



New Student Information for Licensed Undergraduate Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Students

1. Orientations

- a. **New Student Orientation** is **mandatory** for all new undergraduate RN to BSN students accepted for enrollment in the School of Nursing. The mandatory one (1) day new student orientations is scheduled for **Monday, January 8, 2018, 8:30 am – 12:30 pm.**

2. Clinical (Practicum) Component

- a. In addition to the many hours of formal class time, the undergraduate RN to BSN students must complete the required clinical component of the curriculum. The practicum courses require completion of clinical assignments, clinical hours, and patient care plans/care maps. Clinical hours may occur during the week, weekends, on holidays, or during the “on call” shifts; the on-call shifts could include: (3 p.m. – 11 p.m., or 11p.m. – 7 a.m., or a 12-hr. shift).
- b. Students begin practicum courses in the summer semester. In partnering with the local hospitals and clinics in the Greater New Orleans area, the LSUHNO School of Nursing agrees to abide with the pre-employment and patient safety guidelines. ***Most of the requirements needed for the practicum courses are only needed once while enrolled in the School of Nursing, unless otherwise stipulated by the healthcare facility.*** (A list of annual requirements are provided at the end of the document). All initial requirements must be completed by **January 3, 2018.**

NOTE: LSUHNO SON will be closed from December 25th – January 2nd. All offices are closed during this time.

3. Louisiana Registered Nurse (RN) License

The nursing student must have an unencumbered license to practice nursing in the state of Louisiana and have earned an Associate Degree or Diploma in nursing from any accredited college or university to fulfill the required pre-nursing courses. The nursing license is verified through the Louisiana State Board of Nursing. All licensure verifications are completed with the application process.

4. Student Health Forms (Mail or hand-delivered to the Student Health Department by **January 3, 2018**).

- a. More detailed health form requirements are located in Packet B, the Student Health Forms. Packet B is located on the *New Student Page* of the LSUHNO School of Nursing website: <http://nursing.lsuhschool.edu/NewStudents/Undergraduate.html>

- b. **Please make a copy of all student health forms** (Packet B) before mailed or hand-delivered to the Student Health Department.
- c. All students must have documented proof of immunity with titer results for: Varicella, Measles, Mumps, Rubella, and Hepatitis B.
- d. The dates of each of the following must be specified:
 - Tetanus/Diphtheria with Pertussis (within 10 years), Hepatitis B vaccine dates (1st, 2nd, and 3rd), Hepatitis B Surface AB titer, Tuberculin Skin Test (within 1 year), T-Spot or Quantiferon Gold, Meningitis Vaccine (1st and 2nd) {if before age 16}, and documentation of two (2) MMR immunizations (after age 1 year).
- e. Proof of Tuberculin (Tb) Skin Test or health survey, if previously positive, must be obtained each year.
 - 1. If the Tuberculin Skin Test is known to be positive, a chest x-ray is required. Chest x-ray results must be within the past 6 months.
- f. Proof of Influenza (flu) vaccine/declination must be obtained each year. Please note, if the declination form is completed, declining the flu vaccine, there may be restrictions to some healthcare facilities (such as: may not be allowed to enter and/or may be required to wear a mask the entire time on the facility campus).
- g. If students have health reasons for not receiving vaccinations (e.g. pregnancy and/or allergy) the reasons must be documented by the student health care provider prior to registration. If vaccinations are not completed due to health reasons, the student must provide documentation **before** registration.
- h. The Health Cover Letter (Medical Health Form Instructions) must be uploaded to **CastleBranch**. (Medical Health Form Instructions are located within Packet B, Form #1.)

*Please upload all health forms, Tb skin test results, and proof of flu vaccine to the **CastleBranch** prior to mailing or hand delivering to the Student Health Department.*

The Tb skin test results and proof of the flu vaccine must be submitted to the Student Health Department and **CastleBranch every year.**

5. Drug Screening, Level 1 Background check, and Immunization Tracking System (Due by January 3, 2018)

- a. The drug screening is a one-time event unless otherwise stipulated by the School of Nursing or the healthcare facility. The average cost of the drug screening is ~ \$46.00. All drug screenings must be ordered through **CastleBranch**. **CastleBranch performs the drug screening**. The LSU Health New Orleans School of Nursing Code for the drug test is **LS12dt**.

The School of Nursing conducts random drug screenings. Students are responsible for any random drug screening fees.

- b. The Level 1 Background Screening is a one-time event unless otherwise stipulated by the School of Nursing or the healthcare facility. **CastleBranch must complete the background screenings.**
- c. The Immunization Tracker of **CastleBranch** is mandatory. The Immunization Tracker will house all student mandatory requirements.

