

MIDDLE TENNESSEE SCHOOL OF ANESTHESIA



Reflecting Christ in Anesthesia Education

Doctor of Nurse Anesthesia Practice (DNAP) Program **2015 CATALOG & STUDENT HANDBOOK**

www.mtsa.edu

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

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*The statements, policies, guidelines, and procedures contained in this *Catalog & Student Handbook* are intended to be informational for applicants, as some may be revised in the future, and are applicable to all enrolled DNAP students. Upon enrollment, all new DNAP students will be provided with this *Catalog & Student Handbook*. All students are expected to abide by the contents of the current *Catalog & 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 *Catalog & 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 *Catalog & 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 *Catalog & Student Handbook*, and students are also expected to abide by its contents.

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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 to pass the National Certification Examination and enter the workplace with confidence

MTSA Doctor of Nurse Anesthesia Practice (DNAP) Program Purpose Statement

In keeping with the institutional mission, MTSA offers anesthesia education at both the master's and doctoral degree levels. Students who complete the entry into practice master's degree program receive the Master of Science (MS) degree with a focus in nurse anesthesia. Completion of a Master of Science with a focus in nurse anesthesia is a prerequisite for acceptance into MTSA's professional practice doctoral program that grants the Doctor of Nurse Anesthesia Practice (DNAP) degree.

MTSA's DNAP degree is a professional practice degree in nurse anesthesia, and the related scholarship focuses on utilization of research findings for evidence-based clinical practice, education, and/or administration/business management related to nurse anesthesia, and the DNAP curriculum is designed accordingly. In addition to requisite foundational courses, completion of a capstone project, which is the seminal scholarly work associated with the degree, is required. MTSA faculty mentor each DNAP student to complete a capstone 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.

History, Heritage, and Christian Legacy

History & Heritage

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

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

Christian Seventh-day Adventist Legacy

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

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

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

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, as important as that is; but they must also be able to assess their patients' health status and develop a comprehensive anesthetic management 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 students to attain the body of knowledge and technical skills consistent with high standards of practice. In recognition of the important role of CRNAs in the nation, and specifically in the Southeastern region of the United States, MTSA is historically constituted and strategically located, to have 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 students. In keeping with this belief, faculty 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 start with the basic and simple, then progress in logical steps to the complex and advanced; each step builds 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 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. DNAP graduates will be able to teach anesthesia-related subjects, if they desire, and assist in the preparation of the next generation of anesthesia providers.

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

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

LOCATION AND FACILITIES

ACADEMIC FACILITIES

The MTSA campus has offices and classroom facilities located in Madison, Tennessee. The academic and simulation classes are held on campus. Building A teaching facilities include a technological state-of-the-art lecture hall, two seminar rooms for study, small group use, and static simulation classes. 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. A student lounge is equipped with vending machines, 2 dining tables, 2 refrigerators, dishwasher, ice machine, microwave, coffee maker and all supplies, and a television. Some administrative offices are located in this building.

Building B houses the Nelda Faye Ackerman Learning Resource Center (LRC), a computer lab with multiple desktop computers and a printer, as well as a small group study lounge. Administrative support staff and faculty offices are located in Building B.

Building C is across the street from Buildings A and B. It houses a large classroom that can be divided into 3 separate rooms, and is equipped with state of the art technology and monitors. The offices of the President and some other administrative personnel are located here. There is a student lounge equipped with a refrigerator, microwave, dishwasher, and a dining table. A copy/print station is located in the main hallway. There is a fitness center with exercise equipment, and bathroom facilities equipped with separate showers for men and women.

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 academic courses during the intensive weeks or each quarter are conducted on the School's campus, with the remaining coursework in a distance format.

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 2018. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address:*

222 S. Prospect Avenue
Park Ridge, IL 60048
(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.**

NONDISCRIMINATORY POLICY

MTSA admits students without regard to race, color, sex, age, disability, marital status, religion, sexual orientation, or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, gender, age, disability, marital status, religion, sexual orientation, national or ethnic 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 the academic and clinical requirements of the curriculum.

BOARD OF TRUSTEES

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

As of July 1, 2015 the members of the Board of Trustees are as follows:

Art Runyon-Hass, MD, PhD (Chairman)	Aaron Jones, CRNA, APN, MS
Vic Martin, CRNA, APN (Vice-Chairman)	Truitt Ellis, MD
Duane Brown, CPA	Scott Hoffman, MD
Larry Burkhart, BS, CPA	C. William McKee, EdD
Steven Dickerson, MD (Chair Emeritus non-voting)	Nila Sherrill, MA

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 and Dean.

STAKEHOLDERS' RIGHTS

◆ Accrediting Agencies' Rights

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

◆ Affiliating Institutions' Rights

MTSA maintains many 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 Dean's Council and/or the President's Council.
- Faculty and staff have a right to the grievance and due process protocol, as listed in the *MTSA Administrative Manual* and *Faculty Handbook*.

◆ Patients' Rights

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

◆ Applicants' Rights

Applicants have a right to expect that MTSA will follow the most current edition of the *MTSA Catalog & 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 Catalog & Student Handbook* applicable to their program of study. Students have the right to a grievance process.

DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP) PROGRAM

ADMISSION PROCESS INFORMATION

**Effective for Applicants to the Doctor of Nurse
Anesthesia Practice (DNAP) program, CRNA
Completion format, for enrollment for September
2015**

ADMISSION REQUIREMENTS – DNAP Program (CRNA Completion Degree Format)

MTSA plans to enroll 10-12 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 **prior to interview, acceptance, and enrollment** at MTSA for the DNAP program in the CRNA completion degree format.
- ◆ **Current Certification or Recertification as a Certified Registered Nurse Anesthetist (CRNA)**
Prior to interview, acceptance, and enrollment at MTSA for the DNAP program in the CRNA completion degree format, 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**
Prior to interview, acceptance, and enrollment at MTSA for the DNAP program in the CRNA completion degree format, 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 **prior to interview, acceptance, and enrollment** at MTSA for the DNAP program in the CRNA completion degree format. 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)**
Prior to interview, acceptance, and enrollment at MTSA for the DNAP program in the CRNA completion degree format, the applicant must have a current APN or APRN license in his 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)**
Prior to interview, acceptance, and enrollment at MTSA for the DNAP program in the CRNA completion degree format, the applicant must also have a current RN license in his state of residence in the United States.

◆ **CRNA Practice**

Prior to interview, acceptance, and enrollment at MTSA for the DNAP program in the CRNA completion degree format, 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 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 for admission to MTSA's DNAP program in the CRNA completion degree format. The DNAP Program Screening Committee reviews the entire applicant pool each year to determine the most highly qualified applicants to receive invitations to interview.

◆ **Background Check and Release**

A background check will be completed on each applicant to the DNAP program.

◆ **Personal Interview**

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.

◆ **Admissions Deadline:**

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

Other Admissions Issues

- ◆ 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. For graduates of foreign undergraduate 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

◆ **School Visits (Optional)**

Applicants are invited to contact the Admissions Coordinator to make an appointment to visit the School and talk with her (Pam Nimmo, 615-732-7662 pam@mtsa.edu)

◆ **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 Student Admission, Progression, and Graduation:

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

Observation and Communication

- Ability to communicate clearly and effectively with patients of all ages, family members, and other members on the health care team in written and spoken English.

Cognitive

- Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- Ability to distinguish standard patient responses from non-standard responses and plan interventions accordingly using critical thinking. Also possess judgment to know when to call for assistance from other members of healthcare team.

Behavior

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

Admissions Interview Process – DNAP Completion Program

MTSA holds one admissions interview session period annually. This annual meeting of the full DNAP Program Admissions Committee for the admissions interview session is projected to span one to two business day(s). The DNAP Program Admissions Committee plans to meet for its annual interview session in the spring to interview applicants for the class anticipated to enroll in the subsequent fall.

After the application deadline, the DNAP Program Screening Committee will review the files of all applicants whose files are complete. When the exact dates for the annual interview session have been established by MTSA, and the DNAP Program Screening Committee has determined an applicant is competitively qualified to meet with the DNAP Program Admissions Committee, the applicant will then be invited by MTSA to interview with the DNAP Program Admissions Committee during the annual interview session. Each applicant who receives an invitation from the DNAP Program Screening Committee to interview with the DNAP Program Admissions Committee will receive notification from the Admissions Coordinator regarding the scheduled date and time for his personal interview with the DNAP Program Admissions Committee during this annual interview session. 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.

At the conclusion of all personal interviews held during the annual admissions interview session, the DNAP Program Screening Committee will determine which applicants will be accepted and MTSA 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 Program Admissions Committee 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 ANTICIPATED TO ENROLL IN SEPTEMBER 2015

(To interview May/June 2015 & enroll September 2015): \$2,500

Personal Interview with Admissions Committee – DNAP Completion Program

Prior to a determination regarding acceptance, there will be a brief personal interview with the MTSA DNAP Program Admissions Committee (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, during the personal interview. Selection by the DNAP Program Admissions Committee is based on the applicant's GPA (cumulative and recent academic), professional references, and presentation during the personal interview. Each member of the DNAP Program Admissions Committee is given the responsibility to vote conscientiously after each applicant's interview. Scores are collected immediately following the interview. Justification by the DNAP Program Screening Committee or the DNAP Program Admissions Committee 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 (pam@mtsa.edu), who may then consult with the Dean/Program Administrator, as needed.

