

## Eligibility & Documentation Requirements

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DOCUMENTATION FOR REQUIREMENTS MUST BE UPLOADED AND SUBMITTED TO THE **COMPLIO** (AMERICAN DATABANK/ADB) ELECTRONIC TRACKING SYSTEM BEFORE PROGRAM START (deadline will be specified).

**Documentation must be an official record obtained from your healthcare provider, or other official entity, and include the following:**

- Provider or facility/entity name stamped or printed on documentation
- Date on document, and date of service (vaccination date, etc.)
- Your full name/identity as part of record
- Immunization or screening item named and dated (TB/mantoux screening must also include results – “negative”, “positive”, or “indeterminate”).
- If field for provider signature/stamp is part of document, signature or stamp must be included
- For BLS CPR certification, card or certificate must include level of course, dates of completion/expiration, and include training location and instructor information. **Accepted certifications are –**
  - BLS Provider or Healthcare Provider (American Heart Association)
  - BLS for Healthcare Providers (American Red Cross)

**Submission of requirements to the COMPLIO electronic tracking system: Each student will be responsible for the following.**

- Obtaining from his/her provider(s), in acceptable documentation, a written medical report that confirms the specific compliance item(s), any results associated with that item, provider name, and date of service for each compliance item as required. NOTE: Student’s name as shown on the record must match the name student enters in Complio. If record is under a former name or nickname, student must add the additional name to his/her account information for verification purposes.
- Entering his/her immunization record in the system in the manner prescribed.
- Scanning (or otherwise making into electronic format) and uploading any and all required documentation as requested by NTC Nursing.
- Connecting documentation to the appropriate requirement category within Complio (tutorial videos and technical assistance are available if needed).
- Receiving and responding to automatic emails from the ADB system (and from any NTC administrators having access to the System) by providing information and additional documentation as requested.
- Having sufficient experience and knowledge of computers, and access to a computer, to upload their information to the system. **Electronic documents must be clear and easily readable as submitted.**
- Paying a subscription fee for a specified duration (e.g. one year, two years, 18 months) for access to the ADB system. **Must have active Complio account for duration of the program.**
- Completing a **NATIONAL BACKGROUND STUDY** through American Databank/Complio and paying the applicable fee for processing (depending on residential history, fees in addition to the base cost may apply).

## REQUIREMENT INFORMATION/DETAILS

*Documentation that does not meet these guidelines will be rejected. Please review carefully.*

### Immunization Requirements:

- **MMR** (measles, mumps, rubella) – TWO vaccinations or antibody blood testing verifying immunity to measles, mumps, and rubella – *all three components must be tested and indicate immunity*
- **Varicella** (chicken pox) – TWO vaccinations or antibody blood testing verifying immunity to varicella (history of chicken pox *is not* accepted as verification of immunity)
- **Tdap** (tetanus, diphtheria, pertussis) – must have documentation of one *adult* Tdap booster within the last 10 years
  - **Tdap** vaccine *IS NOT THE SAME* as other vaccines containing some, or even all, the vaccine components (DTap, TD, or DT are not accepted)
- **Hepatitis B** – series of three vaccinations, or antibody blood testing verifying immunity, or signed waiver
- **Influenza** – vaccination is required each fall (due by November 1<sup>st</sup>) for students participating in clinicals during flu season (mid-fall through spring semester).
  - Exemptions for medical or religious reasons *only* (clinical policy for wearing of mask applies during flu season). *As with vaccination, exemption documentation is required annually.*
    - Medical contraindication must be verified and documented by your healthcare provider
    - If religious exemption applies, complete and sign NTC form available on Complio
    - Clinical site policy regarding wearing of mask while providing cares will apply

### TB (tuberculosis) Screening:

- Initial *Two-step* mantoux\* or Quantiferon TB blood testing\* **within the last 6 months**
  - **Annually thereafter**, single/one-step mantoux or Quantiferon TB blood testing
  - \*If mantoux or Quantiferon test shows *positive* results, or if you have a history of positive reaction to TB skin or blood test, a clear chest x-ray and physician's follow-up assessment/clearance will be required to verify there are no signs of active disease
    - **Annually thereafter**, physician's follow-up assessment and letter of clearance will be required. Documentation must verify no signs/symptoms of active tuberculosis. Subsequent x-rays will not be required by the Nursing program; however, please follow the recommendations of your healthcare provider.

### BLS-HEALTHCARE PROVIDER CPR Certification:

- Must be AHA (American Heart Association) or ARC (American Red Cross) BLS PROVIDER/HEALTHCARE PROVIDER certification meeting current guidelines for CPR and ECC (Emergency Cardiovascular Care). **Be advised, AHA HEARTSAVER certifications are NOT accepted.**

### BACKGROUND CLEARANCE:

- National background study must be completed and paid for through American Databank/COMPLIO system (see previous page).
- MN State background study must be completed through MN Department of Human Services according to the instructions provided by NTC Nursing. Completion and clearance will be indicated in COMPLIO by the Nursing Department. NOTE: *Process includes fingerprinting and photo requirements. Instructions must be followed carefully and in a timely manner.*