MIDDLE TENNESSEE
SCHOOL OF
ANESTHESIA

*Reflecting Christ in Anesthesia Education*

# Master of Science (MS)

*With a focus in Nurse Anesthesia*




# 2016 STUDENT HANDBOOK

315 Hospital Drive, P.O. Box 417, Madison, TN 37116 | **www.mtsa.edu**

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Changes since November 9, 2016 update:

Added Dr. Gentry and Dr. Johnson to faculty

Removed Dr. Brown, Dr. Moss, and Dr. Sharkey from faculty

New Welcome from Dr. Gentry

MTSA Mission, Vision, and Core Values (p. 1) - Updated to 11.19.16 President's Council Approved update.

Updated Organizational Chart (p.10) - updated Jan 31, 2017

Admissions Requirements (p11) – updated to indicate RN license must stay active through student time in program.

Transfer Policy (p. 20) – updated February 2017 to reflect maximum 6 credit hours transferable in if eligible

Additional Expenses (p.30): #2 TB Testing – updated process for clarity

Student Bereavement Policy (p.39) – updated to current policy approved December 2016

Student Inclement Weather Policy (p.40) – updated to current policy approved December 2016

Student Sabbath Scheduling Policy (p.40) – updated to current policy approved January 2017

Student Advancement (p.41) - added Clinical grade section, notification of probation

MTSA Standards of Conduct (p.44) – updated and is now a school policy. Approved December 2016

Student Drug & Alcohol Policy (p.46) – updated to current policy approved December 2016

Student Drug Testing Policy (p.49) – updated to current policy approved December 2016

Student Testing Policy (p.49) – updated to current policy approved December 2016

Disciplinary Actions (p.57) - Added in actions Program Administrator can take prior to Progressions committee; loss of privilege includes loss of personal days; information on probation notification letter

Graduation Requirements (p.88) - added in the passing of the SEE benchmark score

Academic & Clinical Summary (p.89) - removal of Sunday and Saturday "on call" assignment in first year; addition of SBR on-site review information.

Clinical Standards (p.91) – added detailed information on how the clinical grade is calculated each quarter based over seven specific evaluations/paperwork; (p.94) updated disciplinary actions in reference to not completing clinical case records (loss of personal day to complete records).

SEE Exam (p.110) - updated expectations and requirements

Senior Board Review (p114) - updated course description

*The statements, policies, guidelines, and procedures contained in this *Student Handbook* are intended to be informational for applicants, as some may be revised in the future, and are applicable to all enrolled students. Upon enrollment in July, all new students will be provided with this *Student Handbook*. All students are expected to abide by the contents of the current *Student Handbook*. This publication is revised at least annually, and amendments to policies and procedures are included in each new edition. MTSA reserves the right to make revisions to the contents of the *Student Handbook* as necessary, or as deemed advisable by the President's Council. Additionally, MTSA reserves the right to amend policies and procedures in the current *Student Handbook*, with such changes taking effect immediately upon approval by the President's Council. At the time of each revised edition, all students are provided with a link to access the current published electronic version of the *Student Handbook*, and students are also expected to abide by its contents.

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# Dean's Welcome

Welcome to the Middle Tennessee School of Anesthesia! As the newest class, this is a launching point for your rewarding career as a certified nurse anesthetist. MTSA is single-purpose, regionally accredited, anesthesia-specific, graduate degree granting program with an innovative curriculum and state of the art educational facility and experiences. I am proud to welcome you as our newest class! MTSA faculty and staff focus on you and are committed to providing an atmosphere conducive to collegial relationship building. We are honored you chose MTSA to begin your journey into the profession of nurse anesthesia and look forward to working with you through this journey.

The faculty and I have the opportunity to continue to contribute to the sound curriculum building process at MTSA. Those before me have built a strong foundation with concrete pillars embracing Christian, Seventh-day Adventist values and beliefs, excellence in knowledge, and superb clinical skills. As we build upon this firm foundation, it is my distinct honor not only to continue to strengthen these pillars but also to create and initiate ventures to expand educational opportunities to nurse anesthesia professionals.

With our 5% attrition rate over the last five years, and our graduates having a 98% pass rate on the NBCRNA exam after graduation, and 97% finding employment as a CRNA, we are certain that you will find your time here beneficial both spiritually and professionally. I invite you to join the MTSA Facebook and Twitter to keep up to date on all the happenings on campus, and feel free to contact me if I can help you in exploring all the possibilities before you.

Welcome to MTSA!
Dr. Overstreet
Dean



# Program Administrator's Welcome

Welcome to the Middle Tennessee School of Anesthesia. The faculty and staff look forward to supporting your academic and personal growth during your tenure at MTSA. The journey to become a Nurse Anesthetist is a strenuous task both physically and mentally. Every late night and long weekend will be worth the effort as you apply the anesthesia knowledge you've learned in the clinical setting.

You are attempting to join one of the greatest professions in nursing and to become a member of this profession, it will demand a level of responsibility you must adapt to quickly. Your success at MTSA, is in part, self-determined as we guide you on your journey. As your Program Administrator, I look forward to partnering with each of you for your success and I look forward to meeting each of you again at orientation.

Welcome!
Dr. Rusty Gentry
Program Administrator

# TABLE OF CONTENTS

*Click on Header to Jump to Topic*


**MISSION** 1

**VISION** 1

**CORE VALUES** 1

**HISTORY, HERITAGE, AND CHRISTIAN LEGACY** 1
History & Heritage 1
Christian Seventh-day Adventist Legacy 2

**UNDERLYING EDUCATIONAL PRINCIPLES OF MTSA** 3

**CAMPUS LOCATION & FACILITIES** 4
Academic Facilities 4
Student Facilities 4
School Visits 5

**ACCREDITATION** 6

**BOARD OF TRUSTEES** 7

**STAKEHOLDER'S RIGHTS** 7
Accrediting Agencies' Rights 7
Affiliating Institutions' Rights 7
Faculty and Staff Members' Rights 8
Patients' Rights 8
Applicants' Rights 8
Students' Rights 8

**NONDISCRIMINATORY POLICY** 8

**ANNUAL SECURITY REPORT** 9

**STUDENT LINES OF COMMUNICATION** 10
MTSA Organizational Flowchart 10

**ADMISSION REQUIREMENTS** 11
Admissions Deadline 13

International RN/Student Admissions 13
Admissions Interview Process 14
The Personal Interview 14
Personal Attestations 14
Background Check and Release 15
Applicants Accepted into another Nurse Anesthesia Program 15
Acceptance Process 15
Non-Refundable Deposit 15
Additional Qualifications for Admission, Progression, and Graduation 16
Academic Contingency 17
Application Checklist 18
Re-Applicants 19

**TRANSFER PROCEDURES 20**
Candidates transferring to MTSA 20
Candidates transferring from MTSA 21

**STUDENT TEMPORARY LEAVE OF ABSENCE POLICY 21**
Process for Student TLOA 21
Medical/Maternity TLOA 22
Military TLOA 22
Confidentiality 22
Financial Aid and TLOA 22

**WITHDRAWAL PROCEDURES 23**
Withdrawal Process: 23
Withdrawal of veterans 23

**FINANCIAL ENROLLMENT PROCEDURES 24**
Current Tuition & Fees 24
Summary of Tuition & Fees (2016-2018) 24
Orientation Day 26
Student Financial Planning and Financial Aid 26
RN Transition to Full-Time Student 26
Financial Aid Interview 27
Students Receiving Military and/or Veteran's Benefits (VA) 28
Student Financial Aid Electronic Funds Transfer Procedure 28
Repayment of Loans 29
Refund Policy 29
Additional Expenses 30
School/Clinical-Related Accident Insurance 34

**ACADEMIC POLICIES & PROCEDURES 35**
Attendance Expectations 35
Holiday Time 36
Vacation Time 36
Compensatory Time 36
Personal Emergency Time 37
Relief Student 39

Schedule Change 39
Student Bereavement Policy 39
Student Inclement Weather Policy 40
Sabbath (Saturday) Schedule Policy 40

**STUDENT ADVANCEMENT 41**
Clinical Grades 41
Notice of Placement on Academic/Clinical Probation 42

**MTSA HONOR CODE 43**
Declaration of Honor 43
Honor Code 43
Academic Standards of Conduct 43
Honor Pledge 43

**MTSA STANDARDS OF CONDUCT 44**
Student Drug & Alcohol Policy 46
Health Risks 46
Resources 47
Legal Sanctions Under State and Federal Law 48
Student Drug Testing Policy 49
Student Testing Policy 49
Academic Integrity Policy 51
Ownership of Intellectual Property Policy 51
Student Evaluation of Program 52

**COMPLAINTS/GRIEVANCES 53**
How to File an Informal Complaint: 53
Grounds for a Formal Complaint 53
How to File a Formal Written Complaint: 53
Withdrawal of Complaint: 54
Consumer Protection Policy 54
Procedures to Follow in response to U.S. Department of Education 10.29.10 Final Rules 54
Discrimination / Harassment Policy 55
Investigation Procedures 56
Appeal of a Progressions Committee Decision 56

**DISCIPLINARY ACTIONS 57**
Administrative Responsibility 57
Progressions Committee 57
Penalties Which May Be Recommended by Progressions Committee 57
Academic Issues 58
Clinical Issues 59
Discipline / Penalty Related Issues 60

**STUDENT APPEALS POLICY 61**
Appeal of a Progressions Committee Action 61
Appeal of a Final Course Grade 62

**NON-ACADEMIC POLICIES & PROCEDURES** **63**
Dress Code 63
Emergency Response Plan 64
Homeland Security Policy 64
Release of Student Record Information 65
Computer Use and Data Communications Policy 67
Privacy vs. Open Records 68
Harassment 68
Theft 68
Vandalism 69
Unauthorized Business Usage 69
Copyright Issues 69
Miscellaneous 69
iPad User Agreement 71

**STUDENT SERVICES** **73**
Orientation Day 73
Financial Aid Interview 73
Professional Liability Insurance 73
School/Clinical Related Accident Insurance 73
Comprehensive Orientation Program 73
MTSA Campus Community Day 74
Academic and Clinical Schedules 74
Business Services 74
Community Service Program 74
Mission Trip Participation 74
Computer Services 75
Computer Lab 75
Medatrax Record Keeping Services 75
Technical Support 75
Wireless Internet Access 76
Distant Affiliate Information 76
Housing Policy 76
Student Services for Rotations at Distant Clinical Sites 76
Fitness Center 77
General Rules for Fitness Center Use 77
Nelda Faye Ackerman Learning Resource Center (LRC) 77
Periodically Hosted Meals 78
Prayer Board 78
On-Call Chaplin 78
Professional Development 78
Job Interview Training 78
Scholarly Development Program 78
Student Representation in MTSA Committees 79
School Life Committee 79
Senior Elective Program 79
Student Advisement 79
Student Counseling 80
Student Lounge/Study Areas 80
Student Records / Transcript Requests 81

**INSTITUTIONAL STATISTICS** **82**

**MASTER OF SCIENCE PROGRAM INFORMATION** **85**
Length of Program 85
Changes to Program 85
RN to Nurse Anesthetist Transition 85
Outcome Criteria for Student Upon Graduation 87
Graduation Requirements 88
Credential Awarded 89
APN License in Tennessee 89

**ACADEMIC & CLINICAL SUMMARY** **89**

**CLINICAL STANDARDS** **91**
Clinical Supervision of Nurse Anesthetist Students 91
Clinical Grading 91
1. End of Rotation Evaluations 92
2. Clinical Evaluations of Students by Instructors 92
3. Clinical Care Plan Submission 93
4. Special Card System 93
6. Student Evaluation of Clinical Sites 96
7. Clinical Self-Assessment Tool 96
Clinical Facilities 97
Clinical Site Visits 102
Clinical Practicum Courses 102
Quarterly Clinical Objectives (QCO) 103
ANCL 500: Practicum I 103
ANCL 505: Practicum II 104
ANCL 510 & 515: Practica III & IV 104
ANCL 520, 525, 530, 535 & 540: Practica V – IX 105
Senior Elective 106
Process & Deadline 107
Deadline for Finalizing the Senior Elective Agreement 108

**ACADEMIC STANDARDS** **109**
SEE Exams 110

**ACADEMIC COURSE SEQUENCING** **111**
Junior Year 111
Senior Year 112

**COURSE CATALOG** **113**
Orientation 113
ANPR 500 Orientation 113
ANPR 505 Basic Arrhythmia/12-Lead EKG 113
ANPR 590 Advanced Physical Health Assessment for Nurse Anesthetists 113
ANPR 510 Math for Nurse Anesthetists 114
Evidence-Based Practice 114
ANEP 500 Foundations of Evidence-Based Nurse Anesthesia 114

ANSM 500, 501 Clinical Seminar I-II (Case Conference) 114
ANSM 515, 516, 517 & 518 Senior Board Review I-IV 114
Pharmacology 115
ANPH 500 Pharmacology I (Anesthetic Drugs) 115
ANPH 510 Pharmacology II (Accessory Drugs) 115
ANPH 520 Applied Cardiothoracic Pharmacology 115
ANPH 530 Pharmacology III 115
Physiology 116
ANAP 500 Physiology I 116
ANAP 505 Respiratory Anatomy, Physiology, & Pathophysiology 116
ANAP 510 Physiology II 116
ANAP 520 Physiology III 116
ANAP 530 Physiology IV 116
Principles of Anesthesia 117
ANPR 520, 521 Principles of Anesthesia (Fundamentals I & II) 117
ANPR 525, 526, 527, 528 Applied Anesthesia I, II, III, IV (Simulation in Anesthesia) 117
ANPR 530 Advanced Principles of Anesthesia (Obstetrical) 117
ANPR 535, 536 Equipment and Technology in Anesthesia I & II 117
ANPR 540 Advanced Principles of Anesthesia (Regional Anesthesia I) 117
ANPR 545 Advanced Principles of Anesthesia (Regional Anesthesia II) 118
ANPR 550 Advanced Principles of Anesthesia (Pediatric Anesthesia) 118
ANPR 555 Physical Principles of Anesthesia and Math in Anesthesia 118
ANPR 560 Advanced Principles of Anesthesia (Cardiovascular Anesthesia) 118
ANPR 570 Advanced Pathophysiology & Applied Nurse Anesthesia Management 118
ANPR 580 Pain Management 119
Religion 119
AREL 500, 501 & 502 Religion I, II and III 119
Professional Aspects 119
ANPA 500, 505 & 510 Professional Aspects I, II and III 119
Seminars & Workshops 120
Seminars in Anesthesia: Valley Review 120
Workshop in Anesthesia: Advanced Cadaver Lab 120
Special Afternoon/Evening Guest Lecturers 120

**ACADEMIC FACULTY 121**

**INSTITUTIONAL CALENDAR 2016-2018 132**

# MISSION

Middle Tennessee School of Anesthesia exists to provide a Christian, Seventh-day Adventist learning environment that fosters the pursuit of truth, excellence in and access to graduate nurse anesthesia education, and a life of service.

# VISION

Middle Tennessee School of Anesthesia endeavors to be a National leader in academic and professional excellence, specific to graduate nurse anesthesia education. The School will remain responsive to the needs of its constituents and its diverse student body.

# CORE VALUES

- Christian, Seventh-day Adventist values-driven curriculum and program
- Academic and clinical excellence that fosters a life of service
- Wholistic approach to education, health care, and a balanced lifestyle
- Graduate education that prepares nurses and CRNAs to complete their educational goals and enter the workplace with confidence

# HISTORY, HERITAGE, AND CHRISTIAN LEGACY

## History & Heritage

MTSA has roots that began more than a century ago. In 1904, a group of Seventh-day Adventist pioneers, who were committed to health, wellness, and temperance, traveled south from Battle Creek, Michigan, to initiate a health care institution among the poor, and founded Nashville Agricultural and Normal Institute. This Institute developed and transformed through name changes and maturity to include an elementary school, a high school, a junior college, and, eventually, a full college. Concurrently, on the same campus, Madison Sanitarium developed into Madison Sanitarium and Hospital, which, nearly a century later, became Tennessee Christian Medical Center. The hospital provided a site for clinical training as the college educated scores of health care professionals.

These ancestor institutions laid the ground work for MTSA, which began in 1950 as the Madison Hospital School of Anesthesia for Nurses, a part of Madison College. Bernard V. Bowen, CRNA, DSc, founded the School to facilitate nurse anesthesia education within the framework of Seventh-day Adventist beliefs, which included no Saturday classes. MTSA started with just two students in a 12-month program, but soon expanded to an 18-month program, admitting 16 students annually. On July 1, 1980, the School changed its name to Middle Tennessee School of Anesthesia and is now the last vestige of Madison College and Madison Hospital. Since its beginning, the School has regularly provided anesthesia as a service for regional rural hospitals, which is the basis for the current multiple clinical instruction locations.

## Christian Seventh-day Adventist Legacy

The Christian spirit of dedication and work that led to MTSA's development is very much alive today. The School continues to foster a learning environment that encourages strong moral principles and a close relationship with God. The School celebrates and respects the diversity of faiths represented among students, faculty, and staff. It operates with a holistic, balanced approach to life that includes physical, mental, emotional, moral, and spiritual aspects, while encouraging a relationship with God as Creator.

As a Christian denomination, Seventh-day Adventists are a faith community rooted in the beliefs described by the Holy Scriptures, including both the Old and New Testaments. In harmony with a broad overall mission to reflect Christ in its educational program, and in keeping with its Adventist heritage, MTSA conducts a class that includes exposure to Adventist beliefs. Many of these beliefs are foundational and common to Christians from a variety of faith traditions and include *the Trinity, the Divinity of Jesus, a literal six-day creation, and salvation through faith in Jesus*. Some belief differences may be present, including a 24-hour Sabbath rest from work and school, beginning Friday evening at sundown and concluding Saturday evening at sundown, when no School-sponsored activities, classes, or events take place. Additionally, at School functions, food choices are exempt of certain options as a commitment to health and temperance.

Jesus Christ exemplified a life of service. MTSA desires to follow His pattern and honor the Bible's teachings through learning, scholarship, and ministry.

For more information regarding the SDA church visit - www.adventist.org.



***Madison Hospital***
***Circa 1977***



***Bernard Bowen, CRNA***
***Founder, MTSA***

# UNDERLYING EDUCATIONAL PRINCIPLES OF MTSA

MTSA recognizes the expanded role CRNAs fill as contributing members of the health care team. It is no longer enough that nurse anesthetists be skilled in anesthesia administration. They must also be able to assess their patients' medical status and plan a comprehensive anesthetic management program that encompasses the pre- and post-anesthetic periods, as well as the operative period. MTSA aims to provide the academic climate and facilities necessary for the student to attain the body of knowledge and technical skills consistent with high standards of practice. In recognition of the important role played by CRNAs in the nation, and specifically in the Southeastern region of the United States, MTSA is historically constituted and strategically located, so as to play a vital part in meeting continuing needs for well-prepared anesthetists, both regionally and nationally.

MTSA believes that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, faculty members seek to provide a balanced program between the academic and clinical phases, so that knowledge and skills may be developed concurrently. The curriculum is integrated with academic and clinical experience occurring simultaneously. The acquisition of both intellectual and technical skills should start with the basic, then progress in logical steps to the more complex and advanced; each step building on the previous one. Throughout the entire educational process, Christian values should be emphasized in the daily lives of both faculty and students, for both their benefit and that of their patients.

MTSA believes that the student's role is one of an active participant in the educational process. This means students may participate in seminars, present case studies, write papers, and maintain independent study.

MTSA believes that the body of knowledge that constitutes the art and science of anesthesia is ever growing and ever changing. In keeping with this belief, MTSA endeavors to foster in both faculty members and students a thirst for knowledge and an intellectual curiosity that will promote lifelong professional growth and a desire for excellence. Graduates will be able to assist in the preparation of the next generation of anesthesia providers.

It is the goal of MTSA that graduates be well qualified to fill first level positions and be capable of working to their full scope of practice with other CRNAs or physician anesthesiologists.

It is the philosophy of MTSA that it be operated as a freestanding, single purpose, anesthesia specific, graduate degree granting institution.

# CAMPUS LOCATION & FACILITIES

The MTSA campus has offices and classroom facilities located in Madison, Tennessee. The academic and simulation classes are held on campus. There are three main buildings on campus.

**Building A** teaching facilities include The Center for Simulation, a technological state-of-the-art lecture hall, as well as two seminar rooms for study, small group use, and static simulation classes. The offices of the Dean / Title IX Coordinator, and Program Administrator are located in this building. There is also a student lounge in this building.

**Building B** houses the administrative support staff and faculty offices. On the first floor is the Nelda Faye Ackerman Learning Resource Center which includes a computer lab for student use. The second floor includes the Heritage Room, a conference/classroom designed with online learning technology.

**The P.T. Magan Building** houses a large collaborative classroom that can be divided into 2 separate rooms or divided into multiple small group areas, each with state of the art technology access. A student lounge and the fitness center, as well as the offices of the President and other administrative personnel, are also located in the P.T. Magan building.

**School Hours:** Campus buildings are open Monday – Thursday from 8am to 6pm. During orientation, students are given electronic card keys with which enable access to the student mailroom and lounge, the LRC, the classrooms, and the fitness center outside of regular class hours on Monday through Thursday, in addition to daytime hours on Friday and all day Sunday.

**Parking:** Students must use the adjacent parking lots of Skyline Medical Center and the Madison Campus Seventh-day Adventist Church. The parking lot behind Building B and adjacent to Building A is for staff, faculty and visitors only. There is one handicap spot available in the staff lot for anyone who has a placard or license plate that needs this service. The P.T. Magan building student parking is noted with signage.

## Academic Facilities

**The Center for Simulation**, located in Building A, houses two realistic operating rooms with three computerized human patient simulators (Laerdal SimMan 3G, SimMan, and SimBaby) to enhance both academic and clinical education.

The **Nelda Faye Ackerman Learning Resource Center** (LRC), located in Building B, is a computer lab with multiple desktop computers and a printer, as well as a small group study lounge.

## Student Facilities

There are two student lounges, located in Building A and in the P.T. Magan building, equipped with a refrigerator, microwave, dishwasher, and a dining table. Building A's lounge also has tables and chairs for students to meet. There are also vending machines in the lounge in Building A. Students are responsible for their food and clean-up of the lounges and are to notify staff if there is a problem. Drinks taken out of the lounges must have a cap or lid when going into classrooms.

In the main hallway, there is a student mailroom. Books and internal correspondence (i.e., billing notices, transcripts) are delivered to these boxes and students are notified by e-mail when they are placed in their box. Junior students have the larger mailboxes along the side and back walls to be able to hold their bags, textbooks, and simulation equipment. When juniors progress to seniors, their mailbox is moved to a smaller size. Students are responsible for keeping the mailroom tidy.

The P.T. Magan building's copy/print station is located in the main hallway. The P.T. Magan building also houses the MTSA fitness center. There are separate male and female shower facilities as well as daily lockers for those using the fitness center. The center can be accessed 24 hours a day with the electronic card key.

The MTSA campus buildings and the outdoor covered porch areas are equipped with wireless internet service dedicated exclusively to students' use, to enable an entire class to work online simultaneously. The WiFi password will be given to students during orientation.

## School Visits

Applicants are invited to contact the Admissions Coordinator to make an appointment to visit the School (615-732-7662, info@mtsa.edu). MTSA does not arrange for clinical anesthesia observation visits, so if applicants desire to observe in a clinical setting, they are encouraged to contact the anesthesia department in the hospital where they are currently employed.

# ACCREDITATION

**Southern Association of Colleges and Schools Commission on Colleges**
MTSA is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the degree of Master of Science (MS) with a focus in nurse anesthesia. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. For such issues specific to the regional institutional accreditation of MTSA, contact the Commission on Colleges at the following address: *

1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone: (404) 679-4500
Fax: (404) 679-4558
Website: http://www.sacscoc.org

**Council on Accreditation of Nurse Anesthesia Educational Programs (COA)**
MTSA is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA). The next accreditation review determination by the COA is scheduled for 2018. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address: *

222 S. Prospect Avenue
Park Ridge, IL 60048
Phone: (847) 655-1160
Website: http://home.coa.us.com/

**Tennessee Board of Nursing (TBN)**
MTSA has approval for the Master of Science with a focus in Nurse Anesthesia program from the Tennessee Board of Nursing (TBN). For questions specifically about the Tennessee Board of Nursing's approval of MTSA, contact the Tennessee Board of Nursing at the following address: *

State of Tennessee
Department of Health
Bureau of Health Licensure and Regulation
Division of Health Related Boards
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, TN 37243
Phone: 1-800-778-4123
Website: www.Tennessee.gov/health

***Please note that normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the Institution, and not to the offices of any of these accreditation or approval organizations.**

# BOARD OF TRUSTEES

The Middle Tennessee School of Anesthesia, Inc. (MTSA), is a non-profit Tennessee corporation qualified as a 501(c) 3 organization in accordance with the Internal Revenue Code of 1986. Middle Tennessee School of Anesthesia is owned by Middle Tennessee School of Anesthesia, Inc. and is operated by a Board of Trust. Trustees represent the business, educational, financial, healthcare, and legal professions. The membership of the Board of Trustees is comprised of three categories, with approximately one-third community members, one-third Certified Registered Nurse Anesthetists (CRNAs), and one-third physician anesthesiologists. As such, the Board of Trustee members contribute broad and varied interests, abilities, and experience. The Board is charged with policy decisions and ensuring the future advancement of the Middle Tennessee School of Anesthesia. Since the Board typically meets quarterly, it delegates interim authority to the Executive Committee of the Board of Trustees. Operational authority is delegated to the President.

**As of July 1, 2016, the members of the Board of Trustees are as follows:**

| | |
|---|---|
| Art Runyon-Hass, MD, PhD (Chairman) | Jeff Ford, CRNA |
| Vic Martin, CRNA, APN (Vice-Chairman) | Truitt Ellis, MD |
| Duane Brown, CPA | Scott Hoffman, MD |
| Max Fort, CRNA | C. William McKee, EdD |
| Steve Dickerson, MD (Chair Emeritus non-voting) | Vicki Davies, CPA |

The MTSA President is an ex-officio, non-voting member of the MTSA Board of Trustees.
The Secretary of the Board of Trustees is the MTSA Special Assistant to the President.

# STAKEHOLDER'S RIGHTS

## Accrediting Agencies' Rights

Each accrediting agency with which MTSA has interaction shall expect that MTSA will be open and honest in its presentation of the School. It is expected that the administration will operate the School with the highest level of integrity, performance, and quality, so the accrediting agency and the public which the School serves shall have confidence in its operations.

## Affiliating Institutions' Rights

MTSA maintains many clinical affiliations. Each affiliate site should expect that MTSA will solicit and maintain licensure information, and a pertinent health history on each student such as current TB skin tests and relevant immunizations. Affiliates shall expect that MTSA will instruct its students as to maintaining the privacy of health information of its patients. They shall expect that MTSA will provide basic safety instruction and an orientation related to anesthesia practice, and that MTSA will provide information regarding the outcomes expectations of students at each level.

## Faculty and Staff Members' Rights

- Members of the MTSA administration, staff and faculty shall have academic freedom in teaching. This group shall be able to speak, write or act as citizens without institutional censorship or discipline, providing such actions are in harmony with the MTSA Mission, Vision, Values and Goals as found in the *MTSA Administrative Manual*.
- Additionally, administration, staff and faculty must understand that as persons of learning and educational representatives of MTSA, they must remember the public may judge their professions and the institution by their words and acts.
- While off campus, yet representing the School (i.e., conventions, seminars, etc), at all times, administration, staff and faculty should be accurate and show respect for the opinions of others, while abiding by MTSA standards and policies. Special care should be given when personal opinion is shared that may conflict with MTSA standards and/or policies and procedures.
- MTSA faculty and staff have the right to be treated with respect by each student, and the student will be held accountable for doing so. Digressions may be reported to, with possible hearing by, the Progressions Committee and/or the President's Council.
- Faculty and staff have a right to the grievance and due process protocol, as listed in the *MTSA Administrative Manual* and *Faculty Handbook*.

## Patients' Rights

Patients have a right to be cared for with the utmost respect by nurse anesthesia students as they are specializing in anesthesia. They should expect that the quality of care will reflect the scope and standards for nurse anesthesia practice, and abide by HIPAA regulations.

## Applicants' Rights

Applicants have a right to expect that MTSA will follow the most current edition of the *MTSA Student Handbook* related to admission requirements and processes for the program in which they are interested, with the understanding that there will be updates and revisions at least annually.

## Students' Rights

Students have a right to expect that MTSA will treat them with respect, and will abide by the standards set forth in the most current edition of the *MTSA Student Handbook* applicable to their program of study. Students have the right to a grievance process.

# NONDISCRIMINATORY POLICY

*MTSA Policy 3.2.104.*

MTSA admits students without regard to race, color, sex, age, disability, marital status, full- or part-time status, religion, sexual orientation, gender identity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. MTSA does not discriminate on the basis of race, color, sex, age, disability, marital status, full- or part-time status, religion, sexual orientation, gender identity, or national origin in administration of its educational policies, admission policies, grant and loan programs, or any other School-administered programs. The School will make reasonable accommodation wherever

necessary for all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with requirements of the curriculum.

# ANNUAL SECURITY REPORT

*MTSA Policy 3.3.113*

Annually, MTSA collects and submits the crime statistics from the Annual Security Report to the Secretary of Education to comply with the Clery Act. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The statistics are collected from the Campus Security Authorities and the Metro Nashville Police Department. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A paper or electronic copy of the Annual Security Report may be obtained by contacting the Office of the Dean (888-353-6872) or at http://www.mtsa.edu.

# STUDENT LINES OF COMMUNICATION

*MTSA Policy 5.1.110*

**Email** is the official form of communication between students and MTSA, unless otherwise indicated on a class syllabus. This is how a student will be updated on policies, procedures, and items related to course work or degree requirements.

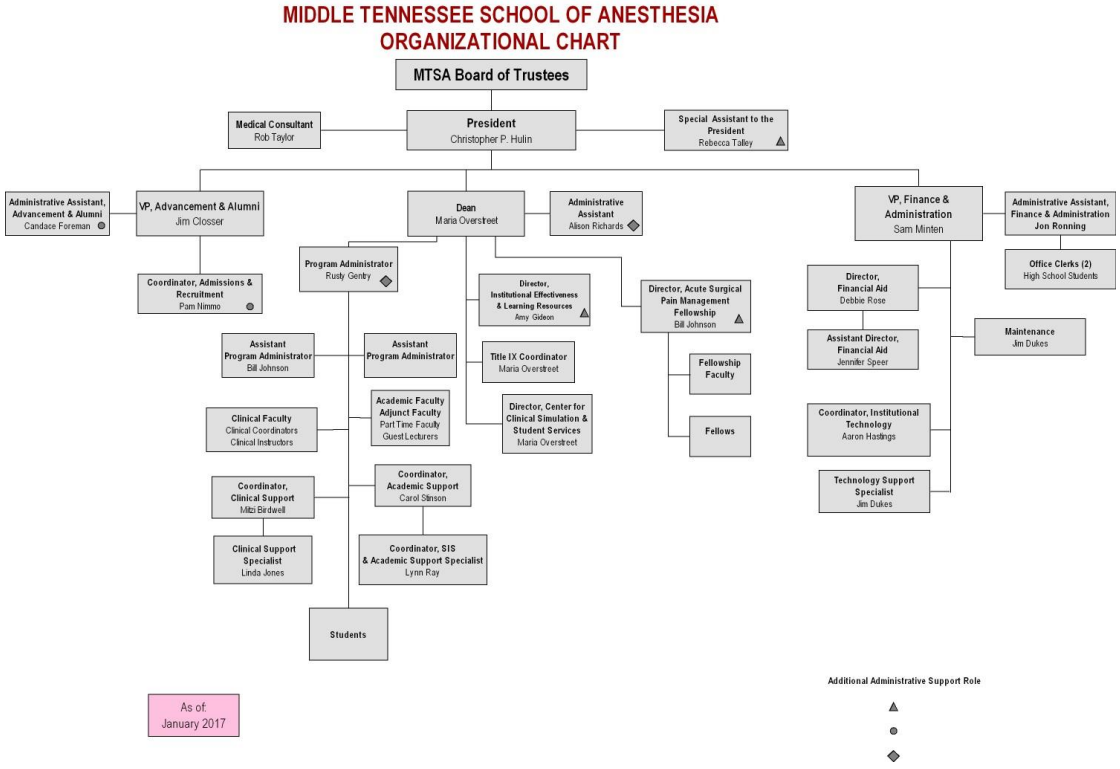
Students are issued an MTSA email address at Orientation Day and are expected to check their email on a routine basis. The email is also linked to the internal school Google Calendar that includes class and simulation schedules. **No other email account may be used for official communication with the school.** In emergency situations only, text messages will be sent from BlackBoard Connect to students' cellphones to keep them informed of the situation.

There are times when the students may not be able to talk directly with the Program Administrator as quickly as they may wish, or may be uncomfortable talking to specific administrators. The following is an attempt to assure that students continue to have open lines of communication for issues they may perceive as problematic.

Should students find there are School-related (academic or clinical) issues they wish to address, the Program Administrator is the first person to whom students should address these issues. If the Program Administrator is unavailable, the following other CRNA faculty members are able to address these concerns: The Faculty Mentor/Advisor to whom the student is assigned, the Assistant Program Administrator, and the Dean. If the issue involves an area other than academic/clinical, or students do not feel comfortable or it is not convenient to approach any of these faculty members, then it is entirely appropriate and even encouraged for students to address their concerns and/or issues with any of the MTSA administrators.

## MTSA Organizational Flowchart

*(Demonstrates Student Lines of Communication)*



# ADMISSION REQUIREMENTS

MTSA enrolls up to 72 accepted applicants into the new class for the 28-month Master of Science (MS) program once each year, with classes beginning in July. **Each of the following criteria must be met for an applicant to be considered for an admission interview.** After the application deadline, the Screening Committee reviews the applicant pool, based on the following requirements, to determine which applicants will receive an invitation to interview with the Admissions Committee.

- **A Baccalaureate Degree**

  A minimum of a baccalaureate degree from a regionally accredited program in nursing OR a licensed Registered Nurse with a minimum of a baccalaureate degree in a related field of science is required for interview and admission to MTSA. If the baccalaureate degree is not in nursing, the applicant must have at least 15 semester hours of biophysical sciences beyond the basic nursing degree (associate degree or diploma graduate).

