

Graduate Students

1. Orientations

- a. **New Student Orientation** is **mandatory** for all new Graduate students accepted for enrollment in the School of Nursing. The mandatory two (2) day new student orientations is scheduled for **Wednesday, May 23, 2018, 8:30am to 4:00pm and Thursday, May 24, 2018, 8:30am to 12:15pm.**

2. Clinical (Practicum) Component

- a. In addition to the many hours of formal class time, the graduate 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)

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 Bachelor’s Degree 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.

Items 4 – 8 must to be uploaded into your CastleBranch profile. The Immunization Tracker will house all student mandatory requirements. Please visit CastlBranch.com and click the “Place Order” tab to order background check, drug test, and immunization tracker.

4. Drug Screening, Level 1 Background check, and Immunization Tracking System (Due by **April 1, 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 code for the Nurse Anesthesia Program (NAP) is **LS12crna**. 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).

5. Student Health Forms (Mail or hand-delivered to the Student Health Department by **April 1, 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 LSU Health New Orleans School of Nursing website: <http://nursing.lsuohsc.edu/NewStudents/Graduate.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 **quantitative serum titer results**, a numerical value indicating actual immunity to a disease(s): Measles, Mumps, Rubella (MMR), Varicella, and Hepatitis B Surface AB (Hep B) and required vaccinations/boosters for negative (-) titer results: two (2) vaccinations/boosters are required for negative MMR titer result; two (2) vaccinations/boosters are required for a negative Varicella titer result; three (3) vaccinations/boosters are required for a negative Hep B titer result .

- d. The dates of each of the following must be specified:

Tetanus/Diphtheria with Pertussis (within 10 years), negative Tuberculin Skin Test (within 1 year), negative serum T-Spot or Quantiferon Gold, Meningococcal (Meningitis) Vaccine (1st and 2nd) [if before age 16 or one (1) vaccination after age 21].

- e. Proof of Tuberculin (Tb) Skin Test or PPD (purified protein derivative) Screening is required each year for all positive PD test.

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 and signed by the student's healthcare 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, within Packet B) must be signed and uploaded to *CastleBranch profile*.

*Please keep a copy of the IgG quantitative serum titer results for MMR, Varicella, and Hep B, Tb skin test results, and proof of flu vaccine to the *CastleBranch profile* 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.

6. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR), Advanced Cardiovascular Life Support (ACLS) Healthcare Provider, and Pediatric Advanced Life Support (PALS) Healthcare Provider (Due **April 1, 2018)**

- a. AHA BLS, ACLS, and PALS Healthcare Provider courses are offered through the Continuing Nursing Education (CNE) Department of the LSUHNO School of Nursing. Class dates and times are available on the CNE website. An email will be sent to all nursing students from the LSUHNO School of Nursing CNE Department.
- b. Students may obtain the CPR card through any vendor; however, the course instruction has to be AHA BLS, ACLS, or PALS for the Healthcare Provider. Students may email the CE Department to ensure the correct CPR course is being taken.

All certifications must be current for the entire semester. Students are not permitted to renew after the semester starts.

- c. The AHA BLS, ACLS, and PALS cards are valid for two (2) years and must be kept current for the duration of enrollment in the School of Nursing (cannot expire before degrees are conferred).

Please upload the front and signed back of the certification cards to the *CastleBranch profile.**

7. Professional Liability Insurance

a. All students must have professional liability. The professional liability insurance policy must be renewed annually and kept current for the duration of enrollment in the Nursing School (cannot expire before degree is conferred). Students may obtain malpractice insurance from NSO.com, through a homeowner's insurance policy, or a personal insurance agent. **Graduate Program Directors will discuss professional liability insurance within the respective concentrations.**

(Professional liability coverage provided by an employer is not allowed/accepted).

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

8. Personal Health Insurance (Due in the Bursar's Office by **April 1, 2108)**

a. More detailed personal health insurance information is located in Packet A, the Bursar's Office Forms. Packet A Forms may be located on the *New Student* page of the LSUHNO School of Nursing website: <http://nursing.lsuhs.edu/NewStudents/index.html>

b. All students must have personal health insurance, either individually or through LSUHNO, the Bursar's Office.

