



UNION
UNIVERSITY

Nurse Anesthesia Track

Student Handbook
2008

Welcome to Union University's Nurse Anesthesia Program. Your decision to pursue your graduate studies in this area of advanced nursing practice will begin a new era in your professional, personal, and spiritual life. Unique to the educational process at Union University is the commitment by faculty to provide the students with an academic environment where there is an emphasis in providing Christ-centered education through a people-focused, excellence-driven process. This will include assisting students to obtain a deeper understanding of God's humanity and sovereignty through the critique of appropriate research and ethical decision making that will promote His kingdom.

Currently, Union University's Nurse Anesthesia Program is comprised of four full-time nurse anesthesia educators. Dr. Tim Smith is Dean and Professor of Nursing and serves as Program Director of the Nurse Anesthesia track. Dr. Mark A. Kossick is Professor and Senior Fellow of Nursing, Ms. Pamela Binns-Turner, Assistant Professor, serves as the Assistant Program Director, and Ms. Molly Wright serves as faculty. As your anesthesia faculty, it is our goal to set academic standards that will permit you to serve as a resource person on a national level for 1) your SRNA peers during your graduate studies and 2) for your CRNA colleagues after you have completed your national certification exam. With God's grace and wisdom, as well as the support of faculty on campus and clinical educators, it is believed that Union's nurse anesthesia students will graduate with the Christian worldview of desiring to be a servant that edifies others and Christ. We pray for your success as we begin this journey and hope that you develop important professional and personal friendships that are enjoyable for years to come.



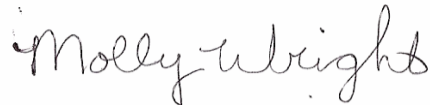
Tim Smith, PhD, CRNA, APN
Dean and Professor, School of Nursing
Program Director of Nurse Anesthesia
Director of Baptist Memorial Health Care
Center of Excellence in Health Care Practice
Union University School of Nursing



Pamela Binns-Turner, PhDc, CRNA, APN
Assistant Professor of Nursing
Assistant Program Director Nurse Anesthesia
Union University School of Nursing



Mark A. Kossick, DNSc, CRNA, APN
Professor and Senior Fellow of Nursing
Union University School of Nursing



Molly Wright, MS, CRNA, APN
Assistant Professor of Nursing
Union University School of Nursing

Union University

Union University is a private, four-year liberal arts university, founded in 1823, and affiliated with the Tennessee Baptist Convention. As an institution that is Baptist by tradition and evangelical by conviction, Union has a heritage of academic excellence and is well known for providing qualitatively distinctive Christian education. Union seeks to provide a grace filled community and a Christian context where undergraduate and graduate education can be offered. Recognized in the top tier of Southern liberal arts colleges by *U.S. News and World Report*, Union is also ranked as one of five highly selective private institutions by *Time Magazine* and *Princeton Review*.

Union University is located in historic Jackson, Tennessee, a city of about 55,000, located 80 miles east of Memphis and 120 miles west of Nashville. Union University has approximately 3,300 undergraduate and graduate students.

Nurse Anesthesia Program

After years of planning and a commitment to seek God's will by the administration of Union University, School of Nursing faculty, and members of the community of interest, the first nurse anesthesia class began its graduate studies on January 3, 2006. Union University School of Nursing (SON) Nurse Anesthesia Program is a "front-loaded" 73 semester hour full-time graduate track. Graduates receive a Master of Science in Nursing (M.S.N.) after successfully completing 31 months of didactic and clinical training. Currently the program has 13 clinical sites, which include rotations to hospitals located in various cities in Tennessee (Jackson, Memphis, Bartlett, Paris) and Kentucky (Paducah). Students will experience a multi-site educational approach for their clinical training.

During the first eight months of the program, the didactic foundation for anesthetic practice is established. The curriculum has been designed to meet practice requirements that are specific to nurse anesthetists, such as an applied human gross anatomy course that includes work with cadavers. This laboratory work will permit student registered nurse anesthetists (SRNAs) to receive curricular content that focuses on anatomy related to regional anesthesia and central line placement techniques. In addition, in December 2005 the SON purchased a Human Patient Simulator (HPS) manufactured by Medical Education Technologies, Inc. (METI). This \$250,000 simulator will provide students with state-of-the-art simulation training prior to and after the start of their clinical rotations. The HPS will permit SRNAs to experience advanced problem-based learning techniques and begin the process of acquiring clinical skills for acute infrequent catastrophic/emergency events. In the spring of 2007, the nurse anesthesia program was relocated on the Jackson campus to a new state-of-the-art three-story science building (White Hall). It is through the generosity of Jackson-Madison County General Hospital and Henry County Medical Center that the SON is able to have approximately 21,000 square feet dedicated in this new building for its students and faculty.

