



Medical University of South Carolina Anesthesia for Nurses Administrative and Student Manual

Reviewed and approved by AFN Faculty March 2019

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The policies and procedures that follow have been developed and revised over the years to provide mutual understanding of expectations and commitments between the Anesthesia for Nurses Program Faculty (AFN Program) and the students who are enrolled at the Medical University of South Carolina (MUSC). They are in accordance with MUSC and the College of Health Professions (CHP) policies.

The policies and procedures also are intended to maintain compliance with the Standards and Guidelines established by the Councils on Accreditation (COA); the Southern Association of Colleges and Schools (SACS); and by the National Board for Certification and Recertification of Nurse Anesthetists (NBCRNA).

Although the intent is for these policies to not change during the student’s tenure at MUSC, some circumstances may warrant changes to these policies and procedures. Unless absolutely critical, students will be notified at least 6 months prior to a policy change.

Section One

Background and Introduction

Description of the Programs

Doctor in Nurse Anesthesia Practice: Post-Baccalaureate (DNAP-PB)

In 2011, the Institute of Medicine recognized the increasing complexity of healthcare and identified the need to educate Advanced Practice Registered Nurses to a higher level to meet the needs of our patients and the larger healthcare system. The Medical University of South Carolina Anesthesia for Nurses Program (AFN) Doctor of Nurse Anesthesia Practice (DNAP-PB) Program is dedicated to producing competent, compassionate, and knowledgeable Certified Registered Nurse Anesthetists who will meet the health care needs of society through clinical practice, education, and research.

Students are educated in all facets of nurse anesthesia practice throughout the perioperative period. The first 18 months are primarily online/classroom instruction that supports the students' acquisition of basic and advanced anesthesia skills necessary for the safe administration of anesthesia. Students practice clinical skills using low- and high-fidelity simulation. Students are expected to demonstrate professional advocacy through attendance at state and national meetings. During the remaining 18 months, students are immersed in the clinical area where they administer anesthesia to all types of patients and in all types of practice settings. Students are evaluated on their ability to integrate didactic knowledge with clinical practice, demonstrate critical thinking skills, and provide appropriate interventions in patient management.

Through our variety of clinical sites, AFN students have opportunities to administer anesthesia to complicated pediatric and adult patients in a large teaching hospital and to patients of all ages in community hospitals and rural independent CRNA practices. Students obtain extensive hands-on clinical experiences in administering many types of regional anesthesia and utilizing ultrasound technology.

The DNAP program offers a diverse selection of course work from managing information systems to crisis simulation in anesthesia. Through interprofessional collaboration, students in the DNAP program will have access to leaders in nurse anesthesia healthcare administration. The variety of course work and diverse faculty backgrounds will support a wide variety of Scholarly Project options. The purpose of the DNAP Scholarly Project is to demonstrate the synthesis of coursework and clinical practice application. The scholarly project should reflect the relationship between clinical practice and scholarly inquiry.

The objectives of the post-baccalaureate DNAP program are to:

- Expand the clinical education of CRNAs with the addition of increased clinical education hours, instruction in advanced technology, and high-fidelity crisis simulation.
- Prepare CRNAs to provide a clinical practice that is founded on the basis of evidence, research, and outcomes.
- Produce CRNAs who have the education and skills to assume leadership roles in healthcare.

Doctor in Nurse Anesthesia Practice: Post-Masters (DNAP-PM)

The Anesthesia for Nurses (AFN) Post-Master's Doctor of Nurse Anesthesia Practice (DNAP) program is

designed for Certified Registered Nurse Anesthetists (CRNA) ready to take the next step in their career. Graduates of the DNAP program are prepared to create and lead new models of care delivery for communities locally and across the nation.

The purpose of the Medical University of South Carolina Anesthesia for Nurses DNAP program is to educate current master's prepared CRNAs to meet the needs of a complex, changing health care system by assuming increased roles in healthcare leadership, policy, education, and clinical practice. The diversity of coursework and faculty backgrounds will support a wide variety of scholarly project options.

The objectives of the program are to:

- Produce CRNAs who have the educational tools to assume leadership roles in healthcare through an interprofessional curriculum with other healthcare experts.
- Expand the clinical experiences of CRNAs with the additional content in pain management and in crisis simulation.
- Develop current clinical practitioners' skills in creating an evidence-based practice founded on scholarly research, best practice, and evaluation of outcomes.
- The 31-credit hour post-master's DNAP is delivered in a part-time format over five semesters using a hybrid model of distance and on-campus educational offerings. Students will attend courses on-campus once or twice per semester over a long weekend. The remaining coursework will be delivered via the College of Health Profession's state of the art distance educational technology. The DNAP seminar courses provide for professional socialization and development of the scholarly project.

Accreditation Statements

The Medical University of South Carolina is regionally accredited by the Southern Association of Colleges and Schools (SACS). The Anesthesia for Nurses Program is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs (COA), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the United States Department of Education. MUSC and the AFN Division believe that no person or organization should be allowed to make false claims as to the accreditation status of this program.

Mission of MUSC

The Medical University of South Carolina (MUSC) is South Carolina's only comprehensive academic health science center. Our purpose is to preserve and optimize human life in South Carolina and beyond. MUSC provides an interprofessional environment for learning, discovery, and healing through (1) education of health care professionals and biomedical scientists, (2) research in the health sciences, and (3) provision of comprehensive health care.

As a public institution of higher learning, MUSC provides a full range of educational programs in the biomedical sciences and actively engages in community service and outreach. The campus is located on more than 50 acres in the city of Charleston. A diverse student population of more than 3,000 students in six colleges (Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing, and Pharmacy) study for degrees at the baccalaureate, masters, doctoral, and other professional levels. MUSC has academic programs that employ traditional and distance education methods. The University also provides residency training for over 700 graduate health professionals and is comprised of approximately 1700 full and part time faculty members.

For more information on MUSC: <http://academicdepartments.musc.edu/musc/about/index.html>

AFN Mission, Vision, and Values

Mission Statement

The mission of the Anesthesia for Nurses Program is to prepare independent, ethical, culturally aware nurse anesthesia providers ready to lead in the clinical and professional arena. This is accomplished by providing evidence-based, high quality didactic, clinical, healthcare policy, and simulation education.

Vision Statement

The vision of the AFN program is to be a nationally recognized nurse anesthesia educational program that graduates highly sought after, innovative nurse anesthesia leaders.

Program Values

Integrity
Diversity and Inclusion
Evidence-based Education
Professional Advocacy
Wellness
Innovation

Program Administration

College of Health Professions

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Department Health Professions

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Faculty	Michele Ballister DNP CRNA Assistant Professor/Admissions Director 151B Rutledge Ave #427 Charleston, SC 29425 Office 843-792-4067
Student Services Coordinator	Kelly Long 151B Rutledge Ave #429 Charleston, SC 29425 Office 843-792-8510
Administrative Assistant	Adrian Swinton MHA 151B Rutledge Ave #430 Charleston SC 29425 Office 843-792-6882

Emergency Weather Planning

In the event that the Medical University of South Carolina has been issued a severe weather warning the following will apply:

Students must have a preparedness plan in place. Details of a plan may be found using the following link.

Link to the Education and Student Life website on Emergency Planning:

<https://education.musc.edu/students/spsd/communications/hurricane>

Students are strongly encouraged to register for the MUSC Alert System. To receive emergency notifications through the MUSC Alert System including SMS text messaging, voice messaging, and desktop alerts, please register for the MUSC Alert Emergency Notification System at

<https://web.musc.edu/about/safety/public-safety/musc-alerts>.

During the didactic phase, students can verify campus closures/class cancellations. During the clinical phase, information regarding inclement weather and clinical responsibilities may be found in *Section 8: Clinical Information*. Students should not place themselves at risk if unable to contact the AFN faculty. They should exercise their best judgment in all decisions regarding safety for themselves or family members.

Association Membership

Associate membership is required in the American Association of Nurse Anesthetists (AANA). The Program Administrator approves associate membership then the student receives follow-up from the AANA. The membership fees will be borne by the student. Link to Student Section on the AANA Website:

<https://www.aana.com/membership/students>

Student Services

Services are available from various departments at the university. Services include but are not limited to: Center for Academic Excellence & Writing Center; Counseling and Psychological Services; The MUSC Wellness Center; and Educational Technology Services. Please refer to the MUSC Education and Student Services website for details of these services at <http://academicdepartments.musc.edu/esl/>

Stakeholders Rights and Responsibilities

Faculty Responsibilities

- Faculty members shall meet their assigned classes regularly at the specified time and place.
- Course faculty and instructors will update their courses periodically to reflect the most current scholarship and clinical evidence.
- Course instructors will present students with a detailed course syllabus within 1 week of the onset of the course. The syllabus will be updated and will reflect how grades are determined, schedule of examinations/papers, and what evaluation standards will be applied.
- Faculty members shall make themselves available for student conferences by holding office hours and, in special instances, by arranging appointments at other mutually convenient times.
- Faculty is expected to promote a climate of academic integrity through role modeling and promoting the importance of research and professional ethics.
- Faculty is expected to promote a culture of inclusivity and fairness for students, other faculty, and staff.

Student Rights and Responsibilities

- Students are expected to demonstrate a professional manner by being prepared for class, respecting the rights of others, taking responsibility for his/her own actions; and adhering to the policies set forth by the University, the College, and the Program.
- Students have the right to expect a quality education; be treated with fairness and be represented in the educational process.
- Students have the right to be regarded as a professional member of the health-care team.
- Students have the right to receive fair and objective evaluations and the right to due process.

