# COMPICATION DATABANK

# Admin Clinical Rotation User Guide

Create a Clinical Rotation

American DataBa	Setup Communication	n Orders Approvals	Services Docum Rotati Contra Profile	People and Places     Reports       ment Tracking        ons        acts        a Sharing			
Manage Existing Rotations							
Institution:	Agency:						
ADB University	SELECT V						
Complio ID:	-SELECT-	Type/Specialty:		Department:			
	ABC Company						
Program:	ADB Hospital	Term:		Unit/Floor or Location:			
	Rantist Health						
# of Students:	Broward Health	Days:		Shift:			
	California Rehabilitation	-SELECT-	Ŧ				
Time:	Centra	End Date:	4949	Instructor/Preceptor:			
0	Children's Manifel	Serect a date		SELECT V			
Ø							
Other Details							
Agency Status:	'# of Groups:						
	Q Search D	Reset Ø Cancel					
			+ Add New	Rotation 📿 Refresh 📥 Download			

- 1. From the Services dropdown menu, select *Rotations*, then **Manage Rotation**.
- 2. Select the *Agency* from the Agency List.
- 3. Click Add New Rotation.
- 4. Fill out as much rotation information as possible. The agency uses this to locate and track students. Click Save.

## Assign the Clinical Orientation Tracking Package to the Rotation

American DataBa	ank	Setup Communication Orders Approvals Services People and Places Reports						
Rotation Details								
Agency:	Complio ID:	Rotation Name:	Type/Specialty:					
ABC Company	RT-40-40	RT-33-65	Heart					
Department:	Program:	Course:	Term:					
Cardiology	BSN	Nursing	Spring					
Unit/Floor or Location:	# of Students:	# of Recommended Hours:	Days:					
Cardiac and Vascular Center	10	200	Monday, Wednesday, Friday, Saturday					
Shift	Time:	Dates:	Instructor/Preceptor:					
Morning	3:00AM-10:30AM	07/27/2016-10/03/2016	Chief Nurse					
Other Details								
Agency Status: Active	'# of Groups: 1							
<b>Rotation Requirement Packages</b>								
Package Currently Assigned:								
NA								
Select Package:*								
-SELECT V	Assign Package to Rotation	Add New Package						
Instructor/Preceptor Rotation Pa	ackage							
Package Currently Assigned:								
N/A								
Select Package:*								
SELECT V	Assign Package to Rotation	Add New Package						

- 1. Return to the Manage Rotations page (Services > Rotations > Manage Rotations).
- 2. Search for the Rotation by selecting the Agency to which the Rotation is assigned, then clicking **Search.**
- 3. Click the "Detail" link located to the right of your Rotation's Name.
- 4. Under "Rotation Requirement Package," select the appropriate Rotation Package.
- 5. Click "Assign Package to Rotation".