- **Current Licensure as a Professional Registered Nurse (RN)**

  After acceptance but prior to enrollment at MTSA, the student must have a multi-state Tennessee RN unless they are already licensed in one of the Nurse Licensure Compact (NLC) states, and this license must stay active and unrestricted through graduation. If the student is maintaining a permanent residence address in their NCL license state, they can continue to use it in TN. If not, they must apply for a Tennessee multi-state license. Students who have a TN Only license must have it changed to a multi-state license as soon as possible. If the student applies for a TN Only license before they reside in the state, they can have it changed by the Tennessee Board of Nursing (TBON) when they have a TN address and TN Driver's License. As of July 1, 2016, the National Council of State Boards of Nursing (NCSBN) website lists the following as NLC states: Arizona, Arkansas, Colorado, Delaware, Idaho, Iowa, Kentucky, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, and Wisconsin. The TBN address is as follows:

  Tennessee Board of Nursing, Health Related Boards
  655 Main Stream Drive, 2nd Floor
  Nashville, TN 37243
  Phone (615) 532-5166 or (800) 778-4123
  tn.health@tn.gov

- **Critical Care RN Experience**

  A minimum of one year (excluding orientation) of recent (within the last 3 years) nursing experience as a Registered Nurse with a basic degree in nursing, such as a Diploma, Associate or Baccalaureate degree (or Master's degree, if this is the first nursing degree), in a critical care patient setting. Highest priority is given to applicants who have the most recent work in high acuity, large hospital ICU/CCU settings where a broad base of invasive hemodynamic monitoring experience, management of ventilated patients, and administration of frequently-titrated vasoactive drugs in the care of adult patients are likely. A mix of neonatal/pediatric and adult ICU experience may be accepted; however, as most patients cared for in the anesthesia educational program are adults, adult ICU experience is expected.

Emergency Department experience alone does not meet the Council on Accreditation ICU requirements.

- **Verification of Continued Critical Care RN employment**

  ALL applicants, whether recent RN graduates or RN candidates with additional experience in other areas of nursing, who have had less than one full year of recent critical care experience at the time of the interview, and who are accepted to MTSA will have been accepted ONLY with the contingency that they remain in the critical care area until the month of enrollment at MTSA (July). To assure MTSA that they have met this continued employment expectation, these candidates are required to have their nursing supervisor validate that they have continued employment in the critical care area up to the month of enrollment (July). A request form will be distributed by the Admissions Coordinator to each accepted applicant on the required annual Orientation Day held in May, prior to enrollment. This request form will be a letter that the accepted applicant can present to his nursing supervisor, explaining the need for such verification. The validation must be on hospital letterhead and signed by the nursing supervisor, and is subject to verification by MTSA. It is the accepted applicant's responsibility to obtain and submit such verification to the Admissions Coordinator at MTSA (fax to (615)732-7662).

- **CCRN Certification**

  CCRN is recommended for first-time applicants, and is highly recommended for all re-applicants.

- **Current Certifications**

  **Prior to application**: Advanced Cardiac Life Support (ACLS) Provider status certification is required prior to any interview. This ACLS certification must be current through at least July, 2017 if admitted into the program.

  **Prior to enrollment**, all students must have Pediatric Advanced Life Support (PALS) and Basic Life Support (BLS). If admitted into the program, the ACLS and PALS must be current through at least July 2017. In the Summer Quarter of 2017 all members of the class will recertify in BLS, ACLS, and PALS.

- **Transcripts**

  Official transcripts (issued directly from the institution to NursingCAS and not stamped as issued to student) of ALL academic work since high school must be submitted to NursingCAS prior to the application deadline. Please check the website for specific application deadline dates. This includes any non-degree seeking courses taken at any time since high school. If applicant is enrolled in any course between the time he submits the application and the interview, he must have an official transcript for this course submitted to MTSA, prior to the interview. If an applicant is enrolled in any course between the interview and enrollment, he must have an official transcript for this course submitted to MTSA, prior to enrollment. Continued acceptance and enrollment are contingent upon MTSA's receipt of this official transcript.

- **Chemistry**

  A minimum of a 3-credit hour college level Chemistry course covering the principles of basic chemistry, biochemistry, and organic chemistry is required.

- **Minimum 3.0 Cumulative GPA**

  Minimum 3.0 cumulative GPA (including a minimum cumulative GPA of 3.0 in science areas.) It is highly recommended that the nursing school (cumulative) grade point average (GPA) be at least 3.0 based on a 4.0 grading system, and the science GPA be at least 3.0. Transcripts must demonstrate that all general education curriculum required by the Southern Association of Colleges and Schools Commission on Colleges to earn the baccalaureate degree are met.

- **References**

  Five (5) references are required with your application. These must be from the following individuals: immediate nursing supervisor(s) – (at least 1), current RN co-workers – (2), current or previous RN coworker (1), and other healthcare providers – (1). Applicants will enter the name and email address of the reference in the NursingCAS application and forms will automatically be sent for completion. References are subject to verification.

- **Personal Letter**

  A brief personal letter addressed to the Admissions Committee (to be uploaded in the NursingCAS application) summarizing experience, reasons for desiring to become a nurse anesthetist, and why the applicant wants to attend MTSA.

- **GRE Results**

  The Graduate Record Examination (GRE) must be completed and results entered on NursingCAS, prior to any interview. To find the nearest testing center, go here. MTSA's GRE code is 1410. The official scores should be sent to MTSA Admissions Office, P.O. Box 417, Madison, TN 37116. (NOTE: The GRE is waived for applicants who have earned a master's or doctoral degree from a regionally accredited college or university in the United States

### Admissions Deadline

Please see MTSA website for updated information annually.

## International RN/Student Admissions

- **Professional RN License**

  Graduates who have not achieved licensure as professional Registered Nurses in the United States will not meet the eligibility requirements for certification in the specialty of anesthesia.

- **Foreign School Transcripts**

  For graduates of foreign schools, MTSA requires that all transcripts from foreign schools be reviewed by a common external agency. This review is the responsibility of the applicant, and will not be done by MTSA. This external agency can be contacted via the following methods:

Director of Evaluation
World Education Services, Inc.
P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745
Telephone Number: 212-966-6311; Fax 212-966-6395;
E-mail: info@wes.org

## Admissions Interview Process

MTSA holds one admissions interview session period annually. Due to the number of applications MTSA typically receives, this annual meeting of the full Admissions Committee for the admissions interview session is projected to span two to three business days. The Admissions Committee meets for its annual interview session in mid-January.

**An applicant's file must be complete prior to the deadline to be considered by the Screening Committee for an interview with the Admissions Committee.** After the Screening Committee has determined an applicant is competitively qualified to meet with the Admissions Committee, the applicant will then be invited by MTSA to interview with the Admissions Committee during the annual interview session. Each applicant who receives an invitation from the Screening Committee to interview with the Admissions Committee will receive notification from the Admissions Coordinator regarding the scheduled date and time for his personal interview with the Admissions Committee. MTSA is under no obligation to invite every candidate who applies to the School to an interview, as the admission process to MTSA is competitive, and the overall applicant pool varies from year to year.

### The Personal Interview

The applicant is expected to dress in professional attire for this interview. The committee is interested in determining the candidate's base knowledge of physiology and associated critical care therapies. Specific emphasis is placed on the cardio-pulmonary systems, as well as one's understanding of the mechanism of action, of drugs the applicant listed their application. The candidate should be prepared to answer questions related to ventilated patients and invasive hemodynamic monitors.

MTSA has compiled multiple potential stem scenarios for various types of critical care areas. A few minutes prior to the actual interview, the applicant will draw a stem scenario card from the pool specific to his self-designated critical care area of practice. If the stem scenario on the initial card drawn is not a type of patient which presents to the applicant's critical care area, then the applicant must immediately notify the MTSA staff member and will be permitted to draw a different stem scenario card. The applicant will have a few minutes to review the stem scenario independently, to allow him to think about this specific scenario. This stem scenario will then be utilized as a springboard for questions and discussion during the interview. An example of a potential stem scenario for applicants at the personal interview is as follows:

> Cardiovascular-Cardiothoracic ICU (CV-CTICU) – A 37-year-old male is admitted with chest pain and fulminate pulmonary edema. He has a ruptured papillary muscle. He is taken to the OR for a CABG and mitral valve replacement. He was otherwise healthy prior to the event described here.

### Personal Attestations

In keeping with MTSA's drug free environment, applicants will be required to sign a statement relative to substance abuse prior to interview and enrollment and are expected to refrain from substance abuse as students.

### Background Check and Release

Students are expected to be good citizens; consequently, ALL applicants are required to complete and sign a form, indicating **any** charge, arrest, or conviction of a felony or misdemeanor, other than a minor traffic violation, even if they have been told that such a charge, arrest, or conviction has been expunged from their record (since some affiliates perform federal-level background checks, which reveal all charges, arrests, and convictions, even if expunged at another level).

### Applicants Accepted into another Nurse Anesthesia Program

If an applicant has already been accepted for admission at another school of anesthesia, but is still interested in interviewing for admission at MTSA, the applicant should submit documentation of acceptance at another anesthesia school on that school's official letterhead to the MTSA Admissions Coordinator, for inclusion in the applicant's file.

## Acceptance Process

The Screening Committee will determine which applicants will be accepted and MTSA will call and send acceptance letters to those selected for admission. Each selected applicant will be given a **ONE-WEEK period** in which to respond and the deadline will be stated in the invitation. If an applicant chooses to accept the offered position in the upcoming class, they **must** submit the **NON-REFUNDABLE DEPOSIT** to MTSA with the acceptance response letter by the stated deadline. After the stated deadline, if the **NON-REFUNDABLE DEPOSIT** has not been received at MTSA, the applicant will forfeit the offered position in the upcoming class, and MTSA may then offer the vacant position to an alternate applicant.

After accepting a position in the upcoming class, if an accepted applicant changes his mind and decides at a later date to decline acceptance into the program at MTSA for any reason, the **NON-REFUNDABLE DEPOSIT** will not be refunded. Each year the Admissions Committee decisions are only valid for admission to the immediate upcoming class, and MTSA does not reserve student positions for applicants in subsequent future classes.

### Non-Refundable Deposit

Class of 2016-2018
(To interview mid-January 2016 & enroll July 2016): **$4,000**

## Additional Qualifications for Admission, Progression, and Graduation

Although this is not an all-inclusive list, MTSA believes the following qualifications represent some of the reasonable physical and intellectual requirements necessary to perform safely in both the educational program and profession of nurse anesthesia:

### Observation and Communication

- Ability to communicate clearly and effectively with patients of all ages, family members, and other members on the health care team in written and spoken English.
- Ability to process large amounts of information and activity in the operating room using visual, auditory, tactile, and other sensory cues to monitor and plan patient care.
- Ability to audibly distinguish the changes of pitch and tone of patient monitor devices and alarms.

### Motor

- Display fine motor skills, coordinating touch and vision, necessary to complete complex tasks such as cannulation of veins and arteries, performance of regional anesthesia and direct laryngoscopy etc.
- Demonstrate strength and ability to assist safe transfer of patient.
- Stamina to stand or sit for extended periods of times.
- Respond quickly to changes in patient condition and participate in intervention, including but not limited to cardio-pulmonary resuscitation and emergency transportation.

### Cognitive

- Possess foundational knowledge and ability to complete complex mathematical calculations without the use of electronic assistance.
- Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- Ability to distinguish standard patient responses from non-standard responses and plan interventions accordingly using critical thinking. Also possess judgment to know when to call for assistance from other members of healthcare team.

### Behavior

- Exhibit professional and appropriate behavior when interacting with patients, all members of the healthcare team, and the general public.
- Maintain professionalism and confidentiality when dealing with patient issues, adhering to HIPAA guidelines.
- Demonstrate flexibility and efficiency while working in a rapidly changing environment. Gracefully accept changes in assignments and scheduling.
- Display good judgment and ethical behavior that is in coordination with common Christian standards including honesty, integrity, sensitivity to culture and the person, and adherence to the professional nursing code of ethics.

## Academic Contingency

*(applicable to ALL accepted applicants)*

MTSA highly encourages and has a strong expectation that applicants who are currently enrolled in a master's degree program at any school of nursing or in any specific course at any school will remain engaged in that program or course and will complete that program or course successfully (minimum grade of B) and in good standing prior to enrollment at MTSA. Applicants currently enrolled in any academic program or course must disclose this to MTSA during the application process.

In addition, during the application and/or interview process, all applicants must sign a written release to provide MTSA the right to access grades in any programs or courses at any school, and to confer with faculty and/or the Program Administrator for these programs or courses in which they are currently enrolled. This release will allow MTSA to validate whether the applicant has remained engaged in that program or course and has successfully (minimum grade of B) completed that program or course prior to enrollment at MTSA, via a signed letter from a faculty member or the Program Administrator on that school's letterhead.

The applicant should be aware that if he is accepted to MTSA, his acceptance is contingent upon successful completion (minimum grade of B) and continued engagement (attendance, participation, etc.) in the program or course in which he is enrolled**.** Furthermore, upon completion of any program or course in which an applicant has been enrolled, the applicant is required to have an official transcript for any program or course submitted to MTSA's Admissions Coordinator, prior to enrollment at MTSA.

## Application Checklist

An applicant's file must be complete prior to the deadline to be considered by the Screening Committee for an interview with the Admissions Committee. Each application file must contain all of the following items. It is the applicant's responsibility to ensure that all application is received prior to the deadline, including transcripts and reference letters.

- ❑ **Master's of Science (MS) with a Focus in Nurse Anesthesia Application**
  (application form available on MTSA website, www.mtsa.edu)

- ❑ **Application fee of $60**

- ❑ **Five (5) professional references (all references are subject to verification)**
  - These must include at least one immediate nursing supervisor and three current RN co-workers. One reference may be from another healthcare worker, such as other co- workers, preceptors, physicians, or CRNAs with whom the applicant has worked closely.
  - Please have correct and complete addresses and phone numbers listed on the application form, in the event MTSA needs to contact them for further recommendation or clarification.
  - The applicant is responsible for contacting references with the two-page reference forms provided with the application form (reference form available at www.mtsa.edu). The waiver must be signed and dated with references returned directly to MTSA. Please check the website for specific deadlines.

- ❑ **GRE scores** if applicable. The GRE must be completed prior to the application deadline.

- ❑ **A copy of current ACLS certification good for one year past the 1st day of enrollment.**
  *(PALS and BLS are required prior to enrollment, but not needed before the interview.)*

- ❑ **A copy of current RN license**
  - A copy of the current RN license for each state in which the applicant currently holds an RN license, including the expiration date for each.
  - A list of all states in which the applicant has ever held an RN license

- ❑ **A personal letter to the Admissions Committee**
  - This letter should briefly describe your educational background, nursing experience, reason for desiring the specialty of nurse anesthesia, and reason for desiring admission to MTSA, specifically.
  - This letter should be no more than one page, single-spaced, with 12-point font.

- ❑ **Official academic transcripts from EVERY institution of higher learning attended.**
  - This includes transcripts for any and all non-degree seeking academic courses taken since high school.
  - MTSA cannot accept transcripts stamped "Issued to Student." The transcripts must be sent to MTSA directly from the institution.

**Submit all of the above items through NursingCAS prior to the admission deadline. The original GRE transcript is the only paperwork that will be sent directly to MTSA. You can submit this by e-mail (admissions@mtsa.edu) or fax (615-732-7662).**

## Re-Applicants

ALL applicants who are re-applying must meet the following requirements:

1. Sign and submit the appropriate form to ask that their file remain active
2. Complete and submit a new application form
3. Submit a $60 re-application fee with the new application form
4. Submit a minimum of five (5) NEW references from professionals who have observed their clinical performance during the past year. At least one of these must be from an immediate supervisor, at least three from current RN co-workers, and one may be from another healthcare provider.
5. Submit a transcript reflecting completion of at least three semester hours in graduate level biophysical science courses (i.e., Organic Chemistry, Advanced Physiologic Concepts of Acute Care, Advanced Pathophysiology, Physics, Biochemistry, and Pathophysiology). These courses must be completed within the past year or since last interviewing with the Admissions Committee. Grades less than 'B' are not considered competitive and are not accepted for this course completion requirement by MTSA; grades of 'A' are expected.
6. Continue working in an active critical care area with exposure to invasive hemodynamic monitors and ventilated patients and provide verification of such.

**NOTE:** Candidates who have been repeatedly denied admission to MTSA are strongly encouraged to apply elsewhere. If a candidate has been granted any type of admissions interview during more than three (3) separate annual interview cycles, and the candidate has been denied a position as a student or as an alternate each time, the candidate may not be permitted to interview again. If a candidate has applied and been denied to receive any type of interview with the Admissions Committee, for more than three (3) annual interview cycles, additional re-applications will no longer be accepted.

***Any requests for alterations to deadlines for any admission criteria must be submitted in writing prior to the application deadline as noted on the school website. These requests must be reviewed for approval by the Nurse Anesthesia Program (NAP) Council.***

# TRANSFER POLICY

*MTSA Policy # 5.1.*

## Candidates transferring to MTSA

The anesthesia program at MTSA is considered a "lock-step" program (i.e. courses are offered only once in the program and the student must pass one quarter to progress to the next). There are very specific didactic courses, clinical requirements, and simulation training that meet the learning objectives and graduation requirements unique to MTSA.

Transfer applicants are rare and are judged for admission on an individualized basis. Transfers will be considered by the Dean and Program Administrator and the NAP Council on the merits of each individual case in accordance with guidelines established by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC), the institution, and clinical site availability. The maximum number of transfer credits is **six (6) credit hours**.

Students seeking to transfer to MTSA from other nurse anesthesia educational programs must meet each of the following criteria before making application for admittance:

1. The specific accrediting body (COA) and one of the several regional accrediting organizations must accredit the student's anesthesia school at the time of request.
2. Transcripts of course work completed must be transferable on a course by course basis from the school in attendance.
3. Clinical experiences must be documented and verified by the transferring school, and include case numbers and anesthesia hours.
4. Recommendations are required from the school program administrator, as well as from two (2) educational and two (2) clinical instructors.
5. All other policies and procedures for acceptance into MTSA must be met before review for admissions by the Admissions Committee of MTSA or the NAP Council, based on the date of application.

All students accepted into MTSA from other programs will be expected to meet the same criteria for graduation as beginning MTSA students and will receive the Master's of Science (MS) with a focus in Nurse Anesthesia degree upon successful completion of the program. The time commitment and clinical experiences required for completion of the program for transferring students will be determined on an individual basis, and may include completion of the entire program of study at MTSA. An individualized program of study specific to the student is developed for each entering non-MTSA original student.

Rarely, MTSA may consider applicants for admission who have had difficulty in other programs of nurse anesthesia. Those individuals may be required to complete the full institutional educational program at MTSA. Steps for transferring to MTSA from another nurse anesthesia educational program are as follows:

- The student will notify the initial Program Administrator in writing of the reason for transfer, and will provide a copy of this letter to the MTSA Program Administrator.
- MTSA will request a transcript of all experiences from the original program.
- The Program Administrator of the current school is requested to remit the transcript of all academic and clinical experiences and other appropriate data to MTSA within 30 days.

- If the student is eligible for admission, MTSA will determine the transfer credit, and will notify both the transferring student and the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) of the decision, in writing, within 30 days.

## Candidates transferring from MTSA

The transfer of credit from MTSA to another institution is controlled by the receiving institution. Accreditation does not guarantee transferability of credit. Many institutions will accept only credit which applies to their specific degree program. MTSA will comply with appropriately authorized requests from students or other nurse anesthesia educational program administrators regarding transcripts, references, clinical records, and related paperwork. However, if an MTSA student chooses to seek information regarding admission to another nurse anesthesia educational program, MTSA is under no obligation to assist the student in that information-gathering process.

# STUDENT TEMPORARY LEAVE OF ABSENCE POLICY

*MTSA Policy 5.1.108*

The study of nurse anesthesia is highly specialized and the curriculum is formatted to follow a natural progression from basic principles to more advanced topics. Rarely, a student may experience a life circumstance that necessitates a temporary leave of absence from the program. The maximum duration of a Temporary Leave of Absence is twelve (12 weeks). Exceptions to the 12-week limit may be granted under extenuating circumstances. Students may request a Temporary Leave of Absence (TLOA) from the program for the following reasons:

1. Medical emergency
2. Maternity
3. Call to active military service

The Program Administrator must approve the TLOA. Only students who are in good standing (no current clinical or academic probation) can be granted a TLOA. TLOA must be requested and approved before, or within a current quarter. Requests for retroactive TLOA will not be approved.

## Process for Student TLOA

1. Notify the Program Administrator in writing (i.e. email) intent to request TLOA.
2. The student must meet personally with the Program Administrator, (unless medical circumstances prevent) and the Assistant Program Administrator to discuss the reasons for the LOA.
3. The student must then submit the *Request for Leave of Absence form.* The form is located in the Office of Financial Aid.

Following that meeting, the Program Administrator will then notify the student in writing about the decision regarding any TLOA and any requirements for the student's return to campus and re-entry into the nurse anesthesia program of study. Requirements for return may include repeating some courses, extended clinical work, and/or extension in the nurse anesthesia program. These requirements will be in writing and will be signed by the Program Administrator, and the student. Appropriate school departments must be notified.

## Medical/Maternity TLOA

Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Students granted a medical or maternity TLOA, must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue in the nurse anesthesia program. This documentation must state the student's condition that necessitated the TLOA has been corrected and the student is able to complete all curriculum requirements with reasonable accommodation; including classroom, simulation, and clinical, before they will be allowed to return to MTSA. The Program Administrator will determine requirements for re-entry into the program of nurse anesthesia. Requirements for return may include repeating some courses, extended clinical work, and/or extension in the nurse anesthesia program. Applicable tuition will be determined by the Office of Financial Aid.

## Military TLOA

For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two (2) years due to approved educational reasons and for circumstances beyond a student's control. MTSA will approve a LOA for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain a student position. The Program Administrator will determine requirements for re-entry into the program of nurse anesthesia. Requirements for return may include repeating some courses, extended clinical work, and/or extension in the nurse anesthesia program. Applicable tuition will be determined by the Office of Financial Aid

## Confidentiality

MTSA will maintain the confidentiality of all information regarding TLOA in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves. All records concerning TLOA are confidential and the official copy of such records shall be retained by the school. Access to these records is limited by appropriate federal, state, and local law.

## Financial Aid and TLOA

If the student receives financial aid, he/she must notify the Office of Financial Aid about the TLOA. A TLOA may affect the student's status to receive certain types of funding.

# WITHDRAWAL PROCEDURES

*MTSA Policy 5.1.106*

Any student who wishes to withdraw from MTSA must notify in writing the Dean/Program Administrator of this action. Any withdrawal without a prior meeting with the Dean/Program Administrator will be considered permanent.

Withdrawal from the nurse anesthesia program at MTSA results in the academic grade of "W". There are no refunds of tuition or fees to students withdrawing or terminating after registration. Students who have been given a medical withdrawal are assessed and adjusted no differently than other withdrawals.

Students who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds. An official withdrawal could result in a student owing repayment of Title IV funds received. Students may owe a balance to MTSA. Please contact the Office of Financial Aid (1-615-732-7673) for more information.

## Withdrawal Process:

1. Notify in writing (i.e. email) Dean/Program Administrator your intent to withdraw.
2. Schedule an appointment to meet with Dean/ Program Administrator
3. Complete withdrawal request form and submit to Office of Financial Aid. Form must be signed by the Dean/ Program Administrator and the Director of Financial Aid.
4. Return MTSA student ID badge, iPad, all hospital badges, MTSA Textbooks, parking passes, and classroom clicker.

## Withdrawal of veterans

1. Complete withdrawal process as noted above.
2. Contact the Office of Financial Aid for information regarding your veterans' benefits. If you withdraw from the nurse anesthesia program at MTSA, Veteran's Administration (VA) must reduce or stop your benefits on the date of withdrawal. You may have to repay all benefits for the program unless you can show that the change was due to mitigating circumstances.

"*Mitigating circumstances*" are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. Examples of reasons VA may accept are extended illness and unscheduled changes in your employment.

Examples of reasons VA may not accept are withdrawal to avoid a failing grade or dislike of the instructor. VA may ask you to furnish evidence to support your reason for a change. If a serious injury or illness caused the change, obtain a statement from your doctor. If a change in employment caused the change, obtain a statement from your employer.

For more information about VA policies, please contact www.gibill.va.gov 1-888-GIBILL1 (1-888-442-4551)

# FINANCIAL ENROLLMENT PROCEDURES

On enrollment day, the Dean, Program Administrator, and/or designees will review and summarize all costs, schedules, and obligations, and will issue and discuss the salient features of the current year's *Student Handbook*. Students will sign the Enrollment Contract and pay the Period 1 tuition. Late enrollment is **not** permitted without special NAP Council or Progressions Committee approval. Students will be asked to review the Release of Information Policy and sign the consent form, and will also be made aware of HIPAA policies related to patient data collection for educational purposes.

Each student should be aware that the *MTSA Student Handbook* is updated annually. While significant changes are rare, students must abide by the current version of the *MTSA Student Handbook* including abiding by the most current tuition and fee changes. The student will be notified of financial changes in advance.

## Current Tuition & Fees

*(Applicable for Class of 2015-2017, Class of 2016-2018)*

While the following fee schedules are current, there could be changes as the program progresses. Tuition and fees are due at the beginning of each of the payment periods, as outlined by the Business Office. Specific dates in a printed schedule are distributed to students on Orientation Day in May, prior to enrollment.

- **$60 Application fee** (include with application)

- **NON-REFUNDABLE Deposit of $4,000** – (to be submitted upon receipt of acceptance letter). This deposit verifies your position in the class and applies toward Period 1 tuition.

- **Textbooks** – Students will purchase textbooks prior to entrance into the program. MTSA distributes the list of textbooks for the school year in which the student is accepted during orientation day in May. The historical average cost for the books on the "required" list is between $1,000 - $1,500. The "optional" list averages another $1,500 - $3,500. A few of the required texts are purchased in bulk by MTSA in advance and are then provided to the students. Students will reimburse MTSA for the purchase of these required texts. The cost averages $130 -$150.

- **3% Credit Card Fee** if student uses a credit or debit card to pay tuition or purchase any item through the school.

### Summary of Tuition & Fees (2016-2018)

| | |
|---|---|
| **Tuition**<br>(This amount includes the $4000.00 non-refundable deposit which was paid prior to enrollment)* | **$59,788.00** |
| **Fees (for a list of specific fees please contact the Business/Financial Aid Office)** Since most fees are mandated by parties other than MTSA, the student will be responsible for payment of any fee increase. ** | **$15,029.00** |
| **Total tuition and fees:** | **$74,817.00** |

*****Federal Loan and alternative loan monies are released over 8 separate disbursements. Contact the Office of Financial Aid for these specific dates and monetary amounts.

**Tuition:** While tuition for the first year for the Class of 2016-2018 is projected to be as stated above, MTSA reserves the right to adjust tuition and fees on a year-to-year basis. Any adjustment to the tuition due is announced after the annual Board of Trustees meeting, which falls between tuition #4 and #5 disbursement dates.

**NOTE:** If any tuition due date coincides with an out-of-town rotation, and the student has chosen not to utilize Electronic Funds Transfer, or has chosen not to receive financial aid, it is the student's responsibility to make arrangements with the Business Office to make payment on a timely basis.

- **Delinquent tuition fee:** A $100 late fee will be assessed on delinquent tuition payments, for each MTSA business day (Mon-Thurs) that the tuition payment is delinquent. Therefore, if tuition is due on one Monday, but is not paid until the following Monday, an additional $400 delinquent tuition fee is levied.

- **$200 Possible Liability Insurance Fee**

- **Ohio Nursing License*** - In the first year of school, an Ohio RN license must be obtained prior to rotating through an Ohio affiliate (i.e. Nationwide (Columbus) Children's Hospital). Obtaining this license and meeting all the continuing education requirements for such licensure prior to the start of the scheduled rotation is the student's responsibility. The student is encouraged to obtain information about the licensure prior to enrollment. However, as a cost containment measure, the student should wait until the latter part of the first year (Spring-to-Summer) to actually apply for licensure. The student must have obtained this license and a copy must be given to the Coordinator of Clinical Support before the student affiliates at any Ohio site. The Ohio Board of Nursing address is as follows:

  State of Ohio Board of Nursing
  17 South High Street, Suite 400
  Columbus, Ohio 43215-7410
  Phone: (614) 466-3947
  Fax: (614) 466-0388
  http://www.nursing.ohio.gov/
  mailto:board@nursing.ohio.gov

- **Nursing license in other states* -** If MTSA develops affiliates in other sites where the student is assigned, or if the student desires to participate in any other out-of-state affiliate, such as a Senior Elective in a state that is not a Nurse Licensure Compact state, licensure in that state must be obtained at the student's expense and be presented to the Coordinator of Clinical Support of MTSA prior to assignment at that location or prior to full approval of that Senior Elective site.

***As these fees are mandated by parties other than MTSA, the student will be responsible for payment of any fee increases.***

## Orientation Day

Prior to enrollment in July, admitted applicants are required to attend the Orientation Day for new students. This day is typically scheduled in the month of May. Information about the academic and clinical requirements is reviewed, as well as the enrollment process and student financial aid. Each admitted applicant will be notified by email of the specific date for Orientation Day.

## Student Financial Planning and Financial Aid

### RN Transition to Full-Time Student

Enrollment in a 28-month continuous course of full-time study during a period of extremely limited financial income may place immense strain on students and their families. Financial difficulties can have an adverse effect on academic endeavors. Applicants are advised to plan their sources of financial support very carefully prior to entry into the program, since most students are able to work very little, if at all, throughout the program. In light of this 28-month period of drastically decreased income, applicants who are accepted to MTSA should plan to adjust their lifestyles accordingly.

The Admissions Committee assumes that applicants will be as financially prepared as possible. The following information should prove helpful in financial planning:

- Some anesthesia groups may be willing to sponsor students attending MTSA. Students who intend to return to their own locality to work after graduation are encouraged to seek sponsorship from anesthesia groups or hospitals in that area. Students should be aware that such sponsorship must be disclosed to the Office of Financial Aid, and it may affect eligibility for Grad Plus or private loans, as discussed below.

- Part-time employment by a student is permissible **only if prior written approval** has been obtained from the Program Administrator. Failure to maintain satisfactory grades and/or clinical performance levels will give cause for permission for part-time employment to be denied or withdrawn. It is advised that students do not work during the first five quarters. After this period, a suggested maximum is two shifts per week.

> **NOTE: Anesthesia students may NOT be employed by title OR by function as nurse anesthetists during the 28-month program.**

- A student's academic standing (i.e. probationary periods) may affect his ability and eligibility to receive financial assistance. If a student has been convicted of an offense under any federal or state law involving the possession or sale of illegal drugs, this may also affect his ability and eligibility to receive financial assistance.

- Students are encouraged to investigate various civic, church and state agencies in their state of residence to determine if there are grant or scholarships funds available for graduate level studies. Such funds are limited, but are available in certain instances. Students should be aware that such scholarship funding **must** be disclosed to the Office of Financial Aid, and it may affect eligibility for Grad Plus or private loans, as discussed below.

## Financial Aid Interview

All admitted applicants are required to schedule an initial entrance interview with the Director of Financial Aid, Debbie Rose. This interview will occur in conjunction with the Orientation Day in May. All admitted applicants will be notified by email to schedule this appointment. For further information contact finaid@mtsa.edu .

To be considered for financial assistance, students must complete the Free Application for Federal Student Assistance (FAFSA) (www.fafsa.ed.gov is a free website; other websites charge a fee) twice during the 28-month program at MTSA. When applying for Financial Aid, the MTSA School Code is 007783-00.

All tuition payments are due on the specified dates. Any time missed for this reason, must be made up after the scheduled class graduation date, as a terminal extension. The length of the extension will be at least commensurate with the amount of time missed. Students must pay pro-rated tuition for all extensions in the program.

Following are some of the financial assistance programs available to MTSA students:

- **Federal Stafford Loan**
  The maximum amount of $20,500 may be borrowed during each loan period. All $20,500 is available through an *unsubsidized* Stafford Loan. The student is responsible for the interest that accrues on an *unsubsidized* Stafford Loan during the time the student is enrolled. Since the *unsubsidized* Stafford Loan is not based on financial need, all students who have completed the FAFSA will qualify for *unsubsidized* funds. Disbursement of each Stafford Loan is made in equal payments.

- **Grad Plus and Private Loans**
  Additional loan funds may be available to MTSA students through the Grad Plus and private loan programs offered. This information is discussed in detail during the required Orientation Workshop in May, prior to enrollment in July, or may be obtained from the Office of Financial Aid (finaid@mtsa.edu). Students must complete the FAFSA and apply for the full *unsubsidized* Stafford Loan prior to consideration for any Grad Plus or private loan funds.

  **Any sponsorship received by the student must be disclosed to the Office of Financial Aid (finaid@mtsa.edu),** and will be considered as a resource amount, thus reducing eligibility for additional funds from a lender source.

- **Military Assistance**
  The various military programs offer financial assistance to students in exchange for service following completion of the Program. Additional information is available through the Office of Financial Aid (finaid@mtsa.edu).

- **Grants**
  Some limited grant assistance may be available to MTSA students. MTSA makes application annually to the Health Resources and Services Administration (HRSA). Any funds received from HRSA are distributed to currently enrolled students.

Prior to disbursement of any financial loans, all students must complete an online Entrance Interview process. This is done by accessing http://studentloans.gov. MTSA is notified of the

student's completion of the process.

Financial aid funding may be dependent upon Satisfactory Academic Progression (SAP). Satisfactory Academic Progression of all students is determined by the Dean, Program Administrator and the Progressions Committee. The Progressions Committee meets quarterly to approve continuation and advancement in the program. The Financial Aid Office will be made aware of any student not meeting SAP.

A student who does not meet the required Satisfactory Academic Progression, cumulative grade-point average, clinical requirements, or is placed on probation by Progressions Committee, will be placed on Financial Aid (FA) Warning by the Financial Aid Office for the following payment period. Written notices of the Progressions Committee decisions will be emailed to the Financial Aid Office to notify of 1) activation of student probation, 2) removal from probation, and/or 3) decision to suspend student. A student on Financial Aid Warning will continue to receive assistance under the Title IV programs for one loan period, following notice of FA Warning. The student will be removed from financial aid warning at the end of the next payment period if he/she satisfactorily meets the minimum required GPA or the student's clinical performance has been satisfactorily met and/or removed from probation. Students failing to meet the requirements while on probation (and/or probation is carried into another term) may be suspended from receiving financial aid for the following payment period and is in jeopardy of losing future availability of financial aid assistance.