Patient Rights and Responsibilities

The patient has the right to:

- expect to be treated with dignity and as a valued member of society;
- have all medical and personal information remain confidential;
- a quality anesthetic;
- refuse participation in his/her care by a student nurse anesthetist.
- The patient has the responsibility to be honest in all medically related disclosures.

Applicant Rights and Responsibilities

The applicant has the right to:

- not be discriminated against because of race, color, gender, handicap or national origin;
- know what is expected of him/her;
- expect to be treated with dignity and as a valued member of society.
- The applicant has the responsibility to be truthful in all disclosures to the University and Admissions Committee.

Clinical Site Rights and Responsibilities

The clinical agency has the right to:

- expect professionalism from all students and faculty who are “guests” at its clinical sites;
- restrict any student from participating in clinical education for any cause.
- The clinical agency has the responsibility to:

- provide a clinical environment that is conducive to learning;
- provide a clinical environment that is free of harassment.

Accrediting Agency Rights and Responsibilities

The accrediting agency has the right to:

- review or cause to be reviewed any program for cause, including:
 - multiple student complaints;
 - low board certification scores over multiple years.
- assess the competency of any program director;
- evaluate all issues addressed by students to the Council that affect student satisfaction and outcomes.
- The accrediting agency has the responsibility to:
 - provide all information needed for resolution of complaints issued;
 - make sure complaints are legitimate and not baseless before proceeding with punitive action.

Section Two

Compliance and Prerequisites

Health Insurance

Students must provide proof of their own health insurance. Proof of coverage of current health care insurance must be on-file with the Clinical Education Office while enrolled in the program. Health insurance may be purchased through the MUSC. <https://education.musc.edu/students/es/finance-and-administration/student-health-insurance>

Liability Insurance

Students must provide their own medical liability insurance in the amount of \$1,000,000/3,000,000. Proof of coverage of current liability insurance must be on-file while enrolled in the clinical portion of the program. Professional liability insurance must be purchased through the AANA Insurance Services.
<https://www.aana.com/insurance>

Change in Address

Students are expected to promptly notify the Program Administrator and the Student Services Coordinator of any changes in address.

Immunization

Students are required to obtain all immunizations as required by the College of Health Professions, the Anesthesia for Nurses Program, and the Clinical Sites. Students are required to submit all required documentation to the Clinical Education Staff in a timely manner. If immunizations lapse, students will be removed from the clinical site and will be charged vacation days until the issue is rectified.

Licensure and Certification

Licensure as a Registered Nurse

- Students must maintain an active multistate [South Carolina Registered Nurse](#) compact license a multistate RN license in a state that participates in the nurse licensure compact. Students are responsible for ensuring that they meet the requirements to maintain a compact license.
- Licensure must be uploaded to Box or any other computer program as required by the CHP Clinical Education Department.

Certification

- Students must maintain ACLS, BLS, and PALS certification throughout their education. The AFN program will schedule recertification classes the spring of their first year, but the cost of the class is borne by the student.

Criminal Background Checks

All students shall submit to having a criminal background check performed by the organization deemed appropriate by the College of Health Professions or the Medical University of South Carolina. During their academic term students may be asked by a clinical site to undergo an additional background check at their expense.

Section Three **Policies and Procedures**

Arrest Policy

All students are to adhere to the MUSC Arrest Policy, which can be found at: <https://education.musc.edu/leadership/provost/systems-and-policies/policies> (under “Student Arrest Policy”)

Attendance

Unless the student has a justifiable reason for being absent, he/she is expected to attend, and be on time for, all classes, clinical, and lab. The student is responsible for all materials given both in attendance and absence. The student should be aware that class attendance reflects a degree of reliability and level of interest that are held in high regard in the Program. Patterns of absence or absenteeism on the day of exams are especially discouraged. Make-up exams will be arranged at the discretion of the instructor and may consist of a format other than that of the original test. For extended illness or temporary disability, refer to the CHP Student Policies and Procedures Handbook. This policy includes medical and surgical issues and pregnancy. The CHP Student Policies and Procedures Handbook can be found on the College of Health Professions Student Life and Information Center <https://education.musc.edu/colleges/health-professions/current-students/program-handbooks>

Complaints against the Program

The policy for complaints against the program is contained in the CHP Student Policy and Procedures Handbook found at <https://education.musc.edu/colleges/health-professions/current-students/program-handbooks>. Students have the right to contact the Council on Accreditation of Nurse Anesthesia Educational Programs with complaints about the program. The form to submit a complaint may be found at <http://home.coa.us.com/contact/Pages/default.aspx>

Confidentiality/ Health Information Portability and Accountability Act (HIPAA)

During the course of administering an anesthetic or reviewing a patient’s chart, the student registered nurse anesthetist (SRNA) is privy to confidential and/or sensitive information. It is the policy of this school that all patient information remains confidential unless needed by other health care providers for the safe conduct of this patient’s care. If information is conveyed to another, it must be done so in a professional manner, keeping in mind the need for patient confidentiality. All materials shared during the course of a clinical conference must have personal references and patient identifiers removed. As part of ongoing MUSC compliance, students will be required to complete the yearly module on HIPAA in the MyQuest system. <https://musc.netdimensions.com/musc>

Disciplinary Policy

All disciplinary actions may follow a three-step procedure. If an issue is considered especially egregious, the student may be immediately dismissed from the program.

Counseling – Program faculty will provide academic and clinical counseling. Academic counseling will be provided by the course director of the course in consultation with the Program Administrator. If the issue of concern occurs in the clinical area, the Assistant Program Administrator/Clinical Director will counsel the student and inform the Program Administrator. All counseling will be documented on the Advising Notice of Concern Document (Appendix B). During a face-face meeting with either the course

director, clinical director, and/or program administrator, the student will be advised of the problem. A written action plan for improvement will be formulated with input from the student. Students may be referred to or required to attend the Center for Academic Excellence (CAE) and/or Counseling and Psychological Services (CAPS).

AFN Progressions Committee – If the problem is not corrected by counseling with the Assistant Program Director/Clinical Director or the Program Administrator, the student will be asked to meet with the Progressions Committee. At this meeting, continued consistent and unresolved problems will be discussed and a written action plan with goals and objectives will be formulated. The student may have a non-AFN advisor present at the meeting, however, legal counsel may not be present. The student's designated advisor may not speak on the student's behalf. The committee will discuss possible options for the student, up to and including possible termination from the program. If the student is terminated, the dismissal policies and procedures of the CHP will be followed.

The student has the right to appeal the dismissal using the procedures outlined in the CHP Student Policies Manual. Information on the appeals process can be found at:

<https://education.musc.edu/colleges/health-professions/current-students/program-handbooks>.

In addition to academic grounds for discipline or dismissal, the following items may be considered action items:

- violation of rules and regulations of any clinical site;
- lack of professionalism in communication or action;
- breach of confidentiality;
- surrender of nursing license;
- falsification of clinical, application, or academic documents;
- felony conviction;
- plagiarism;
- failure to submit clinical evaluations;
- use, or being under the influence of, alcohol while in the clinical or didactic area,
- illegal substance use at any time.

This list must not be considered exclusive.

Document Review and Retention

All AFN policies and procedures will be reviewed annually prior to matriculation of the incoming class.

AFN documents will be retained in the Program Administrator's office, the Clinical Education Staff office, the CHP student services files and in the Dean's office. Documents will be retained for the duration of the program accreditation, at a minimum. Evidence of clinical evaluations and clinical case records will be maintained electronically on Medatrax.

Examples of documents that will be retained either on paper or electronically include:

- Program and Clinical Handbooks
- Committee Meeting Minutes
- Faculty files: didactic and clinical coordinators
 - Curriculum vitae or resume
 - Evidence of RN/APRN licensure and certification as a CRNA, as applicable

- Evaluations, where applicable
- Affiliation agreements, Business Associate Agreements, and amendments where necessary
- Evidence of evaluation of the Program
 - Didactic faculty evaluations
 - Clinical site
 - Clinical faculty evaluations
 - Student exit survey and interviews
 - Employer evaluation of graduates
 - Any other evaluations deemed useful
- Curriculum
 - Course descriptions, objectives, and syllabi
- Communication with College and University curriculum committees
- Documentation of prior accreditation decisions
- Student records
 - Student program records will be maintained for three (3) years after successful completion of the certifying examination given by the Council on Certification.
 - All records that are disposed of according to CHP policy
 - Records of students who did not successfully complete the program will be maintained for five (5) years. The file will contain at a minimum:
 - application materials
 - disciplinary actions, where applicable
 - official transcript
 - Supporting documentation for dismissal (if applicable)

Additional electronic files will contain final clinical evaluation; SEE and NCE documentation.

<https://chp.musc.edu/current-students/college-and-program-handbooks>

Drug Testing

The Anesthesia for Nurses Program adheres to the CHP policy for drug testing as noted in the CHP Student Policy and Procedure Handbook. In recognition of the high percentage of anesthesia providers who have issues with substance abuse, the AFN program may require additional random drug screens at the student's expense.

The complete policy, including drug testing for cause and as a requirement for clinical rotations can be found in the CHP Student handbook. Students will be required to sign a consent for drug testing and release of information prior to each drug screen.

Examination Policy

- Evaluation of student progress may include, but is not limited to, computer-based testing, lab evaluation, and/or clinical simulation.
- The course director will notify the student within the first week of the class regarding what the criteria will be for acceptable performance.
- The course director or his/her designee will proctor all exams. If exams are administered electronically, all students will be required to use examination integrity proctoring software.
- Classroom review of exam questions will be at the discretion of the course director. Individual review with the faculty member responsible for the test item is encouraged, as needed prior to

the next exam in the course.

- Faculty instructors are responsible for ensuring that students receive grades for exams and major assignments within a reasonable timeframe.