For more information, please visit **CastleBranch.com**. The LSU Health New Orleans School of Nursing, **graduate and undergraduate** students' code for the background check and immunization tracker is **LS12**. The Level 1 Background Check and the unlimited Immunization Tracker is \$119.75.

(Background checks completed by local police departments or other agencies are not sufficient, therefore are not accepted.)

6. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card (Due **January 3, 2018)**

- a. AHA BLS Healthcare Provider courses are offered through the Continuing Education (CE) Department of the LSUHNO School of Nursing. An email with class dates and times will be sent to all nursing students from the LSUHNO School of Nursing CE Department.
- b. Students may obtain the CPR card through any vendor; however, the course instruction has to be AHA BLS for the Healthcare Provider. Students may email the CE Department to ensure the correct CPR course is being taken.
- c. The AHA BLS CPR card is valid for two (2) years and must be kept current for the duration of enrollment in the School of Nursing.

Please upload the front and back of the CPR Card to the **CastleBranch**. CPR Card must be signed before uploading to **CastleBranch**.

7. Malpractice Insurance (Due **January 3, 2018)**

- a. All students must have malpractice insurance. The malpractice insurance policy must be renewed annually and kept current for the duration of enrollment in the Nursing School. Students may obtain malpractice insurance from NSO.com, through a homeowner's insurance policy, or a personal insurance agent. The cost is approximately \$40.00/yr. **(Malpractice coverage provided by an employer is not allowed/accepted).**

Please upload the front and back of the malpractice insurance certificate to the **CastleBranch**.

8. Personal Health Insurance (Due in the Bursar's Office by **January 3, 2018)**

- a. More detailed personal health insurance information is located in Packet A, the Bursar's Office Forms. Packet A Forms are located on the *New Student* page of the LSUHNO School of Nursing website: <http://nursing.lsuhs.edu/NewStudents/PackageA.html>.
- b. All students must have personal health insurance, either individually or through LSUHSC, the Bursar's Office.

***Please upload the certificate *only* to the **CastleBranch** *.**

- c. All students are required to purchase the Needlestick/Splatter coverage at a cost of \$18.02 for the semi-annual premium. This fee will appear on the Tuition and Fee bill. Financial Aid, TOPS, etc. does not cover the Needlestick/Splatter premium fee. Needlestick/Splatter insurance cards will be mailed to students after tuition and fees are paid.

9. Compliance Training (Due within 90 days of receiving notification through the student LSUHSC email.)

- a. All students must remain current with the mandatory compliance training for the duration of enrollment in the School of Nursing. The Compliance Department will email the links to the training sessions through the LSUHSC email account.

10. Testing Accommodations under the Americans with Disability Act (ADA)

- a. The LSUHNO School of Nursing ADA policy is included; please review. Any student needing accommodations under the ADA must supply the following documentation before the School of Nursing may grant accommodations:
 1. A copy of psychoeducational test results;
 2. A diagnosis by a qualified healthcare professional as outlined in the policy; and
 3. Specific accommodations recommended; for example: extended time is not sufficient; must state how much time is recommended (one and one half [1.5 time], double time, etc.)

11. Computer Requirements and Technical Standards Statement

- a. Detailed computer specifications are located in Packet C and the Student Handbook. The technical standards criteria are available on the *New Student* page located in Packet C: <http://nursing.lsuhs.edu/NewStudents/index.html>

12. LSUHSC Email Account

- a. Marco Sosa, IT Project Coordinator, will send the LSUHSC email set-up instructions. Please email the computer services department at nscomputersupport@lsuhsc.edu if the email set-up instructions have not been received.
- b. **All students are required to have emplid#, level, and program on all email correspondence (ex.: emplid# 500000, JR II, RNBSN).**

13. Course Registration – November 15 – 29, 2017

- a. The list of courses for the spring 2018 semester are located:
<https://nursing.lsuhs.edu/StudentInformation/Registration.html>
- b. Please take the appropriate steps to register for classes:
The student validation for registration must be completed BEFORE the online registration process. The student validation, Class Numbers for spring 2018, Course Schedules (spring 2018), online registration instructions (listed under the pre-registration tab) are located on the Current Student page:
<https://nursing.lsuhs.edu/StudentInformation/Registration.html>

14. Transcripts

- a. The School of Nursing Office of Student Affairs must receive official transcript(s) demonstrating successful completion of all prerequisite courses (if applicable) by **January 10, 2018** (first day of class spring 2018 semester). Please mail official transcripts to: Tracie Gravolet, Director of the Office of Student Affairs, 1900 Gravier Street, Room 321, New Orleans, LA 70112 or eScript to tgravo@lsuhsc.edu.

