

Dear RN-BSN Student,

We are pleased to have you join us as a new nursing student at Vermont State University (VTSU). 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.

RN to BSN Online Program:

You will be attending the RN to BSN nursing program online for classes and completing two (2) preceptorships for the program's two (2) capstone courses.

Online Classes

The computer is the classroom where your online class meets. You will need a computer, Microsoft Office software, and high-speed Internet access. VTSU uses the Canvas educational electronic platform to teach all nursing and general education courses. Nursing courses have a preview period before class starts. Ten (10) days before the course begins, you will have access to the electronic classroom to explore, download, and read course materials. All NUR one (1) and three (3) credit courses are taught in an accelerated format over 7.5 weeks during the fall and spring semesters. Four (4) and six (6) credit courses are taught over the full semester. Finally, six (6) credit capstone courses have preceptorships.

Preceptorships

The preceptorship includes hands on experiences in your community with a preceptor. Preceptors are currently licensed registered nurses who hold a minimum of a Bachelor of Degree (Master's Degree preferred) in Nursing and who have at least one year of experience in the setting that reflects the course objectives. Students are responsible for finding appropriate preceptors. Faculty will provide guidance to students for finding a preceptor. Preceptors are utilized in the RN to BSN online capstone nursing courses: Community Health Nursing and Nursing Leadership and Management. Preceptors must hold an active unencumbered registered nurse license.

Planning Ahead:

There will be a half-day general new student orientation prior to the start of the fall and spring semesters. Additionally, there will be online new student orientation modules assigned via Canvas as part of the New Student Experience.

The class week for your online classes begins at **12:00 am on Monday and ends at 11:59 pm on Sunday**. Typically, attendance in an online class consists of such things as posting to a discussion forum, completing an activity on the Canvas class website, and uploading assignment files. Generally, for each credit of class, you should be spending 2-3 hours on studying, prep work, reading, etc.



Health Forms and Medical Documents:

You are required to purchase a medical document management package through CastleBranch (<https://www.castlebranch.com/>). **The RN-BSN package code is VE97.** If you are a direct progression student update your CastleBranch account to VE97 via customer service. Please purchase or update your BSN package prior to your capstone courses which require in person preceptorship hours. **Failure to have all of your documentation uploaded to CastleBranch by this date may result in preceptorship delay.**

The **VTSU Health Form** is available at www.vermontstate.edu/next-steps. This should be used 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 starting your preceptorship hours.

Laptop Requirement:

RN to BSN nursing students must have a **personal laptop or access to a computer.** This is an online program. Computer recommendations are posted at www.vermontstate.edu/next-steps. **CHROMEBOOKS, OLDER MACBOOKS, AND TABLETS WILL NOT WORK WITH OUR TESTING SOFTWARE.**

Microsoft Office Suite and Windows downloads are available to you for **free as a student.** You can download this software as soon as you have registered and activated your VTSU email account.

In terms of Financial Aid, the cost of a computer has been built into the 'cost of attendance' or budget for financial aid for \$1,000. This will allow you to apply for additional loan funds for this purpose. If you have questions about the loan process, please contact financial aid at 1-800-965-8970.

Sincerely,

Vermont State University Nursing Department

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.

Student Support Offices

Students with documented disabilities are eligible for reasonable accommodations which are arranged through a disability specialist. Students with learning, physical, or psychological disabilities are encouraged to identify their disability to our disability services office as early in the semester as possible, as the provision of accommodations may affect your academic performance. Please contact disabilityservices@VermontState.edu for an appointment.

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:
 - medication administration by mouth, injection, topically, and rectally
 - dressing changes, ostomy care, etc.
 - 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.

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 Disabilities Services office.** 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



Vermont Technical College - RN to BSN Nursing
How to Place Order

Welcome to my

To place your order go to:

<https://portal.castlebranch.com/VE12>

Package Name (if applicable):

VE97 - Medical Document Manager

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

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