



MIDDLE TENNESSEE SCHOOL OF ANESTHESIA

Reflecting Christ in Anesthesia Education

CLASS OF 2017-2020 STUDENT HANDBOOK



Doctor of Nurse Anesthesia Practice (DNAP) Completion Program

www.mtsa.edu

315 Hospital Drive, P.O. Box 417, Madison, TN 37116

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Updated Withdrawal Policy (*MTSA Policy 5.1.106*) p.25

Updated Computer and Network Use Policy (*MTSA Policy 3.3.101*) p.59

*The statements, policies, guidelines, and procedures contained in this edition of the *DNAP Completion Program 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 *DNAP Completion Program Student Handbook*. All students are expected to abide by the contents of the current *DNAP Completion Program 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 *DNAP Completion Program 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 *DNAP Completion Program 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 *DNAP Completion Program Student Handbook*, and students are also expected to abide by its contents.

Dean's Welcome



Welcome to the Middle Tennessee School of Anesthesia! As our newest class, I welcome you as you continue your educational journey. MTSA is single-purpose, regionally accredited, anesthesia-specific, graduate degree granting program with an innovative curriculum and state of the art educational facilities 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 continue your education in 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 and to create new platforms for our doctoral graduates to disseminate their scholarly work.

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 and off campus, and feel free to contact me if I can help you in exploring all the possibilities before you.

Welcome to MTSA!

Dr. Maria Overstreet
Dean

Program Administrator's Welcome

Welcome to the Middle Tennessee School of Anesthesia. As a currently practicing Certified Registered Nurse Anesthetist, you are embarking on the next stage in your career to earn your Doctorate of Nurse Anesthesia Practice. The journey over the next several years to obtain this degree will challenge you to explore your understanding, question your ideals and advance the profession you so value. It is my hope you will raise the standard for CRNAs within your clinical facilities, enhance your business model of anesthesia, or promote leaders of quality improvement in the delivery of patient care through the next generation of anesthesia providers.



MTSA has carefully engaged the appropriate faculty to guide your educational journey for you to accomplish your goals through this doctorate program. I have experienced this journey myself and I sincerely desire each of you to experience the same satisfaction I experienced from my education during the DNAP completion program at MTSA.

Dr. Rusty Gentry
Program Administrator

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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's quiet beginning has roots from more than a century ago. In 1904, a group of Seventh-day Adventist pioneers committed to health, wellness, and temperance traveled south from Battle Creek, Michigan to initiate a health care education institution among the poor, and founded Nashville Agricultural and Normal Institute. This School developed and transformed through name changes and maturity including an elementary school, high school, junior college, and eventually a full college. Concurrently on the campus, a health work began with Madison Sanitarium which developed into Madison Sanitarium and Hospital, Madison Hospital, and finally nearly a century later, Tennessee Christian Medical Center. The hospital provided a site for clinical training as the college educated scores of health care professionals. Since its beginning, the School regularly provided anesthesia at rural hospitals across the region as a service – which is the basis for the multiple clinical instruction locations today.

These ancestor institutions laid the ground work for MTSA which began as the Madison Hospital School of Anesthesia for nurses in 1950 as part of Madison College. This rich history began more than 60 years ago when 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 18-months, admitting 16 students annually. On July 1, 1980, the school changed its name from Madison Hospital School of

Anesthesia and officially formed as it is known today—the Middle Tennessee School of Anesthesia – the last vestige of Madison College and Madison Hospital that remains to this day.

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 encouraging strong moral principles and a close relationship with God. The Institution celebrates the diversity of faiths represented in the student body, faculty, and staff, and respects the differences of persuasion that are present. It operates with a wholistic, balanced approach to life which includes the physical, mental, emotional, moral, and spiritual – while encouraging a relationship with God as the Creator.

As a Christian church, Seventh-day Adventists are a faith community rooted in the beliefs described by the Holy Scriptures (both 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, the Middle Tennessee School of Anesthesia conducts classes with an exposure to Adventist beliefs.

Many of these beliefs are foundational and common to Protestant 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. Yet, there may be some belief differences, including a 24-hour Sabbath rest from work and school beginning Friday evening sundown and concluding Saturday evening sundown, when no school-sponsored activities, classes, or events take place. You too may notice food choices limited to a diet exempt of certain options as a commitment to health and temperance.

Jesus Christ exemplified a life of service. It is MTSA’s desire to follow His pattern and honor the Bible, while exhibiting this 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.

DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP) PROGRAM PURPOSE STATEMENT

In keeping with the institutional mission, MTSA provides onsite and distance learning education environments steeped in the Christian and Seventh-day Adventist belief systems. MTSA encourages students to excel in their studies and continue growth in their desires to pursue truth & a life of service.

MTSA's DNAP degree is a professional practice degree in nurse anesthesia. Students may focus their scholarship work on utilization of research findings for evidence-based clinical practice, education, and/or administration/business management related to nurse anesthesia. The DNAP curriculum is designed with foundational courses intended to broaden the students' knowledge and appreciation of worldly concepts of nurse anesthesia evidence-based practice.

In addition to requisite foundational courses, completion of a scholarly project, which is the seminal scholarly work associated with the degree, is required. Each DNAP student is mentored in this process. MTSA faculty mentor each DNAP student to complete a scholarly project that focuses on utilization of research findings to augment evidence-based nurse anesthesia clinical practice, nurse anesthesia education, and/or administration/business management related to nurse anesthesia.

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 the First Semester Intensive, 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 Building A 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. 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).

ACCREDITATION

Southern Association of Colleges and Schools Commission on Colleges

MTSA is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the degree of Master of Science (MS) with a focus in nurse anesthesia and the Doctor of Nurse Anesthesia Practice (DNAP). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Middle Tennessee School of Anesthesia.

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 2028. 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
(847) 655-1160

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). Further, MTSA has notified TBN of its new accreditation status from both SACSCOC and COA. 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 MetroCenter
Nashville, TN 37243
www.Tennessee.gov/health
1-800-778-4123

***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 per semester, it delegates interim authority to the Executive Committee of the Board of Trustees. Operational authority is delegated to the President.

As of July 1, 2017 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

Vicki Davies, CPA

Scott Hoffman, MD

Matt O'Connor, CRNA

C. William McKee, EdD

Steve Dickerson, MD (Chair Emeritus non-voting)

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

MTSA Policy 3.3.112

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.

Doctoral students that are utilizing any patients or subjects in the course of their scholarly projects must have their project approved by the institutional review board (IRB).

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.

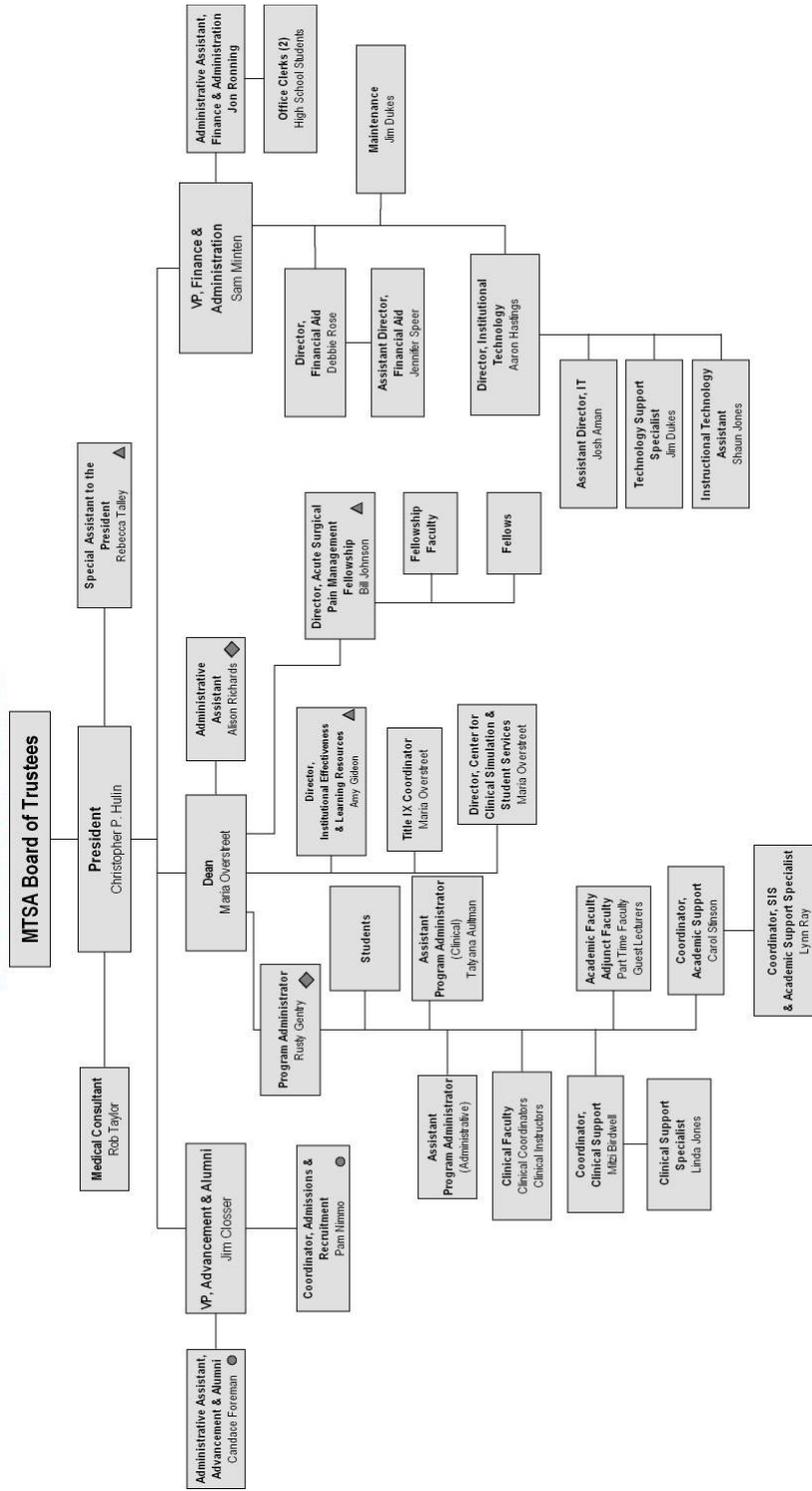
There are times when the students may not be able to talk directly with the Program Administrator as quickly as they may wish, or may be uncomfortable talking to specific administrators. The following is an attempt to assure that students continue to have open lines of communication for issues they may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

