



COMPLIANCE CHECKLIST

Your Steps to Completing Your Doctor of Pharmacy Compliance Requirements

Welcome to Regis University's Rueckert-Hartman College for Health Professions (RHCHP) School of Pharmacy. Take a moment and pat yourself on the back—you've earned it! All pharmacy 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 pharmacist.

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. Since your Complio account will be renewed annually, we recommend waiting until you receive an email from the Compliance department in early May to set up your account so you do not have to renew mid-year. You may begin working on all below steps and gathering documentation to upload upon setting up your account.

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 PHARMACY 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: School of Pharmacy

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

- Regis Pharmacy Package
- Immunization Package
- Complio Background Screening and Drug Screening

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.

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 vaccine
- Alternatively, you can satisfy this requirement by providing documentation of HBsAg or Hepatitis B Surface antibody
- All pharmacy students can start the program with only having the first two doses

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

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

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
- > OR negative QuantiFERON Gold blood test

Tetanus Diphtheria Acellular Pertussis (Tdap)

- > 1-time vaccination
- > Every 10 years

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. QUESTIONS?

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

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