

LSUHNO School of Nursing Information and Forms

1. 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.
- 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 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 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.** All initial requirements must be completed by **July 31, 2022**.
- d. Students are responsible for transportation to the clinical facilities in the Greater New Orleans area.

2. Office of Student Affairs Forms. Email all completed forms to the Office of Student Affairs: nsstuaffairs@lsuhsc.edu by **July 31, 2022**. ([Click here](#) for forms)

Items #3 – 4 (below) documentation must be uploaded to the Student Profile course within Moodle. [Click here](#) for instructions on locating and uploading documentation to your student profile within Moodle.

3. American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider Cardiopulmonary (CPR) Card (Due **July 31, 2022**).

- a. AHA BLS Healthcare Provider course is offered through the LSUHNO School of Nursing Continuing Education (CE) Department. View the CE Department website for updated information: <https://nursing.lsuhs.edu/AHATraining/>.
- 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: nsgconted@lsuhsc.edu.
- 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).
- d. Please upload the front and back of the CPR Card or eCard to your student profile. **CPR Card must be signed before uploading.**

4. Professional Liability Insurance (Due 1st day of the semester)

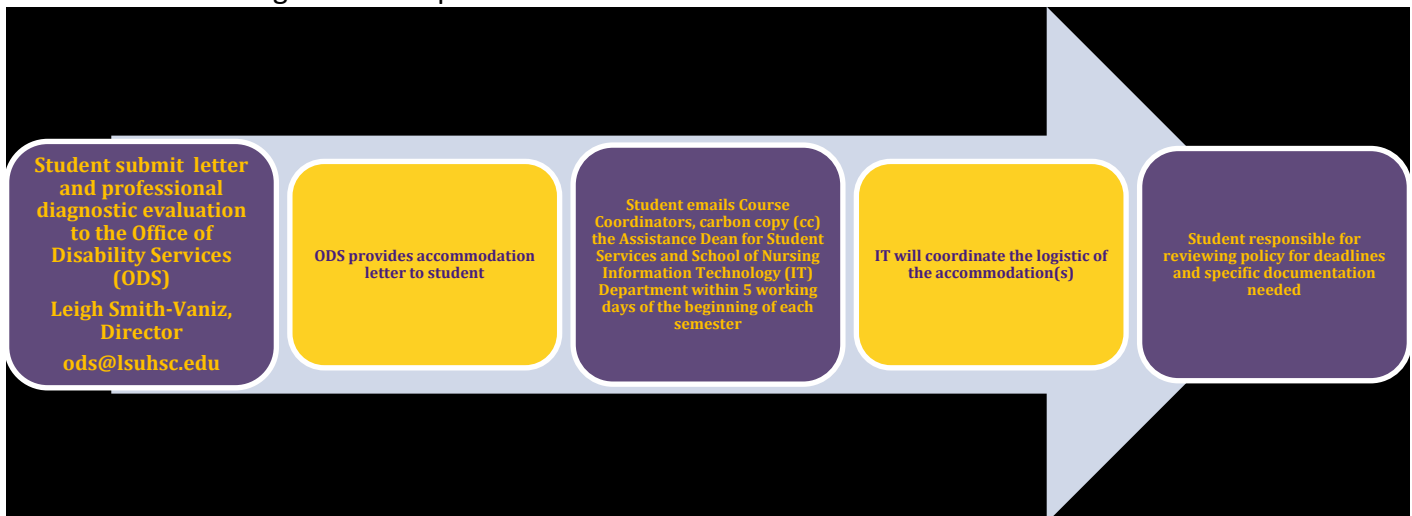
- a. All students must have professional liability insurance.
- b. The professional liability insurance policy must be renewed annually and kept current for the duration of enrollment in the Nursing School.
- c. Students may obtain professional liability insurance from www.NSO.com, through a homeowner's 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. The effective date should be the 1st day of the semester. Some companies allow the policy to be ordered ahead of time with a future effective date.
- e. Please upload a copy of the professional liability insurance certificate to your student profile.

5. 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.

6. Testing Accommodations under the Americans Disability Act (ADA) Policy

- a. The LSUHNO School of Nursing SS-3 ADA Policy is located by clicking on the *Handbook/Policies icon*: <https://nursing.lsuhs.edu/StudentInformation/handbooks.aspx>; please review and become knowledgeable of requirements.



7. Computer Requirements and Technical Standards Statement

- a. Detailed computer specifications and technical standards criteria are located in the Office of Student Affairs Forms (See #2 above) C and the Student Handbook: <https://nursing.lsuhs.edu/Docs/SecureStudents/StudentHandbook/Student%20Handbook.pdf>.

8. LSUHSC Email Account

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

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, Soph I).