MIDDLE TENNESSEE SCHOOL OF ANESTHESIA ORGANIZATIONAL CHART



Additional Administrative Support Role



As of August 2017

ADMISSION REQUIREMENTS

MTSA enrolls accepted applicants into the Doctor of Nurse Anesthesia Practice (DNAP) Program, which will be conducted in a CRNA completion degree format, once each year, with classes beginning in the fall. **Each of the following criteria must be met for an applicant to be considered for an admission interview.** After the application deadline, the DNAP Program Screening Committee will review the applicant pool, based on the following requirements, to determine which applicants will receive an invitation to interview with the DNAP Program Admissions Committee.

- ◆ **Graduation from a COA-Accredited Nurse Anesthesia Program**

Documentation of graduation from a Nurse Anesthesia Educational Program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), by submission of the applicant's Official CCNA Transcript, is required.

- ◆ **Current Certification or Recertification as a Certified Registered Nurse Anesthetist (CRNA)**

The applicant must have documentation of current initial certification or recertification as a CRNA, from the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA).

- ◆ **Current active membership with the American Association of Nurse Anesthetists**

The applicant must have documentation of current active membership as a CRNA with the American Association of Nurse Anesthetists.

- ◆ **A Master's Degree**

A **minimum** of a Master of Science with a focus in nurse anesthesia, or equivalent nursing degree is required. Furthermore, the Master of Science degree must have been earned from a regionally accredited college or university in the United States.

- ◆ **Current Licensure as an Advanced Practice (Registered) Nurse (APN/APRN)**

The applicant must have a current APN or APRN license in their state of residence in the United States, *if applicable* in the state of residence. (not all states require APN or APRN license).

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

The applicant must also have a current RN license in their state of residence in the United States.

- ◆ **CRNA Practice**

The applicant must provide documentation of recent/current CRNA practice experience.

- ◆ **Personal Letter**

A personal letter addressed to the DNAP Admissions Committee summarizing experience, with reasons for wishing to enroll in MTSA's DNAP program in the CRNA completion degree format.

1. Introduction of yourself, background, and why you are interested in MTSA for your DNAP degree. (2-3 paragraphs)

2. Your focused area of interest (please discuss all 5 points as stated below in 2-4 paragraphs total)
 - a. What is the focused area of interest?
 - b. Why does this interest you?
 - c. What population would benefit from this evidenced-based inquiry?
 - d. How would you classify your area/question of interest? (i.e. patient safety issue, health care policy, patient education, anesthesia provider education, etc.)
 - e. Why do you think this area of interest would benefit other anesthesia providers, or patient populations?
3. Your plan for completion of the DNAP degree, whether full-time or part-time, and why this best suits you and your life. (1-2 paragraphs).

◆ **References**

Submit three (3) professional references utilizing the MTSA DNAP Program [Request for Reference form](#), which is available on the MTSA website. One of these must be from an anesthesia provider.

◆ **Transcripts**

Official transcripts (issued directly from the institution to MTSA and not stamped as issued to student) of all academic work since high school must be submitted to the MTSA DNAP Admissions Coordinator (fax: 615-732-7662), prior to the application deadline. This includes any non-degree seeking courses taken at any time since high school. If an 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.

◆ **Minimum 3.0 Cumulative GPA**

A minimum 3.0 cumulative GPA is required. The DNAP Program Screening Committee reviews the entire applicant pool each year to determine the most highly qualified applicants to receive invitations to interview.

◆ **Admissions Deadline:**

Each year, a deadline for application completion is posted at www.mtsa.edu.

International RN/Student Admissions

◆ **Professional APN/APRN License**

Graduates who have not achieved licensure as an Advanced Practice (Registered) Nurse (APN/APRN) in the United States will not meet the eligibility requirements for admission to MTSA's DNAP Program in the CRNA completion degree format.

◆ **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 is under no obligation to invite every candidate who applies to the School to an interview, as the overall applicant pool may vary from year to year. MTSA holds one admissions interview session period annually. The interview session is projected to span one to two business day(s). The annual interview session is in the spring for the class anticipated to enroll in the subsequent fall.

After the application deadline, the DNAP Program Screening Committee (PSC) will review the files of all applicants whose files are complete. Once the DNAP PSC has determined an applicant is competitively qualified, they will send their recommendations for the interview process to proceed with the DNAP PAC. The applicant will then be invited by MTSA to interview. The Admissions Coordinator will contact potential students regarding the scheduled date and time for a personal interview.

Personal Interview

Prior to a determination regarding acceptance, there will be a brief personal interview with the MTSA DNAP PAC (4-6 members present). Members of this committee are interested in further exploring the candidate's rationale for desiring to pursue the DNAP degree, as well as the candidate's concept/phenomenon of interest.

The selection process is based on the applicant's GPA (cumulative and recent academic), professional references, written personal letter, and presentation during the personal interview. Each member of the DNAP Program Admissions Committee (PAC) is given the responsibility to vote conscientiously after each applicant's interview. Scores are collected immediately following the interview. Justification by the DNAP PSC or the DNAP PAC for acceptance or rejection of a candidate is not required nor noted in the applicant's file. If there are areas where it is felt an applicant could improve his chances for admission in the future, the Committee members are invited to express them on the scoring sheet. Any questions regarding admission requirements should be directed to the Admissions Coordinator (info@mtsa.edu), who may then consult with the Dean or Program Administrator, as needed.

All applicants should dress in professional attire for the interview. Furthermore, applicants should be aware that the interview may be recorded so that DNAP PAC members who are not available at interview process may view at a later time.

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. 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).

Background Check and Release

A background check will be completed upon acceptance to the DNAP program.

Acceptance Process

At the conclusion of all personal interviews, the DNAP PAC will determine which applicants will be accepted. The Dean's Office will call and send acceptance letters to those selected for admission. In the acceptance letter, 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, he 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. Furthermore, each year's DNAP PAC session decisions are only valid for admission to the immediately upcoming class, and MTSA does not reserve student positions for applicants in subsequent future classes.

Non-Refundable Deposit

Class of 2017-2020: \$500

(To interview June 2017 & enroll September 2017)

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 **three (3) NEW** professional references. One of these must be from an anesthesia provider.

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 colleagues, patients of all ages, family members, and other members on the health care team in written and spoken English.

Cognitive

- ◆ Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- ◆ Possess found Nurse Anesthesia knowledge and apply new concepts, theories, and evidence-based practice guidelines to explore alternative methods to provide patient care.

Behavior

- ◆ Exhibit professional and appropriate behavior when interacting with colleagues, patients, all members of the healthcare team, and the general public.
- ◆ Maintain professionalism and confidentiality when dealing with patient issues, adhering to HIPAA guidelines.
- ◆ 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.

Application Checklist

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

- DNAP Program (CRNA Completion Degree Format) Application**
(application form available on MTSA website, www.mtsa.edu)
- Application fee of \$60**
- Official Council on Certification of Nurse Anesthetists (CCNA) transcript from nurse anesthesia educational program**
- Evidence of current active American Association of Nurse Anesthetists membership**
- A copy of current APN/APRN license (if required in your state)**
 - ◆ A copy of the current APN/APRN license **for each state** in which the applicant currently holds an APN/APRN license, including the expiration date for each.
 - ◆ A list of all states in which the applicant has ever held an APN/APRN license
- 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
- Evidence of current CRNA practice setting**
- A personal letter to the Admissions Committee**
 - ◆ A personal interview with the DNAP Program Admissions Committee is available **only by invitation** from the DNAP Program Screening Committee. Applicants should be prepared to discuss: reason for seeking a doctoral degree, reason for seeking a professional rather than a research degree, their concept/phenomenon of interest, and how MTSA faculty can support their educational goals.
 - ◆ The letter should follow the guidelines listed on **page 17** of this handbook.
- Three (3) professional references** (must include at least one anesthesia provider)
 - ◆ 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 DNAP Program application form (reference form available at www.mtsa.edu). The waiver must be signed and dated with references returned directly to MTSA.
- Official academic transcripts from every institution of higher learning attended**
 - ◆ This includes transcripts for 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.
 - ◆ The anesthesia school (cumulative) grade point average must be at least 3.0 based on a 4.0 grading system.
 - ◆ 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 were met.

