NURSE ANESTHESIA PROGRAM

STUDENT HANDBOOK
2021 – 2022

Sue Rawson, DNP, MA, CRNA
Nurse Anesthesia Program Director

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Nurse Anesthesia Program Assistant Director

Rosalyn Harrison, DNAP, MSN, CRNA
Nurse Anesthesia Assistant Professor
Nurse Anesthesia Program Assistant Director

Dear Nurse Anesthesia Program Students,

We would like to welcome you to Lourdes University and the MSN/DNP Nurse Anesthesia Program. Congratulations on the beginning of your journey to becoming a nurse anesthetist.

We developed this handbook as a guide to provide you with information about Lourdes University, the MSN/DNP Nurse Anesthesia Program, and the policies and procedures that will be part of our program.

On behalf of the MSN/DNP Nurse Anesthesia Program faculty, Lourdes University and the Franciscan tradition, we wish you all the best as we begin this journey together.

Sue Rawson, DNP, MA, CRNA
Nurse Anesthesia Assistant Professor
Nurse Anesthesia Program Director

Rosalyn Harrison, DNAP, MSN, CRNA
Nurse Anesthesia Assistant Professor
Nurse Anesthesia Program Assistant Director

Howard Brown, MSN, CRNA
Nurse Anesthesia Program Assistant Director

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COLLEGE OF NURSING DIRECTORY

Last Name	First Name	Credentials	Title	Room #	Ext
Beauchamp	Colleen	MS, RPH, CRNA	Nurse Anesthesia Instructor	SCH 229	419-517-8427
Brown	Howard	MSN, CRNA	Nurse Anesthesia Program Assistant Director / Instructor	SCH 238	419- 824-3775
Harrison	Rosalyn	DNAP, MSN, CRNA	Nurse Anesthesia Program Assistant Director/Assistant Professor	SCH 232	419-517-8430
Katsaris-Peeps	Susan	MS, CRNA	Nurse Anesthesia Instructor	SCH 229	419-517-8428
Nash	Jamie	MS, CRNA	Nurse Anesthesia Instructor	SCH 232	419-517-8429
Norwood	Alexander	MSN, NPD	Adjunct Instructor	Adjunct	By Appointment
Rawson	Sue	DNP, MA, CRNA	Nurse Anesthesia Program Director/ Assistant Professor	SCH 237	419-517-8956
Ross	Kim		Administrative Assistant to NAP program and Center for Nursing Scholarship	SCH 234	419-517-8895
Shank	Heidi	DNP, MSN, RN	Director of DNP Program	SCH 248	419-824-3797
TBA			Dean of College of Nursing	SCH 252	
Zechman	Rebecca	MSN, RN	Associate Professor	SCH 259A	419-824-3972

UNIVERSITY DIRECTORY

University Mailing Address:
6832 Convent Boulevard,
Sylvania, OH 43560

Canticle Center:
5335 Silica Drive,
Sylvania, OH 43560

Sylvan Square:
4900 N. McCord Road, Sylvania,
OH 43560

Lourdes Commons:
6557 Brint Rd.,
Sylvania, OH 43560

Website: www.lourdes.edu

Department	Office	Phone Number
Academic Success Center	DEH 105	419-824-3748
Accessibility Services	SFH 109	419-824-3523
Campus Ministry	San Damiano Campus Ministry House	419-824-3861
Career Services	MAH 129	419- 824-3704
Cashier's Office (Directions Credit Union)	REH 127	419-824-3695
Counseling Services	Sophia Counseling Center, CC	419-882-4529 419-349-7563
Dun Scotus Library	SCH 147	419-824-3762
Financial Aid	MAH 131	419-824-3504
Graduate Admissions		419-517-8908
Health & Wellness Center	Sylvan Square	419824-3971
Information Technology	REH 003	419-824-3807
Registrar	LH 139	419-517-7449
Public Safety	Lourdes Commons	*411 on campus 419-574-3861
Student Accounts Office	MAH 127	419-824-3696
Welcome Center	REH Lobby	419-885-3211

INTRODUCTION

Lourdes University and the College of Nursing are accountable to the public for the quality of professional nurses who graduate from our Master of Science in Nursing (MSN)/Doctor of Nursing Practice (DNP) Nurse Anesthesia Program or receive certificate from our Graduate Nurse Anesthesia Certificate (GNAC) program. Therefore, Lourdes University and the College of Nursing have the right and responsibility to establish standards of admission, retention, progression, dismissal, and graduation in accordance with its philosophy and program objectives in order to protect the integrity of the educational program. Nurse anesthesia students have the right to an educational environment where the freedom to learn is provided.

The nurse anesthesia student is responsible for becoming familiar with published policies governing the regulation and procedures of Lourdes University, the College of Nursing, and the Nurse Anesthesia Program. Signed written confirmation of review of the material in these handbooks will be completed annually and stored in the student's file.