Employment

Due to the rigorous nature of nurse anesthesia education, students are strongly discouraged to maintain either full-time or part-time employment as a registered nurse. Student Registered Nurse Anesthesia students **shall not** be employed as Nurse Anesthetists by title or function while in student status. Employment as a Nurse Anesthetist is not permitted (by law) until after the official class graduation date which will be established upon matriculation.

The AFN program does not guarantee employment upon graduation and does not maintain a job placement service. However, the AFN faculty will assist the student as able during their job search process.

Faculty/Student/Clinician Relationships

The CHP Student Policies and Procedures Handbook provides language to govern relationships between students, faculty, and clinician. The policy may be found using this link: <https://chp.musc.edu/current-students/college-and-program-handbooks>

Upon admission, if a student is already involved in a relationship with a faculty member, clinical instructor, or any other person who could be in a supervisory position, it is the **responsibility of the student to immediately inform the Program Administrator**. If possible, accommodations will be made to prevent situations of authority. This will include but is not limited to, the student withdrawing from a course, or clinical site, taught by the faculty member, transfer of the student to another course or section, or assumption of the position of authority by a qualified alternative faculty member.

Grading Policy and Academic Standing

The AFN program utilizes the CHP grading policy as noted in the CHP Student Policies and Procedures Manual found on the following link:

<https://chp.musc.edu/current-students/college-and-program-handbooks>

Didactic Evaluation

Classroom evaluation and methods are in the purview of the individual course instructors.

If a student receives a course grade of less than 3.0 but greater than a 1.9 in any class, they will receive an Advising Notice of Concern (Appendix B).

Students will be placed on academic probation based on the following criteria

- A student with a cumulative GPA between 2.75 and 3.0 will be placed on academic probation. They will be allowed one semester to raise the cumulative average to the required 3.0.
 - If, at the end of that semester of probation, the student has failed to achieve a 3.0 or greater cumulative grade point average, the student will be dismissed from the program.
- Students who have been admitted on an academic probationary status will be required to achieve a cumulative GPA of 3.0 or higher within the first semester or they will be dismissed from the

program.

- Students who are on academic probation will not be allowed to proceed into the clinical phase until their GPA is above a 3.0.
- No student may graduate while on academic probation.

Students will be dismissed from the program if any one of the following occur:

- A cumulative GPA less than 2.75 at anytime
- More than two course grades between 2.0 and 2.9
- Any course grade of less than 2.0

In addition, a failing grade in pass/fail courses will be treated as a quantitative point value of 0.0 for the determination of a student's GPA.

Honor Graduates

Each year, graduates with top GPAs are recognized as honor graduates. Honor graduates are determined based on these criteria:

First Honors are given to graduates with the top two GPAs. In the case of more than two graduates with the same top ranked GPA, the faculty within the program will break the tie using criteria as noted below. The graduate or graduates who are tied for the highest GPA ranking in the program who do not get first honors may receive second honors. Selection criteria in the event of more than two graduates with the same highest ranked GPA include the following: leadership roles, academic center organizations (IPC, presidential scholars, honor council, class president, etc.), professional organization involvement, professional awards; and volunteer work. No more than two First Honor Graduates and two Second Honor Graduates per program are allowed at MUSC.

International Travel

Information on student international travel can be found on the MUSC Center for Global Health website: <http://globalhealth.musc.edu/international-travel-0>

Leave

Holidays

During the didactic portion of the program, students receive holiday time off according to the MUSC academic calendar.

During the clinical portion of the program, students will receive the following major holidays off of clinical: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Eve, Christmas Day and the day after Christmas.

Sick Days

It is the student's responsibility to notify the appropriate clinical site staff and the clinical coordinator per guidelines distributed for individual clinical sites. Students must notify the Clinical Director before 0900 on the sick day. The scheduled clinical time will be subtracted from the vacation leave pool. Failure to also notify the AFN office before 9:00 AM on the day missed (a voice mail or email during non-office hours is acceptable) will result in additional time removed from your pool, e.g., missing one day without contacting the office results in two days subtracted from vacation pool.

Any student who is absent from the clinical area for more than two (2) consecutive days must have a

physician's release on file with the AFN office prior to returning to clinical.

DNAP Clinical Leave

Students are allowed a total of 108 hours of leave during the clinical component of the program. Clinical leave can be used for vacation, illness, etc.

Students missing junior clinical days will have an equivalent amount of time deducted from their vacation leave balance.

During the clinical phase, scheduled leave must be requested in writing at least 21 days in advance of the start of a clinical rotation.

Authorization of leave:

The Assistant Program Administrator/Clinical Director must authorize all requests for leave. **After** the leave is approved, the Assistant Program Administrator/Clinical Director will then notify the appropriate Clinical Coordinator. Clinical Coordinators may **NOT** approve leave without consultation with the AFN Administration.

Guidelines for leave requests:

- Leave cannot be requested for the first day of a clinical rotation
- Only full days may be requested.
- Requests from clinical sites will be deducted on an hourly basis (i.e., 8, 10, or 12 hours).
- No more than 36 hours of leave may be taken during any clinical rotation.
- No more than one 3-day weekend can be requested during any clinical rotation.
- Leave will not be granted during on-campus requirements.
- Requests during specialty rotations such as obstetrics or rotations where regional experience is at the discretion of the Assistant Program Administrator/Clinical Director and will only be granted for special circumstances.
- Leave should not be saved until the end of clinical of the year of graduation.
- Patterns of absence (i.e., excused or otherwise) or excessive use of leave at a particular clinical site will warrant investigation by the AFN faculty and possible probation.

Education leave

The AFN faculty supports the engagement of SRNAs in state and national professional meetings. Students will be granted an additional 72 hours of educational leave at the **discretion of the Assistant Program Administrator/Clinical Director and/or the Program Administrator**. Any unused education leave can be used in the final week of the program for clinical leave (not to exceed 36 hours).

Emergency Weather

The Assistant Program Administrator/Clinical Director will monitor inclement/emergency weather. If you are completing a clinical rotation (all clinical sites) in an area impacted by inclement/emergency weather, you should contact the Assistant Program Administrator/Clinical Director to determine whether you are expected to be in clinical. Your safety is our #1 concern. Students should not place themselves at risk if unable to contact the AFN faculty. Students should exercise their best judgment in all decisions regarding their safety. If you are unable to attend clinical due to inclement weather, you may need to make up time missed and this too should be arranged with the Assistant Program Administrator/Clinical Director. If you are fortunate to be in an area not impacted by inclement/emergency weather, you should attend your clinical rotation as scheduled.

Study Days

In preparation for the National Certification Exam (NCE), the AFN faculty will denote study days on the Google calendar as part of Anesthesia Practicum. Requirements for these days will be posted in Moodle.

Bereavement Leave

Leave, upon written request, may be granted for up to three consecutive days (24 hours total during the clinical phase of the program) on the death of any member of the student's (or their spouse's) immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of either the student or his/her spouse. Please include information regarding the location and time of the funeral arrangements in your request. Guidelines for leave request still apply.

Leave of Absence:

Students may submit a written request on the appropriate CHP leave of absence form for a one-semester leave of absence from the clinical portion of the program. Applications will be evaluated on a case-by-case basis by the Program Administrator. Students must work with the Office of Financial Aid and the Office of Student Accounting of the Medical University to make sure their accounts are up to date. Prior to re-entry into the clinical portion of the program, students must submit to, and have a negative result, from a witnessed urine or hair drug screen. A positive drug screen will result in termination from the program. The student will pay for cost of the drug screen.

Students wanting a leave of absence during the didactic portion of the program may submit written request on the appropriate leave of absence form and may be allowed to re-enter on a space available basis at the start of the next academic year.

Additional information regarding a leave of absence can be found in The MUSC Bulletin

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines/leaving-the-university>

Medications

Students must notify the program administration of any on-going illness that requires self-administered medications that could impact cognition or effect either academic or clinical performance. Medical records will not be maintained by the Program Administration. These records will be maintained according to the policies and procedures of the CHP Clinical Education Department. Student privacy will be maintained and only those individuals with an absolute need will be informed. Those individuals may include: Program Administrator, Assistant Program Administrator, or Clinical Coordinator.

Students who must take narcotics or other cognitive impairing substances will be required to take a leave of absence until they are no longer on the medications. Students in violation of this portion of the policy will be immediately suspended from the clinical area pending certified completion of their drug regimen followed by assessment and counseling at the Counseling and Psychological Services Center. Violation of this requirement may be grounds for immediate dismissal from the program.

Procedures for self-administration of medications at clinical sites

If the student is administering medication at a clinical site, all medications must be properly labeled in the original dispensed bottle. Any medications that require injection will be discussed with the clinical coordinator at the clinical site. All injections must be labeled and secured properly. The student should make all efforts to avoid any appearance of the injection of illegal substances.

Non-discrimination

The Medical University seeks to assure diversity among its applicants and in its student body. The Medical University of South Carolina does not discriminate on the basis of race, color, creed, sex, age, national origin, disability, sexual orientation, veteran status, or marital status in the administration of admission policies, educational policies, financial aid, or any other university activity.

University Admissions Minimum Abilities standards:

<https://education.musc.edu/admissions/future-applicants/minimum-abilities>

Because of the nature and intensity of the didactic and clinical nurse anesthesia curriculum and profession, disabled students will be assessed on an individual basis in relation to their ability to meet requirements. All AFN Applicants complete a Clinical and Cognitive Skills Requirements document as part of the admissions process. Information on accommodations may be found in the College of Health Professions Student Policies and Procedures Manual in the section labeled "Disability".

