

POLICY NUMBER: III-XVIII

POLICY TITLE: American DataBank (Complio) Compliance Policy

LEGAL AUTHORITY: Miami Dade College ASN Student Handbook; Miami Dade College Student Rights & Responsibilities Handbook; American Nurses Association (ANA) Code of Ethics; Agency for Health Care Administration (ACHA); Affiliating Clinical Agencies Requirements

DATE OF LAST REVIEW: 09/2025

PURPOSE STATEMENT

The purpose of this policy is to ensure full compliance with the Benjamin Leon School of Nursing (BLSON) requirements, affiliating healthcare agency requirements, and regulatory standards. By mandating timely submission of health records, screenings, immunizations, background checks, certifications, and orientation documents into American DataBank (Complio), the policy safeguards students, faculty, and patients by reducing health and safety risks, ensuring regulatory adherence, and promoting eligibility for clinical site participation.

POLICY:

All required documentation including but not limited to the following: Health record form, diagnostic test results, TB screening, immunization status (proof of immunity or vaccination), background check including ACHA, BLS, and affiliating Agency orientation documents must be updated and uploaded to American DataBank (Complio), at least 4 weeks prior to the start of each semester.

All student's health information and Complio requirements must remain current for the duration of the entire upcoming semester.

Students' health information and Complio requirements must remain current during their entire enrollment in the nursing program.

The Complio Compliance Detail Record must state "all categories are approved" and the Status Category must state "Compliant" by the due dates list below for each group.

Any student who is enrolled in clinical courses (semester 1, 2, 3, or 4) and is non-compliant in Complio by the due dates below will be dropped from all courses related to the clinical course including co-requisite lecture, lab, & skills courses. There will be no exceptions.

See below student categories for deadlines.

Students are responsible for any tuition, charges, or fees which may occur due to non-compliance.

Incoming Students

DEADLINES FOR COMPLIO COMPLIANCE

Spring admission January 3

Fall admission August 1 (except for the influenza vaccine which is due by Sept 10 of each year)

In-program Students

DEADLINES FOR UPDATING INFORMATION

Fall Semester July 1 (except for the influenza vaccine which is due by Sept 10 of each year)

Spring Semester Dec. 1

Summer Semester April 1

REFERENCES

- Miami Dade College ASN Student Handbook
- Miami Dade College Student Rights & Responsibilities Handbook
- MDC Manual of Procedures (MOP) 4025 – Student Code of Conduct
- MDC Manual of Procedures (MOP) 4030 – Student Discipline
- MDC Manual of Procedures (MOP) 4035 – Academic Dishonesty
- American Nurses Association (ANA) Code of Ethics for Nurses
- Agency for Health Care Administration (ACHA)
- Affiliating Clinical Agencies Compliance Requirements