

COMPLIANCE CHECKLIST
Women's Health/Gender Related 17/18 Clinical Cohort

COMPLIANCE DEADLINE: May 31, 2017

Failure to become compliant by the deadline will result in a fine of \$300

This checklist captures the **recommended** dates that you complete each of your compliance requirements.
Completing these items earlier is advisable.

DATE TO COMPLETE	ITEM	NOTES	COMPLETED
ASAP	Order Background Check Package and set up Complio account at www.upennnursingcompliance.com	Complio Subscription: Women's Health/Gender Related Nurse Practitioner Clearances: Package 2	
ASAP	Get fingerprinted for FBI Background Check	UPS Store on Spruce St is closest location. Can only be done in PA	
April	Request Childline Clearance online	https://www.compass.state.pa.us/cwis/public/home	
May	Receive yearly TB test, Physical and update any expiring immunizations	http://www.nursing.upenn.edu/student-services/clinical-compliance/immunizations/	
May	Complete Drug Screen	Results go directly to ADB and they will upload to your profile	
May 15	Upload PA, NJ, and DE RN license to Complio	Screenshot of online verification is acceptable	
May 15	Upload immunization records to Complio and complete online entry	Immunization records from Occ-Health where you work will suffice	
May 15	Upload FBI Background Check to Complio	Form mailed to you	
May 15	Upload Childline Clearance to Complio	This will be a PDF accessed on the Childline website.	
May 15	Upload CPR – BLS card to Complio	Include front and back of card. CPR cards expiring before June 2018 will not be accepted.	
May 15	Complete Knowledge Link Curriculum	http://knowledgelink.upenn.edu/	

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