All applicants should dress in professional attire for the interview with the DNAP Program Admissions Committee. Furthermore, applicants should be aware that an MTSA staff member may take individual digital photographs of them on the day of the interview. This photograph will be placed with the applicant's MTSA file after the interview is complete and admission decisions have been made.

ADMISSION CHECKLIST – DNAP Completion Program

Submit each of the following to the Admissions Coordinator at MTSA prior to the admission deadline (admissions@mtsa.edu or fax to (615)732-7662):

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

- ☐ **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.
- ☐ **Background check and Release**

WITHDRAWAL PROCEDURES – DNAP Completion Program

MTSA Withdrawal Policy

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

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

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

Withdrawal Process:

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

Withdrawal of veterans

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

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

Examples of reasons VA may not accept are withdrawal to avoid a failing grade or dislike of the instructor.

VA may ask you to furnish evidence to support your reason for a change. If a serious injury or illness caused the change, obtain a statement from your doctor. If a change in employment caused the change, obtain a statement from your employer.

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

TRANSFERS – DNAP Completion Program **(To include credit granted for previous education)**

Candidates seeking admission (and/or acceptance of credit) FROM other DNP or DNAP Programs 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 Director and the Dean's 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 Capstone Project faculty availability. At the discretion of the Dean's Council, credit for no more than two (2) courses (none of which may be in the Evidence-Based Practice or Capstone 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 program administrator, as well as from educational instructors.
4. All other policies and procedures for acceptance into MTSA must be met before review for admissions by the DNAP Program Admissions Committee 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 entering non-MTSA original student.

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

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

Candidates seeking admission TO other schools of nurse anesthesia 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 DNP or DNAP program administrators regarding transcripts, references, clinical records, and related paperwork. However, if an MTSA student chooses to seek

information regarding admission to another DNP or DNAP program, MTSA is under no obligation to assist the student in that information-gathering process.

DOCTOR OF NURSE ANESTHESIA (DNAP) PROGRAM

INFORMATION

**Effective for Students Enrolled in the Class to
Begin in September 2015**

COMPARISON OF PROFESSIONAL PRACTICE DOCTORAL DEGREES AND RESEARCH DOCTORAL DEGREES

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 constitute mastery in the discipline. • 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.

OUTCOME CRITERIA UPON COMPLETION OF PROGRAM – DNAP

(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*.

GRADUATION REQUIREMENTS – DNAP Program

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 Capstone 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).

MTSA ORGANIZATION: ACADEMIC PROGRESSION

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

CHANGES

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.

FINANCIAL INFORMATION

ENROLLMENT PROCEDURES – DNAP Completion Program

On enrollment day, the 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 Dean's Council 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 *MTSA Catalog & Student Handbook* published during his enrollment. While significant changes are rare, students must abide by the current version of the *MTSA Catalog & 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.

TUITION AND FEES

[Applicable for the DNAP Class enrolling in September 2015]

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

- ♦ **\$60 Application fee** (include with application).
- ♦ **\$60 Re-application fee (for each year a file remains active)**
- ♦ **NON-REFUNDABLE Deposit*** – (to be submitted upon receipt of acceptance letter). This deposit verifies the student's position in the class and applies toward Period 1 tuition.

***NON-REFUNDABLE DEPOSIT**

CLASS TO ENROLL IN SEPTEMBER 2015 \$2,500

- ♦ **Textbooks** – Students will purchase textbooks which will be used in the upcoming quarter, prior to the quarterly 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 Student Financial Assistance office of such.
- ♦ **TUITION rates planned for 2015-2016:** Period 1: \$7,500. This figure reflects the **Non-Refundable Deposit*** paid upon acceptance of a position into a class after interviews. Therefore, since this **Non-Refundable Deposit*** has already been paid prior to Enrollment Day, the remaining tuition amount which is due and payable on entry into MTSA on Enrollment Day is \$5,000. Tuition for subsequent periods is: Period 2: \$7,500; Period 3: \$7,500; Period 4: \$7,500.

While tuition for the first year is projected to be as stated above, MTSA reserves the right to change tuition and fees on a year-to-year basis.

- ◆ **NOTE:** The format and schedule for the tuition and fees collection periods (Period 1, Period 2, etc.) listed above is subject to change, based on potential program schedule changes and recommendations from outside agencies, to which MTSA is accountable.
- ◆ **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.
- ◆ **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.

The tuition for each class is set in advance by the Board of Trustees and **may fluctuate from year to year. Students should make their financial plans accordingly.** Student selection policy is designed to accept only those students the Admissions Committee believes have the ability and desire to complete the academic and clinical components of the program.

REFUND POLICY

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

OTHER EXPENSES – DNAP

(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:

- 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, as indicated by the clinical sites (i.e. H₁N₁).

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.

4. **Parking**

At MTSA's campus, the parking spaces on each side of the lot adjacent to MTSA are reserved for MTSA employees, faculty, and visitors. Students may use the parking spaces located above the School at the Madison Campus Seventh-day Adventist Church, which allows students to park there for no charge. Parking on the grass and in "No Parking" areas is not allowed.

5. **Meals**

Lunch and snacks during each day of classes during the Intensive Weeks are provided by MTSA for DNAP completion degree students. While on campus for the Intensive Weeks, 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.).

6. **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. However, during the on-campus Intensive Weeks held at the beginning of each new quarter, it is the students' responsibility to provide their own accommodations, as no student housing is available; however, during the Intensive weeks, MTSA will reserve a block of rooms at a discounted rate at a local hotel, and DNAP students will be provided with this information prior to attending the first Intensive Week.

7. **Technology requirements:**

Utilizing Blackboard Connect technology, a mobile phone will also be used to receive urgent messages from MTSA administration. **It is the responsibility of ALL students to keep the School updated with the current phone number at all times, throughout the entire program.**

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 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 dues & AANA membership dues**

DNAP students enrolled in the CRNA completion degree format are expected to maintain current certification or recertification through the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA) of the American Association of Nurse Anesthetists (AANA). The NBCRNA's charge for certification or recertification is the DNAP student's responsibility.

DNAP students enrolled in the CRNA completion degree format are also expected to maintain active AANA membership throughout the program. The AANA's charge for membership is the DNAP student's responsibility.

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 situations, MTSA provides an accident insurance policy to assure they have appropriate initial healthcare treatment for an untoward event. Although MTSA provides this personal school-related accidental/injury insurance policy, MTSA does not assume the student's medical care nor provide health insurance. This coverage applies only to school-related activities. The student must carry personal health insurance at all times throughout the program.

HEALTH – DNAP Completion Program

If accepted, each applicant is required to undergo a complete physical examination during the months prior to enrollment, using forms furnished by MTSA. These forms are mailed to applicants once they have been accepted into a class. The physical examination form must be completed and returned to MTSA's Admissions Coordinator by the date of enrollment. 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.

A report of this examination by the physician, physician assistant, or nurse practitioner must include lab reports documenting titers for varicella, rubella, rubeola, and hepatitis. This report must show evidence of either immune or non-immune Rubella and Rubeola titers. Written documentation of the completed series of three **Hepatitis B vaccines** or documentation of refusal of the vaccine must also be included in this report. The report also must document a record of tetanus booster within the last seven years.

Documentation of completion of the CDC-required **TB skin test** will be mandated within at least the twelve months prior to enrollment.

The health history, physical exam, and all lab reports must be submitted to MTSA's Admissions Coordinator by the date of enrollment. If these reports are not appropriately submitted in a timely manner, the accepted applicant's position in the upcoming class may be forfeited.

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).

All DNAP completion students will participate in drug testing soon after enrollment at MTSA. The cost for this initial testing is included in the fees set by MTSA. Additionally, MTSA reserves the right to request "for-cause" drug testing at any time. If "for-cause" drug testing is requested by MTSA, it will be performed at the student's additional expense. If any drug screen gives a non-negative result, additional review by a medical review officer (MRO) will be required. The additional cost of the MRO review will be the student's responsibility.

STUDENT FINANCIAL PLANNING – DNAP Program

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 Student Finance Office to discuss available funds and relevant procedures. (debbie@mtsa.edu).

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

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.

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

- **Federal Stafford Loan**

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

- **Grad Plus and Alternative/Private Loans**

Additional loan funds may be available to MTSA students through the Grad Plus and alternative/private loan programs offered. This information may be obtained from the Student Finance Office (debbie@mtsa.edu). Students must complete the FAFSA and apply for and utilize all **unsubsidized** Stafford Loans prior to utilization for any Grad Plus. The full amount of financial aid funds may be taken all or partially as a private loan.

- **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 Student Finance Office.