Submit all of the above items, including ALL reference letters and ALL transcripts) to the DNAP Program Admissions Coordinator at MTSA prior to the admission deadline listed on the MTSA website. You can submit by e-mail (admissions@mtsa.edu) or fax to (615)732-7662.

TRANSFERS PROCEDURES

(To include credit granted for previous education)

Candidates transferring to MTSA

Based on the nature of the curriculum at 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 Scholarly Project faculty availability. At the discretion of the NAP Council, credit for no more than two (2) courses (none of which may be in the Evidence-Based Practice or Scholarly Project sequence) may be transferred in to apply towards MTSA's DNAP program in the CRNA completion degree format.

Students seeking to transfer to MTSA from other DNP or DNAP programs must meet each of the following criteria before making application for admittance:

1. The specificity 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. Recommendations are required from the school's administration, as well as from educational instructors.
4. All other policies and procedures for acceptance into MTSA must be met before review for admission by the DNAP PSC and DNAP PAC of MTSA.

All students accepted into MTSA from other programs will be expected to meet the same DNAP criteria for graduation as beginning MTSA DNAP students and will receive the DNAP degree upon successful completion of the program. The time commitment for completion of the program for transferring students will be determined on an individual basis, and may include completion of the entire DNAP program of study at MTSA. An individualized program of study specific to the student is developed for each transferring student.

Steps for transferring to MTSA from another DNP or DNAP program are as follows:

1. The applicant will notify their current school's administration in writing of the reason for transfer, and will provide a copy of this letter to the DNAP PSC.
2. MTSA will request a transcript of all experiences from the original program.
3. If the applicant is eligible for admission, MTSA will determine the transfer credit, and will notify the transferring applicant, in writing, within 30 days after receiving the official transcript.
4. At this time, the applicant may begin the application process.

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 programs' administrators regarding transcripts, references, clinical records, and related paperwork. However, if an MTSA student chooses to seek information regarding admission to another program, MTSA is under no obligation to assist the student in that information-gathering process.

WITHDRAWAL PROCEDURES

MTSA Policy 5.1.106

Any student who wishes to withdraw from MTSA must notify in writing the Dean or Program Administrator of this action. Any withdrawal without a prior meeting with the Dean or 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 or Program Administrator your intent to withdraw.
2. Schedule an appointment to meet with Dean or Program Administrator
3. Complete withdrawal request form and submit to Office of Financial Aid. Form must be signed by the Dean or Program Administrator and the Director of Financial Aid.
4. Return MTSA student ID badge and any school-issued materials.

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 *DNAP Program Student Handbook*. Students will sign the Enrollment Contract and pay the Period 1 tuition. Late enrollment is **not** permitted without special 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 there may be updated versions of the *Student Handbook* published during his enrollment. While significant changes are rare, students must abide by the current version of the *Student Handbook*, unless otherwise noted, including abiding by the most current tuition and fee changes. The student will be notified of financial changes in advance.

Current Tuition and Fees

(Applicable for the DNAP Class enrolling in September 2017)

Student selection policy is designed to accept only those students the Admissions Committee believes have the ability and desire to complete the academic components of the program.

Tuition

Total Tuition & Fees: Class of 2017-2020

	\$30,000
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<i>Payment Schedule</i>					
<i>Year 1</i>		<i>Year 2</i>		<i>Year 3</i>	
<i>9/5/2017</i>	<i>\$3,136*</i>	<i>9/3/2018</i>	<i>\$3,636</i>	<i>9/2/2019</i>	<i>\$2,727</i>
<i>1/8/2018</i>	<i>\$3,636</i>	<i>1/7/2019</i>	<i>\$3,636</i>	<i>1/6/2020</i>	<i>\$2,727</i>
<i>5/7/2018</i>	<i>\$3,636</i>	<i>5/6/2019</i>	<i>\$3,636</i>	<i>5/4/2020</i>	<i>\$2,727</i>

** Deposit previously paid upon notice of acceptance is applied towards first Tuition Payment*

The format and schedule for the tuition and fees collection periods is subject to change, based on potential program schedule changes and recommendations from outside agencies, to which MTSA is accountable. The tuition for each class is set in advance by the Board of Trustees and may fluctuate from year to year. MTSA reserves the right to change tuition and fees on a year-to-year basis. **Students should make their financial plans accordingly.**

While these are current, **the student may expect some changes as the program progresses or if the DNAP program is not completed as scheduled.** Tuition and fees are due in each period, as stated with specific dates in the schedules distributed to students on Enrollment Day.

In the event a student does not satisfactorily complete the DNAP Scholarly project in the required time frame, the student may be extended in the program, (with DNAP Committee approval) a maximum of two (2) semesters. Applicable tuition will be added in the event of program extension. Please contact the MTSA Business Office with any questions you may have regarding tuition.

Fees

- ◆ **\$60 Application fee** (include with application).
- ◆ **\$60 Re-application fee** (for each year a file remains active)
- ◆ **NON-REFUNDABLE Deposit of \$500** (to be submitted upon receipt of acceptance letter). This deposit verifies the student's position in the class and applies toward Period 1 tuition.
- ◆ **3% Credit Card Fee** if student uses a credit or debit card to pay tuition or purchase any item through the school.
- ◆ **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.

NOTE: If the student has chosen not to utilize Electronic Funds Transfer, it is the student's responsibility to make arrangements with appropriate personnel to make tuition payments on a timely basis.

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. H₁N₁, 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 into the program at MTSA, a current single-step TB skin test will be required, with documentation of results measured in millimeters, and maintained in the office of MTSA's Clinical Schedule Coordinator.

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 regarding some group health insurance plans that are available for students to purchase.

4. **Meals**

Lunch and snacks during each day of classes during the Intensive Days are provided by MTSA for DNAP completion degree students. While on campus for the Intensive Days, DNAP students may use the student lounge facilities. The student lounge is equipped with tables and chairs, microwave ovens, coffee makers and coffee cups, a sink, ice machine, and refrigerators. 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.).

5. **Housing**

Since the DNAP Program in the CRNA completion degree format is primarily offered using distance learning, students will be able to continue to abide in their pre-existing residences without needing to relocate to the Middle Tennessee area. During the on-campus Intensive Days held at the beginning of each new semester, it is the students' responsibility to provide their own accommodations, as no student housing is available. During the First Intensive Day students are provided with this information.

6. **Textbooks**

Students will purchase textbooks which will be used in the upcoming semester, prior to the per semester Intensive Week, and will have the appropriate required textbooks in their possession for the Intensive Week. Students who elect to purchase the additional recommended textbooks should inform the Office of Financial Aid as this may affect available amount of money allowed to borrow.

7. **Technology**

Utilizing Blackboard Connect technology, a mobile phone will also be used to receive urgent messages from MTSA administration.

Every student must have reliable access to a personal portable/laptop computer equipped with video web camera capability for video conferencing and for completion of scholarly papers and presentations. Each student will also be required to have reliable high-speed internet access to attend online courses, complete online assignments and conduct research. 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.

8. **Drug screening**

Random drug screens may be collected. Any for-cause drug screens requested will be at an additional cost to the student.

9. **NBCRNA & AANA Membership Dues**

Students are expected to maintain current certification through the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA) of the American Association of Nurse Anesthetists (AANA). The NBCRNA charge for certification and recertification is the student's responsibility.

Students are also expected to maintain active AANA membership throughout the program. The AANA's charge for membership is the student's responsibility.

Refund Policy

MTSA will permit any student to cancel enrollment within 72 hours after enrollment begins. Should a cancellation occur, MTSA will refund 100% of the tuition payment that was made by the student, minus the deposit 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.

FINANCIAL PLANNING AND FINANCIAL AID

Since 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 DNAP Program. Applicants who are accepted to MTSA DNAP Program should plan to adjust their lifestyles accordingly, if needed. Although the DNAP Program Admissions Committee prefers that applicants be financially stable, the following information should prove helpful in financial planning.

If an accepted applicant or current student in the DNAP program anticipates utilizing financial aid during their enrollment, they should request an appointment at their earliest opportunity with the Office of Financial Aid to discuss available funds and relevant procedures (finaid@mtsa.edu).

All tuition payments are due on the specified dates. In addition to the delinquent tuition fee, students will be suspended (suspension effective on the first delinquent day) from academic assignments until tuition is paid. 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.**

Financial Aid Options

Due to the schedule and part-time nature of the 2017-2020 DNAP Completion Program, federal funding loans are unavailable. The following are some of the financial assistance programs that may be available to MTSA students:

◆ **Private Loans**

As an alternative, loan funds may be available to MTSA students through private loan programs. This information may be obtained from the Office of Financial Aid. The full amount of financial aid funds may be taken all or partially as a private loan. Any student who elects to utilize private loan funds for tuition will be required to complete the steps to facilitate EFT transfer of funds.

◆ **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.

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

◆ **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 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.
- ◆ Any veteran placed on any type of probation, and not successfully removed from that probationary status in the stated probationary time, will lose VA benefits.
- ◆ Any veteran who has lost VA benefits because of probation status must reapply through the VA and get VA approval to qualify to receive VA benefits again.

