

We are pleased to have you join us as a new nursing student at Vermont State University. You are venturing into a very busy year, and we are here to support you on your journey. While we are here to facilitate your success, we also expect you to take responsibility for and make a commitment to your role as a student nurse. This should not be taken lightly.

Regions:

Each of you will be attending the nursing program at one of our five regions throughout Vermont and New Hampshire. Each region has a Site Director who can answer any immediate questions that you might have. **There will also be a mandatory information session, in person or virtually, for each region in May or June.** The region's Site Director will send you information with the date and time of the information session.

Region	Sites	Site Director	Contact Information
Central	Randolph Center Morrisville CVMC	Meghan Sperry MSN, APRN, CNM	meghan.sperry@vtc.vsc.edu 802-728-1587 124 Admin Drive Randolph Center, VT 05061 Clarke #204
Northwest	St. Albans Williston Williston West	Interim Jessica Beaty MPH, MSN, RN	jbc00372@vsc.edu 802-879-2369 101 Lawrence Place Williston, VT 05495 100 Building
Northeast Kingdom	Littleton/Lancaster Lyndon Newport White River Jct Dartmouth Hitchcock	Phyllis Mitchell MSN, RN	pmm12110@vtc.vsc.edu 802-626-6538 1001 College Road Lyndon, VT 05851 ASAC 203
Southeast	Brattleboro Keene	Kelly Dixon MSN, RN	Kelly.dixon@vtc.edu 802-728-1540 41 Harmony Place Brattleboro, VT 05301
Southwest	Bennington Middlebury Rutland	Jessica Beaty MPH, MSN, RN	jbc00372@vsc.edu 719-400-8329 105 Union Street Bennington, VT 05201

Planning Ahead:

There will be a half-day general new student orientation over the summer. Additionally, there will be a half-day **new nursing student orientation** over the summer. There will also be online new student orientation modules assigned via Canvas as part of the New Student Experience.

Typically, you will be in clinical two days per week (some evenings may be required) and in classes two days per week. You should plan on a minimum of two hours of preparation for your clinical days and a minimum of eight hours per nursing course each week. Generally, for each hour in class, you should be spending 2-3 hours outside of class on studying, prep work, reading, etc. This program is a full-time job.

Fingerprinting, Background Check & Health Forms:

You are required to purchase a background check, FBI fingerprint screen, and document management package through <https://www.castlebranch.com/>. Please purchase your program/location package and **begin the fingerprinting process ASAP**. The fingerprint results take weeks to process and must be available prior to the start of classes. You must also have all of your clinical requirement documentation uploaded to your CastleBranch account by **June 1st, 2023**. **Failure to have all of your documentation uploaded to CastleBranch by this date may result in program withdrawal.**

Please use the **VTSU Health Form**, available on the www.vermontstate.edu/next-steps website, for your physical exam and immunizations documentation. If you are not Basic Life Support (BLS) certified, you do need to obtain **BLS certification from the American Heart Association or the Red Cross** prior to classes starting. Other CPR certifications will not be accepted.

If you have a criminal history, please notify admissions immediately and disclose the information. Clinical facilities have the right to access your criminal background check and FBI fingerprint results. They can also scan you through the state abuse registry. **VTSU and our clinical partners have the right to refuse student entry based on the results of your background check, FBI fingerprints, and abuse registry scan. Clinical partners can also refuse student entry for former employees who are not eligible for rehire. Refusal of entry will result in program withdrawal.**

Laptop Requirement:

Incoming nursing students must have a **personal laptop with privacy screen in class**. Please go to www.vermontstate.edu/next-steps to see VTSU Information Technology's computer recommendations. **CHROMEBOOKS, OLDER MACBOOKS, AND TABLETS WILL NOT WORK WITH OUR TESTING SOFTWARE.**

Sincerely,
Sherry Barnard Ed.D, MSN, APRN
Interim Associate Dean of Nursing & Vermont State University Nursing faculty

Admitted ADN Student Check List

Congratulations on your acceptance to Vermont State University! For your convenience, we have made a check list to help you keep track of these items and several others you will need to do over the next few months. Please contact the Admissions Office at 800-442-8821 if you have any further questions. All required documents are available at www.vermontstate.edu/next-steps.