FACULTY AND STAFF

Dr. Tim Smith (2005) Dean and Professor, School of Nursing. Program Director of Nurse Anesthesia track. Director of Baptist Memorial Health Care Center of Excellence in Health Care Practice. PhD, University of Tennessee Health Science Centers; MSN, University of Tennessee Health Science Center; Nurse Anesthesia Diploma, University of Tennessee Graduate School of Medicine (Knoxville); BSN, University of Memphis; Nursing Diploma, Baptist Memorial Hospital School of Nursing.

Office: WH221 **Phone:** (731) 661-5029 **Email:** tsmith@uu.edu

Dr. Mark A. Kossick (2005) Program Director and Associate Professor. DNSc, University of Tennessee; MSN, University of Kansas; BSN, Edinboro University (CRNA); AD, Kent State University, Ashtabula Campus.

Office: WH 236 **Phone:** (731) 661-5124 **Email:** mkossick@uu.edu

Professor Pamela Binns-Turner (2005) Assistant Director and Assistant Professor. PhDc, University of Alabama at Birmingham; MNA, University of Alabama at Birmingham (CRNA); BSN, University of Alabama at Birmingham.

Office: Wh 237 **Phone:** (731) 661-5236 **Email:** pturner@uu.edu

Ms. Molly Wright (2006) MS, Middle Tennessee School of Anesthesia, BS, University of St. Francis, ASN, Union University.