- **Any sponsorship received by the student must be disclosed to the Student Finance Department** 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.

Prior to disbursement of funds, all students must complete an online Entrance Interview process. This is done by accessing <http://studentloans.gov> and completing the Entrance Interview process. MTSA is notified of the student's completion of the process.

Prior to graduation, all students who have obtained student loans during their studies at MTSA must complete the Exit Interview process. This is done by accessing http://www.nsls.ed.gov/nsls_SA and completing the Exit Interview process online. MTSA is then notified electronically of the student's completion of the process.

STUDENTS RECEIVING MILITARY &/or VETERANS ADMINISTRATION (VA) BENEFITS:

- ♦ Any student who qualifies for or receives military or VA benefits MUST notify the Student Finance Office.
- ♦ 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.

ELECTRONIC FUNDS TRANSFER POLICY AND PROCESS FOR STUDENTS ACCEPTING FINANCIAL AID

The Student Finance Department utilizes an electronic funds transfer (EFT) system to disburse student financial assistance funds into students' personal banking accounts. Therefore, to receive student financial assistance funds, students are required to have a personal bank account. 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 from the Department of Education or 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 Student Finance Office, **no later than two weeks prior to the distribution date**.

REPAYMENT OF LOANS

RN & APN LICENSE IN TENNESSEE

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

Continuation/Status Plan for DNAP

Current tuition (2015-16) for full-time: \$30,000.00 (completion in the one year period)

Current tuition for part-time: \$3750.00/quarter = \$30,000.00 (completion in the 2 year period/8 quarters)

Full-time DNAP student extending time to complete Capstone Project:

Category One Status: For the student who has completed all course work, but has not completed the DNAP Capstone Project, and requests more time to complete the scholarly work.

- All course work of the full-time track must be completed with a passing grade.
 - This includes the D700, 710, 720 series**.
- All fees and tuition must be paid in full. (see handbook for late tuition payment)
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Category One Status, and will be entered into the part-time track for completion of the DNAP Capstone Project.
- The financial aid office must be notified of change in status. The change of status form is available on the MTSA website. It is the responsibility of the DNAP student to submit the required form.

Full-time DNAP student transferring to part-time status:

Category Two Status: For the full-time student who requests part-time track.

- All course work for the current quarter must be completed with a passing grade. If the course work is left incomplete, the course must be repeated. (Applicable tuition to be paid.)
- All tuition must be paid up-to-date.
- Request for transfer from full-time to part-time status must be made to the Committee Chair and the Program Director. Required form is available in the D700 series on Blackboard.
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Status Category Two, and will be entered into the part-time track for completion of the DNAP Capstone Project.
- All course work and the DNAP Capstone Project will continue to follow the 2 year/Part-time track for completion. **

- The financial aid office must be notified of the change in status. It is the responsibility of the DNAP student to submit required form to the financial aid office.

***special note of incomplete DNAP Capstone Project:* in the event a student does not satisfactorily complete the DNAP Capstone Project in the required time frame, the student may be extended in the program, (with DNAP Committee approval) a maximum of four (4) quarters. Applicable tuition to be paid.**

RELEASE OF STUDENT RECORD INFORMATION

POLICY FOR RELEASE OF STUDENT RECORD INFORMATION:

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’s Council 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.

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, (202)260-388

ACADEMIC SUMMARY – DNAP Completion Program

The DNAP Program in the CRNA completion degree format is designed for the practicing CRNA. The program may be completed in a Full-Time, One-Year format or in a Part-Time, Two-Year Format; however, the student’s choice of these two formats must be determined and designated in the application process

Full-Time, One-Year Format

The full-time, one-year format was designed by MTSA for practicing CRNAs who are highly motivated and goal-directed, to be able to complete the outcomes to earn the DNAP degree within a shorter time period. Selection of this format will be time-consuming for students, as the student will be enrolled in at least 11, and up to 13, quarter hours credit during each of four scheduled academic quarters. **The first week of each of the scheduled academic quarters will be an Intensive Week, during which students will be required to attend classes and seminars on the MTSA campus, for a total of FOUR REQUIRED Intensive Weeks.** The first quarter, Fall Quarter, will begin in late August/early September and will conclude in mid-November. The second quarter, Winter Quarter, will begin in mid-November and will conclude in mid-February. The third quarter, Spring Quarter, will begin in late February/early March and will conclude in mid-May. The fourth quarter, Summer Quarter, will begin in late May/early June and will conclude in mid-August. In the event that a student has not been able to complete all the requirements for the final Capstone Project by the conclusion of the Summer Quarter, please refer to the Continuation Status plan (pg 36).

Part-Time, Two-Year Format

The part-time, two-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 at least three and up to eight, quarter hours credit during each of eight scheduled academic quarters. **The first week of each of the scheduled academic quarters will be an Intensive Week, during which students will be required to attend classes and seminars on the MTSA campus, for a total of up to EIGHT Intensive Weeks (FOUR Intensive Weeks will be required in the first year, and AT LEAST TWO Intensive Weeks, dependent upon Capstone Project progress, will be required in the second year).** The eight quarters will proceed in the same scheduling as those discussed for the full-time, one-year format, but will extend over an additional year. In the event that a student has not been able to complete all the requirements for the final Capstone Project by the conclusion of the Summer Quarter at the end of the second year, please refer to the Continuation Status Plan (pg 36)

ACADEMIC STANDARDS – DNAP Completion Program

Advancement of each DNAP CRNA completion program student to the next higher level or quarter occurs at quarterly intervals, upon faculty members' verification of the student's successful completion of each quarter's course requirements. In order to progress unencumbered to the next higher level or quarter, 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 Dean's Council. 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%.
- ◆ 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 Dean's Council by following the MTSA appeal process (see current *Student Handbook*).
- ◆ Each student is carefully evaluated for academic achievement on a regular and continuing basis. Academic grades are published quarterly on the academic transcript. Students shall be advised by their DNAP Program faculty advisor concerning their academic progress no less than quarterly.
- ◆ Each student will receive a quarterly grade sheet (MTSA Transcript) reflecting academic 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 – Student counsels with Dean)
F =	69% and below	(0.0 – Failing)

Additional Grades/Symbols:

P Pass

W Withdrew

WP Withdrew Passing

WF Withdrew Failing

IP In Progress*

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

* Course scheduled to start in one quarter and finish in another quarter

Prob/A Probation due to unsatisfactory Academic Performance

Prob/O Probation due to Other Considerations

S Suspension - Involuntary withdrawal from the program for a period determined by MTSA

T Terminated - Involuntary withdrawal from MTSA indefinitely

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

- ◆ Attendance at seminars, specific group functions, and lectures by guest speakers scheduled by MTSA during the quarterly DNAP Intensive Weeks is mandatory for all DNAP students, unless the student has extenuating circumstances for which he has obtained prior written approval from the Program Administrator.
- ◆ 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 Capstone Project.

During Faculty Committee meetings, general observations about each DNAP Completion Degree student are discussed. Any recommendations by that committee are given to the Dean's Council, which typically meets every other week. The Dean's Council makes the final decision relative to any action regarding performance. Should it be determined that there may be a negative decision by the Dean's Council (i.e., probation), the student will be offered the opportunity to discuss his performance with the Dean's Council, prior to any decision.

- ◆ Other 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 Clinical Support Specialist.

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 with Medatrax, as a convenience for the student.

Medatrax 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. The Clinical Support Specialist is responsible to notify Medatrax when an evaluation is to be posted on the website for students to complete. The Clinical Support Specialist will also send Medatrax a list of students who are expected to complete this evaluation, whether it is for academic faculty or other aspects of the program. A deadline is given for completion of the evaluations by the Clinical Support Specialist, using MTSA's published guidelines. At the end of the deadline period, the Clinical Support Specialist will contact Medatrax, requesting them to run a query as to which students have not completed the evaluation. Medatrax will send a reminder memo to these students. This memo will be automatically generated by Medatrax, 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.

INTEGRITY AND PERSONAL BEHAVIOR

(DRUG-FREE SCHOOLS AND COMMUNITIES ACT)

MTSA endorses the Drug-Free Schools and Communities Act Amendment of 1989, and, in compliance with that Act, presents the following information:

MTSA prohibits the possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, the Madison Campus SDA Church campus, or on the campus of any affiliate site. MTSA contracts with an outside company to perform drug screening of students throughout the program of study, as needed. Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs at any time they are committed to DNAP program-related experiences. Students should be aware that if they are found to test positive for substances such as opioids or benzodiazepines, even if those substances have been prescribed by a healthcare provider, they may be subject to disciplinary action, at the discretion of the Dean or Program Administrator and the Dean's Council and/or the Progressions Committee. Therefore, students are advised to report any alertness-altering prescribed substance use (i.e. opioids for chronic pain) to the Program Administrator.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration, up to and including life imprisonment, and imposition of substantial monetary fines.