DONE	DEADLINE	TASK
	Immediately	Activate your Portal Account if you have not done so https://portal.vsc.edu
	ASAP	Complete FAFSA form at https://fafsa.ed.gov/ (if you are applying for Financial Aid)
	ASAP	Visit www.vermontstate.edu/next-steps to view a list of required documents
	Varies	Attend site information session– details will be emailed at a later date
	Varies	Notify work
	Varies	Arrange child care and/or other life needs
	May 1	REQUIRED – Pay \$200 enrollment deposit no later than May 1 or you will be withdrawn from the program– Submit your Decision Reply Form at connect.vermontstate.edu/status and pay your enrollment deposit
	May 1	Complete housing form – if living on campus
	June 1	REQUIRED – Complete CastleBranch Criminal Background Check & Fingerprinting online. <i>Students who do not begin this process by June 1 may be withdrawn from the program.</i>
	Varies	Purchase textbooks after your class schedule is available.
	June 1	Submit digital photo for Student ID
	June 1	Submit Health Forms – visit www.vermontstate.edu/next-steps to obtain a copy of the form *
	July 1	Submit copy of current BLS Card (BLS for Healthcare Providers or BLS for Professional Rescuer valid thru at least June 2024. BLS certification must be issued by the American Heart Association or the Red Cross . Other provider certifications will not be accepted.)
	July 15	Order needed uniform items – see form from JoAnn’s Uniforms
	TBD	Attend 1 day College Orientation – date, time & location will be sent later
	TBD	Online – Pay fall semester bill – complete health insurance waiver form (if applicable)
	TBD	First day of class

*A copy of your health form **MUST** be uploaded onto the Background Check website **BEFORE** mailing form

Nursing Student Essential Functions

Introduction

The Vermont State University Department of Nursing is committed to a policy of equal educational opportunity, and welcomes individuals with diverse backgrounds and abilities. The department therefore prohibits discrimination, including discrimination on the basis of disability. At the same time, all students in nursing programs must be able to perform the essential clinical as well as academic requirements, as the overall curricular objectives are to prepare students to actually practice in their chosen fields. The purpose of this document is to ensure that all students entering a nursing program know and understand the requirements, and can make informed decisions regarding their pursuit of this profession. Nursing students must be able to meet these standards either with or without reasonable accommodation, which may be dependent on our clinical partners' ability to reasonably accommodate.

Basic Requirements

The nature of the professions for which students in our department are being prepared necessitates the following requirements: the capacity to observe and communicate; sufficient gross and fine motor ability to perform physical assessment examinations and basic laboratory and clinical procedures; physical strength, dexterity, agility, and endurance; emotional stability to exercise good judgment and to work effectively in stressful situations; and intellectual ability to synthesize data and solve problems using appropriate clinical judgement. If a student cannot perform each function in the manner described below, they will not necessarily be excluded from participating in the program, but will need to be able to perform all essential functions with or without reasonable accommodation that is acceptable in a health care environment. The availability of certain accommodations may be beyond the department's control.

College Support Offices

Students with documented disabilities are eligible for reasonable accommodations which are arranged through a Learning Specialist. Students with learning, physical, or psychological disabilities are encouraged to identify their disability to our Learning Specialist as early in the semester as possible, as the provision of accommodations may affect your academic performance. Our current learning specialist is Robin Goodall and can be reached at rcg03040@vtc.vsc.edu or 802-728-1278. The ADA Coordinator is Jason Enser, Dean of Student Affairs, who can be reached at jenser@vtc.edu or 802-728-1434.

