

## STUDENT RESPONSIBILITIES

All pre-licensure nursing students are responsible for completing the requirements listed below. Students are also responsible for providing and maintaining current professional documentation uploaded into the **Complio®** system. **Be sure to start this process early** as some immunizations take time to complete.

Current records are required to attend clinical, and failure to maintain these records may result in disenrollment. You may lose your spot in the program to someone else if your documentation is incomplete.

## INSTRUCTIONS

1. Students will manage their professional documentation electronically using the **Complio®** system. **Students will receive an email shortly after confirmation of admission** with instructions on how to access the system.
2. **Important Guidelines:**
  - a) The Student User Guide in **Complio®** provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before the 1<sup>st</sup> term starts.
  - b) **Profiles must include university UNM/SALUD email addresses rather than personal ones.** *In the event a non-UNM email address is used to set up your account, please change the email address to your Salud email within the first week of the semester.*
  - c) The system will generate an email notification and will be sent to the student notifying them of requirements that will expire.

## PROFESSIONAL DOCUMENTATION CHECKLIST

The following six (6) professional documentation requirements must be completed and uploaded into the **Complio®** system (see instructions above) prior to **Friday, August 29<sup>th</sup>, 2025.**

- ☐ **E-Mail Signature**– In your signature line please include the following:
  - First and Last name
  - Program and Level you are currently
  - Banner ID number
    - Example: Respectfully,  
Miranda Olguin, TSE L1, 101#####
- ☐ **NM Caregivers Criminal History Screening – Annual update.**
  - ❖ To start the NMHCA fingerprinting process please send your Clinical Affairs Program Coordinator (listed below); **a clear copy of your driver's license, your state of birth only, a current phone number, and your Student ID number.**
  - ❖ Please include a note that you are an **incoming BSN nursing student.**
  - ❖ Screening to be completed **annually.**
    - Traditional Sophomore Entry: Levels 1 – 5: Miranda Olguin, [MLOlguin@salud.unm.edu](mailto:MLOlguin@salud.unm.edu)
    - FDE: Vacant (until role is filled: Cynthia Cody, [CyCody@salud.unm.edu](mailto:CyCody@salud.unm.edu)
    - ABSN & RN-BSN: Cynthia Cody, [CyCody@salud.unm.edu](mailto:CyCody@salud.unm.edu)

- ❑ **Student Health & Counseling Immunization Record**– Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. A complete list of required immunizations can be found online at: <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>

During your appointment, a SHAC nurse will authorize your immunization records and provide a signed UNM Immunization Record Form for you to provide to the CON to upload in Complio. You must enter each date you received your vaccine and upload a copy of your SHAC Immunization Record for each requirement. If necessary, SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136 or visit their website, <https://shac.unm.edu/>

Please note that each vaccine entry includes a “**Category Information**” section, which provides a “**Requirement’s Explanation**”. These sections offer important details about what is required for each vaccine entry—please review them carefully.

- **Hepatitis B Requirement:**

Incoming students must have received **at least the first two doses** of the Hepatitis B series prior to starting clinical.

- If you received the 2-dose or 3-dose series, be sure to **enter each dose individually** with the correct dates as well as uploading the same SHAC Immunization Record for each vaccine.
- You are also required to enter your **Hepatitis B Titer**, including:
  - The date the titer was completed
  - The **result of the titer**: *Note: A "positive" result must be provided for the titer to be accepted.*
  - An upload of your **SHAC Immunization Record**

- ❑ **COVID-19 Vaccine/Booster** – Students are required to submit a single dose of the new COVID-19 monovalent Pfizer, Moderna or Novavax vaccine dated on or after September 11, 2023. This information is subject to change based on federal guidelines. Any updates will be communicated to students via email as soon as they become available.

- ***This is required by the clinical site and is required per rotation at clinics***
- However, we do offer a Declination Form for those who need an exemption. If you need a form, you can find this in Complio. This will need to be filled out and signed by your Program Director, then uploaded to Complio.