Student Financial Aid Electronic Funds Transfer Policy & Process

The Office of Financial Aid utilizes an electronic funds transfer (EFT) system to disburse Office of Financial Aid 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 private lender.
 2. Tuition and fees are deducted from each student's financial aid disbursement and posted to each student's School account.
 3. 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, **no later than two weeks prior to the distribution date**.

For any further questions, please contact the Office of Financial Aid (finaid@mtsa.edu).

ACADEMIC POLICIES & PROCEDURES

Attendance & Absentee Policy

DNAP students are required to attend all scheduled classes during the Intensive Day each semester. Any absences during the Intensive Day each semester will result in a 10% reduction in course grades for that semester.

Any Intensive Day absence should only be for extenuating circumstances and must be arranged in advance by contacting the Dean and instructor(s) of course. The requirement is that DNAP students will come to each Intensive Day. Before deciding to miss a day, students should be aware of any class penalties for absence outlined in the instructors' course syllabi. Making advance arrangements with the instructors for missing class is also required.

Bereavement Policy

MTSA Policy 5.1.115

The loss of a family member may require time away from MTSA. 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.

If there is a death in the family, students may take up to three (3) consecutive days off as leave. For students in a program with a clinical component, this leave may be taken without withdrawing time from the bank of personal emergency time and vacation days.

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 Program Administration, and with the Coordinator of Clinical Support if in clinical rotations. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

Sabbath (Saturday) Scheduling 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.

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.

Student Advancement

Advancement of each student to the next semester is made by the Progressions Committee with faculty recommendation. Each student will receive a grade sheet (MTSA Transcript) reflecting progress, with current and cumulative GPAs.

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 DNAP program)

Additional Grades/Symbols:

W	Withdrew
WP	Withdrew Passing
WF	Withdrew Failing
I	Incomplete + <i>+ An Incomplete may be given if an instructor or a student is unable to complete a course in one semester 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.</i>
*	Course scheduled to start in one semester and finish in another semester
GS	Good standing in clinical performance
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

- ◆ Transcripts are given to students each semester. The target dates for these transcripts is expected to be no later than the end of the month following the end of each academic semester.

Grade of Incomplete (I)

If because of circumstances beyond his or her control, a student is unable to meet all the requirements of a course by the end of the semester, the mark of incomplete (I) may be awarded by an instructor. The awarding of a mark of (I) requires written understanding between the instructor and student acknowledging when the course will be completed. This discussion and written understanding for completion must occur before the last week of the semester. The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the next semester following the semester in which the incomplete was incurred (i.e. an incomplete awarded in the 2nd semester must be converted by the last day of classes in the 3rd semester). At that time, an unremoved grade of incomplete is changed automatically to a failing grade. Any failing grade will result in termination from the program. A grade of incomplete is not calculated in the grade point average.

Special circumstances: The completion of the doctoral scholarly project may stand as incomplete through courses in the Evidence-based Practice series with extensions of a maximum of two (2) semesters beyond the original academic year.

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.

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 Catalog & 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 doctoral-prepared 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 Evaluation of Program

Students are required to evaluate the program, to include 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 as a convenience for the student.

The online evaluation system collects and tabulates various student evaluations of the program. Completion of these evaluations is mandatory. 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 administrative and academic faculty members. A deadline is given for completion of the evaluations. MTSA will send a reminder memo to students who have not completed their evaluations by the deadline. This memo will be automatically generated as MTSA strives to maintain the anonymity of all student evaluations. *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.*

Furthermore, one year after graduation, graduates will be sent paper copies of evaluation forms, asking them to evaluate their total MTSA DNAP Program experience. MTSA will also contact the graduates' employer the year post-graduation to complete an evaluation.

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 Catalog & 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 Committee Decision

Students who are not satisfied with the decisions of an MTSA committee (i.e. 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 decision or return it to the committee for further review.

DISCIPLINARY ACTIONS

Administrative Responsibility

In accordance with School policy, By-Laws, and Board of Trustees actions, the Dean, who is the chief disciplinary officer, delegates the supervision of student disciplinary actions to the Progressions Committee. Recommendations and actions taken by the Progressions Committee may be subject to review by 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. When the Progressions Committee meets to discuss specific issues that involve individual student(s), the individual student(s) may 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 Progressions Committee 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, the student(s) may request a formal hearing by the MTSA Appeals Committee. The decision of the Appeals Committee will be final.

Penalties Which May Be Recommended by the Progressions Committee

Penalties may range from a loss of privilege or a disciplinary warning to dismissal from the program; and may include, but not be limited to the following:

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, etc.

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 Progressions Committee for documented situations, such as sickness or family issues.

Probation

Probation means that a student is permitted to remain at the School 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.

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 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 DNAP Program Admissions Committee, with consultation from the Progressions Committee.

Permanent Dismissal/Termination

Permanent dismissal means that a student is 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 as serious as to warrant a total and permanent disassociation from the School community.

Academic Issues

Advancement of each DNAP CRNA completion program student to the next higher level or semester occurs at intervals at the end of each semester upon faculty members' verification of the student's successful completion of each semester's course requirements. In order to progress unencumbered to the next higher level or semester, the student must meet the following conditions:

- ◆ MTSA expects that all DNAP level coursework should result in a minimum earned grade of "B". The first earned grade for a course between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance and will lead to automatic academic probation with an appearance before the Progressions Committee. The second earned "C" for a course grade will result in dismissal from the program.
- ◆ Students will automatically be dismissed from the program for receiving a failing course grade for any course. Failing is defined as any grade below 70%.

Attendance at seminars, specific group functions, and lectures by guest speakers scheduled by MTSA during the Intensive Days each semester is **mandatory** for all DNAP students, unless the student has extenuating circumstances for which he has obtained prior written approval from the Dean.

General 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 Capstone Committee to the Progressions Committee or the Progressions Committee independently. The duration of probation is determined by the Progressions Committee and is expected to be one semester. 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.

- ◆ Students receive certain penalties for late documentation. If documentation is not submitted as indicated, the student will not receive a diploma until all documentation is completed.
- ◆ A student may be placed on suspension if conduct in any area fails to meet acceptable levels, to include plagiarism or 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 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 termination from the School.

Discipline / Penalty Related Issues

The discipline/penalty related issues addressed in this section are applicable whether the issue is academic or general/other in nature.

- ◆ In extreme cases, a student may be dismissed from the program without probation or suspension.
- ◆ Students who are required to spend an extended time in the program will be charged for the extension.
- ◆ When the Progressions Committee meets to discuss specific issues that involve individual students, the individual student(s) directly involved will be invited 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.
- ◆ 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.
- ◆ Students who are placed on ANY type of probation greater than one (1) time will be dismissed from the program.
- ◆ Any probationary period, 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 financial assistance.
- ◆ Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process (*see [Appeals Process](#)*).

APPEALS PROCESS AND PROCEDURE

Appeal of a Committee Decision

The disciplinary action of the Progressions Committee may be appealed to a 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 President's 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.

Grade Appeal Procedure

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 academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate's dress code which may be more specific than MTSA's policy. Above all, 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 Progressions Committee.

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

1. Clothing:

- a. **Classroom:** Students may wear their surgical scrub clothes to class. All clothes must be modest, neat, and clean.
- b. **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.

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.

3. **Tattoos:** In both the classroom and professional settings, 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.

5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length.

6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4th inch beyond the end of the fingertip. Polish is to be of a single color (clear, pale, pink, white, or red) with **no** adornments; **no** black, green, blue, or dark colors.

7. **Aromas:** Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed. This includes the personal hygiene responsibilities of each student.

8. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. 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 part of the Annual Security Report which is available at <http://mtsa.edu/about/compliance/> as well as by email at compliance@mtsa.edu.

The school will hold at least one (1) fire drill each year. Other drills may be held at the discretion of the President's Council and the school Safety Officer. If a student notices an emergency situation, they should notify the nearest staff or faculty member of the problem.

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

For students in which completion of rotations at clinical 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 newsmen 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/fpc/index.html>

Computer and Network Use Policy

MTSA Policy 3.3.101

Purpose

Middle Tennessee School of Anesthesia (MTSA) provides computing, networking, and information services to all students, faculty, and staff. As this system often holds confidential, sensitive, and privileged information, MTSA expects all users to operate and maintain a secure environment, and to protect the system from misuse, unauthorized access, and potential corruption of the network infrastructure.

This policy applies to both school provided and personal devices that have interaction both internally and externally via the MTSA shared network, school provided e-mail accounts, school related software program/app (i.e. Blackboard, Medatrax), social media, and internet.

User Rights and Responsibilities

MTSA computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Misuse

Users will be held accountable for their conduct under current MTSA policies. Complaints alleging misuse of computing, networking, or information resources may result in the restriction of computing privileges and/or other internal disciplinary actions. Additionally, misuse can be prosecuted under applicable statutes. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of misuse include, but are not limited to, the activities in the following list:

- ◆ Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- ◆ Using the Campus Network to gain unauthorized access to any computer systems.
- ◆ Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- ◆ Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- ◆ Attempting to circumvent data protection schemes or uncover security loopholes.
- ◆ Violating terms of applicable software licensing agreements or copyright laws.