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 judgment
- possible respiratory paralysis and death

Heavy use of alcohol can lead to the following problems:

- damage to brain cells
- increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, throat, and stomach
- hallucinations
- personality disorders

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

- increased susceptibility to disease due to a less efficient immune system
- increased likelihood of accidents
- personality disorders

- addiction
- death by overdose
- anemia
- poor concentration

MTSA does not provide drug/alcohol counseling, treatment, or rehabilitation programs for employees, teachers, or 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.

Middle Tennessee School of Anesthesia will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation, and in appropriate cases, suspension or dismissal from MTSA. Referral for substance abuse treatment and/or criminal prosecution may be made in appropriate cases. Individuals involved in the sale or distribution of illegal drugs will be suspended from MTSA and referred to the appropriate authorities for criminal prosecution.

All employees, faculty, and students agree, as a condition of hire, contract, or admission respectively, to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the work place include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the work place, no later than five days after conviction.

Additionally, all employees, faculty, staff, and students are required to abstain from the purchase or consumption of alcohol when at any MTSA-sponsored meal or function or when representing MTSA at professional meetings, conferences, or any other activity interfacing with or relating to the public or professional peers.

GENERAL STANDARDS OF CONDUCT

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 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. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;
4. Forgery, alteration, destruction, or misuse of School documents, records, or identification;
5. 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;
6. 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 under the influence of drugs or alcohol), whether such conduct occurs on or off School property;
7. Attending class under the influence of drugs or alcohol;
8. Use of tobacco products on School or Madison Campus SDA Church property;

9. 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);
10. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;
11. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on School-owned property or of any other institution affiliated with the School;
12. 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;
13. 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;
14. 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;
15. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;
16. 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;
17. 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;
18. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
19. 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;
20. 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;
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.
22. The school must be notified of any violation of a local, state, or federal law that results in an arrest, whether on or off campus.

ADDITIONAL STANDARDS SPECIFIC TO MTSA

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:

- ◆ Reporting for duty at any hospital or for any class or professional meeting while under the influence of alcohol or any mood altering substance
- ◆ The use of addicting drugs or any drugs 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. 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.
- ◆ The use of any illegal drugs
- ◆ MTSA is a smoke-free campus. This includes MTSA, Madison Campus SDA Church, and parking areas.
- ◆ The use or demonstrated effect of any alcoholic beverage on the premises of MTSA or Madison Campus SDA Church
- ◆ Participation in or conviction of any criminal activity
This includes theft or pilferage of hospital or School supplies, equipment, or drugs.
- ◆ Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location
- ◆ 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 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).

- ◆ Plagiarism, cheating or lying involving any clinical, academic, or School endeavor
Plagiarism, which is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work,” is a form of cheating, and is subject to disciplinary action.
[plagiarism. (n.d.). *Dictionary.com Unabridged (v 1.1)*. Retrieved May 11, 2009, from Dictionary.com website:
<http://dictionary1.classic.reference.com/browse/plagiarism>]
- ◆ 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.
- ◆ **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.
 - ◆ Retention, re-creation, possession, copying/reproducing, distribution, disclosure, transmission, or sharing 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, and thus is strictly PROHIBITED.
 - ◆ Any attempt to obtain, recreate, compile, copy/reproduce, distribute, disclose, transmit, or share 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, and thus is strictly PROHIBITED.
 - ◆ Receipt or acceptance of any portion of ANY quiz/test/exam questions/items is considered to be cheating, and thus is strictly PROHIBITED.
 - ◆ 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, which may include termination.
 - ◆ 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.
 - ◆ 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.

(Language in this bullet modified from the Council on Certification of Nurse Anesthetists' *Waiver of Liability Agreement of Authorization, Confidentiality, and Nondisclosure* statement, published 1/2009)

MTSA TESTING POLICY & PROCEDURE:

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

- ◆ Students caught cheating or stealing testing material will immediately be asked to leave the classroom and will receive a grade of zero for that quiz or exam and will be subject to disciplinary action, up to and including dismissal/termination.
- ◆ Any and all supplemental material, books, magazines, journals, papers (including blank paper), cell phones, blackberries, pagers, PDAs, or any other electronic devices, caps, hats (scrub hats are OK, but must be left on at all times during testing sessions), or any other material/device that may be construed as a device for cheating, must be left in the back of the classroom.
- ◆ iPads will be used in some classes for taking tests (*please refer to iPad testing policy*).
- ◆ Only the following materials are allowed on the desktop during paper testing: a pencil, testing material, a Scantron sheet, and an MTSA calculator if permitted by the instructor.
- ◆ All students present for the testing session must be in their assigned test seats before the session begins.
- ◆ There is to be no talking, whispering, sign language, or gesturing during test-taking time.
- ◆ If a student must leave the room during test taking time for an emergency, he must first have the permission of the instructor or the MTSA staff person present.
- ◆ During test taking time, it is suggested that only one student at a time may leave his seat to talk with the instructor or MTSA staff person.
- ◆ After turning in a quiz or exam to the instructor, the student must immediately and quietly leave the classroom, without returning to his test or lecture seat.
- ◆ When students leave the classroom, they must not cause excessive noise or disturbance outside the classroom in the hallway.
- ◆ A mechanism for quiz/test/exam review is specific to each instructor and is included in the course syllabus.

MTSA HONOR CODE – DNAP Completion Program

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.

The MTSA Honor Code defines the standards of conduct expected of students. Core standards include honesty, integrity, morality, and virtue. Supplemental to the code, but significant in their effect on the spirit and attitude of the individual and the school community, are dress and grooming standards emphasizing modesty, neatness, and cleanliness.

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. Ancillary to the Code, but important in their effect on the spirit and attitude of the student and School community, are Dress and Grooming Standards emphasizing modesty, neatness and cleanliness, and accentuating the respect for the rights and property of others. Students are responsible for familiarizing themselves with and abiding by the Honor Code, the Dress and Grooming Standards, and all School policies. These can be found in the *MTSA Catalog & Student Handbook*, which is published at least annually on the MTSA website: www.mtsa.edu.

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 will be copied on a separate sheet which must be signed by each student on Enrollment Day.

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:

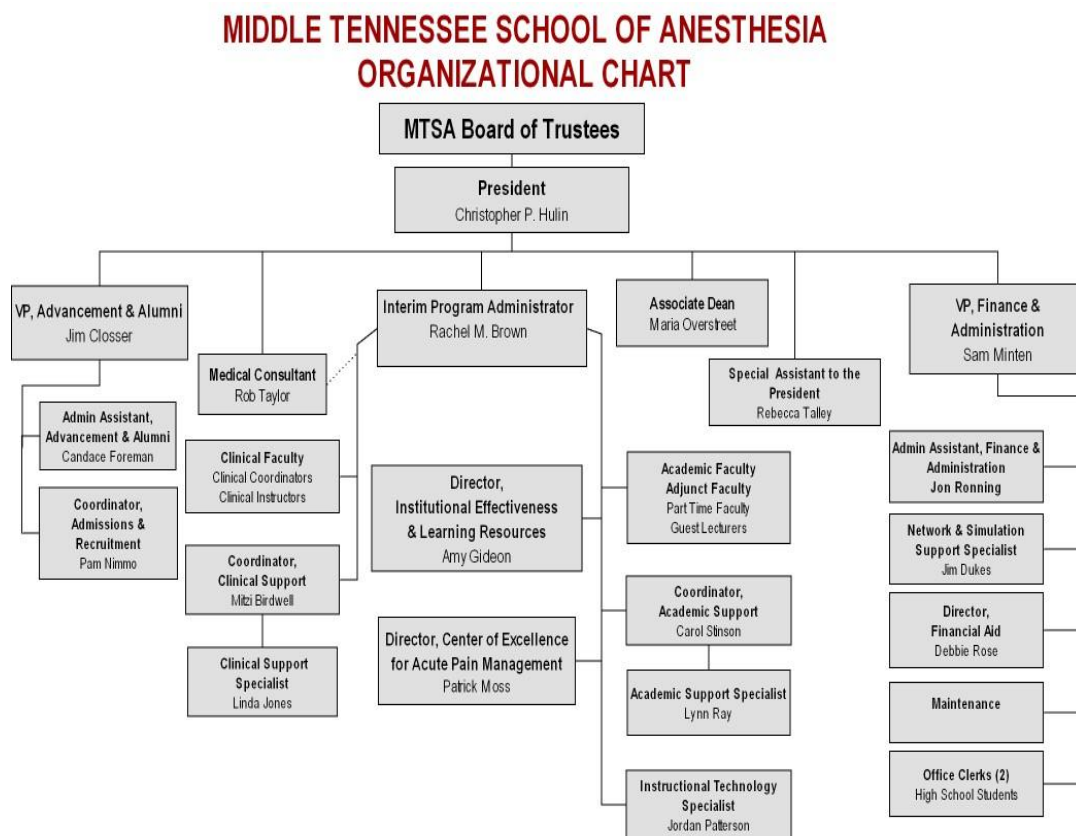
1. The Declaration of Honor statement, with its accompanying Honor Pledge, will be included with the acceptance letter sent to selected applicants, and applicants accepting a student position at MTSA will be required to acknowledge affirmation by signing and dating the document as specified, and returning it with their acceptance verification.
2. Information regarding the Declaration of Honor and the Honor Code will be included in the *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 Dean's Council, the President's Council, and the MTSA Appeals Committee.

