New Student Information for Licensed Undergraduate Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Students

1. Orientation

   a. **New Student Orientation** is **mandatory** for all new undergraduate RN to BSN students accepted for enrollment in the School of Nursing. The mandatory one (1) day new student orientation is scheduled for **Monday, August 12, 2019, 8:30 am – 12:30 pm**.

2. Clinical (Practicum) Component

   a. In addition to the many hours of formal class time, the undergraduate RN to 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.

   b. Clinical hours may occur during the week, weekends, on holidays, or during the “on call” shifts; the shifts could include: (7a-3p, 7a-7p, 3p-11p, or 11p-7a, or any 12-hr. shift).

   c. Students begin practicum courses in the summer semester. In partnering with the local hospitals and clinics in the Greater New Orleans area, the LSUHNO 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 annual requirements are provided at the end of the document).

   d. All initial requirements must be completed by **August 1, 2019**. (See Section below)

3. Louisiana Registered Nurse (RN) License

   a. The nursing student must have an unencumbered license to practice nursing in the state of Louisiana and have earned an Associate Degree or Diploma in nursing from any accredited college or university to fulfill the required pre-nursing courses.

   b. The nursing license is verified through the Louisiana State Board of Nursing. All licensure verifications are completed with the application process.

Revised 04/11/2019 KMB
Items 4 – 8 must be uploaded into your CastleBranch profile. Please visit CastleBranch.com and click the “Place Order” tab to order:

1) Background check
2) Drug test
3) Immunization tracker.

4. Drug Screening, Level 1 Background check, and Immunization Tracking System (Due by August, 2019).

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

b. Drug screening occurs at the beginning of the program, randomly (if selected) by the SON, and may be a requirement of the clinical facility. The average cost of the drug screening is ~ $46.00. All drug screenings must be ordered through CastleBranch. CastleBranch provides laboratory information where students are allowed to have drug test completed. The LSU Health New Orleans School of Nursing Code for the drug test is LS12dt.
   
   a. The School of Nursing conducts random drug screenings. Students are responsible for any random drug screening fees.

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

d. 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.

e. The Level 1 Background Check and the unlimited Immunization Tracker is $119.75. The $119.75 is paid online to CastleBranch.

f. For more information, please visit CastleBranch.com.

5. Student Health Forms – Packet B (Mail or hand-delivered to the Student Health Department by August 1, 2019).

a. Packet B is located on the New Student Page of the LSU Health New Orleans School of Nursing website: https://nursing.lsuhsc.edu/newstudents/PacketB.aspx

b. 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/or the 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.

c. 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].

d. Proof of Tuberculin (Tb) Skin Test, PPD (purified protein derivative) Screening, T-Spot, or Quantiferon Gold is required 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 6 months of date submitted.

   2. An annual PPD Symptoms Review form must be completed by a healthcare provider every year and uploaded to your CastleBranch profile.

e. Proof of Influenza (flu) vaccine/declination must be obtained each year. If the declination form is completed, (i.e. choosing to decline the flu vaccine), there may be restrictions at 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 and CastleBranch every year.

f. 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.

g. The Health Cover Letter (Medical Health Form Instructions, within Packet B) must be signed and uploaded to CastleBranch profile. Note: There is no designated signature line, sign the bottom of the form prior to submitting.

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 before uploading to the CastleBranch profile, and prior to mailing or hand delivering to the Student Health Department.

6. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card (Due August 1, 2019).
a. AHA BLS Healthcare Provider courses are offered through the Continuing Education (CE) Department of the LSUHNO School of Nursing. [https://nursing.lsuhsc.edu/AHATraining/](https://nursing.lsuhsc.edu/AHATraining/). An email with class dates and times will be sent to all nursing students from the LSUHNO 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 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).

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

d. Please upload the front and back of the CPR Card or eCard to the CastleBranch. CPR Card must be signed before uploading to CastleBranch*.