The policies covered in this handbook are subject to change at the discretion of Lourdes University, the College of Nursing, the Nurse Anesthesia Program Administration and by recommendation of any standing committee. Nurse Anesthesia policies and procedures will be reviewed every three years and revisions made whenever necessary. Students will be notified of changes by means of Lourdes University electronic communication, verbal notification in class, as well as written documentation of the changes. For updates, please visit our website at http://www.lourdes.edu.

This handbook is published for informational purposes only. It creates no contract rights for either students or staff. All questions concerning the application of any stated policy to an individual must be referred to the appropriate University officials for final determination.

COLLEGE OF NURSING

MISSION

The College of Nursing exists to prepare undergraduate and graduate students in an individualized educational environment that incorporates quality nursing practice, critical thinking, leadership, diversity, and Christian ethics. Both the undergraduate and graduate programs will prepare professional nurses who are competent in providing holistic care in a variety of settings in a dynamic society. The Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare nurse generalists who are able to practice in the community, fulfill leadership roles, and utilize research. The Master of Science in Nursing degree builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced education and nursing leadership and advanced clinical practice in nurse anesthesia knowledge, concepts, and skills. Emphasis is placed on nursing theory, research, and practice to facilitate personal and professional development in an environment that reflects the University's Franciscan values and encourages lifelong learning.

VISION

Recognized as a national leader for excellence in nursing education, Lourdes University College of Nursing graduates an innovative workforce that continuously improves quality and safety in healthcare delivery systems and exemplifies holism, ethics, diversity, community service, and Franciscan values.

PHILOSOPHY

The Faculty believes health is the dynamic state of physical, emotional, and spiritual well-being that is defined in the context of personal values and culture.

The Faculty believes nursing is a scientific and caring profession, which utilizes the most current evidence in diagnosis and treatment to optimize health, reduce risk, and promote wellness.

The faculty believes learning results in an increase in self-understanding and discovery of knowledge, values, and skills. Learning occurs in a supportive environment through a collaborative partnership that requires active involvement on the part of a student/learner and educator/facilitator.

The Faculty believes baccalaureate nursing education builds on a liberal arts education to prepare generalists to practice values-based nursing within the community, fulfill leadership roles and provide evidenced based nursing care. Masters nursing education builds upon the baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills. Doctorate nursing education builds upon the masters and baccalaureate curriculum to prepare graduates for advanced nursing roles by promoting the development of advanced knowledge, concepts and skills.

LICENSURE AND ACCREDITATION

Lourdes University has been granted Certificate of Authorization by the State of Ohio through the Ohio Board of Regents for a Master of Science in Nursing.

The U.S. Department of Education recognizes the North Central Association of Colleges and Schools, The Higher Learning Commission, as a regional accrediting agency. The scope of recognition of this agency includes accreditation and pre-accreditation of degree granting institutions of higher learning in the State of Ohio. Lourdes University, Sylvania, Ohio is accredited by the North Central Association of Colleges and Schools to grant a Master of Science in Nursing degree

Lourdes University Master of Science in Nursing Program was initially accredited by the Commission on Collegiate Nursing Education on November 3, 2008. The accreditation term for the Master of Science in Nursing Program expires December 31, 2023.

The Lourdes University MSN Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, 222 South Prospect Avenue Suite 304, Park Ridge, Illinois 60068-4001, (847) 692-7050. The accreditation term expires spring 2026.

The Lourdes University DNP Nurse Anesthesia Program is currently seeking accreditation by the Council of Accreditation of Nurse Anesthesia Educational Programs, 222 South Prospect Avenue Suite 304, Park Ridge, Illinois 60068-4001, (847) 692-7050.

