COLLIN COLLEGE
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Collin College Health Professions Clinical Checklist
This document applies to CNA and PCT students only.

Complio (http://collincompliance.com/index.html)

Collin College Health Professions Vaccination Tracker and Background Check.
Please read all instructions before creating your Complio tracker account.
Complio/American DataBank is a third-party vendor. Payments made to Complio/American Databank are Non-Refundable.

- Click on "New Users" to create an account. Please create your account with a *personal email* and not a school email due to possible security restrictions on your school account. Be sure to use your *legal name* and double-check all entries for <u>accuracy</u>. 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: Prosper ISD
- Load Packages: Please ensure that you select both the immunization tracker and the background check options.
    - Collin College Tracking Package- 12 Months (**$30.00**)
    - Background Check (**$27.00**) *High school students: **DO NOT** include employment history, as this will incur additional fees.

Required Documents <mark>(DUE 10/1/2025)</mark>

- ☐ Measles, Mumps & Rubella (MMR) - Immunization record of completed 2-dose series or positive blood titer results. (Blood titer results must be quantitative with a reference range and must include results for Measles, Mumps, and Rubella)
- ☐ Varicella (Chicken Pox) - Immunization record of completed 2-dose series or a positive blood titer result; documentation verifying the history of Varicella (Chicken Pox) is not accepted. (Blood titer result must be quantitative with a reference range)
- ☐ Hepatitis B - Immunization record of completed 3-dose series or a positive/reactive blood titer result. (Please be aware that if you do not have a completed 3-dose series or receive a negative blood titer result, this vaccine can take up to 7 months to complete.)
- ☐ Tuberculosis (TB) Screening (expires every 12 months, must remain valid throughout the clinical course, please wait to complete your TB screening after 5/15/2025 for the 2025-2026 school year.) Negative Results must be submitted for 1 of the following: Tuberculin PPD skin test, QuantiFERON Gold TB blood test, T-Spot TB blood test, or Chest X-ray
- ☐ Tetanus, Diphtheria, and Pertussis (TDaP) dated within ten years and must remain valid throughout the clinical course.
- ☐ CPR Certification – Valid American Heart Association Basic Life Support (BLS) Provider CPR Certification Card.
    - No other CPR certifications will be accepted.
- ☐ Influenza (Flu) Vaccine - Completed annually (Current Flu Season) or signed documentation from your Medical Physician for exemption. *Please be aware that this requirement will be listed under the "optional" category from 5/1 - 8/30, as this period is not during an active flu season

window. It will be an active requirement 9/1 - 4/30 each year. The 2025-2026 Flu vaccine will be due by 10/1/2025 for all students.

- ☐ Medical Insurance Coverage Verification
  - Front and back of the health insurance card.
  - *If the student's name is not present on the insurance card*, a proof of coverage or letter of verification from your insurance provider must also be submitted. This letter must include the policy # and the policyholder's name, and list the student's name as a covered member.
- ☐ COVID-19 Vaccination (Please note: Submitting documentation of receiving the COVID-19 vaccine is not required. However, we request that this question be answered to provide our clinical partners with accurate information when requested. Being unvaccinated will not affect your clinical placement.)
  - If you are not vaccinated, please complete the COVID-19 declination option by selecting the most accurate choice.
  - If vaccinated, please upload your immunization record for each dose.
- ☐ Drug Screen Receipt for Proof of Payment - Instructions for purchasing your drug screen are listed below. Please submit a copy of the receipt emailed from the vendor after your purchase. The receipt must include your name and date of purchase. 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.
- ☐ Student documents: All clinical students must review and complete (initial and/or sign) six total documents in Complio. These documents are fillable PDFs and are located within the field under "Complete Form" after selecting "Enter Requirements" next to the designated form.
  - Student Handbook Attestation (The full Health Professions Student Handbook link is located within the requirement, above the "Document" selection field in a light yellow box. The link is titled "Student Handbook.")
  - 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

Complio offers a video tutorial library to assist you with uploading your documents.

How to Upload a Document to Complio = VIDEO

Tips: When saving your documents on your computer, name the files according to what the file is. (Ex. Immunization Record.pdf). Do not crop or highlight your immunization record. You do not need to upload the document in the Complio tracker more than once. You simply attach the same file to each of the appropriate requirements. The student's name must be visible on all documents to be approved for compliance.

Urine Drug Screen-Payment- Cost $45

https://carecredentialing.us/
- 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), and press "Next."
- Step 2: Select Program: "Health Sciences On-Site Drug Testing Only" and Select Department: "Health Professions (CNA, 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. The uploaded receipt must include the date of purchase and the student's name to be approved.

- When submitting your receipt to Complio, you must enter the Collin College <u>clinical</u> course semester start date to be considered compliant. If your clinical course starts in the Spring 2026 semester, your start date would be 1/20/2026. 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.

<u>Uniform Requirements - Costs Vary</u>

<u>Option 1: Purchase from the online Collin College Bookstore.</u> https://collin.bncollege.com/ (*Select your home campus in the top-left corner.)

- Approximately 4-6 delivery window
- Will include an embroidered patch on the scrub top with Health Profession information
- Approximately $40-55 per pair, depending on the pant style chosen.
- Color: Pewter / Brand: WonderWink
  - Collin Bookstore Scrub Tops (Includes Health Professions Patch)
    - Men's top: Wink W123 Men's V-Neck Top, 6355CC5, SKU 709273786
    - Women's top: Wink W123 Women's Stylized V-Neck Top, 6155CC5, SKU 709273727
  - Collin Bookstore Scrub Bottoms
    - Search "scrub pant" or "cargo pant"; there are multiple options available for women and men, including regular, petite/short, and tall. Must be Pewter in color.

<u>Option 2: Purchase from an independent scrub store of your choice.</u>

- Scrubs must be similar in style and color to the Collin College bookstore scrubs.
- Color = Pewter/Dark Charcoal, the color name will vary depending on the brand. (The scrubs MUST be Dark Gray in color, not heathered gray, black, or light gray)
- Must be professional in fit (Not too loose or too tight). Jogger-style pants are allowed. However, your lower leg area/ankle may not be exposed. Please ensure you purchase an appropriate length.
- **If scrubs are purchased from an independent scrub store, a Health Professions patch must be purchased and affixed to the upper left chest of the scrub top.
  - Health Professions Patch:
    - Health Profession Patch_8222, SKU: 275669379, this patch can be purchased through the online Collin College bookstore or in person at the following campuses: Wylie, Technical (Allen), McKinney, and Celina. Cost = Approximately $6

Complio Tips:
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 from their collin.edu email address for assistance. For identification and to assist you in a timely manner, please include your name, school district, and clinical program in your initial email request.

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.