15. Student Identification (ID) Cards, Library Bar Code, Parking Registration

- a. All new BSN nursing students should obtain a Student ID, Library Bar Code, and Parking Decal, if applicable, before the *New Student Orientation*. The Registrar's Office is responsible for Students IDs. The Library issues Library Bar Codes. The Parking Services Department issues Parking Decals. **All students are required to wear the School Uniform for ID pictures.**

1. *Students must present a picture ID at the time of obtaining the LSUHNO Student ID.*
2. Location of offices: The Registrar's Office (1st floor), Room 144, Library (3rd floor), and Parking Services (1st floor) are located on campus, in the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.
3. Registration for parking is available online. Please use the link below for online parking registration instructions.
<http://www.lsuhs.edu/administration/ae/docs/Student%20Online%20Preregistration%2004062015.pdf>. If there are additional questions, please contact Parking Services at 504-568-4884.
4. Students living in student housing have assigned parking with specific decals. Students are responsible for providing the correct housing information to the LSUHSC Parking Department.

16. School Uniforms

- a. The School of Nursing is a professional school. The undergraduate BSN nursing students are expected to portray professionalism and are required to wear the School of Nursing uniform while on campus. Students must wear a School of Nursing polo shirt (white, yellow, purple, or grey) with black or navy **dress pants**. **The polo shirt must be tucked**

into pants/skirts. The polo shirts **must** be purchased through the LSUHNO Bookstore. The Bookstore is located on the 2nd floor of the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112. ***All students are required to wear the School Uniform to New Student Orientation.***

17. Tuition and Fees

Once registration is completed, the student tuition and fee bill will be available for payment. Payment is due immediately. Electronic payments are not available at this time. Tuition and fee bills may be viewed in the *Student Self-Service Portal in PeopleSoft*. Access to *PeopleSoft* is located:

<http://www.lsuhsu.edu/ps/support/selfservice.aspx>. Tutorials are available in the **Training** section located on the same page.

Mandatory annual requirements:

Students are required to provide the following annually:

Student Health Information: Tuberculin Skin Test

Flu vaccination

Proof of: Malpractice Insurance (Certificate Only)

Personal Health Insurance (Copy of front and back of card)

Needlestick/Splatter Coverage (Copy of front and back of card)

Updated CPR Cards/eCards (valid for two [2] years – must be uploaded annually)

Consequences:

Clinical clearance requires 100% compliance with all of the annual requirements by the specified date of **January 3, 2018. Any student missing *any* of the annually required documents by **January 3, 2018** will have to withdraw from the School of Nursing.**



Mandatory requirements:

Student Health Information – the School of Nursing follows the Centers for Disease Control and Prevention (CDC) guidelines for all health requirements (posted to SON website)

All titers should be within one year (clinical facility requirements)

- (+) Measles titers or two (2) vaccinations, at least 28 days apart, required for negative titers
- (+) Mumps titers or two (2) vaccinations, at least 28 days apart, required for negative titers
- (+) Rubella titers or two (2) vaccinations, at least 28 days apart, required for negative titers
- (+) Varicella titer or two (2) vaccinations, at 4 – 8 weeks apart, required for negative titers
- (+) Hepatitis titer or three (3) vaccinations at 0, 1, and 6 months, required for negative titers
- Repeat titers are required after completing vaccination series
- Tetanus, Diphtheria, Pertussis (Td)
- Meningococcal vaccine

***Annual requirements must remain current for the entire semester!**

- (-) Tuberculin Skin Test or Chest x-ray; PPD Screening required for all positive PPD
- Flu vaccination

Proof of:

- Background check (once, unless required by clinical facility)
- Urine drug screen results (once, unless required by clinical facility)
- Malpractice Insurance (Certificate Only)
- Personal Health Insurance (Copy of front and back of card)
- Needlestick/Splatter Coverage (Copy of front and back of card)
- Current certification card for BLS [ACLS & PALS, if applicable] (Copy of front and back or eCard)
- Compliance training up-to-date
- Physical Examination (once, unless required by clinical facility)

**** Students must have annual requirements completed three weeks before the first of class and remains current throughout the end of the semester. Students must upload a copy of mandatory requirements to CastleBranch profiles and deliver a copy to Student Health.***