<https://chp.musc.edu/current-students/college-and-program-handbooks>

Personal Protective Equipment and Bloodborne Pathogen Reporting

Students are expected to comply with policies set forth by all clinical sites regarding the use of personal protective equipment. Non-compliance with these policies may result in removal from the clinical site or clinical probation.

The reporting requirements for blood borne pathogen exposure may be found on the MUSC Student Health Services webpage. Students are expected to inform the Clinical Coordinator, the Clinical Director, and Student Health Services immediately upon exposure.

<https://education.musc.edu/students/student-health/blood-borne-pathogen-exposures>

Pregnancy

In addition to the policies regarding pregnancy that are contained within the CHP Student Policies and Procedures Handbook, AFN students are required to notify the Program Administrator and the Clinical Director of pregnancy. This is due to the basic physical demands and requirements of the program. It shall be the student's decision, on advice of her physician, whether to continue the program. Anesthesia tasks are a basic element of the course and as such may not be rescheduled.

Professionalism

Anesthesia for Nurses students are expected to adhere to the MUSC Code of Professional Conduct. The CHP Student Policy and Procedures manual contains information on the student professional code of conduct. It may be found at <https://education.musc.edu/colleges/health-professions/current-students/program-handbooks>. The MUSC Honor Council handles suspected violations of the MUSC Honor Code. <https://education.musc.edu/students/enrollment/bulletin/honor-code>. AFN Student behavior must be consistent with the Professional Standards and Code of Ethics of the American Association of Nurse Anesthetists and the Medical University of South Carolina. Any function where the student is attending with approved time off of from class or clinical is considered University time.

Breaches of the Professionalism Policy may be reported either anonymously (phone call or letter addressed to the division director) or non-anonymously (phone call, letter, email, or in-person meeting with the division director). The division director will be responsible for documenting, tracking, and investigating violations of the professionalism policy. Professionalism violations may be investigated concurrent with other performance issues as well as prior violations of professionalism or performance.

If a violation is reported, the division director will follow this procedure:

1. The student will receive a written notice of the alleged violation and the requirement to meet with the AFN Progressions Committee (***see sections on Disciplinary Policy and on Standing Committees***);
2. The student will have access to any materials that will be considered in relation to the alleged violation and may have a non-AFN advisor present at the Progressions Committee meeting;

3. The student will have the opportunity to meet with the division director and clarify any questions regarding the alleged violation and the composition of the AFN Progressions Committee;
4. The student will meet with the AFN Progressions Committee;
5. The student will receive notification of the outcome with 7 business days following the meeting with the AFN Progressions Committee;
6. Standard of proof will be a preponderance of evidence;
7. The CHP appeal process will be used for appealing any decisions of the Progressions Committee.

Additional aspects of professionalism in the clinical area are addressed in the clinical section of the handbook.

Publications

The Administrative and Student Manual will be reviewed yearly and published on the AFN website. A clinical handbook will be distributed to students just prior to the clinical phase of the program and is maintained on the Moodle site for each class. The clinical handbook is also distributed to clinical coordinators on a yearly basis.

Sexual Harassment

It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender shall be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written, pictorial, or electronic material of a sexual nature constitute sexual harassment when submission to such conduct is made explicitly or implicitly a term or condition of employment or advancement; or a condition of instruction; or participation in any other University activity (quid pro quo); or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or used as a basis for evaluation in making academic or personnel decisions; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to facts and circumstances, including the context in which the alleged incidents occurred.

The Office of Gender Equity is housed within the Provost's Office and is responsible for the reporting, evaluation, and investigation of allegations of sexual harassment. Information on the Office of Gender Equity and the Sexual Harassment policy can be found at:

https://cm.maxient.com/reportingform.php?MedicalUnivofSC&layout_id=6

Social Media

The AFN program recognizes the role that social media plays in electronic communication and networking. However, inappropriate use of social media such as Facebook can cause serious negative ramifications to patient confidentiality, student professionalism, and overall public impression of the Program, the College, and the University. The AFN program has adopted the guidelines for social media noted in followed link under Social Networking Guidelines

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines>

Inappropriate use of social media includes but is not limited to:

- discussion or comments of clinical experience regardless of the use of patient or
- clinical site identifiers
- slander of fellow students or faculty
- expressing opinions that can be perceived as the opinions of MUSC or the AFN program

Please be aware that protected confidential student and/or patient information may not be shared or posted. All comments, photos, or other information shared via this social media platform should remain appropriate and professional and should in no way infringe upon regulations as stated in FERPA, the Family Educational Rights and Privacy Act. To read more about FERPA, please visit this site: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Time Commitment

The student's time commitment will average no greater than 60 hours/week. This time commitment will cover clinical and classroom. The Program Administrator will review student time commitment periodically.

Time Limits for Completion of Program

The nine semester DNAP, Post-Baccalaureate program is measured from the start day in the program. Students who do not complete the program of study within the allotted time may petition for a one semester extension.

The five semesters DNAP, Post-Master's program is measured from the start day in the program. Students who do not complete the program of study within the allotted time may petition for an extension.

Transfers

Students who wish to transfer from the program are free to do so at any time. The following procedures apply.

Transfers out of the program

The student must notify the Program Administrator in writing of his/her intent and reasons for wanting to transfer. The Program Administrator will respond to all requests made by the accepting program.

Transfers into the Program

Transfers into the program will be allowed on a space available basis and under the following conditions:

- The student meets all admission requirements of new student admission to the program;
- Letter and reference from his/her Program Administrator that details the reasons behind the request for transfer;
- The student has met all financial obligations to his/her initial program;
- The student meets all academic requirements, and prerequisites for the AFN program;
- The student has a personal interview with the Program Administrator and faculty.

Credit Transfer Policy

Individuals may register for select doctoral-level courses at the College of Health Professions' Anesthesia for Nurses (AFN) division for professional development or personal enrichment prior to admission to the AFN Program. The student must have completed a bachelor's or master's degree to be eligible for enrollment in doctoral level courses.

Prior to the start of the Doctoral program, you may register for the select courses as noted in the Appendix D upon meeting the following conditions:

- The Division Director of the Anesthesia for Nurses must provide the first approval;
- The course director has provided prior approval;
- The course has available space;
- Prerequisites are completed, if necessary.

Neither approval by the Program Administrator to attend nor successful completion of the course guarantees admission into the next available AFN class. All AFN applicants are evaluated annually; therefore, the applicant pool changes each year. Updated applications that reflect attendance in a CHP course must be submitted as outlined by of the Office of Enrollment Management.

The Division of Anesthesia for Nurses adheres to the MUSC Academic Credit Guidelines and reserves the right to limit the total number of credits that may be transferred into the program. All petitions to review transfer courses will require submission of course syllabus and other documents.

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines/academic-credit-guidelines>

Truth in Advertising

All disclosures concerning the program will be kept honest and truthful. This policy extends to all aspects of the program including accreditation, curriculum, admissions, evaluation, quality issues and case requirements

Withdrawal/Resignation from the Program

Students are free to withdraw from the program at any time. The student will be required to follow the University withdrawal policies and procedures Prior to withdrawing, the student is asked to submit a letter of resignation and have an exit interview with the AFN Program Administrator.

MUSC Policies on leaving the University may be found using this link

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines/leaving-the-university>

Section Four

Position Descriptions

Program Administrator

Job Description

- The Program Administrator is appointed by and is responsible to the Chair of the Department of Health Professions. The Program Director's responsibilities are understood to encompass the program's operation, whether delegated to others or not.

Overall Duties and Responsibilities

- The Program Director has the authority and responsibility for the continuous administration and leadership of the academic program, thereby ensuring the successful preparation of the students for entry into the nurse anesthesia profession and to meet requirements set forth by the accreditation agency.

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing;
- be a graduate of an accredited program of nurse anesthesia;
- hold a doctoral degree;
- have a minimum of 5 years' experience in administrative, clinical, and didactic activities;
- possess appropriate credentials that allow for clinical practice in South Carolina;
- have current preparation in the area of curriculum instruction and testing and evaluation;
- demonstrate knowledge of principles and theory of anesthesia equipment, techniques, procedures;
- demonstrate professional development by maintaining professional recertification and membership in the American Association of Nurse Anesthetists.

Specific Duties

- Provides administrative oversight for program operation
- Manages the daily operations of the program
- Coordinates all aspects of the program, academic and clinical, ensuring that the process is in compliance with the COA Educational Standards and Guidelines
- Collaborates with the Clinical Director in initiating clinical contracts and ensuring that the process is in compliance with the COA Educational Standards and Guidelines
- Complies with existing department, college and university policies and procedures
- Communicates effectively with faculty, staff, students and other stakeholders in all activities directly related to the program
- Collaborates in the development and management of the program budget
- Prepares regular reports of program progress to internal and external stakeholders
- Ensures maintenance of accreditation status
- Provides direction for the design, implementation, and evaluation of the curriculum
- Establishes goals for the curriculum that are consistent with the philosophy and mission of the college, university and profession

- Keeps informed of requirements and standards for licensure, recertification, authorization and accreditation
- Integrates ethical and professional principles of nursing practice
- Assigns, schedules, and coordinates faculty responsibility for teaching academic courses where applicable
- Conducts regular review of the curriculum with the faculty to assure its quality, institute changes as needed, and ensure that it meets accreditation requirements
- Teaches didactic courses
- In accordance with department, college, and university policies and procedures, establishes criteria for admissions, academic progress, and graduation, as follows:
 - Oversees the process of student recruitment and selection
 - Ensures that students are informed of and comply with Department, College, and University policies.
 - Maintains knowledge of students' progress and performance
 - Counsels students regarding clinical and academic performance
 - Assigns and coordinates faculty responsibility for student advising
 - Makes recommendations when students experience difficulty in academic or professional development.
 - Ensures that students receive due process as needed
- Directs core and adjunct program faculty and staff where applicable
- Collaborates in the process of program faculty recruitment, appointment, and retention
- Provides orientation for core and adjunct program faculty where applicable
- Provides support and guidance for faculty professional development
- Collaborates with program faculty in the development of annual workload, career development plans and evaluation of core faculty
- Collaborates in the direction and evaluation of program staff
- Participates on University, College, Department, Division and other committees as required
- Collaborates with the College of Health Professions Office of Student Services and Student Life (SSSL) and the AFN Admissions Director to recruit and retain a student body that reflects diversity, excellence, and a commitment to nurse anesthesia practice
- Communicates and liaises with internal and external stakeholder groups to include but not limited to:
 - clinical sites
 - alumni
 - employers (current and potential)
 - professional associations
 - national and state credentialing, accrediting, and licensing agencies
 - future program applicants
 - donors (current and potential)

Assistant Program Administrator/Clinical Director

Job Description

- The Assistant Program Administrator is responsible for the day-to-day operation of the Division in the absence of the Program Administrator.
- The Assistant Program Administrator directly reports to the Program Administrator.
- The Assistant Program Administrator functions as the clinical director responsible for overall coordination all student activities in the clinical area.