Office: WH 234 **Phone:** (731) 661-5347 **Email:** mwright@uu.edu

Ms. Elsie Cressman (1998). Administrative Assistant Nurse Anesthesia

Office: WH 235 **Phone:** (731) 661-5124 **Email:** ecressma@uu.edu

Fax Number: (731) 661-5504

MSN NURSE ANESTHESIA TRACK

Year 1	Year 2																																
<p><u>Winter Semester</u> - (January)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 519 Professional Aspects of Nurse Anesthesia</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 521 Basic Principles of Anesthesia I</td> <td style="text-align: right;"><u>3</u></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">6</td> </tr> </table> <p><u>Spring Semester</u> – (February – May)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NUR 526 Advanced Theoretical and Ethical Concepts in Nursing</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 511 Nursing Informatics/Stats</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 531 Anesthesia Pharmacology I</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 522 Basic Principles of Anesthesia II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BIO 505 Applied Anatomy & Phy I (1st 8 Wks)</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BIO 507 Applied Anatomy & Phy II (2nd 8 Wks)</td> <td style="text-align: right;"><u>3</u></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">17</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 519 Professional Aspects of Nurse Anesthesia	3	NUR 521 Basic Principles of Anesthesia I	<u>3</u>	Semester Credits	6	NUR 526 Advanced Theoretical and Ethical Concepts in Nursing	2	NUR 511 Nursing Informatics/Stats	3	NUR 531 Anesthesia Pharmacology I	3	NUR 522 Basic Principles of Anesthesia II	3	BIO 505 Applied Anatomy & Phy I (1 st 8 Wks)	3	BIO 507 Applied Anatomy & Phy II (2 nd 8 Wks)	<u>3</u>	Semester Credits	17	<p><u>Spring Semester</u> – (January – May)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 613 Cardiovascular/Pulmonary Anesthesia: Pathophysiology & Perspectives of Anesthetic Care</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 614 Neurosurgical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 571 Master’s Clinical Practicum II</td> <td style="text-align: right;"><u>8</u></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">13</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 613 Cardiovascular/Pulmonary Anesthesia: Pathophysiology & Perspectives of Anesthetic Care	3	NUR 614 Neurosurgical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2	NUR 571 Master’s Clinical Practicum II	<u>8</u>	Semester Credits	13
	<u>Cr. Hr.</u>																																
NUR 519 Professional Aspects of Nurse Anesthesia	3																																
NUR 521 Basic Principles of Anesthesia I	<u>3</u>																																
Semester Credits	6																																
NUR 526 Advanced Theoretical and Ethical Concepts in Nursing	2																																
NUR 511 Nursing Informatics/Stats	3																																
NUR 531 Anesthesia Pharmacology I	3																																
NUR 522 Basic Principles of Anesthesia II	3																																
BIO 505 Applied Anatomy & Phy I (1 st 8 Wks)	3																																
BIO 507 Applied Anatomy & Phy II (2 nd 8 Wks)	<u>3</u>																																
Semester Credits	17																																
	<u>Cr. Hr.</u>																																
NUR 613 Cardiovascular/Pulmonary Anesthesia: Pathophysiology & Perspectives of Anesthetic Care	3																																
NUR 614 Neurosurgical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2																																
NUR 571 Master’s Clinical Practicum II	<u>8</u>																																
Semester Credits	13																																
<p><u>Summer Semester</u> – (June – August)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 542 Advanced Health Promotion and Intercultural Concepts</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 551 Chemical and Physical Principles of Anesthesia Practice</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 543 Advanced Anesthesia Pathophysiology</td> <td style="text-align: right;">3</td> </tr> <tr> <td>NUR 532 Anesthesia Pharmacology II</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BIO 509 Applied Human Gross Anatomy</td> <td style="text-align: right;"><u>4</u></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">15</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 542 Advanced Health Promotion and Intercultural Concepts	2	NUR 551 Chemical and Physical Principles of Anesthesia Practice	3	NUR 543 Advanced Anesthesia Pathophysiology	3	NUR 532 Anesthesia Pharmacology II	3	BIO 509 Applied Human Gross Anatomy	<u>4</u>	Semester Credits	15	<p><u>Summer Semester</u> – (June – August)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 691 Nurse Anesthesia Clinical Residency</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="text-align: right;">Semester Credit</td> <td style="text-align: right;">1 Cr Hr</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 691 Nurse Anesthesia Clinical Residency	1	Semester Credit	1 Cr Hr												
	<u>Cr. Hr.</u>																																
NUR 542 Advanced Health Promotion and Intercultural Concepts	2																																
NUR 551 Chemical and Physical Principles of Anesthesia Practice	3																																
NUR 543 Advanced Anesthesia Pathophysiology	3																																
NUR 532 Anesthesia Pharmacology II	3																																
BIO 509 Applied Human Gross Anatomy	<u>4</u>																																
Semester Credits	15																																
	<u>Cr. Hr.</u>																																
NUR 691 Nurse Anesthesia Clinical Residency	1																																
Semester Credit	1 Cr Hr																																
<p><u>Fall Semester</u> – (September – December)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 563 Master’s Clinical Practicum I (3 days/week)</td> <td style="text-align: right;">6</td> </tr> <tr> <td>NUR 641 Advanced Health Care Policy and Economic Concepts</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 611 Obstetrical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 612 Pediatric Anesthesia: Pathophysiology and Perspectives of Anesthetic Care</td> <td style="text-align: right;">2</td> </tr> <tr> <td>NUR 533 Advanced Nursing Research and Evidenced-Based Practice</td> <td style="text-align: right;"><u>3</u></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">15</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 563 Master’s Clinical Practicum I (3 days/week)	6	NUR 641 Advanced Health Care Policy and Economic Concepts	2	NUR 611 Obstetrical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2	NUR 612 Pediatric Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2	NUR 533 Advanced Nursing Research and Evidenced-Based Practice	<u>3</u>	Semester Credits	15	<p><u>Fall Semester</u> – (September – December)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hr.</u></td> </tr> <tr> <td>NUR 691 Nurse Anesthesia Clinical Residency</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="text-align: right;">Semester Credit</td> <td style="text-align: right;">1 Cr Hr</td> </tr> </table>		<u>Cr. Hr.</u>	NUR 691 Nurse Anesthesia Clinical Residency	1	Semester Credit	1 Cr Hr												
	<u>Cr. Hr.</u>																																
NUR 563 Master’s Clinical Practicum I (3 days/week)	6																																
NUR 641 Advanced Health Care Policy and Economic Concepts	2																																
NUR 611 Obstetrical Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2																																
NUR 612 Pediatric Anesthesia: Pathophysiology and Perspectives of Anesthetic Care	2																																
NUR 533 Advanced Nursing Research and Evidenced-Based Practice	<u>3</u>																																
Semester Credits	15																																
	<u>Cr. Hr.</u>																																
NUR 691 Nurse Anesthesia Clinical Residency	1																																
Semester Credit	1 Cr Hr																																
Year 3																																	
<p><u>Spring Semester</u> – (January – May)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hrs.</u></td> </tr> <tr> <td>NUR 691 Nurse Anesthesia Clinical Residency</td> <td style="text-align: right;">1</td> </tr> <tr> <td>* NUR 528 Nurse Administration and the Law</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="text-align: center;">OR</td> <td></td> </tr> <tr> <td>* NUR 517 Educational Strategies in Advanced Practice Nursing</td> <td style="text-align: right;">3</td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">1 or 4</td> </tr> </table>		<u>Cr. Hrs.</u>	NUR 691 Nurse Anesthesia Clinical Residency	1	* NUR 528 Nurse Administration and the Law	3	OR		* NUR 517 Educational Strategies in Advanced Practice Nursing	3	Semester Credits	1 or 4	<p><u>Summer Semester</u> – (June – August)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: right;"><u>Cr. Hrs.</u></td> </tr> <tr> <td>NUR 691 Nurse Anesthesia Clinical Residency</td> <td style="text-align: right;">1</td> </tr> <tr> <td>* NUR 696 Thesis (OR)</td> <td></td> </tr> <tr> <td>* NUR 697 Scholarly Project</td> <td style="text-align: right;"><u>3 (3-0)</u></td> </tr> <tr> <td>(course work begins spring YR 2- grade assigned summer semester YR 3)</td> <td></td> </tr> <tr> <td style="text-align: right;">Semester Credits</td> <td style="text-align: right;">1 or 4</td> </tr> </table>		<u>Cr. Hrs.</u>	NUR 691 Nurse Anesthesia Clinical Residency	1	* NUR 696 Thesis (OR)		* NUR 697 Scholarly Project	<u>3 (3-0)</u>	(course work begins spring YR 2- grade assigned summer semester YR 3)		Semester Credits	1 or 4								
	<u>Cr. Hrs.</u>																																
NUR 691 Nurse Anesthesia Clinical Residency	1																																
* NUR 528 Nurse Administration and the Law	3																																
OR																																	
* NUR 517 Educational Strategies in Advanced Practice Nursing	3																																
Semester Credits	1 or 4																																
	<u>Cr. Hrs.</u>																																
NUR 691 Nurse Anesthesia Clinical Residency	1																																
* NUR 696 Thesis (OR)																																	
* NUR 697 Scholarly Project	<u>3 (3-0)</u>																																
(course work begins spring YR 2- grade assigned summer semester YR 3)																																	
Semester Credits	1 or 4																																
TOTAL CURRICULUM HOURS																																	
73																																	

