

Undergraduate Student Requirements

1. Criminal Background Check

Requirements

a. All traditional and CARE students accepted into the Undergraduate Program must complete the “Application for Permission to Enroll in a Clinical Nursing Course” in which they must disclose their history of any arrests, charges, disciplinary actions, and any physical/mental impairment that may affect their ability to practice nursing. This information is reviewed by the Louisiana State Board of Nursing (LSBN).

The school will receive a copy of all correspondence from LSBN - you do NOT need to give us a copy of your letter

b. LSBN also requires digital fingerprints on all newly enrolled/entering undergraduate nursing students.

c. If cleared by LSBN you will receive a letter stating you are cleared to enter/enroll in clinical courses. Keep this letter in a safe place.

d. Individual applicants who have stipulations or denied ability to enroll/enter in clinical course will be notified by letter. Keep this letter and all correspondence from LSBN in a safe place.

e. Each semester students are required to complete a short LSBN survey form to validate nothing has changed since they were cleared initially by LSBN.

2. Additional Background Check all students

a. Clinical agencies require background checks on students in addition to that done by LSBN.

b. This requirement is above the criminal background check provided by local law enforcement. Many students use certified background for this service. www.Certifiedbackground.com (code is LS12). If you choose to use them we can obtain results automatically. If you use another company you will need to provide us a copy of your background check.

c. Students have to complete this requirement one time while enrolled in the School of Nursing.

3. Drug Screen

a. Clinical agencies require all students to have a urine drug screen. At present we use [Certified Background.com](http://CertifiedBackground.com) (code is LS12DT) The SON will receive results automatically. This requirement is one time unless there is a for cause reason to be retested.

- a. All students in the SON must have Malpractice Insurance Coverage.
- b. Must be renewed annually and copy of certificate submitted to the Office of Student Affairs
- c. Many students use Nurses Service Organization (NSO.com) <http://www.nso.com/professional-liability-insurance/student-coverage.jsp>
- d. You can also obtain coverage through your personal insurance company.

4. Malpractice Insurance

- a. All students are required to maintain current certification in basic life support cardiopulmonary resuscitation (CPR)
 - 1. Required prior to entering clinical courses
 - 2. You must complete the American Heart Association BLS Healthcare Provider course which certifies you for 2 years
 - 3. CPR certification must be valid through the end of any semester a student is enrolled in.
- b. A copy of the front and back of signed CPR must be submitted to the Office of Student Affairs.

5. CPR

- a. Some clinical sites have additional requirements prior to entering their facilities, including but not limited to:
 - 1. Educational training
 - 2. Proof of Flu vaccination
 - 3. Confidentiality statements
 - 4. Additional urine drug screening
 - 5. MMR/Varicella Titers
- b. Course faculty will let you know if there are additional requirements for your assigned clinical site

6. Additional Clinical requirements

Online training lessons are available for all required training topics listed in your reports. Paper based training material is available for those individuals WITHOUT network access. We also offer Classroom training for groups on an as needed basis.

1. To begin training, click on the link below and enter your User name (lsumc-master\your LSU logon ID) and LSU windows password.

<https://intranet.lsuhs.edu/ctms/kds/ComplianceTrainingOnLine>

2. Please keep in mind that training is an ongoing process and some training must be repeated at certain intervals depending on the individual training standard (ex. HIPAA privacy every 2 years, Code of Conduct every year, and Driver education every 3 years, etc.).

3. Additional information about mandatory compliance training can be found at:

<http://www.lsyhsc.edu/no/administration/ocp/training%2005-31-05.aspx>

4. If you have any questions or concerns, please contact Kelly Guth, compliance Training Coordinator at kguth@lsuhsc.edu or (504) 331-5054.

In the event of an emergency situation, LSU Health Sciences Center—New Orleans administration has the capability to transmit pertinent information through the mediums of websites, phone trees, e-mail, text messaging, and digital signage to the entire spectrum of students, faculty and staff.

Use this link to sign up for the emergency alert system <http://www.lsuhs.edu/alerts/textemailalerts.aspx>

7. Compliance Training

8. Emergency Text Messaging