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing;
- be a graduate of an accredited program of nurse anesthesia;
- hold a doctoral degree
- have a minimum of 3 years' experience in administrative, clinical, and/or didactic activities;
- possess appropriate credentials that allow for clinical practice in South Carolina;
- have current and appropriate preparation in the area of curriculum instruction, and testing and evaluation;
- demonstrate knowledge of principles and theory of anesthesia equipment, techniques, procedures;
- demonstrate professional development by maintaining professional recertification and membership in the American Association of Nurse Anesthetists.

Specific Duties

- Demonstrates the knowledge, ability, and academic preparation to assume the duties of the Program Administrator, if necessary
- Demonstrates the knowledge and ability to coordinate all aspects of the program, academic and clinical ensuring that the process is in compliance with the COA Educational Standards and Guidelines as necessary
- Teaches didactic courses
- Participates on University, College, and/or Division committees
- Collaborates with the Program Administrator in the development of annual workload, career development plans and evaluation of core faculty
- Responsible for planning and coordinating clinical affiliations, to include:
 - Maintaining clinical records
 - Ensuring that students are evaluated in the clinical area
 - Scheduling clinical rotations to ensure that students meet graduation and National Certification Exam requirements
 - Collaborating with clinical coordinators to provide excellence in clinical instruction
 - Acting as an intermediary between students and other hospital personnel, including clinical instructors
 - Collaborating with the Clinical Education team leader and staff in ensuring clinical rotation compliance and requirements.
 - Collaborating with the Clinical Education staff in maintaining clinical contracts

Admissions Director

Job Description

- The Admissions Director focuses on guiding the AFN admissions process. The Admissions Director works closely with the AFN Program Administrator, Admissions Committee, Student Services Program Coordinator, and the AFN faculty to ensure the matriculation of academically sound students who have the potential to develop into clinically competent, ethical, professional nurse anesthetists. In addition, with collaboration inside the Division of Anesthesia for Nurses, the Admissions Director communicates regularly with the Office of Enrollment Management (OEM).

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing
- be a graduate of an accredited program of nurse anesthesia
- hold a doctoral degree
- have a minimum of 2 years' experience in administrative, clinical, and/or didactic activities
- possess appropriate credentials that allow for clinical practice in South Carolina
- possess strong organizational skills and interpersonal communication skills

Specific Duties

- Chair AFN Admissions Committee
- In collaboration with AFN faculty and the Office of Enrollment Management:
 - Guide establishment of initial application screening guidelines, selection criteria for interview, interview process, and final ranking and selection of candidates;
 - Screen applications to select applicants meeting minimum requirements for consideration;
 - Establish and implement the interview process;
 - Select the successful candidates and alternates
- Analyze application data on an annual basis to evaluate the effectiveness of the admissions process towards achieving the AFN Program Vision and Mission.
- Collaborate with the AFN Program Administrator and the College of Health Professions Office of Student Services and Student Life (SSSL) regarding recruitment efforts
 - Review annually the web site admissions information;
 - In collaboration with the SSSL, provide pre-admissions counseling;
 - Participate in SSSL recruitment events.

Core Faculty

Job Description

- AFN core faculty is primarily engaged in the didactic education of nurse anesthesia students and in doctoral student advising. They are expected to provide service to the Division, the Department, and the College by committee work and other related duties. All faculty are expected to maintain a clinical practice.

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing
- be a graduate of an accredited program of nurse anesthesia
- hold a doctoral degree or be pursuing a doctoral degree
- have a minimum of 1-year experience in administrative, clinical, and/or didactic activities
- possess appropriate credentials that allow for clinical practice in South Carolina
- possess strong organizational skills and interpersonal communication skills

Specific Duties

- Teaches didactic courses
- Participates on University, College, and/or Division committees
- Collaborates in curriculum development
- Advises doctoral students

Clinical Coordinators

Job Description

- The Clinical Coordinator is responsible for the clinical development of the SRNA while the SRNA is at the clinical site. The Coordinator reports to the Assistant Program Administrator of the AFN Program.

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing;
- be a graduate of an accredited program of nurse anesthesia;
- hold a Master's degree, or request a waiver at the discretion of the Program Administrator;
- possess appropriate credentials that allow for clinical practice in the state where the clinical site is located;
- be a full-time employee within the clinical site with a minimum of 3 – 5 years' experience as a nurse anesthetist;
- demonstrate knowledge of principles and theory of anesthesia equipment, techniques, procedures;
- demonstrate professional development by maintaining professional recertification
- participate in the administration of anesthesia.

Specific Duties

- Orientation of the student to the clinical anesthesia area.
- Coordination of clinical assignments and evaluation of students
- Promotes clinical development of the SRNA through assignment of cases with increasing complexity and autonomy.
- Monitoring of the variety/quality of the clinical experience
- Acting as a liaison between students and clinical staff
- Functioning as a resource person and a positive role model for the students
- Providing timely and unbiased feedback to the students regarding strengths and weaknesses
- Completes a summative evaluation at the completion of the SRNA rotation.
- Communicates any student issues with AFN Program Administration in a timely manner
- Serves as a member of the Clinical Advisory Committee.

Clinical Instructors

Job Description

- Clinical instructors work with and supervise students in the operating room offering them increasing amounts of autonomy. The clinical instructors may be asked to serve on specific committees.

Qualifications

The qualified person must:

- be a graduate of an accredited school of nursing;
- be a graduate of an accredited program of nurse anesthesia; be a full-time, or a part-time employee of any group with a clinical affiliation agreement with the Medical University of South Carolina
- possess appropriate credentials that allow for clinical practice in the state where the clinical site is located
- demonstrate knowledge of principles and theory of anesthesia equipment, techniques, and procedures;
- maintain recertification through the Council on Recertification;
- participate in the administration of anesthesia.

Specific Duties

- Supervise students in the clinical area.
- Counsels students as to strengths and weaknesses at the conclusion of the daily clinical time.
- Reviews and critiques students on their anesthetic care plans.
- Serve as a professional role model.
- Evaluates student on a case or daily basis.

Student Class President

Each class will select a student representative to the Faculty and the Program.

Specific Duties

- Performs such duties as chair class meetings, act as liaison between students and the program director, and serves on appropriate program committees
- Presents major student complaints, makes suggestions, keeps students informed as to the results of meetings, and participates in the on-going evaluation of the program.
- Serves as the liaison between the program and other CHP student representatives, attends CHP student leadership meetings to communicate and collaborate with students from the other programs within the College.
- Leads fundraising and mentoring efforts as determined by the student body
- Submits class accomplishments for College Newsletter

Section Five

Standing and ad hoc Committees

Standing Committees

In addition to the University and College committees, the AFN program has 7 standing committees: Admissions, Progressions, Clinical Advisory, Program Advisory, Research, Curriculum, and Alumni Relations. Ad hoc committees may be formed at the discretion of the Program Administrator who will be directly responsible for the formation of the committee, the selection of the chair, and developing the purpose of the ad hoc committee.

Admissions

Chair: Admissions Director

Membership:

- Admissions Director
- Program Administrator
- Assistant Program Administrator
- Student Representative: 2nd Year
- AFN faculty, as applicable

Duties:

- Review all candidate applications and select qualified applicants for interviewing
- Evaluate the application process and required materials
- Interview and select students for admissions into the program
- Serve as liaison between the AFN program and the Office of Enrollment Management.
- Review application process/prerequisites/requirements
- Attend all in-person interviews

Alumni Relations

Chair: determined by the members of the committee

Membership:

- AFN Alumni
- AFN Alumni/Public Member
- Student: 1st Year
- Student 2nd Year
- Student 3rd Year
- Ex officio: Program Administrator

Duties:

- Establish a plan to develop stronger relations with alumni of the AFN program
- Coordinate efforts to arrange a gathering of alumni at conferences, as applicable
- Works closely with the College of Health Professions Development Office

Clinical Advisory

Chair: Assistant Program Director/Clinical Director

Membership

- Assistant Program Administrator/Clinical Director
- Clinical Coordinator from each site

- Ex officio: Program Administrator
- Student consultant: 3rd year class president

Duties:

- Meet yearly, and as necessary
- Review all policies and procedures guiding student's clinical experience
- Serve as advisors to the AFN program on all matters clinically related

Curriculum

Chair: Program Administrator

Membership:

- Program Administrator
- Assistant Program Administrator
- AFN Faculty members
- Research and Education Informationist
- Ad hoc member: Student Services Coordinator
- Public Member
- Student: 1st Year
- Student: 2nd Year

Duties:

- Ensure that the AFN curriculum meets the Standards and Policies of Council on Accreditation of Nurse Anesthesia Programs
- Ensure the quality of the curriculum by:
 - Including new concepts and technology as educational changes occur
 - Incorporating feedback from students and other stakeholders into the curriculum
 - Reviewing national benchmarks, e.g. National Certification Exam (NCE) and the Self-Evaluation Exam (SEE)
- Suggest changes to improve performance indicators

Progressions

Chair: Program Administrator

Membership:

- Program Administrator
- Assistant Program Administrator
- AFN Faculty
- Ad hoc non-AFN faculty member as requested

Duties

- Review progress of all students in the clinical and didactic area and make decisions regarding the progression, non-progression, graduation, or dismissal from the nurse anesthesia program
- Review and make recommendations on all cases referred from the Program Director or Clinical Director with regard to repeated violations in either the didactic or clinical area
- Counsel students on what needs to be done to correct deficiencies in the didactic, clinical, and/or professional arena.

