LSU Health
NEW ORLEANS
School of Nursing

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: **July 27, 2016, 8am to 5pm, July 28, 2016, 8am to 5pm, and July 29, 2016, 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 16, 2016**. 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 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 22, 2016**.

3. Student Health Forms (Mail or hand-delivered to the Student Health Department by (**July 22, 2016**).

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.lsuhsc.edu/NewStudents/Undergraduate.html

b. **Please make a copy 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 and signed 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 *CertifiedBackground.*

Please upload all health forms, Tb skin test results, and proof of flu vaccine to the CertifiedBackground 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 CertifiedBackground every year.

4. Drug Screening, Level 1 Background check, and Immunization Tracking System (Due by **July 22, 2016**)

   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 **CertifiedBackground. CertifiedBackground 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. **CertifiedBackground must complete the background screenings.**

c. The Immunization Tracker of **CertifiedBackground** is mandatory. The Immunization Tracker will house all student mandatory requirements.

For more information, please visit **CertifiedBackground**.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.

The new nursing student must inform **Certified**Background *of the new student status.*

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

6. 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.

7. Louisiana State Board of Nursing Application (**Due August 31, 2016**)

a. All non-licensed undergraduate nursing students are required to compete 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 **$90.75**, 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 Resuscitation (CPR) Card (Due **July 22, 2016**)

a. AHA BLS Healthcare Provider courses are offered through the Continuing Education (CE) Department of the LSU Health New Orleans School of Nursing. An email with class dates and times will be sent to all nursing students from the LSU Health New Orleans 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 CertifiedBackground. CPR Card *must be signed* before uploading to CertifiedBackground *.

9. Malpractice Insurance (Due **July 22, 2016**)

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 CertifiedBackground.

10. Personal Health Insurance (Due in the Bursar's Office by **July 22, 2016**)

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.lsuhsc.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 CertifiedBackground*.

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. Needlestick/Splatter insurance cards will be mailed to students after tuition and fees are paid.

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 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.)

13. 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.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.

b. **All students are required to have emplid#, level, and program on all email correspondence (ex.: emplid# 500000, Soph I, Traditional BSN).**

15. Course Registration

a. The list of courses for the spring 2016 semester are located: http://nursing.lsuhsc.edu/AcademicSchedule/ClassSchedules/Spring%202016/Trad%20%20BSN%20Spring%202016%2010-7-15.pdf

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 2016, Course Schedules (fall 2016), online registration instructions (listed under the pre-registration tab) are located on the Current Student page: http://nursing.lsuhsc.edu/StudentInformation/PreRegistration.html

16. 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 (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.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.

17. 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 LSUHSC 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.***

18. 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 ~ $520.00. This additional cost for all undergraduate students must be paid at the beginning of the Soph I semester. Deadline for ATI payment will be sent in another email, from Dr. Todd Tartavoulle, Program Director of the BSN Program.

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)

Consequences:

Clinical clearance requires *100% compliance* with all of the annual requirements by the specified date of July 22, 2016. Any student missing *any* of the annually required documents by July 22, 2016, will have to withdraw from the School of Nursing.

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Mandatory requirements:
Student Health Information (Student should have a copy of the current HSC Immunization Record) - all titers should be within one year (clinical facility requirements)
___ (+) Measles titers or vaccinations (2 booster required for negative titers)
___ (+) Mumps titers or vaccinations (2 booster required for negative titers)
___ (+) Rubella titers or vaccinations (2 booster required for negative titers)
___ (+) Varicella titer or vaccinations (2 booster required for negative titers)
___ (+) Hepatitis titer or vaccinations (3 boosters required for negative titers)
___ (-) Tuberculin Skin Test or Chest x-ray
___ Flu vaccination
___ Tetanus, Dipheria, Pertussis (Td)
___ Meningococcal vaccine
Proof of:
___ CastleBranch (formerly Certified Background Check) – background check
___ CastleBranch (formerly Certified Background Check) – Urine drug screen results
___ 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 CPR Card
___ Compliance training up-to-date