## Assign Students to the Rotation

As	sign to R	otation						
Use	er Group: ELECT			Ŧ	Applicant First Name:		Applicant Last Name: Email Address:	
551	I/ID Numbe	er:			Date of Birth: Select a date	<b></b>	Institution Hierarchy: Select Institution Hierarchy	
44	≪12>>	⊳⊳  Pag	e size: 50	•	Q, Search	ි Reset	Cancel Assign to Rotation	load ge(s)
	Applicant First Name	Applicant Last Name	Institution	Email Addres	55	Date of Birth	User Group	SSN/ID Numbe
2	Jackie	Testing	ADB University	jackiew@arne	ricandatabank.com	01/10/1986	Childrens Hospital, class of 17, Cohort 1, Courtney's Students, David Afternoon, fall 2015, Fall 2016, Fall 2018, Gean's Morning Class, Glenn 2015, Hospital C, Janie 15, Jil's Class 2017, kaiser, Morning Class, Nurr Fall 2015, Port Arthur, Psychologe, spring 2018, Spring Nursing 2015, Summer 2016, Summer CNA, Susar 2017, Susan Spring 2015, test123, testing	ing 111- 11- 11111
2	Brittany	Testing	ADB University	lciemente+01	2345@americandatabank.com	12/13/1980	Courtney's Students, David Afternoon, David Morning, day 2015, Fall 2015, Fall 2016, Fall 2018, Gean's Morning Class, Glenn 2015, Hospital C, Jil's Class 2017, kalser, Morning Class, Port Arthur, Psychology, sp 2018, Susan 2017, Susan 2018, Susan Spring 2015, test123, testing	222- ring 88- 2222
2	Jessica	Test	ADB University	jmcwhirt@am	ericandatabank.com	12/18/1988	class of 17, Cohort 1, David Afternoon, fall 2015, Gean's Morning Class, Glenn 2015, Hospital C, Jil's Class 2017, kaiser, Morning Class, Psychology, Summer CNA, Susan 2015, Susan 2017, Susan 2018, Susan Spri 2015, UTM fall	111- ng 11- 1111
		Assign to R User Group: SELECT SSN/ID Number SSN/ID Number Applicant First Name Jackie Brittany Jessica	Assign to Rotation User Group: SELECT SSN/ID Number:  SSN/ID Number:  Applicant First Name Applicant First Name Brittany Brittany Jessica Test	Assign to Rotation User Group:SELECT SSN/ID Number: Applicant Applicant First Name ADB University Brittany Br	Assign to Rotation User Group:SELECT- SSN/ID Number:	Assign to Rotation         User Group:       Applicant First Name:        SELECT-       ▼       Date of Birth:         SSN/ID Number:       Date of Birth:       Select a date          ▼       C. Select a date         Q. Search       Q. Search       Q. Search         I Applicant First Name       Last Name       Institution         I Applicant First Name       Last Name       Institution         I Jackie       Testing       ADB University       jackiew@armericandatabank.com         I Jessica       Testing       ADB University       icemente+012345@armericandatabank.com	Assign to Rotation         User Group:       Applicant First Name:        SELECT-       ▼         SSN/ID Number:       Date of Birth:         SSN/ID Number:       Date of Birth:         Select a date       ●         Q Search       ○ Reset         I Applicant First Name       Applicant Last Name       Institution       Email Address       Date of Birth         I Applicant First Name       Last Name       Institution       Email Address       Date of Birth         I ackie       Testing       ADB University       jackiew@americandatabank.com       01/10/1986         I Jessica       Test       ADB University       jmcwhirt@americandatabank.com       12/13/1980	Assign to Rotation User Group:  -SELECT-  SSN/ID Number:  Date of Birth: Select a date  Date of Birth: Select a date  C

- 1. After the package is assigned, scroll down to "Assign to Rotation."
- 2. Search for the students you want to assign to the rotation using the various fields.
- 3. Check the box next to the student's name.
- 4. Click the "Assign to Rotation" button.
- 5. You will see the student was assigned successfully under the "Rotation Members" section above. To un-assign, click the checkbox next to their name, then click "Remove from Rotation."