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Essential Functions

Cognitive Functions – The student must be able to thoroughly, efficiently, and reliably:

1. recall, interpret, extrapolate, and apply information from a variety of sources, including reading material, lecture, discussion, patient observation, assessment, and evaluation;
2. determine what data are needed to solve problems; and
3. analyze, evaluate, and create information using a variety of sources, including, for example, reading material, lecture, discussion, and patient evaluation/assessment.

Affective Functions – The student must be able to:

1. establish professional, trusting, empathetic relationships with a variety of individuals;
2. demonstrate respect and engage in non-judgmental interactions regardless of, for example, an individual's age, gender, race, socio-economic status, religion, life-style, and/or culture;
3. work effectively in groups, including clinical groups and the classroom environment (face to face & remote);
4. meet externally established deadlines;
5. be an active and engaged learner in classroom, lab, and clinical settings;
6. attend to cognitive, communication, and psychomotor tasks for as long as six hours at a time within the academic environment, and as long as twelve hours at a time within the clinical environment;
7. identify sources of stress and develop effective coping behaviors; and
8. recognize and respond appropriately to potentially hazardous situations.

Communication Functions – The student must be able to:

1. attend selectively and in a controlled and respectful manner to various types of communication, including the spoken and written word and non-verbal communication;
2. relay information in oral and written form effectively, accurately, reliably, thoroughly, respectfully and intelligibly to individuals and groups, using the English language;
3. read and comprehend the English language (typed and hand-written).

Psychomotor Functions – The student must be able to:

1. accurately and reliably inspect and observe the skin, facial expression, anatomical structures, posture and movement of others;
2. assess blood pressure, and lung and heart sounds;
3. accurately and reliably read equipment dials, monitors, regulators and other measuring devices;
4. accurately palpate/auscultate pulses,
5. negotiate level surfaces, ramps and stairs to assist patients and classmates appropriately;
6. react and effectively respond quickly to sudden or unexpected movements of patients/classmates;
7. maintain ambulatory activity throughout the work day for up to 12 hours;



8. transport self/patients from one room to another, from any combination of chair to bed to stretcher to standing, transport self from community to community, to and from agencies;
9. put on and take off clothing, including gowns, masks and gloves;
10. lift a minimum of 25 pounds;
11. effectively perform CPR;
12. exhibit sufficient manual dexterity and hand-eye coordination to effectively manipulate therapeutic or diagnostic materials or equipment and functions including but not limited to
 - a. medication administration by mouth, injection, topically, and rectally
 - b. dressing changes, ostomy care, etc.
 - c. sterile procedures such as catheterization, suctioning, etc.
13. use adequate visual and tactile senses, exhibit the ability to perform all of the treatment procedures necessary to provide comprehensive nursing care, including palpation, auscultation, percussion and inspection.

NOTE: Students must read and sign below and return to their regional Nursing Site Director (DO NOT RETURN TO ROBIN GOODALL).

Nursing Student Essential Functions

I have read the information pertaining to the Nursing Student Essential Functions. I understand that I am expected to be able to accomplish, with or without reasonable accommodations, the essential functions of the program to which I have been accepted. **I understand my rights with respect to such accommodations, and that if I seek such accommodations; it is my responsibility to disclose the disabilities for which I am seeking accommodations to the Center for Academic Success by contacting Robin Goodall, Learning Specialist at (802) 728-1278 or e-mail rcg03040@vtc.vsc.edu.** I understand that once the Learning Specialist notifies the faculty of my need for accommodations, the nursing program in which I am enrolled will provide reasonable accommodations in the classroom and laboratory setting. In addition, efforts will be made to arrange clinical experiences where appropriate accommodations can be made; however, the availability of certain accommodations may be beyond the department’s control.

Print Name	Student Signature	Date
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2023-2024 Nursing Appearance/Uniform Policy

In an effort to inspire patient comfort and confidence in the caregiver, students are expected to appear in complete uniform or other approved attire and exhibit a professional demeanor at all times while in their respective clinical/preceptorship areas.