Program Advisory

Chair: determined by the AFN Program Faculty

Membership: Appointed by the AFN Faculty and may include representatives from the following

constituencies:

- Clinical CRNAs
- Clinical Coordinators
- Student Representative
- Other Stakeholders, as appropriate
- Ex officio: program faculty

Duties:

- Meet biannually
- Advise the program on all areas of interest, to include curriculum, communication, clinical community engagement, etc.
- Discuss areas for programmatic improvement and opportunities
- Other duties as determined by the Committee

Research

Chair: Assistant Program Administrator

Membership:

- All program faculty
- Non-AFN research faculty
- DNAP adjunct faculty

Duties:

- Discuss possible areas of research opportunities including collaboration with other healthcare professionals
- Provide feedback to faculty on the progress of student research projects

Section Six **Admissions and Curriculum**

Admissions Requirements: DNAP-PB

Prospective applicants are required to complete the University application on the AFN website. Applicants are required to obtain prerequisite coursework, have a registered nurse license, and submit a resume, references, and essay. Applicants are required to submit official transcripts from each post-secondary school attended, and all materials must be received by the application deadline. In addition to the application itself, the applicant must complete supplemental materials specific to the program. Following submission of application paperwork, the AFN Admissions Committee reviews completed applications and selects the most qualified applicants for a face-to-face interview. No student is admitted without a face-to-face interview.

Invited interviewees will be notified by email. The email will contain: directions for scheduling the date/time of interview, a request for a photo to be brought to the interview, and Program contact information for questions. The members of the Admissions Committee conduct the interviews. The interviewees are ranked according to competitiveness of the application, ability to answer clinical questions, and overall impression during the interview. The rankings are an average that includes the input from all committee members.

Following the interview, the applicants selected for admission will be notified by email and postal mail. The acceptance letters will include information on how to move forward with the admissions process. An alternate list will be compiled with the next most qualified applicants. Alternates are not guaranteed admission the following year but if they request it, feedback will be given on how to improve for the next application cycle. The alternate list will be drawn from until the class is full.

Information on admissions may be found on the AFN website:

<https://education.musc.edu/admissions/ready-to-apply/apply-now/doctor-nurse-anesthesia-postb>

Program Plan of Study: DNAP-PB

The AFN Program Plan of Study meets or exceeds all of the requirements of the Council on Accreditation of Nurse Anesthesia Programs (COA). The COA updates and revises the requirements for curricular content. The required coursework and hours are found in the Standards for Accreditation of Nurse Anesthesia Programs-Practice Doctorate, rev. October 2018.

<https://www.coacna.org/accreditation/Documents/Standards%20for%20Accreditation%20of%20Nurse%20Anesthesia%20Programs%20-%20Practice%20Doctorate,%20rev%20Oct%202018.pdf>

The AFN curriculum is continuously evaluated, and changes are made based on student and faculty evaluations and on the changes in requirements developed by the COA.

Information on the DNAP Curriculum and Course Descriptions may be found using the following links:

<https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/health-professions/doctor-nurse-anesthesia-postb/curriculum>

<https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/health-professions/course-descriptions>

Admissions Requirements DNAP-Post-Master's (DNAP-PM)

In addition to the application itself, the applicant must complete supplemental materials specific to the program. The Anesthesia for Nurses Admissions Committee reviews all applicant files for merit. Personal interviews are required for acceptance and will be scheduled after applications are reviewed. When determining which applicants to interview and then to accept to the program, the committee will focus on academic achievement, professional experience, recommendations, and the quality of the essays. Acceptance may be considered with prerequisite courses or a master's degree completion pending at the time of interview with the requirement that prerequisites and a master's degree be completed by the time of enrollment in the DNAP program. Applicants are required to submit official transcripts from each post-secondary school attended, and all materials must be received by the application deadline.

Information on admissions may be found on the AFN website:

<https://education.musc.edu/admissions/ready-to-apply/apply-now/doctor-nurse-anesthesia-postm>

Program Plan of Study: DNAP-PM

The AFN Program Plan of Study meets or exceeds all of the requirements of the Council on Accreditation of Nurse Anesthesia Programs (COA). The COA updates and revises the requirements for curricular content. The required coursework and hours are found in the Standards for Accreditation of Nurse Anesthesia Programs-Practice Doctorate, rev. October 2018.

<https://www.coacna.org/accreditation/Pages/Accreditation-Policies-Procedures-and-Standards.aspx>

The AFN curriculum is continuously evaluated and changes are made based on student and faculty evaluations and on the changes in requirements developed by the COA.

Information on the DNAP Curriculum and Course Descriptions may be found using the following links:

<https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/health-professions/doctor-nurse-anesthesia-postm/curriculum>

<https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/health-professions/course-descriptions>

Section Seven **Evaluation Plan**

General Evaluation Procedures

Students will be afforded the opportunity to discuss any evaluation with the instructor who completed it, as well as the Clinical Coordinators and Program Administrators.

In addition, all person-to-person contact (e-mail, phone calls, personal conversations) concerning student performance will be documented and may be included in the evaluation process.

Evaluation of the Program Outcomes

Didactic Faculty

- Students will evaluate the didactic faculty at the completion of each course.
- The University provides this tool for evaluation.
- Students will be allowed to evaluate guest faculty as the discretion of the course director

Exit Survey and Interview

- The College of Health Professions distributes an exit survey to each class prior to graduation.
- Representatives from the Office of the Dean meet with the class and conduct an interview immediately prior to graduation.
- The AFN faculty does not attend this interview to allow for open discourse on the strengths and weaknesses of the program and the faculty.
- After graduation, the results of the survey and the interview are shared with the Program Administrator who then discusses the results with the program faculty
- Plans for improvement are developed based on the outcomes of these evaluations

Alumni

- Alumni will evaluate the program 1-year post-graduation via an anonymous electronic survey. This survey mirrors the exit interview survey to evaluate for changes in perception of the program following entry to clinical practice. In addition, the DNAP survey will request information on the graduates' engagement in leadership, process improvement, advocacy, etc.

New Graduate Employers

- An electronic survey will be sent out to new graduate employers a year after graduation. The survey will request information on the graduate's ability to perform in the clinical area.

Mid-Program Evaluation

- At the program midpoint, an electronic anonymous survey is sent to the students. The survey targets both didactic and clinical areas of strengths and areas for improvement
- The results of the evaluation are shared with the students in a timely fashion and discussed in an open forum.
- The AFN faculty review the results of the survey and the student open forum and then changes are made as necessary.
- The majority of the questions on the Mid-Program evaluation are the same as the ones on the exit survey which allows faculty to evaluate for improvements.

Clinical Performance Evaluation

Daily Clinical Evaluation (Formative)

- Students will be supervised and evaluated daily while in the clinical area by either a CRNA or an

anesthesiologist.

- The instructor will evaluate the student at the conclusion of the clinical day and highlight both the student's strength and weaknesses.
- It is the responsibility of the student to obtain the evaluation.
- The evaluation is administered electronically and stored within the software programs database.
- The Assistant Program Administrator reviews the evaluations on a regular basis, releases the evaluation to the student, and follows up with the student and the clinical site coordinator with any issues, e.g. lack of professionalism and unsatisfactory performance.
- Detailed clinical performance is evaluated daily on a Likert scale and on a nominal scale evaluating overall achievement.

Student Rotation Evaluation (Summative)

- The student will be evaluated at the end of each clinical rotation by the Clinical Coordinator
- The evaluation is administered electronically and stored within the software programs database
- The evaluation will include an assessment of both clinical skills and didactic knowledge.

Student Self-Evaluation

- During the clinical portion of the program, the student will conduct a self-evaluation on a semi-annual basis.
- The self-evaluation will address the student's goals, achievements, and areas of improvement.
- This evaluation will be reviewed by the Assistant Program Administrator and discussed with the student.

Evaluation of the Clinical Site

Clinical Instructors

- Students will evaluate clinical instructors using the electronic database system.
- The faculty supports the concept that in order to improve clinical teaching and clinical site experiences, the evaluations may be shared with the clinical instructors. The purpose of sharing the student perception of the clinical experience is to commend excellent instructors and to provide other instructors with constructive criticism.
- All evaluations are anonymous and will be compiled into one report for the clinical site and for the clinical instructors. If evaluations are shared, any comments that may identify a student will be removed. All evaluation compilations will not be shared until the entire class has graduated from the program.