	Ro	tation	Memb	ers						
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		First Name	Last Name	Email Address	Date Of Birth	SSN/ID Number	User Group	Custom Attributes	School Compliance	Agency Compliant
C	2	lackie	Testing	jackiew@americandatabank.com	01/10/1986	111- 15- 1111	Childrens Hospital, class of 17, Cohort 1, Courtney's Students, David Albernoon, fall 2015, Fall 2016, Fall 2018, Gean's Morning Class, Glenn 2015, Hospital C, Janie 15, Jill'S Class 2017, kaiser, Morning Class, Numing fall 2015, Port Arthur, Psychology, spring 2018, Spring Numing 2015, Summer 2016, Summer CNA, Susan 2017, Susan Spring 2015, test123, testing		Not Compliant	Not Compliant
c		Brittany	Testing	lclemente+012345@americandatabank.com	12/13/1980	222+ 88- 2222	Courtney's Students, David Afternoon, David Monning, day 2015, Fall 2015, Fall 2015, Fall 2016, Fall 2018, Gean's Monning Class, Glenn 2015, Hospital C, Jill's Class 2017, keiser, Morning Class, Port Arthur, Psychology, spring 2018, Susan 2017, Susan 2018, Susan Spring 2015, test123, testing		Not Compliant	Not Compliant
c	2	lessica	Test	jmcwhirt@americandatabank.com	12/18/1968	111- 11- 1111	class of 17, Cahort 1, David Alternoon, fall 2015, Gean's Moming Class, Genn 2015, Hospital C, Jil's Class 2017, kaiser, Moming Class, Psychology, Summer CNA, Susan 2015, Susan 2017, Susan 2018, Susan Spring 2015, UTM fall		Not Compliant	Not Compliant
¢	5	David	Tester	hmdaverf@comcast.net	07/04/1926	887- 66- 0077	Class of 2020, Fall 2016, Hospital C, Psychology, Renewal, Spring Nursing 2015, Susan 2017, Susan Spring 2015, UTM fall		Not Compliant	Not Compliant
	4		141	Page size: 50 💌				48	am{s} in 1 pag	e(s)
	As	sign to	Rotat	ion		Remove	e from Rotation Profile Share			
	Use	er Group	¢.	Applicant	First Name:		Applicant Last Name: Email Addre	ess:		
	-9	ELECT-								

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### E-sign the Agency Attestation and Profile Share by Rotation

R	Rotation Members									
						C	Refresh	🛓 Down	load	
144	-(-(1)		Page size: 50 💌				3 h	em(s) in 1 pa	igels)	
	First Name	Last Name	Email Address	Date Of Birth	SSN/ID Number	User Group	Custom Attributes	School Complian	Agency e Compliance	
0	David	Tester	hmdaverf@comcast.net	07/04/1976	887- 66- 0077	Class of 2020, Fall 2016, Hospital C, Psychology, Renewal, Spring Nursing 2015, Susan 2017, Susan Spring 2015, UTM fall		Not Compliant	Not Compliant	
0	Lynda	Gilbert	lyndag+9999@americandatabank.com	01/02/1980	789- 80- 9890			Compliant	Compliant	
0	Ben	Grimm	temple@americandatabank.com	08/08/1988	111- 11- 1111	3rd Year Students, Afternoon Class, Class of 2017, Class of 2020, Cohort, Course 123, Dariene's Class of 2016, EMT Night Class, Fail 2015, Fail 2016, Graduation 2020, Morning Class, Night Class, Spring Nursing 2015, Summer 2016, Summer CNA, Susan 2015, Toshi summer 15, UTM fail		Not Compliant	Not Compliant	
144	-(-(1)		Page size: 50 👻				3 H	em(s) in 1 p	ge(s)	
					(	Remove from Rotation Profile Share				

- 1. When the students assigned to the Rotation reflect "Compliant" under the Agency Compliance column, you can Profile Share.
- 2. Review the Rotation Details and scroll down to the Attestation Statement.
- 3. Electronically sign in the E-Sign box using your mouse or touchpad.
- 4. Select "Submit Now" to share the profile(s) immediately or select "Submit Later" to schedule a future date.

American I	DataBank	Setup Communication Orders Approvals Services People and Places Reports
Student Attestation		
School Name:*	School Representative:*	Date of Attestation:*
ADB University	ADBUniversity Admin	07-20-2016
Attestation Report Text-		
As a designated representative of ADI file and that the above named student assigned area. I further attest that the above informat beckground investigation report does: reviews, sanctions or peer review pro- This attestation is provided in lieu of p Default text Signature: Cheer Signature	B University, Lattest that the above information is present in the student's is have been determined to be competent for the field of study and sion is present in the faculty member's file. I further attest that the not include any information about prior or perding investigations, osedings; or limitations of any licensure, certification, or negistration. roviding a copy of the background investigation report for each student	*The system is already configured to share the information required for the agency and to the authorized users.
Expiration Criteria		
Would you like to restrict this invite until a sp	ecific date or for a set number of views?	
Tes W0		
	Submit Now	Submit Later