* Course options to fulfill MSN NAT degree include **one** of the following: NUR 528, NUR 517, NUR 696, or NUR 697. Graduate students will be required to take a total of 5 credit hours divided between the Spring YR 3 and Summer YR 3 semester. **If you hold a MSN degree, pending registrar’s approval you will receive credit for the nursing core courses.**

Rev. 12/07

Clinical Facilities

Union University's Nurse Anesthesia Track currently consists of thirteen clinical sites located in Tennessee and Kentucky, but the number of clinical sites may be increased or decreased at any time.

Student E-Mail

Union University Nurse Anesthesia Track provides an email account to support students in their graduate studies. Students are required to have an email address that ends with '@uu.edu'. All communication from the Nurse Anesthesia Track will be sent to the uu.edu address. Students are expected to check their e-mail on a daily basis for updated communications.

Academic Standards, Requirements for Progression, Probation, and Dismissal

After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses taken at Union University for graduate credit is below 3.0 will be placed on academic probation. A student placed on academic probation has one semester to increase their GPA to 3.0 or greater to be removed from a probationary status.

If the student fails to increase their GPA during one semester, the student will be dismissed from the Nurse Anesthesia Program. Students will also be dismissed if they:

- *Receive an "F" (i.e., any grade below a "C") in any course*
- *Receive an "F" in any Pass/Fail course (e.g., clinical)*

Students must maintain an overall B average and overall satisfactory performance (i.e., pass) in pass/fail courses, such as nurse anesthesia clinical practicum. The program faculty recognize that situations may arise which prevent students from successfully matriculating through the program. Students who are concerned about their academic standing should contact their advisor. If it appears the SRNA may not be able to achieve a minimum passing grade in a course they may be encouraged by the Program Director to withdraw from the program. This can potentially prevent the SRNA from acquiring an F on their Union University transcript if the dropped class occurs prior to the deadline listed on the academic calendar ("last day to drop a class"). All students who withdraw or who are academically dismissed from the program can reapply for admission. However, readmission is not guaranteed. In order to graduate with a M.S.N. students are required to have a minimum GPA of 3.0 for all courses taken for graduate credit at Union University. (See Union University graduate catalogue - Requirements for Grade Point Average and Grading System)

Grading

Course grades will be based on the total points accumulated from all exams relative to the maximum points attainable. Assignment of letter grades will be based on the following grading scale:

*Union University Nurse Anesthesia Track School of Nursing Grading Scale

90-100	A
80-89	B
70-79	C
≤ 69	F

* This grading scale differs from the standard grading scale of the SON

The **letter grade**, which appears on your transcripts, will be determined from the final course **percentage grade**. This percentage will be calculated out to the tenths; any score ≥ 0.5 will be rounded up to the next whole number and any score ≤ 0.4 will be rounded down to the next whole number (e.g., 70 accumulated course points \div 88 maximum points = 79.5% = 80% = B; 59 accumulated course points \div 85 maximum points = 69.4% = 69% = F).

Students must achieve a passing grade (P) as defined within each course syllabus for any course designated as pass/fail.

Testing

There may be interval examinations and/or a comprehensive final examination based upon syllabus specifications. The course grade will be based on the total points accumulated from all exams relative to the maximum points attainable. Student questions in regard to any test can be discussed with the instructor. Taping of previously reviewed or writing down recalled test questions are grounds for dismissal from the program.

Academic Integrity

Please see Union University Graduate Catalogue “Academic Integrity” page 8.

Academic misconduct is taken very seriously. It can be represented by such acts as:

- plagiarism
- to give or receive information during or after examinations
- to turn in assignments which are the result another’s work
- Acting in a disrespectful manner toward patients, visitors, or clinical faculty
- Falsifying clinical documents
- Duplicating and disbursing in any format copyrighted national certification exam questions

The last bulleted item can lead to program dismissal as well as action taken by the Council On Certification - including, but not limited to, revocation of national certification licensure (i.e., CRNA).