7. **Professional Liability Insurance** (Due August 1, 2019).

   a. All students must have professional liability insurance.

   b. The professional liability insurance policy must be renewed annually and kept current for the duration of enrollment in the Nursing School.

   c. Students may obtain professional liability 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).

   d. Please upload a copy of the professional liability insurance certificate to the CastleBranch profile*.

8. **Personal Health Insurance** (Due in the Bursar’s Office by August 1, 2019)

   a. More detailed personal health insurance information is located in Packet A, the Bursar’s Office Forms. Packet A the Bursar’s Office Forms are located on the New Student page of the LSUHNO School of Nursing website: [https://nursing.lsuhsc.edu/newstudents/PacketA.aspx](https://nursing.lsuhsc.edu/newstudents/PacketA.aspx)

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

   c. Please upload a copy of the front and back of the 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. Needlestick/Splatter insurance cards will be mailed to students after tuition and fees are paid. Students are NOT required to upload a copy of the needlestick card to their CastleBranch profiles.

9. 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.

b. The Compliance Department will email the links to the training sessions through the LSUHSC email account.

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

a. The LSUHNO School of Nursing SS-3 ADA Standards policy is located by clicking on the in the Handbook/Policies icon: https://nursing.lsuhsc.edu/StudentInformation/handbooks.aspx; please review and become knowledgeable of requirements.

b. Any student needing accommodations under the SS-3 ADA Standards policy 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;
   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.)

11. Computer Requirements and Technical Standards Statement

a. Detailed computer specifications are located in Packet C and the Student Handbook.

b. The technical standards criteria are available on the New Student page located in Packet C: https://nursing.lsuhsc.edu/newstudents/undergraduate.aspx

12. LSUHSC Email Account

a. Marco Sosa, IT Project Coordinator, will send the LSUHSC email set-up instructions once students are matriculated.
b. Please email the computer services department at nscomputersupport@lsuhsc.edu if the email set-up instructions have not been received 30 days after acceptance.

c. All students are required to have an email signature on all email correspondence. The email signature must have the emplid#, level, and program (ex.: emplid# 500000, JR II, RNBSN).

13. Course Registration

a. The list of courses for the fall 2019 semester are located: https://nursing.lsuhsc.edu/StudentInformation/registration.aspx

b. Please take the appropriate steps to register for classes. Your LSUHSC email must be activated to register for classes.

c. The student validation for registration must be completed BEFORE the online registration process. The Validate Student Information instructions is available: http://www.lsuhsc.edu/ps/support/ss_job-aids.aspx
The student validation, Class Numbers (fall 2019), Course Schedules (fall 2019), and online registration instructions (listed under the pre-registration tab) are located on the Current Student page: https://nursing.lsuhsc.edu/StudentInformation/registration.aspx

14. Transcripts

a. The School of Nursing Office of Student Affairs must receive the most current official transcript(s) demonstrating successful completion of all prerequisite courses (if applicable) by Wednesday, August 14, 2019 (first day of class fall 2019 semester). If you were in progress for coursework, please ensure you send in the most current transcript.

b. Please mail official transcripts to: Tracie Gravolet, Director of the Office of Student Affairs, 1900 Gravier Street, Room 321, New Orleans, LA 70112 or eScript to tgravo@lsuhsc.edu. (If you are were in progress of completing coursework during the application process).

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.

b. The Registrar’s Office is responsible for Students IDs. 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 LSUHNO Student ID.
c. The Library issues the Library Bar Codes.

d. The Parking Services Department issues Parking Decals.

1. 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%204062015.pdf. If there are additional questions, please contact Parking Services at 504-568-4884.

2. 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.

e. 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.