Please upload a copy of the front and back of the personal health insurance card to the *CastleBranch* profile.

- d. 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.
- e. Bursar's forms must be submitted each fall term regardless of enrollment term (i.e. enrollment starts in summer, Bursar's forms must be submitted in summer and fall terms.

7. Compliance Trainings (Due within 90 days of receiving notification through the student LSUHNO email.)

a. All students must remain current with the mandatory compliance trainings 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.

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

- a. The LSU Health New Orleans 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.)

9. Computer Requirements and Technical Standards Statement

- a. Detailed computer requirements and technical standards criteria are available within Packet C on the *Current Student* page at:
<http://nursing.lsuhscc.edu/NewStudents/index.html>

10. 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, AGACNP 21, NAP 21, PCFNP 21**).

11. Course Registration – March 29, 2018 through April 12, 2018.

- a. The list of courses for the summer 2018 semester are located:
<https://nursing.lsuhscc.edu/StudentInformation/Registration.html>. All students must complete the online registration process.
- b. Registration instructions may be found on the *Current Student* page:
<https://nursing.lsuhscc.edu/StudentInformation/Registration.html>

12. Transcripts

- a. Please access the unofficial transcript, assuring the student transcript is up-to-date.

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

- a. All new Graduate 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.

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. Registration online by entering Student Parking-Online Parking Account site with the LSUHSC credential (username and password) <https://lsuhscnolaparking.t2hosted.com/Account/Portal>
4. If there are additional questions, please contact Parking Services at 504-568-4884.
5. Students living in student housing have assigned parking with specific decals. Students are responsible for providing the correct housing information to the LSUHNO Parking Department.

14. Tuition and Fees

Once registration is completed, the student tuition and fee bill will be available for payment. **Payment is due immediately.** Tuition and fee bills are available for viewing in the *Student Self-Service Portal in PeopleSoft*. Access to *PeopleSoft* is located: <http://www.lsuhs.edu/ps/support/selfservice.aspx>. Tutorials are available in the *Training* section located on the same page.

Electronic payments are acceptable through *Student Self-Service* using a credit card or directly from a bank account. A Job-Aid with instructions is available: http://www.lsuhs.edu/ps/support/ss_job-aids.aspx.

Mandatory annual requirements:

Students are required to provide the following annually:

Student Health Information: Tuberculin Skin Test

Flu vaccination

Proof of: Professional liability 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 April 1, 2018 Any student missing *any* of the annually required documents by **April 1, 2018** will have to withdraw from the School of Nursing.

Mandatory Requirements Checklist:

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 students must have IgG quantitative serum titer results, a numerical value indicating the actual degree of immunity to Measles, Mumps, Rubella, Varicella, and Hep B AB

- ___ (+) Measles titer; (-) Measles titer requires two (2) vaccinations, at least 28 days apart
- ___ (+) Mumps titer; (-) Mumps titer requires two (2) vaccinations, at least 28 days apart
- ___ (+) Rubella titer; (-) Rubella titer requires two (2) vaccinations, at least 28 days apart
- ___ (+) Varicella titer; (-) Varicella titer requires two (2) vaccinations, at 4 – 8 weeks apart
- ___ (+) Hepatitis titer; (-) Hepatitis titer requires three (3) vaccinations at 0, 1, and 6 months

Repeat IgG quantitative serum titer result after completing vaccination/booster series for MMR, Varicella, and Hep B

- ___ Tetanus, Diphtheria, Pertussis (Td)
- ___ Meningococcal vaccine

If required by the clinical facility, **all titer results must be within one year**

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

- ___ (-) Tuberculin (Tb) 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)
- ___ Professional Liability 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] (Signed copy of front and back or eCard)
- ___ Compliance trainings up-to-date
- ___ Physical Examination (once, unless required by clinical facility)

**** Students must have annual requirements completed three weeks before the first of class of the semester and must remain 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.***