9. Course Registration – Students may register for the fall semester.

- a. The list of semester courses may be located by clicking the Registration icon on the Current Student page: <https://nursing.lsuhs.edu/StudentInformation/regdefault.aspx>.
- b. Your LSUHSC email must be activated to register. Take the appropriate steps to register for classes as soon as your LSUHSC email is activated.
- c. The curriculum may be found within the program page. The curriculum is structured; therefore, only register for courses designated for the semester.

Traditional curriculum: <https://nursing.lsuhs.edu/bsn/curriculum.aspx>

CARE curriculum: <https://nursing.lsuhs.edu/care/curriculum.aspx>

Soph I are only allowed to register for classes listed on the Soph I list.

10. 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 **Wednesday, August 17, 2022** (first day of class fall 2022 semester). If you were in progress of completing prerequisite courses, please send an updated official transcript once the grade(s) have been posted.
- b. Send Official transcripts to The Office of Student Affairs: nsstuaffairs@lsuhsc.edu if you are in progress for completing prerequisite coursework during the application process.

11. 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 follow the Online ID Badge process: <https://intranet.lsuhs.edu/RemoteIDCardImage>.

The ID Badge may be picked up at the Registrar's Office one (1) week after completing the process. The Registrar's Office hours are Monday, Wednesday, Friday from 9:00 a.m. – 3:00 p.m. (lunch hour 1:00 p.m. – 2:00 p.m.) If there are additional questions, please contact the Registrar's Office at 504-568-4829.

- c. The Library issues the Library Bar Codes. Fill out the LSUHNO patron registration form: <https://forms.office.com/r/LFbzpAGvdJ>; Email form to: ILL@lsuhsc.edu. If there are additional questions, please contact the Library at 504-568-8339.
- 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.lsuhs.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 LSUHNO 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.

12. 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 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.

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

13. Clinical/Lab/Simulation Uniforms

- a. The LSUHNO SON student must wear an LSUHNO SON approved clinical uniform adhering to the following guidelines: White tunic tops: Landau #7502 and 71221, with the logo embroidered on the left upper side; purple (grape) scrub pants: Landau #7602; and white shoes. Detailed information on the Clinical/lab/Simulation uniforms is located on pages 44 – 48, in the Student Handbook:
<https://nursing.lsuhs.edu/Docs/SecureStudents/StudentHandbook/Student%20Handbook.pdf>
- b. The tunic top and pants may be purchased from the LSUHSC Bookstore or from Uniforms by Bayou.
- c. Uniforms cost ~\$150.00.

14. Purple Supply Bag

- a. All students are required to purchase the purple supply bag from the LSUHSC Bookstore. The purple bag includes hospital lab supplies from Soph I to SR II semesters. An email will be sent with further instructions on picking up the bag from the Bookstore.
- b. The approximate cost is \$300.00. The fee will appear on the tuition and fee bill.

15. Tuition and Fees

- a. An estimated cost of attending:
<https://nursing.lsuhsoc.edu/prospectivestudents/TuitionFees.aspx>.
- b. 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.*
- c. Tuition and fee bills may be viewed in the *Student Self-Service Portal in PeopleSoft*. Access to *PeopleSoft* is located: <http://www.lsuhsoc.edu/ps/support/selfservice.aspx>.
- d. Tutorials are available in the **Training** section located on the same page.

16. Louisiana State Board of Nursing Application (LSBN)

- 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 online – instructions for online application will be sent in a separate email after the start of the semester.

Please do not start the LSBN application until you are directed to do so.

17. Digital Fingerprints and LSBN Criminal Background Check (CBC)

- a. Digital fingerprinting is a one-time event, unless otherwise stipulated by the healthcare facility or LSBN. The average cost of obtaining the two sets (two cards) of digital fingerprints, required by Louisiana State Board of Nursing (LSBN), is \$30.00/2 sets of cards (two cards). Digital fingerprint cards are due the 1st day of New Student Orientation, July 18, 2022.

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.

*An appointment is required if using Innovative Risk.

- b. The LSBN CBC form needs to be filled out and signed:
<https://nursing.lsuhsoc.edu/Docs/SecureStudents/LSBN%20CBC%20form%20for%20SR%20II.pdf>

CBC forms must be printed on individual pages (one-side) and not 2 sided and paper clipped – DO NOT STAPLE anything (this is a LSBN rule because everything is scanned by LSBN as soon as it is received).

Please ensure the race on the LSBN forms match the race on the digital fingerprint cards.

- c. **Fingerprints and Criminal Background Check (CBC) forms are due July 18, 2022 at Level Orientation.** No fee is required. The fee will be paid when completing the online LSBN application.

18. Assessment Technologies Institute (ATI)

- a. ATI testing is one assessment used by the School of Nursing. ATI is used to prepare the student for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) after graduation. ATI provides the undergraduate students with a comprehensive assessment of the nursing courses and concepts as the student progresses through the curriculum. **The ATI fee is**

a charge of ~ \$744.00 divided into three (3) payments. Deadline for ATI payments will be sent by the Course Faculty.