STUDENT REPRESENTATION – DNAP Completion Program

Each class elects student representatives and alternates as full voting members of the Dean's Council (only meetings when individual DNAP completion student issues are deliberated), the Appeals Committee, and the Institutional Review Board/Committee (for student research projects). Only one student representative from the DNAP Program may serve as a regular full voting member of the DNAP Program Admissions Committee. Should any committee member be unable to attend, the alternate for the position or any other committee member or class member may be appointed by the MTSA administration to fill the position. Serving on any MTSA committee is voluntary.

(Demonstrates Student Lines of Communication)

Programmatic Organizational Flowchart



As of
July 1, 2015

◆ **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 Catalog & Student Handbook* applicable to their program of study. Students have the right to a grievance process as follows:

MTSA maintains a grievance and due process protocol. Three primary categories for grievances exist and have somewhat different routes for resolution, but all complaints or grievances must be submitted in writing to the Program Administrator at rachel.brown@mtsa.edu or addressed to Rachel Brown, DNP, CRNA, Interim Program Administrator, P. O. Box 417, Madison, TN 37116. The three categories for grievances are as follows: Complaints/Grievances, Discrimination/Harassment allegations, and Appeal of a Progressions Committee (or Dean's Council, for DNAP Completion Program) Decision.

○ **Complaints/Grievances – DNAP Completion Program:**

This category is related to all issues that are not related to discrimination or harassment, as these issues are addressed separately, below.

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make complaints about processes or services provided by MTSA. Grievances are complaints brought by students regarding MTSA's provision of education and academic services affecting their role as students. Grievances 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. 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.

Informal Complaints:

Step 1: Student raises concern regarding a particular service or process with the relevant faculty or staff member

Step 2: Faculty or Staff member will listen or consider the concern

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

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

Grounds for a Complaint:

A student has the right to lodge a complaint or lodge an appeal against a decision made in relation to a complaint or grievance. This MTSA Student Complaint/Grievance Policy is for all issues (other than the following two sections on Discrimination/Harassment or Appeal of a Dean's Council Decision) in which the student believes he has been adversely affected by one or more of the following:

- Improper, irregular or negligent conduct against a student by a faculty or staff member of MTSA
- Failure by an MTSA faculty or staff member to act fairly or without discrimination, prejudice or bias
- 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

Complaints should be addressed to:
Rachel Brown, DNP, CRNA
Interim Program Administrator
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37115
rachel.brown@mtsa.edu

Formal Written Complaints:

A complaint must be submitted in writing to the MTSA Program Administrator 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 Program Administrator will provide the student grievant with written acknowledgement of receipt of the complaint, as well as a more detailed outline of the process.

Tennessee Independent Colleges and Universities Association

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to having 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. (<http://www.ticua.org/about/complaint>)

For student consumer protection, the following websites are available for guidance on complaints against a postsecondary institution:

- 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>)
- 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)
- 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/>)

STUDENT SUPPORT SERVICES—DNAP Completion Program

The goal of Student Support 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 day of the first quarterly Intensive Week. 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 quarterly Intensive Weeks, and financial aid processes.

♦ **Hotel Information**

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

♦ **Academic Schedules**

Quarterly Intensive Week 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.

♦ **STUDENT FINANCIAL AID**

♦ **Student Finance Department**

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, a Student Finance Office is maintained to assist students in obtaining financial assistance.

♦ **Electronic Funds Transfer**

The Student Finance Department primarily utilizes an electronic funds transfer system to disburse student financial assistance 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.

♦ **"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.

♦ **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.

♦ **ON-CALL CHAPLAIN**

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

♦ **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 quarterly Intensive Weeks. 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.

♦ **LUNCHES AND SNACKS DURING INTENSIVE WEEKS**

The School periodically provides lunch and snacks for DNAP Completion Degree students during the quarterly intensive weeks.

♦ **STUDENT PLACEMENT & CAREER OPPORTUNITIES – (DNAP Completion Program)**

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.

EDUCATIONAL/ACADEMIC SUPPORT SERVICES (DNAP Completion Program)

♦ **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.

◆ **MEDATRAX RECORD-KEEPING SERVICES**

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

◆ **STUDENT RECORDS/TRANSCRIPT REQUESTS**

The purpose of the MTSA Office of Records is to serve as custodian of student academic and clinical records and to provide 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 Records Assistant (lynn@mtsa.edu) who is responsible for such records.

◆ **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 quarterly 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**

Should the need arise for counseling services for students, MTSA will provide access to a counselor and will fund the initial three (3) assessment/counseling sessions. MTSA maintains a list of recommended providers for counseling. If students choose to utilize a private counselor for a fee, the designated form must be completed properly for MTSA to pay the counselor for a set usual and customary amount. This form is available to students on the MTSA website, under the Students tab. If a student chooses a provider not on the recommended list, a form needs to be completed within 72 hours of the initial visit.

- **ON-CALL CHAPLAIN**

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

- ◆ **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.

APPEALS PROCESS AND PROCEDURE – DNAP Completion Program **(For Appeal of a Dean's Council Action)**

- The disciplinary action of the Dean's Council 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 Dean's Council 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 Dean's Council'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 adverse to the student(s) interest.
 4. The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee.

APPEAL AND SCOPE OF REVIEW

The disciplinary action of the Dean's Council 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 Dean's Council 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 the School 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 (3 weeks) 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 (3 weeks) 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:
 - o **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.").
 - o **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..
 - o **Due Process:** In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Dean's Council'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 adverse to the student(s) interest.
 - o The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee

Grade Appeal Procedure

Purpose: 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:

1. ***Within 5 business days (Mon. –Thurs.) 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 student believes the grade was assigned in a manner different from what was outlined in the course syllabus, he or she may continue to the next step of the grade appeal process.
2. ***Within 5 business days (Mon.-Thurs.) after receiving decision from Instructor:*** The student must file the written grade appeal form, (available by electronic request from the Coordinator of Academic Support) supporting documents, and the written decision of the instructor, to the Office of the Dean. The Office of the Dean will have five business days (Mon.-Thurs.) 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. The decision of the Office of the Dean is final and ends the grade appeals process.

PENALTIES – DNAP Completion Program

ADMINISTRATIVE RESPONSIBILITY

In accordance with School policy, By-Laws, and Board of Trustees actions, the Dean/Program Administrator, who is the chief disciplinary officer, delegates the supervision of student disciplinary actions to the Dean's Council. Recommendations and actions taken by the Progressions Committee may be subject to review by the Dean's Council and/or the President's Council, prior to going to the Appeals Committee. The Program Administrator, administrative officers, faculty, and staff are responsible for working with students to encourage compliance with all School policies and the Standards of Conduct.

DEAN'S COUNCIL

The MTSA Dean's Council is an ongoing committee which meets regularly. When the Dean's Council meets to discuss specific issues that involve individual student(s), the individual student(s) will be invited to speak to the Dean's Council regarding the issue before a decision is rendered. The individual student(s) are invited to speak to the Dean's Council, but the student(s) are not permitted to invite others to attend. The Dean's Council is responsible for implementation and monitoring of any remedial and/or punitive actions. If the student(s) is (are) not satisfied with the decision of the Dean's Council, 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 DEAN'S COUNCIL

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 Dean's Council 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 Dean's Council desires that some additional evidence of rehabilitation be presented by the student prior to readmission to the School. Applications for readmission shall be considered by the DNAP Program Admissions Committee, with consultation from the Dean's Council.

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 quarter occurs at quarterly intervals, upon faculty members' verification of the student's successful completion of each quarter's course requirements. In order to progress unencumbered to the next higher level or quarter, 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 Dean's Council. 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 quarterly DNAP Intensive Weeks is **mandatory** for all DNAP students, unless the student has extenuating circumstances for which he has obtained prior written approval from the VP/Dean/Program Administrator.

GENERAL/OTHER 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 Dean's Council or the Dean's Council independently. The duration of probation is determined by the Dean's Council and is expected to be one quarter. 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 Dean's Council), 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 Dean's Council. 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 Dean's Council.
- ◆ 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.
- ◆ The Dean's Council has the authority to require the student to extend beyond a 5th (one-year format) or 9th (two-year format) quarter in the program, as an alternative to dismissal.
- ◆ Students who are required to spend an extended time in the program will be charged for the extension. The extension cost will be prorated per quarter.
- ◆ When the Dean's Council 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 Dean's Council, 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 Dean's Council, 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 Dean's Council, and were unable to speak on their own behalf before the original decision was rendered, may give a written request to the Dean's Council to speak on their own behalf to appeal the decision. The Dean's Council will meet to allow a student to speak to the issue. (The student is not permitted to invite others to attend.) The Dean's Council 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 Dean's Council's action or may render a decision that may be more lenient or more severe. The student and Dean's Council 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 Dean's Council 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 state or federal financial assistance.
- ◆ Students have the right to appeal decisions of the Dean's Council by following the MTSA appeal process (see current *Student Handbook*)

ADDITIONAL POLICIES – DNAP Completion Program

ATTENDANCE & ABSENCE POLICY

DNAP students are required to attend all scheduled classes during the quarterly Intensive Weeks. any absences during the Quarterly Intensive Weeks will result in a 10% reduction in course grades for that quarter.

