LSU Health
NEW ORLEANS
School of Nursing

Graduate Students

1. Clinical (Practicum) Component

a. In addition to the many hours of formal class time, the graduate 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)

2. Louisiana Registered Nurse (RN) License

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. Louisiana license verification is completed through the Louisiana State Board of Nursing with the application process and annually.

3. Student Health Forms (Mail or hand-delivered to the Student Health Department by **April 1, 2017.**

a. More detailed health form requirements are located in ***Packet B***, the Student Health Forms. ***Packet B*** is located on the *New Graduate Student* Page of the LSU Health New Orleans School of Nursing website: http://nursing.lsuhsc.edu/NewStudents/Graduate.html.

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 immunity with titer results: Varicella, Measles, Mumps, Rubella (MMR), and Hepatitis B (Hep B).
    Negative (-) MMR or Varicella titer – 2 boosters are required
    Negative (-) Hep B titer – 3 boosters are required

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 documented two (2) MMR immunizations (after age 1 year).

e. Annual proof of Tuberculin (Tb) Skin Test or health survey, if previously positive.

1. A chest x-ray is required if the Tuberculin Skin Test is positive. Chest x-ray results must be within the past 6 months.

f. Annual proof of Flu vaccine/declination. Please note, if the declination form is completed, declining the flu vaccine, there may be restrictions to some healthcare facilities (i.e.: not allowed to enter and/or may be required to wear a mask the entire time on the facility premises).

g. **Prior to registration**, a healthcare provider signed and documented reason for declination of vaccinations (if students have health reasons for not receiving vaccinations [e.g. pregnancy and/or allergies])**.** Student Health must receive original letter and as well as uploading a copy to the CastleBranch Tracker/Profile.

Bringing the Tb skin test results and proof of the flu vaccine to the Student Health Department every year as well as uploading to the CastleBranch Tracker/Profile.

4. **American Heart Association (AHA) Basic Life Support (BLS)** Healthcare Provider Cardiopulmonary Resuscitation (CPR) Card, **Advanced Cardiovascular Life Support (ACLS)** Healthcare Provider, and **Pediatric Advanced Life Support (PALS)** Healthcare Provider certifications (Due **April 1, 2017**).

a. The Continuing Education (CE) Department of the LSUHNO School of Nursing offers the AHA BLS, ACLS, and PALS Healthcare Provider courses. Information is located on the Continuing Education Department webpage; students are emailed class information also. **There is strict adherence to the BLS, ACLS, and PALS 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, ACLS, and PALS for the Healthcare Provider. Before scheduling, students may email the CE Department to ensure scheduling the correct BLS, ACLS, and PALS course(s).

c. A current AHA BLS, ACLS, and PALS cards and eCards 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 signed, front and back of the CPR Card or eCard to the CastleBranch Tracker/Profile.

5. **Drug Screening, Level 1 Background check, and Immunization Tracking System (Due April 1, 2017)**

a. The drug screening is a one-time event unless otherwise stipulated by the School of the Nursing or the assigned healthcare facility. The average cost of the drug screening is ~ $46.00. **CastleBranch provides orders for the drug screening (must order all drug screening through CastleBranch).** 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 assigned healthcare facility. **CastleBranch must complete the background screenings.**

    c. The immunization Tracker of CastleBranch is mandatory. The immunization Tracker will house all student mandatory enrollments/clinical requirements.

    d. 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**. **Nurse Anesthesia** students, please use **LS12crna** for the background check and immunization tracker. The Level 1 Background Check and unlimited Immunization Tracker is $119.75. **Tracking systems are program specific;** p**lease make sure the correct tracking system is ordered.**

The new nursing student must inform CastleBranch of the new student status.

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

6. Malpractice Insurance
    a. All students must have malpractice insurance. **Program Directors will specify when each program must purchase Malpractice insurance and which insurance company is used.** Annual renewal is required. A current policy is an admissions/enrollment/clinical requirement for the duration of enrollment in the Nursing School. (**Malpractice coverage provided by an employer is not allowed/accepted).**

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

7. Personal Health Insurance (Due in the Bursar's Office by **April 1, 2017**)
    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 Graduate Student* page of the LSUHNO 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 a copy of the front and back of the personal health insurance card 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.

8. 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.

9. 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: http://nursing.lsuhsc.edu/StudentInformation/PoliciesAndProcedures.html, 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; example: extended time is not sufficient; must state how much recommended time (one and one half [1.5 time], double time, etc.)
4. Students must submit request by the 5th day after the start of the semester.

10. Technical Standards Statement and Computer Requirements

a. Detailed technical standards criteria are available on the *New Graduate Student* page (Packet C):

http://nursing.lsuhsc.edu/Forms/StudentAffairs/Academic1516/Technical%20Standards.pdf

b. Detailed computer requirements are located on the *New Graduate Student* page: http://nursing.lsuhsc.edu/NewStudents/Graduate.html

11. Course Registration

a. a. The listing of summer 2017 courses (TBA): http://nursing.lsuhsc.edu/AcademicSchedule/CourseSchedules.html. All students must complete the online registration process.

b. Registration instructions may be found on the *Current Student* page: http://nursing.lsuhsc.edu/StudentInformation/PreRegistration.html

13. Student Identification (ID) Cards, Library Bar Code, Parking Registration

a. Any student needing a new Student ID, Library Bar Code, and Parking Decal, should do so before DNP Seminar. 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.

3. Registration for parking is available online. Please use the link below for online parking registration instructions. https://www.lsuhsc.edu/administration/ae/parking.aspx. If there are additional questions, please contact Parking Services at 504-568-4884.

3. 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.

14. Personal and Emergency Information
a. **The School of Nursing students are required to keep personal and emergency contact information updated in the *Student Directory*:**
https://nursing.lsuhsc.edu/secure/intranet/son/CurrentStudents/StudentDirectory/

15. Tuition and Fees
a. Once registration is completed, the student tuition and fee bill is available for payment. **Payment is due immediately**. Electronic payments are not available at this time. Use the ***Student Self-Service Portal in PeopleSoft*** to view tuition and fee bills. Access to *PeopleSoft* is located: http://www.lsuhsc.edu/ps/support/selfservice.aspx. Tutorials are located in the ***Training*** section on the same page.

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, or annual Symptoms Sheet
___ Flu vaccination or declination
___ 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 BLS, ACLS, PALS Card or eCard (copy of signed, front and back of card)

**Note: Clinical facilities may require titers after receiving boosters. **

Annual Clinical Requirements:
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 or eCards (valid for two (2) years – must be uploaded annually)

Compliance: Uploading all annual requirements to the CastleBranch Tracker/Profile and delivering a copy to Student Health annually.

Consequences:
Clinical clearance requires *100% compliance* with all of the annual requirements uploaded to the CastleBranch Tracker/Profile by the specified date of April 1, 2017. Any student non-compliant with *any* of the annually required vaccinations/documents will have to withdraw from the cohort courses.