

Welcome, Class of 2027

Hello Class of 2027,

Welcome from the Office of Experiential Education! You will be working with our office throughout your entire pharmacy education at KGI SPHS.

The first step of your Experiential Education journey is to create an account with American DataBank's Complio, a comprehensive tool for student screening (e.g. background check, drug screening), immunizations, titers, and compliance.

The second step is to place orders for the Background Check Package, Drug Screening Package, and Keck Master Package.

The third step is to upload all requested supporting documentation to your Complio profile to become compliant in all categories.

It is extremely important that you are compliant in all the requirements in Complio. Students should never let requirements lapse (expire). Students who let their requirements lapse/expire (i.e. non-compliant), will not be allowed to participate in the rotation optimizing process (i.e. submit rotation preferences) or be allowed to participate in their rotation(s): Introductory Pharmacy Practice Experiences (IPPEs), or Advanced Pharmacy Practice Experiences (APPEs).

Step 1: Create a Complio Account

Please go to our website kgicompliance.com to create an account, and get started with your order by following the steps listed on the home screen (pictured on page 2).

When creating your account, please include your Maiden or Alias name so that any documents that do not contain your current name are not rejected.

Welcome to Keck Graduate Institute 's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The **Complio Screening** process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

EXISTING USERS
Login To Your Account

NEW USERS
Create Your Account



1 Create your Account & Subscribe



Click **Create an Account** to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.

2 Select A Screening Package



Login in and follow **Create Order**. Follow the prompts and answer the questions. Select a screening **Package**.

3 Enter Information



Enter the **Personal Information** required to complete your screening. Add your **Residential History**.

4 Sign Forms

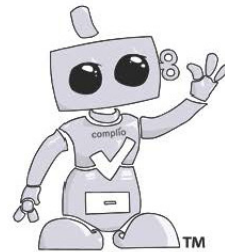


Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.

5 Submit Payment



Enter **Payment Details**. Please read our **Refund Policy**. **Submit** your order. American DataBank will immediately begin processing your background check.



Complete. Compliant. Complio.

Additional Steps Needed Once You've Placed Your Order

Along with ordering the background check you will need to complete the following:

Drug Screening

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected. Please visit the [Drug Screen Information page](#) for further instructions.

[Drug Screen Information](#)



Step 2: Select Screening Packages

When placing your order, please make sure to select the correct year. **The Class of 2026 will select P1.**

You will need to select three (3) packages:

1. Keck Master Package

a. The screening package you will select is the Keck Master Package, which is the immunization tracking package that allows students to upload requirements we need to track. Please note that this is a one-time fee which will cover you through your P4 year.

2. Background Check Package*

a. A negative background check is required for matriculation and of all sites to receive clearance to start your rotation.

3. Drug Screening Package*

a. A negative drug screening is required.

**Please note that the background check and drug screening packages MUST be purchased yearly at minimum*

The other package that will be required of you starting **spring semester of your P2 year** for your IPPE 3 and Certificate Experience Elective **and in the year that follows** for your APPE rotations is:

1. Clinical Rotation Package

a. KGI SPHS pays for the Clinical Rotation Package

b. The package that allows the students to be placed into a rotation and complete agency specific requirements.

DO NOT purchase this package at this time, for the Institute will deny it.

Step 3: Become Compliant in Complio

Please upload all requested supporting documentation to your Complio profile to become complaint in all categories.

CPR Certification

The Office of Academic Affairs coordinates the AHA BLS training. Students will receive an email from this office with the training date and time.

APhA Immunization Certificate

The instructor for this training will contact Students 4 weeks prior to the training date with details.

Trainings

Students will complete the HIPAA Privacy, HIPAA Security, and Blood Borne Pathogens trainings after registering for [Pharmacist's Letter](#).

Student Professional Liability Insurance

Students can obtain student professional liability insurance through student associations such as APhA, or purchase it through organizations such as Healthcare Providers Service Organization (HPSO) and Pharmacist Mutual.

Pharmacy Intern License

Students will apply for their license during their Academic Prologue session with OEE.

Annual Physical Health Care Provider Statement

Once form is completed it may be mailed to OEE directly from provider, faxed from providers office, emailed to secure OEE email or returned in a sealed envelope with Providers clinic stamp over the seal.



DO NOT procrastinate. The timeframes for completing some of the vaccine series can take several months. See below:

Dosages and Schedules for Vaccines

- Dosages and schedules for Hepatitis A vaccines vary depending on manufacture and vaccine. Timeframe to complete series ranges from **6 to 12 months** and an additional **6-8 weeks** to draw titer.
- Dosages and schedules for Hepatitis B vaccines vary depending on manufacture and vaccine. Timeframe to complete series is typically **6 months** and an additional **6-8 weeks** to draw titer.
- Timeframe to complete varicella two-dose vaccine series is typically **four weeks** (2 doses of varicella vaccine 28 days apart) and an additional **6-8 weeks** to draw titer.
- Timeframe to complete MMR two-dose vaccine series is typically **four weeks** (2 doses of MMR vaccine 28 days apart) and an additional **6-8 weeks** to draw titer.