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.

b. Students must wear a School of Nursing polo shirt (white, 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 LSUHNO Bookstore. The Bookstore is located on the 2nd floor of the Resource Center Building, 433 Bolivar Street, New Orleans, LA 70112.

c. *All students are required to wear the School Uniform to New Student Orientation.*

17. 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 acceptable through Student Self-Service using a credit card or directly from a bank account. Payment plans are not an option.

b. 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.

c. Tutorials are available in the Training section located on the same page.
Mandatory annual requirements:

Students are required to provide the following annually:

Student Health Information: Tuberculin Skin Test, T-Spot or Quantiferon Gold
Flu vaccination

Proof of: Professional Liability Insurance (Certificate Only)
Personal Health Insurance (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 August 1, 2019. If any of the annual requirements are NOT met by August 1, 2019, the student will have to withdraw from the School of Nursing.
## Mandatory Requirement Checklist

### Immunizations/ Lab Tests

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>Documented proof of: IgG quantitative serum titer results, a numerical value indicating actual immunity to a disease(s) See chart below</td>
<td>IgM is not accepted</td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep B AB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculin (Tb) Skin Test or T-Spot or Quantiferon Gold or Chest X-Ray for positive Tb test results (must be within 6 months)</td>
<td>Completed annually <strong>Must include:</strong> Date/ time administered Injection site Result Date/ time read Signature of healthcare provider reading site</td>
<td><strong>Suggestion:</strong> utilize LSU <em>Annual Tb Skin Test</em> form for documentation OR Assure all components included in document submitted. <em>An Annual PPD Symptoms form must be submitted each subsequent year after positive results.</em> MUST BE CURRENT FOR ENTIRE SEMESTER</td>
</tr>
<tr>
<td>Tetanus, Diphtheria, Pertussis (Tdap/Td)</td>
<td>10 years</td>
<td></td>
</tr>
<tr>
<td>Influenza (Flu) Vaccination</td>
<td>Annual Requirement Must use designated LSU form with current YEAR if submitting waiver/declination</td>
<td>Only form that will be accepted is the current year form. No amendments to a prior year form will be accepted. MUST BE CURRENT FOR ENTIRE SEMESTER</td>
</tr>
<tr>
<td>Meningococcal vaccine</td>
<td>1st and 2nd vaccination</td>
<td>if before age 16 or one (1) vaccination after age 21</td>
</tr>
</tbody>
</table>

### Health Information/ Examination

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Examination</td>
<td>Required once; unless requested by clinical facility</td>
<td><strong>Suggestion:</strong> utilize LSU Physical Examination form for documentation OR Student must complete first page of LSU Health Form, including MEDICAL TREATEMENT</td>
</tr>
</tbody>
</table>
CONSENT and attach physical examination for submission. All forms must be submitted together to meet compliance.

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Requirements</th>
<th>Submission Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Health Insurance</td>
<td>Submit annually or every two years; depending on company/coverage</td>
<td>Copy of front and back of card</td>
</tr>
<tr>
<td>Louisiana Registered Nurse (RN) License</td>
<td>Submit annually or every two years</td>
<td>Screenshot of LSBN Renewal of License</td>
</tr>
<tr>
<td>Health Cover Letter</td>
<td>Student to sign letter sent by Student Health Services on healthcare requirements</td>
<td>Letter must be signed and dated by student at the bottom of the letter</td>
</tr>
</tbody>
</table>

**Professional Documents**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Requirements</th>
<th>Submission Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLS (ACLS &amp; PALS, if applicable)</td>
<td>Submitted every two (2) years</td>
<td>Only American Heart Association (AHA) for Healthcare Providers courses are accepted. Signed copy of front and back of card or eCard</td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>Submit annually; Submit copy of Certificate of Insurance Policy Form</td>
<td>Cover letter or receipt of insurance coverage will not be accepted</td>
</tr>
</tbody>
</table>

**Other Mandatory Requirements**

Go to CastleBranch.com; use the Place Order tab to order Background Check and Immunization Tracker using **LS12** or **LS12crna** for anesthesia students only. Use the Place Order to order the Urine Drug Test using **LS12dt**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check</td>
<td>Required once; unless requested by clinical facility</td>
</tr>
<tr>
<td>Urine Drug Screen</td>
<td>Required one time; unless requested by facility</td>
</tr>
<tr>
<td>Needlestick/ Splatter Coverage</td>
<td>Required to purchase</td>
</tr>
<tr>
<td>Compliance Training</td>
<td>Must be current/ up to date</td>
</tr>
</tbody>
</table>

**Immunizations**

- (+) 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**