Clinical Site

- Students will evaluate each clinical site that they rotated to prior to graduation using the electronic database system.
- All evaluations will be anonymous to preserve the privacy of the student
- Clinical site evaluations will be maintained by the program
- Any consistent or egregious concerns with the evaluations will be addressed with the clinical coordinator. The Assistant Program Administrator will facilitate this discussion and assist the site with an improvement plan.

All clinical evaluations may be found online: <https://www.medatrax.com/Default.aspx>

Evaluation of Distance Education Courses

- Distance education courses will be evaluated using the same tools as traditional campus-based courses, i.e. the E*Value survey system.
- If evaluation is below average for courses in the College of Health Professions, the Program Administrator will meet with the course instructor to resolve problems.
- Course grades will be monitored at the conclusion of each test to ensure students are retaining the information. The distance course exam grades will be reviewed for consistency with residential exam grades.

Section 8: **Clinical Information**

Clinical Experience

- After appropriate instruction, students will be given the opportunity to administer all types of general anesthesia and perform an assortment of invasive monitoring techniques, in a variety of clinical settings.
- In addition, students will be required to administer and monitor a variety of regional anesthetics.
- Students are required to administer a minimum number of anesthetics as determined by the program and a variety of techniques to graduate. Incoming students will be informed of the necessary minimums upon entering the program.
- Students will rotate through a variety of clinical sites in the southeast United States.
- Detailed descriptions of the clinical sites can be found in the AFN Clinical Handbook.
- Students will complete an average of 36-40 hours per week of clinical time. Clinical time may include attendance in clinical, simulation lab mentorship, clinical presentation, and/or other clinical activities at the approval of the Program Administration.

Clinical Handbook

- The clinical handbook will be reviewed yearly to reflect changes in clinical coordinators and updates to specific clinical site policies. The clinical handbook will be provided to the student prior to entering the clinical phase of the program and will be posted on Moodle.

Pre-Anesthetic Visits

- The student will follow the clinical site guideline for pre-anesthetic visits
- Students are able to write preoperative anesthesia orders based on the policy and procedures of the clinical site.

Post-Anesthetic Visits

- Students will make efforts to review the clinical course of patients they have anesthetized. All inpatients must receive a post-operative follow up visit from the student. Outpatients should be evaluated whenever possible in the recovery room prior to discharge
- Students will document post-operative evaluations according to clinical site policy

Radiation Badges

- The Program provides radiation badges for the purpose of detecting excessive radiation exposure over time. These badges are assigned to each student MUSC Radiation Safety Department and are available in the Assistant Program Administrators office. All students are required to wear radiation safety badges anytime that radiation emitting equipment is being used.
- It is the student's responsibility to obtain and return all badges to the Program. There is record of badges issued and returned. Badges must be returned per the Radiation Safety Department policy and the date will be posted on the Google calendar. If the student fails to return the badge on time, the student will be responsible for paying a penalty (\$55) for late returns. A check payable to "MUSC AFN Program" must be remitted to the Program Administrator.

Medatrx Case Tracking

Medatrx is the Internet based case tracking system. It can be accessed either on a computer, a tablet, or on a smart phone. It is imperative that data is entered correctly. The Assistant Program Director will be monitoring the clinical case numbers frequently. Final program transcripts are printed from the data entered into this system. The AFN program covers the cost of Medatrx. Failure to maintain accurate records will result in the student being placed on probation. If the problem is not rectified, the student

may be dismissed.

Student Dress

- On the MUSC Campus, students are expected to dress in a manner that meets the accepted standards of professional workers in the field of health care. Students should conform to the policy of the clinical site regarding operative dress. Each student is required to have a long, white lab coat to wear over his/her scrub clothing when leaving the operating room area. However, no scrub clothing is to be worn outside the hospital even if covered unless mandated by clinical responsibilities at remote anesthetizing locations. If operative dedicated shoes are not utilized, then disposable shoe covers must be worn at all times in the operating room and should not be worn outside the hospital or even in other areas of the hospital. Protective eyewear must be worn anytime a student is administering an anesthetic.
- According to clinical site guidelines, OR personnel, employees or students, shall refrain from wearing jewelry while in the clinical environment. Earrings are limited to no more than two (in each ear) small, non-dangling, post/stud type earrings worn in the earlobes only. Any other type or site is not acceptable and if not removed could be met with dismissal from the clinical setting.
- All students are expected to be in a proper state of hygiene for the clinical area. Hair is maintained to acceptable levels. Facial hair is expected to be groomed and contained within a mask while in the operating room.

Personal Conduct during clinical

- While on rotation at various hospitals, each student is considered a member of the Anesthesia Professional Staff and is subject to the regulations of hours of attendance, conduct and personal neatness applicable to that staff.
- Each student is subject to the rules and regulations of the affiliating hospitals and their anesthesia departments.

Clinical Records

- The AFN Division utilizes a computer-based system for the formation and delivery of clinical evaluations a clinical case tracking.
- These records are maintained by the contract company according to their policies, but not less than three years.

Transportation

- Transportation to and from the clinical facilities or University is to be provided by the student at his/her expense.

General Clinical Guidelines

- Any unusual clinical occurrence **must** be reported to the assistant program administrator within 24 hours.
- Attendance in the clinical phase is mandatory. Reporting of unplanned and scheduled absence is noted in the Administrative Manual Section three. The student is expected to follow each clinical site's policy for how to report an unexplained absence.
- The student is also responsible for maintaining accurate Clinical Case Records as determined by the Program.
- If a clinical instructor feels that a student is not prepared for the day's assignment, he/she may either ask the student to observe for the day or may dismiss the student from the clinical area. If a student is cited for failure to prepare, the student should immediately contact the Assistant Program Administrator. If the student is dismissed from clinical, the commensurate time will be removed from the student's leave bank.

Failure/Dismissal from a clinical site

- A student with one "unsatisfactory" overall clinical daily evaluation rating or two "marginal" overall clinical daily evaluation ratings will receive an Advising Notice of Concern (Appendix B) and be placed on probation.
- Individual case plans that have been scored "unsatisfactory" may warrant an Advising Notice of Concern if the failure involves a critical element of patient safety.
- If a student fails to submit a case plan that correlates with an "unsatisfactory" daily evaluation and the occurrence is otherwise reported to the AFN faculty, he/she will automatically receive an Advising Notice of Concern. A subsequent, similar occurrence will warrant Clinical Probation.
- During the clinical phase, a student receiving two Summative Clinical Evaluations with overall clinical competency ratings of "marginal" and/or one "unsatisfactory" will be placed on Probation.
- If a student is dismissed from any clinical rotation early (before scheduled completion of a rotation) for lack of preparation, clinical performance problems, violation of safe patient practices or professional misconduct (including negative interpersonal interactions) they will automatically receive an unsatisfactory evaluation for that clinical rotation.
- If necessary, the student's clinical performance may be reviewed by an Anesthesia for Nurses ad Hoc Committee plus a faculty advocate of the student's choice. This review will be used to confirm the appropriateness of probation or further action.
- If the student is able to perform at a satisfactory level for the remainder of the practicum, no further action will be taken. If the student fails to perform at a satisfactory level and receives another "unsatisfactory" Summative Clinical Evaluation, the student will be dismissed from the Program.

Section 9

Graduation Requirements

Graduation Requirements: DNAP – PB

In addition to the graduation requirements of the College of Health Professions <https://chp.musc.edu/current-students/college-and-program-handbooks> in order to be eligible for graduation from the Anesthesia for Nurses Program, the student must have accomplished the following requirements:

1. Demonstration of understanding and involvement in process and quality improvement. Each student will be assigned a faculty advisor for the scholarly project. During the admission process and the initial DNAP Seminar course, students will be introduced to the **Scholarly Project Overview**. During the final semester, students are required to present their scholarly project to their peers, faculty, and invited guests. Details of the presentation requirements will be outlined in the syllabus of the DNAP final Seminar course.

Achievement of this requirement will be demonstrated by:

- A. Preparation and submission of a final manuscript that includes content outlined by the Scholarly Project Overview. The manuscript will be evaluated using the written work rubric.
- B. Dissemination of Scholarly Project through journal submission; poster submission; and/or an invited oral presentation.
2. Demonstration of academic achievement.
 - A. Students must be in good academic standing as required by the program
 - B. Students must have maintained current certification in Basic and Advanced Cardiac Life Support and Pediatric Life Support.
 - C. Students must have taken and passed the Self-Evaluation Exam (SEE) as administered by the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA)
 - i. Students will be required to take the SEE in the final semester of the program. The exact dates will be determined yearly and provided to the student by November of their final year.
 - ii. Students will be required to achieve a score of 420 on the exam. If the student does not pass the first time, they will be required to take the SEE until they achieve a passing score.
 - iii. The AFN program will cover the fee for the first exam; the student will be required to pay the SEE fee for any additional exams.
 - iv. **If the student does not achieve a passing score prior to graduation, the student will not have met the academic requirements for graduation and, thus, will not graduate.** The student will be offered the opportunity for remediation as determined by the program. The remediation MAY include a prescribed study plan; additional clinical time; demonstration of understanding through teaching and /or presentations. The student will be required to register for one additional semester of coursework in order to achieve a passing score on the SEE as well as complete additional anesthesia content.
3. Demonstration of clinical achievement.