*When students receive payment for ANY of the travel expenses discussed above at ANY of the clinical affiliate sites, these monies MUST BE REPORTED as non-taxable income on the FAFSA, if the student receives ANY federal financial assistance.*

Prior to graduation, all students who have obtained student loans during their studies at MTSA must complete the Exit Interview process by accessing http://www.studentloans.gov. MTSA is notified by the DOE of the student's completion of the process.

## Students Receiving Military and/or Veteran's Benefits (VA)

- Any student who qualifies for or receives military or VA benefits MUST notify the Office of Financial Aid (finaid@mtsa.edu).

- Any veteran placed on any type of probation (such as academic, clinical, or general probation), and not successfully removed from that probationary status in the stated probationary time, will have their VA benefits terminated by the school.

- Any veteran whose benefits have been terminated because of unsatisfactory performance, may not be re-certified to the VA until they are removed from probationary status.

## Student Financial Aid Electronic Funds Transfer Procedure

The Office of Financial Aid utilizes an electronic funds transfer (EFT) system to disburse student financial assistance funds into students' personal banking accounts. Any personal information provided by the applicant or student will be held in confidence and only used for management of the EFT system. EFT provides a benefit to students, enabling them to receive their financial assistance funds directly into their personal banking accounts without the need to personally deposit these funds via a paper check deposit during banking hours.

1. MTSA will receive the financial aid disbursement EFT into MTSA's bank account from the Department of Education.

2. Tuition and fees are deducted from each student's financial aid disbursement and posted to each student's School account.

3. Tuition and fees are moved to MTSA's operating bank account.

4. Remaining Financial Aid monies will be moved via EFT to each student's personal bank account by posted distribution dates, as directed by the MTSA Authorization Agreement for Electronic Funds Transfer. Distribution date is also the day tuition is due.

    - Any change in bank information must be given to the Business Office no later than two weeks prior to the disbursement date, by completing a new MTSA Authorization Agreement for Electronic Funds Transfer.

    - If a bank change is made close to a disbursement, MTSA may not be able to guarantee the student's funds to be available at disbursement date. A bank change may include, but is not limited to a bank merger, bank name change, bank sale, personal account update, etc.

    - Student accounts are maintained in the Business office and are available to the student for information purposes.

    - Students' final decision regarding the distribution amount must be finalized in writing with the Office of Financial Aid, as directed by the Office of Financial Aid.

## Repayment of Loans

It is expected that students accepted into MTSA are good citizens and individuals of high integrity, who fully expect to repay all student loans. The current default rate on these loans is extremely low for graduates of MTSA, and that excellent rate is expected to continue.

In Tennessee, the Tennessee Board of Nursing is required by law to indefinitely suspend the license of a nurse upon determination that the licensee is in default on a student loan and has not made arrangements with the Tennessee Student Assistance Corporation (TSAC) for repayment.

## Refund Policy

MTSA will permit any student to cancel their enrollment agreement within 72 hours after the enrollment contract is signed. Should a cancellation occur, MTSA will refund 100% of the first tuition payment that was made by the student, minus the deposit ($4000.00) submitted to hold the student position in class. No tuition or fees are refunded to any student withdrawing, or terminating from the program after the initial 72-hour grace period.

## Additional Expenses

***(Areas of expense or related expenses, some of which are included in School fees)***

1. **Physical Examination**

Each accepted applicant is required to have a physical exam during the months of April, May, or June **prior to enrollment** and provide the MTSA Admissions Coordinator with all information required on the Health History form, including each of the following, by June 30 or the accepted applicant's position in the incoming class may be forfeited:

- The **actual lab reports** showing evidence of either immune or non-immune for the titers Rubella and Rubeola.
- The **actual lab reports** giving evidence of positive Varicella titer drawn from a reputable laboratory with date and result, OR evidence of two Varicella vaccines given no less than one month apart and a post-vaccine titer. Any Varicella titer in the negative range (indicating no immunity) must have the Varivax vaccine in the two stage process. If the Varivax vaccine is indicated, it is the student's responsibility to obtain this vaccine and to provide documentation of such to the MTSA Admissions Coordinator prior to enrollment at MTSA.
- Written documentation of completed series of three Hepatitis B vaccines or documentation of refusal of the vaccine (from physician's office).
- Record of tetanus booster (from physician's office in the last seven years).
- Documentation (the actual report) of completion of the CDC-required TB skin test will be required within at least the 12 months prior to enrollment.
- Some clinical sites require various other vaccines prior to participation there, and these vaccines will be required (i.e. $H_1N_1$ ,flu, TDAP vaccine past the age of 18).
- All student health records may be shared with appropriate personnel at any clinical affiliate, if requested. Students must sign a release of information form.

MTSA reserves the right to deny admittance of an accepted applicant if the physical examination or health information deems that the person would be incapable of completing the program.

2. **TB Skin Testing**

After enrollment, students are required to have a current single-step TB skin test, with results measured in millimeters, on file with the office of the Coordinator of Clinical Support.

Before entering each clinical rotation, students may need to update their TB test records as some affiliates require TB skin test 3 months before the assignment begins. Both the Coordinator of Clinical Support and the Clinical Assistant have been trained by the Davidson County Health Department and are qualified to administer this TB skin test **to current students only**.

If results are positive, a chest x-ray is required, until proof of normal chest x-rays for two consecutive years are in MTSA's file. If the chest x-ray is required, MTSA will refer the student to another facility, and it must be performed at the student's additional expense. If a student chooses not to have TB skin testing done at MTSA, the student will be

responsible for meeting the same testing and documentation requirements, but these will be entirely on the student's "off" time and at the student's personal additional expense.

3. **Health Insurance Coverage**

Each student must provide evidence of personal health insurance coverage upon enrollment, and must maintain coverage and documentation of such until graduation from MTSA. MTSA does not assume the student's medical care or cost for medical care. MTSA does provide information to accepted applicants during the required Orientation Day, prior to enrollment, regarding some group health insurance plans that are available for students to purchase.

4. **Uniforms**

Each student is **required** to own his own scrub clothes and to wear them, where the clinical sites allow this. Appropriate operating room apparel is furnished by some of the hospitals and may charge the student if the scrubs are not returned. At all times, these scrubs are to be clean and fresh each day. Students should dress in full scrub attire top and bottom (T-shirt tops and scrub bottoms are not a complete uniform). Students are subject to being sent home for failure to comply with appropriate dress policies, and the clinical day will have to be made up on another day.

Appropriate scrub attire Is also required at MTSA simulation experiences.

After successful completion of First Quarter Orientation, each student will be presented with a lab coat with the MTSA logo. Students are expected to wear this lab coat over their scrubs whenever they leave the operating room area at their clinical assignments. Students are responsible to keep this lab coat clean and in good condition. Students are expected to abide by MTSA's complete dress code.

5. **Parking**

At all affiliating institutions, students will park only in authorized parking lots.

**Vanderbilt parking** -The fee the student submits to MTSA is paid by MTSA to Central Parking for a limited number of Vanderbilt parking cards/tags. These cards/tags are kept at MTSA by the Coordinator of Clinical Support. They are to be signed out by students only if they have a scheduled Vanderbilt rotation. The student is expected to pay a $60.00 "lost park card" CASH deposit to the Coordinator of Clinical Support upon receipt of the park card. No checks will be accepted for this deposit.

After the student's rotation at Vanderbilt ends, the student must sign the card and tag back in to the Coordinator of Clinical Support at MTSA, and she will return the "lost park card" deposit to the student and then will give the card and tag to the next student scheduled to be at Vanderbilt. The student is not to pass the card and tag on to another student, but must turn it in personally. The School will keep the "lost park card" deposit if the card and tag are not returned to the School within one week after the rotation has ended.

**General Hospital parking** is by parking pass. These passes are available only during the rotation and are distributed and collected by the General Hospital Anesthesia Department. Failure to return the pass will result in a replacement fee, which if not paid immediately, will be collected before graduation.

6. **Meals**

Meals are not provided. Arrangements for meals vary at each affiliation for seniors. First year students returning to class from affiliates will be given adequate time for quick meals. The student lounge is equipped with tables and chairs, microwave ovens, coffee makers and coffee cups, a sink, ice machine, and refrigerators. If students wish to bring their own meals, they must provide their own dishes and utensils. MTSA does not provide daily housekeeping services, so students are expected to be responsible for keeping the lounge tidy (i.e. discarding one's trash, wiping up spills, etc.).

7. **Housing**

It is the students' responsibility to find housing while attending MTSA, as no student housing is available. Housing should be easily accessible to the following local institutions where students take call: Vanderbilt University Medical Center, Hendersonville Medical Center and Metropolitan Nashville General Hospital. Students may be required to take call at other out-of-town affiliates at some time in the program.

8. **Accommodations while taking call**

While assigned on call, the student is required to stay within thirty (30) minutes of any hospital at which he is on call. Some hospitals, but not all, provide a room for the student to stay in-house while taking call. If the hospital does not provide a room and the student's home is farther than thirty (30) minutes from the hospital where he is assigned on call, the student is responsible to make his own arrangements for accommodations while taking call (i.e. staying with a classmate).

9. **Molded earpiece**

This should be for the ear in which the student's hearing is best. Traditionally, MTSA has a company come to class during First Quarter Orientation to make earpieces. If hearing is equal in both ears, it may be better to get the earpiece for the right ear, as the clinical instructor usually stands on the left side, allowing the student to better hear instructions.

10. **Protective eyewear**

These are to be worn at all times in operating rooms; cost varies.

11. **Technology Requirements**

a. **Nerve stimulator**. MTSA will order these for all students. Additional information will be provided during orientation.

b. **Pager**. Vanderbilt affiliate requires the use of a pager. Pager numbers will be issued to students prior to beginning clinical rotations. When on rotation at Vanderbilt, it is expected that the student will have their cellphone with pager number on them and turned on all day every weekday and during clinical, call and class time.

c. A **mobile smart phone,** with **data plan** (internet access) is **required** during the entire length of the program. As students travel to several affiliates, a mobile phone may be needed for emergency use. At clinical sites where students do not have WiFi access, the smart phone will be used as a backup for clinical evaluation completion. Utilizing Blackboard Connect technology, the smart phone will also be used to receive urgent messages from MTSA administration

**It is the responsibility of all students to keep the School updated with their current phone number, throughout the entire program**

d. All students are required to have **voicemail** on their home telephone and/or mobile smart phone throughout the **entire** program.

e. Every student must have reliable access to a personal computer for completion of scholarly papers and presentations. Each student will also be required to have reliable high-speed internet access to complete online assignments and conduct research. It is recommended that each student consider the value of a laptop computer; however, a home desktop computer will be adequate. Free WiFi access is available throughout the MTSA campus. MS Office applications are the current standard at MTSA. The latest version of Microsoft Word, Microsoft PowerPoint, and Microsoft Excel is required. For wireless compatibility, laptops must have internal wireless capability "N or G"; older type "B" systems are not supported.

A personal LAPTOP computer with high-speed internet access with a processor speed at least 1.8-2.0 GB. Microsoft Vista is adequate, but students may find it very, very slow. MS Office applications, including Word, PowerPoint, and Excel, are required. Because of incompatibility with existing MTSA computers, Microsoft Works is NOT acceptable. For wireless capability, laptops must have internal wireless capability type "G." Older laptops usually have internal wireless capability type "B," which is not acceptable with MTSA's wireless network.

f. Every student will receive a "lease-to-own" **iPad** upon enrollment. This device will be utilized in the classroom for electronic access to PowerPoint slides and to support student learning. The student and supervising anesthesia providers will also use the iPad in the clinical environment for online completion of student clinical evaluations. The iPad will remain the property of MTSA until matriculation and graduation.

12. **For-Cause Drug Screening**

Any for-cause drug screens requested will be at an additional cost to the student. Per requirements from some clinical affiliates, all students will receive drug testing after enrollment and at least one additional time during their tenure at MTSA. The cost for this initial testing is included in the fees set by MTSA. Students should also plan on receiving random drug testing, the cost for which is also already included in the fees charged each student. Additionally, MTSA reserves the right to request additional "for-cause" drug testing at any time. If additional "for-cause" drug testing is requested by MTSA, it will be performed at the student's additional expense. If any drug screen gives a non-negative result, additional tests will be required at the student's expense.

13. **AANA dues (included in fees)**

The charge for required associate (student) membership in the American Association of Nurse Anesthetists (AANA) is on line and the cost is $200. Also, the AANA charges graduates an additional fee for graduate associate membership if the graduate does not pass the National Certification Examination on the first attempt.

14. **TASNA/TANA dues and fees (included in fees)**

The Tennessee Association of Student Nurse Anesthetists (TASNA) charges a one-time dues fee of $50 to each student enrolled in a nurse anesthesia educational program in Tennessee. In addition, the Tennessee Association of Nurse Anesthetists (TANA) charges a $25 student registration fee for the annual TANA meeting, at which attendance is required by MTSA during the first year.

15. **Nationwide (Columbus) Children's Hospital Housing Cleaning Deposit**

MTSA withholds $200 of the allocated $300 Columbus travel allowance, as a cleaning deposit for the apartments provided for students assigned there. At the end of the student's Columbus rotation, when the cleaning agency inspects the apartment and notifies MTSA's Business Office that the apartment was left in acceptable condition, the Business Office will issue a check to the student for the remaining $200.

16. **School/Clinical-Related Accident Insurance**

Because students perform clinical assignments in a health care arena where accidents may happen, such as needle sticks, and because clinical affiliate hospitals are unwilling to assume the risk of caring for students in such situation, MTSA provides an accident insurance policy to assure they have appropriate initial healthcare treatment for an untoward event. Although MTSA provides this personal school-related accidental/injury insurance policy, MTSA does not assume the student's medical care nor provide health insurance. This coverage applies only to school-related activities.

17. **Liability/Malpractice Insurance**

During the first year of the program, students are required to participate in the program for student malpractice coverage carried by MTSA with The State Volunteer Mutual Insurance Company (SVMIC) underwriters. During the entire portion of the program beyond the first year, students are required to participate in the program for student malpractice coverage carried by MTSA with American Casualty Company, which is recognized by the American Association of Nurse Anesthetists (AANA). Both insurance companies provide basic limits of liability of a minimum of $1,000,000 per incident with an aggregate of $3,000,000, unless the student is in a state which has a different malpractice limit. Should the second year basic premium increase, the student will be charged a fee in the amount of the increase only, up to $200. Should the increase be greater than $200, MTSA will cover the additional increase. Should it be determined that the actual limits of this basic insurance need to be increased, the student will be asked to cover the actual cost of this increase.

# ACADEMIC POLICIES & PROCEDURES

## Attendance Expectations

Students are to refer to individual course syllabi for class attendance policies. Attendance may be a major portion of specific course grades and all students are encouraged to attend all classes.

Any **class absence** should be arranged in advance with your course instructor. If you are going to miss class due to illness, you must contact your instructor(s), the Coordinator of Academic Support, and the Program Administrator by e-mail as soon as you know you are unable to make class.

Any **clinical absence** should be arranged in advance with the Coordinator of Clinical Support. If you are going to be unable to attend your **clinical rotation**, you must contact the facility student coordinator and the Coordinator of Clinical Support by phone, and the Program Administrator by e-mail as soon as you know you will be unable to make your shift. Any absence from clinical obligation not previously approved by MTSA in writing will be considered personal emergency time. An absence from a clinical assignment when the student is assigned to take call will be considered as two personal emergency days. This includes weekend and daily 16- or 24-hour "call" shifts.

If the process for notification of an absence is not followed by the student, and if MTSA becomes aware of such an absence, the student may be charged two (2) personal emergency time days for each day absent. If a student fails to follow this process in more than one instance, the personal emergency time charged may be made up after graduation.

Any absences in excess of specified vacation, holidays, or personal emergency time days may result in a delay in graduation of an equal number of days.

It is NOT the responsibility of the Coordinator of Academic Support to make the arrangements for the student to make up any missed tests or quizzes. Any make-up tests/quizzes/exams must be approved by the individual instructor according to his or her syllabus guidelines.

**Additional Attendance Obligations**

- As a portion of the Professional Aspects class, the instructor requires the student's attendance at the annual TANA meetings held in Nashville. These meetings are usually held on a Friday, Saturday, and Sunday in October. Each student is required to attend a minimum of eleven (11) total hours of actual meeting sessions during the three days of meetings. This will be discussed in more detail in the Professional Aspects class syllabus. Student research may be presented at this meeting in poster sessions or oral presentations. Non-attendance is considered a personal day, and is subtracted from the bank of personal emergency time granted. These occasions will be announced in advance.

- A limited number of students will be able to attend state and national meetings, and such attendance may be at the student's expense, with advance clearance from the Program Administrator, Coordinator of Clinical Support, and the current affiliate clinical coordinator.

- Attendance at specific group functions and evening lectures by guest speakers is mandatory, unless the student is scheduled on vacation, call, or out-of-town affiliation. Non-attendance is considered a personal day and is subtracted from the bank of personal days granted. These occasions will be announced in advance.

## Holiday Time

Twelve (**12**) days are allowed for holiday time for each student during the entire 28-month program. If a **Senior** student is scheduled to be at clinical on a holiday, compensatory time will be granted, which is logged in a separate "Comp time" bank (kept up to date by the **Coordinator of Clinical Support)**.

| **Holiday Time** | **Year One** | **Remainder of Time** |
|---|---|---|
| Total 12 days | 6 Holidays (Actual date of holiday) | 6 Holidays (Comp time given) |

Holidays observed: Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, & Independence Day.

## Vacation Time

Vacation time (***Monday 7 AM through Friday***) is allowed during the program and is accounted for with **15 days during the first year** and **20 days during the remainder** of the student's tenure in the program. Vacation time during the first year is scheduled by MTSA, prior to the students' entrance. During the first year vacation time is taken during designated breaks in the academic schedule. The first and fourth weeks of senior/second year vacation time is scheduled by MTSA and will occur at the beginning of the second year and prior to the beginning of the senior elective rotation. The second and third weeks of vacation time is coordinated through requests to **MTSA's Coordinator of Clinical Support**. There is a "relief student" assigned in the senior year to cover during vacation times and is coordinated by **MTSA's Coordinator of Clinical Support**.

***ATTENTION:*** ****Students must check their call schedule prior to making any flight or travel arrangements during vacation time. A call-shift may be scheduled on the weekend prior to, or after vacation****

| **Vacation Time** | **Year One:** Scheduled during academic breaks | **Year Two:** (includes remainder of time at MTSA) |
|---|---|---|
| | **15 days** | **20 days** |
| | Break after Quarter 2<br>(5 days) | Beginning of second year<br>(5 days) Scheduled by MTSA |
| | Break after Quarter 3<br>(5 days) | **Coordinated by student request/availability**<br>(10 days) |
| | Break after Quarter 4<br>(5 days) | Prior to Senior Elective of second year<br>(5 days) Scheduled by MTSA |

## Compensatory Time

Compensatory time is time earned for working on a scheduled holiday or for extra events. This time is recorded in a separate bank called **Comp Days** and managed by **MTSA Coordinator of Clinical Support**. Comp days may be earned only when approved by the Program Administrator

and/or the Coordinator of Clinical Support. Earned comp days may be taken off as the schedule permits. Earned comp days off must be scheduled fourteen (14) days in advance and coordinated through the MTSA Coordinator of Clinical Support. Only one student at a time may take an earned comp day in any affiliate, and then only with approval from the Coordinator of Clinical Support. Typically, one student is scheduled as a relief student, and this person can assume another student's position in an assigned affiliate on the weekday they request off (weekends excluded).

If earned comp days are requested less than 48 hours in advance, it is highly unlikely the request can be honored. For all requests made less than 14 days in advance, two (2) comp days will be subtracted from that student's bank of days. Comp days must be used within the academic year they are earned (i.e. if earned during the first academic year, must be used during the first academic year). **NO Comp Days** can carry over to another year.

**Procedure for taking Comp days:**

The following process for requesting days off is provided to better serve student requests and to adhere to COA guidelines regarding supervision and scheduling of students. **MTSA is the official supervising body of the SRNA schedule and their requests for time away from clinical**.

1. All requests for Comp Days are to be made to the Coordinator of Clinical Support.
2. All requests must be made at least 14 days in advance of the desired day(s) off. This allows the Coordinator of Clinical Support the opportunity to use every reasonable resource to grant the requested day(s) to the student.
3. Request forms are located in the student mail room. If a student is at an out-of-town facility, they should request an electronic copy of the form.
4. After the form is returned to the Coordinator of Clinical Support, the student will be notified as soon as possible if the time is granted.
5. The Coordinator of Clinical Support will notify the clinical site of the student day off from clinical.

***NO* vacation days, holidays, or comp days from year one may carry over to the subsequent time in the program.**

## Personal Emergency Time

Seven (**7**) days of personal emergency time is given to each student during the 28-month course. This time may be taken for true illness, emergencies and/or inclement weather. Students may be requested to submit a physician's report documenting illness.

Absences from meetings that require attendance (e.g., guest lecturers) will be charged to this bank of time unless the student is at an out-of-town affiliation.

| **Personal Time** | **Year One** | **Year Two** |
|---|---|---|
| Total of 7 emergency days for the 28 month program | May use a total of 3 emergency days | May use a total of 4 emergency days |
| | (no days may be carried over to year two) | |

**Procedure for taking personal emergency time (*i.e.* "calling in sick"), in case of illness, emergencies, or inclement weather:**

**The student MUST complete each of these steps:**

**Clinical**

1. **Call** the affiliate and ask to speak to the Student Coordinator if possible. If the Student Coordinator is not available, request to speak to someone in the anesthesia department, preferably, or else someone else in the operating room that can get a message to the Student Coordinator and other anesthesia staff. Announce the absence and inform them of the illness (or other emergent reason). If unable to speak with the actual Student Coordinator, make a note of the name of the individual to whom you directly spoke to report the absence, as this will need to be relayed to the Coordinator of Clinical Support.

2. Call the **Coordinator of Clinical Support** (615-732-7669) and leave a message on their voice mail regarding the specifics of the absence, to include the name of the individual to whom the illness (or other emergent reason) was reported at the affiliate.

3. Email the **Program Administrator** identifying that the appropriate procedure was followed and the time and name of the person at the clinical site with whom the student notified. If you are going to miss class, also include that information in your email.

**Academic**

4. Call/email your class **instructor(s)** and inform them that you will be unable to attend class based on their contact preference on their syllabus. If you are going to miss an exam/test, it is your responsibility to reschedule it with your instructor.

5. Call the **Coordinator of Academic Support** (615-732-7663) and leave a message on their voice mail regarding the specifics of the absence.

If MTSA finds that a student has failed to complete these when taking personal emergency time, the student will be charged TWO (2) full days for each day or portion of a day missed (without site Clinical Coordinator or designee approval). Furthermore, if MTSA finds that a student has failed to complete these steps when taking time off in more than one (1) instance, the student will not only be charged TWO (2) full days for each day or portion of a day missed (without site Clinical Coordinator or designee approval), but the student will also be required to make these days up AFTER the scheduled graduation date.

If a student takes time off (i.e. "calls in sick") on the day before or after a scheduled day off, or before or after a weekend, or before or after a holiday, the student will be charged TWO (2) full days. The student may be requested to submit a physician's report documenting illness.

These days may not be taken during exam weeks to study for exams. Personal emergency time taken for sickness during exam weeks will be evaluated carefully. The student may be requested to submit a physician's report and/or be required to use two (2) days for time taken during exam week. Students affiliating at sites where they are scheduled 24 hours on and 48 hours off are charged two (2) days for each one (1) personal emergency day taken while at that affiliation.

Absences in excess of authorized time off must be arranged with the Program Administrator and be made up at the end of the program (i.e. maternity leave, personal leave, military leave). If the absence has been longer than one month, the faculty will evaluate the returning student's clinical performance to determine if a "re-orientation" to clinical practice is needed. If re-orientation is determined to be necessary, the time will be added to the time absent. Completion of time absent, re-orientation time, and time remaining will be necessary for graduation.

### Relief Student

Each month, MTSA attempts to have a senior relief student available, whose function is to replace senior students at an affiliate who have gone through the appropriate channels to be able to take scheduled personal day(s) off. When these relief students are not occupied replacing students for scheduled personal days, they are available to replace students who may call in sick. When neither of these needs arise, the relief student will go to the pre-assigned base affiliate.

### Schedule Change

*Procedure for Change in the Daily/Monthly Schedule:*

A change in the daily/monthly schedule after it has been distributed to affiliates is highly discouraged and is usually only done in emergency cases where the student cannot work the day that he/she is scheduled.

A form to request a change in the daily/monthly schedule can be obtained from the MTSA Coordinator of Clinical Support. The procedure for requesting a change in the daily/monthly schedule is as follows:

1. Obtain the form from the MTSA Coordinator of Clinical Support.
2. The student wanting to make a change in the daily/monthly schedule must find another student who is willing to exchange days with him/her.
3. Return the completed form, with signatures of both students, to the Coordinator of Clinical Support Services
4. The student(s) will be notified in a reasonable time by email (from the office of the Coordinator for Clinical Support Services) the approval/denial for the change in the daily/monthly schedule.

## Student Bereavement Policy

*MTSA Policy 5.1.115*

The loss of a family member may require time away from academic courses or clinical assignments. If there is a death in the family, students may take up to three (**3**) consecutive clinical or academic days off as leave, without withdrawing time from their bank of personal emergency time and vacation days. The family is defined as spouse/partner, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include step-parent, step-sibling and step-child.

All students are eligible to utilize bereavement leave, if needed. Bereavement leave must be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (i.e., remains must be transported from overseas) must be coordinated with the Program Administrator and the Coordinator of Clinical Support. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

## Student Inclement Weather Policy

*MTSA Policy 5.1.117*

There are no days off from clinical assignments exclusively for inclement weather. If the student is unable to travel to a clinical assignment, the student must notify the School, the affiliate, and the Program Administrator as soon as possible.

Should the student elect not to attend clinical or class, they will be charged a personal emergency day for the absence. Please refer to the "Request for Personal Emergency Time" section in the Student Handbook on who to contact.

Students are to use their judgment regarding travel, either to affiliations or to class. If the MTSA campus closes due to weather, a text message will be sent out through BlackBoard Connect to notify all students not to come to campus.

## Sabbath (Saturday) Schedule Policy

*MTSA Policy 3.3.109*

MTSA is currently independently operated and owns the property and buildings that house the School. In accordance with the Seventh-day Adventist history, as well as the history and mission of the school, the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the School relative to Sabbath observance.

- **Academic Area**

  Neither the Middle Tennessee School of Anesthesia nor any of its faculty will schedule any academic class between sundown Friday until after sundown Saturday. It is recognized that not all students will choose Saturday as the day of worship. Accommodation will be made for classes that are scheduled outside of normal MTSA operating hours if attendance would violate or interrupt a student's normal religious observance. The accommodation may vary, but may include video captured lectures for students to review at another time or makeup coursework assigned by the faculty of record.

  On occasion MTSA will expect students to attend one day of a local weekend conference organized by the Tennessee Association of Nurse Anesthetists or the American Association of Nurse Anesthetists. Students may choose the day they attend, either Saturday or Sunday.

- **Clinical Area**

  Clinical affiliations have evolved over the years to support the clinical needs of the program. It is not the intent of MTSA to control whether or not an affiliate hospital schedules elective surgery on weekends. However, the Middle Tennessee School of Anesthesia supports the choice of the student. Students are expected to do elective and call cases Monday through Friday and to take call for emergency cases on weekends as assigned. Should any student choose not to participate in call on a specified day due to religious convictions, MTSA will accommodate this student's request. A statement of religious observation from the student's current religious leader may also be requested. It should be noted that a student may have to work extra weekend call shifts to accommodate their request. This is not punitive in nature, but may occur due to schedule changes to accommodate the request.

# STUDENT ADVANCEMENT

Advancement of each student to the next quarter is made by the Progressions Committee, with faculty recommendation, at the end of each quarter. Each advancing student will receive a transcript reflecting academic and clinical progress, with current and cumulative GPAs, by the end of the month proceeding the end of each quarter.

**The MTSA Grading Scale is based on the following 4.0 grading system:**

| | | |
|---|---|---|
| **A** = | 90-100% | (4.0 Quality Points) |
| **B** = | 80-89% | (3.0 Quality Points) |
| **C** = | 70-79% | (2.0 Quality Points) |
| **F** = | Below 70% | (0.0 – Failing) |

(*There is no grade of "D" in the program*)

MTSA expects that all graduate level coursework should result in a minimum earned grade of "B". The first earned grade between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance. The second earned "C" in a course will lead to automatic academic probation and an appearance before the Progressions Committee. The third earned "C" in a course will result in dismissal from the program.

MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic/clinical probation. The student will have one (1) quarter to improve the academic cumulative GPA to 3.0 or greater to be removed from probation. If the student fails to improve his or her GPA to 3.0 or greater during the following quarter, they will be dismissed from the program.

Students who are placed on any type of probation **more** than two (2) times will be dismissed from the program. An active vote to carry probation over to another term will count as an additional probation. Students will automatically be dismissed from the program for receiving a failing course grade in any course. Failing is defined as any grade below 70%.

Students have the right to appeal decisions of the Progressions Committee by filing an appeal with the Appeals Committee.

## Clinical Grades

Clinical grades are recorded from each of the MTSA approved Clinical Coordinators. The grade for each quarter is an average of all of the grades from the clinical sites attended for that quarter (exception: Nationwide Children's Hospital (Columbus, Ohio) has an MTSA approved clinical grading system).

MTSA requires completion of 75% of student daily clinical evaluations (as descripted in MTSA Clinical Standards Policy). Failure to submit at least 75% will result in a 5-point deduction from the final clinical grade.

| | | |
|---|---|---|
| **A** = | 90-100% | |
| **B** = | 80-89% | |
| **C** = | 70-79% | Clinical Probation |
| **F** = | Below 70% | Clinical Probation / possible dismissal |

Any failure of a clinical rotation will be reviewed by the Program Administrator and Progressions Committee for determination of remediation, or up to and including dismissal from the program. If the student remains in the program, any failed clinical rotation will be repeated and must be successfully completed (grade of B or greater) prior to graduation.

Any student who earns a C for the **quarter clinical grade** will be placed on Clinical Probation. The length of the probation will be determined by the Progressions Committee, as well as any remediation plan.

Any student who earns a C for a **single clinical rotation** will be required to meet with the Program Administrator for determination of a remediation plan and may be placed on Clinical Probation. The student will also be referred to Progressions Committee for further review.

## Notice of Placement on Academic/Clinical Probation

If it is deemed by the Program Administrator and/or the Progressions Council that the student will be probation due to clinical or academic issues, the student will be notified in the following ways:

1. The student will have a face-to-face meeting with the Program Administrator or Dean;
2. An e-mail with "read-receipt" will be sent to the student's @mtsa.edu e-mail address documenting the probation decision
3. A certified letter will be sent with the decision through the United States Postal Service to the current address that the student has on file (*see Disciplinary Actions/Probation for details on this letter*).

**Additional Transcript Symbols:**

| | |
|---|---|
| ***** | Course scheduled to start in one quarter and finish in another quarter |
| **GS** | Good standing in clinical performance |
| **I** | Incomplete + |
| **Prob/C** | Probation due to unsatisfactory Clinical Performance |
| **Prob/A** | Probation due to unsatisfactory Academic Performance |
| **Prob/O** | Probation due to Other Considerations |
| **S** | Suspension - Involuntary withdrawal from the Academic and/or Clinical program for a period determined by the School |
| **T** | Terminated - Involuntary withdrawal from the School indefinitely |
| **W** | Withdrew |
| **WP** | Withdrew Passing |
| **WF** | Withdrew Failing |

*+ An Incomplete may be given if an instructor or a student is unable to complete a course in one quarter and must complete the course at a later time. This requires special permission from the Program Administrator. Any incomplete on the transcript **must** be completed before graduation. No student may graduate with an Incomplete on the transcript.*

# MTSA HONOR CODE

*MTSA Policy 5.1.113*

## Declaration of Honor

MTSA's mission, focus on academic excellence, and culture of faith are grounded in the Christian values of truth, honor, and virtue. Abiding by these principles illuminates the pathway of learning, sustains the integrity and purpose of the School, thus preparing competent and caring nurse anesthetists.

## Honor Code

The Honor Code of Middle Tennessee School of Anesthesia is reflective of the Christian principles of truth, honor, integrity, and virtue. The Honor Code is vital in fostering an environment of trust, order, and unity within the school. Students are responsible for familiarizing themselves with and abiding by the Honor Code and all School policies.

## Academic Standards of Conduct

A thorough understanding and commitment to this Declaration of Honor and the Honor Pledge is essential to success of MTSA's honor system. The following avenues will be utilized to facilitate implementation of these statements:

1. The Declaration of Honor statement, with its accompanying Honor Pledge, will be included with the acceptance letter sent to selected applicants, and applicants accepting a student position at MTSA will be required to acknowledge affirmation by signing and dating the document as specified, and returning it with their acceptance verification.
2. Information regarding the Declaration of Honor and the Honor Code will be included in the program's *MTSA Student Handbook*.
3. The Declaration of Honor and the Honor Pledge will be discussed during all orientation programs.
4. Implementation and monitoring of adherence to these standards will be accomplished through the MTSA NAP Council, Progressions Committee, the President's Council, and the MTSA Appeals Committee.

## Honor Pledge

As a student of Middle Tennessee School of Anesthesia, I will incorporate the principles of truth, honor, integrity, and virtue in all that I do while enrolled at MTSA. I acknowledge the Honor Code as vital in fostering an environment of trust, order, and unity within the School. I accept the sacred trust placed upon me to continue this heritage of honor in my efforts to become a competent nurse anesthetist. I freely pledge to abide by the MTSA Standards of Conduct and this Honor Code in all of my conduct.

**Student Signature:** _____ **Date:** _____
**Print Name:** _____

The Honor Pledge must be signed by each student on Orientation Day and will be kept in the student's academic file.

# MTSA STANDARDS OF CONDUCT

*MTSA Policy 5.1.114*

It is the philosophy of MTSA to uphold Christian ideals and values. While it is MTSA's policy to freely accept students regardless of religious persuasion, MTSA's philosophy is that students, faculty and staff are public representatives of MTSA, and are expected to avoid any conduct that would conflict with its Christian values.