- A school uniform is required and must be worn in the clinical and laboratory settings at all times.
- Uniforms are to be clean, wrinkle-free, non-faded, and odor-free.
- Uniforms must fit well – uniforms that are considered too small/tight or too big/loose at the discretion of the clinical instructor are not acceptable.
- Pants must cover the entire leg and be short enough that they do not touch the floor. “Jogger” style pants are not acceptable.
- Scrub style dresses/skirts may be worn with hosiery/proper foot ware, and the approval of the clinical instructor and clinical facility.
- Students may wear a solid white $\frac{3}{4}$ sleeve cotton knit shirt underneath their uniform top for comfort. Some facilities may not allow this.
- A student name badge or photo ID is required in the clinical setting, per facility policy, and must be worn any time the student is in the clinical/preceptorship area.
- Hair must be confined, off the collar, and away from the face at all times. There shall be no ornamentation in the hair. Hair must be a natural color. If something is needed to keep the hair confined, it should be non-ostentatious. Facial hair is acceptable but must be neatly trimmed and close to the face. At the discretion of the clinical instructor, the student may be asked to wear a beard bag if there is a concern for infection control. Otherwise, students must be clean shaven.
- A headwrap or cover may be worn but it must be white or black in color and secured in a fashion as to not interfere with infection prevention.
- Footwear must be clean, solid, non-porous, plain textured white or black shoes with closed toe and heel. No “Mary-Jane” style shoes.
- Socks are to be worn and must match the color of the shoe. “No-show” socks are not acceptable (ankles must be covered).
- Bandage scissors, a penlight, stethoscope, a small notebook, a pen with black ink and a watch calibrated to count seconds are required.
- Hand jewelry is limited to a single ring without stones and with a smooth surface. Very small, single, stud-type earrings may be worn in some clinical areas. If the instructor feels the ring or studs are inappropriate, you will be asked to remove them. Earlobe gauges may be no larger than $\frac{1}{2}$ inch and must match the student’s skin tone. No other jewelry or piercing is permissible.
- Nails must be kept short and bare. Colored nail polish and acrylic/false nails may not be worn.
- No gum chewing in clinical areas.
- When in the clinical agency, but not in uniform, students will wear their name badge and a lab coat over their street (business casual) clothes. Some sites may not require a lab coat; only a name badge.
- The odor of cigarettes is not allowed or tolerated.
- Students refrain from wearing perfume or fragrant lotions or hair products to the clinical agency area.
- Tattoos deemed offensive by the clinical agency/clinical instructor/preceptor and/or Site Director are covered. Facial tattoos must be concealed with make-up.
- No visible dermal implants.



Interpretation of this policy will be at the discretion of the clinical instructor/preceptor. Students are expected to adhere to this decision. Students who fail to meet these guidelines are sent home. This absence is counted as a clinical absence that cannot be made-up, or preceptor hours will be rescheduled.

Suggestions for uniform purchasing:

- Two sets of scrubs; one for each lab/clinical day each week.
- A moderately priced stethoscope - \$100-\$150. Littmann is an excellent brand.
- A waterproof or resistant watch.

Order needed uniform items – We are excited to announce that our uniforms will be updated to reflect the new VTSU! As soon as details are available, accepted students will be notified



Vermont Technical College

How to Place Order

Welcome to **my** 

To place your order go to:






mycb.castlebranch.com

Package Name (if applicable):

ASSOCIATE DEGREE NURSING PROGRAM

VE14 - Brattleboro/Keene	VE40 - Middlebury	VF82 - Rutland
VE76 - Bennington	VD39 - Morrisville	VE60 - St. Albans
VE21 - Lyndon	VE23 - Newport	VE73 - White River Jct.
UVMMC - Code TBD	VE72 - Randolph Center	VE19 - Williston

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

-  View order results
-  Upload documents
-  Manage requirements
-  Place additional orders
-  Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: **888.914.7279** or servicedesk.cu@castlebranch.com