- ◆ Deliberately wasting computing resources.
- ◆ Using electronic mail to harass others (see *Computer Based Discrimination/Harassment* below).
- ◆ Masking the identity of an account or machine.
- ◆ Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- ◆ Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

To report misuse of MTSA electronic resources, submit written communication to your immediate supervisor or the Director of IT.

Electronic Based Discrimination/Harassment

As per MTSA's Discrimination/Harassment Policy (see policy: *3.2.303 Discrimination/Harassment 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". This includes, but is not limited to, discrimination in regards to race, color, sex, age, disability, marital status, full or part time status, religion, sexual orientation, gender identity, or national origin (see policy: *3.2.104 Nondiscrimination Policy*).

This policy covers employee and student communication using MTSA issued e-mail (sent by or received to), school based online programs/apps (i.e. Blackboard, Medatrax), and all employee and student social media accounts during their tenure when used as a representative of MTSA.

To report the misuse of MTSA electronic resources in relation to possible discrimination/harassment, a complaint may be submitted either orally, in writing, or electronically to the MTSA Title IX Coordinator (titleIXcoordinator@mtsa.edu).

MTSA Shared Network

The MTSA shared network is for staff and faculty use only. Permission to access files on the shared network will be requested for staff and faculty by administration. Requests will be sent to the MTSA IT Department. Requests for access will be approved after consideration of HIPAA and FERPA regulations related to the sharing of privileged information in the requested files (see policies: *5.1.301 Release of Student Record Information*; *3.3.112 Stakeholder's Rights*).

At no time shall the following types of files be stored on the shared network: personal photos, music, videos, files that contain harmful components including malware, spyware, viruses, and/or tracking programs, pornography, or anything deemed harmful or illegal. The MTSA IT Department may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, IT may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

MTSA Issued E-Mail Addresses

MTSA currently issues each staff, faculty, and student an e-mail account through a business Google account. This e-mail account is considered the official line of communication between these parties, as well as official MTSA communication outside of the school. This e-mail is not for personal use, and is considered the property of MTSA.

This account is kept and maintained by the MTSA IT Department, and is not considered a secure e-mail account to send privileged information across unless such attachments are encrypted or password protected.

If there is suspected abuse/neglect of MTSA issued e-mail accounts, MTSA IT can access any MTSA e-mail account with written request from the Executive Committee and Director of IT to review and retrieve e-mails in relation to the claim. At least one half of the Executive Committee must approve this request. These e-mails will then be shared with the Executive Committee and Director of IT and may result in disciplinary action by Progressions Committee for students and the Executive Committee for employees.

E-mail accounts will be deleted one (1) year after a student graduates from MTSA. E-mail accounts will be deleted one (1) week after students are dismissed from the program. Students are responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion. No information will be kept from deleted accounts unless an e-mail is preserved as a PDF in the student permanent file.

E-mail accounts will be deleted 90 days after a staff, faculty, or administrative member leaves the employ of MTSA. The departing member is responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion.

MTSA Website & Social Media

MTSA has a website (www.mtsa.edu) that is maintained by the VP of Advancement & Alumni and/or his designee. Content to be posted to the website must be submitted to this office.

MTSA maintains school accounts on various social media platforms, and will evaluate representation for the school on new platforms as they emerge. These accounts are also maintained by the VP of Advancement & Alumni and/or his designees, as well as the MTSA IT Department.

All policies, procedures, and guidelines regarding university trademarks, names, and symbols apply to the website and social media sites. The Department of Advancement & Alumni can offer guidance about how to properly use names, logos, etc., to resolve branding and copyright/trademark issues in these venues. MTSA does not permit explicit or implied institutional endorsements of any kind through use of its name, trademarks, logos, or images – including pictures of campus buildings.

MTSA does not prescreen content posted by third person parties to social media sites, but it shall have the right to remove, in its sole discretion, any content that it considers to violate MTSA policies. MTSA does not endorse or take responsibility for content posted by third parties. MTSA, through the Department of Advancement & Alumni, will work to correct inaccuracies on MTSA sites by responding with correct, factual information and including source citations (links, video, contact information, etc) when appropriate.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to MTSA. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. MTSA will not tolerate content that infringes on proprietary information, or that is defamatory, pornographic, harassing, libelous or inhospitable to a reasonable work environment or not in harmony with the School's mission, vision, and core values.

Penalties

Abuse or misuse of MTSA computers, network, and information services may not only be a violation of this policy or user responsibility, but it may also violate the criminal statutes. Therefore, MTSA will take appropriate action in response to alleged user abuse or misuse claims. 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/committee for disciplinary action.

In connection with inquiries into possible abuses or misuse, MTSA reserves the right to examine files, programs, passwords, information, public website/social media posts, printouts or other material without notice.

STUDENT SERVICES

The goal of Student Services for the DNAP Completion Program at MTSA is to help professional CRNAs accomplish their goal to earn the DNAP degree in a smooth and efficient manner.

Orientation

The Orientation occurs on the first Intensive Day of the first semester. The purpose of Orientation is to orient new students to the milieu of MTSA, to include a variety of student support services that are directly and indirectly related to student success in the program, many of which save time for students. The Orientation is planned to introduce and/or familiarize newly enrolled DNAP students regarding MTSA policies, schedules, program requirements, available area lodging for use during Intensive Days, and financial aid processes.

Hotel Information

Prior to the first per semester Intensive Week, MTSA sends accepted DNAP students information relative to hotels in the vicinity of the School, for use during the per semester Intensive Weeks.

Academic Schedules

Intensive Day overall schedules of class assignments for the first year are given each student upon entry during Orientation. At any time, students can refer to the MTSA website (www.mtsa.edu) to view the updated schedule.

Meals during Intensive Days

The School periodically provides a meal and snacks for DNAP Completion Degree students during the Intensive Sessions.

Student Financial Aid

Office of Financial Aid

Since financial difficulties can have adverse effects on academic endeavors, applicants are advised to plan their sources of financial support very carefully prior to entry to MTSA. While MTSA prefers that applicants be financially stable, the Office of Financial Aid is maintained to assist students in obtaining financial assistance.

Electronic Funds Transfer

The Office of Financial Aid primarily utilizes an electronic funds transfer system to disburse Office of Financial Aid funds into students' personal banking accounts. EFT benefits 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.

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.

CAMS Evaluation Services

The purpose of the CAMS Evaluation Services for DNAP students is to facilitate student evaluations. This software allows students to complete anonymous programmatic evaluations.

Online Video Capture & Conferencing

MTSA utilizes the latest in WebEx computer technology as a student support service. The video capture platform and video share technology allows students to interact online and develop a sense of community. Students can interact with each other in real-time using any mobile or desktop device and sessions can be video captured to store or share with other classmates who couldn't join live. Video can also be uploaded and comments, with video placement time stamps, can be posted to create asynchronous student interaction and collaboration for course content and student projects.

Technical Support

MTSA has an IT department who are able to be contacted directly on campus as well as by e-mail (itsupport@mtsa.edu). 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 laptops for coursework, conferencing, and exams.

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. 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.

Prayer Board

With "Reflecting Christ in Anesthesia Education" as its aim, MTSA is a Christian institution with an educational philosophy rooted in the understanding that God is the Creator of the universe and humankind, and that through His infinite love, He sent his Son to restore a right relationship with humankind, a relationship that begins on this earth and continues through eternity. MTSA acknowledges the continuing of this relationship through prayer. For over a decade, MTSA has had a prayer board posted in the primary classroom where the first year class meets daily. Approximately once each week during regular class sessions with the MS entry to practice students, 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.

School Chaplin

The School Chaplain is available to support individual students and the School community through pastoral care. Through this relationship, students have a source to contact should they face emotional or spiritual issues.

School/Clinical Related Accident Insurance

Because DNAP students may participate in experiences related to the Capstone Project in a healthcare arena where accidents may happen, such as needle sticks, and because these healthcare arenas may be unwilling to assume the risk of caring for DNAP Program CRNA completion degree format 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.

Student Advisement

Advising is an essential part of student success and progression at MTSA. Success in the DNAP program depends on being a successful student in the academic courses. Each DNAP student's designated faculty advisor reviews progress with each student in the academic area. These evaluations are summaries of the student's self-evaluation form, the student's online Portfolio, and the Academic Record. These per semester sessions are scheduled with each student individually.

The Program Administrator is the full-time MTSA administrator who has the primary responsibility for interim student advisement, or advisement beyond the capacity of the faculty advisors. However, if the student chooses, both the Assistant Program Administrator and the Associate Dean are also present at MTSA on a full-time basis and are also available for student advisement. All three of these full-time administrators are available for informal discussions with students. Their offices are in close proximity to the classrooms, and dialogue is encouraged.

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.

Please contact the Director of Student Services for a referral.

Student Lounge

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 is most used by DNAP Completion Degree students during the semester Intensive Days. The Student Lounge has tables and chairs, microwave ovens, television with satellite dish, sink, dishwasher, ice machine, two refrigerators, snack machines, and a desktop computer with 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.

Student Placement Career Opportunities

MTSA does not have a formal graduate placement service; however, it welcomes any information regarding position openings or job opportunities. CRNAs enrolled in the DNAP Completion Degree Program have already been employed in the profession as CRNAs prior to enrollment in the DNAP Completion Degree Program, and most are anticipated to maintain that employment during the program.