### **Monitor the Agency Review Status**

American DataBank	¢	Setup Communication Orders Approva	Is Services People and Places Reports		
Share History		Manage Batalog	Document Tracking +		
Institutions		Profile Sharino History	Profile Sharing		
ADD University		Rotation Member Search	Prote sharing P		
ADD University +		L			
Agency	User Group:				
ABC Company #	2017 Graduates +				
Institution Hierarchy: Select Institution Hierarchy					
User ID:	Applicant First Name:	Applicant Last Name:	Email Address:		
SSN/ID Number:	Date of Birth:				
###-##	Select a date				
Rotation ID/Name:	Type/Specialty:	Department:	Program:		
Course:	Term:	Unit/Floor or Location:	Days:		
			SELECT T		
Time:	Start Date:	End Date:	Instructor/Preceptor:		
0	Select a date	Select a date	SELECT T		
0					
0					
Other Details					
Agency Status:	'# of Groups:				
	Q, Search C	D Reset Ø Cancel			

- 1. From the Services tab, select Rotation, then Profile Sharing History
- 2. Search for the rotation(s) using one or more of the search fields. Click Search.

Other Details Agency Status:		'# of G	'# of Groups:													
							Q, Search	] =	Reset	0	Cancel					
															C Refresh	📥 Download
4		HH Page	size 50 🔻													Ettembs) in 1 pagedid
	Agency	Inuitee Name	School Representative	Share Status	Invitation Date	Expiration Date/Number Of Views	Rotation ID/Name	Clinical Start Dute	Clinical End Date	Time	Clinical Days	First Name	Last Nar w	Agency Review Status	Di tail Shared	
	ABC Company	Courtney AgencyTest	ADBUniversity Admin	Not Viewed	11.bi 2016		Test for Mack	09 May 2016	25 May 2016			PeterTEST	ParkerTES T	Pending Review	Rotation & Tracking	View Attestation(s)
	ABC Company	Courtney test2	ADBUniversity Admin	Not Viewed	11.Jul 2016		Test for Mock UP	09 May 2016	26 May 2016			PeterTEST	ParkerTEST	Pending Review	Fil	View Attestation(s)
	ABC Company	Courtney AgencyTest	ADBUniversity Admin	Not Viewed	11 Jui 2016		Test for Mock	09 May 2016	26 May 2016			PeterTEST	ParkerTES 7	Pending Review	Retation & Teacking	Vew AttestationEd
			Contract of the second second		122.2.2		Test in the deside	OD Max	20 Kimi				2010/03/2019	Deciding	22	

- 3. The "Agency Review Status" column reflects if your Profile Share has been *Viewed* or *Not Viewed* by the Agency.
- 4. Click the **Download** button to export the results.
- 5. Click **View Attestation** to see a copy of the signed attestation.



### **Rotation Member Search**

### This search allows you to find rotation information by rotation details or students.

American DataBank			Setup Commu	nication Orders Appro	vals Services People and	Places Reports
Rotation Member Search			C	Manage Bylation	Document Tracking Rotations	
Institution:			Agency:	Profile Sharing History	Profile Shering	
ADB University T			SELECT	Rotation Member Search		
Complio ID:	Rotation ID/Name:		Type/Specialty:		Department:	
Program:	Course:		Term:		Unit/Floor or Location:	
# of Students:	# of Recommended Hours:		Days:		Shift	
			SELECT	Ψ.		
Time:	Start Date:		End Date:		Instructor/Preceptor:	
0	Select a date	<b>***</b>	Select a date	Ê	-SELECT	Ŧ
0						
First Name:	Last Name:					
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≪< ≪ 123456 >>> >>  Page size: 50 -						
First Last Name Agency Complie Rota	tion ID/Name Type/Specialty Dep	partment Program	n Course Term	Unit/Floor Students	a of Recommended Days Shift Hours	t Time Start (
Mary McCusker Children's RT-40- Hospital 20 test	test test	t best	test test	test	12 best	2:00AM- 4:00AM 12/23

- 1. To run the Rotation Member Search, go to: Services > Rotations > Rotation Member Search
- 2. Use the search fields to find your student.
- 3. Click **Detail** on the far right of your student's name. This will take you to the Tri-Panel Screen to review the Agency-Specific requirement details.