Nurse Anesthesia Program Organizational Chart

Nurse Anesthesia Program Director

Nurse Anesthesia Program Assistant Director

Nurse Anesthesia Program Assistant Director

Nurse Anesthesia Program Administrative Assistant

Clinical Coordinators

Students

Clinical Affiliate Faculty
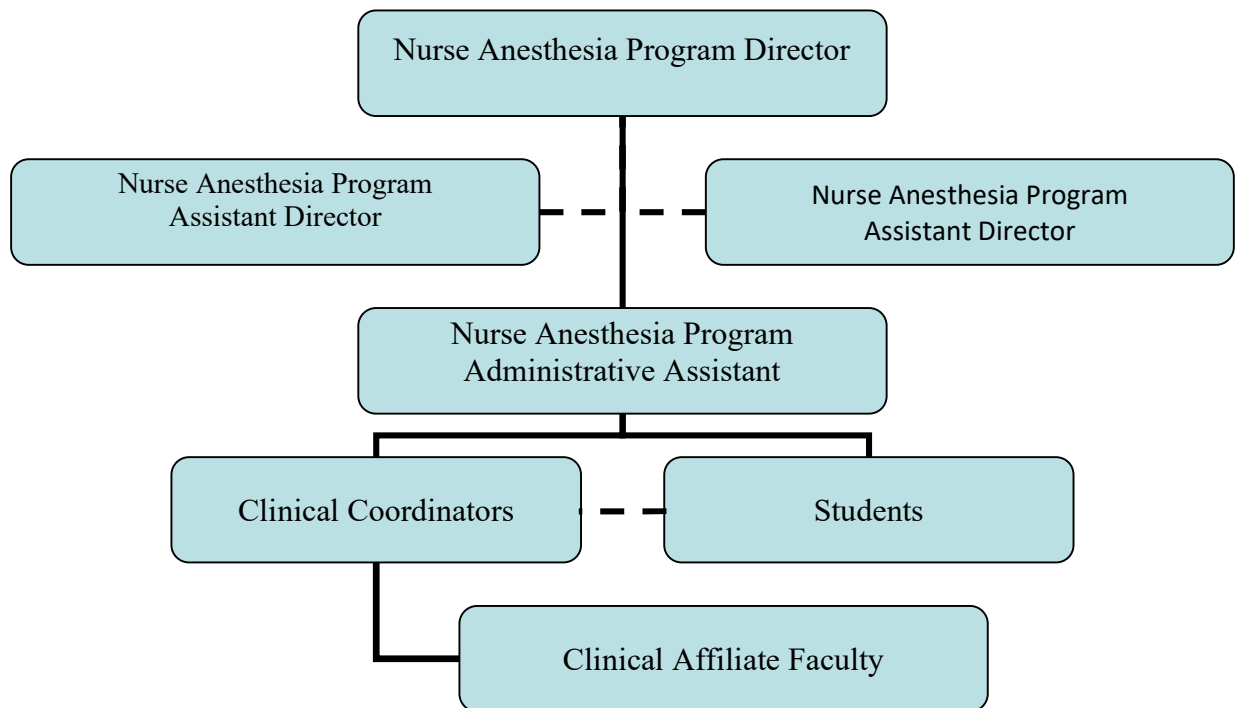
Nurse Anesthesia Program

Purpose

The MSN/DNP Nurse Anesthesia Program (NAP) is created to prepare nurses for service in the advanced practice role of nurse anesthesia. The program is designed for nurses who have a foundation in quality nursing practice, independent decision-making abilities, advanced psychomotor skills, the ability to interpret advanced monitoring modalities, plus superior collaboration and communication skills. The program is for nurses who have a foundation of quality nursing practice, critical thinking, leadership, diversity and a holistic nursing philosophy.

Program Design

The **MSN Nurse Anesthesia Program** at Lourdes University is 28 months of continuous coursework, including didactic and clinical practicum. **The program consists of seven semesters including summer, with an additional week for final exams.** Students are also assigned clinical practicum experience during scheduled University breaks. Clinical practicum will be scheduled to afford the student the maximum opportunity to meet the case requirements required by the Council on Accreditation of Nurse Anesthesia Educational Programs and **will not follow the academic calendar of the University**. All students are enrolled full-time; there is not a part-time student option.

The MSN curriculum is designed to emphasize didactic instruction in the first year, with progressive clinical experiences, and to emphasize clinical instruction in the second year and a half with integrated didactic coursework. Students are introduced into the clinical setting during their second semester and transition to their assigned clinical practicum rotations throughout the remainder of the program.

The **DNP Nurse Anesthesia Program** at Lourdes University is 36 months of continuous coursework, including didactic and clinical practicum. **The program consists of nine semesters including summer, with an additional week for final exams.** Students are also assigned clinical practicum experience during scheduled University breaks. Clinical practicum will be scheduled to afford the student the maximum opportunity to meet the case requirements required by the Council on Accreditation of Nurse Anesthesia Educational Programs and **will not follow the academic calendar of the University**. All students are enrolled full-time; there is not a part-time student option.

The DNP curriculum is designed to emphasize didactic instruction in the first four semesters, with progressive clinical experiences, and to emphasize clinical instruction in the remaining five semesters with integrated didactic coursework. Students are introduced into the clinical setting during their third semester and transition to their assigned clinical practicum rotations throughout the remainder of the program.