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.

Student Representation in Committees

MTSA Policy 5.1.103

Middle Tennessee School of Anesthesia has students from each class as full members on major committees within the School. In these committees they have full voting rights afforded to any member of the committee. Students are selected for a term that includes the full period of time they are in school at MTSA.

The students nominate their class representatives on these committees, which are taken to NAP Council for confirmation. As sensitive issues about individuals and situations are likely to occur in many of these meetings, students are expected to keep within the committee those things discussed in the committee, keeping personal issues confidential.

Alternates to each position are selected as each student may be unable to come to the School due to distance, clinical, work, or call obligation. In these instances, an alternate is asked to serve, if available. Every effort is made to have a student representative available if decisions are to be made that may affect any student's progression in the School.

Student representatives serve as full voting members on the following committees:

- ◆ Progressions Committee
- ◆ DNAP Completion Admissions Committee
- ◆ Appeals Committee

INSTITUTIONAL STATISTICS

<i>CLASS OF 2016</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 2015	10
Attrition rate	10 %
Graduated in 2016	6
Changed to part-time	3

<i>CLASS OF 2015</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 2014	8
Attrition rate	0 %
Graduated in 2015	7
Changed to part-time	1

<i>CLASS OF 2014</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 2013	12
Attrition rate	8.33 %
Graduated in 2014	8
Changed to part-time	3

DNAP PROGRAM INFORMATION

It is important for nurse anesthetists who want to pursue doctoral education to choose the doctoral degree that best fits with their educational and professional goals before applying to a doctoral program. The following information provides some basic information about the two types of doctoral degrees available to nurse anesthetists, which will assist them in choosing the degree and program that fits their goals.

A **professional practice degree**, such as the DNAP, focuses on application of research findings to practice-related problems, which is similar to other professional practice degrees, such as the Doctor of Medicine, Doctor of Dentistry, Doctor of Pharmacy, and Doctor of Physical Therapy, among others.

A **research-oriented degree**, such as the Doctor of Philosophy (PhD), focuses on primary data-based investigation for the discovery of new knowledge.

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) accredits nurse anesthesia programs that offer master's degrees, practice doctorate degrees, and research-oriented doctoral degrees which are focused in nurse anesthesia. COA has set specific standards for programs offering practice-oriented doctoral degrees and research-oriented degrees. The following table compares COA's standards for these two types of doctoral degrees. As the table indicates, the two types of doctoral degrees parallel each other in quality and rigor, but the focus and outcomes of the two degrees differ. Doctoral programs in nurse anesthesia are designed using these criteria as a basis.

PRACTICE-ORIENTED DOCTORATE <i>(E.G., Doctor of Nurse Anesthesia Practice)</i>	RESEARCH-ORIENTED DOCTORATE <i>(E.G., Doctor of Philosophy)</i>
FOCUS: Application of research findings to practice-related problems.	FOCUS: Primary data-based investigation for the discovery of new knowledge.
TO ACCOMPLISH THE FOCUS:	TO ACCOMPLISH THE FOCUS:
<ul style="list-style-type: none"> • Doctoral students master additional theory and knowledge in an area of academic focus for the discipline in which the degree is awarded. 	<ul style="list-style-type: none"> • Doctoral students are prepared to advance theory and knowledge of the discipline in which the degree is awarded.
<ul style="list-style-type: none"> • Doctoral students achieve advanced scholarship skills relevant to the area of academic focus. 	<ul style="list-style-type: none"> • Doctoral students develop advanced scholarship skills and generate research relevant to the discipline.
<ul style="list-style-type: none"> • Doctoral students complete a scholarly work that demonstrates knowledge within the area of academic focus. 	<ul style="list-style-type: none"> • Doctoral students complete a dissertation or equivalent scholarly work which constitutes an original contribution to the knowledge within the discipline.
<ul style="list-style-type: none"> • Faculty members demonstrate competency in scholarly and professional work in the relevant discipline. 	<ul style="list-style-type: none"> • Faculty members demonstrate competency for scholarly and professional work in the relevant discipline.
<ul style="list-style-type: none"> • Doctoral students have sufficient access to appropriately credentialed faculty. 	<ul style="list-style-type: none"> • Doctoral students have sufficient access to appropriately credentialed faculty.
<ul style="list-style-type: none"> • There is an established examination and assessment procedure to verify competence in pertinent scholarship skills relevant to the area of academic focus. 	<ul style="list-style-type: none"> • There is direct assessment of doctoral student achievement, including extensive comprehensive examinations conducted by recognized scholars in the discipline, to verify the knowledge and skills that

	<p>constitute mastery in the discipline.</p> <ul style="list-style-type: none"> • There are established examination and assessment procedures to verify competence in pertinent research skills. • Doctoral students defend the final dissertation or equivalent scholarly work before acknowledged scholars in the discipline.
<ul style="list-style-type: none"> • The post baccalaureate curriculum is a minimum of 3 years of full-time study or longer if there are periods of part-time study. 	<ul style="list-style-type: none"> • The curriculum is a minimum of 5 years in length post-baccalaureate or a minimum of 4 years in length post-master's of full-time study or longer if there are periods of part-time study.
<ul style="list-style-type: none"> • The requirements for the practice-oriented doctoral degree are significantly beyond those required for a master's degree. 	<ul style="list-style-type: none"> • The requirements for the research-oriented doctoral degree are significantly beyond those required for a master's degree and a practice-oriented doctoral degree.
	<ul style="list-style-type: none"> • Adequate resources such as teaching and research assistants, internal and external funding, or federal grants are available to support the research mission of the academic unit.
	<ul style="list-style-type: none"> • There is support for research essential for degree purposes.
	<ul style="list-style-type: none"> • The educational environment encourages scholarly research.
	<ul style="list-style-type: none"> • Faculty are provided sufficient time and resources for scholarship and the conduct of research.

MTSA Organization: Academic Progression

MTSA is organized on an academic semester basis. MTSA defines full-time status as enrollment for 9 or more semester hours in a semester.

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.

Documentation

All documentation must be kept up-to-date, including but not limited to TB skin tests, proof of insurance, and nursing licenses (RN and APN/APRN). All of these are kept on file with the DNAP Academic Support Specialist.

Outcome Criteria Upon Completion of Program

(Doctoral Student Learning Outcomes/DSLOs)

Graduates from MTSA's Doctor or Nurse Anesthesia Practice (DNAP) program shall master additional theory, knowledge, and scholarship skills relevant to the area of academic focus by demonstrating the following competencies (COA Standard III):

I. Biological Systems, Homeostasis, and Pathogenesis

- a. Analyzes best practice models for nurse anesthesia patient care management through integration of knowledge acquired from arts and sciences within the context of the scope and standards of nurse anesthesia practice.
- b. Uses a systematic outcomes analysis approach in the translation of research evidence and data in the arts and sciences to demonstrate they will have the expected effects on nurse anesthesia practice.

II. Professional Role

- a. Demonstrates ability to undertake complex leadership roles in nurse anesthesia.
- b. Demonstrates ability to provide leadership that facilitates intraprofessional and interprofessional collaboration.
- c. Integrates critical and reflective thinking in leadership style.
- d. Demonstrates ability to utilize a variety of leadership principles in the management of situations.

III. Healthcare Improvement

- a. Uses evidence based practice to inform clinical decision making in nurse anesthesia.
- b. Evaluates how public processes impact the financing and delivery of healthcare.
- c. Develops and assesses strategies to improve patient outcomes and quality of care.

IV. Practice Inquiry

- a. Demonstrates the ability to assess and evaluate health outcomes in a variety of populations, clinical settings, and systems.
- b. Demonstrates ability to disseminate research evidence.
- c. Completes a scholarly work that demonstrates knowledge within the area of academic focus.

V. Technology and Informatics

- a. Uses information systems/technology to support and improve patient care and healthcare systems.
- b. Critically evaluates clinical and research databases used as clinical decision support resources.

VI. Public and Social Policy

- a. Advocates for health policy change to improve patient care and advance the specialty of nurse anesthesia.

VII. Health Systems Management

- a. Analyzes the structure, function, and outcomes of healthcare delivery systems and organizations.
- b. Analyzes business practices typically encountered in nurse anesthesia delivery settings.
- c. Analyzes risk management plans based on information systems to promote outcome improvement for the patient, organization, and community.

VIII. Ethics

- a. Applies ethically sound decision-making.
- b. Informs the public of the role and practice of the doctoral-prepared CRNA and represents themselves in accordance with the *Code of Ethics for CRNAs*.
- c. Fulfills the obligation as a doctoral-educated professional to uphold the *Code of Ethics for CRNAs*.

Course Delivery

The DNAP courses use a hybrid delivery system. They contain both in-class (during the Intensive Day) and online lectures, coursework, and projects using a web-based system.

Technology Requirements

For best viewing and functionality, the Google Chrome web browser must be used with the Blackboard/Brightspace learning platform. Due to the nature of the online component, students must make sure their home computer has an internet speed of 2MBPS (upload/download) or greater for a successful connection, especially when making Web-Ex connection. Operating system requirements and supported web browser information for Web-Ex can be found [here](#). Computers must have an internal or external web camera and microphone. Students can test their internet speed at www.speedtest.net. Students must use headphones/earbuds and mute their microphones during presentations.

