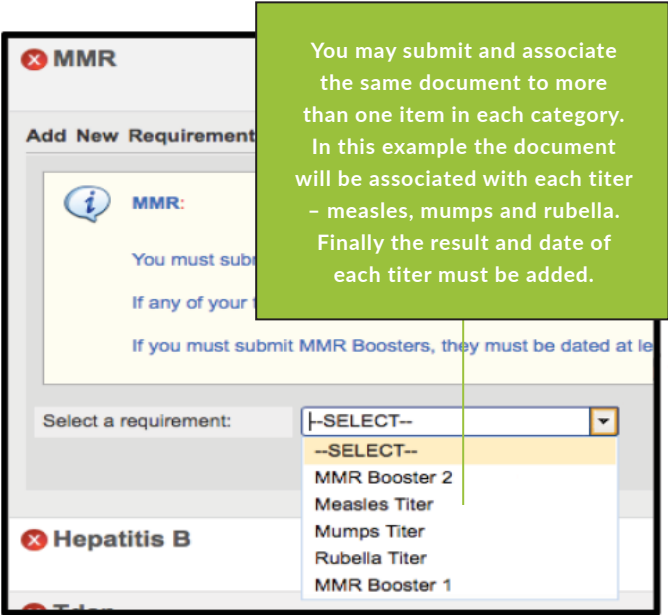
You will see what steps are required to become compliant for each category as soon as you click “Enter Requirements”.



12. Choose the documents from your document library that should be associated with each item.

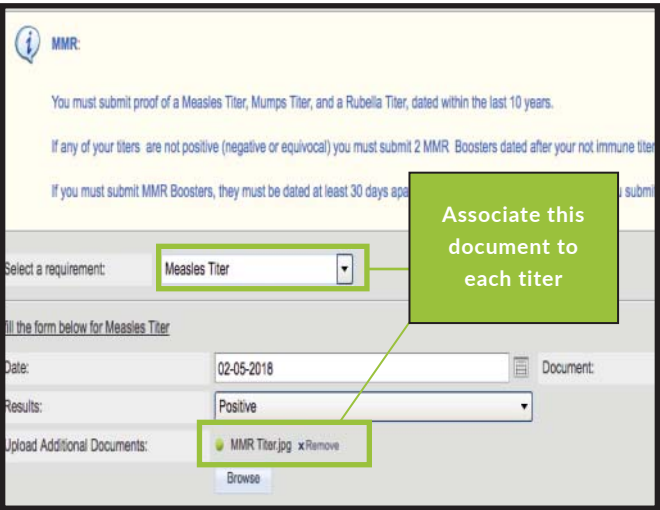
You may also upload these individually into the category as well.
13. You may need to submit multiple items for a single compliance category.

You may also assign the same document to multiple items.



14. Enter the details required for each item – date, results, etc.
15. Documents are reviewed within 1-3 business days.

Be sure to submit documents at least 3 business days prior to the deadline.



16. Don't forget to click “Submit”!
- Once you have submitted your documentation for review, the red X on the left side of your home screen will become a yellow exclamation point.

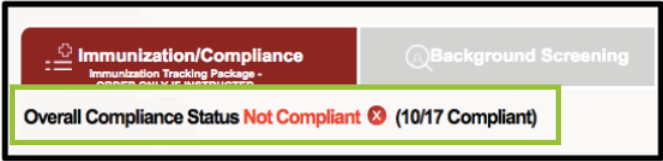
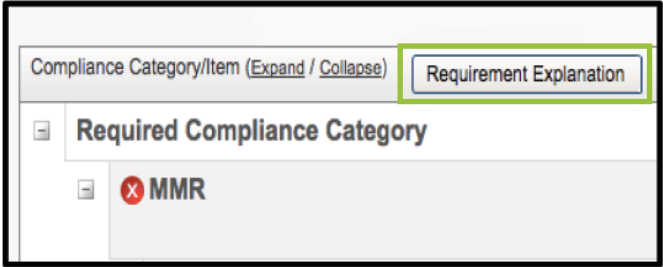
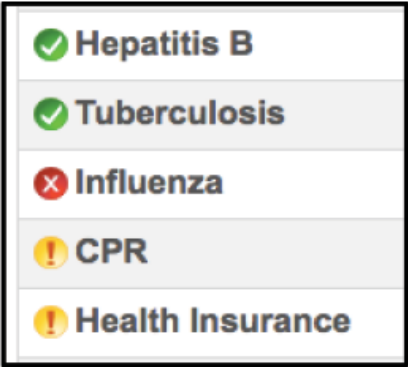
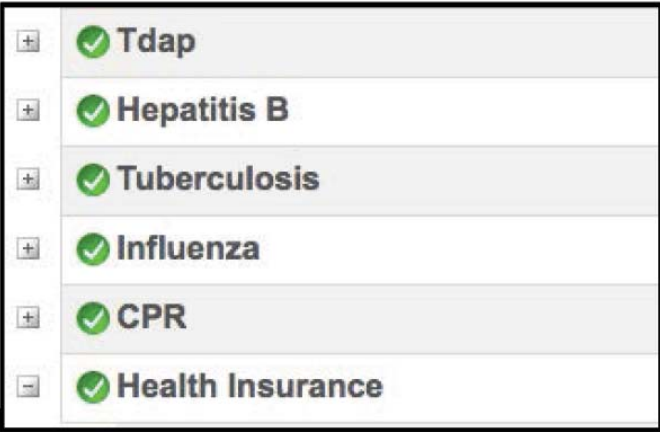
A yellow exclamation point indicates your document is pending review.