Actions and conduct not in harmony with the Christian standards of MTSA include, but are not limited to, the following, and commission of any of these actions will result in disciplinary action that may include dismissal from the program. Students who witness or have personal knowledge of any participation in the following activities have a responsibility to report such infractions to MTSA administration. Dismissal from the School or any lesser penalty as determined by the Program Director and the Progressions Committee may result from participation in any of the following activities:

1. Furnishing false information to the School with the intent to deceive;

2. Knowingly providing false information or testimony during the investigation of, or hearing on a disciplinary matter;

3. Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location;

4. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;

5. Forgery, alteration, destruction, or misuse of School documents, records, or identification;

6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;

7. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;

8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned property or at any other institution affiliated with the School, or at School-sponsored functions;

9. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person (i.e., this includes attending class or clinical under the influence of drugs or alcohol) whether such conduct occurs on or off School property;

10. Participation of students in group activities on or adjacent to the campus, which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the School or the normal flow of traffic;

11. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;

12. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the School or a scheduled event sponsored by the School;

13. The use of tobacco in any form on the premises of MTSA, or any clinical affiliate, other than in properly designated smoking areas;

14. Possession, while on School-owned property, or of any other institution affiliated with the School, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, including explosives, such as firecrackers, unless authorized in writing by the School administration;

15. Unauthorized use or misuse of MTSA's computing facilities to include logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system, including hardware and software;

16. Use of technological/electronic device(s) in the classroom. Students are allowed to use iPads or laptop computers in the classroom before class begins. However, the only use for iPads or laptops during any class will be for taking notes specifically related to the current class in session. No other activities utilizing any technological/electronic device(s), including but not limited to computers, iPads, PDAs, cell phones, or scanners, such as (but not limited to) web-surfing, Medatrax case record completion, game-playing, or text-messaging will not be allowed during any class. The only exception to this is if web-based research is part of the curriculum for a given class, and this is specifically stated by the instructor. Some (but not all) instructors may allow calculators to be used during quizzes/tests/exams. If they do, students are only permitted to use calculators provided by MTSA at that time, which have no communication or data storage capability (i.e. no cell phone or PDA calculators).

17. Participation in or conviction of theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to School property or any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student, or campus visitor);

18. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment, except when done with real need for such equipment;

19. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;

20. Commission of an act or an attempt to commit an act on School property or involving members of the School community (i.e., faculty, staff, student or campus visitor) in an act that would be in violation of state or federal law;

21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way that adversely affects or seriously interferes with the School's normal educational function, or that injures or endangers the welfare of any member of the School or its affiliate community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder,

felonious assault, arson, or any other felonious crime against person or property. Any violation results in an arrest; the School must be notified within 24 hours.

22. Unprofessional conduct, or any conduct or action that could bring dishonor or discredit on MTSA or would reflect unfavorably on its reputation as a Christian institution

23. The use of any illegal drug;

24. The use addicting drugs and/or alcohol, which would impair judgment or function, including those prescribed by a physician, since mental alertness is crucial during the provision of anesthesia. Each student should notify MTSA of any medications he is using which may impair judgment or function. Additionally, whenever specimen samples are collected for drug testing, the student must notify the collection personnel of any medications in use currently. Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions. If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine, blood, or hair analyses to document their non-use of drugs. MTSA reserves the right, and students should expect, that a routine or random analysis for drugs may be requested at any time and without prior notice, to rule out substance abuse;

25. Reporting for duty at any hospital or for any class or professional meeting while under the influence of drugs, alcohol, or ANY mood altering substance;

26. Unlawful use, manufacture, possession, distribution, or dispensing of drugs and/or alcohol on School-owned property or of any other institution affiliated with the School.

## Student Drug & Alcohol Policy

*MTSA Policy 5.1.111*

MTSA prohibits the possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, the Madison Campus SDA Church campus, Tristar Skyline Madison Campus, or on the campus of any affiliate site.

Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. MTSA contracts with an outside company to perform drug/alcohol screening of students throughout the program of study, as needed.

Students should be aware that if they are found to test positive for substances such as alcohol, opioids, or benzodiazepines, even if those substances have been prescribed by a healthcare provider, they will be subject to disciplinary action, at the discretion of the Program Administrator and the Progressions Committee. Therefore, students are required to report any alertness-altering prescribed substance use (i.e. treatment for anxiety and learning disabilities) to the Program Administrator.

### Health Risks

As part of the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students of the health risks associated with the use of illicit drugs and the abuse of alcohol.

The use of alcohol can lead to the following serious health risks:

- Loss of muscle control, poor coordination, slurred speech
- Fatigue, nausea, headache
- Increased likelihood of accidents
- Impaired judgement
- Possible respiratory paralysis
- Death

Heavy use of alcohol can lead to the following problems:

- Damage to brain cells
- Increased risk of cirrhosis, ulcers, heart disease, heart attack
- Increased risk of cancers of the liver, mouth, throat, and stomach
- Hallucinations
- Personality disorders

Health risks associated with the use of illegal drugs include the following:

- Increased susceptibility to disease due to less efficient immune system
- Increased likelihood of accidents
- Personality disorders
- Addiction
- Anemia
- Poor coordination
- Death

## Resources

MTSA does not provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Upon request or in appropriate situations, the School may refer the student to a private counselor, center, or program for assistance with such needs.

| Local Resources for Help in Davidson County | |
|---|---|
| Metro Police Non-Emergency | 615-862-8600 |
| Nashville Poison Control | 615-936-2034 |
| National Domestic Violence Hotline | 800-799-7233 |
| RAINN National Rape Crisis Hotline | 800-656-4673 |
| TN Crisis Services & Suicide Prevention | 855-274-7471 |
| National Suicide Prevention Lifeline | 800-273-8255 |
| Cumberland Height Alcohol & Drug Treatment Center | 800-646-9998 / 615-356-2700 |
| Tennessee Professional Assistant Program | 615-726-4001 |

## Legal Sanctions Under State and Federal Law

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to $100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to $250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to $4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than $2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than $50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of $2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a $3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a $5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a $500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

## Student Drug Testing Policy

*MTSA Policy 5.1.112*

MTSA is a faith-based organization concerned with the health and wellbeing of our employees & students. One of our goals is to provide a safe and drug-free institution of learning as well as protect the health and welfare of patients that may be treated by MTSA students during clinical rotations. All students will undergo drug screening during their tenure at MTSA.

MTSA contracts with an outside company that maintains sites nationwide to perform chain of custody drug screening. MTSA financially supports mandatory drug screening. **For cause drug screening is at the expense of the student.**

1) Mandatory Initial Drug Screening: All students will be required to have a drug screening after confirmation of acceptance into the program. MTSA pays for this testing which will occur during the student's first quarter.

2) Mandatory Random Selection Drug Screening: While enrolled at MTSA, each quarter a student(s) will be selected to participate in a random drug screening. The choice of student is randomly selected using an internet based random selection process generated by a computer program. Students will be required to have their test completed within 24 hours of notification. Clinical coordinators may be notified to allow students time to go to the closest testing site. MTSA pays for this testing.

3) For Cause Drug Screening: MTSA reserves the right to request **for cause drug screening at any time**. This screening must be completed within 24 hours of request and **at the student's own expense**. An example may be a student receipt of a "red card" in clinical, erratic student behavior in classroom/simulation, behavior outbursts, calling out at clinical without a physician visit for illness, or other incidents.

If a student is unable to complete their drug screening within 24 hours or provide urine, hair testing may be performed **at the student's added expense**. Any test that results in a "non-negative" will require follow up. Any additional retesting will be at the student's expense.

Students may not begin or be allowed to continue clinical following a "non-negative" test result. The report will be sent to the **Program Administrator** for intervention and/or possible disciplinary actions. A student may resume clinical assignment after fulfilling any requirements set forth by the Program Administrator, and student submits a test sample for which a negative ("clear") result is received.

## Student Testing Policy

*MTSA Policy 5.1.104*

All quizzes, tests, exams, and skill performance exams given at MTSA will be administered at the discretion of the instructor. A staff person may be asked to act as a test proctor. Staff proctor will communicate with the instructor any suspicions or concerns.

- MTSA expects that all students will take each quiz, test, exam, and skill performance exam with integrity and honesty.

- Students caught cheating or stealing testing material will immediately be asked to leave the classroom and will receive a grade of zero for that quiz or exam and will be subject to disciplinary action, up to and including dismissal/termination.
- Any and all supplemental material, books, magazines, journals, papers (including blank paper), laptops, cell phones or any other electronic devices (smart watches, etc.), caps, hats (scrub hats are OK, but must be left on at all times during testing sessions), or any other material/device that may be construed as a device for cheating, must be left in the back of the classroom.
- Only the following materials are allowed on the desktop during **paper testing**: a pencil and scratch paper given by instructor, and an MTSA calculator if permitted by the instructor.
- All students present for the testing session must be in their assigned test seats before the session begins.
- There is to be **NO** talking, whispering, sign language, or gesturing once password for entry to test is presented.
- If a student must leave the room during test taking time for an emergency, they must have permission of the instructor or the MTSA staff proctor.
- During test taking time, to leave your seat you must first upload test & show the green ✓ to instructor from your seat
- After turning in test to the instructor, the student must immediately and quietly leave the classroom, without returning to his test or lecture seat (per instructor allowing).
- When students leave the classroom, they must not cause excessive noise or disturbance outside the classroom in the hallway.
- A mechanism for quiz/test/exam review is specific to each instructor and is included in the course syllabus.

## Student Testing Expectations

- Download test 1 hour prior to test time
- Make sure IPad is at least 50% charged (bring charger/power source)
- No hats (except scrub hat)
- No cell phones, smart watches, or any other smart technology
- All bags and books are left in the back of the classroom
- If allowed by instructor, scratch paper is to be turned in with name on top
- IPads are to remain **flat** on desk
- Sit in seat & show green ✓ when exam is uploaded

## Instructor Testing Expectations

- Address in syllabus to allow/not allow students to go outside when finished with exam
- If using Examsoft computerized testing, upload the test the day before
- Assure all student materials & electronics are at back of room before testing begins
- Once password is released, **NO TALKING**
- No questions answered once test begins

## Technology Redundancy

In case of technology failure, tests will be given with the Scantron system.

## Academic Integrity Policy

*MTSA Policy 5.1.109*

Any student cheating on any test, exam, quiz, or assignment; who has falsified clinical documents, such as clinical evaluations or any other documentation; falsified signatures; or who has plagiarized any assignment, will be placed on immediate probation, with the recommendation for termination from the program. The case will be heard by the Progressions Committee and the Committee will make a determination of the recommendation for termination.

### Possession or Sharing of Faculty Property or MTSA Property

ALL quiz/test/exam questions/items are the express property of the faculty member who authored them and MTSA, and these questions/items are confidential information.

Any attempt to obtain, retain, re-create, possess, copy/reproduce, distribute, disclosure, transmit, or share of any portion of any quiz/test/exam materials (including portions of compilations of quiz/test/exam questions/items) from any class, by any instructor (whether they teach at MTSA or on any other campus), from any time (whether current or past), by any means (by written, electronic, oral or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization/dictation), at any time (before, during, or after any quiz/test/exam), is considered to be cheating and stealing.

Receipt or acceptance of any portion of ANY quiz/test/exam questions/items is considered to be cheating.

After a quiz/test/exam, if a student has a question regarding any quiz/test/exam question/item, he or she must direct such a query only to the designated faculty member(s) responsible for that course (i.e. not to a guest lecturer), as students are prohibited from reviewing any quiz or test materials with MTSA staff members without instructor approval.

Nothing (to include notes and study guides) compiled during one year's class is to be shared in any manner with any other individual or group of individuals in any other year's class.

Any student found to have any such material in his or her possession, or to have participated in any such prohibited activities here identified, will be subject to disciplinary action, up to and including termination.

## Ownership of Intellectual Property Policy

*MTSA Policy 4.2.113.*

All class materials created by faculty members in the employ of MTSA (whether for courses at MTSA or their courses at other institutions) are the property of the faculty member, other institution, and/or MTSA. Such class materials include, but are not limited to, quiz/test/ exam questions, quizzes/tests/exams in whole or in part (to include individual questions), and any class materials created by the faculty member and distributed to students.

A faculty or staff member or student is entitled to full royalties from publications if the School paid no cost of travel, research, preparation of manuscript, or School/student labor. If a faculty or staff member or student obtains patent rights, he/she is entitled to full royalties, if the School paid no cost of travel, research, preparation of the patent, or School/student labor. If MTSA sponsors, pays for release time, provides funds for travel, production, or other related costs, the School and the faculty or staff member or student will sign a pre-contract indicating how MTSA would be reimbursed or how royalties would be distributed.

## Student Evaluation of Program

*(Academic & Clinical)*

Students are required to evaluate the clinical and academic portions of the program, to include clinical sites, clinical instructors, academic instructors, technology, and learning resources, as well as other aspects of the program at MTSA, on a regular basis. These evaluations are part of the program's evaluation of institutional effectiveness. MTSA has most of these evaluations completed by the students online with Medatrax, as a convenience for the student.

Medatrax collects and tabulates various student evaluations of the program. Completion of these evaluations is mandatory. Failure to complete evaluations as directed will result in disciplinary action. These evaluations are anonymous to MTSA, and are reviewed regularly by committees at MTSA. The Evaluation Committee reviews all evaluations, including those regarding general programmatic issues, as well as those pertaining to specific administrative, academic and clinical faculty members. The Clinical Support Specialist is responsible to notify Medatrax when an evaluation is to be posted on the website for students to complete. A deadline is given for completion of the evaluations by the Clinical Support Specialist. In extreme cases, students will be required to take a personal emergency day to complete evaluations. MTSA maintains the anonymity of all student evaluations through Medatrax. *Students should ensure that any comments they enter on these evaluations are accurate and truthful, in the event that a comment is so concerning that it indicates further follow-up or verification is needed.*

One year after graduation, graduates are emailed evaluation forms, asking them to evaluate their total MTSA experience.

# COMPLAINTS/GRIEVANCES

*MTSA Policy 5.1.102*

Students have a right to expect that MTSA will treat them with respect, and will abide by the standards set forth in the most current edition of the program's *MTSA Student Handbook*.

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make formal complaints about processes or services provided by MTSA. Grievances are formal complaints brought by a student regarding MTSA's provision of education and academic services affecting their role as a student. A grievance must be based on a claimed violation of a MTSA rule, policy, or established practice. This policy does not limit MTSA's right to change rules, policies, or practices.

The three categories for grievances are as follows: Complaints, Discrimination / Harassment allegations, and an Appeal of a Committee Decision (such as Progressions Committee or NAP Council)

## How to File an Informal Complaint:

As a first step, MTSA offers students an informal process to lodge a concern or suggestion. This process allows students to provide MTSA with information or suggestions relating to processes or services provided.

**Step 1**: Student raises concern regarding a particular service or process with the relevant faculty, staff member, or brings item to the School Life Committee (SLC) to be heard.

**Step 2**: Faculty, staff member, or SLC will listen or consider the concern

**Step 3**: Faculty, staff member, or SLC explores options/implications of resolving the issue, i.e.

- No action is deemed appropriate
- Lodging a suggestion letter to the Dean
- Advising the student to lodge a Formal Written Complaint

## Grounds for a Formal Complaint

A student has the right to file a complaint. This MTSA Student Complaint/Grievance Policy is for all issues in which the student believes he has been adversely affected. Examples may include:

- Improper, irregular, or negligent conduct against a student by a faculty or staff member of MTSA;
- Failure to adhere to appropriate or relevant published MTSA policies and procedures;
- A decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student;
- A penalty, where applied, is considered too harsh;
- Failure by MTSA to make a decision within a timely manner, reasonable to the complaint.

## How to File a Formal Written Complaint:

A complaint must be submitted in writing to the MTSA Dean using the Student Complaint form, available on the MTSA website or through the Office of the Dean, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Upon submission of a written complaint, the Dean will provide the student grievant with written acknowledgement of receipt of the complaint via e-mail, as well as a more detailed outline of the process.

Complaints should be addressed to:

Office of the Dean
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37116

### Withdrawal of Complaint:

A student may at any time during the complaints resolution process withdraw a complaint. This is done by putting their intent to withdraw an informal or formal complaint in writing and forwarding it to the Office of the Dean.

## Consumer Protection Policy

*MTSA Policy 5.1.203*

**Procedures to Follow in response to U.S. Department of Education 10.29.10 Final Rules**

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

**Complaints**

- All complaints should first be routed through the appropriate complaint/appeals process as outlined by each university.
- Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the college or university.
- Complaints and appeals should be well-documented and move through the appropriate campus supervisory structure prior to appealing to any off-campus authority.

**Off Campus Authorities**

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf) or the Council on Accreditation (COA) (http://home.coa.us.com/contact/Pages/Concerns.aspx).
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed

and handled by that licensing board (http://www.tn.gov, and then search for the appropriate division);
- For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit (http://www.tn.gov/consumer/).
- For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form: http://tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf

## Discrimination / Harassment Policy

*MTSA Policy 3.2.303*

Discrimination/Harassment will not be tolerated. Employees and students at MTSA shall be provided a work and learning environment free of discrimination/harassment per the MTSA Nondiscriminatory Policy. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory. The basis of these complaints may arise, but not be limited to, the following provisions of law:

- Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.;
- Title VII of the Code of Federal Regulations; 29 CFR §1604.11;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.;
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

The following situations are examples of when employees and students should report possible discrimination / harassment to the Title IX Coordinator:

- Unreasonably interferes with the individual's work or performance;
- Feels intimidated, hostility or an offensive work environment;
- Explicit or implicit term threats to terms of employment or academic success;
- Encounters submission to or rejection of sexual conduct will be used as a basis for decisions affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. This report should be made in writing to the Title IX Coordinator, except when the Title IX Coordinator is the offending party. If the Title IX Coordinator is the offending party, the report shall be made to the President of MTSA. All allegations of discrimination/harassment shall be reported in writing to and fully investigated by the office of the Title IX Coordinator or the President, as appropriate.

Reports should be addressed to:
Title IX Coordinator
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37116

titleIXcoordinator@mtsa.edu

An oral complaint may be submitted; however, such complaint shall be reduced to writing to insure a more complete investigation. The complaint should include the following:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses (if any); and
- Any other evidence available.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including removal from the School.

There will be no retaliation against any such person who reports discrimination/harassment or participates in an investigation. However, any employee/student who refuses to cooperate or who gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report shall itself be treated as a violation of this policy and shall result in severe repercussions to the maker of the report.

### Investigation Procedures

The privacy and anonymity of all parties and witnesses to complaints will be respected. The complaint and identity of the complaining party shall not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaining party. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations, legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed. This will occur only in appropriate circumstances and only to individuals deemed necessary to possess such knowledge.

The Title IX Coordinator, or a designated complaint manager appointed by them, shall address the complaint of discrimination/harassment promptly and equitably. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the Title IX Coordinator. After receipt of the report from the person conducting the investigation, the Title IX Coordinator of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days.

## Appeal of a Progressions Committee Decision

Students who are not satisfied with the decisions of the Progressions Committee can appeal those decisions to the Appeals Committee, the highest appellate body in the School. The Appeals Committee has the right to review the entire issue, and may support the Progressions Committee's action or return it to the Progressions Committee for further review.

# DISCIPLINARY ACTIONS

## Administrative Responsibility

In accordance with School policy, By-Laws, and Board of Trustees actions, the Program Administrator, who is the chief disciplinary officer, delegates the supervision of student disciplinary actions to the Progressions Committee, the NAP Council, and the President's Council. Actions that may be taken by the Program Administrator prior to presentation to the Progressions Committee include verbal counseling, disciplinary warning, suspension, and loss of privilege. Recommendations and actions taken by the Progressions Committee may be subject to review by the NAP Council and/or the President's Council, prior to going to the Appeals Committee.

The Program Administrator, administrative officers, faculty, and staff are responsible for working with students to encourage compliance with all School policies and the Standards of Conduct.

## Progressions Committee

The MTSA Progressions Committee is an ongoing committee which meets regularly to determine students' progress within the program. When the Progressions Committee meets to discuss specific issues that involve individual student(s), the individual student(s) will be invited to speak to the Progressions Committee regarding the issue before a decision is rendered. The individual student(s) are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. The NAP Council is responsible for implementation and monitoring of any remedial and/or punitive actions. If the student(s) is (are) not satisfied with the decision of the Progressions Committee and/or the NAP Council or President's Council, the student(s) may request a formal hearing by the MTSA Appeals Committee.

## Penalties Which May Be Recommended by Progressions Committee

The penalties which may be recommended (but not limited to) and brief explanatory notes are as follows:

### Loss of Privilege

These penalties are intended to serve as reminders of operating regulations and are for specific periods of time. Such penalties may include loss of scholarship, loss of right to participate in certain School activities, loss of privilege of use of facilities, and loss of personal days for failure to complete clinical records.

### Disciplinary Warning

Disciplinary warnings are used for minor infractions. A warning indicates that further violations will result in more severe disciplinary actions. Warnings will be issued to a student in written form. A written warning, once issued, will be placed on the permanent file of the student. A student may petition the Warning to the NAP Council for documented situations, such as sickness or family issues.

**Probation**

Probation means that a student is permitted to remain at the School or clinical affiliate on a probationary status. If a student is found responsible for a similar violation during probation, the student may be suspended or dismissed. Other conditions of probation are specific to the individual case and may include loss of eligibility to serve on School committees or participate in specified School activities. Any probation for any cause will be reflected on the permanent transcript. ***ANY probationary period, regardless of the type of or reason for the probation, may negatively affect a student's eligibility to receive state or federal financial assistance.***

Any time a student is placed on probation, whether for academic, clinical, or general issues, he or she will receive written notification of the probation status; the duration of the probation; the specific indicators; which have merited probation and remediation; and the expected outcome measures that will demonstrate improvement in order to have the probation lifted.

**Indefinite Suspension**

Indefinite suspension means that no specific date has been recommended for readmission of the suspended student. This penalty is used when the prognosis of rehabilitation is uncertain, and the Progressions Committee and/or the NAP or President's Council desires that some additional evidence of rehabilitation be presented by the student prior to readmission to the School. Applications for readmission shall be considered by the Admissions Committee, with consultation from the Progressions Committee and the NAP and/or President's Council.

**Permanent Dismissal/Termination**

Permanent dismissal means that a student in permanently barred from readmission to the School. This penalty is used when the violation of one or more of the Standards of Conduct is deemed so serious as to warrant a total and permanent disassociation from the School community.

## Academic Issues

Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by recommendations from the Progressions Committee. In order to receive an unencumbered recommendation for academic progression, the student must meet the following conditions:

- First Quarter Orientation courses are considered minimal competencies that need to be displayed prior to entering the clinical environment. Earning a grade of less than 80% (B) in any First Quarter course will lead to dismissal from the program.
- Subsequent Quarters: MTSA expects that all graduate level coursework should result in a minimum earned grade of "B". The first earned grade between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance. The second earned "C" in a course will lead to automatic academic probation and an appearance before the Progressions Committee. The third earned "C" in a course will result in dismissal from the program.
- MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic/clinical probation. The student will have one (1) quarter to improve the academic cumulative GPA to 3.0 or greater to be removed from

probation. If the student fails to improve his or her GPA to 3.0 or greater during the following quarter, they will be dismissed from the program.

- Students who are placed on any type of probation **more** than two (2) times will be dismissed from the program. An active vote to carry probation over to another term will count as an additional probation. Students will automatically be dismissed from the program for receiving a failing course grade in any course. Failing is defined as any grade below 70%.
- Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process.

## Clinical Issues

- Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by recommendation from the Progressions Committee. Students must meet all clinical objectives for the current level for advancement to the next level.
- Students who have not received satisfactory clinical evaluations may be placed on clinical probation. This may be done at the recommendation of the Program Administrator to the Progressions Committee, the Progressions Committee independently, or by the Program Administrator in the interim between committee meetings. This probation will be reflected on the student's transcript.
- If a student is placed on clinical probation, the student's status will be made known to the affiliates' Clinical Coordinators where the student is scheduled to affiliate. If aware of the cause of probation, the affiliate will be better able to assist the student in remediation.
- Students who are placed on any type of probation greater than two (2) times will be dismissed from the program. An active vote to carry probation over to another term will count as an additional probation.
- Second year students (seniors) having been placed on a clinical probation may be extended in the program. The duration of such an extension will be determined by the Progressions Committee. Second year students participate in specialty rotations (i.e., cardiovascular, pediatrics, obstetrics), and if their clinical progress prohibits their full participation in specialty areas, they will need to extend in the program to complete these rotations. The length of the extension in the program, due to inadequate clinical progress in a specialty rotation, will also be determined by the Progressions Committee.
- Students whose clinical performance warrants an extended time in the program will be charged for the extension. The extension cost will be prorated per quarter. Financial aid may not be available for this extension in the program, depending on Federal guidelines for financial aid.
- Students will keep a current Tennessee or Nurse Licensure Compact state RN license and current licenses for any state in which the student affiliates on file at MTSA. Failure to do so will lead to **suspension** from School until a current license is obtained. Any suspended time must be made up prior to graduation.
- Students completing pediatric rotation in Ohio must submit a copy of their Ohio license before the start of the second year. This means making application late in the first year, at least two months before scheduled to affiliate there. The Coordinator of Clinical Support will assist with this process. Students desiring to participate in a full affiliation or a Senior Elective in a state other than Tennessee or one of the Nurse Licensure Compact states, **must** present evidence of RN licensure in that state prior to full approval of that elective. **Not having current RN**

**licensure prior to these affiliations will result in withdrawal from the clinical site and may lead to an extension in the program.**

## Discipline / Penalty Related Issues

- A student may be placed on a general probation for other issues, such as if conduct or health fails to meet acceptable levels. General probation may be at the recommendation of the Program Administrator to the Progressions Committee, the NAP Council to the Progressions Committee, or the Progressions Committee independently. The duration of probation is determined by the Progressions Committee and is expected to be between one and three months. Upon completion of the probationary period, the student may be restored to full student standing, have probation continued (duration is at the discretion of the Progressions Committee), or, in extreme cases, be dismissed from the program.
- If the student has been on probation for any cause during his time in the program, specific permission must be obtained from the Progressions Committee for the student to be eligible to participate in a Senior Elective rotation of his choice, rather than one assigned by the School.
- A student may be placed on suspension if conduct in any area fails to meet acceptable levels, to include cheating in any form. The duration of the suspension will be determined by the Progressions Committee. Upon completion of the suspended period, the student may be restored to full standing with no probation, or allowed to re-enter the program and placed on probation for a duration that will be determined by the Progressions Committee.
- Disciplinary actions for violations of the standards of academic, clinical, or personal conduct shall include, but not be limited to, the following or any combination thereof: written disciplinary warning, probation, suspension (including suspensions from classes and/or clinical rotations), require the student to spend extended time in the program, and termination from the School.
- Students who are required to spend an extended time in the program will be charged for the extension. The extension cost will be prorated per quarter. The extension in the program may negatively affect a student's eligibility to receive state or federal financial assistance.
- In extreme cases, a student may be dismissed from the program without probation or suspension.
- Occasionally, the Progressions Committee meets to discuss specific issues that involve individual students. In this instance, the Progressions Committee invites the individual student(s) directly involved to speak to the issue before rendering a decision. The individual student(s) directly involved are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. Should students not agree with this decision, they may appeal the issue to the Appeals Committee, the highest appellate body of the School.
- There may be times the Progressions Committee, in its discussion of students' performance in general, determines that an action should be taken related to individual students. Upon notification of the decision, any students who feel extenuating circumstances existed which may have impacted on any decision of the Progressions Committee, and were unable to speak on their own behalf before the original decision was rendered, may give a written request to the Progressions Committee to speak on their own behalf to appeal the decision. The Progressions Committee will meet to allow a student to speak to the issue (The student is not permitted to invite others to attend). The Progressions Committee may decide to alter

its original decision or to stand by it. Should a student still not be in agreement with the final decision, the student may address the issue to the Appeals Committee.

- Students must give written notice to the Program Administrator if they desire to have a decision heard by the Appeals Committee. The Program Administrator will assemble an Appeals Committee according to administrative policy. The Appeals Committee has the right to review the entire issue and may support the Progressions Committee's action or may render a decision that may be more lenient or more severe. The student and Progressions Committee are expected to abide by the decision of the Appeals Committee.
- Upon completion of a probationary period, the student's situation will be reviewed by the Progressions Committee and his or her status determined. Depending on the student's progress, he or she may be restored to full student standing, have probation continued, or, in extreme cases, be dismissed from the program.
- ALL probationary periods, regardless of the type of probation or the reason for the probation, will be reflected in the student's permanent file.
- **ANY** probationary period, regardless of the type of or reason for the probation, may negatively affect a student's eligibility to receive state or federal financial assistance.

# STUDENT APPEALS POLICY

*MTSA Policy 5.1.116*

## Appeal of a Progressions Committee Action

The disciplinary action of the Progressions Committee may be appealed to the next higher body, the MTSA Appeals Committee. The standard procedure of an appeal is as follows:

1. In all cases, the request for an appeal must be submitted in writing to the Program Administrator within four (4) MTSA business days of written notice of the Progressions Committee decision. If the fourth day falls on a legal or School holiday, the time is extended to the next regular MTSA business day. Regular business days for MTSA are Monday through Thursday.
2. All written documentation from the appellant must be submitted for the Appeals Committee's consideration within the same time provided for filing a request for an appeal (4 MTSA business days). Within 12 MTSA business days of the receipt of a written request for an Appeals Committee hearing, the NAP Council will designate an Appeals Committee according to administrative policy of MTSA. The Appeals Committee will meet and make a decision within 12 MTSA business days after the designation of the Appeals Committee. This time may be extended by MTSA administration for good cause.
3. The Appeals Committee will review the request for appeal together with any written documents and other supporting evidence to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:
    i. **Appropriateness of the Penalty**: In cases appealing the appropriateness of the penalty, the Appeals Committee shall uphold the penalty unless the penalty is shown to be "clearly unreasonable" or arbitrary (i.e., "that which has been clearly and fully proven to have no sound basis or justification in reason.").
    ii. **New Evidence**: In cases appealed on grounds of new evidence, the student(s) must show that such evidence is material to the decision of the Appeals Committee on issue of the charges and the findings and that said evidence could not have been discovered

with due diligence prior to the original hearing.

iii. **Due Process**: In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Progressions Committee's process at the initial hearing was not conducted in conformity with properly prescribed procedures. The student(s) must also show that the alleged discrepancy was materially averse to the student(s) interest.

4. The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee.

## Appeal of a Final Course Grade

MTSA maintains a grade appeal and due process protocol. Students of MTSA have the right to appeal a final course grade they consider to have been assigned unfairly, or the grade was derived in a different manner than was outlined in the course syllabus. The faculty members of MTSA have the responsibility of assigning final course grades according to the course syllabus and grading rubrics. Should a disagreement occur about a grade assignment, it is the intention of MTSA to uphold the integrity of both students and faculty. This appeal process is not intended to weaken the work of the faculty. This grade appeal process does not apply to any dismissal from MTSA related to academic standing.

**Appeal Process:**

***Step 1:*** ***Within 5 MTSA business days after posting of final grades***: The student must email a request to meet with the course instructor (to the instructor's MTSA email address), to discuss how the grade was assigned. After this meeting, if the student and faculty member agree the grade was appropriately assigned, the appeal process ends and the final grade will stand as posted. If the issue is still unresolved, the student may continue to the next step of the grade appeal process.

***Step 2:*** ***Within 5 MTSA business days after receiving decision from Instructor:*** The student must file the written grade appeal form, (available by electronic request from the Office of the Dean) supporting documents, and the written decision of the instructor, to the Office of the Dean. The Office of the Dean will have five MTSA business days to review the appeal and supporting documents. The Office of the Dean may also ask to meet with the student and/or the course instructor for clarification of information, or additional information that may be deemed necessary. The decision of the Office of the Dean will be emailed (via MTSA email addresses) to the student and course instructor.

If student is not satisfied with the resolution of their appeal, they can request to be heard by the next meeting of the Progressions Committee. If the grade the student received causes dismissal from the program, an ad hoc Progressions Committee may be requested.

# NON-ACADEMIC POLICIES & PROCEDURES

## Dress Code

This covers expected standards for dress in both clinical practice settings and academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate hospital's dress code which may be more specific than MTSA's policy. At all times the student is expected to use common sense in dress. Any violation of this dress code may subject the student to an audience with and/or disciplinary action by the NAP Council and/or Progressions Committee.

All students are expected to present themselves in a clean, neat, and well-groomed manner. The following standards apply:

1. **Clothing:**

    a. **Clinical:** Students are expected to own their own scrub clothes and to wear them where the clinical sites allow. At all times these are to be clean and fresh each day. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments.

    b. **Simulation Labs:** Students are expected to wear clean scrubs when they are scheduled for simulation lab. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments.

    c. **Classroom:** Students may wear their surgical scrub clothes to class. All clothes must be neat and clean. They must not be faddish, to include torn or tattered jeans or offensive logos on shirts. Tops with spaghetti straps or tube-type tops are not appropriate, nor are clothes that reveal the midriff or undergarments, or tops that are revealingly low-cut. For ladies, skirts must be a modest length. Longer styles of shorts may be worn, but they must not be short shorts; Ball caps must be removed during any test period. Surgical scrub caps may be worn in class.

    d. **Professional** (To include AANA or TANA meetings and when giving class presentations): The attire must be "professional" to include at minimum a dress shirt and tie for men with khaki or dress pants. Professional attire does not include sandals or tennis shoes.

    e. **Lab coats:** After successful completion of First Quarter Orientation, each student will be presented with a lab coat with the MTSA logo. Students are expected to wear this lab coat over their scrubs when they arrive and whenever they leave the operating room area at their clinical assignments. Students are responsible to keep this lab coat clean and in good condition. Prior to some events (i.e. occasional TANA events), MTSA may notify students that they are expected to wear their lab coats at the occasion. If this occurs, students are expected to wear this MTSA logo lab coat and are responsible to ensure the lab coat is clean, pressed, and in good condition before the event.

2. **Jewelry:** Jewelry is to be limited to no more than one ring per hand (wedding set counts as one ring), no more than one earring per earlobe (dime size or smaller and only in the earlobes), and no necklaces. Jewelry is to be modest in appearance and moderate in quantity, with no visible body piercing or subcutaneous implants. Students must follow clinical sites rules in regards to jewelry if they differ from the above.

3. **Tattoos:** In the clinical area, classroom, or professional meetings, students will not have visible *offensive* tattoos. Such must be covered at all times. Any visible tattooing must be moderate in amount.

4. **Hair:** Hair must be neat and clean and out of the face at all times. In the clinical area, it must be covered completely by a surgical scrub cap.