Graduation Requirements

Each DNAP student must accomplish each of the following criteria to be eligible to become a Doctor of Nurse Anesthesia Practice (DNAP) graduate of MTSA:

- ◆ Satisfactory completion of all DNAP Program courses, to include a public presentation of the final scholarly project, prior to graduation
- ◆ Satisfactory completion of all Doctoral Student Learning Outcomes (DSLOs)
- ◆ Completion of any and all financial obligations to MTSA
- ◆ Completion of the Financial Assistance Exit Interview for students who have borrowed Direct Lending, Stafford, or Grad Plus loans while attending MTSA
- ◆ Participation in the graduation exercise is highly encouraged.

Credential Awarded

Upon satisfactory completion of this program of study at Middle Tennessee School of Anesthesia, the student will be awarded a diploma with the degree Doctor of Nurse Anesthesia Practice (DNAP).

ACADEMIC SUMMARY

The DNAP Program in the CRNA completion degree format is designed for the practicing CRNA. The program was offered initially in a full-time, one year capacity, with the option to convert to a part-time two year format. Following feedback from former students and potential students, the decision was made to offer courses in a three year format purposefully to allow practicing CRNAs to attend and to have time devoted to work & life while they earn their doctoral degrees.

The part-time, three-year format was designed by MTSA for practicing CRNAs who are highly motivated and goal-directed, but who may have other simultaneous obligations so would be unable to complete the outcomes to earn the DNAP degree within a shorter time period. Selection of this format will require that the student will be enrolled in one course during each of the nine academic semesters. The first day of each of the scheduled academic semesters will be an **Intensive Day**, during which students will be required to attend classes and seminars on the MTSA campus, for a total of nine Intensive Days. In the event that a student has not been able to complete all the requirements for the final Scholarly project by the conclusion of the ninth semester, a student can elect to extend for the maximum of two additional semesters.

ACADEMIC STANDARDS

Advancement of each DNAP CRNA completion program student to the next higher level or semester occurs at per semester intervals, upon faculty members' verification of the student's successful completion of each semester's course requirements. In order to progress unencumbered to the next higher level or semester, the student must meet the following conditions:

- ◆ MTSA expects that all DNAP level coursework should result in a minimum earned grade of "B". The first earned grade for a course between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance and will lead to automatic academic probation with an appearance before the Progressions Committee. The second earned "C" for a course grade will result in dismissal from the program.
- ◆ Students will automatically be dismissed from the program for receiving a failing course grade for any course. Failing is defined as any grade below 70%. (See: [Student Advancement](#))
- ◆ Students who are placed on any type of probation greater than one (1) time will be dismissed from the program.
- ◆ 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 on a regular and continuing basis. Academic grades are published per semester on the academic transcript. Students shall be advised by their DNAP Program Administrator/Advisor concerning their academic progress no less than per semester.
- ◆ Each student will have access to a grade sheet (MTSA Transcript) reflecting academic progress, with current and cumulative GPAs at the end of each semester.
- ◆ Attendance at seminars, specific group functions, and lectures by guest speakers scheduled by MTSA during the DNAP Intensive Day each semester is mandatory for all DNAP students, unless the student has extenuating circumstances for which he has obtained prior written approval from the Dean.
- ◆ Students must keep a current RN license and APN/APRN (as applicable) license for the state in which they reside on file with MTSA during the entire program. The student must also possess a current RN license for any other state in which he chooses to participate in educational experiences related to the DNAP program, such as the Scholarly project.

During NAP Council meetings, general observations about each DNAP Completion Degree student are discussed. Any recommendations by that committee are given to the Program Administrator. 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), the student will be offered the opportunity to discuss his performance with the Progressions Committee, prior to any decision.

ACADEMIC COURSE SEQUENCING BY SEMESTER

Year 1: September 5, 2017 – September 2, 2018

<i>Semester</i>	<i>Course #</i>	<i>Course Name</i>	<i>Credit Hours</i>
1	DNAP 640	Quality Improvement & Patient Safety	4
2	DNAP 650	Healthcare Leadership, Policy, Economics, & Legal Issues	4
3	DNAP 630	Informatics, Education, Curriculum, Instruction, Evaluation: Application & Practice	4

Total Credit Hours – Year 1: (12)

Year 2: September 3, 2018 – September 1, 2019

<i>Semester</i>	<i>Course #</i>	<i>Course Name</i>	<i>Credit Hours</i>
4	DNAP 660	Population Wellness & Health Promotion (Epidemiology)	4
5	DNAP 680	A Christian Worldview in Nurse Anesthesia: Global Initiatives, Mission Outreach, & Ethics in Practice	4
6	DNAP 600	Evidence Based Practice in Nurse Anesthesia I	4

Total Credit Hours – Year 2: (12)

Year 3: September 2, 2019 – August 30, 2020

<i>Semester</i>	<i>Course #</i>	<i>Course Name</i>	<i>Credit Hours</i>
7	DNAP 620	Evidence Based Practice in Nurse Anesthesia II	3
8	DNAP 700	Evidence Based Practice in Nurse Anesthesia III	3
9	DNAP 710	Evidence Based Practice in Nurse Anesthesia IV	3

Total Credit Hours – Year 3: (9)

Total Credit Hours: (33)

DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP) COURSE CATALOG

DNAP 600 Evidenced-Based Practice in Nurse Anesthesia I

(4 Credit Hours)

Michael Vollman, PhD, RN

Katrin Sames, DNP, CRNA, APN

Maria Overstreet, PhD, RN

This course is the first of a four-part sequence that begins with the basics of review as to what constitutes evidence-based practice and the components for the translation of scholarly information into practice. At the culmination of these four courses each student will have completed a doctoral scholarly project and created an ePortfolio for their work throughout the program.

In this beginning course, the DNAP Completion Students will encounter opportunities to explore the conceptual, theoretical, and empirical foundations of nursing knowledge. Specific emphasis is placed on the research process and methods of identifying, conceptualizing, designing, implementing, evaluating, and translating evidenced-based research into practice. Both quantitative and qualitative research methods are explored and analyzed. The learner will be introduced to PICOT statements and how the question of inquiry guides the research.

This course also provides an overview of statistical analysis methods most often reported in healthcare research literature. Topics include descriptive and inferential univariate and multivariate parametric and nonparametric data analyses. Emphasis is placed on: 1) integrating all aspects of the research process to enhance rigor and the quality of evidence; 2) the appropriate use and critical assumptions of statistical analysis methods, 3) reasoned interpretation of research results, and 4) the systematic critical analysis and evaluation of published research studies.

(COA DSLO: I) (AACN Essential: III)

DNAP 620 Evidenced-Based Practice in Nurse Anesthesia II

(3 Credit Hours)

Michael Vollman, PhD, RN;
Katrin Sames, DNP, CRNA, APN
Maria Overstreet, PhD, RN

This course is the second of a four-part sequence that began with the basics of review in the translation of evidence to practice.

In this second course, the DNAP Completion Students will review and explore the foundational concepts necessary for critically evaluating and synthesizing theoretical and empirical knowledge. Each student will select a concept of interest related to nurse anesthesia clinical practice, nurse anesthesia student education, or administration/management of nurse anesthesia practice. The learner will be re-introduced to PICOT statements and how the question of inquiry guides the research. Students will then begin the process of selecting, analyzing, and synthesizing related theoretical and research literature. This course will provide the foundational knowledge and skills for the completion of the literature review and synthesis for the scholarly project.

(COA DSLO: I, II, III, IV, VIII) (AACN Essential: I, III)

DNAP 630 Informatics, Education, Curriculum, Instruction, Evaluation: Application and Practice

(4 Credit Hours)

Maria Overstreet, PhD, RN
Amy Gideon, EdD

This course is designed to facilitate expertise in the application of fundamental educational concepts of curriculum, instruction, and evaluation. An underlying focus for the DNAP student includes applying these educational concepts to a subset population of their DNAP project. These fundamental concepts will facilitate the DNAP student to become familiar with the educational concepts of a didactic or clinical educator in the nurse anesthesia program. Course content includes the process of a needs assessment, curriculum development, instruction, and evaluation as well as reflection.

Students also are provided an overview of informatics, the transformation of data into information, knowledge, decisions, and actions to improve outcomes. Topics include computer networks, information technology and systems, communications protocols, technology and data standards, information life-cycle, Internet, basic computer security including security management, management of IT services, interoperability, and their impact upon healthcare delivery and patient safety. Students will locate and critically analyze online resources for their relevancy, accuracy, and usage of evidence-based information. Policy and practice of healthcare informatics within ethical, regulatory, and legal frameworks are also examined.

(COA DSLO: II, V) (AACN Essential: IV, V, #4)

DNAP 640 Quality Improvement & Patient Safety

(4 Credit Hours)

Katrin Sames, DNP, CRNA, APN

This course is designed to provide opportunities to analyze, synthesize, and apply knowledge of quality improvement and patient safety in anesthesia practice. This course builds on behavioral, social, and organizational sciences. It will explore the theoretical basis of human error, introduces a systems approach to error investigation and analysis, and integrates concepts of teamwork, crisis response management and monitoring systems in anesthesia practice. Further, this course will closely examine a wide range of scholarly publications targeting the broad domain of patient safety.

