

Dear PN and ADN Nursing Student,

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 three regions throughout Vermont and New Hampshire. Each region has a Regional 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 Regional Director will send you information with the date and time of the information session.

Region	Sites	Site Director	Contact Information
Central/ Northwest	CVMC Johnson Middlebury Randolph Center St. Albans Williston Williston West	Jessica Beaty MPH, MSN, RN	Jessica.Beaty@VermontState.edu
Northeast Kingdom	Lyndon Newport	Kelly Dixon MSN, RN	Kelly.Dixon@VermontState.edu
South	Bennington Brattleboro Castleton Dartmouth Hitchcock White River Jct.		

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, 2024**. **Failure to have all of your documentation uploaded to CastleBranch by this date may result in program withdrawal.**

Please use the **Vermont State University Health Form**, available on the Vermontstate.edu 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. **Vermont State University 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 the <https://support.vsc.edu/learning-tools/new-computer-recommendations/> to see Vermont State University's Information Technology's computer recommendations. **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** at support.vsc.edu. 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 FinancialAid@VermontState.edu.

Sincerely,

Vermont State University Nursing Department

Admitted PN Student Checklist

Congratulations on your acceptance to Vermont State University! For your convenience, we have made a program-specific checklist to help you keep track of items you will need to do over the next few months.

You will additionally need to be sure all of your required Application and Enrollment Checklist items are complete, such as important forms required of all students. Your Application Status Page, <http://connect.vermontstate.edu/status> will display your Application Checklist and an Enrollment Checklist with items specific to you. It is very important you complete your checklist items! Documents required of ALL new students are also listed on our Accepted Students Next Steps page, available at www.VermontState.edu/Next-Steps.

Start of classes dates are listed in the academic calendar available at www.VermontState.edu/AcademicCalendar. Please contact the Admissions Office at 888.398.VTSU (8878) or Admissions@VermontState.edu with any questions.

DONE	DEADLINE	TASK
	Varies	Attend site information session – details will be emailed at a later date.
	Varies	The program is rigorous and time consuming; be attentive to communicating with those necessary to support your successful life & school balance.
	June 1	REQUIRED – Complete CastleBranch Criminal Background Check and Fingerprinting online. <i>Students who do not begin this process by June 1 may be withdrawn from the program.</i>
	June 1	REQUIRED – Upload completed health form to both CastleBranch and your Student Health Portal. Link to required Health Form is available at www.VermontState.edu/Next-Steps.
	Varies	Purchase textbooks after your class schedule is available.
	July 1	Order Student Lab Kit online – see order form at www.VermontState.edu/Next-Steps .
	July 1	Upload copy of current BLS Card to CastleBranch (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.
	TBD	Attend 1-day Program Orientation – date, time & location will be sent later.



2024-2025 PN/ADN/BSN 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.
- **PN/ADN nursing students must wear navy uniform scrubs.** Students who were enrolled in a nursing program prior to the academic year 2024-2025 will be allowed to wear legacy scrub colors.
- Students are issued Vermont State University uniform patches, which must be affixed to the left uniform sleeve by the student.
- 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.
- Scrub style dresses/skirts may be worn with hosiery and proper footwear with the approval of the clinical instructor and clinical facility.
- Students may wear a solid white or black undershirt 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. Students must wear 'badge buddies' which are specific to student program (for example: PN Student, ADN student or BSN student).
- Hair must be confined, off the collar and away from the face at all times. There shall be no ornamentation in the hair. 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 or clean shaven. 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.
- A headcover may be worn but it must be white, black or navy and secured in a fashion as to not interfere with infection prevention.
- Footwear must be clean, solid, non-porous and non-slip. Shoes must be closed-toe with a heel (no mules). "Mary-Jane" style shoes are not allowed.
- Socks are to be worn and should match each other.
- 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. If earlobes are gauged, a plug must be worn. It must be solid and match your skin tone or be clear. Any additional body piercings must be approved by the faculty and the clinical facility to be worn during clinical. Nails must be kept short and bare. Colored nail polish and acrylic/false nails may not be worn.
- Tattoos deemed offensive by the clinical agency/clinical instructor/preceptor and/or Regional Director must be covered.
- 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.
- Students should treat all clinical environments as scent-free. Examples include: cigarettes, marijuana, body odors, perfume, lotions, etc.
- School uniforms are representative of Vermont State University as a whole. Please refrain from wearing school uniforms as work scrubs and change attire prior to attending personal social events after the clinical day. Smoking, drinking, and gum chewing are not permitted while in school uniform.

Students must also adhere to all policies of the clinical agencies. 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 will be sent home. This absence is counted as a clinical absence that cannot be made-up, or preceptor hours will be rescheduled.

Vermont State University 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 Gerry Volpe and can be reached at Gerry.Volpe@VermontState.edu or 802-468-1428.

NOTE: Students must read, sign and return page 3 to their regional Nursing Site Director; DO NOT RETURN TO GERRY VOLPE.

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
 - i. dressing changes, ostomy care, etc.
 - b. 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 Office Academic Support by contacting Gerry Volpe, Director of disability Services at (802) 468-1428 or e-mail Gerry.Volpe@VermontState.edu. Further information on student support services may be found in the Student Handbook on the Vermont State University website.** 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



Vermont Technical College

How to Place Order

Welcome to **my** 

To place your order go to:

mycb.castlebranch.com






Package Name (if applicable):

PRACTICAL NURSING PROGRAM

VE26 - All locations other than Brattleboro/Keene

VE22 - Brattleboro/Keene

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