5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length. In most of the clinical facilities, facial hair is subject to approval by Infection Control and the Operating Room Supervisor, those who are responsible for assuring it is appropriately covered in the operating room.

6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4$^{th}$ inch beyond the end of the fingertip. Only natural nails are approved for use in the clinical area. Polish is to be of a single color (clear, pale, pink, white, or red) with no adornments; no black or dark colors. Students must comply with individual facility Hospital requirements regarding nail polish.

7. **Shoes:** In the clinical and simulation areas, there shall be no open-toed footwear. Students may wear their own surgical shoes or clogs, if they contain no holes; however, in many affiliates, footwear may be required to be covered by shoe covers. In the classroom, tennis shoes or sandals may be worn if they are neat and clean.

8. **Aromas:** No perfumes, fragrant lotions, or colognes are to be worn in the clinical area. Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed, whether in clinical or in the classroom. This includes the personal hygiene responsibilities of each student.

9. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. In the clinical area, it is never acceptable for students to chew gum while interacting with patients and/or family members preoperatively or postoperatively. In the classroom setting, it is never acceptable for students to chew gum while making presentations. In professional settings, it is never acceptable for students to chew gum while making presentations or interacting with officials, such as TANA officers or state legislators.

## Emergency Response Plan

MTSA has an Emergency Response Plan (ERP) set to appropriately respond to various types of emergencies. The ERP is an all-inclusive approach to various crises that might occur on our campus. The plan describes how the School will respond to emergencies that would suddenly and significantly affect our campus. The plan is available by contacting the Office of the Dean. If a student notices an emergency situation, they should notify the nearest staff or faculty member of the problem. If an emergency situation happens on campus, an alert to students will be sent out via BlackBoard Connect.

## Homeland Security Policy

In the event of a regional or national crisis, MTSA has agreed with the Public Health Department that on non-clinical mornings, first year students may be called to help in nursing activities requiring RNs (i.e. vaccination in the event of a bioterrorist attack).

# Release of Student Record Information

*MTSA Policy 5.1.301*

## Policy

MTSA shall comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) (20 U.S.C. § 1232g) pertaining to the release of student records.

## MTSA Internal Constituents

Student information, not identified as "Directory information", shall only be available to MTSA employees that have a "need to know" and legitimate educational interest to carry out job related functions. The Dean, Program Administrator, and Coordinator of Academic Support shall maintain a list of current employees who have electronic access to student records to fulfill their job requirements. MTSA's President, Dean, or Program Administrator may grant temporary authorization for electronic access. Any access, other than electronic, into a student's record should be appropriately logged.

## MTSA Clinical Affiliates

As completion of affiliations is a graduation requirement, students are required to sign a pre-release consent form. The following information shall have limited release (primarily to affiliate health care institutions where students may participate in clinical rotations), at the discretion of MTSA:

- evidence of health insurance
- evidence of liability insurance
- recommendations/references
- copies of health history including vaccinations
- academic record
- clinical record
- emergency information form
- background check
- drug screen results

## Directory Information

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent; unless a written notice barring disclosure is filed in the Office of the Program Administrator and/or the Office of the VP for Advancement & Alumni of MTSA.

"Directory Information" at MTSA shall include the following student information:

- name
- home address
- local address
- telephone listing (home and cell phone)
- pager listing
- email address
- major field of study

- dates of attendance
- the institution(s) attended and from which degree(s) were earned
- clinical schedule
- degrees awarded and/or honors received
- student identification photographs
- any photographs or digital audio/video recordings taken as part of the educational program or at any School-related functions

**Other Situations of Disclosure Without Specific Consent**

The FERPA guidelines: "allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies"

No official academic or clinical information concerning a student shall be released until all MTSA forms and records are updated and in proper form for release. Prior to the release of information, all currently enrolled students shall have no outstanding debt with MTSA. A health-related entity financially supporting a student during enrollment at MTSA may request/require periodic academic and/or clinical reports. MTSA shall release the information to such entities **only after receiving a written release from the student** specifying the entity to which information is to be released. The releases must be filed with the Records Office, which is under the supervision of the Dean and Program Administrator of the School.

Institutions may request that students complete an application for privileges. MTSA may act as a facilitator by providing the form and mailing it when completed by the student. This activity shall not constitute a release of records and no prior approval shall be required.

Prior to graduation, MTSA asks students to execute written release of record forms so there will be no delay in dispatching information to prospective employers. If a prospective employer requests record information and the release forms are on file and/or if the prospective employer supplies an authorization for release of records signed by the student/graduate, MTSA's Records Office will first return a standard form letter verifying the dates the student/graduate attended MTSA and the student's/graduate's graduation date, among other standard responses. Copies of the MTSA transcript may be included when deemed necessary for verification of the information provided. Other requests for letters of reference about students or graduates will be reviewed on a case-by-case basis.

**External Publication of Information**

The MTSA Office of Advancement & Alumni will be the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways* Newsletter, etc.) This Office is responsible for all communications to the media, for release of information regarding staff, faculty and students in

attempt to provide a uniform, coordinated and professional posture in the community served. The Advancement Office representative has the right to prohibit newspersons from interviewing students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

**Student Record Review**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g) students have a right to review their educational record within 45 calendar days of making a request to the school's records coordinator. The Records Coordinator will then forward the request to the Program Administrator who will facilitate a meeting the educational record review.

Students also have a right to request that the school correct records they believe to be inaccurate or misleading by submitting a written request for amendment to either MTSA's President, Dean, or Program Administrator within 7 calendar days of discovery.

If the school decides an amendment to the record is not warranted, the student has a right to formal hearing. "After the hearing, if the school still decides not to amend the record, the …eligible student has the right to place a statement with the record setting forth his or her view about the contested information" (99.31).

If student believes there is a violation of their rights under FERPA they are encouraged to contact the compliance office within 180 calendar days at:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1-800-USA-LEARN (1-800-872-5327)
http://www2.ed.gov/policy/gen/guid/fpco/index.html

## Computer Use and Data Communications Policy

**I. Purpose**

The School provides computer access and capabilities through the Information Technology Services and various departments. The School relies heavily upon these systems to meet operational, financial, educational and informational needs. It is essential that the School's computer systems and computer networks, as well as the data they store and process, be operated and maintained in a secure environment and in a responsible manner. It is critical that these systems and machines be protected from misuse and unauthorized access. This policy applies to all of the School's computer systems and refers to all hardware, data, and software and communications networks associated with these computers. In particular, this policy covers computers ranging from multi-user timesharing systems to single user personal computers, whether stand-alone or connected to the network. In addition to this computer policy, users of these computer systems are subject to applicable state and Federal laws. Computer abuse will be reported, in writing, to the Director of Operations. Computing resources are valuable, and their abuse can have a far-reaching negative impact. Computer abuse affects everyone who uses computing facilities. The same moral and ethical behavior that applies in the non-computing environment applies in the computing environment.

**II. Definition of terms**

- **Computer Systems** - Computer systems include any microcomputer (stand-alone or networked), workstation, mini-computer or mainframe computer used on this campus or accessible by way of networks at other locations.
- **Computer Networks** - Computer networks include any local or wide area communications systems connecting computer systems as defined above.
- **Local Area Networking Media** - Local area networking media may consist of copper wire, fiber optic cable, thin or thick wire cable which is used to connect one terminal, microcomputer, workstation etc. to another or to network interface equipment.
  *Internet - A vast international computer network of many component networks. It contains the ability for electronic mail (e-mail), network news, file and image transfer and information browsing.
- **World Wide Web (WWW)** - The more graphical based component of the internet that encompasses many thousands of text, graphic, audio and video files interlinked throughout the world.

**III. Common forms of computer abuse**

Misuse or abuse of computers, computer systems, computer networks, programs, and data are prohibited. The following topics are considered areas of abuse:

## Privacy vs. Open Records

Investigating or reading another user's files is considered the same as reading papers on someone's desk - a violation of their privacy. Reading protected files, by whatever mechanism, is considered the same as "breaking and entering." Violations include, but are not limited to:

- attempting to access another user's computer files without permission;
- supplying or attempting to supply false or misleading information or identification in order to access another user's account;
- deliberate, unauthorized attempts to access or use the School's computers, computer facilities, networks, systems, programs or data;
- the unauthorized manipulation of the School's computer systems, programs or data;
- the unauthorized capturing of computer network data directly from network backbone or local area networking media.

## Harassment

Harassment of other users may be the sending of unwanted messages or files. Violations include, but are not limited to:

- interfering with the legitimate work of another user;
- the sending of abusive or obscene messages via computers;
- the use of computer resources to engage in abuse of computer personnel or other users.

## Theft

Theft includes the stealing of any property of the School or State of Tennessee. Violations include,

but are not limited to:

- using subterfuge to avoid being charged for the use of computer resources;
- deliberate, unauthorized use of another user's account to avoid being billed for the computer usage;
- abusing specific computer resources, such the INTERNET or the World Wide Web (as described in other publications);
- attempting unauthorized access to computers outside the School using the School's computers or communications facilities;
- removing any computer equipment (hardware, software, data, etc.) without written authorization;
- copying, or attempting to copy, data or software without proper authorization.

## Vandalism

Any user's account, as well as the operating system itself, is a possible target for vandalism. Attempted or detected alteration of user system software, data or other files, as well as equipment or resources disruption or destruction, is considered vandalism. Violations include, but are not limited to:

- sending either mail or a program which will replicate itself or do damage to another user's account;
- tampering with or obstructing the operation of the School's computer systems (for example, attempting to "crash" the system);
- inspecting, modifying, or distributing data or software without proper authorization or attempting to do so;
- attempting to interfere with the performance of the system;
- damaging computer hardware or software.

## Unauthorized Business Usage

Unauthorized Business Usage includes any use of the School's resources for promoting or conducting business for personal use. Violations include, but are not limited to, sending mass mailings using computer accounts for work not authorized for that account.

## Copyright Issues

The School owns licenses to a number of proprietary programs. Users who redistribute software from the computing systems break agreements with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software which is clearly marked as being in the public domain. Violations include, but are not limited to copying, transmitting, or disclosing data, software or documentation without proper authorization.

## Miscellaneous

Other uses commonly considered unethical, such as:

- unauthorized and time consuming recreational game playing;
- using computer accounts for work not authorized for that account;
- sending chain letters or unauthorized mass mailings;
- using the computer for any illegal purposes.

## IV. Computer usage guidelines

Users are to have valid, authorized accounts and may only use those computer resources which are specifically authorized. Users may only use their account in accordance with its authorized purpose. Users are responsible for safeguarding their own computer account. Users should not let another person use their account unless authorized by the system administrator for a specific purpose. Passwords should be changed often to ensure that private and secure files are kept secure.

Users who choose to publish home pages on the World Wide Web must identify themselves as the author and provide a means to be contacted. In addition, they must include a disclaimer that the home page content reflects their own views and not necessarily that of the School. Furthermore, any pointers to other web resources must include, within the context of the pointer or its surrounding text, a clear indication as to what a browser will find when arriving at that resource.

Users may not change, copy, delete, read or otherwise access files or software without permission of the custodian of the files or the system administrator. Users may not bypass accounting or security mechanisms to circumvent data protection schemes. Users may not attempt to modify software except when intended to be user customized.

Users may neither prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games, engaging in non-productive or idle chatting, or sending mass mailings or chain letters.

Users shall assume that any software they did not create is copyrighted. They may neither distribute copyrighted proprietary material without the written consent of the copyright holder nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.

Users must not use the computer systems to violate any rules in the MTSA Employee Handbook, Faculty Handbook or Student Handbook or any local, state or federal laws.
A user shall disclose to the appropriate authorities misuses of computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in the investigation of abuses. In connection with inquiries into possible abuses, the School reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice.

## V. Social media

Certain activities by employees and students may become a concern if they have the effect of impairing the work of another employee or student, harassing, demeaning, or creating a hostile working environment for any employee, disrupting the smooth and orderly flow of work within the School, harming the goodwill and reputation of the School among its citizens, or eroding public confidence in the School.

In the area of social media (print, broadcast, digital, blogs, personal websites, and online services such as FaceBook, LinkedIn, MySpace, Plaxo, Twitter, new media comment boards, and others), employees and students may use such media in any way they choose as long as such use does not produce adverse consequences for the School. For this reason, MTSA reminds its students and employees that the following guidelines apply in their use of social media on their own

personal time and personal computer resources.

If an employee or student publishes any personal information about themselves, another employee or student of MTSA in any public medium (print, broadcast, digital, or online) that:

a. has the potential or effect of involving the employee, their coworkers, or the students of MTSA in any kind of dispute or conflict with other employees, students, or third parties;
b. interferes with the work of any employee or student;
c. creates a harassing, demeaning, or hostile working environment for any employee or student;
d. disrupts the smooth and orderly flow of work or the delivery of services by MTSA;
e. harms the goodwill and reputation of MTSA among its immediate constituents, or in the community at large (including peer institutions);
f. erodes the public's confidence in MTSA, or
g. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the originator or subject of the information, then,

The employee(s) or student(s) responsible for such problems will be subject to disciplinary action up to and potentially including termination or employment or expulsion, depending upon the severity and repeat nature of the offense.

Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.
Social media access and use involving MTSA equipment and resources are subject to the MTSA Policy on the Use of Computers and Data Communications.

**VI. Penalties**

Abuse or misuse of computing services may not only be a violation of this policy or user responsibility, but it may also violate the criminal statutes. Therefore, the School will take appropriate action in response to user abuse or misuse of computing services. Action may include, but not necessarily be limited to:

- suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be denied;
- reimbursement to the School for resources consumed;
- other legal action including action to recover damages;
- referral to law enforcement authorities;
- computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

**VII. Distribution of this policy**

The School will ensure that all users are aware of the policy by publishing it in appropriate media designed to reach all faculty, staff and students.

## iPad User Agreement

*The following material will be signed by each student at the time he is presented with his assigned iPad.*

Each student will be assigned a computer tablet device (tablet), current Apple iPad, during Orientation Day in May. This tablet is and will remain to be considered the property of MTSA throughout the duration of the program. When the student graduates and all financial obligations to MTSA have been met, the tablet's ownership will transfer to the graduate. Students who terminate from the program prior to matriculation and graduation shall return the tablet to MTSA.

The tablet will be used in both the academic and clinical settings. Therefore, it is essential that students have their tablet to complete school related functions. MTSA has contracted with MacAuthority to provide extended warranty coverage. If a tablet fails, the student will receive a swap-out-replacement at the Wedgewood Avenue location, (615)383-1010. It is the student's responsibility to contact MacAuthority's service department in a timely fashion, to arrange service and/or exchange. If the failure is the result of abuse or neglect, as defined in the warranty exclusions below, the student will be responsible for the cost of a replacement/repair. If a replacement tablet is deemed necessary, the replacement must meet the specifications of the original tablet.

**MacAuthority warranty exclusions:**

"This warranty does not apply: (a) to damage caused by use with non-Apple products; (b) to damage caused by accident, abuse, misuse, flood, fire, earthquake or other external causes; (c) to damage caused by operating the product outside the permitted or intended uses described by Apple; (d) to damage caused by service (including upgrades and expansions) performed by anyone who is not a representative of MacAuthority; (e) to a product or part that has been modified to alter functionality or capability without the written permission of MacAuthority; (f) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship; (g) to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports, that does not otherwise affect the product's functionality or materially impair your use; or (h) if any product serial number has been removed or defaced".

# STUDENT SERVICES

The goal of Student Services at MTSA is to help first year students make the transition into life in a rigorous 28-month program of nurse anesthesia easier and more enjoyable. In addition, it seeks to assist second and third year students by posting and distributing job opportunities and through clinical senior elective arrangements.

## Orientation Day

Prior to enrollment in July, admitted applicants are required to attend the Orientation Day for new students. This day is typically scheduled in the month of May. Information about the academic and clinical requirements is reviewed, as well as the enrollment process, student financial aid. Each admitted applicant will be notified by email of the specific date for Orientation Day.

### Financial Aid Interview

All admitted applicants are required to schedule an initial entrance interview with the Director of Financial Aid. This interview will occur in conjunction with the Orientation Day in May. All admitted applicants will be notified by email to schedule this appointment. For more information, see the Financial Aid section of this handbook.

### Professional Liability Insurance

Carrying liability insurance for MTSA students is to offer specific protection against third party claims that may arise as a result of some action when students are participating in the provision of anesthesia. When a claim is made, the insurance carrier has the right to defend the insured, thus MTSA has afforded students this protection. For more information, see the Additional Expenses section of this handbook.

### School/Clinical Related Accident Insurance

Because students perform clinical assignments in a health care arena where accidents may happen, such as needle sticks, and because clinical affiliate hospitals are unwilling to assume the risk of caring for students in such situation, MTSA provides an accident insurance policy to assure they have appropriate healthcare treatment for an untoward event. Although MTSA provides this personal school-related accidental/injury insurance policy, MTSA does not assume the student's medical care nor provide health insurance. This coverage applies only to school related activities. The student must carry personal health insurance at all times throughout the program. For more information, see the Additional Expenses section of this handbook.

## Comprehensive Orientation Program

Separate from the Orientation Day, the purpose of the Comprehensive Orientation Program during the first quarter is to orient new students to the milieu of MTSA, to include a variety of student services that are directly and indirectly related to student success in the program, many of which save time for students and streamline the process for clinical entry. All new students complete the six-week First Quarter Orientation program, which introduces them to both the

academic and clinical segments of the School. This prepares them for entrance into the clinical area at the completion of the six-week period.

### MTSA Campus Community Day

On the first day of school for the new student, MTSA hosts a community day introducing the student and their family to life at MTSA. The goal of this day is to show that MTSA is a family oriented community devoted to supporting our student in all aspects of their life while they are studying here. The day is broken up in lectures and events not only to educate, but to let the student and their families mingle with their classmates to form a foundation to stand on for rest of their school days.

One of the orientation sessions is designed to increase the knowledge and awareness of the rigors of graduate education/life that may arise. Due to the high risk of addiction with anesthesia providers, a licensed counselor reviews how families can recognize at-risk behaviors, seek counseling, and demonstrate support and understand to the student's behavior and attitude.

### Academic and Clinical Schedules

Complete daily schedules of class and clinical assignments for the first year are given each student upon entry during First Quarter Orientation. Vacations for the first year are listed on this schedule. At any time, students can refer to the MTSA website (www.mtsa.edu) to view the updated daily schedule for the upcoming month, which details the simulation schedules in addition to the specific academic class schedules.

## Business Services

The business offices at MTSA support students in assistance with their business needs such as Fax, Copy, Mail, Notary, Registered Nursing Licensure out-of-state, fingerprinting, transcripts, & wellness documents (i.e., TB skin tests) at no additional charge. MTSA students have to provide documentation of multiple items to multiple places while in school and to employers after graduation.

## Community Service Program

MTSA believes in "giving back" to the community, and thus has ongoing opportunities for the entire school to participate in community service projects. The professional aspects course has continued to include a service project. Within this course, each student or a group of students is asked to participate in a community related project to launch their career devotion to a life of service. Students participate as they can in the local community *Annual Community Police Department Bike Run* in which students serve in the First Aid Station. Staff and Faculty are also encouraged to participate. Students can suggest other community service projects that they feel fit with the mission of the school for consideration to the School Life Committee outside of their professional aspects course.

### Mission Trip Participation

MTSA students may have the opportunity to participate in mission trips at locations outside the United States. The missions program at MTSA helps to fulfill the mission statement of the school. MTSA will accommodate scheduling for a limited number of students to take part in the MTSA sponsored mission trips. Currently MTSA does not provide financial support to students or faculty

for their participation. All participation is voluntary. Students may be allowed to participate in mission trips not sponsored by the MTSA mission program. Please refer to policy below.

**MTSA Procedure for Mission Trips**

- MTSA does not financially sponsor student participation, but may be able to accommodate scheduling for a limited number of students to take part in some mission trips.
- Students are never permitted to participate in mission trips as the sole or primary anesthesia provider, but must be accompanied by qualified CRNA and/or anesthesiologist supervisors.
- Students are not permitted to record any anesthetics or procedures performed on mission trips in their case logs in Medatrax, as the Council on Accreditation of Nurse Anesthesia Programs (COA) does not allow these to be counted toward their required numbers of cases and procedures.
- The logistics associated with scheduling and accommodating requests are complex, and students should understand that not all requests may be honored.
- Any student who has been on any type of probation or suspension during the program is not eligible to participate.
- Mission trips will be approved only during the senior year. After the Senior Schedule is published, specialty rotation sites are confirmed, and the "vacation drawing" has occurred, the student may make a request for participation in a mission trip.
- A complete description of the mission trip, mission sponsors, and itinerary must be submitted with the request. After review by the Program Administrator and review of the clinical schedules, the requests may either be granted or denied.
- The student will be notified within 4 business days if the request will be granted.
- Vacation days and/or Comp days will be used for any mission trip in the following manner:
  **Any days during the trip that are not spent in the operating room or clinic will be counted as vacation days. (I.e. excursions, tours, safaris, beach days, etc.)*

# Computer Services

## Computer Lab

The on-campus computer lab is next to the LRC. There are ten computer stations and a high speed printer available for student use. Students have free printing privileges for research and coursework needs.

## Medatrax Record Keeping Services

The purpose of Medatrax Record-keeping Services is to facilitate maintenance of clinical record keeping, as well as student evaluations. MTSA arranges with an online data management systems company (currently Medatrax), to allow students to enter and maintain accurate current clinical data, and to allow students to complete anonymous programmatic evaluations.

## Technical Support

MTSA has two technical support personnel who are in able to be contacted directly on campus as well as by e-mail. Students are encouraged to contact technical support for any problems that originate with the hardware or software related to their academics. They are also available to help with issues regarding broken/lost access card keys.

### Wireless Internet Access

The entire MTSA campus has free wireless access for students. There is substantial bandwidth available that will allow all students to be able to use their iPad for coursework and exams.

## Distant Affiliate Information

### Housing Policy

Clinical affiliates located approximately 100 miles or more from MTSA provide living quarters for the students currently assigned to rotations at their site. All of the living quarters which may be provided by any of these out-of-town affiliates are ONLY for the use of the student(s) currently rotating at those facilities. Living quarters are NOT provided for students' family members or pets at any time, and these are the responsibility of the student and his or her family. If a student is not satisfied with the accommodations provided by any of these out-of-town affiliates, he/she may make alternative arrangements at his/her own personal additional expense. Any other travel expenses and living expenses at out-of-town affiliations are the responsibility of the student.

#### Procedure

- Students must be good citizens in caring for the living accommodations provided by the affiliates.
- Each student must complete a checklist regarding the care of the accommodations.
- If MTSA gets a complaint about the cleanliness, either from the site or documented evidence (via date-stamped pictures) from the next students arriving at the site, each student who just left the site will not receive the remainder of the final travel allowance. Any students leaving a site who may be concerned that there may be a problem with perception of their level of housing cleanliness before they left are welcome to take date-stamped pictures of the cleaned accommodations, such as pictures of the clean sink, refrigerator, beds, etc. as they leave the site.

### Student Services for Rotations at Distant Clinical Sites

- **Dislocation Allowances for Selected Distant Clinical Affiliations**

  MTSA provides a one-time dislocation allowance to students assigned and scheduled to affiliate at specified distant clinical rotations located greater than 100 miles from MTSA's campus.

- **Internet Service at Selected Distant Clinical Affiliations**

  MTSA recognizes students need the ability to maintain regular communication while assigned at distant clinical affiliations, so MTSA ensures high-speed internet service at the affiliate-sponsored housing at selected clinical sites, which are located greater than 100 miles from MTSA's campus.

## Fitness Center

The Fitness Center is an excellent facility provided for the health and wellness benefit of students, faculty, staff, and administration. There are also separate male and female shower facilities in the P.T. Magan building. This can be accessed during off-hours with the student card access.

We ask that all students using the center follow the guidelines and procedures below for their own safety, to maintain the equipment, and to assure cleanliness of the facility. Before you can use the center, you will need to sign a waiver which will be discussed during First Quarter Orientation.

### General Rules for Fitness Center Use

Participants are asked to adhere to the following guidelines:

- Participants must report injuries to either 911 or the MTSA Administrator on-call.
- Please show respect for the equipment, facility, and toward others using the center.
- Do not move or rearrange the equipment and/or exercise machines, unless otherwise permitted.
- No horseplay or loud, offensive language will be tolerated.
- Use a spotter when lifting heavy weights. Do not drop or throw the weights. Keep hands and loose clothes away from weight stacks, cables, and pulleys.
- To assure that all participants are able to use the machines, please limit use of cardio machines to 30 minutes when others are waiting.
- Proper attire is required at all times: Shirts, shorts or exercise pants, and athletic shoes must be worn. No sandals, open-toe shoes, or bare feet. Sport-bras must be covered by another shirt.
- Plastic water bottles are allowed. All other drinks, food, and glass containers are not allowed.
- The use of photographic equipment to take pictures of any person in the fitness center is prohibited without written consent of the person(s) being photographed.
- Please wipe off equipment after use with the sanitizer(s) that is provided. Please pick up trash, towels, and personal belongings before leaving. Try to leave the center in better condition than when you arrived.

Consult your physician prior to undertaking exercise in the center.

## Nelda Faye Ackerman Learning Resource Center (LRC)

The mission of the Nelda Faye Ackerman Learning Resource Center is to foster the advancement of education, research, scholarship, and professional practice in nurse anesthesia by providing access for students and faculty to the information needed to support and enhance these activities.

The Nelda Faye Ackerman Learning Resource Center has a collection of textbooks and anesthesia-specific journals for student use, as well as PubMed, OVID and Up-To-Date on line resources. The LRC is open during regular business hours of the School. Additionally, the library is open from Sunday – Thursday, 5 a.m. until midnight, and Friday, 5 a.m. until 4 p.m. These extended hours are available via students' electronic door access key card. The LRC maintains

a computer laboratory adjacent to the library, which consists of 10 desktop computers with internet access and a printer for use by students. Since MTSA typically has only one (1) class on campus at a time, the student-to-computer ratio in the computer lab is approximately seven (7) students to one (1) desktop computer. All buildings on the MTSA campus, as well as the outdoor covered porch area, are equipped with high-speed wireless internet access.

## Periodically Hosted Meals

The School periodically provides lunch or refreshments to students for special occasions such as National Nurse Anesthetists Week.

## Prayer Board

With “Reflecting Christ in Anesthesia Education”, MTSA has a prayer board posted in the primary classroom where the first year class meets daily. Approximately once each week during regular class sessions, the prayer board is updated to include all current requests and praises from students, staff, faculty, alumni, and other community members who often call in to have their requests included.

### On-Call Chaplin

An On-Call School Chaplin is available to support individual students and the School community through pastoral care. The Chaplin leads the weekly on-campus religion course AREL 500, where all first year students are in attendance. Through this relationship, students have a source to contact should they face emotional or spiritual issues.

## Professional Development

### Job Interview Training

Students who are in need of help transitioning into a CRNA with resumes, interviewing, job placement and job development can meet independently or in small groups with the Dean. These skills are also taught in the professional aspects class in developing the student’s personal portfolio.

### Scholarly Development Program

Multiple opportunities exist for students to participate as a student representative from their class in local, regional, and national meetings and conferences as MTSA promotes and encourages student’s participation in local, regional and national committees that govern CRNAs. Students are elected to these positions by their class and final appointment is by vote from the NAP Council. and MTSA financially supports the student’ representation. These activities are intended to promote their learning about CRNA issues as well as enhancing development of specific professional aspects in their behavior. These conferences include, but are not limited to: Tennessee Association of Nurse Anesthetists (TANA) Annual Conference, American Association of Nurse Anesthetists (AANA) Congress and their annual public policy meeting in Washington D.C., and Tennessee Legislative Day on Capitol Hill.

### Student Representation in MTSA Committees

*MTSA Policy 5.1.103*

Each class elects student representatives and alternates as regular full voting members of the following committees: Progressions Committee; Appeals Committee; Institutional Review Committee; School Life Committee; Mission Advisory Committee; and Admissions Committee (seniors only). Should any committee member be out of town on an affiliation, the alternate for the position or any other committee member or class member may be appointed by the MTSA administration to fill the position. Serving on any MTSA committee is voluntary, and no comp days will be awarded to any student for his or her service on any MTSA committees.

### School Life Committee

The School Life Committee is designed to give voice to the MTSA student body, staff, and faculty. The function of this committee is to allow for focused discussion on how to improve the day-to-day life at MTSA. The faculty, staff, and student members will be charged with the identification of areas for improvement as well as to propose solutions to the challenges they identify. The action of this committee is designed to give responsibility and accountability to the membership for some of the day-to-day school activity. The committee is charged to be reflective upon improvements for the building, classroom, laboratories, and offices as well as areas the students frequent and the problems or situations that may arise in the day-to-day life at MTSA or the places they practice.

This committee shall meet once per quarter either in person, by a web chat program such as WebEx, or discussion via e-mail. The Chair of the committee will be the Director of Student Services. Membership will include 1 faculty member, 1 staff member, and 1 student from each class with all members having an alternative to attend in case the member is unable to attend the meeting. All recommendations from this committee will go to the NAP Council or President's Council depending on the issue.

## Senior Elective Program

MTSA incorporates a Senior Elective clinical experience during the final three months of the program, in which each student must participate. Students may select and be approved for one of the current elective sites, or may work with MTSA to develop a new site. The Senior Elective process allows students to choose a clinical site in which to do their final rotation for purposes such as intensifying in a specific area of anesthesia, or where they would prefer to work upon graduation. In many cases, the Senior Elective program facilitates graduate job placements, and thus facilitates their orientation to places of future employment.

## Student Advisement

Advising is an essential part of student success and progression at MTSA. Success in the graduate program of nurse anesthesia depends not only on being a successful student in the academic courses, but also includes being successful in each of the clinical assignments. Therefore, advising at MTSA takes two forms, academic advising and clinical advising.

Upon enrollment, students are assigned a CRNA faculty member for the purpose of advisement / mentorship The student is to have scheduled quarterly advising sessions throughout their first year. During these sessions, the students' academic and clinical performances are reviewed, discussion of student progress or lack of progress occurs, and any remediation plans can be

made. These sessions may be modified based upon the progress of the student. The advisement turns into mentorship as the student progress in the program and by the second year the MS student is required to continue contact with their mentor at least twice as they continue to advance in their clinical experiences. Online meetings can occur via WebEx or telephone conversations or email communication as the student may be traveling to distant clinical sites.

The CRNA Advisor/Mentors review progress with each of their assigned students in both the academic and clinical areas. These evaluations are summaries of the student's self-evaluation form, Daily Case Evaluations, Quarterly Evaluations, and the Academic Record. There is a designated CRNA Advisor/Mentor who schedules these quarterly sessions with each student individually. All first year students have regular scheduled quarterly advising sessions with their assigned CRNA Advisor/Mentor, which may be adjusted or modified based on progress of the student. Second year students will have advising sessions at least twice during the second year with their assigned advisor. Because Senior students are not on campus at regularly scheduled times, the second year advisement session may take place by telephone, email, SKYPE, Face-Time, or any combination of these methods.

The MTSA Program Administrator is the full-time MTSA administrator who has the primary responsibility for interim student advisement. However, if the student chooses, the Assistant Program Administrator is also present at MTSA on a full-time basis and is available for student advisement. Both of these full-time CRNA administrators are available for informal discussions with students. Their offices are in close proximity to the classrooms, and dialogue is encouraged. The Dean is also available for student advisement. That office is located in Building A.

## Student Counseling

*MTSA Policy 5.1.105*

In accordance with MTSA's mission and core values, MTSA believes students should strive to achieve a healthy & balanced life. MTSA also believes that at times counseling may be needed to help students readjust to the stressful environment and changing lives of graduate school. MTSA has established a plan of action to assist students maintain this balance.

Should the need arise for counseling services for students, MTSA will provide referral to a counseling service and will fund the initial three (3) assessment/counseling sessions. The Director of Student Services maintains a list of current approved providers for counseling.

MTSA cannot mandate a student receive the counseling service.

## Student Lounge/Study Areas

The Student Lounge serves to assist in the improvement of the welfare of student life at MTSA, and to provide students with a neutral environment in which to build community. The Student Lounge has tables and chairs, microwave ovens, television with satellite dish, sink, dishwasher, ice machine, two refrigerators, snack machines, and a printer/copier for students' use. The Student Lounge and the outdoor porch areas are equipped with wireless internet access, to more effectively enable students to utilize their personal laptop computers.

The LRC has several independent study areas as well as large areas for group study. Additionally, students can reserve classroom/meeting space for study groups when not in use.

## Student Records / Transcript Requests

The purpose of the MTSA Office of Records is to serve as custodian of student academic and clinical records. This office provides verification of graduation for graduates of MTSA, as well as facilitating offering letters of reference from faculty related to students' or graduates' performance as students to potential employers, upon request by the student or graduate. All requests for verifications, transcripts, and/or letters of reference should be submitted IN WRITING to the Academic Support Specialist (Lynn@mtsa.edu) who is responsible for such records. Transcript Request are located on the MTSA website in the Alumni & Friends section. Complete the Transcript Request Form and return to Office of Records at MTSA via email, fax or mail as stated on the form.