(COA DSLO: III) (AACN Essential: I, II, VI, VII)

DNAP 650 Healthcare Leadership, Policy, Economics, & Legal Issues

(4 Credit Hours)

Chris Hulin, DNP, CRNA, APN

Brent Dunworth, DNP, MBA, APRN, CRNA

This course focuses on public policy issues and how they relate to the nurse anesthesia profession. It will include an examination of the process of policy formation within the health care industry including origin, implementation, and analysis. The student will critically analyze a policy issue relating to their Capstone Phenomenon of Interest (if appropriate) using the policy review model of Equity, Efficiency, and Effectiveness (3 E's). Students will be prepared to assume leadership and influence of health policy development and advocacy for the patient and profession. Students will engage in an in-depth study of how they can develop as successful organizational leaders. The strengths and weaknesses of various leadership approaches are compared. Other course topics may include the Biblical teaching on leadership, economic and financial dimensions of leadership, systems thinking, and leading teams. Students are required to obtain hands-on leadership experience during the course as part of the course requirements.

(COA DSLO: VI, VII) (AACN Essential: II, III, IV, V, VI, VII)

DNAP 660 Population Wellness & Health Promotion (Epidemiology)

(4 Credit Hours)

Katrin Sames, DNP, CRNA, APN

Epidemiology focuses on the distribution and determinants of disease frequency in human populations. This course prepares the DNAP student to use epidemiological strategies to examine patterns of illness or injury in groups of people. Concepts of health, risk, and disease causality are examined. Implications for development of data based programs for disease/injury prevention and control as well as policy implications will be discussed.

(COA DSLO: IVa) (AACN Essential: VII)

DNAP 680 A Christian Worldview in Nurse Anesthesia: Global Initiatives, Mission Outreach, and Ethics in Practice

(4 Credit Hours)

Michael Vollman, PhD, RN

Ikey DeVasher, CRNA, PhD, APN

This course is designed to examine foundational Christian ethical principles relative to biomedical care, and to appropriately utilize these in the healthcare arena. The course presents a broad overview of basic moral principles, while focusing in-depth on ethical foundations from a Biblical perspective. The course is introduced with a review of philosophical foundations of applied and professional ethics, including ethical decision making.

(COA DSLO: VIII) (AACN Essential: II, IV, V, VII)

DNAP 700 Evidenced-Based Practice in Nurse Anesthesia III

(3 Credit Hours)

Michael Vollman, PhD, RN;

Katrin Sames, DNP, CRNA, APN

Maria Overstreet, PhD, RN

Ikey DeVasher, CRNA, PhD, APN

Amy Gideon, EdD

Lewis McCarver, DNP, CRNA, APN

Buffy Lupear, DNP, CRNA, APN

This course is the third of a four-part sequence that began with the basics of review in the translation of evidence to practice.

In this third course, the DNAP Completion Students will be assigned to a small group and the group will discover and participate in analyzing and critiquing clinical practice guidelines, identify a clinical problem, reviewing, analyzing, and synthesizing the literature, create recommendations for solving the clinical problem based on the evidence. The culmination of this course will result in the group creating a poster of their findings and recommendations to present at the next TANA meeting. This course provides the foundational knowledge and skills for the completion of the small group scholarly projects.

(COA DSLO: I, II, III, IV, VIII) (AACN Essential: I, III)

DNAP 710 Evidenced-Based Practice in Nurse Anesthesia IV

(3 Credit Hours)

Michael Vollman, PhD, RN;

Katrin Sames, DNP, CRNA, APN

Maria Overstreet, PhD, RN

Ikey DeVasher, CRNA, Ph.D., APN

Amy Gideon, EdD

Lewis McCarver, DNP, CRNA, APN

Buffy Lupear, DNP, CRNA, APN

Tatyana Aultman, CRNA, Ph.D.

This four-course sequence relates to components of the DNAP Completion Program scholarly project. The Evidence-Based Practice course sequence began with review of fundamental concepts and theories related to scholarly endeavors as well as provided an overview of statistical analysis methods most often reported in healthcare research literature.

Each student group will identify a salient, specific problem related to clinical nurse anesthesia practice; education of nurse anesthesia students, colleagues, patients/families, or the public about some specific aspect of anesthesia; or business administration/management of anesthesia practice. The student group will perform a research literature review; explicate the framework/model of the problem; critically analyze, integrate, and evaluate related research; and synthesize the body of knowledge. Specific recommendations will be made by the group for applications to evidence-based nurse anesthesia clinical practice, education, or business administration/management. The student group with guidance and supervision by their Faculty, both process and content, will create a proposal for a Nurse Anesthesia improvement project derived from the evidence. The student group will create a plan for a quality improvement project or will implement a project and critically analyze the outcome/findings. Additional research needed to expand understanding of the problem will be proposed.

The final outcome/product of a scholarly paper will be presented to the faculty and peers in a formal, scholarly, paper or poster or other approved platform. Additional dissemination of outcome/findings may include presentations at local, regional, or national nurse anesthesia conferences; and/or submission of a manuscript to an appropriate professional journal.

(COA DSLO: I, II, III, IV, VIII) (AACN Essential: I, III)

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

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

Rusty Gentry

Program Administrator

- ◆ Full-time Academic Faculty

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

Tatyana Aultman

Assistant Program Administrator

- ◆ Full-time Academic Faculty

PhD

The University of Texas Health Science Center at San Antonio
Graduate School in Biomedical Sciences
School of Nursing
San Antonio, TX
2017

MS

Master of Anesthesia Education
Gonzaga University
Spokane, WA
2005

BS

Bachelor of Science in Nursing
Washington State University
Spokane, WA
1998

Amy C. Gideon

Director IE/Learning Resources

- ◆ Full-time Academic Faculty

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

Michael Vollman

Faculty

- ◆ Full-time Academic Faculty
- ◆ 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

Lewis McCarver

Faculty

- ◆ Full-Affiliated Clinical & Academic Faculty
- ◆ 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

Katrin Sames

Faculty

- ◆ Full-Affiliated Clinical & Academic Faculty
- ◆ 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

John Shields

Faculty

- ◆ Full-Affiliated Clinical & Academic Faculty
- ◆ 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

Ikey DeVasher

Dean Emeritus

- ◆ Adjunct Faculty

PhD

Professional Studies in Education
Capella University
Minneapolis, MN
2008

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1994

BA

Bachelor of Arts in Health Care Education
Ottawa University
Ottawa, KS
1981

Ken Schwab

Faculty

- ◆ Adjunct Faculty

Ed.D

Higher Education Administration, Counseling, Psychology
Indiana University
Bloomington, MN
1978

MS

Master of Education: Guidance and Counseling
University of North Carolina
Greensboro, TN
1972

BS

Bachelor of Science
Purdue University
West Lafayette, IN
1969

Buffy Lupear

Faculty

- ◆ Adjunct Faculty

DNP

Doctorate of Nursing Practice
Vanderbilt University
Nashville, TN
2014

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1995

BS

Bachelor of Science in Nursing
University of Tennessee
Knoxville, TN
1989

Brent Dunworth

Faculty

- ◆ Adjunct-Affiliated Clinical & Academic Faculty
- ◆ Additional Faculty Appointment:
Vanderbilt University School of Nursing

DNP

Doctor of Nursing Practice
University of Pittsburgh
Pittsburgh, PA
2016

MBA

Master of Business Administration
Waynesburg University
2014

MS

Master of Science in Nursing
Nurse Anesthesia Program
Nursing Education (Minor)
University of Pittsburgh
Pittsburgh, PA
1999

BS

Bachelor of Science in Nursing
University of Pittsburgh
Pittsburgh, PA
1996

INSTITUTIONAL CALENDAR

(Anticipated)

September 5, 2017	DNAP Completion Program Begins for Class of 2017-2020
September 5, 2017	Semester 1: Intensive Day (Group A)
September 12, 2017	Semester 1: Intensive Day (Group B)
January 7, 2018	End of Semester 1
January 8, 2018	Start of Semester 2
January 9, 2018	Semester 2: Intensive Day
May 6, 2018	End of Semester 2
May 7, 2018	Start of Semester 3
May 8, 2018	Semester 3: Intensive Day
September 2, 2018	End of Semester 3
September 3, 2018	Start of Semester 4
September 4, 2018	Semester 4: Intensive Day
January 6, 2019	End of Semester 4
January 7, 2019	Start of Semester 5
January 8, 2019	Semester 5: Intensive Day
May 5, 2019	End of Semester 5
May 6, 2019	Start of Semester 6
May 7, 2019	Semester 6: Intensive Day
September 1, 2019	End of Semester 6
September 2, 2019	Start of Semester 7
September 3, 2019	Semester 7: Intensive Day
January 5, 2020	End of Semester 7
January 6, 2020	Start of Semester 8
January 7, 2020	Semester 8: Intensive Day
May 3, 2020	End of Semester 8
May 4, 2020	Start of Semester 9
May 5, 2020	Semester 9: Intensive Day
August 30, 2020	End of Semester 9
December 11, 2020 (Fri 10:00 am)	Graduation Day