Any Quarterly Intensive Week absence should only be for extenuating circumstances and must be arranged in advance in writing via one email sent by the student to the following individuals together: the Interim Program Administrator (rachel.brown@mtsa.edu), and the DNAP Schedule Coordinator (carol@mtsa.edu). The requirement is that DNAP students will come to every class on every day that class is scheduled during the Quarterly Intensive Weeks. 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

The loss of a family member may require time away from academic courses during the Quarterly Intensive Weeks. If there is a death in the family, students may take up to two consecutive academic days off as leave. The family is defined as spouse, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include step-parent, step-sibling and step-child. All students are eligible to utilize bereavement leave, if needed. Bereavement leave must be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (i.e., remains must be transported from overseas) must be coordinated with the Program Administrator and the DNAP Schedule Coordinator. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

DRESS POLICY

This policy 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 policy 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 policy may subject the student to an audience with and/or disciplinary action by the Dean's Council.

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:** The same requirements will apply in classroom and professional settings. 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.

SABBATH (SATURDAY) SCHEDULING POLICY

MTSA is currently independently operated and owns the property and buildings that house the School. It is desirable that administrative officers of the School are Seventh-day Adventists, or are individuals who agree to abide by Christian Seventh-day Adventist principles. Therefore, the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the School relative to Sabbath observance.

- **Academic Area**

Neither the Middle Tennessee School of Anesthesia nor any of its faculty will schedule any academic class between sunset on Friday until after sunset 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 for students to review at another time or makeup coursework assigned by the faculty of record. On occasion, MTSA may expect DNAP students to attend professional conferences, which may be held over weekends. Students may choose whether to attend on Saturday or Sunday.

OWNERSHIP OF INTELLECTUAL PROPERTY POLICY

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.

POLICY REGARDING DISCRIMINATION/ HARASSMENT OF EMPLOYEES AND STUDENTS (DNAP Completion Program)

Employees and students at MTSA shall be provided a work and learning environment free from sexual, racial, ethnic, sexual orientation, and religious discrimination/harassment. 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 in a sexual, racial, ethnic, sexual orientation, or religious nature. The following guidelines are set forth to protect employees and students from discrimination/harassment:

Employee/student discrimination/harassment will not be tolerated.¹ Discrimination/ harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic, sexual orientation, or religious nature that:

1. Unreasonably interferes with the individual's work or performance; or
2. Creates an intimidating, hostile or offensive work environment; or
3. Implies that submission to such conduct is made as explicit or implicit term of employment or academic success; or
4. Implies that submission to or rejection of such conduct will be used as a basis for decisions otherwise affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately.² This report should be made in writing to the immediate supervisor, academic instructor, or Dean except when the immediate supervisor, academic instructor, or Dean is the offending party. If the immediate supervisor, academic instructor, or Dean 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 Dean or the President, as appropriate.

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.

The privacy and anonymity of all parties and witnesses to complaints will be respected. 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.

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.

Legal References:

¹ Title VII; 29 CFT §1604.11

² Title IX (20 U.S.C. §§ 1681-1686)

INVESTIGATION PROCEDURES

Students should the Office of the MTSA Dean, as appropriate if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. 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 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 Dean, or a designated complaint manager appointed by the Dean, shall address the complaint of harassment promptly and equitably. 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. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the Dean of MTSA. After receipt of the report from the person conducting the investigation, the Dean of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days. MTSA business days are Monday – Thursday.

COMPUTER USE AND DATA COMMUNICATIONS POLICY

I. Purpose

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

II. Definition of terms

*Computer Systems - Computer systems include any microcomputer (stand-alone or networked), workstation, mini-computer or mainframe computer used on this campus or accessible by way of networks at other locations.

*Computer Networks - Computer networks include any local or wide area communications systems connecting computer systems as defined above.

*Local Area Networking Media - Local area networking media may consist of copper wire, fiber optic cable, thin or thick wire cable which is used to connect one terminal, microcomputer, workstation etc. to another or to network interface equipment.

*Internet - A vast international computer network of many component networks. It contains the ability for electronic mail (e-mail), network news, file and image transfer and information browsing.

*World Wide Web (WWW) - The more graphical based component of the internet that encompasses many thousands of text, graphic, audio and video files interlinked throughout the world.

III. Common forms of computer abuse

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

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

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

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

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

THEFT - Theft includes the stealing of any property of the School or State of Tennessee. Violations include, but are not limited to:

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

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

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

UNAUTHORIZED BUSINESS USAGE - Unauthorized Business Usage includes any use of the School's resources for promoting or conducting business for personal use. Violations include, but

are not limited to, sending mass mailings using computer accounts for work not authorized for that account.

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

MISCELLANEOUS - Other uses commonly considered unethical, such as:

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

IV. Computer usage guidelines

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

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

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

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

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

Users must not use the computer systems to violate any rules in the MTSA Employee Handbook, Faculty Handbook or Student Handbook or any local, state or federal laws.

A user shall disclose to the appropriate authorities misuses of computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in the investigation of abuses. In connection with inquiries into possible abuses, the School reserves the right to examine files, programs, passwords, accounting information, printouts or other computing material without notice.

V. Social media

Certain activities by employees and students may become a concern if they have the effect of “cyber-bullying,” impairing the work of another employee or student, harassing, demeaning, or creating a hostile working environment for any employee, disrupting the smooth and orderly flow of

work within the School, harming the goodwill and reputation of the School among its citizens, or eroding public confidence in the School.

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

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

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

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

Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.

Social media access and use involving MTSA equipment and resources are subject to the MTSA Policy on the Use of Computers and Data Communications.

V. Penalties

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

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

VI. Distribution of this policy

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

ANNUAL SECURITY REPORT AVAILABILITY

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 Admissions Office (admissions@mtsa.edu)

STATISTICS – DNAP Completion Program

Inaugural Cohort

<i>CLASS OF 13-14</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 2013	12
Attrition rate	0
Graduated	8
Changed to part-time	4

ACADEMIC COURSE SEQUENCING BY QUARTER

FULL-TIME/ONE-YEAR Plan –Subject to Change

Fall Quarter	September 1 – November 15, 2015	Qtr Hrs
DNAP 600	Introduction to Evidence-Based Practice (EBP) & Biostatistics	4
DNAP 610	Informatics	3
DNAP 630	Educational Theory & Practice	4
		<hr/> 11
Winter Quarter	November 16, 2015 – February 28, 2016	
DNAP 620	Advanced Knowledge Synthesis & Evidence-Based Practice	4
DNAP 700	Integrated Application of EBP I (Capstone)	3
DNAP 650	Healthcare Policy, Economics, & Legal Issues	4
		<hr/> 11
Spring Quarter	February 29 – May 30, 2016	
DNAP 710	Integrated Application of EBP II (Capstone)	3
DNAP 640	Quality Improvement & Patient Safety	4
DNAP 660	Population Wellness & Health Promotion	4
		<hr/> 11
Summer Quarter	May 31– August 29, 2016	
DNAP 720	Integrated Application of EBP III (Capstone)	4
DNAP 670	Organizational Leadership in Healthcare	4
DNAP 680	Ethics & a Christian Worldview in Nurse Anesthesia	4
		<hr/> 12

*Some students may be able to complete the requirements and objectives for this course (DNAP 720 Capstone) during the Summer Quarter. However, if the requirements and objectives are not completed during the Summer Quarter, the student will extend one quarter, to the Fall Quarter.

ACADEMIC COURSE SEQUENCING BY QUARTER

PART-TIME/TWO-YEAR Plan – Subject to Change

YEAR ONE

Fall Quarter	September 1 – November 15 2015	Qtr Hrs
DNAP 650 Healthcare Policy, Economics, & Legal Issues		4
		4
Winter Quarter	November 16, 2015 – February 28, 2016	
DNAP 630 Educational Theory & Practice		4
		4
Spring Quarter	February 29 – May 30, 2016	
DNAP 640 Quality Improvement & Patient Safety		4
DNAP 660 Population Wellness & Health Promotion		4
		8
Summer Quarter	May 31 – August 29, 2016	
DNAP 670 Organizational Leadership in Healthcare		4
DNAP 680 Ethics & a Christian Worldview in Nurse Anesthesia		4
		8

YEAR TWO

Fall Quarter	August 30 – November 13, 2016	Qtr Hrs
DNAP 600 Introduction to Evidence-Based Practice (EBP) & Biostatistics		4
DNAP 610 Informatics		3
		7
Winter Quarter	November 14, 2017 – February 26, 2017	
DNAP 620 Advanced Knowledge Synthesis & Evidence-Based Practice		4
DNAP 700 Integrated Application of EBP I (Capstone)		3
		7
Spring Quarter	February 27 – May 29, 2017	
DNAP 710 Integrated Application of EBP II (Capstone)		3
		3
Summer Quarter	May 30 – August 28, 2017	
DNAP 720 Integrated Application of EBP III (Capstone)		4
*DNAP 730 Integrated Application of EBP IV (Capstone)		*1
		*5
*Possible extension to Fall Quarter	August 29 – November 13, 2017	
*DNAP 730 Integrated Application of EBP IV (Capstone)		*1
		*1

*Some students may be able to complete the requirements and objectives for this course (DNAP 730, Capstone) during the Summer Quarter. However, if the requirements and objectives are not completed during the Summer Quarter, the student will extend one quarter, to the Fall Quarter.