Document review

17. American DataBank will review your documents to ensure they meet your University's standards.

Once American DataBank reviews your documents, each category will have either a green check mark or a red X next to it.
A green check mark means the category is compliant.
A red X means the category is not compliant.
If your document doesn't meet the requirements, you will receive a notification from Complio with an explanation.
If you have any questions about what information your documents need to have in order to be approved, please click on “Requirement Explanation,” at the top of your screen.

18. Your account will show all green check marks once you are fully compliant



Questions

©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Phone: 800-200-0853

Email: Complio@americandatabank.com

Live service: 7 a.m. - 6 p.m. MT Monday-Friday;
8 a.m. - 4 p.m. MT Saturdays

110 16th Street, Suite 800
Denver, CO 80202

Immunization and certification requirements by program

Compliance item check list	Bachelor of Science with a major in Nursing (All programs, all campuses)	Family Nurse Practitioner, Midwifery, Psychiatric Mental Health Nurse Nurse Practitioner, Nurse Anesthesia (MN,DNP, PMCO)	Health Systems & Organizational Leadership (MN, DNP, PMCO)	Nursing Education	PMCO Gero	Master of Public Health and Graduate Certificate of Public Health	PhD in Nursing	Post master's DNP
Create an American Databank/Complio account	required	required	required	required	required	required	required	required
Order background check series: SSN trace, statewide/county criminal searches, nationwide sex offender, nationwide criminal, OIG and GSA	required	required	required	required	required	required	required	required
Order a 10 panel drug screen	required	required	required	required	required	not required	not required	required
Provide CPR card*	required	required	required	required	required	not required	not required	required
Immunization documentation (Tetanus/ Diphtheria, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella, TB)	required	required	required	required	required	not required	required	required
Review, sign and submit the Background Disclosure, Code of Conduct, Technical Standards, and Release of Information documents	required	required	required	required	required	required (except for Technical Standards Agreement)	required	required
Provide official transcripts from all institutions attended**	required	required	required	required	required	required	required	required (additional APRN licenses may be required)
Provide a copy of nursing license***	RNBS students only	required	required	required	required	not required	required	required
Complete training modules in Big Brain or Compass (HIPAA, Respect, Integrity Booster, Infection Prevention Control)	required	required	required (except for infection prevention control module)	required	required	required (except for Infection Prevention Control Module)	required (except for Infection Prevention Control Module)	required
Flu shot	required each fall	required each fall	as needed	as needed	not required	not required	not required	as needed
Student medical insurance	required except for RNBS (waiver as appropriate)	required (waiver	required (waiver as appropriate)	required (waiver as appropriate)	not required	not required	required (waiver as appropriate)	required (waiver as appropriate)
Review, sign and submit the Disability Accommodation and Change of Address documents	optional as needed	optional as needed	optional as needed	optional as needed	optional as needed	optional as needed	optional as needed	optional as needed

*Portland campus students must maintain American Heart Association Healthcare Provider CPR status.

**PMCO transcripts for graduate coursework only required.

***Oregon nursing license required. Students enrolled in a distance education program and not engaged in the practice of nursing as defined by Oregon statutes (ORS 678.010(7)) must maintain nursing license in state of residence unless deemed necessary by the academic program director.



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