# INSTITUTIONAL STATISTICS

## Attrition & National Certification Exam (NCE) Pass Rates

| *CLASS OF 2015* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2013 | 64 |
| Attrition rate | 9.53% |
| Graduated | 61 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states | 56 |
| **Passed NCE 1st Time** | 47 (77.0%) |
| Passed A Subsequent Examination | 9 (14.8% → 91.8%) to date |
| National Average | 85.0% |

| *CLASS OF 2014* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2012 | 68 |
| Attrition rate | 4.41% |
| Graduated | 65 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states | 65 (100%) |
| **Passed NCE 1st Time** | **56 (86.1%)** |
| Passed a subsequent NCE | 9 (13.9% → 100%) |
| National Average | 87.8% |

| *CLASS OF 2013* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2011 | 72 |
| Attrition rate | 6.94% |
| Graduated | 67 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states) | 67 |
| **Passed NCE 1st Time** | **56 (83.6%)** |
| Passed a subsequent NCE | 11 (16.4% → 100%) |
| National Average | 88.4% |

| *CLASS OF 2012* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2010 | 72 |
| Attrition rate | 4.16% |
| Graduated | 69 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states) | 67 |
| **Passed NCE 1st Time** | **57 (82.6%)** |
| Passed a subsequent NCE | 12 (17.4% → 100%) |
| National Average | 88.5% |

| *CLASS OF 2011* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2009 | 72 |
| Attrition rate | 1.4% |
| Graduated | 71 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states) | 71 |
| **Passed NCE 1st Time** | **62 (87.3%)** |
| Passed a subsequent NCE | 9 (12.7% → 100%) |
| National Average | 89.1% |

| *CLASS OF 2010* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2008 | 72 |
| Attrition rate | 2.8% |
| Graduated | 70 |
| Employed within 6 months of Graduation (& NCE & APN in TN & some other states) | 69 |
| **Passed NCE 1st Time** | **60 (85.7%)*** |
| Passed a subsequent NCE | 9 (12.9% → 98.6%)* |
| National Average | 88.9% |

*One graduate became ineligible to take NCE

| *CLASS OF 2009* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2007 | 72 |
| Attrition rate | 0% |
| Graduated | 72 |
| Employed upon Graduation<br>(& NCE & APN in TN & some other states) | 72 |
| **Passed NCE 1st Time** | **65 (90.3%)** |
| Passed a subsequent NCE | 7 (9.7% → 100%) |
| National Average | 87.7% |

| *CLASS OF 2008* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2006 | 70 |
| Withdrawals | 1 |
| Terminations | 1 |
| Attrition rate | 2.9% |
| Graduated | 68 |
| Employed upon Graduation (& APN in TN) | 68 |
| **Passed NCE 1st Time** | **61 (89.7%)** |
| Passed a subsequent NCE | 7 (10.3% → 100%) |
| National Average | 89.9% |

| *CLASS OF 2007* | *NUMBER OF STUDENTS* |
|---|---|
| Enrolled in 2005 | 70 |
| Withdrawals | 1 |
| Attrition rate | 1.4% |
| Graduated | 69 |
| Employed upon Graduation (& APN in TN) | 69 |
| **Passed NCE 1st Time** | **66 (95.7%)** |
| Passed a subsequent NCE | 3 (4.3% → 100%) |
| National Average | 93.1% |

# MASTER OF SCIENCE PROGRAM INFORMATION

## Length of Program

The program is 28-months (6-week First Quarter Orientation and 9 additional quarters) duration of full-time enrollment. MTSA defines full-time status as enrollment for 9 or more credit hours in a quarter. One credit hour is equivalent to 11 classroom/lab hours. Of these 28-months, 30 days are allotted for vacation, 12 for selected legal holidays, and 7 for personal emergency days. For any other absences, the time will be made up terminally. For extended absences, there will be a reorientation period, with the length of time for this reorientation being determined by the Progressions Committee of MTSA.

Graduation exercises occur only once in the program. Students completing all aspects of the academic and clinical program are required to march in a graduation ceremony concurring with their completion of the program.

## Changes to Program

In keeping with its philosophy of offering a program of the highest quality, MTSA continually evaluates its educational program via its institutional effectiveness process, and reserves the right to make changes in the policies, curriculum, or practicum at any time to include any fees or costs related to these changes. Such changes are expected to be minimal. Students will receive notification of these changes and are expected to abide by them.

## RN to Nurse Anesthetist Transition

While all students accepted at MTSA have had acute care nursing experience, this experience has been obtained in various hospital settings. Traditionally in the settings from whence students have come, hospitals schedule nurses on shifts with each nurse reporting to the oncoming nurses at the end of their shift, and then being able to leave at a predictable time. Because surgery schedules vary in number and length of cases on a daily basis, most anesthesia scheduling is not handled as in other nursing environments. Typically, a CRNA, much like an anesthesiologist (MDA), accepts a job, not a shift. It is expected that the anesthetist (CRNA or MDA) will work until the job is done, or until the surgery schedule is such that the "late" or "call" team can cover the cases.

As an anesthetist, if cases finish by 10:00am, unless you are designated as the "late" or "call" person, your duty for the day may be completed. However, if more cases last later in the night than the "late" or "call" person(s) can handle, other anesthesia providers are expected to stay until the work is done. Employers are cognizant of the actual number of anesthesia providers needed to complete the tasks in a reasonable number of hours.

When students are at selected affiliates, they will be working with physician anesthesia residents who have never had the scheduling of hours nurses have. Their expected hours will still be longer than MTSA students. Students should be aware of the residents' longer hours and be patient with them as they learn to understand student nurse anesthetists' hours. At some affiliates, student nurse anesthetists from MTSA may work with student nurse anesthetists from other nurse anesthesia programs. Other nurse anesthesia programs may have different expectations of

clinical hours for their students; however, MTSA students are expected to abide by MTSA's clinical pattern as described here.

First year students should maintain a relatively fixed schedule of coming to clinical every other morning and class every Monday through Thursday afternoon and evening. The requirement is that students will attend all classes every day that class is scheduled.

As second and third year students, the class load decreases and clinical expectations increase, where students function more as CRNAs described in the above paragraphs. If students are assigned to a hospital and the cases are finished early, they may be dismissed early. On the other hand, if students are assigned to a facility and the cases last longer than an assigned block of time, they are expected to function as a CRNA would, until relief is available.

Currently, the COA requirement is that the hours be "reasonable." COA published the following definition in 2015 to help clarify what constitutes a reasonable number of hours: A reasonable number of hours to promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of hours spent in class and all clinical hours averaged over four weeks. Students must have a ten-hour rest period between scheduled clinical duty periods (i.e. assigned continuous clinical hours) At no time may a student provide direct patient care for a period longer than 16 continuous hours.

**During quarters 6 through ten,** students will affiliate in some sites where they have long hours; however, they will also be assigned to sites where the hours are much shorter. MTSA expects that students' scheduled hours at any given site should not exceed an average of 50 hours per week in a four-week period. MTSA tracks clinical hours by a specialized, self-reported tracking service, Medatrax, to assure overall obligated time is not excessive. Case logs must be completed by each student in a timely manner, within at least one week (but within one day is preferred) of the performance of the anesthetic, or the student may be asked to use a personal emergency time day to come to MTSA to complete these.

MTSA and its affiliates make schedules for students with their monthly time averaged in each affiliate (time taken from the Medatrax clinical record) to assure that hours are reasonable. At some facilities, the students may be asked to actually clock in and out to keep track of their time.

As it is MTSA's aim to prepare students both in academic and clinical knowledge and experience to become a CRNA, MTSA also chooses to orient the student to the time commitment and expectations of the CRNA. These time commitments will be different from typical nursing hours. Historically, clinical medical education has been offered in exchange for service. This is true with students at MTSA as they matriculate through the program. Recently, the AANA has encouraged its members to lobby congress to seek Medicare funding for those supervising the anesthesia when student nurse anesthetists are involved, where presently they are unable to do so if the ratio of instructor to student is 1:2. In accord with this initiative, students should realize that while they are not specifically used as staff, their services extend the abilities of the professional anesthesia staff to offer anesthesia services in many facilities.

## Outcome Criteria for Student Upon Graduation

*(Student Learning Outcomes/SLOs)*

Graduates from MTSA's Master of Science (MS) program will acquire knowledge, skills, and competencies in patient safety, perianesthetic management, critical thinking, communication, and the professional role.

**A. Patient safety is demonstrated by the ability of the graduate to:**

1. Be vigilant in the delivery of patient care.
2. Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g., texting, reading, emailing, etc.).
3. Protect patients from iatrogenic complications.
4. Participate in the positioning of patients to prevent injury.
5. Conduct a comprehensive and appropriate equipment check.
6. Utilize standard precautions and appropriate infection control measures.

**B. Individualized perianesthetic management is demonstrated by the ability of the graduate to:**

1. Provide care throughout the perianesthetic continuum.
2. Use a variety of current anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia.
3. Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
4. Provide anesthesia services to all patients, including trauma and emergency cases.
5. Administer and manage a variety of regional anesthetics.
6. Function as a resource person for airway and ventilatory management of patients.
7. Possess advanced cardiac life support (ACLS) recognition.
8. Possess pediatric advanced life support (PALS) recognition.
9. Deliver culturally competent perianesthetic care throughout the anesthesia experience.
10. Perform a comprehensive history and physical assessment.

**C. Critical thinking is demonstrated by the graduate's ability to:**

1. Apply knowledge to practice in decision-making and problem solving.
2. Provide nurse anesthesia care based on sound principles and research evidence.
3. Perform a preanesthetic assessment and formulate an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
4. Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
5. Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
6. Calculate, initiate, and manage fluid and blood component therapy.
7. Recognize and appropriately respond to anesthetic complications that occur during the perianesthetic period.
8. Pass the Council on National Board of Certification and Recertification of Nurse Anesthetists' (NRCRNA) certification examination in accordance with NBCRNA policies and procedures.

**D. Communication skills are demonstrated by the graduate's ability to:**

1. Effectively communicate with individuals influencing patient care.
2. Utilize appropriate verbal, nonverbal, and written communication in the delivery of perianesthetic care.

**E. Professional responsibility is demonstrated by the graduate's ability to:**

1. Participate in activities that improve anesthesia care.
2. Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice.
3. Interact on a professional level with integrity.
4. Teach others.
5. Participate in continuing education activities to acquire new knowledge and improve his or her practice.
6. Demonstrate knowledge of wellness and substance use disorder in the anesthesia profession through completion of content in wellness and chemical dependency.

Reviewed 2012 ,2014, 2016 | Revised 2003, 2011, 2012,2014, 2016.

## Graduation Requirements

Each student must accomplish each of the following criteria to be eligible to become a Master of Science (MS) graduate of MTSA:

- Satisfactory completion of all academic courses, including review seminars;
- Satisfactory completion of all categories of clinical procedures required by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and NBCRNA;
- Satisfactory completion of practicum at assigned affiliates (as determined by the Program Administrator and the Progressions Committee and to include anesthesia service at sites in medically underserved areas) and senior electives, including the MTSA-required care plans, and clinical case records;
- Pass SEE exam with benchmark score to be set each year;
- Completion of the 28-month program, with absences in excess of thirty vacation days, twelve holidays, and seven personal emergency days being made up prior to graduation;
- Completion of any and all financial obligations to MTSA;
- Completion of the Financial Assistance Exit Interview for students who have borrowed Direct Lending, Stafford, and Grad Plus loans while attending MTSA;
- Participation in the graduation exercise, unless specific prior permission for graduation in absentia is granted in writing from the Program Administrator, with approval by the NAP Council. Exceptions generally will not be made unless the circumstances preventing attendance are beyond the control of the student.

## Credential Awarded

Upon satisfactory completion of the program of study at Middle Tennessee School of Anesthesia, the student is awarded a diploma with the degree Master of Science (MS) with a focus in Nurse Anesthesia. The graduate is then eligible to apply to take the National Certification Examination administered by the NBCRNA. Upon successful completion of this examination, the graduate will bear the title of Certified Registered Nurse Anesthetist (CRNA).

## APN License in Tennessee

Due to the institution of the Advance Practice Nurse License in Tennessee in 2005, some sites do not allow new Nurse Anesthetists to practice until they have completed the National Certification Examination and obtained their APN license. This regulation varies by hospital and anesthesia group and is beyond the control of MTSA. Furthermore, different states have varying regulations regarding APN or APRN licensure. It is advisable to inquire about such details when interviewing for job placement.

# ACADEMIC & CLINICAL SUMMARY

The first six (6) weeks of the program are called **"**First Quarter Orientation," where students typically have class every day, Monday through Friday. This intense session culminates in a demonstration of skills at MTSA.

At the beginning of First Quarter Orientation, students are divided into two groups, A and B. This division is utilized for clinical assignments in the first year. Clinical assignments are on an every-other morning basis for the first year. For example, Group A will be assigned to clinical each Monday, Wednesday, and Friday morning. During the second week, Group A will have a Tuesday and Thursday schedule.

After the First Quarter Orientation, there are four (4) more quarters, each consisting of approximately 11 weeks of class, with third, fourth, and fifth quarters also containing an additional two (2) weeks for vacation from regular class schedules. During the first year, students have class every afternoon/evening, Monday through Thursday. Students must remember that during their first year, they are obligated to attend all class sessions and guest lecture events which occur on Monday through Thursday afternoons and/or evenings, regardless of schedule adjustments. When alterations in the classroom schedule must occur, students will be provided with as much advance notice as possible. The week a student is not on vacation, they will be in clinical all day, Monday through Friday.

Second quarter begins immediately following the completion of the First Quarter Orientation. Third quarter immediately follows second quarter and proceeds for about four (4) weeks until Christmas, when a two-week break in class is scheduled. During this two-week period, each first year student will have one (1) week (to include 5 weekdays & one (1) weekend) of earned vacation prescheduled. While group A is on vacation every day during one week, group B has an all day, every day clinical assignment. The other week, group B is on vacation while group A has the all day, every day clinical assignments.

Third quarter then continues in January and February, and the students have another two-week break in class at the end of third quarter during February, immediately prior to the beginning of

fourth quarter in late February or early March. At the end of fourth quarter during May and immediately prior to the beginning of fifth quarter in late May or early June, each student will also have a two-week break in class, and each will take the third prescheduled one (1) week (5 weekdays & one (1) weekend) of earned vacation on an alternating basis between groups A and B.

During the breaks in class, if the student is not on vacation, he will be in a clinical assignment. These days described above are those 15 days of vacation granted in the first year.

At the beginning of the second year (near the end of August), which coincides with the end of the fifth quarter, MTSA will again pre-schedule most students for the first one (1) week (5 weekdays & one (1) weekend) of their earned senior (second & third year) vacation. One (1) additional week (5 weekdays & one (1) weekend) of second year vacation may be scheduled by each student, in consultation with and with the written approval of the Coordinator of Clinical Support, to occur later during the second year. The final one (1) week (5 weekdays & one (1) weekend) of second year vacation will be pre-scheduled by MTSA, to occur just prior to the beginning of the senior elective.

Clinical assignments begin at the completion of the 6-week First Quarter Orientation, typically at the end of August or the beginning of September. In their first year, students typically change rotations on a monthly or every-other-month basis. Senior (second & third year) rotation site assignments vary in length, with the maximum being approximately four (4) to six (6) months.

During quarters six through ten, students have clinical assignments up to an average of 50 scheduled hours per week & up to five (5) consecutive days. Students will also be enrolled in Senior Board Review, to include one day per month on-site review starting in March 2017. During Senior Elective, days will be scheduled for on-site review. All on-site review requires mandatory attendance. Failure to attend without approval from the Program Administrator will result in loss of one (1) personal emergency time day for each absence.

# CLINICAL STANDARDS

Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by the Progressions Committee. Students must meet all clinical objectives for the current level for advancement to the next level.

- Students must successfully complete all assigned clinical affiliations.

- All students are required to have an annual influenza vaccine. If a medical condition exists that prohibits the student from receiving the vaccine, the student must present documentation from their primary care provider stating why the influenza vaccine is contraindicated.

- Students must keep a current multi-state Tennessee RN license or Nurse Licensure Compact RN license on file with MTSA during the entire program. The student must possess a current RN license for any state in which he is assigned for clinical rotations. If a student's RN license lapses for any reason, the student will immediately be removed from of his clinical rotation. The student may not return to clinical rotations until documentation of a current RN license is presented to MTSA. Any clinical days the student misses during this period must be made up prior to graduation or the student may be extended in the program to compensate for these days.

## Clinical Supervision of Nurse Anesthetist Students

Supervision of the MTSA nurse anesthesia students in any clinical facility is restricted to anesthesiologists and CRNAs, who are immediately available in all clinical areas, and in any non-anesthetizing areas where students may be involved in the care of patients. Supervision does not exceed the ratio of two nurse anesthesia students to one anesthesiologist or one CRNA. At no time are resident physicians or graduate registered nurse anesthetists the sole agents responsible for the student. The supervision ratio is determined by the level of the student, complexity of the case, anesthetic, procedure, and experience of the instructor.

## Clinical Grading

Clinical grades are recorded on the transcript under Clinical Performance. They are recorded as GS (Good Standing) or Prob/C (Probation Clinical) and accompanied by the letter grade earned, as described above, for that quarter. The penalties for delinquent documentation are found under the *Disciplinary Actions* section.

| | |
|---|---|
| 1. End of Rotation Evaluations: | 60% |
| 2. Clinical Performance / Daily Clinical Reports | 20% |
| 3. Care Plans | 20% |
| 4. Comment Cards | |
| • Sentinel Events | |
| Yellow Card | Up to 8% deduction each |
| Red Card | Up to 16% deduction each |
| • Commendation | |
| Green Card | Up to 2% addition each |
| 5. Case Number & Anesthesia Time Thresholds | Pass/Fail |
| 6. Student Evaluation of Clinical Sites | Pass/Fail |
| 7. Clinical Self-Assessment Tool | Pass/Fail |

## 1. End of Rotation Evaluations

An End of Rotation Evaluation is completed by the CRNA or Anesthesiologist assigned as Clinical Coordinator at the clinical rotation site or by the Clinical Faculty using feedback obtained from the clinical site. These Coordinators and/or Faculty will comment on the student's experience and will recommend a grade for that particular rotation.

## 2. Clinical Evaluations of Students by Instructors

**First Year Students**
*(Second – Fifth Quarters)*

Clinical evaluations are used to determine advancement to the next clinical level and to give the student immediate feedback on his progress

Evaluations of students' clinical performance by instructors is subjective; however, instructors are made aware of the expectations of students at each level and are able to evaluate students by those expectations and by comparing performance of students within a given class, and within classes at the same level in the past. Students should be aware that the purpose of the tool is not just to log how well the student is doing (as important as positive feedback is), but to note specifically where they need to improve. Students should utilize every opportunity to seek advice about how to improve.

The Medatrax tool is user friendly, and is reviewed and revised periodically. Each online entry has room for two clinical days to be evaluated, containing case and date information which the student fills out, and a place for instructors to give scores, general comments, and to list specifically any areas where improvements are needed. At least one evaluation should be completed per clinical day, but two cases can be evaluated if the student or instructor so desires. MTSA requires that students have at least 75% completion of student clinical evaluations at each rotation site. If a student does not meet the 75% completion mark at the end of the rotation, five (5) points will be deducted from the clinical grade at that rotation.

The student clinical evaluation tools should be submitted to the clinical instructor for a grade each day. The affiliate Clinical Coordinator is responsible for submitting a clinical numerical grade to the School through Medatrax, when he completes the monthly summary (Narrative Evaluation of Performance). The student clinical evaluation tools will contain all instructors' comments about the student's clinical performances while rotating with the instructors and is very beneficial in determining the students' final evaluation grade for the month.

In most institutions, the affiliate Clinical Coordinator completes the summary after the student leaves and then submits it through Medatrax to the School, and the student is notified the evaluation is available for his review. However, if students question the summary evaluation or wish to talk to the instructor who completed the summary, they may contact him or her. Students are also free to make their own comments once the summary evaluation is submitted to the School.

**Seniors/Second Year Students**
*(Sixth – Tenth Quarters)*

Second year students are also expected to seek evaluations from clinical instructors using the MTSA student evaluation tool, as described above. The exceptions to the use of this student

evaluation tool are Nationwide (Columbus) Children's Hospital and the OB affiliation at Vanderbilt, where MTSA has approved an alternate evaluation system. Senior students are expected to meet the 75% completion requirement of student clinical evaluations at each rotation site. If a student does not meet the 75% completion mark at the end of the rotation, five (5) points will be deducted from the clinical grade at that rotation.

### 3. Clinical Care Plan Submission

*** ALL STUDENTS** are required to do care plans on all patients. Depending on the student's level, these plans may vary from complete written plans to verbal plans. The clinical faculty, as part of the Daily Clinical Evaluation Tool, will evaluate each pre-induction Care Plan for accuracy and completeness. In addition to the daily evaluation of Care Plans conducted by the clinical instructor, written care plans must be submitted as directed below.

**First Year Students: second quarter**, during this quarter, first year students must submit one typed care plan via Medatrax per clinical day to their assigned CRNA advisor for evaluation. At a minimum, all first year students must discuss a verbal care plan with the instructor prior to starting the case. If the care plan for the case was only a verbal plan, it must be converted to a complete typed care plan.

**First Year Students: during third, fourth and fifth quarters**, each first year student will turn in one typed care plan via Medatrax per quarter to their assigned CRNA advisor. This should be an in-depth, detailed care plan and will be discussed at the end of quarter advisement session. They will continue to have a minimum of a verbal care plan on all cases, which will be evaluated by the clinical instructor.

**First Year Students:** written Care Plan submissions and results from the Daily Clinical Evaluation tool will be reviewed by the CRNA advisor and included in the student's quarterly progress meeting and report.

* For all other anesthetic cases, for first and second year students, it is required that the students at least complete a verbal care plan to the clinical instructor.

### 4. Special Card System

MTSA has developed a "card system" to assist in the evaluation process of all students at all levels. Giving these cards is the prerogative of each instructor. Following are suggestions about when and why these cards may be given:

- **Commendation Card (Green card)**
  The first card is the "Commendation Card" (green card). Green cards are to be completed by an instructor to acknowledge outstanding performance in any area. These are to be submitted directly to the School and are to be discussed at NAP Council and the quarterly Progressions Committee meeting.

- **Area Needing Improvement Card (Yellow card)**
  The next card developed is the "Area Needing Improvement Card" (yellow card). From time to time, a student's performance may not be quite as advanced as the instructor feels it should be for the student's level in the program. Also, if the instructor has seen several students at the same level and their performance is significantly better than the student being evaluated,

the instructor is asked to identify specific areas in writing where the student can improve. These yellow cards are to be submitted directly to MTSA, and will be discussed at NAP Council and the quarterly Progressions Committee meeting.

- **Critical Incident Card (Red card)**
  The final card developed is a "Critical Incident Card" (red card). Instructors determining that the student's level of performance is below that level acceptable for this stage in the program according to the Quarterly Objectives on the back of the sheet, and that the performance could or would have caused significant morbidity or mortality without intervention, are asked to complete this card. They must have the student sign it and send it directly to the School. To receive a Critical Incident Card is very serious. Any student receiving a Red Card may be required to complete a drug screen within 24 hours of the school receiving notice of the Red Card. At the NAP council and quarterly Progressions Committee meeting, all Critical Incident Cards will be discussed. Each student's quarterly performance at each affiliate is discussed in the Progressions Committee meetings.

**Receipt of Critical Incident Cards can lead to probation, suspension, or in extreme cases, such as an affiliate site's refusal to allow the student to continue in that rotation, or failure of a Rotations; may lead to termination from the program.**

All cards will become part of the student's permanent file. A letter grade for clinical performance will be recorded on the transcript. Information used in tabulating this grade follows the section regarding Clinical Case Records because clinical evaluations, care plans, paperwork, and faculty/mentor review of performance are utilized in this grade.

During quarterly Evaluations Committee meetings, daily case evaluations, any cards, and general observations about each student are discussed. Any recommendations by that committee are given to the Progressions Committee, which typically meets the following week. The Progressions Committee makes the final decision relative to any action regarding performance. Should it be determined that there may be a negative decision by the Progressions Committee (i.e., probation or termination), the student will be offered the opportunity to discuss his performance with the Progressions Committee, prior to any decision.

## 5. Case Number & Anesthesia Time Thresholds

Each student is required to keep a daily clinical log counting the number and types of procedures as outlined by the NBCRNA. The student keeps these case records electronically either via the MTSA-supplied iPad or another electronic device. The company MTSA has hired to organize and store this data is Medatrax. On each case the student performs, a detailed record must be kept of specific information regarding that case. Medatrax totals the case numbers on a running basis, as the student logs and saves the data daily. It also places the total for that month as the beginning total on the next monthly Clinical Case Record so the cases are cumulative from one month to the next. The NBCRNA requires that students fulfill a given number of experiences, and the accurate keeping of this log is the student's proof he has met and/or exceeded these requirements. This clinical record also includes the student's committed time hours in the school of anesthesia. The record must be completed in its entirety. Medatrax only allows a maximum period of one week in which students are permitted to enter or change data for any given date. Medatrax will disallow any entries or adjustments beyond seven days after any given date. Therefore, all entries for any date must be completed within less than one week from that date.

When these are not turned in on time, the student may be removed from clinical and charged one (1) personal emergency time day to complete the record at MTSA. Any completion of or

adjustments to the record after the seven-day window will require the student to contact the Clinical Support Specialist (linda@mtsa.edu), who will contact Medatrax. Students are NOT to contact Medatrax directly for this issue.

Repeated failures to complete Medatrax clinical records as directed will result in disciplinary action. Falsification of any clinical documentation by the SRNA is considered cheating and will result from termination from the program.

MTSA has assigned a staff person to oversee submissions and work with students as they become familiar with clinical record completion on Medatrax. MTSA reserves the right to spot check for accuracy with the affiliate to which the student was assigned. MTSA uses this record to perform time studies periodically at selected affiliate sites. This record is very important, as it is submitted as a part of the student's final transcript to the NBCRNA for their determination of the student's eligibility to take the National Certification Examination upon graduation. Instructions will be given during First Quarter Orientation regarding the accurate completion of this form. Medatrax has been very willing to help students with data entry issues.

**Completion of Time Segment of Monthly Student Clinical Case Records:**

The "time" segment of the record, Section XVI, is of importance in documenting the obligated or committed time to the program of anesthesia, and specifically in documenting numbers of clinical hours. MTSA is especially interested in the following information:

a. actual time students spend doing cases (anesthesia time)
b. time students spend making pre and post anesthesia visits
c. time obligated in the clinical area but not doing a case, not doing pre/post visits, and not assigned to a call shift (non-anesthesia time),
d. call time (differs in affiliates: 24hr call shifts, 3P-11 P shifts, 7P-7A shifts, etc.)
e. class time

COA published the following definition in 2015 to help clarify what constitutes a reasonable number of hours: A reasonable number of hours to promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of hours spent in class and all clinical hours averaged over four weeks. Students must have a ten-hour rest period between scheduled clinical duty periods (i.e. assigned continuous clinical hours) At no time may a student provide direct patient care for a period longer than 16 continuous hours.

MTSA requires that students not be scheduled at clinical assignments more than five (5) consecutive days without a day off. Extenuating circumstances may temporarily alter the schedule, and will need completion of a specific form. In some affiliates with specific learning experiences the call time may be non-in-house, every other day for a short period (one month). In some affiliates, the assignments vary in such a pattern as to have some week's heavy and some light, but the general monthly balance is expected to approximate the stated 64 hours per week. Using the students' logged time, MTSA conducts time studies to assure that the general time commitments are reasonable.

## 6. Student Evaluation of Clinical Sites

Students are required to evaluate the clinical sites and clinical instructors at the end of each rotation. These evaluations are part of the program's evaluation of institutional effectiveness. These evaluations completed by the students online with Medatrax.

Completion of these evaluations is mandatory. Failure to complete evaluations as directed will result in disciplinary action. These evaluations are anonymous to MTSA, and are reviewed regularly by committees at MTSA.

The Evaluation Committee reviews all evaluations, including those regarding general programmatic issues, as well as those pertaining to specific administrative, academic and clinical faculty members. The Clinical Support Specialist is responsible to notify Medatrax when an evaluation is to be posted on the website for students to complete. A deadline is given for completion of the evaluations by the Clinical Support Specialist. In extreme cases, students will be required to take a personal emergency day to complete evaluations. MTSA maintains the anonymity of all student evaluations through Medatrax. *Students should ensure that any comments they enter on these evaluations are accurate and truthful, in the event that a comment is so concerning that it indicates further follow-up or verification is needed.*

## 7. Clinical Self-Assessment Tool

The purpose of the self-assessment tool is to provide an opportunity for the student to reflect and comment on areas that are not always addressed in the daily clinical evaluation. The form is to be completed prior to your scheduled quarterly Advisement session with your Mentor.

# Clinical Facilities

The desirability of providing students with enrichment to their learning experience through affiliations with other health care institutions is recognized by MTSA. Accordingly, ALL students should be prepared to affiliate at a variety of institutions in the Nashville area and elsewhere, to include Ohio in most instances, on a rotating basis. MTSA does not pay student stipends. Dislocation allowances may be provided by affiliations in some distant Senior Elective sites.

As of July 1, 2016, regular affiliations are conducted at the following institutions:

**HOSPITAL/FACILITY** **LOCATION**

For additional information and directions, click on the facility name to link to their website.
(Sites in medically underserved areas (MUA) are preceded by a (+).)

## Centennial Medical Center

*Nashville, TN*



**Located about 14 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically 1-2 month rotations
Senior specialty rotations – Cardiac and OB

Centennial has 657 licensed beds and over 1,200 physicians covering a wide variety of specialties. The Centennial Heart Center offers a full complement of cardiac care delivered by more than 50 cardiac specialists. Each year the heart center performs nearly 1,200 heart surgeries and almost 6,000 minimally invasive cardiac procedures.

## Hendersonville Medical Center

*Hendersonville, TN*



**Located about 10 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically 1 month rotations

Hendersonville Medical Center, part of the TriStar Family of Hospitals, is a 110-bed comprehensive medical center north of Nashville in Sumner County.

## Maury Regional Medical Center

*Columbia, TN*

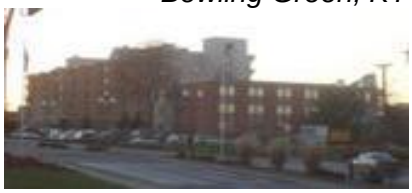


**Located about 60 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – NONE

Maury Regional Medical Center is accredited by the Joint Commission and is the largest hospital between Nashville and Huntsville. The 275-bed facility has a medical staff of more than 170 physicians and 2,000 employees who serve a region consisting of more than a quarter-million people in southern Middle Tennessee. From a comprehensive interventional and surgical heart program that has attained chest pain center accreditation to a neonatal intensive care and cancer center, Maury Regional Medical Center offers a wide range of advanced services.

## +Medical Center at Bowling Green & Interventional Pain Services

*Bowling Green, KY*



**Located about 59 miles from MTSA**
Junior rotations – NONE
Senior rotations – typically 1 month rotations

Growing from a 35-bed city hospital to a 490-bed regional healthcare system over the past 80+ years, the Medical Center & its affiliated hospitals offer South-central Kentucky the following services: comprehensive cardiac program including open heart surgery, obstetrics and neonatology, cancer treatment and orthopedic services.

## +Nashville General Hospital at Meharry

*Nashville, TN*



**Located about 14 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically 1 month rotations

General Hospital at Meharry has provided healthcare to Nashville/ Davidson County since 1890, during which time it has grown to the current 125-bed facility. In 1999, General Hospital moved from the original building to the renovated Hubbard Hospital on the Meharry Medical College campus. The name reflects this move and highlights a partnership with Meharry Medical College, one of only four historically black medical colleges in the U.S.

## +Nationwide Children's Hospital

*Columbus, OH*





**Located about 370 miles from MTSA**
Junior rotations – NONE
Senior rotations – typically 2-3 month rotations
Senior specialty rotation – Pediatric

Nationwide Children's (NCH) main hospital maintains facilities to care for the most critically ill and injured children. The hospital features 371 inpatient beds, transplant services and pediatric sub-specialists and also is home to the Emergency Department (one of the busiest pediatric emergency departments in the nation), surgery suites and interventional radiology. NCH opened its five-story, $80-million, 160,000-square-foot clinical expansion in the fall of 2006, which includes a total of 14 new, larger and more modern operating rooms that include intra-operative MRI and other state-of-the-art technologies. The campus will have been expanded by more than 2.4 million square feet, making NCH the second largest pediatric hospital and research center in the United States.

> *Students receive a travel allowance to help cover the cost of the trip to/from this institution. Living quarters are provided by the anesthesia group at no cost to the student while on affiliation at NCH. MTSA assures that basic cable & internet service are provided in the student apartments. While students are on rotation at NCH, they take call and are given meal tickets by the anesthesia group for days* ***when on call only****.*

## +NorthCrest Medical Center

*Springfield, TN*



**Located about 25 miles from MTSA**
Junior rotations – typically 1 month rotations
Senior Rotations – typically 1 month rotations
Senior specialty rotation – Regional

NorthCrest Medical Center began operations in 1956 under the name of Jesse Holman Jones Hospital and serves Robertson and surrounding counties as well as southern Kentucky. NorthCrest is a 109-bed, not-for-profit, community hospital which offers a full-range of healthcare services from cardiac care and rehabilitation, obstetrics and women's services, pulmonary rehabilitation, to surgery and 24-hour emergency services.

## +Skyline Medical Center

*Nashville, TN*




**Located about 14 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations - NONE

TriStar Skyline Medical Center is Tennessee's first comprehensive stroke center and a national leader in neuroscience. The facility is equipped with 213 beds and offers a full array of acute care services, including cardiology, oncology, orthopedics/spine, rehabilitation and emergency services. As an Accredited Chest Pain Center with PCI, TriStar Skyline is a leading provider of emergency heart care.

## +Southern Tennessee Regional Health System - Lawrenceburg

*Lawrenceburg, TN*



**Located about 95 miles from MTSA**
Junior rotations – NONE
Senior rotations – typically 1 month rotations

STRHS-Lawrenceburg, formerly Crockett Hospital, is a 99-bed, acute care facility located in Lawrenceburg, Tennessee, 85 miles south of Nashville.

They have been providing the best healthcare in Lawrence County and surrounding counties in Southern Middle Tennessee since 1974. They expanded the facility and services in 1991 with the addition of an Outpatient Surgery Unit, a state-of-the-art 24-hour physician-staffed Emergency Department, and an Intensive Care Unit. The hospital opened a 10-bed Physical Rehabilitation Unit in 1997, and a Women's Health Center in 1999. Diagnostic imaging services include in-house MRI, Nuclear Medicine, CT, X-ray, Digital Mammography and Ultrasound. The Rehabilitation Unit provides Physical, Occupational and Speech Therapies. In 2009, a $5.6 million construction was completed which expanded the Emergency Department, Outpatient Surgery Unit and Registration area.

*When students affiliate at STRHS-Lawrenceburg, they are provided a room and a dislocation allowance by the anesthesia group there. MTSA assures that basic cable and internet service are provided in the student room. Students will also receive a "one-time travel expense" ($100) from MTSA to help cover the cost of the trip to and from this institution.*

## St. Thomas Mid-Town *(formerly Baptist)*

*Nashville, TN*



**Located about 14 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically 1-2 month rotations
Senior specialty rotations – Cardiac & OB

St. Thomas Mid-Town Hospital is the largest not-for-profit community hospital in Middle Tennessee, licensed for 683 acute and rehab care beds. The main campus covers nearly two million square feet and spans more than six city blocks or 38 acres. St. Thomas Mid-Town Hospital is a member of Saint Thomas Health Services, a faith-based ministry serving Middle Tennessee.