ACADEMIC COURSE DESCRIPTIONS – DNAP

**(Applicable for Students in the DNAP Class
Enrolling in 2015
Unless Otherwise Noted)**

[COA DSLO = These designations after course descriptions correlate with the specified Doctoral Student Learning Outcomes, which are expected of DNAP students upon graduation, [page 22](#).]

Special Note:

Every effort is made to adhere to class schedules. Class hours, course sequencing, and seminars have been estimated carefully, but are dependent on day-to-day situations and should, therefore, be recognized as estimates that are subject to alteration to meet daily situations. Any course rescheduling will be done as far in advance as possible. All subject matter may change to benefit the student and/or MTSA. Students will be expected to adjust to changes in academic scheduling.

DOCTOR OF NURSE ANESTHESIA PRACTICE (DNAP)

DNAP 600 Statistics and Introduction to Evidenced-based Practice

4 Qtr Hrs

Michael Vollman, PhD, RN

Fall Qtr

This is the first of a two-course sequence that provides DNAP students with 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 research into practice. This course builds on the research/statistical knowledge from the master's level research/statistical course work. Both quantitative and qualitative research methods are explored and analyzed. The 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.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.

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

DNAP 610 Informatics

3 Qtr Hrs

Amy Gideon, EdD

Fall Qtr

This Informatics course focuses on the collection, organization, analysis, and dissemination of information in nursing and health care. This course provides 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 medicine. Policy and practice of healthcare informatics within ethical, regulatory, and legal frameworks are also examined.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures using a web-based system.

(COA DSLO: V) (AACN Essential: IV)

DNAP 620 Advanced Evidence-Based Practice

4 Qtr Hrs

Michael Vollman, PhD, RN

Winter Qtr

Prerequisites:

DNAP 600 Introduction to Evidence-Based Practice & Biostatistics

DNAP 610 Informatics

This is the second in a two-course sequence that provides DNAP students with foundations 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. Students will then begin the process of selecting, analyzing, and synthesizing related theoretical and research literature. This course will provide the foundation knowledge and skills for the DNAP courses related to the capstone project (DNAP 700, 710, 720, 730).

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.

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

DNAP 630 Educational Theories & Practice

Maria Overstreet, PhD, RN; Rachel Brown, DNP, CRNA, APN

The purpose of this Educational Theory & Practice course is to provide DNAP students with the foundation to become didactic and clinical educators in schools of nurse anesthesia. Course content includes history of higher education, with a focus on nurse anesthesia education; the higher education institutional accreditation process; institutional mission and goals statement; program purpose and goals statement; curriculum design and evaluation process; learning theories; course design and evaluation; teaching-learning strategies; evaluation of learners' achievement of course objectives; legal and ethical aspects of teaching; and the interrelationships among these topics.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: II) (AACN Essential: V, #4)

4 Qtr Hrs**Winter Qtr****DNAP 640 Quality Improvement & Patient Safety**

Katrin Sames, DNP, CRNA, APN

This Quality Improvement & Patient Safety course focuses on analysis and application of quality and safety science. This course builds on behavioral, social, and organizational sciences. Topics include: performance improvement process and tools (PDSA, SPC), anesthesia microsystem theory and application, reliability science, facilitation of group processes, and data collection and performance improvement process implementation in anesthesia.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: III) (AACN Essential: I, II, VI, VII)

4 Qtr Hrs**Fall Qtr****DNAP 650 Healthcare Policy, Economics, & Legal Issues**

Chris Hulin, DNP, CRNA, APN; Daniel Dawes, JD

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.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: VI) (AACN Essential: II, IV, V, VI)

4 Qtr Hrs**Spring Qtr**

DNAP 660 Population Wellness & Health Promotion

Lewis McCarver, DNP, CRNA, APN

4 Qtr Hrs

Spring Qtr

This course is designed to elucidate the role of the Advanced Practice Nurse (APN) in community health issues. The APN will analyze current trends in population health and will assess how these current trends can be used to plan and implement interventions in the communities/facilities in which they work. Central to working with communities, is knowledge of the communities in which the APN will provide health services and health issues that are pertinent to the community. Therefore, it is necessary to address cultural and socioeconomic factors that affect health.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: IVa) (AACN Essential: VII)

DNAP 670 Organizational Leadership in Healthcare

Chris Hulin DNP, CRNA, APN; Ken Schwab, EdD

4 Qtr Hrs

**Summer
Qtr**

This course is an exploration of leadership in healthcare organizations allowing students to 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.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: VII) (AACN Essential: II, III, IV, V, VII)

DNAP 680 Ethics and a Christian Worldview in Nurse Anesthesia

Michael Vollman, PhD, RN; Elizabeth Devasher, PhD, CRNA

4 Qtr Hrs

**Summer
Qtr**

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.

This course uses a hybrid delivery system containing in-class (during the Intensive Week) and on-line lectures, coursework, and projects using a web-based system.
(COA DSLO: VIII) (AACN Essential: II, IV, V, VII)

DNAP CAPSTONE SEQUENCE

DNAP 700, 710, & 720

Integrated Application of Evidence-Based Practice I, II, III, & IV

Michael Vollman, PhD, RN; Maria Overstreet, PhD, RN; Chris Hulin, DNP, CRNA, APN; Rachel Brown, DNP, CRNA, APN; Lewis McCarver, DNP, CRNA, APN; Katrin Sames, DNAP, CRNA, APN; John Shields, DNP, CRNA, APN

**3 Qtr Hrs
Winter Qtr**

**4 Qtr Hrs
Spring Qtr**

Prerequisites and Co-requisite (for DNAP 700):

For students in the full-time track, the 700 series is in conjunction with all other courses.

For students in the part-time track, all of the 600 course series must be completed before beginning the 700 series.

**4 Qtr Hrs
Summer Qtr**

COURSE SEQUENCE TO ACCOMPLISH OUTCOMES:

DNAP 700 Integrated Application of EBP I:

The initiation of the synthesis of previous course work in culmination of a scholarly work. Students will refine and present phenomenon of interest within a clinical context.

DNAP 710 Integrated Application of EBP II:

A continuation of the development of the scholarly work. The focus of this course is the application of the phenomenon of interest to the context.

DNAP 720 Integrated Application of EBP III:

Completion of all components of DNAP project. The focus of this course is the dissemination of any findings or recommendations resulting from the scholarly work.

ACADEMIC FACULTY **(alphabetical listing)**

Rachel M. Brown

- Interim Program Administrator
- Full-time Academic Faculty
- MS & DNAP levels
- Additional faculty appointment – Adjunct Faculty Vanderbilt University School of Nursing

DNP

Doctor of Nursing Practice
Union University
Jackson, TN
2012

MSN

Master of Science in Nursing
Union University
Jackson, TN
2011

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1997

BSN

Bachelor of Science in Nursing
University of Tennessee
Memphis, TN
1985

MS Level Courses

- ANPR 500 First Quarter Orientation
- ANPR 590 Advanced Physical Health Assessment for Nurse Anesthetists
- ANSM 500, 501 Clinical Seminar I and II (Case Conference)
- ANPR 525, 526, 527 Applied Anesthesia I, II, and III (Simulation)

DNAP Year One and Year Two:

- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)
- DNAP 630 Educational Theory and Practice (co-instructor)

Mary Elizabeth DeVasher

- Dean Emerita
- DNAP Level
- Part-time Academic Faculty

PhD

Doctor of Philosophy 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

MEd

Master of Art in Education
Tennessee State University
Nashville, TN
1984

BA

Bachelor of Arts in Education
(Healthcare Education)
Ottawa University
Kansas City, KS
1981

Certificate – Nurse Anesthesia

Middle Tennessee School of Anesthesia
(formerly Madison Hospital School of Anesthesia)
Madison, TN
1969

Diploma – Nursing

Mountain Sanitarium & Hospital School of Nursing
Fletcher, NC
1966

DNAP Year One:

- DNAP 680 Ethics & A Christian Worldview in Nurse Anesthesia
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Amy C. Gideon

- Director of Institutional Effectiveness & Learning Resources
- Full-time Academic Faculty
- MS & DNAP Levels