Union University “Our Statement of Faith”

See Campus Life Handbook for value statement definitions

The Judicial Process for Value Violations

See Campus Life Handbook

Academic Grievance Procedures

See Graduate Catalogue p.

Drug Free Environment

For those applicants accepted into the program, a background check and initial drug screen (at student's expense) will be required prior to January enrollment. In addition, unscheduled drug screening of students at the discretion of Union University and clinical sites can occur.

Mandatory Evaluation

Grades will be released in each course *after* completion of a course and faculty evaluation by the student. Anonymity will be assured through this process. Constructive criticism is welcomed and students are expected to complete evaluations professionally. Student evaluations will be used to continually assess and improve curriculum offerings.

Student Organizations

Professional Association – AANA

All graduate students in the Nurse Anesthesia Track must enroll as associate members in the American Association of Nurse Anesthetists (AANA). This membership will continue until the student has taken the National Certification Exam. Benefits of this membership include:

- subscription to AANA monthly publications – News Bulletin and the AANA Journal
- waived conference fee to AANA professional meetings as a non-voting participant
- opportunities to serve on committees at the national level
- ability to network with peers and future employers

Dues are \$100.00 for these privileges and are paid at the start of the program.

TASNA

The Tennessee Association of Student Nurse Anesthetists (TASNA) is a nonprofit association whose purpose is to promote student involvement in the state association, The Tennessee Association of Nurse Anesthetists (TANA) <http://www.tncrna.com>. Benefits of this membership include:

- Representation on the TANA Education Committee
- Participation in educational offerings (e.g., annual TANA meeting)
- Competitive scholarships as available
- Networking opportunities at anesthesia meetings

Membership dues are paid one time only for the duration of the program (\$100.00) and are paid at the start of the program.

Class Attendance

Attendance in all classes, labs, and clinical sites is expected. Students are required to call Ms. Elsie Cressman (731) 661.5124 for any absences (for both campus classes/labs and clinical assignments). During clinical training, the designated clinical site contact person (as determined by the respective clinical coordinator) must be notified as well. Students must also complete an ABSENCE FORM retrospectively for any illness. Students have 48 hours from the time of illness (return to class/clinical) to submit (original or fax [731.661.5504]) this form to Ms. Cressman.

Time Off

During the first 12 months, students will be given the following holidays off while enrolled in the program:

Good Friday (1)
Memorial Day (1)
4th of July (1)
Labor Day (1)
Fall Holiday (Thursday and Friday) (2)
Thanksgiving (1)
Christmas Day (1)
New Year's Day (1)

Students will be given additional time off during the first 12 months:

Spring Break (i.e. Monday – Friday) (5)
Break between Spring and Summer Terms (i.e., 2 days- exact days TBA) (2)
The other 8 days between Spring and Summer Terms will be used to begin the process of preparing SRNAs for their clinical education (e.g., clinical observation)
Day after Thanksgiving (1)
Week before Christmas (5)
Christmas week (12/25- 1/1) (5)
Annual Tennessee Association of Nurse Anesthetists (TANA) Fall Meeting

Please note the week between Summer and Fall semesters is **NOT** given as off time. This time will also be used to further prepare SRNAs for the start of their clinical rotations (e.g. ACLS, PALS, hospital orientations, and simulation).

For the remainder of the program (13th – 31st month), students will be given the following holidays off while enrolled in the program:

Good Friday (1)
Memorial Day (1)
4th of July (1)
Labor Day (1)
Annual Tennessee Association of Nurse Anesthetists (TANA) Fall Meeting
Thanksgiving (1)
Students will be given the day after Thanksgiving off (1)
Christmas Day (1)
Students will be given additional time off between 12/25-1/1 [Christmas week] (5)
New Year's Day (1)
Good Friday (1)
Memorial Day (1)
4th of July (1)

Throughout the program, a **maximum of 12 days** are available to be used as needed for illness, extended medical leave, interview for employment, or to attend a board review session. If these 12 “grace” days are exceeded during the 31 months of the program, graduation will be deferred from August to December. Students are not permitted to work extra days (e.g., designated holiday s) to “make-up” for any time that exceeds the maximum number of grace days (i.e., 10). An ABSENCE FORM must be completed and submitted to Ms. Elsie Cressman for any illnesses/scheduled absences/requests.

The total number of days off during the 31 months of the program equals 55.

Other Absence Requests

Attendance at Professional Meetings

Attendance at the Annual TANA Fall Meeting is expected at the expense of the student. Attendance at other professional anesthesia meetings is encouraged for students who are not having difficulty matriculating through the program (e.g., poor academic performance – on probation). Requests to attend any meeting should be made to Ms. Cressman and will be approved at the discretion of the Program Director. An ABSENCE FORM must be completed and submitted to Ms. Cressman for any request to attend a meeting. Meeting requests will not be approved if the scheduled event occurs during a student's specialty rotation (e.g., pediatrics).