- A. Students must have obtained all the clinical case numbers required to be eligible to take the National Certification Exam.
4. Achievement of the AFN terminal objectives by the conclusion of the program.
- A. At the conclusion of the program, the graduate will be able to:
 - i. demonstrate vigilance in the delivery patient care.
 - 1. refrain from engaging in extraneous activities that abandon or minimize vigilance while providing patient care.
 - ii. conduct a comprehensive equipment check.
 - 1. appropriately identify and take action when confronted with anesthesia equipment malfunctions
 - iii. protect patients from iatrogenic complications.
 - iv. provide individualized, culturally competent, evidence-based care throughout the perianesthetic continuum.
 - 1. use a variety of anesthetic agents and adjunctive medications.
 - 2. calculate, initiate, and manage fluid and blood component therapy.
 - 3. interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
 - v. provide anesthesia care to patients of all ages and comorbid conditions for a variety of surgical and medically related procedures.
 - vi. perform an evidence-based, patient focused history and physical assessment and formulate an anesthesia plan of care.
 - vii. administer general anesthesia to patients with a variety of physical conditions
 - viii. administer and manage a variety of regional anesthetic techniques, to include neuraxial and peripheral nerve blocks.
 - ix. apply didactic knowledge to practice in decision making and problem solving.
 - 1. recognize, evaluate, and manage physiologic responses that occur during the provision of anesthesia care.
 - 2. recognize and appropriately response to complications that may occur during the perianesthetic period.
 - x. assume responsibility and accountability for diagnosis and clinical decision-making
 - xi. effectively communicate and collaborate with healthcare providers who are influencing patient care
 - xii. effectively communicate with patients and families to ensure transfer of information using verbal, nonverbal, and written communication.
 - xiii. respect the dignity and maintain patient confidentiality in all methods of communication.
 - xiv. teach others.
 - xv. maintain patient records based on sound legal and professional principles and guidelines.
 - xvi. ensure transfer of patient care only to providers who are qualified to assume that care.
 - xvii. provide leadership that encourages interprofessional and intraprofessional collaboration and participating in activities that improve patient care.
 - 1. Integrate critical thinking into the leadership role
 - xviii. demonstrate professionalism and engagement in the clinical, legislative, and

regulatory arenas.

1. adhere to the American Association of Nurse Anesthetists Practice Standards and Code of Ethics.
 2. act with integrity and provide ethical clinical and professional practice
 3. accept responsibility for clinical practice
 4. advocate for health policy changes
- xix. understand the role that CRNAs play in the financial marketplace by providing cost effective anesthesia care.
1. Analyze nurse anesthesia business practices
- xx. demonstrate an understanding of wellness and substance abuse disorders
- xxi. analyze strategies that can be used to improve patient care and health outcomes.
- xxii. use information systems to support and improve patient care and healthcare systems

AFN graduate standards based on the COA Standards for Doctoral Education.

<https://www.coacrna.org/accreditation/Pages/Accreditation-Policies-Procedures-and-Standards.aspx>

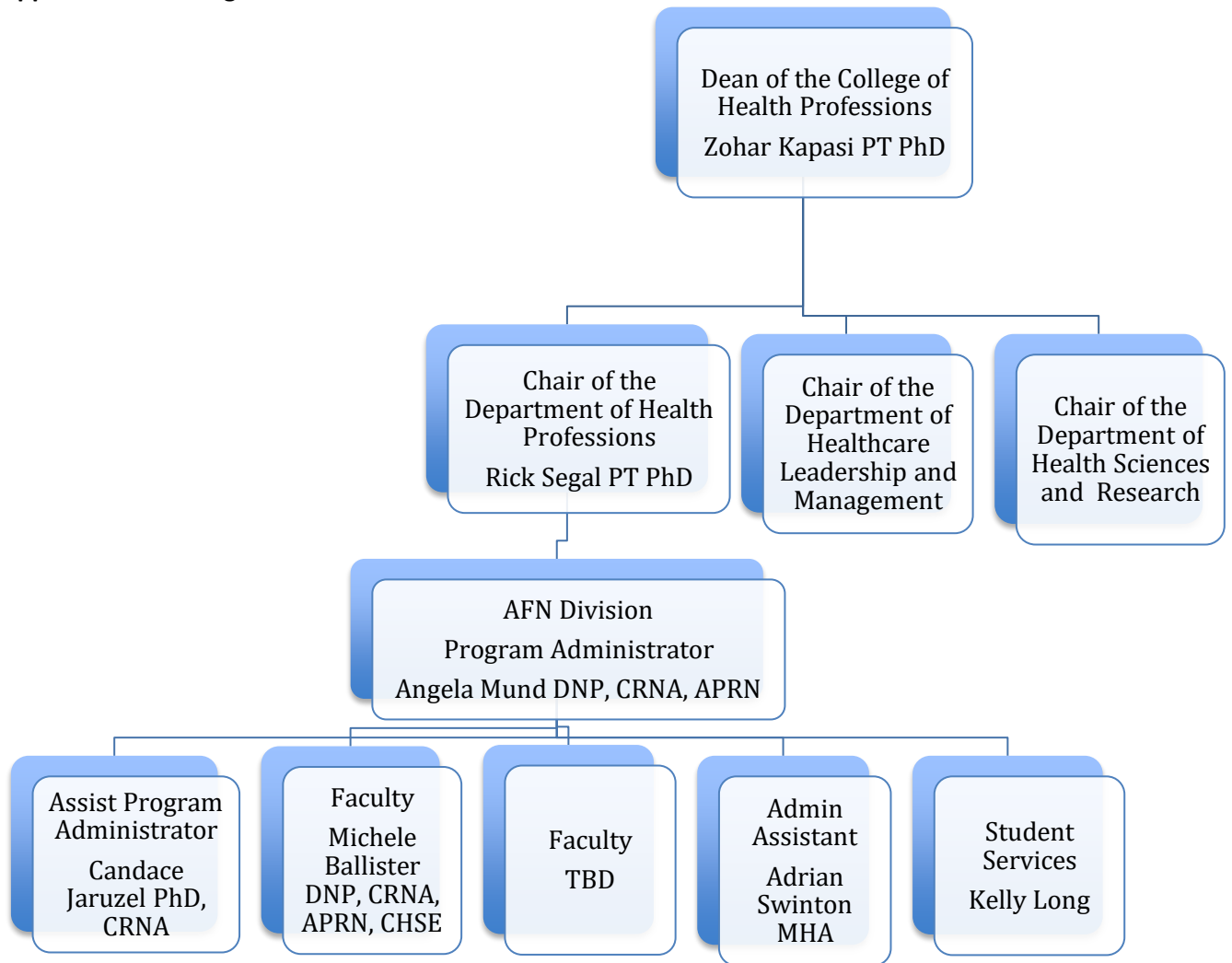
Graduation Requirements: DNAP – Post Masters

In addition to the graduation requirements of the College of Health Professions (CHP Student Policies and Procedures Manual <https://chp.musc.edu/current-students/college-and-program-handbooks>), in order to be eligible for graduation from the Anesthesia for Nurses Program, the student must have accomplished the following requirements.

1. Demonstration of understanding and involvement in process and quality improvement. Each student will be assigned a faculty advisor for the scholarly project. During the admission process and the initial DNAP Seminar course, students will be introduced to the Scholarly Project Overview. During the final semester, students are required to present their scholarly project to their peers, faculty, and invited guests. Details of the presentation requirements will be outline in the syllabus of the DNAP final Seminar course
 - a. Achievement of this requirement will be demonstrated by:
 - b. Preparation and submission of a final manuscript that includes content outlined by the Scholarly Project Overview. The manuscript will be evaluated using the written work rubric.
 - c. Dissemination of Scholarly Project through journal submission; poster submission; and/or an invited oral presentation.
2. Demonstration of academic achievement.
 - a. Students must be in good academic standing as required by the program.

APPENDICES

Appendix A: CHP Organizational Chart



Appendix B: Anticipated Costs of the Program

Tuition and fees: see the current university schedule.

Additional out of pocket expenses:

Jackets (special order)	\$ 95
ACLS/PALS/BLS	\$150
Drug Tests	\$150
Malpractice Insurance (275/year with rebate)	\$550
Anatomy Lab Kits	\$10
AANA Membership Dues	\$200
Multistate/Compact RN License	\$140
Parking (approx. \$90/semester x7)	\$600*
Required Textbooks	\$500 **
Research Statistician	<u>\$25</u>

*students may park in the Hagood Lot for free and take a bus to the College

** Required Textbooks \$1500 cost if purchased. Most of the textbooks can be accessed electronically via the MUSC Library at no cost

Additional Meeting and Review Course Estimated Expenses

AANA Mid-Year Assembly	\$900-1200 (depends on cost sharing)
SCANA State Meetings	\$300 (depends on location)
Valley Anesthesia Review Course	<u>\$775 +lodging and travel</u>
	\$2275

**** Cost of the National Certification Exam: \$1000**

**** Additional out of pocket expenses are approved by the senior class president.**

*****These are all approximate costs as of 4/2019 and may change without warning.**

Appendix C: Advising Notice of Concern

**Advising Notice of Concern Documentation
Medical University of South Carolina
Division of Anesthesia for Nurses**

Student Name:

Date:

AFN Class:

Advisor Name:

Purpose:

Summary of Session:

Action Plan:

Student Comments:

Student Signature: _____ Date:

Advisor Signature: _____ Date:

Appendix D: Transfer Courses

Prior to the start of the Doctoral program, you may register for any of the courses below on the following conditions:

- The Division Director of the Anesthesia for Nurses must provide the first approval
- The course director has provided prior approval
- The course has available space
- Prerequisites are completed, if necessary

AFN 820: Information Systems in Healthcare Delivery

AFN 825: Advanced Physiology and Pathophysiology

AFN 631: Introduction to Clinical Pharmacology

AFN 805: Scholarly Teaching and Learning

AFN 813: Clinical Simulation for Crisis Management

****Non-degree students may not register for clinical courses****

****The ability to take coursework prior to matriculation to the nurse anesthesia program in no way implies acceptance to either program***