



COMPLIANCE CHECKLIST

Your Steps to Completing Your Pre-Licensure Nursing Compliance Requirements

Welcome to Regis University's Rueckert-Hartman College for Health Professions (RHCHP) Loretto Heights School of Nursing. Take a moment and pat yourself on the back—you've earned it! All nursing students must complete compliance requirements to ensure the successful completion of their health care program. While this list might seem a bit daunting at first, we've broken it down into easy steps to help you along your way and get you ready for life as a Regis nurse.

01. CREATE YOUR COMPLIO ACCOUNT

First, the fine print. Complio is where you will upload all of your clinical compliance information and documentation, which can then be reviewed by the Office of Compliance. Go to rhchpcompliance.regis.edu to get started. When you have successfully created your account, Complio will send you an email with an activation link.

If you experience any technical problems with the Complio website, please contact Complio Student Support at 800.200.0853 or complio@americandatabank.com. This will ensure the quickest resolution of your problem.

02. PURCHASE YOUR REGIS PRE-LICENSURE NURSING PACKAGE, AND COMPLIO BACKGROUND SCREENING AND DRUG SCREENING

> Once you've activated your account and logged in to Complio for the first time, click the *Get Started* button. Here is the information you will need to input:

- > Institution Name: Regis University
- > Select Program of Study: Loretto Heights School of Nursing
- > Select Degree: Bachelor of Science
- > Select Major: Accelerated BSN, CHOICE BSN, or Traditional BSN

Click the *Load Packages* button and select the following options:

- > Regis Pre-Licensure Nursing Package (12 Months)
- > Immunization Package
- > Complio Background Screening and Drug Screening¹

¹**Please note:** If you have been actively working in health care and had a drug screening in the past year, Complio may accept the results of that screening. If this is your case, upload your documentation to Complio for evaluation.

03. VACCINATE

Keep yourself and others safe by making sure your immunizations are all up to date. And be sure to check your vaccination history to see if you already satisfied some of these requirements. Some of these are series of shots that may take several months to complete, so get started on this process as early as possible.

a. Hepatitis B:

- > Series of 3 vaccinations
- > Must be at least 1 month between the first and second vaccines, and at least 4 months or more between the second and third vaccines
- > Alternatively, you can satisfy this requirement by providing documentation of HBsAg or Hepatitis B Surface antibody
- > All nursing students can start the program with only having the first two doses

b. Measles, Mumps, Rubella (MMR):

- > Series of 2 vaccinations
- > Must be at least 28 days between the first and second doses, with each date recorded
- > Alternatively, you can satisfy this requirement by providing documentation of a positive titer

c. Varicella:

- > Series of 2 vaccinations
- > Must be at least 28 days between the first and second doses, with each date recorded
- > Alternatively, you can satisfy this requirement by providing documentation of a positive titer or documentation of childhood disease

d. Tuberculosis:

- > Series of 2 separate PPD skin tests²
- > Must be no more than 365 days between the first and second tests, and reading dates must be 48-72 hours after placement dates
- > The Office of Compliance will not accept blood tests in place of the skin tests

²**Please note:** Talk with your health care provider about any other vaccinations you plan on receiving. Certain live viruses may interfere with PPD reactions and may impact your ability to meet your compliance deadline.

04.

GET CPR CERTIFIED

This life-saving skill is vital for all health care professionals. The Office of Compliance can only accept the American Heart Association Basic Life Support (BLS) certification (formerly called BLS for Healthcare Providers), with no exceptions. All of your clinical placements will accept this certification. Visit cpr.heart.org to find out about your course options.

When you complete your AHA BLS course, upload one of the following to Complio:

- > AHA BLS course completion card (both front and back)
- > AHA BLS e-Card
- > AHA BLS Instructor card
- > Military Training Network (MTN) Healthcare Provider card

05.

PHYSICAL EXAM

You know the drill. Contact your health care provider to obtain a physical exam. Your provider must complete the Regis Physical Exam Form to certify your ability to complete the program. The form is found in your Complio account under *Required Documents*.

06.

COMPLETE ACADEMIC INTEGRITY ASSESSMENT/OSHA AND HIPAA REGULATORY TRAINING

Some rules are made to be broken. These are not them. Look for an email from the Office of Compliance with full details about accessing the correct training modules and quizzes. You must earn a score of 90% or higher to pass the quizzes, but you can take them as many times as needed to achieve a passing score.

07.

CREATE A MYCLINICALEXCHANGE ACCOUNT

Clinicals will be here sooner than you think! myClinicalExchange is software that will help to communicate clinical rotation details between you, the School of Nursing and your clinical sites. You will receive an email from the Loretto Heights School of Nursing with the information you need to purchase the required software.

08.

QUESTIONS?

For the fastest, most accurate answers, please send all of your compliance-related questions to the Office of Compliance at rhcomply@regis.edu.

3333 Regis Boulevard | Denver, CO 80221-1099 | 800.944.7667 | ruadmissions@regis.edu



Regis University is regionally accredited by the Higher Learning Commission (HLC).