Students who are authorized to attend a meeting, **MUST BE IN ATTENDANCE AT THE SCHEDULED MEETING TIMES**. As representatives of Union University's Nurse Anesthesia Track, students are expected to dress and act professionally.

Taping/Transcription

Taping (video/audio) of classroom lectures is usually permitted, however, it is at the discretion of the individual faculty/guest speaker. The student should obtain permission from the faculty/presenter at the beginning of the semester/presentation.

Copyright Violation

Any copied copyrighted materials(s) that are provided to or reproduced by the students should be credited to the original source. It is a violation of copyright law for the student to reproduce any copyrighted material for any use other than their personal study.

Military Service

Students will be allowed to fulfill military obligations during their tenure with the Nurse Anesthesia Program. Any such requests should be directed to the program director. Students absent from the nurse anesthesia program due to military service will still be under obligation to meet minimum educational requirements set forth by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs (e.g., minimum number of anesthetics). Military service can potentially result in a delay in graduation based upon concern by the program faculty regarding a student's academic and/or clinical performance. Decisions for deferral in graduation will be based upon such variables as clinical evaluations, examination scores, and existing grade point average. Military service does not preclude a student's need/requirement to meet minimum academic (didactic and clinical) standards for graduation.

Jury Duty

If summoned, students will be allowed an approved absence for serving on Jury Duty. The student should bring a copy of the judicial summons to serve, verifying the dates of service to Ms. Elsie Cressman. At the discretion of the Program Director, the student may be required to make up any lost academic or clinical time. Variables considered in making this decision are length of the jury duty service, and the SRNAs current clinical performance. Should students be absent during a routine scheduled class, they will be held responsible for the class material.

Employment

Due to intense course load, students are *discouraged* from working during their graduate studies, in particular during the first year. Working during the 31 months of graduate studies could result in failure to matriculate through the track.

Dress Code

Students are expected to dress neatly for the attendance of class.

Students are to dress appropriately at professional meetings/seminars as the student could be interacting with other anesthesia professionals as well as professionals from other disciplines.

Clinical Policies and Procedures

Clinical Courses/Daily and Summative Evaluation Forms:

Student Registered Nurse Anesthetist's (SRNA) clinical performance will be evaluated through the use of two clinical evaluation forms. The **Summative Evaluation** form will be completed as the SRNA finishes their training at each assigned clinical site. The time spent at each clinical site can vary from one to several months. The **Daily Clinical Evaluation** form will be completed on a regular basis (preferably daily). Daily clinical evaluations should be *presented by the SRNA to the clinical faculty at the conclusion of each day via PDA electronic transmission*. If this is not done (particularly if the performance is viewed as being "**Below expectation**"), the clinical faculty should notify the clinical site's clinical coordinator. The clinical coordinator in turn should contact the Union University Nurse Anesthesia Track Asst. Director regarding the SRNA's failure to follow procedures; at which time a conference will be scheduled between the SRNA and Asst. Director to discuss noncompliance issues. Ultimately this can lead to a revocation of clinical privileges (e.g. clinical suspension, deferral in graduation, program dismissal). Daily clinical evaluations are to be completed by the clinical faculty via PDA prior to the SRNA leaving at **4:00 pm** on the day evaluated. The daily evaluations are used by the clinical coordinator to complete the *Summative Evaluation for the SRNA*. Unless otherwise specified, SRNAs must accomplish a minimum of 15 daily clinical evaluations from which the summative evaluations is derived. Consequences for not having 15 daily evaluations at the end of the clinical rotation include: clinical suspension, a deferral in processing the summative evaluation and the use/loss of 10 absence days. At or near the conclusion of each clinical rotation, the clinical coordinator will review the daily evaluations and solicit additional input from the clinical faculty concerning the SRNA's clinical performance. Following this process, a summative evaluation form will be completed for each SRNA. The summative evaluation will then be completed and shared with the student for his/her review and electronic signature before leaving the clinical site. A SRNA's signature on this form does not indicate an agreement with its content, it only documents that it has been read. The student will be awarded a "P" grade for the semester if: (1) they acquire a "**Meets Expectations**" or "**Exceeds Expectations**" on the summative evaluation form at all assigned clinical sites for the semester and (2) when applicable they obtain a minimum score of 70% on the weekly exams.

