



## New Student Information for Non-licensed Undergraduate Bachelor of Science in Nursing (BSN) Students

### 1. Orientations

- a. **New Student Orientation** is **mandatory** for all new undergraduate BSN students accepted for enrollment in the School of Nursing. The mandatory three (3) day new student orientations are scheduled for: **Monday, July 23 2018, 8:00am to 5:00pm, Tuesday, July 24, 2018, 8am to 5pm, and Wednesday, July 25, 2018, 8am to 5pm.**
- b. **Level Orientation** occurs at the beginning of each semester. Level orientation is also **mandatory** - all undergraduate nursing students **must** attend. The School of Nursing Administrative Team and Instructors will review policy and procedural changes as well as review course expectations.
- c. The Level Orientation for sophomore one (SOPH I) is scheduled for **Tuesday, August 14, 2018.** The Level Orientation schedule is posted to the SON website.

*New Student Orientation and Level Orientation are not the same.*

### 2. Clinical (Practicum) Component

- a. In addition to the many hours of formal class time, the undergraduate 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 Soph II semester (second semester). In partnering with the local hospitals and clinics in the Greater New Orleans area, the LSU Health New Orleans 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 School of Nursing or the healthcare facility.*** (A list of the annual requirements are provided at the end of the document). All initial requirements **must** be completed by **July 2, 2018.**

**3. Student Health Forms** (Mail or hand-delivered to the Student Health Department by **July 2, 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/undergraduate.aspx>
- 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 (1<sup>st</sup> and 2<sup>nd</sup>) [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 and upload 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.**

**4. Drug Screening, Level 1 Background check, and Immunization Tracking System (Due by [July 2, 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).**

**5. Digital Fingerprints**

- a. Digital fingerprinting is a one-time event, unless otherwise stipulated by the healthcare facility. The average cost of obtaining the two sets of digital fingerprints, required by Louisiana State Board of Nursing (LSBN), is \$30.00/2 sets of cards. Please bring the completed digital fingerprint cards to *New Student Orientation*. Digital fingerprints may be obtained from any agency that provides the service. The School of Nursing has successfully used Innovative Risk, 2714 Canal Street, New Orleans, LA 70112, hours of operations: 8:00am to 5:00pm, Monday through Friday.

**6. Louisiana State Board of Nursing Application (Due [Tuesday, August 14, 2018](#))**

- a. All non-licensed undergraduate nursing students are required to complete an application to the Louisiana State Board of Nursing (LSBN) to enter and enroll in clinical (practicum) courses. Each student will complete the LSBN application to enroll in clinical courses.

- b. All students are required to bring a money order/cashier's check, payable to **LSBN**, in the amount of **\$90.75**, on the date of *New Student Orientation*. **(Cash and/or personal checks are not accepted).**

#### **7. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary Resuscitation (CPR) Card (Due **July 2, 2018**)**

- a. The Continuing Education (CE) Department of the LSUHNO School of Nursing offers the AHA BLS for Healthcare Providers course. Information is located on the Continuing Education Department webpage; students are emailed class information also. **There is strict adherence to the BLS schedules set by the 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. Before scheduling, 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. A current AHA BLS card or eCard is an admissions/enrollment/clinical requirement for the duration of enrollment in the Nursing School. CPR cards and eCards are valid for two (2) years.

**Please upload the front and signed back of the certification card or eCard to the *CastleBranch* profile\*.**

#### **8. Professional Liability Insurance (Due **July 2, 2018**)**

- a. All students must have professional liability insurance. The professional liability 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. **(Professional liability coverage provided by an employer is not allowed/accepted).**

**\*Please upload insurance certificate to the *CastleBranch Tracker/Profile*.\***

#### **9. Personal Health Insurance (Due in the Bursar's Office by **July 2, 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 LSU Health New Orleans School of Nursing website:  
<http://nursing.lsuhsu.edu/NewStudents/PacketA.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 Tracker/Profile* \*.**

- 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.

**10. 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.

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

- a. The LSU Health New Orleans School of Nursing ADA policy is located on the SON website; 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.)

**12. 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.lsuhsoc.edu/NewStudents/index.html>

**13. 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](mailto:nscomputersupport@lsuhsc.edu) if the email set-up instructions have not been received by April 27, 2018.
- b. All students are required to have emplid#, level, and program on all email correspondence (ex.: emplid# 500000, Soph I, Traditional BSN).**

## 14. Course Registration

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

## 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 LSUHSC Student ID.*
  2. Location of offices: The Registrar's Office (1<sup>st</sup> floor), Room 144, Library (3<sup>rd</sup> floor), and Parking Services (1<sup>st</sup> 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.  
<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.

## 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 (yoga/sweat pants, and jeans are not allowed). The polo shirt must be tucked into pants/skirts.** The polo shirts **must** be purchased through the LSUHSC Bookstore. The Bookstore is located on the 2<sup>nd</sup>

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.** 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](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 (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 July 2, 2018. Any student missing any of the annually required documents by July 2, 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.***