## St. Thomas Rutherford *(formerly MTMC)*

*Murfreesboro, TN*



**Located about 38 miles from MTSA**
Junior rotations - NONE
Senior rotations – typically 1 month

St. Thomas Rutherford, in Murfreesboro, TN, is a 286 bed facility. There are 1400 associates, 320 affiliated physicians. Over 7500 surgeries are performed annually, along with 2500 babies delivered. In 2010 a new &268 million dollar facility was opened at the location to serve the residents of the greater Murfreesboro area.

## St. Thomas - West

*Nashville, TN*



**Located about 17 miles from MTSA**
Junior rotations – typically 2 weeks – 2 month rotations
Senior specialty rotation – Cardiac (CVA group) - typically 1-month
Rotations with 2 different anesthesia groups – AMG & CVA

The Catholic Daughters of Charity health care ministry reached Nashville in 1898, when Saint Thomas was established. Today, the 541-bed facility, with more than 3,500 employees and 750 physicians on staff, provides adult specialty health care in service to a market area of more than two million residents of Middle Tennessee, Southwestern Kentucky & Northern Alabama.

## Summit Medical Center *(SMC)* & Summit Surgery Center *(SSC)*

*Hermitage, TN*



**Located about 10 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations - NONE

Originally a 100-bed facility, Donelson Hospital expanded numerous times in its 21-year history. SMC was constructed and opened in 1994, and is a 188-bed facility today. SMC is a medical and surgical facility known for emergency care, cardiac services, oncology services, orthopedic surgeries, diabetes management and obstetric services. Equally important is the emphasis that Summit places on Outpatient Services. SMC has an Ambulatory Surgery Center, which contains three floors of medical office space. The complex is located at the Summit Outpatient Center. Entrances are available off Old Hickory Blvd & Central Pike.

## +Sumner Regional Medical Center (SRMC)

*Gallatin, TN*



**Located about 21 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically 1-month rotations
Senior specialty rotation - Regional

Since opening in 1959 as Sumner County Memorial Hospital, SRMC has grown from a facility with just 50 employees and seven physicians to a comprehensive health care leader in the community with over 1,000 employees and 300 physicians. Since 1994, SRMC has served as the flagship hospital of the health care entity, HighPoint Health System. SRMC is accredited by the Joint Commission and is one of the largest non-government employers in Sumner County. Today, SRMC operates as a 155-bed facility and provides quality care in numerous areas, including cancer treatment, cardiac care, same-day surgery, orthopedics, diagnostics, and women's health and rehabilitation services.

## Vanderbilt University Medical Center (VUMC) & Children's Hospital at Vanderbilt

*Nashville, TN*





**Located about 15 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – typically up to 6 month rotations
Senior specialty rotations – Pediatric, OB, & Trauma

VUMC is a comprehensive healthcare campus dedicated to patient care, research and biomedical education. Within this system is VUMC, a twin-towered, 658-bed structure supported by the latest systems and technology. Patients are referred to Vanderbilt to receive both routine inpatient care and highly specialized medical treatment and surgical procedures. The Hospital is also home to the region's only Level I Trauma Center as well as the region's only Level IV Neonatal Intensive Care Unit.

Constructed in 2004, the freestanding Vanderbilt Children's Hospital is filled with state-of-the-art equipment and information systems. With 222 beds dedicated to high-level pediatric, subspecialty treatment, and trauma care, the hospital is also a teaching and research facility. Children's Hospital reaches children from Nashville to all Middle Tennessee counties and regions beyond. In 2007, a total of 104,169 of VCH's patients came from Davidson County. 16,151 patients came from out of state. Patients came from 45 states plus the District of Columbia.

## Williamson Medical Center

*Franklin, TN*



**Located about 33 miles from MTSA**
Junior rotations – typically 1-2 month rotations
Senior rotations – NONE

Williamson Medical Center is a 185-bed hospital dedicated to serving the health care needs of the surrounding communities. Founded in 1957, Williamson Medical Center offers comprehensive inpatient and outpatient services, 24-hour emergency care, preventive health screenings and wellness activities.

*MTSA Retains the right to change affiliations, rotation schedules, or length of rotations at any time. Students will be given as much advance notice as possible.*

### Clinical Site Visits

Designated MTSA administrators and/or faculty visit all active clinical sites at least annually to assure the availability of quality clinical experiences and an appropriate clinical learning environment for students.

## Clinical Practicum Courses

| | | | |
|---|---|---|---|
| ***ANCL 500*** | ***Practicum I*** | ***2 Qtr Hr*** | ***48 Qtr. Hrs.*** |
| ***ANCL 505*** | ***Practicum II*** | ***2 Qtr Hr*** | |
| ***ANCL 510*** | ***Practicum III*** | ***2 Qtr Hr*** | |
| ***ANCL 515*** | ***Practicum IV*** | ***2 Qtr Hrs*** | |
| ***ANCL 520*** | ***Practicum V*** | ***8 Qtr Hrs*** | |
| ***ANCL 525*** | ***Practicum VI*** | ***8 Qtr Hrs*** | |
| ***ANCL 530*** | ***Practicum VII*** | ***8 Qtr Hrs*** | |
| ***ANCL 535*** | ***Practicum VIII*** | ***8 Qtr Hrs*** | |
| ***ANCL 540*** | ***Practicum IX*** | ***8 Qtr Hrs (Senior Elective)*** | |

**For 64 clinical clock hours, MTSA awards one (1) academic quarter hour (or credit), which results in a 64:1 ratio.**

Practica are designed to provide carefully supervised practice of anesthesia and patient management that corresponds closely to academic advancement. Progress is from simple to complex experience, allowing students to develop initiative and independent judgment in a progressive manner. Pre- and post-anesthetic patient management and emergency call are important elements of clinical practicum. Students' performance is evaluated at each affiliate. Students often have a meeting with the affiliate site Clinical Coordinator or designee at the affiliate during the last week of the month, or more frequently if indicated, to discuss their performance.

Students should expect to participate in all aspects of the anesthetic as assigned, and to complete all academic assignments made by the affiliate coordinator designee. If, at any time, the affiliate clinical faculty assesses clinical inadequacies relative to the student's level of training, they are asked to address this to the student and notify MTSA. It is the student's responsibility to keep accurate timely records of clinical experience in Medatrax. The Clinical Support Specialist will check these records monthly. The student may be suspended from clinical participation for repeated failure to complete clinical records. Suspended days will be made up terminally. As a graduation pre-requisite, the student must successfully complete all assigned affiliations, to include sites in medically underserved areas.

A letter grade for Practica I-VIII will be recorded on the transcript and factored into the cumulative GPA. Practicum IX, which is the official transcript title for the Senior Elective period, will receive clinical credit with a pass/fail grade.

# Quarterly Clinical Objectives (QCO)

The clinical expectations for students vary, based on their current level of experience. Therefore, the following clinical objectives have been developed and published, to demonstrate that the expectations for students' increase as they progress through the program. Each QCO level includes designations, which correlate with specific Outcome Criteria (Student Learning Outcomes) (OC/SLO), which are expected of students upon graduation from the Master's degree program.

## ANCL 500: Practicum I

*(Second quarter, First/Junior year)*

**(Late Aug./Early Sept. – Mid-Nov. of 1st YEAR at MTSA; Approx. 1-4 months in program)**

**By the end of the 2nd quarter, the anesthesia student shall be able to:**

1. Know the function of the basic parts of an anesthetic machine to include $O_2$, $N_2O$, flow gauges, agent specific vaporizers, flush valves, inspiratory/expiratory sides of circle, pop-off valve, & soda lime canister. Be able to check the anesthetic machine for working order to include wall & tank supply of $O_2$ & $N_2O$, suction supply, scavenger mechanism, test circuit for leaks & valves/ flowmeters for patency & working order. (OC/SLO: A5, B2, C1, E3)
2. Place & use standard monitoring equipment to include BP cuff, precordial/esophageal stethoscopes, temperature probes (*i.e.* rectal/nasal/tympanic), EKG, neuromuscular blockade monitor, pulse oximeter, inspiratory $O_2$ monitor, & expiratory agent monitors. Use molded earpiece in monitoring pulse & breath sounds & to check BP. Place & use more advanced monitoring modalities, to include arterial lines & CVP lines (models acceptable for CVPs) with guidance & supervision. Recognize safety alarms, & trouble-shoot for causes. (OC/SLO: A5, B2, C4, C5, C7, E2, E3)
3. Have all equipment in working order, to include but not be limited to: precordial/esophageal stethoscope, stylet, laryngoscope, Miller/Macintosh (appropriate size) blades/bulbs, LMA, tongue blades, oral airways, an assortment of IV needles & tape. (OC/SLO: A5, B2, C4, E2, E3)
4. 110
5. Know the milligrams/micrograms per cc & the method to calculate dosage of routine intravenous anesthetic & supportive drugs. (OC/SLO: B2, C5, E2, E3)
6. Prepare basic drug & equipment set up to be used for any anesthetic: sedation, regional, or general (may be institution-specific). (OC/SLO: B2, B5, E3)
7. Make & document preanesthetic visit, fill out preanesthetic check sheet, seek instructor assistance where appropriate, in developing anesthetic care plan. (OC/SLO: C2, C3, E2, E3)
8. Construct a complete anesthesia care plan on each patient to include approximate blood volume & tolerable loss, fluid replacement to cover existing deficits, maintenance fluid choice, & course of the anesthetic, to include induction, maintenance, emergence, & possible complications. Expect instructor suggestion/revision of plan of care & harmoniously adhere to the suggestions/revisions. (OC/SLO: B10, C2, C3, C6, C7, E3)
9. Prepare IV fluids, successfully start IVs with sterile technique (no more than 2 attempts without seeking instructor assistance - 1 attempt at some affiliates), administer calculated amount of fluid to the patient & operate any pumps involved in drug administration with instructor advice & assistance. (OC/SLO: B2, C6, E2, E3)
10. Appropriately position a patient on an OR table with all pressure points guarded. Be able to change positions of the operating table. (OC/SLO: A1, A3, A4, B2, E2, E3)
11. Know that the patient is appropriately ventilated. Answer questions relative to breath sounds, $O_2$ saturation, $ETCO_2$ numerical & waveform patterns. Correctly position & hold an anesthetic breathing mask & perform & assess adequacy of mask ventilation. Correctly & atraumatically insert an oral/nasal airway. (OC/SLO: B1, B6, C5, E3)
12. Successfully & consistently intubate the trachea with instructor advice and assistance. (OC/SLO: A1, A3, B6, C7, E3)
13. Administer general & spinal anesthesia, conscious sedation & re-dose an epidural anesthetic with instructor advice & assistance. (OC/SLO: B2, B3, B5, E3)

14. Demonstrate by pattern of agent or drug administration that emergence from anesthesia is timely. (OC/SLO: B2, B3, E3)
15. Keep an accurate, neat, legible anesthetic record, with instructor advice & assistance. (OC/SLO: A1, E2, E3)
16. Be aware of & practice sterile technique in OR. Appropriately use universal precautions. (OC/SLO: A6, E2, E3)
17. Be cognizant of methods of patient transfer to PACU to include actual physical move, pertinent facts to relate to PACU personnel & assuring stable condition. (OC/SLO: A4, E2, E3)
18. Make & document post-anesthesia visits (where expected), & document & consult with instructor relative to complications & treatment of such. (OC/SLO: C2, C3, C7, E2, E3)
19. Arrive at affiliate in time to fulfill all expectations. Leave the facility as appropriate with the situation, considering both class & relief available. Maintain harmonious attitude. Request instructor's evaluation of student's performance daily. Fulfill duties of "call" person as assigned. (OC/SLO: B4, D1, D2, E2, E3)
20. Demonstrate a healthy work ethic & effectively communicate with all individuals influencing patient care, both verbally & non-verbally. (OC/SLO: A2, B9, D1, D2, E2, E3)

Revised: June 2008; July 2009; June 2011; December 2012; March 2014

## ANCL 505: Practicum II

*(Third quarter, First/Junior year)*

**(Mid-Nov. – Late Feb. of 1st YEAR at MTSA; Approx. 5-7 months in program)**

**By the end of the 3rd quarter, in addition to accomplishing & perfecting the 2nd quarter Practicum objectives, the anesthesia student should be able to:**

1. Continue to develop skills & previous quarter objectives. In each instance the student should need less advice & assistance from the instructor than in the previous quarter, becoming more independent & polished in each skill. (OC/SLO: B5, B6, B10, C3, C4, C5, C6, C7, E1, E2, E3)
2. Perform fiberoptic intubations (models acceptable) with guidance & supervision. Recognize inappropriate placement of ETT immediately. (OC/SLO: A1, A3, B6, C7, C9, E3)
3. Show appropriate independence with medical supervision in care plan construction & administration of general anesthesia, Bier block anesthesia, spinal anesthesia, & monitored anesthesia care, with advice & limited assistance. (OC/SLO: B2, B3, B5, C1, C3, C5, E2, E3)
4. Administer Bier Blocks & re-dose an epidural, with instructor advice & limited assistance. (OC/SLO: B2, B3, B4, B5, C1, C3, E3)
5. Administer anesthesia for emergency surgical & obstetrical patients, with instructor advice & limited assistance. (OC/SLO: C3, B1, B2, B3, B4, E3)
6. Arrive & leave affiliate as expected & as appropriate with the situation. Maintain harmonious attitude. Fulfill duties of "call" person, as assigned. (OC/SLO: B4, B9, D1, D2, E2, E3)

Reviewed: June 2008, July 2009, March 2013, March 2014 Revised: June 2011; December 2012; March 2014

## ANCL 510 & 515: Practica III & IV

*(Fourth & Fifth quarters, First/Junior year)*

**(Late February of 1st YEAR – Late August/Start of 2nd YEAR at MTSA; Approx. 8-13 months in program)**

**During the 4th quarter and by the end of the 5th quarter, in addition to accomplishing & perfecting the 2nd & 3rd quarter Practicum objectives, the anesthesia student should be able to:**

1. Continue to polish skills & objectives of the previous quarters**.** Instructor advice & assistance should be minimal in most instances. (OC/SLO: B5, B6, C4, C5, C6, C7, E2, E3)
2. With appropriate supervision, independently develop care plans for all risk patients. Seek instructor assistance if needed & administer safe anesthesia to all risk patients. (OC/SLO: B2, B3, C5, C7, E2, E3)
3. Show increasing ability to administer sound, smooth anesthesia with limited instructor participation in low risk patient categories having less complex surgical procedures to include, but not be limited to

Cysto, D&C, hysterectomy, cholecystectomy, laparoscopy, extremity orthopedic procedures, & dental procedures. (OC/SLO: B2, B3, C1, C2, C5, C7, E3)

4. Administer anesthesia to patients of all ages for a wide spectrum of surgical procedures. Instructor assistance is appropriate with extremes in ages, increased patient risk, or surgical procedures with increased complexity for anesthesia, to include thoracotomy, craniotomy, & major vascular procedures. Participate in "call" as assigned. (OC/SLO: B2, B3, B4, C1, C2, C5, C7, E2, E3)
5. Perform all tasks with the expectation that the major role of the instructor is supervision, thus allowing the student to increase his medically supervised independence in performing the anesthetics assigned to him. (OC/SLO: B5, B6, C7, E2, E3)

Reviewed: June 2008, July 2009, March 2013, and March 2014 December 2012; Revised: June 2011

## ANCL 520, 525, 530, 535 & 540: Practica V – IX

*(Second/Senior & Graduating year)*

**(Late August/Start of 2nd YEAR at MTSA – Graduation; Approx. 14 months in program - Graduation)**

### During quarters 6 – 9 & by the end of the 10th quarter, in addition to accomplishing & perfecting the objectives for quarters 2 – 5, the anesthesia student should be able to:

1. With less instructor assistance, show increasing growth & competency in skills, techniques, procedures & objectives of previous quarters. (OC/SLO: B5, B6, C3, C4, C5, C6, C7, E2, E3, E4)
2. Complete specific "Specialty" affiliations. Complete all cases required by MTSA & NBCRNA/ CCNA/COA. Request assignment to cases required for Clinical Record, but are less available routinely &/or more challenging, such as intra-thoracic procedures. Complete the specific objectives outlined for each facility. (OC/SLO: B2, B3, E3)
3. Demonstrate appropriate medically supervised independent skills in anesthesia induction, management, & emergence in emergency procedures, intra-thoracic procedures, surgery performed in the prone/lateral positions, intracranial/neurological procedures, assessing preoperative & intra-operative fluid losses, & plan replacement of colloid, crystalloid, & blood elements that become deficient while the patient is under his care. (OC/SLO: B2, B3, B4, B5, C1, C3, C5, C6, C7, E3)
4. Demonstrate harmonious interpersonal relationships working with all personnel as befitting a professional nurse anesthetist. (OC/SLO: D1, D2, E2, E3, E4)
5. Administer appropriately supervised anesthesia to all ASA class patients, utilizing a wide variety of agents, techniques & skills. Where possible, be an active participant in regional anesthesia. Where appropriate, perform fiberoptic intubations & insert arterial & invasive monitoring devices with appropriate direction. (OC/SLO: B2, B3, B5, B6, C3, C5, C7, E3)
6. Participate in the call experience, & demonstrate ability to make appropriate clinical judgments. Be a valued member of the OR team. (OC/SLO: B4, C7, D1, D2, E2, E3, E5)

Reviewed: June 2008, July 2009, & July 2012; December, 2012, March 2014. Revised June 2011, March 2014.

## Senior Elective

MTSA recognizes that there are hospitals and anesthesia groups willing to give clinical instruction to students that cannot accommodate the entire student body of MTSA. For this reason, the Senior Elective has been developed. Each student enrolled in the MS Entry-to-Practice Program is required to participate in a Senior Elective taken during the last three months (last quarter) of the program.

A clinical affiliate agrees to have the position for a limited number of MTSA students. These facilities have the right to approve or deny student participation at the affiliation. MTSA reserves the right to limit the number of students in a Senior Elective at a site to prevent dilution of the clinical experience. Those requests made first, and those with hospitals already having contracts with MTSA, will be considered first. The cost of the Senior Elective is included in the tuition. All tuition and fees are set by the MTSA Board of trustees.

A list of facilities that have participated in MTSA's "Senior Elective" program is available in the office of the Coordinator of Clinical Support.

**To be eligible for consideration for a Senior Elective of his choice, the student must meet the following criteria:**

1. Maintain an overall 3.0 GPA
2. No failures in any class
3. Above average clinical evaluations
4. Met or have the potential to meet all case requirements
5. No Progressions Committee action preventing student's participation
6. Specific permission from the Progressions Committee if the student has been on probation for any cause during his time in the program
7. Successful passing of the SEE
8. Successful completion of SBR material

Students not meeting these criteria or not submitting their Senior Elective paperwork prior to the stated deadline (see next paragraph) will be assigned at any one of the regular active affiliates, including those located in other states, or at another senior elective affiliate with whom MTSA already has a current contract. In either of these cases, the student will be personally responsible for the entire cost of the Senior Elective, including any additional expenses, such as housing, travel, and non-NLC state RN licensure (if applicable).

MTSA is willing to develop a Senior Elective with any anesthesia group willing to offer specific clinical experience to students, and whose anesthesiologists and CRNAs are capable and desirous of becoming clinical instructors and are willing to enter into MTSA's senior elective contract agreement. MTSA does not provide living accommodations for students, so the affiliate or student is expected to cover this expense. The student is responsible for identifying the Senior Elective site of his choice. The contract must be in progress by March 1st of the Senior Year. All final paperwork must be submitted to MTSA by June 1st of the second academic year. Please see Coordinator of Clinical Support for actual calendar date.

## Process & Deadline

The following are the two initial considerations when seeking a Senior Elective affiliation:

1. If MTSA already has a contract with the affiliate/anesthesia group:
    a. Is the affiliate willing to participate in the Senior Elective program?
    b. Will the affiliate accept the specific student?
    c. Is a housing/dislocation allowance available, and the terms acceptable to the student?
    d. When was the last time the site had MTSA student(s)?

2. If MTSA does **not** have a contract with the affiliate/anesthesia group:
    a. The affiliate and anesthesiology group in the affiliate must be willing to sign a contract with MTSA.
    b. The affiliate or the student must be willing to provide housing.

MTSA has major interests in where students seek Senior Elective affiliates, including but not limited to the amount of valid experience available, clinical instructors' qualifications, and monitoring available. These are partially discovered by the questionnaire the affiliate must complete for MTSA and the CVs the potential clinical instructors supply to MTSA. The MTSA Dean or his designee will complete the on-site visit required by Council on Accreditation (COA) to the affiliate at some time during the process of seeking and arranging the elective. Living arrangements must be satisfactory to the student. The student must meet criteria to participate in a Senior Elective of his choice.

The Coordinator of Clinical Support has a list of affiliate sites that have previously participated in the senior elective. Unless the site has had students within the past three years, Council on Accreditation requires a new contract to be executed, including a site visit. These affiliates may again choose to participate in Senior Electives; however, they will be able to accommodate only a few members of any given class. Students who would like to be considered for positions in one of these should get the name of the contact person at the affiliate (usually the chief anesthesiologist) from the MTSA Coordinator of Clinical Support. The student must contact that person to determine if they wish to have a student during the final quarter of the program (typically September through November of the year that the student is expected to graduate). If they wish to participate, students should tell them they are exploring the possibility and wish to apply for the position. Students then are to follow up with a letter and CV.

**IF NO CONTRACT EXISTS**, and this is a site where the student would like to have a Senior Elective developed, the student must do the initial contact with the site. Usually, the anesthesiologists are the best people to contact first to discuss participation in the elective. An anesthesiologist who sees merit in the program can be a great facilitator in moving it through administration at the facility. In fact, many times, once convinced to participate, the anesthesiologist will take care of getting the signatures of approval from all involved at the facility. This may be a lengthy process, as the three-party contract between MTSA, the anesthesiology group and the affiliate hospital is apt to be reviewed by all three sets of attorneys. Any changes in the sample contract MTSA supplies to the affiliate/anesthesia group are subject to review by MTSA's attorney, which requires still more time. Students should be VERY serious about accepting the affiliate before the contract expenses start. ONLY unusual circumstances should keep a student from completing the process and actually deciding to participate there.

Sample contracts for the affiliate/anesthesia group agreeing to have students with them and a letter of explanation about the Senior Elective are available with the Coordinator of Clinical

Support at MTSA. The student is responsible for sending these contracts. The Coordinator of Clinical Support will take the name of the site the student is contacting and process any subsequent feedback regarding meetings or conversations they have had with the anesthesiologists.

When the students have sent the sample contracts, they need to give the Coordinator of Clinical Support the phone numbers and addresses of those individuals contacted. Students who have not heard back from them in a reasonable amount of time may ask the Coordinator of Clinical Support to follow up on the initial contact. If the Coordinator of Clinical Support has received no response from her effort to contact them, she will notify the student. MTSA is NOT responsible to continue to seek responses.

Once the student decides on an affiliate, there is a final contract the student and the affiliate MUST sign in order to confirm both the student and affiliate's decision to participate in the elective. The School must have a copy of this signed and dated agreement. Signing the contract indicates a decision is permanent. If a student changes his mind after signing this contract, the student will be charged an additional fee, up to the amount of the senior elective fee for one additional month.

Honoring any agreement made is very important. It is not unusual for students to initially explore more than one area. Students should tell each site this is an initial exploration. Students may make final arrangements at any time in the program, if they are sure this is where they wish to do the elective and wish to "lock in" their choice. Students must make the decision by the deadline (see below), or they will be assigned to a site by MTSA. Once students have officially agreed, MTSA will consider this their final choice and schedule it for them. No changes are expected, and will only be considered if the Program Administrator and/or NAP Council, after review of the situation, determines the circumstances are unusually extenuating and far beyond the control of the student.

If the student has been exploring more than one site, it is not only the student's responsibility to sign the contract with the one they have decided to accept, they must also notify those alternate sites not chosen. Many students may be contacting the same affiliate, yet the affiliate has limited room. It is unprofessional behavior to allow them to hold a position for a student if that student has already made the choice for another affiliate.

## Deadline for Finalizing the Senior Elective Agreement

The student is responsible for identifying the Senior Elective site of his choice and initiating contact with the anesthesia group no later than early in the senior year. Out of respect for the scheduling processes at MTSA and the participating affiliates, as well as processing by the Council on Accreditation, submission is **highly** encouraged by the beginning of the second/senior year in September. The contract must be in progress by March 1st of the Senior Year. All final paperwork must be submitted to MTSA by June 1st of the second academic year. Please see Coordinator of Clinical Support for actual calendar date.

This date is the deadline for the students and the affiliates to have made choices and have all contracts official. If students have not chosen by then, MTSA will assign students to a site MTSA makes every attempt to make this assignment within driving distance of the School; however, this may not be possible in all instances.

Requesting a Senior Elective with a regular full-time affiliate where limited experience is available is not likely to be approved by MTSA because it would dilute the experience for the other two classes of students.

# ACADEMIC STANDARDS

Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by recommendations from the Faculty Committee and is a primary function of the Progressions Committee. In order to receive an unencumbered recommendation for academic progression, the student must meet the following conditions:

- First Quarter Orientation courses are considered minimal competencies that need to be displayed prior to entering the clinical environment. Earning a grade of less than 80% (B) in any First Quarter Orientation course will lead to dismissal from the program.

- Beyond First Quarter Orientation, MTSA expects that all graduate level coursework should result in a minimum earned grade of "B" (*See: Student Advancement*). The first earned grade between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance. The second earned "C" in a course will lead to automatic academic probation and an appearance before the Progressions Committee. The third earned "C" in a course will result in dismissal from the program. Academic course grades during the first year will carry over to the subsequent years for purposes of determining penalties based on course grades and progression.

- MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic probation. The student will have one (1) quarter to improve the academic cumulative GPA to 3.0 or greater to be removed from probation. If the student fails to improve his or her GPA to 3.0 or greater during the following quarter he will be dismissed from the program.

- Students will automatically be dismissed from the program for receiving a final failing course grade in any course. Failing is defined as any grade below 70%.

- Students who are placed on any type of probation more than two (2) time periods will be dismissed from the program. (If there is an active vote to continue student on probation for another period, that action will count as another probation occurrence).

- Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process.

- Each student is carefully evaluated for academic achievement and clinical performance on a regular and continuing basis. Academic grades are published quarterly. Clinical practicum evaluations are received from each affiliation, reflected on the official transcripts as letter grades, and used in tabulating the final grade point average. During the program, the student will receive both an academic transcript and a clinical transcript. The clinical transcript will be delayed approximately two months behind the quarter's end. Both are merged at the end of the program to give a cumulative academic/clinical grade point average. Students shall be advised quarterly by a CRNA faculty member concerning their academic and clinical progress no less than three times during the first year, and no less than twice during the second year.

- Every effort is made to adhere to class and clinical schedules. Class hours, course sequencing, clinical seminars, and clinical practicum hours have been estimated carefully, but are dependent on day-to-day situations at each affiliation, and should, therefore, be

recognized as estimates that are subject to alteration to meet daily situations. Many classes are taught by instructors who hold CRNA/MD positions in other facilities. When obligations in these facilities, such as “call,” prohibit the instructor from meeting class on a particular day, the class will be rescheduled. This rescheduling will be done as far in advance as possible. All subject matter may change to benefit the student and/or MTSA. Students scheduled for class and not for clinical will be expected to adjust to changes in academic scheduling.

## SEE Exams

All students will be required to take the Self Evaluation Examination (SEE) during the month of May of their senior year. Students must be schedule to take the exam no later than April 30th. Students will have to achieve a benchmark score based on the prior year SEE national mean. Failure to pass the SEE will require the student to repeat the SEE during the next quarter. Each student must pass the SEE prior to graduation to be scheduled to take the NCE.

The SEE is a valuable tool to gauge progress in the education program, assess knowledge of anesthesia practice, and to prepare students for the National Certifying Examination (NCE) experience. The exam contains questions covering these four domain levels: Basic Sciences; Equipment, Instrumentation and Technology; Basic Principles of Anesthesia; Advanced Principles of Anesthesia. The SEE is administered at approved testing sites across the nation. Data from the SEE will be reviewed and each student will receive counsel regarding knowledge areas that need further study and review.

# ACADEMIC COURSE SEQUENCING

## Junior Year

***Anticipated for the Class of 2016-2018 – Subject to Change***

| **First Quarter Orientation** | | **July 18 – August 28, 2016** | **Qtr Hrs** |
|---|---|---|---|
| ANPR | 500 | Orientation | 6 |
| ANPR | 505 | Basic Arrhythmia/12-Lead EKG | 1 |
| ANPR | 501 | Math for Nurse Anesthetists | 1 |
| ANPR | 590 | Advanced Physical Health Assessment | 2 |
| | | | 10 |

| **Second Quarter** | | **August 29 – November 13, 2016** | **Qtr Hrs** |
|---|---|---|---|
| ANAP | 500 | Physiology I | 4 |
| ANPH | 500 | Pharmacology I (Anesthetic Drugs) | 3 |
| ANPR | 520 | Principles of Anesthesia I (Fundamentals) | 2 |
| ANPR | 525 | Applied Anesthesia I (Simulation) | 1 |
| ANPR | 535 | Equipment and Technology in Anesthesia I | 1 |
| ANPR | 555 | Physical Principles of Anesthesia and Math in Anesthesia | 2 |
| ANAP | 505 | Respiratory Anatomy, Physiology, and Pathophysiology | 2 |
| ANSM | 500 | Clinical Seminar I (Case Conference) | 1 |
| AREL | 500 | Religion I | 1 |
| ANPA | 500 | Professional Aspects I | 2 |
| ANCL | 500 | Practicum I | 2 |
| | | | 21 |

| **Third Quarter** | | **November 14, 2016 – February 26, 2017** | **Qtr Hrs** |
|---|---|---|---|
| ANPR | 540 | Advanced Principles of Anesthesia I (Regional Anesthesia) | 2 |
| ANAP | 510 | Physiology II | 4 |
| ANPH | 510 | Pharmacology II (Accessory Drugs) | 3 |
| ANPR | 521 | Principles of Anesthesia II (Fundamentals) | 2 |
| ANPR | 536 | Equipment and Technology in Anesthesia II | 1 |
| ANPR | 526 | Applied Anesthesia II (Simulation) | 1 |
| ANSM | 501 | Clinical Seminar (Case Conference) | 1 |
| AREL | 501 | Religion II | 1 |
| ANPA | 505 | Professional Aspects II | 1 |
| ANEP | 500 | Foundations of Evidence-Based Nurse Anesthesia Practice | 3 |
| ANCL | 505 | Practicum II | 2 |
| | | | 21 |

| **Fourth Quarter** | | **February 27 –May 28, 2017** | **Qtr Hrs** |
|---|---|---|---|
| ANAP | 520 | Physiology III | 4 |
| ANPH | 530 | Pharmacology III | 3 |
| ANPH | 520 | Applied Cardiothoracic Pharmacology | 2 |
| ANPR | 560 | Advanced Principles of Anesthesia (Cardiovascular) | 2 |
| ANPR | 545 | Advanced Principles of Anesthesia (Regional II) | 1 |
| ANPR | 580 | Advanced Principles of Anesthesia (Pain Management) | 1 |
| ANPR | 527 | Applied Anesthesia III (Simulation) | 1 |
| AREL | 502 | Religion III | 1 |
| ANCL | 510 | Practicum III | 2 |
| | | | 17 |

| **Fifth Quarter** | | **May 29 – August 27, 2017** | **Qtr Hrs** |
|---|---|---|---|
| ANAP | 530 | Physiology IV | 3 |
| ANPR | 550 | Advanced Principles of Anesthesia (Pediatric Anesthesia) | 3 |
| ANPR | 570 | Advanced Pathology & Applied Nurse Anesthesia Management | 4 |
| ANPR | 530 | Advanced Principles of Anesthesia (Obstetrical Anesthesia) | 2 |
| ANPA | 510 | Professional Aspects III (Professional Practice) | 2 |
| ANPR | 528 | Applied Anesthesia IV (Simulation) | 1 |
| ANCL | 515 | Practicum IV | 2 |
| | | | 17 |

## Senior Year

***Anticipated for the Class of 2016-2018 – Subject to Change***

| **Sixth Quarter** | | | **August 28 – December 3, 2017** | **Qtr Hrs** |
|---|---|---|---|---|
| ANSM | 515 | Senior Board Review I | | 1 |
| ANCL | 520 | Practicum V | | 8 |
| | | | | 9 |

| **Seventh Quarter** | | | **December 4, 2017– February 25, 2018** | **Qtr Hrs** |
|---|---|---|---|---|
| ANSM | 516 | Senior Board Review II | | 1 |
| ANCL | 525 | Practicum VI | | 8 |
| | | | | 9 |

| **Eighth Quarter** | | | **February 26 – May 27, 2018** | **Qtr Hrs** |
|---|---|---|---|---|
| ANSM | 517 | Senior Board Review III | | 1 |
| ANCL | 530 | Practicum VII | | 8 |
| | | | | 9 |

| **Ninth Quarter** | | | **May 28 – August 26, 2018** | **Qtr Hrs** |
|---|---|---|---|---|
| ANSM | 518 | Senior Board Review IV | | 1 |
| ANCL | 535 | Practicum VIII | | 8 |
| | | | | 9 |

| **Tenth Quarter** | | | **August 27 – November 13, 2018** | **Qtr Hrs** |
|---|---|---|---|---|
| ANCL | 540 | Practicum IX | | 8 |
| | | | | 8 |

# COURSE CATALOG

## Orientation

*(First Quarter – 6 weeks)*

Successful completion of each course during the Orientation quarter is a prerequisite for continued enrollment in the program.