American Data	Bank	Setup	Communication Orde	ers Approvals Services People an	d Places Reports
Home + Manage Rotation Member Search + Veri Requirement Verification Details	fication Details				Back to Gueuros
🞦 Leigh Test	Patient Safety Module		00	UnDock	Reford Rotate
School: ADB University Agency: American DataBank Hospital Rotation ID/Name: Ohione Spring RN 117 Department: Medical/Surgical Provene: RN	Category Information		ø	Document Not found.	
Course: NUR-305 Term: Spring 2016	Current Status:	Incompleta			
UnitFloor: SE Recommended Houre: 15 Students: 5 Days: Monday, Wednesday	Certificate of Completion				
Shift: Morning Start Time: 07:00 AM	Current Status:	Incomplete			
End Time: 06:30 PM Start Date: 2/14/2016	Certificate of Completion:	No Document uploaded	-		
End Date: 4/1/2016 Compto ID: RT-40-28 Rotation Compliance Status: Not Compliant	Change Status: Pending Me Incomplete Roview Require Rejection Reason:	ets Does Not Meet remants Requirements	Expired		
LT .					
American DataBank Hospital Orientation					
Iciemente+123@americandatabarik.com					
Categories	Gran all and Data on in Oceans	al. Same all and Mark			
Patient Safety Module	ave at and Return to Queue	Tancel and	Hermito Greve		

### **Verification Queue**

Administrators can attest to students' clinical orientation requirement completeness and compliance through the Tri-Panel Review screen.

Ameri	ican DataBank				Setup	Communication	Orders	Approvals	Services	People and P	laces Reports	
Rotation Requirem	ment Verification q	ueue						Assignn User Wi Assignn User Wi All Clier	nent Queue ork Queue nent Exception ork Exception at Assignment		Verification queu	
ADB University	*								Verification Queue			
Agency: -SELECT-	+	Applicant First Name:			Applicant Last Name:			Agency Review Manage Un-erchive Request			e	
Rotation End Date:		Submission Da	ite:	Requireme	nt Package Type	63				644		
Select a date		Select a date		<b>1</b>	Applicant Rotation Package			Ŧ				
									4	🛛 Refresh 🛓	Download	
He en too be Pages	size 50 +									5 10	m(s) in 1 page(s)	
Applicant First Name	Applicant Last Name	é 1	ligency	R	otation Start C	Aute	Rotation En	d Date	Submit	ssion Date		
Ariana	Lucero	e	Broward Health	0	1/04/2016	1	06/01/2016	2	12/23/	2015	Detail	
Gean	Test	14	Woward Health	0	1/04/2016		06/01/2015		12/18/	2015	Detal	
lathleen	Test	5.4	Iroward Health North	0	6/06/2016		06/27/2016		12/07/	2015	Detail	
nigh .	Tent	0	Broward Health	0	1/04/2016		06/01/2016		12/18/	2015	Detail	
Nai	Lee	. 6	Broward Health	0	1/04/2016		06/01/2016		12/23/	2015	Detail	
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- 1. From Approvals, click Verification Queue.
- 2. Select the Requirement Package Type to review students' requirements. Click Search.
- 3. Click **Detail** to review the student's clinical orientation requirement completeness and compliance.





# **Questions?**

© American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email:	Complio@americandatabank.com						
Phone:	<b>303-302-9207</b> <u>Live Service</u> : 7am-6pm MT Monday-Friday; 8am-4pm MT Saturdays						
Address:	110 16 <sup>th</sup> Street Suite 800 Denver, CO 80202						