However, if the *overall evaluation* of the summative evaluation form from any clinical affiliate is marked as "**Below Expectations**", it will be reviewed by the Director, Asst. Director, and faculty of the Nurse Anesthesia Track and the SRNA *may* be placed on clinical probation. Subsequently, the SRNA's clinical rotation the following semester will be at Jackson Madison County General Hospital for continued evaluation by the Union University Nurse Anesthesia Track faculty. At the completion of this probationary semester, the Nurse Anesthesia Director, Asst. Director, and faculty will review the summative clinical evaluation completed by the clinical coordinator. If the SRNA's performance "**Meets Expectations**" or "**Exceeds Expectations**", the SRNA will be removed from clinical probation. However, if the SRNA's performance is evaluated again as being "**Below Expectations**", they may be dismissed from the Nurse Anesthesia Track. A SRNA who has been placed on clinical probation may be at risk of having their graduation deferred one semester (e.g. December versus August) if deemed necessary by the Director, Asst. Director, and faculty to increase their clinical skill and knowledge level.

CLINICAL ATTENDANCE

Attendance records are kept on all students. If serious circumstances, such as illness, make absence from clinical practice unavoidable, the SRNA *must* notify Ms. Elsie Cressman by calling the Nurse Anesthesia office, 731.661.5124 or emailing ecressma@uu.edu, and the clinical site; *failure to notify both Ms. Cressman and the clinical site will lead to the sick day being designated as an **unapproved** absence. All unapproved absences will have to be made up after graduation – in essence, graduation will be deferred.* For emphasis, it is not an option to simply call the main office and leave a message with anyone who happens to answer the phone – it must specifically be Ms. Cressman’s phone line. Any time lost in excess of **12 days** during the 31 months of enrollment must be made up at the conclusion of the program. A doctor’s excuse may be required if the Director discerns the SRNA to have an unusual number or pattern (e.g., calling out sick the day before an exam) of sick days anytime during the educational process.

All clinical coordinators have been informed to notify the program office of sick days taken by the student. Sick days are also documented at all clinical sites by the clinical coordinators on each student’s summative evaluation.

VACATION AND HOLIDAYS

The first year students’ vacations are to be taken two weeks between the week before Christmas and New Year’s Day and one week during Union University’s spring break. Second year (senior SRNA) vacations are to be taken one week between Christmas and New Year’s Day. Students are given other holidays as detailed in the Nurse Anesthesia Track Student Handbook: Good Friday, Memorial Day, 4th of July, Labor Day, Annual Tennessee Association of Nurse Anesthetists (TANA) Fall Meeting, Thanksgiving, and the day after Thanksgiving.

REQUESTS FOR INTERVIEW DAYS / ATTENDANCE AT PROFESSIONAL MEETINGS / CLINICAL LEAVE

During specialty rotations (e.g. pediatrics, cardiovascular) approved absences are rarely granted due to the limited amount of time available to acquire these clinical skills.

Requests to attend a job interview, attend a professional meeting, or anesthesia review course must be submitted a *minimum of two weeks in advance* of the scheduled activity by completing an ABSENCE FORM. All requests, without exception, must be submitted to the Nurse Anesthesia Track Director via Ms. Cressman.

Also, under no circumstances can “special arrangements” be made with any clinical site to authorize time off or time to be made up (e.g., working late “several days” to compensate for a desired day off later in the week). It is also the responsibility of the SRNA to acquire the signature of the clinical coordinator on the absence form before an absence will be approved. To obtain **full authorization** to attend a meeting (meaning, lost clinical time will not have to be made up after graduation), the SRNA must return the absence form with the clinical

coordinator's signature for the Director's final approval. An e-mail will be sent out confirming the absence has been approved. For emphasis, unapproved absences are made up after graduation.

All requests to attend meetings must include the following information: 1) the date and time that the meeting begins, 2) the date and time that the meeting ends, 3) the name of the clinical site that the SRNA will lose clinical experience from (see Absence Form).

Travel arrangements should be scheduled so as to avoid any conflicts with your clinical obligations. The day you are scheduled to leave for the meeting you are expected to be at the clinical site for the entire day – hence all scheduled flights should be in the late afternoon (e.g., 6:00 pm). If a late flight is not an option, you must first receive approval from the Director of to schedule an earlier flight. It is possible that the time lost to take an earlier flight may need to be made up after graduation – possible exceptions may be granted to permit the making up of lost clinical time at an existing clinical site - *but only with prior approval*.

The student is required to be on duty at the assigned clinical site the day after the meeting ends; *there are no exceptions*. If the airlines cancel a scheduled flight (or automobile problems are experienced) which results in missing a clinical day, the SRNA will still be responsible to make up the lost clinical time (under these circumstances this time can be made up before graduation). The Union University Nurse Anesthesia Track views any lost clinical time for SRNA to be critical - it is absolutely essential that this time is made up.

Second year students may use days within their *maximum* 12 allowable days for job interviews. To maximize assessment of a potential new job, SRNAs are encouraged to schedule interviews on Fridays. This permits the job applicant to use the remaining weekend to assess a geographical area. If necessary, interview days can occur on scheduled lecture dates – however, the SRNA will be responsible for all course work missed due to interviews.

