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 new student orientations are scheduled for: **August 5, 2015, 8am to 5pm, August 6, 2015, 8am to 3pm, and August 7, 2015, 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) and CARE XV is scheduled for **Tuesday, August 11, 2015.** Students will receive an email with the time and location of level orientation, as well as an announcement made during new student orientation.

   *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 LSUHSC 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 is at the end of this document). All initial requirements must be completed by **July 31, 2015.**
3. **Student Health Forms** (Mail or hand-delivered to the Student Health Department by **July 31, 2015**).

   a. More detailed health form requirements are located in Packet B, the Student Health Forms. Packet B is be located on the New Student Page of the LSUHSC School of Nursing website: [http://nursing.lsuhsc.edu/NewStudents/Undergraduate.html](http://nursing.lsuhsc.edu/NewStudents/Undergraduate.html)

   b. **Please upload all student health forms** (Packet B) to the Student Profile before mailing or hand delivering the completed Packet B, the Student Health Forms, to the Student Health Department. The Student Profile is located: [http://nursing.lsuhsc.edu/NewStudents/Undergraduate.html](http://nursing.lsuhsc.edu/NewStudents/Undergraduate.html)

   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 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).

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

4. **Drug Screening** (Due by **July 31, 2015**)

   a. The drug screening is a one-time event unless otherwise stipulated by the healthcare facility. The average cost of the drug screening is ~ $40.00. Certified Background performs the drug screening. For more information about Certified Background, please visit the website at Certifiedbackground.com. The LSUHSC School of Nursing code is **LS12DT**.

   *The new nursing student must inform Certified Background of the new student status.*
5. **Level 1 Background Screening** (Due by July 31, 2015)

   a. The Level 1 Background Screening is a one-time event unless otherwise stipulated by the healthcare facility. The average cost of the background screening is ~ $85.00. **Certified Background must complete the background screenings.** For more information, please visit Certifiedbackground.com. The LSUHSC School of Nursing Code is **LS12.**

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

6. **Digital Fingerprints** (Completed during New Student Orientation)

   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 LSBN is $30.00/2 sets of cards. Please bring a money order or cash, in the amount of $30.00, payable to Innovative Risk. Innovative Risk will provide digital fingerprint services at *New Student Orientation.* (**Personal checks are not accepted!**)

7. **Louisiana State Board of Nursing Application** (Due 31, 2015)

   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 during the *New Student Orientation.*

   b. All students are required to bring a money order/cashier’s check, payable to LSBN, in the amount of **$92.50,** on the date of *New Student Orientation.* (**Cash and/or personal checks are not accepted**).

8. **American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card** (Due July 31, 2105)

   a. AHA BLS Healthcare Provider courses are offered through the Continuing Education (CE) Department of the LSUHSC School of Nursing. An email with class dates and times will be sent to all nursing students from the LSUHSC 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.

   d. **Please upload the front and back of the CPR Card to the Student Profile***.
9. **Malpractice Insurance** (Due **July 31, 2015**)
   
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).*

   b. **Please upload the certificate only to the Student Profile*.**

10. **Personal Health Insurance** (Due in the Bursar’s Office by **July 31, 2015**)
   
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 LSUHSC School of Nursing website: [http://nursing.lsuhsc.edu/NewStudents/PacketA.html](http://nursing.lsuhsc.edu/NewStudents/PacketA.html).

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

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

   c. All students are required to purchase the Needlestick/Splatter coverage at a cost of $17.82 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.

11. **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.

12. **Testing Accommodations under the Americans with Disability Act (ADA)**
   
a. The LSUHSC 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.)
13. **Computer Requirements and Technical Standards Statement**

   a. Detailed computer requirements and technical standards criteria are available on the *Current Student* page at:
   
   http://nursing.lsuhsc.edu/Forms/StudentAffairs/Spring2015/School%20of%20Nursing%20Computer%20Requirements.pdf

14. **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.

15. **Course Registration**

   a. The list of courses for the fall 2015 semester are located:
   
   http://nursing.lsuhsc.edu/AcademicSchedule/ClassSchedules/Fall%202015/Trad%20BSN%20Fall%202015.pdf. All students must complete the online registration process.

   b. Registration instructions may be found on the *New Student* page:
   
   http://nursing.lsuhsc.edu/Docs/StudentAffairs/Student%20Registration%20Instructions.pdf

16. **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 August 5, 2015. Please mail official transcripts to: Tracie Gravolet, School of Nursing, Office of Student Affairs, 1900 Gravier Street, New Orleans, LA 70112 or eScript to tgravo@lsuhsc.edu.

17. **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.

   **1. Students must present a picture ID at the time of obtaining the LSUHSC 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.

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3. Registration for parking is available online. Please use the link below for online parking registration instructions. 
   http://www.lsuhsc.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.

18. School Uniforms

   a. The School of Nursing is a professional school. The undergraduate BNS 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 purchased through the LSUHSC Bookstore. The Bookstore is located on the 2nd floor of the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.

19. Personal and Emergency Information

   b. The School of Nursing students are required to keep personal and emergency contact information updated in the Student Profile.*
   http://nursing.lsuhsc.edu/StudentInformation/StudentDirectory.html

20. Tuition and Fees

   a. 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.lsuhsc.edu/ps/support/selfservice.aspx. Tutorials are located on the same page.

   b. Assessment Technologies Institute (ATI) testing is one assessment used by the School of Nursing. ATI provides the undergraduate students with a comprehensive assessment of the nursing courses and concepts as the student progresses through the curriculum. ATI is one of the School of Nursing assessments used to prepare the student for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) after graduation. The ATI fee is a one-time charge of ~ $480.00. This additional cost for all undergraduate students is included in the fees for the first semester.
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 (valid for two (2) years – must be uploaded annually)

All must be uploaded to the Student Profile annually.

*Instructions for uploading documents to the Student Profile: (Note: the student LSUHSC email account must be set-up to access the Student Directory). Please send an email to nscomputersupport@lsuhsc.edu for any difficulty accessing the Student Profile.

1. Go to http://www.nursing.lsuhsc.edu
2. Click on Current Students
3. Click on Student Directory
4. Log in
5. Click on Document Upload on the left navigation

Consequences:

Clinical clearance requires 100% compliance with all of the annual requirements uploaded to the Student Profile by the specified date of July 15, 2015. Any student missing any of the annually required documents will have to withdraw from the cohort courses.