- ❑ **Drug Screen (10 Panel)** – The instructions to complete this requirement are included in Complio when you set up your account.

- ❑ **BLS (Basic Life Support)** – Certification for HealthCare Providers (Adult, Child, & Infant) Certification to be completed through one of the following organizations: American Red Cross; American Heart Association; or American Health & Safety Institute. **Web-only courses are not permissible.**

- ❑ **Consent to Release Personally Identifiable Information Form** – This form can be found in the Documents section of Complio. This form pertains to sharing the required information with our clinical partners for your participation in clinical experiences.

## ❑ N95 Respirator Training and Fitting

1. Complete the *N95 Respirator Medical Evaluation Questionnaire* form found on the website link: <https://shac.unm.edu/documents/n95-respirator-medical-evaluation-questionnaire.pdf>.
2. Schedule an appointment with SHAC and **please take your Questionnaire form with you to your SHAC appointment.**
  - A SHAC nurse will sign and return the Air Contaminant Evaluation form to you. Keep this form for your N95 Respirator fitting as **you will not be able to do the fit test if you do not have the signed medical form from the SHAC nurse.**
  - For further information on this you can visit their website:  
<https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>
3. Schedule an appointment at EHS via calling or through your HSC Learning Central.  
<https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>
  - Respirator fit tests are to be completed at UNM's Safety & Risk Services (SRS) Department located at 1801 Tucker St. NE, Building 233 (north end of G-Lot).
  - Walks-in are available Mondays from 2:00pm – 3:00pm and on Fridays 9:00am – 10:00am.

NOTE: According to NIOSH, the "most important aspect of a NIOSH-certified respirator's performance will be how well it fits the face and minimizes the degree of leakage around the face piece. This must be measured for each individual and their selected respirator."

Beards and other sorts of facial hair will break the seal of the respirator, which must have direct skin contact. Therefore, it is necessary to be clean shaven to be fitted for a protective respirator. **Facial hair must be clean and shaven at least 10 hours prior to the fit test.**

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The additional two (2) professional documentation requirements listed below must be completed by **Friday, August 29<sup>th</sup>, 2025**, and uploaded into the Complio® system.

- ❑ **OSHA/Bloodborne Pathogens – Annual update.** External OSHA certificate can be accepted. Training can be completed online at: <https://learningcentral.health.unm.edu/learning/user/login.jsp>  
To locate training module in UNM's Learning Central, search Catalog for "Bloodborne."
- ❑ **UNM HIPAA Trainings – Annual update.** More frequent updates may be required. Must be taken through UNM's Learning Central. Log on to <https://learningcentral.health.unm.edu/learning/user/login.jsp> and both HIPAA trainings (HIPAA Security and HIPAA & HITECH) should be pre-loaded into your account.
  - When you upload this into Complio you will need to upload your UNM HIPAA Security Training Certificate & UNM HIPAA & HITECH Training Certificate **in their designated sections** of the "UNM HIPAA Trainings".

*To print or access the PDF of the completion certificates for the OSHA and HIPAA trainings, go to "Learning History," hover over the module name and then click on "Print Certificate" in the popup.*

*Note: If you are not a current UNM student, you will not be able to access Learning Central until you register for classes. If you are unable to locate any of these training courses, please contact HSC IT 505-272-1694 or HSC LC 505-277-5757.*

- ☐ **UNM Information Security Training-** The certificate should reflect “**Information Security [YEAR]**”. If it does not, please double-check to ensure that you are uploading the correct certificate.

#### ADDITIONAL INFORMATION

It is advised that students keep copies of all professional documentation for their own records. The College of Nursing will not make copies of documentation after it has been submitted. Students who lose their records will have to return to the original source to replace them or access them electronically via Complio®.

Some health facilities may impose additional professional documentation requirements. Students will be notified of any additional requirements prior to their clinical rotation.

**Early submission of the above documents is encouraged and gladly accepted!**

Please direct any questions to your Clinical Affairs Program Coordinator listed above on page 1 or call 505-272-4796.