

Checklist of Requirements and Deadlines

Realizing this is a lot of information. This is a checklist for you to use of the requirements and/or tasks needed for you to complete to be compliant with the Office of Experiential Education.

Requirement/Task	Explanation	Deadline	Completed	
Log into Core Elms	Access "Document Library"	Over the summer		
Log into Core Elms	Review Account-update Address; upload photo	Over the summer		
Log into Complio	Create account and order only the immunization package for \$15.00	Over the summer		
CEI Training	Complete the following training programs and upload to Complio:	August 1-September 15		Check off when uploaded and approved by Complio
	OSHA Blood Borne Pathogen Standard 2020		Bloodborne Pathogen	
	HIPAA Privacy Training for Health Professionals 2020		HIPAA Privacy	
	The "Other" Part of HIPAA; The Security Rule 2020		HIPAA Security	
	Tuberculosis Training Overview 2020		Tuberculosis	
	COVID-19 Safe Practices for Pharmacy Learners		Covid-19	
Authorization to Release Health Information form	Access the form in Complio; review, sign and upload to Complio	No later than October 15		
Property Waiver and Confidentiality Form	Access the form in Complio; review, sign and upload to Complio	No later than October 15		
Verification of Health Insurance Coverage	Make a copy of front and back of insurance card and upload to Complio	No later than October 15		
Health History and Physical Form	<ul style="list-style-type: none"> • Access the Health History and Physical Form on Complio. • Provide to your healthcare provider to complete making sure it is filled out completely. • Verify on the top of every page it has your name, DOB, Peoplesoft number and Program. • Upload completed form to Complio. 	No later than October 15		
Titers	Upload your quantitative titers to Complio (must upload each individually) for:	No later than October 15		
	Measles		Measles	
	Mumps		Mumps	
	Rubella		Rubella	
	Hep B		Hep B	
	Varicella		Varicella	
Other Immunizations	Upload on Complio proof of receiving the following:	No later than October 15		
	Tdap within last 10 years		Tdap	
	Tuberculosis (PPD)/Quantiferon		PPD/Quantiferon	
	Influenza Vaccine for current flu season		Influenza	
Connecticut Pharmacy Intern License	Info was sent to you in admission letter; once received from Department of Consumer Protection, upload to Complio	December 1	CT Pharmacy License	