### ANPR 500 Orientation — *6 Qtr Hrs*

This introductory anesthesia class covers principles of pre-anesthetic assessment, airway management, basic principles of pharmacologic agents, monitoring, charting, equipment function, and IV cannulation. Practicing skills on models is required prior to hands-on in clinical areas. The practicum orientation is structured with laboratory experiences in the Simulation Skills Center where students can become familiar with charting, equipment use, and basic anesthesia skills such as mask ventilation and intubation. The student also is provided with OSHA and HIPAA instruction and orientation to anesthesia in various clinical affiliate sites.
(OC/SLO: A1, A2, A4, A5, A6, C1, C3, C4, C5, C6, C7, D1, D2)

### ANPR 505 Basic Arrhythmia/12-Lead EKG — *1 Qtr Hr*

Basic Arrhythmia course presents an overview of cardiac arrhythmias, beginning with a review of basic electrophysiology. The course presents a systematic method for interpreting disturbances in cardiac rhythm including sinus, atrial, junctional, and ventricular arrhythmias and conduction abnormalities.
Twelve-lead electrocardiography reviews interpretation of the lead systems and normal QRS morphology in the various leads.
(OC/SLO: A1, B1, B7, B8, B10, C1, C5, C7)

### ANPR 590 Advanced Physical Health Assessment for Nurse Anesthetists — *2 Qtr Hrs*

This course will build upon the basic health assessment skills developed in the undergraduate nursing program of study. The clinical basis for a comprehensive history and physical assessment in advanced nursing practice will be developed as related specifically to the provision of anesthesia care. The course will utilize practice sessions to evaluate the body and its functions using inspection, palpation, percussion, auscultation and advanced assessment techniques. The course will also include: diagnostic testing that may be appropriate for a patient, cultural and developmental variations and needs of a patient, establishing a differential diagnosis based on the assessment data, an overview of radiologic principles and safety related to the administration of anesthesia, and developing an effective and appropriate plan of care for a patient. Critical thinking, diagnostic reasoning, and communication skill development will be enhanced through case presentation and simulation experiences.
(OC/SLO: A1, B1, B6, B9, B10, C1,C3, D1, D2)

### ANPR 510 Math for Nurse Anesthetists

***1 Qtr Hr***

This course will build upon the math skills developed in the undergraduate nursing program of study. Emphasis will be placed on dosage calculations, drug dilution, and the appropriate drug dosages as they apply to the practice of nurse anesthesia. Students will be required to calculate the administration dosages of medicines used in anesthesia, for patients of all ages, BMI, and physical conditions. Classroom time, and simulation will be used to present different patient scenarios and students will apply knowledge to practice in decision-making and problem solving.
(OC/SLO: A1, C1, E5)

## Evidence-Based Practice

### ANEP 500 Foundations of Evidence-Based Nurse Anesthesia *Practice*

***3 Qtr Hrs***

***3rd Qtr***

This course is the first in the research sequence and is designed to prepare students to understand, critique, evaluate, and utilize research, as the foundation for evidence based nurse anesthesia practice. The specific foci of this course will include the foundations of knowledge development, research design, measurement issues, interpretation of research results, and research ethics. By the conclusion of this course, students will be able to read, critically evaluate, and select studies with scientific and clinical merit in order to apply research findings to the practice of nurse anesthesia. This course uses a hybrid delivery system containing both in-class and on-line lectures using a web-based system.
(OC/SLO: C2, D1, E1)

### ANSM 500, 501 Clinical Seminar I-II (Case Conference)

***2 Qtr Hrs***

***2nd & 3rd Qtrs***

This course spans two quarters, with one quarter hour credit awarded and with separate grades given in each quarter. Instructor and students will present clinically oriented topics with problem solving and demonstration format. Utilizes case review, morbidity and mortality reports, and journal reviews. Affords students the opportunity for literature review and class presentation. In addition, certain class periods will be spent with students discussing clinical experiences and their feelings about progress in the clinical area. This group interaction is encouraged with the belief that verbalizing stress is a mechanism to manage it.
(OC/SLO: B1, B2, B3, C1, C5, C7, D1, E3, E4)

### ANSM 515, 516, 517 & 518 Senior Board Review I-IV

***1 Qtr hr (each)***

***6th, 7th, 8th, 9th Qtr***

This course utilizes the Apex Review Course and other workbooks and Topic Tests. This is independent study and scheduled on-site review with 1-2 Topic Tests assigned each quarter. The purpose of this course is to assist in preparing the student to pass the NCE exam after graduation. This course spans 4 quarters during the second year, with separate Pass/Fail grades given for one hour's credit each quarter. Students complete assigned modules during quarter 6 and 7. (OC/SLO: C8, E5)

# Pharmacology

## ANPH 500 Pharmacology I (Anesthetic Drugs)

***3 Qtr Hrs***

***2nd Qtr***

Presents general physiological properties of individual anesthetic agents and their absorption rate and excretion. Principles governing uptake and distribution of inhalation agents are covered along with specific effects of the agents on organs and systems. Signs and stages of the depth of anesthesia are included.
(OC/SLO: B2)

## ANPH 510 Pharmacology II (Accessory Drugs)

***3 Qtr Hrs***

**Prerequisite**: ANPH 500

***3rd Qtr***

The applied science of the use, action, and effects of medicinal agents, particularly as related to anesthesia. Information is designed to acquaint the student with relationships between the medications utilized and physiologic and biochemical actions of the medications. Intravenous induction agents, narcotics, muscle relaxants, and vasoactive drugs are included as well as interactions with prescription and non-prescription drugs the patient may be currently taking.
(OC/SLO: B2)

## ANPH 520 Applied Cardiothoracic Pharmacology

***2 Qtr Hrs***

**Prerequisite**: ANPH 500

***4th Qtr***

Building upon the student's basic knowledge of pharmacological actions, mechanisms, and drugs, this course will teach the clinical application of these principles in the anesthetic management of patients with underlying cardiac and/or thoracic disease who present for surgeries typical of this patient population. By using actual case scenarios, students will learn how to identify specific indications, selection, actions, and contraindications of a wide range of commonly used cardiovascular and pulmonary pharmaceuticals. Additionally, students will be exposed to intra-operative fluid and blood management strategies. Following a weekly didactic presentation, students will work independently and in small groups on example cases that they will present the following week
(OC/SLO: A1, B1, B2, C1, C2, C5, C6, C7, D1, E4)

## ANPH 530 Pharmacology III

***3 Qtr Hrs***

**Prerequisite**: ANPH 500 & ANPH 510

***4th Qtr***

This course is designed to discuss concepts related to pharmacotherapeutics of frequently encountered and prescribed non-anesthesia specific drugs at cellular and systems levels. Many patients receiving anesthesia will be concurrently receiving medications from one or more of the categories discussed. In addition to medication indications, interactions, side effects, contraindications, and important patient education; the legal requirements and implications of being a safe and conscientious provider and prescriber will be integrated throughout the course.
(OC/SLO: A1, A3, B1, B2, C1, C2, E2, E4)

# Physiology

## ANAP 500 Physiology I

***4 Qtr Hrs***

***2nd Qtr***

This course focuses on concepts foundational to an understanding of human physiology and pharmacology. Functional systems of the cell, cell metabolism, cell membrane transport, membrane potentials, action potentials, cell receptors, cell markers, and concepts of pharmacodynamics and pharmacokinetics are discussed. Understanding these concepts is prerequisite to a comprehension of all cell, tissue, organ, and systems physiology and pathophysiology and to pharmacology. Selected pathophysiologic and anesthesia related concepts are integrated.
(OC/SLO: A3, C1, C2)

## ANAP 505 Respiratory Anatomy, Physiology, & Pathophysiology

***2 Qtr Hrs***

***2nd Qtr***

This course is designed to explain and discuss respiratory anatomy, physiology and pathophysiology as it relates to the practice of anesthesia. Content will include pulmonary mechanics, control of ventilation, oxygen diffusion and transport, and ventilation/perfusion. Additionally, these concepts will be incorporated into clinical application including discussion of specific pathologic states, assessment of pulmonary function and anesthetic risk and optimization during the conduct of anesthesia.
(OC/SLO: A4, B2, B3, B5, C3, C5)

## ANAP 510 Physiology II

***4 Qtr Hrs***

**Prerequisite**: ANAP 500

***3rd Qtr***

This course is designed to discuss concepts related to anatomy and physiology of the nervous system, including the brain, spinal cord, peripheral nervous system, autonomic nervous system, neurotransmitters, receptors, and synapses; physiology of skeletal muscle contraction, neuromuscular synapse, and smooth muscle contraction; and physiology of pain transmission. Selected pathophysiologic and anesthesia related concepts are integrated.
(OC/SLO: A3, C1, C2)

## ANAP 520 Physiology III

***4 Qtr Hrs***

**Prerequisite**: ANAP 500, ANAP 505, & ANAP 510

***4th Qtr***

This course is designed to discuss concepts related to physiology of the heart; systemic and pulmonary circulations; microcirculation, hematopoietic system; inflammatory-immune system; hemostasis/blood coagulation; and renal system. Selected pathophysiologic and anesthesia related concepts are integrated.
(OC/SLO: A3, C1, C2)

## ANAP 530 Physiology IV

***3 Qtr Hrs***

**Prerequisites**: ANAP 500, ANAP 505, ANAP 510, & ANAP 520

***5th Qtr***

This course focuses on concepts related to physiology of acid-base balance; integrated mechanisms of blood pressure regulation; the endocrine system; the gastrointestinal system, including nutrient digestion and absorption, the liver and the pancreas. Selected pathophysiologic and anesthesia related concepts are integrated.
(OC/SLO: A3, C1, C2)

# Principles of Anesthesia

## ANPR 520, 521 Principles of Anesthesia (Fundamentals I & II)

***4 Qtr Hrs***

***2nd & 3rd Qtrs***

Basic concepts of anesthetic management are stressed. Anesthetic equipment, its proper function, operation, and maintenance are stressed. Patient safety and anesthetic effectiveness are integrated with theory and practice of pre-anesthetic, anesthetic, and post-anesthetic management. The course spans two quarters, with two hours' credit each quarter and separate grades awarded in each quarter. Successful completion of ANPR 520 Principles of Anesthesia (Fundamentals) I is a prerequisite to ANPR 521 Principles of Anesthesia (Fundamentals) II.
(OC/SLO: A1, A2, A3, A4, A5, A6, B1, B2, B3, B4, B6, C1, C3, C4, C5, C6, C7, C9, D1, D2)

## ANPR 525, 526, 527, 528 Applied Anesthesia I, II, III, IV (Simulation in Anesthesia)

***4 Qtr Hrs***

***2nd, 3rd, 4th & 5th Qtrs***

This course spans four quarters with one quarter hour credit awarded and with separate grades given in each consecutive quarter. Each quarter has learning activities aligned to supplement classroom teachings and readings. Simulation is intended for students to practice and demonstrate basic, advanced skills, decision-making and critical thinking as they progress in their studies and clinical practice experiences. Students practice fiberoptic intubations, jet ventilation, advanced airway techniques for difficult airways, CVP placement, one lung ventilation, hypo and hypertension management, epidural and spinal placement, pediatric laryngospasm, ultrasound guided regional anesthesia, and management of vascular complications.
(OC/SLO:A1, A2, A3, A4, A5, A6, B1, B2, B3, B4, B5, B6, C1, C2, C3, C4, C5, C6, C7, D1, D2, E2, E3, E4)

## ANPR 530 Advanced Principles of Anesthesia (Obstetrical)

***2 Qtr Hrs***

***5th Qtr***

The unique aspect of administering anesthesia to the pregnant female is discussed with special emphasis on alterations in physiology in the pregnant state, common pathophysiologic states seen in the pregnant state, and the effects on the neonate of labor, delivery, and anesthesia. Specific techniques are outlined for all of the alternative courses that may be required in the anesthesia care of the pregnant female and techniques for emergency care of the newborn are outlined.
(OC/SLO: B3, C1, C3, C7,)

## ANPR 535, 536 Equipment and Technology in Anesthesia I & II

***2 Qtr Hr***

***2nd Qtr & 3rd Qtr***

This course is designed to explain and discuss the function of the anesthesia machine and ancillary equipment, such as tools for securing the airway. It covers the principles of ventilation, anesthetic gas elimination and carbon dioxide absorption. In addition, the various breathing systems and non-re-breathing valves are discussed.
(OC/SLO: A5, B2, C4)

## ANPR 540 Advanced Principles of Anesthesia (Regional Anesthesia I)

***2 Qtr Hrs***

***3rd Qtr***

A description of regional blocks used in daily practice and methods of administration are described or demonstrated. Spinal anesthesia, epidural anesthesia, and an introduction to upper/lower extremity blocks, are included in this series.
(OC/SLO: A1, A3, A4, A6, B2, B5, B9, B10, C1, C2, C3, C4, C7, D1, D2, E1, E2, E4, E5)

## ANPR 545 Advanced Principles of Anesthesia (Regional Anesthesia II)

*1Qtr Hr*

*4th Qtr*

**Prerequisite**: ANPR 540

Lectures related to the use of regional anesthesia, pharmacologic principles of regional anesthesia, and a description and demonstration of regional anesthesia techniques, to include ultrasound guidance, such as interscalene, supraclavicular and infraclavicular blocks, as well as lower extremity blocks, are included. Students participate in a regional anesthesia simulation & the Cadaver Lab workshop.
(OC/SLO: A1, A3, A4, A6, B2, B5, B9, B10, C1, C2, C3, C4, C7, D1, D2, E1, E2, E4, E5)

## ANPR 550 Advanced Principles of Anesthesia (Pediatric Anesthesia)

*3Qtr Hrs*

*5th Qtr*

This course will introduce the basic and advanced knowledge and techniques to provide safe anesthesia in the OR/procedure rooms for neonates, infants, children, and adolescents. Lectures will include specific aspects of pediatric airway management, anatomy and physiology, pharmacology, caudal (regional) anesthesia, congenital heart disease and other common pediatric syndromes; anesthesia for pediatric trauma, abuse, and other related pediatric emergencies.
(OC/SLO: B3, C1, C3, C6, C7)

## ANPR 555 Physical Principles of Anesthesia and Math in Anesthesia

*2 Qtr Hrs*

*2nd Qtr*

This course relates the physical principles and laws of the universe to the science and practice of anesthesia. The student is then shown how the physical forces of matter and energy may be controlled, regulated, and applied in the form of scientific and efficient anesthesia administration. A review of drug related mathematics is a part of this class.
(OC/SLO: C1, C6)

## ANPR 560 Advanced Principles of Anesthesia (Cardiovascular Anesthesia)

*2 Qtr Hrs*

*4th Qtr*

This course discusses anesthesia for vascular, thoracic, and cardiac surgery, and current literature about vasopressors, cardiac and respiratory physiology, and hemodynamic monitoring. It serves as a necessary foundation to administer anesthesia to patients with sick hearts for cardiac and non-cardiac surgery.
(OC/SLO: B3, C1, C3, C5, C7)

## ANPR 570 Advanced Pathophysiology & Applied Nurse Anesthesia Management

*4 Qtr Hrs*

*5th Qtr*

This course presents advanced clinically oriented topics, including advances principles of management and techniques. Application of these principles to patients with difficult or unusual conditions is covered. Special emphasis is placed on the anatomy, physiology, and pathophysiology topics found in the Basic Sciences Section of the National Certification Examination.
(OC/SLO: B1, B3, B4, B6, C1, C3, C4, C5, C6, C7, D1)

### ANPR 580 Pain Management

**Prerequisite**: ANPR 540 — ***1 Qtr Hrs***

***4th Qtr***

This course includes various pain management (acute & chronic) topics addressed by the instructor and guest lecturers from different practice settings. In the subsequent quarter, students participate in a regional anesthesia workshop.
(OC/SLO: A1, A3, A4, A6, B2, B5, B9, B10, C1, C2, C3, C4, C7, D1, D2, E1, E2, E4, E5, E6)

## Religion

### AREL 500, 501 & 502 Religion I, II and III — *3 Qtr Hrs*

***2nd, 3rd, & 4th Qtrs***

This course spans three quarters, with one-hour credit awarded and with separate grades given in each quarter. The MTSA philosophy is that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. This course is designed as a forum to assist in addressing the spiritual aspect. It is recognized that the intellectual progress of the student receives major attention throughout the curriculum. The three quarters will consist of a devotional talk and expose students to Christian philosophy from a Seventh-day Adventist (SDA) perspective. While a relationship with Christ is a major topic, there will be discussion of SDA doctrines. Many of these are held in common with most other churches, some will be held by only a few churches, and only one is unique to SDAs.
(OC/SLO: B9)

## Professional Aspects

### ANPA 500, 505 & 510 Professional Aspects I, II and III — *4 Qtr Hrs*

***2nd Qtr (1 Qtr Hr)***

This course is divided over three quarters, with separate grades for each quarter, the first 1-hour credit segment is taught during 2nd quarter. This course presents the development of relief from pain for surgical and medical treatment, from the primitive ages to modern time. Historical background and functions of local, state, and national professional organizations are presented. Included is the development and function of the AANA and its councils.

Students attend a minimum of 11 hours of actual meeting sessions during one weekend professional meeting of the Tennessee Nurse Anesthesia Association (TANA). This meeting may not coincide with the actual time the class is delivered. Students are encouraged to participate in discussions related to issues that are current within the profession. Additionally, as part of TANA, students will meet with Tennessee legislators, and are encouraged to become active participants as legislation is introduced that may impact their chosen profession

***3rd Qtr (1 Qtr Hrs)***

In 3rd Quarter this course presents the inter-relationship of medicine and law, with special emphasis on the impact of the law on all aspects of medical practice. Basic concepts of the legal responsibility of the medical practitioner, along with some of the problem areas and legal pitfalls of the practice of anesthesia, as well as topics related to cultural sensitivity, are presented. Professional responsibility and ethical relationships with patients and peers is covered. During this course, an ethicist will also present a four-hour discussion on ethics in the practice of anesthesia and anesthesia education. Wellness as a lifestyle is also a focus.

***5th Qtr (2 Qtr Hr)***

The 5th quarter will incorporate experiential learning by exposing the student to professional activities and demonstration of advocacy for both the profession and patients.

Additionally, this course focuses on various roles of anesthesia professionals in healthcare facilities, such as leadership, and in the community, including their role in public policy advocacy and service. It introduces students to billing for services in anesthesia practice. This course also recognizes the practitioner as an educator of future nurse anesthesia providers, as well as of other health professionals, patients, and families
(OC/SLO: B9, D1, E1, E2, E3, E4, E5, E6)

# Seminars & Workshops

## Seminars in Anesthesia: Valley Review

The Valley Anesthesia Review is designed to help prepare students to be successful on the National Certifying Exam (NCE). First year students attend the comprehensive Valley Anesthesia seminar brought to MTSA each year. The specific schedules and locations for these seminar sessions will be announced at a later date. These seminars are to affirm basic and advanced anesthesia principles presented by MTSA, and to focus on current trends in anesthesia. Grades for this seminar are based on attendance. (OC/SLO: C8, E5)

## Workshop in Anesthesia: Advanced Cadaver Lab

*Patrick Moss, DNAP, CRNA, ANP*
**Prerequisite**: ANPR 540 & 545

This educational session reflects a culmination of the student's junior year of didactic course work in a laboratory experience with specifics related to Regional Anesthesia, Airway Management, and Suturing Techniques. Students are encouraged to hone technical skills through the performance of ultrasound-guided peripheral nerve block interventions including cadaveric needling, needle visualization, deposition of local anesthetic into cadaveric tissue, and the insertion of peripheral nerve catheters adjacent to cadaveric neural structures/ compartments. In addition, students benefit from the ability to practice airway management skills on cadaveric specimens through the use of direct laryngoscopy, video laryngoscopy, Bullard laryngoscopy, lighted tracheal stylets, laryngeal mask airways, and flexible fiberoptic bronchoscopy. Students are also introduced to suturing techniques required to secure various indwelling monitoring and/or infusion devices, such as arterial, peripherally inserted central, and central venous catheters. This laboratory experience represents a comprehensive utilization of the student's junior year of didactic course work and affords students the ability to learn from expert clinical faculty in a controlled environment.

# Special Afternoon/Evening Guest Lecturers

These are announced in advance and are part of MTSA's program. Attendance is required unless the student is on vacation or at an out-of-town affiliation. Failure to attend will result in Progressions Committee action, not to exceed a one-day extension in the program, for each missed day of an event.

# ACADEMIC FACULTY

## Chris Hulin
***President***

- Full-time Academic Faculty: Master's and DNAP Level
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**DNP**
Doctor of Nursing Practice
Samford University
Birmingham, AL
2010

**MS**
Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2006

**MBA**
Master of Business Administration
Management & Finance
Regis University
2001

**MSN**
Nursing Administration
Vanderbilt University
Nashville, TN
1995

**BSN**
Bachelor of Science in Nursing
Cumberland University
Lebanon, TN
1994

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPA 500, 505, and 510 Professional Aspects I, II, and III

**DNAP Level Courses:**

- DNAP 650 Healthcare Policy, Economics & Legal Issues
- DNAP 670 Organizational Leadership in Healthcare
- DNAP 700,710,720,730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

## Maria Overstreet
***Dean***

- Director of Center for Clinical Simulation
- Director of Student Services
- Title IX Coordinator
- Full-time Academic Faculty: Master's & DNAP Levels
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**PhD**
University of Tennessee
Knoxville, TN
2009

**MSN**
University of Tennessee
Knoxville, TN
1987

**BSN**
Bachelor of Science in Nursing,
Austin Peay State University
Clarksville TN
1985

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPR 525,526,527, 528 Applied Anesthesia I,II, III, & IV (Simulation Anesthesia)

**DNAP Level Courses:**

- DNAP 630 Educational Curriculum, Instruction, Evaluation: Application and Practice
- DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

## Rusty Gentry
***Program Administrator***

- Full-time Academic Faculty: Master's Program

**DNAP**
Doctorate in Nursing Anesthesia Practice
Middle Tennessee School of Anesthesia
Madison, TN
2015

**MS**
Master of Science with a focus in Nurse Anesthesia
Gooding Institute of Nurse Anesthesia
Panama City, FL
2005

**MSN**
Master of Science in Nursing
University of Alabama
Birmingham, AL
1996

**BSN**
Bachelor of Science in Nursing
University of Alabama
Birmingham, AL
1994

**ADN**
Associates Degree in Nursing
Jefferson State Community College
Birmingham, AL
1991

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPR 590 Advanced Physical Health Assessment
- ANPR 505 Basic Arrhythmia/12-Lead EKG
- ANPR 520, 521 Principles of Anesthesia I and II (Fundamentals)
- ANPH 520 Applied Cardiothoracic Pharmacology
- ANSM 500, 501 Clinical Seminar I, II
- ANSM 515, 516, 517, 518 Senior Board Review I-IV

# William Johnson

***Assistant Program Administrator***
***Director, Acute Surgical Pain Management Fellowship***

- Full-time Academic Faculty
- Member: Advanced Simulation Society

**DNAP**
Doctorate in Nursing Anesthesia Practice
Nurse Anesthesia Education Focus
Texas Wesleyan University
Fort Worth, TX
2015

**MHS**
Master of Health Science
Texas Wesleyan University
Fort Worth, TX
1999

**BA**
Bachelor of Individual Studies
Biology/Chemistry
Columbia College
Columbia, MO
1997

**ADN**
Associate Degree in Nursing
Columbia College
Columbia, MO
1994

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPR 510 Math for Nurse Anesthesia
- ANPR 540 Introductory Principles of Regional Anesthesia I
- ANPR 545 Advanced Principles of Regional Anesthesia II
- ANPR 580 Advanced Principles of Pain Management
- ANPR Advanced Principles of Anesthesia (Obstetrical)
- ANPR 525, 526, 527, 528 Applied Anesthesia I-IV (Simulation)
- Workshop in Anesthesia: Advanced Cadaver Lab

## Lewis McCarver

***Interim Assistant Program Administrator***

- Full-Affiliated Clinical & Academic Faculty: Master's & DNAP levels
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**DNP**
Vanderbilt University
Nashville, TN
2010

**MS**
Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2007

**Certificate** – Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1985

**BSN**
Bachelor of Science in Nursing,
Vanderbilt University
Nashville, TN
1983

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPH 500, 510 Pharmacology I, Pharmacology II
- ANPR 525,526,527, 528 Applied Anesthesia I,II, III, & IV (Simulation Anesthesia)
- ANPR 570 Advanced Pathology & Applied Nurse Anesthesia Management

**DNAP Level Courses:**

- DNAP 660 Population Wellness and Health Promotion
- DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

## Amy C. Gideon
***Director IE/Learning Resources***

- Full-time Academic Faculty: Master's & DNAP Levels

**Post-Baccalaureate Certificate**
Health Informatics & Information Management
University of Tennessee
Memphis, TN
2012

**EdD**
Peabody School of Education, Vanderbilt University
Nashville, TN
2009

**MS**
Master of Science in Information Science
University of Tennessee
Knoxville, TN
2000

**BS**
Bachelor of Science in Health Information Management
University of Tennessee
Memphis, TN
1995

**MS Level Courses:**

- ANPR 500 First Quarter Orientation

**DNAP Level Courses:**

- DNAP 610 Informatics for Scholarly Practice
- DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

# Michael Vollman
***Faculty***

- Full-time Academic Faculty: Master's & DNAP Level
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**PhD**
Doctor of Philosophy in Nursing Research
Vanderbilt University
Nashville, TN
2003

**MSN**
Master of Science in Nursing
(Adult Critical Care Nursing)
Vanderbilt University
Nashville, TN
1994

**BS**
Bachelor of Science – Biology
Trevecca Nazarene College
Nashville, TN
1981

**MS Level Courses**

- ANEP 500 Foundations of Evidence-Based Nurse Anesthesia Practice

**DNAP Level Courses:**

- DNAP 600 Statistics & Intro to Evidenced-Based Practice
- DNAP 620 Advanced Evidence-Based Practice
- DNAP 680 Ethics & a Christian Worldview in Nurse Anesthesia
- DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

# Katrin Sames
***Faculty***

- Full-Affiliated Clinical & Academic Faculty: Master's & DNAP Levels
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**DNAP**
Doctor of Nurse Anesthesia Practice
Virginia Commonwealth University
Richmond, VA
2012

**MS**
Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2007

**BSN**
Bachelor of Science in Nursing
Middle Tennessee State University
Murfreesboro, TN
2003

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPR 550 Advanced Principles of Anesthesia (Pediatric Anesthesia)
- ANCL 520, 525, 530, 535, 540 Clinical Practicum
- ANPR 555 Physical Principles of Anesthesia & Math in Anesthesia
- ANPR 525,526,527, 528 Applied Anesthesia I,II, III, & IV (Simulation Anesthesia)

**DNAP Level Courses:**

- DNAP 640 Quality Improvement & Patient Safety
- DNAP 660 Population Wellness & Health Promotion
- DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

# John Shields

***Faculty***

- Full-Affiliated Clinical & Academic Faculty: Master's & DNAP Levels
- Additional Faculty Appointment:
  *Vanderbilt University School of Nursing*

**Doctor of Nursing Practice**
Vanderbilt University
Nashville, TN
2013

**MS**
Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2005

**Certificate** – Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1985

**BSN**
Bachelor of Science in Nursing
Austin Peay State University
Clarksville, TN
1982

**BS**
Bachelor of Science in Biology
University of Tennessee
Nashville, TN
Minor – Chemistry
1980

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANPR 535, 536 Equipment & Technology in Anesthesia I & II
- ANAP 505 Respiratory Anatomy, Physiology, and Pathophysiology
- ANPR 560 Advanced Principles of Anesthesia (Cardiovascular Anesthesia)
- ANCL 520, 525, 530, 535, 540 Clinical Practicum
- ANPR 525,526,527, 528 Applied Anesthesia I,II, III, & IV (Simulation Anesthesia)
- ANPR 570 Advanced Pathology & Applied Nurse Anesthesia Management

**DNAP Level Courses:**

DNAP 700, 710, 720, 730 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III, & IV

## Michael Gooch

- Part-time Academic Faculty: Master's Level
- Additional Faculty appointment:
  *Vanderbilt University*

**DNP**
Doctor of Nursing Practice
Loyola University Chicago
Chicago, IL
Expected Graduation – August 2016

**Post Masters Certificate**
Family Nurse Practitioner
Vanderbilt University
Nashville, TN
2008

**MSN**
Master of Science in Nursing – Acute Care Nurse Practitioner
With focus in Emergency and Trauma
Vanderbilt University
Nashville, TN
2005

**BSN**
Bachelor of Science in Nursing
Middle Tennessee State University
Murfreesboro, TN
2001

**Paramedic Certificate**
Columbia State Community College
Columbia, TN
1999

**AAS**
Associate of Applied Science – Nursing
Columbia State Community College
Columbia, TN
1997

**MS Level Courses:**

- ANPH 530 Pharmacology III

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## Ken Wetmore

- Part-time Academic Faculty: Master's Level

**MA**
Organizational Leadership
Gonzaga University
2015

**BA**
Southern Adventist University

**MS Level Course:**

- AREL 500, 501, 502 Religion I, II, and III

## Brett Clay

- Part-time Academic Faculty: Master's Level

**DNAP**
Doctor of Nurse Anesthesia Practice
Middle Tennessee School of Anesthesia
Madison, TN
2014

**MS**
Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2010

**BSN**
Bachelor of Science in Nursing
Western Kentucky University
Bowling Green, KY
2006

**MS Level Courses:**

- ANPR 500 First Quarter Orientation
- ANAP 500, 510, 520, 530 Physiology I, II, III, and IV

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## Additional Adjunct Faculty

- Julie Murphy, MS, CRNA, APN
- Michael Pilla, MD
- Daniel Olivas, JD
- Rob Taylor, MD, Medical Consultant
- Dina Velocci, DNP, CRNA, APN

# INSTITUTIONAL CALENDAR 2016-2018

| Dates | Class of 2016 | Class of 2017 | Class of 2018 |
|---|---|---|---|
| July 18, 2016 | | | Enrollment Day |
| July 18 – Aug. 28, 2016 | | | 1st Quarter /Orientation |
| Aug. 11, 2016 | | Last day of class in 5th Qtr | |
| Aug. 15 – 21, 2016 | | Vacation for one Group (A or B, TBA) | |
| Aug. 22 – 28, 2016 | | Vacation for one Group (A or B, TBA) | |
| Aug. 28, 2016 | 9th Qtr officially ends | 5th Qtr officially ends | 1st Quarter Orientation officially ends |
| Aug. 29, 2016 | 10th Qtr begins | 6th Qtr begins | 2nd Qtr begins |
| Aug, 29, 30, 31, 2016 | Core Concepts Workshop | | |
| Sept 1, 2016 | Practice Exam & **Schedule the SEE Exam** | **Schedule the SEE Exam** | |
| Sept. 2-11, 2016 | Vacation Before Senior Elective | | |
| **Sept. 5, 2016** | | | **Labor Day – No Classes** |
| Sept. 12 , 2016 | Senior Electives Starts | | |
| Sept. 15, 2016 | | | MTSA Golf Tournament – No Classes |
| Oct. 21-23, 2016 | | | TANA Annual Meeting |
| Nov. 13, 2016 | | | 2nd Qtr. officially ends |
| Nov. 14 – Dec. 15, 2016 | | | First part of 3rd Qtr (5 weeks) |
| Nov. 15, 2016 | Last day of 10th Quarter (Last Clinical Day) | | |
| Nov. 16, 2016 | Travel Day | | |
| Nov. 17, 2016 | Graduation Practice & Pictures at MTSA 8:00-noon | | |
| Nov. 18, 2016 | **Graduation 10:00 AM** | | |
| **Nov. 24, 2016** | | | **Thanksgiving Day – NO CLASSES** |
| Dec. 4, 2016 | | 6th Qtr officially ends | |
| Dec. 5, 2016 | | 7th Qtr begins | |
| Dec. 15, 2016 | | | Last day of classes before vac. breaks |
| Dec. 19-25, 2016 | | | Vacation for Group (A or B, TBA) |
| Dec. 26 - Jan. 1, 2017 | | | Vacation for Group (A or B, TBA) |
| Jan. 2 – Feb. 26, 2017 | | | Second half of 3rd Qtr. (6 weeks) |
| Feb. 9, 2017 | | | Last day of classes before vac. breaks |
| Feb. 13-19, 2017 | | | Vacation for Group (A or B, TBA) |
| Feb. 20 – Feb. 26, 2017 | | | Vacation for Group (A or B, TBA) |
| Feb. 26, 2017 | | 7th Qtr offically ends | 3rd Qtr. officially ends |
| Feb. 27, 2017 | | 8th Qtr begins | 4th Qtr. Begins |
| April 3, 4 & 5 2017 | | | Valley Review |
| May 11, 2017 | | | Last day of classes before vac. breaks |

| | | | |
|---|---|---|---|
| May 15 - 21, 2017 | | | Vacation for Group (A or B, TBA) |
| May 22- 28, 2017 | | | Vacation for Group (A or B, TBA) |
| May 28, 2017 | | 8th Qtr officially ends | 4th Qtr officially ends |
| May 29, 2017 | | 9th Qtr begins | 5th Qtr begins |
| **May 29, 2017** | | | **Memorial Day – No Classes** |
| **July 4, 2017** | | | **4th of July – No Classes** |
| Aug. 10, 2017 | | | Last day of class in 5th Qtr |
| Aug. 14 – 20, 2017 | | | Vacation for one Group (A or B, TBA) |
| Aug. 21 – 27, 2017 | | | Vacation for one Group (A or B, TBA) |
| Aug. 27, 2917 | | 9th Qtr. Officially ends | 5th Qtr. Officially ends |
| Aug. 28, 2017 | | 10th Qtr. begins | 6th Qtr. begins |
| September 1, 2017 | | **Schedule the SEE Exam** | **Schedule the SEE Exam** |
| Sept. 1 – 10, 2017 | | Vac. Before Senior Elective | |
| Sept. 11, 2017 | | Senior Electives Starts | |
| Nov. 14, 2017 | | Last day of 10th Quarter (Last Clinical Day) | |
| Nov. 15, 2017 | | Travel Day | |
| Nov. 16, 2017 | | Graduation Practice & pictures at MTSA 8:00-noon | |
| **Nov. 17, 2017** | | **Graduation 10:00 am** | |
| Dec. 3, 2017 | | | 6th Qtr officially ends |
| Dec. 4, 2017 | | | 7th Qtr begins |
| Feb. 25, 2018 | | | 7th Qtr. ends |
| Feb. 26 2018 | | | 8th Qtr begins |
| May 27, 2018 | | | 8th Qtr officially ends |
| May 28, 2018 | | | 9th Qtr begins |
| Aug. 26, 2018 | | | 9th Qtr. Officially ends |
| Aug. 27, 2018 | | | 10th Qtr. begins |
| Aug. 31 – Sept.9, 2018 | | | Vacation before Senior Elective |
| Sept. 1, 2018 | | | **Schedule the SEE Exam** |
| Sept. 10, 2018 | | | Senior Elective Starts |
| Nov. 13, 2018 | | | Last day of 10th Quarter (Last Clinical Day) |
| Nov. 14, 2018 | | | Travel Day |
| Nov. 15, 2018 | | | Graduation practice and pictures |
| **Nov. 16, 2018** | | | **Graduation 10:00 AM** |

***NOTE: The above dates are projected dates, and may be subject to change.***