For additional information about immunizations/vaccinations/titers, please see the attached document and refer to the onboarding timeline for deadlines.

IMPORTANT: It is the sole responsibility of the Student to submit all the correct requirements/documentation before the due date(s) and never let any requirements/documentation expire.

Frequently Asked Questions

About Complio

1. What exactly am I (the student) paying for in Complio?

Complio is the platform KGI SPHS Office of Experiential Education is using to help streamline the onboarding process for matriculation, and both IPPE and APPE rotations. Each time you upload a new requirement, American DataBank (ADB) goes in to verify that the uploaded documents are compliant with the requirements set forth by the sites. Their turnaround time is 1-3 business days.

2. Do I have to use Complio?

Yes. Complio is required of all pharmacy students to matriculate and go out on their IPPE, Certificate Experience Elective, and APPE rotations. Through the years, we have worked diligently to improve our processes and the students' experience. This platform will help make meeting the onboarding requirements an easier process for our students. In addition, it will assist the Office of Experiential Education in making sure that all students stay up to date with requirements with the help of Complio's tracking services.

Please note that students who do not sign up with Complio or do not fulfill their onboarding requirements will not be able to participate in the rotation optimization process or in their assigned rotation(s). Given that it is difficult to obtain rotations in today's highly concentrated and competitive market, we will utilize the rotations of non-compliant students by offering them to those students who are compliant and needing a rotation. Please refer to the Experiential Education Manual for more information on this policy.

We ask that you utilize the instructional videos provided within Complio, as well as the Get Help tab to submit your questions via their ticket system. They will be your best resource for answering your questions about this service. Thank you for all your cooperation.

About Immunizations/Vaccinations/Titers:

1. My physician's office does not offer the IgG titer for Hepatitis A, MMR, or Varicella. What should I do?
 - a. To be complaint, you must submit a **Positive (reactive) IgG OR a Positive (reactive) Total PLUS Negative (non-reactive) IgM**

TITERS: MUST have a POSITIVE IgG titer OR TOTAL Titer is IgG PLUS IgM

- IgM titer
 - Negative is an indicator of no current infection
 - Positive is an indicator of current infection. See PCM.
 - IgG titer
 - Negative indicates no immunity
 - **Need to get vaccinated or revaccinated AND repeat titer 6 weeks after completion of vaccination or booster shot**
 - Positive indicates immunity either by previous vaccination or infection
 - **TOTAL** Titer is IgG plus IgM
 - Negative indicates no active infection (IgM) and no previous vaccination or infection (IgG)
 - **Need to get vaccinated or revaccinated AND repeat titer 6 weeks after completion of vaccination series or booster shot**
 - Positive indicates either active infection (IgM) or previous vaccination or infection (IgG). The test is unable to differentiate between IgM and IgG.
 - **Will need to draw an IgM titer to rule out active infection**
 - If IgM positive, active infection. See PCM.
 - If IgM negative, no active infection and it indicates that the IgG is positive.
2. I submitted a **negative** Hepatitis B Surface AntiGEN to Complio and it still says that I am non-compliant. Why?
- a. You must submit a **Positive** (reactive) Hepatitis B surface antibody

Hepatitis B Titer: MUST have a POSITIVE anti-HBs or HBsAb (Hepatitis B surface antiBODY)

- HBsAg (Hepatitis B surface antigen)
 - Negative
 - "Positive" or "reactive" HBsAg test result indicates that the person is infected with hepatitis B. See PCM.
 - anti-HBs or HBsAb (Hepatitis B surface antiBODY)
 - "Negative" or "non-reactive" indicates that a person does NOT have immunity against the hepatitis B virus
 - Need to get vaccinated or revaccinated AND repeat titer 6 weeks after completion of vaccination series or booster shot
 - "Positive" or "reactive" indicates that a person is protected (immunity) against the hepatitis B virus
 - anti-HBc or HBcAb (Hepatitis B core antibody) Do NOT get this test done. Will be required to get the anti-HBs or HBsAb (Hepatitis B surface antiBODY)
 - The core antibody does not provide any protection against the hepatitis B virus
 - "Positive" or "reactive" indicates a past OR current hepatitis B infection
3. My doctor's office does not offer a Hepatitis C IgG titer.
- a. You must submit a Hepatitis C Negative Titer- Hepatitis C Antibody (AB)
4. I always have a positive QuantiFERON-TB Gold (QFT)/Gamma interferon result.
- a. In addition to the positive QuantiFERON-TB Gold (QFT) /Gamma interferon results, you need to submit a negative Chest X-ray.



Once again, welcome to KGI SPHS PharmD program! We look forward to meeting you all. If you have any questions, please email OEE@kgi.edu.

**Warm Regards,
The Office of Experiential Education Team**