Student Registered Nurse Anesthetists are also required to notify Ms. Cressman 731.661.5124 or ecressma@uu.edu if they *initiate* a request to leave a clinical site early for non-program related reason (e.g., a doctor's appointment). It is the discretion of the clinical coordinator or designee whether to permit such requests to be fulfilled. The clinical site's clinical coordinator need not call the program if they direct a SRNA to leave early to "compensate" for initiatives shown by the graduate student (e.g., staying late on a prior day to participate in a unique/valuable learning experience).

EMPLOYMENT

Students professional liability coverage will only cover a student's performance in the clinical assignments that are directly associated with the nurse anesthesia track.

Students may not accept financial remuneration for rendering anesthesia services from any individual, institution, or professional group.

STUDENT CLINICAL IDENTIFICATION

All patients have the right to refuse participation in the Nurse Anesthesia training process. This right must be respected by the student during his/her clinical training. In order to

preserve the patients' rights, SRNAs should introduce themselves as Student Registered Nurse Anesthetists. Also, SRNAs will be required to wear name tags which will indicate that their status with the University.

CRITICAL EVENT NOTIFICATION

During clinical training, if the SRNA is involved in a case in which a critical event occurs (e.g. dental trauma, poor patient outcome) the SRNA should first call Professor Binns-Turner, Asst. Program Director, (731.661.5236 office or 731.267.9987 cell) to describe the event(s) that occurred. She will advise the SRNA as to whether the situation warrants documentation. If so, the SRNA will fill out a critical event notification form and email it back to Mrs. Cressman only for the NAT records. The SRNA is not to copy any other persons, only send it to Mrs. Cressman at ecressma@uu.edu.

EXPECTED STUDENT BEHAVIOR

The Nurse Anesthesia faculty expects an acceptable quality of work and mature professional behavior from every student enrolled in the program. Acceptable behavior includes, but is not limited to, the following:

The students shall demonstrate:

Dependability in program assignments

- Arrive at clinical sites on time.
- Remain in the area of clinical assignment **until 4:00 pm** unless dismissed sooner by the clinical coordinator or other designated authority at the assigned clinical site (e.g., chief nurse anesthetist).
- Follow each clinical site's policies as outlined by the respective clinical coordinator for informing the hospital / anesthesia department of an absence or need to be late in arriving for their assigned clinical assignment and follow the Nurse Anesthesia Track's policy in making up this time.
- Carry out assignments without repeatedly being told to do so (e.g., complete clinical faculty and clinical site evaluations) and complete them as scheduled.
- Complete faculty evaluations and clinical site evaluations in a professional manner. Inappropriate personal remarks and unprofessional comments are unacceptable and will not be processed. These evaluations must be completed prior to leaving that site. Failure to do so will result in a delay beginning the next rotation and possibly other actions (e.g. clinical suspension, deferral in graduation, program dismissal).

Responsibility for own actions during clinical training

- Accept constructive criticism and use it to improve performance.
- Refrain from any behavior or action that jeopardizes the welfare of patients, fellow SRNAs and faculty.
- Keep work area clean and orderly.
- Refrain from activity that damages equipment, supplies, and/or private and public property.
- No consumption of alcoholic beverages or illegal drugs at required school activities.

- Follow specific clinical site policies (e.g. review of preop assessment and presence at induction by a licensed anesthesia provider, non-compliance with the clinical site's HIPPA regulations). Failure to do so may result in clinical suspension, deferral in graduation, and/or program dismissal.
- Maintain proof of current health insurance
- Maintain appropriate credentials (e.g. RN licensure, ACLS/PALS, current vaccines, and annual TB skin tests).

STUDENT HONOR CODE

The faculty and students of the Union University Nurse Anesthesia Track expect acceptable quality of work and mature behavior from every student. As adults, graduate students are expected to conduct themselves professionally and accept responsibility for their personal behavior. In accepting this responsibility, the graduate students in the Nurse Anesthesia Track will not lie, cheat, or steal. A student involved in academic misconduct such as knowingly giving and/or receiving unauthorized aid in tests and examination, plagiarizing, falsifying data, or any other acts of dishonesty in academic work will be recommended for immediate dismissal from the Nurse Anesthesia Track. In addition, students who tolerate a violation of the student honor code may be subject to disciplinary action (e.g. . clinical suspension, deferral in graduation, and/or program dismissal).

**POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING
POLICIES AS NOTED IN THE GRADUATE ACADEMIC CATALOGUE
<http://www.uu.edu/academics/graduate/msn/> AND THE CAMPUS LIFE HANDBOOK
<http://www.uu.edu/student-services/handbook/clh0506.pdf>**

The signature of the graduate student below indicates they have read and understood the student handbook including the maximum number of grace days, and the consequences of exceeding this number (i.e., deferred graduation), and agree to abide by the provisions within. This signed agreement will be placed in the student's file as a permanent record.

Graduate Student _____
Printed Name

Graduate Student _____ Date _____
Signature

Rev. 12.12.07