Post-Baccalaureate Certificate

Health Informatics & Information Management
University of Tennessee
Memphis, TN
2012

EdD

Education Doctorate
Peabody School of Education, Vanderbilt University
Nashville, TN
2009

MS

Master of Science in Information Science
University of Tennessee
Knoxville, TN
2000

BS

Bachelor of Science in Health Information Management
University of Tennessee
Memphis, TN
1995

MS Level Courses:

- ANPR 500 First Quarter Orientation

DNAP Year One and Year Two:

- DNAP 610 Informatics
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Christopher P. Hulin

- President/Dean
- Full-time Academic Faculty
- MS & DNAP levels
- Additional faculty appointment – Adjunct Faculty Vanderbilt University School of Nursing

DNP

Doctor of Nursing Practice
Samford University
Birmingham, AL
2010

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2006

MBA

Master of Business Administration
Management & Finance
Regis University
2001

MSN

Nursing Administration
Vanderbilt University
Nashville, TN
1995

BSN

Bachelor of Science in Nursing
Cumberland University
Lebanon, TN
1994

MS Level Courses:

- ANPR 500 First Quarter Orientation
- ANPA 500, 505, and 510 Professional Aspects I, II, and III

DNAP Year One and Year Two:

- DNAP 650 Healthcare Policy, Economics & Legal Issues
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Lewis McCarver

- Full-Affiliated Clinical & Academic Faculty
- MS & DNAP levels
- Additional Faculty appointment: Vanderbilt University School of Nursing

DNP

Doctor of Nursing Practice
Vanderbilt University
Nashville, TN
2010

MS

Master of Science with a focus in Nurse Anesthesia

Middle Tennessee School of Anesthesia
Madison, TN
2007

Certificate – Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
1985

BSN
Bachelor of Science in Nursing,
Vanderbilt University
Nashville, TN
1983

MS Level Courses:

- ANPR 500 First Quarter Orientation
- ANPH 500, 510 Pharmacology I, Pharmacology II
- ANPR 525,526,527 Applied Anesthesia I,II, III (Simulation Anesthesia)

DNAP Year One

- DNAP 660 Population Health and health Promotion
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Maria Overstreet

- Associate Dean
- Director of Center for Clinical Simulation
- Director of Student Services
- Full-time Academic Faculty
- MS & DNAP Levels
- Additional Faculty Appointment: Vanderbilt University School of Nursing

PhD
University of Tennessee
Knoxville, TN
2009

MSN
University of Tennessee
Knoxville, TN
1987

BSN
Bachelor of Science in Nursing,
Austin Peay State University
Clarksville TN
1985

MS Level Courses:

- ANPR 525, 526, 527, 528 Applied Anesthesia I, II, III, IV(Simulation)
- ANPR 500 First Quarter Orientation

DNAP Year One and Year Two:

- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Katrin Sames

- Full-Affiliated Clinical & Academic Faculty
- MS & DNAP levels

DNAP

Doctor of Nurse Anesthesia Practice
Virginia Commonwealth University
Richmond, VA
2012

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2007

BSN

Bachelor of Science in Nursing
Middle Tennessee State University
Murfreesboro, TN
2003

MS Level Courses:

- ANPR 550 Advanced Principles of Anesthesia (Pediatric Anesthesia)
- ANCL 520, 525, 530, 535, 540 Clinical Practicum
- ANPR 555 Physical Principles of Anesthesia & Math in Anesthesia

DNAP Year One:

- DNAP 640 Quality Improvement & Patient Safety
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

John Shields

- Full-Affiliated Clinical & Academic Faculty
- MS & DNAP Level

DNP

Doctor of Nursing practice
Vanderbilt University
Nashville, TN
2013

MS

Master of Science with a focus in Nurse Anesthesia
Middle Tennessee School of Anesthesia
Madison, TN
2005

Certificate – Nurse Anesthesia

Middle Tennessee School of Anesthesia
Madison, TN
1985

BSN

Bachelor of Science in Nursing
Austin Peay State University
Clarksville, TN
1982

BS

Bachelor of Science in Biology
University of Tennessee
Nashville, TN
Minor – Chemistry
1980

MS Level Courses:

- ANPR 500 First Quarter Orientation
- ANPR 525,526,527 Applied Anesthesia I,II, III (Simulation Anesthesia)
- ANPR 535 Equipment & Technology in Anesthesia
- ANAP 505 Respiratory Anatomy, Physiology, and Pathophysiology
- ANPR 560 Advanced Principles of Anesthesia (Cardiovascular Anesthesia)
- ANCL 520, 525, 530, 535, 540 Clinical Practicum

DNAP Year One and Year Two:

- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

Michael Vollman

- Full-time Academic Faculty
- (MS & DNAP Level)

PhD

Doctor of Philosophy in Nursing Research
Vanderbilt University
Nashville, TN
2003

MSN

Master of Science in Nursing
(Adult Critical Care Nursing)
Vanderbilt University
Nashville, TN
1994

BS

Bachelor of Science – Biology
Trevecca Nazarene College
Nashville, TN
1981

MS Level Courses

- ANEP 500 Foundations of Evidence-Based Nurse Anesthesia Practice

DNAP Year One and Year Two:

- DNAP 600 Statistics & Intro to Evidenced-Based Practice
- DNAP 620 Advanced Evidence-Based Practice
- DNAP 680 Ethics & a Christian Worldview in Nurse Anesthesia
- DNAP 700, 710, 720 Integrated Application of Evidence-Based Nurse Anesthesia Practice I, II, III (Capstone)

DNAP – Institutional Calendar 2015-2018 (Anticipated)

September 1, 2015 (Tuesday)	DNAP Enrollment
September 1 -3, 2015 (Tues-Th)	DNAP Intensive Week – Fall
Sept. 1 – Nov. 15, 2015	DNAP Fall Quarter
November 16 – 18, 2015 (Mon-Wed)	DNAP Intensive Week - Winter
Nov. 16, 2015 – Feb. 14, 2016	DNAP Winter Quarter
Dec. 21, 2015 – Jan. 3, 2016	DNAP Holiday Break
February 17 –28, 2016	DNAP Winter Break
Feb. 29 – Mar. 2, 2016 (Mon-Wed)	DNAP Intensive Week - Spring
Feb. 29 – May 15, 2016	DNAP Spring Quarter
May 16 – May 29, 2016	DNAP Spring Break
May 31 - June 2, 2016 (Mon-Wed)	DNAP Intensive Week - Summer
May 31 – August 14, 2016	DNAP Summer Quarter
August 15 – 28, 2016	DNAP Summer Break
August 30 - Sept. 1, 2015 (Tue-Th)	DNAP Intensive Week - Fall
Aug. 30 – Nov. 13, 2016	DNAP Fall Quarter
Nov. 14 – 16, 2016 (Mon-Wed)	DNAP Intensive Week - Winter
Nov. 14, 2016 – Feb. 12, 2017	DNAP Winter Quarter
November 18, 2016	Graduation (Friday 10:00 am) (DNAP Class of 2015-2016)
Dec. 19, 2016 – Jan. 1, 2017	DNAP Holiday Break
February 12 – 26, 2017	DNAP Winter Break
Feb 27 - March 1, 2017 (Mon-Wed)	DNAP Intensive Week - Spring
Feb. 27 – May 14, 2017	DNAP Spring Quarter
May 15 – 28, 2017	DNAP Spring Break
May 30 - June 1 – 4, 2015 (Tue-Th)	DNAP Intensive Week - Summer
May 30 – August 13, 2017	DNAP Summer Quarter
August 14 – 27, 2017	DNAP Summer Break
Aug. 29 – 31, 2017 (Tue-Th)	DNAP Intensive Week – Fall
Aug. 29 – Nov. 12, 2017	DNAP Fall Quarter
November 13 – 15, 2017 (Mon-Th)	DNAP Intensive Week – Winter
Nov. 13, 2017 – Feb. 11, 2018	DNAP Winter Quarter
November 17, 2017	Graduation (Friday 10:00 am) (DNAP Class of 2016-2017)
Dec. 18, - Jan. 1, 2018	DNAP Holiday Break
February 12 – 25, 2018	DNAP Winter Break
Feb. 26 – 28, 2018 (Mon-Wed)	DNAP Intensive Week - Spring
February 26 – May 13, 2018	DNAP Spring Quarter
May 14 – 27, 2018	DNAP Spring Break
May 29 – 31, 2018 (Tue-Th)	DNAP Intensive Week - Summer
May 29 – August 12, 2018	DNAP Summer Quarter
August 13 – 26, 2018	DNAP Summer Break
Sept. 4 - 6, 2018 (Tue-Th)	DNAP Intensive Week – Fall
Sept 4 – Nov. 11, 2018	DNAP Fall Quarter
November 12 – 14, 2018 (Mon-Wed)	DNAP Intensive Week – Winter (Mon-Th)
November 16, 2018	Graduation (Friday 10:00 am) (DNAP Class of 2017-2018)

NOTE: The above dates are projected dates, and may be subject to change.

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