Tuition and Expenses

The graduate tuition rate for the MSN/DNP: NAP will be charged in a **per semester fashion** (see University Academic Catalog and is subject to change). **Estimated additional expenses include**, **but are not limited to**:

Non-Refundable seat reservation Deposit (applied to first semester tuition)	$2,000		PALS/ACLS/BLS Recertification	$200
Criminal Background Check	$80		Precordial/Esophageal Stethoscope Ear Mold	$150
AANA Association Membership	$250		Professional Conferences – AANA, OSANA/MANA **(approximate)**	$3,000
Professional Liability Insurance	$650		NAP Conference, annual **(mandatory)**	$50
Health/Professional Requirements	$500		CCRN Certification Renewal **(optional)**	$200
Medatrax Case Record System	$180		Self-evaluation Exam (SEE)	$500
Lab Coats (2), **(optional)**	$100		NCE Review Course	$1,500
Textbooks	$3,000		Graduation Fee/Academic Regalia	$150
Lourdes Parking Permit (per semester)	$50		National Certification Exam	$995
Technology Fee (per semester)	$75			

Curriculum of the Nurse Anesthesia Program

NAP Outcomes

The Lourdes University Nurse Anesthesia Program will assess quality and sustainability in the following areas:

- Number of students who complete the program.
- Number of graduates that pass the National Certification Examination for Nurse Anesthetists in accordance with the Council on Accreditation Examination policy.
- Number of graduates who secure employment within 6 months post-graduation.

Nurse Anesthesia Program Outcomes
1. Ensure 100% of the students successfully complete the program, but a rate of 92% will be noted as acceptable.
2. Establish the benchmark for first time pass rates of the National Certification Examination to be 100%, and a rate of 92% will be noted as acceptable.
3. Produce graduates who reflect Franciscan values and best practices related to the advanced role of nurse anesthesia.
4. Produce graduates who are committed to the advancement of nursing scholarship as evidenced by professional publication and presentations.
5. Document that 90% of graduates are satisfied with the MSN/DNP Nurse Anesthesia program of study.
6. Produce graduates who are prepared as nurse anesthetists in a variety of settings.

Student Learning Outcomes

MSN Program Student Learning Outcomes

The student will:
1. Incorporate knowledge from nursing science, related fields, and professional foundations in building advanced nursing roles.
2. Collaborate in scholarly activities of evaluation, application, and integration of nursing research into holistic nursing practice.
3. Engage in professional activities, advocate for change, and articulate the role of the advanced nurse through interdisciplinary interaction.
4. Integrate Franciscan and personal values and beliefs into a framework for advanced nursing.
5. Demonstrate an understanding and appreciation of human diversity in the provision of health care.
6. Explore the impact of ethical, political, economic, legal, and moral issues related to healthcare in society.
7. Develop a commitment for lifelong learning and advanced study.
8. Utilize health information technologies for quality and safety initiatives related to advanced nursing roles.
9. Apply organizational and systems leadership principles in the advanced nursing role.

DNP Program Student Learning Outcomes
   The student will:
   1. Display a professional commitment to the Franciscan values of community, learning, reverence and service when leading care of diverse populations in the advanced practice nursing role. (Essential II, VIII, Lourdes Mission)
   2. Utilize interdisciplinary sciences to establish professional standards that provides safe, effective, efficient evidence-based care in an advanced practice nursing role. (Essential I, VIII)
   3. Apply evidence-based knowledge in the design and use of theoretical and technological systems to manage individual and aggregate level information to improve and transform healthcare. (Essential I, II, IV)
   4. Employ communication, leadership and cultural principles to collaborate with multidisciplinary teams in the provision of quality and safety initiatives to improve outcomes at the individual and systems level. (Essential II, VI, VIII)
   5. Utilize epidemiology to translate evidence-based practice models to improve individual aggregate and population health. (Essential III, V, VII)
   6. Synthesize, evaluate and discuss impact of ethical, political, economic, legal and more issues as related to healthcare in society. (Essential V, VIII)

NAP Student Learning Outcomes
   The student will:
   1. Demonstrate appropriate scientific knowledge and psychomotor ability while providing anesthesia care.
   2. Demonstrate safety and vigilance to protect the patient from harm.
   3. Provide individualized anesthesia care to meet the needs of the patient.
   4. Demonstrate effective oral and written communication skills.
   5. Demonstrate professionalism and responsibility in the advanced practice role of the nurse anesthetist.
   6. Utilize critical thinking and decision-making skills to impact patient care.

Curriculum Standards

POLICY: The following standards guide the curriculum for the MSN/DNP Nurse Anesthesia Program.

1. The grading scale of the Nurse Anesthesia Program is as follows:

$\geq$93.0	A	$\geq$77.0	C+
$\geq$90.0	A-	$\geq$73.0	C
$\geq$87.0	B+	$\geq$70.0	D
$\geq$83.0	B	<70.0	F
$\geq$80.0	B-		

Numeric grades are calculated to the tenths place and rounded to the next higher number if five or above. For the courses that use satisfactory or unsatisfactory the parameters for each are determined by the individual instructor.

2. Theory, laboratory, and clinical practicum courses within the MSN/DNP Nurse Anesthesia Program are numbered at the 600/700 level or higher; both the theory and laboratory portions of the course must be taken simultaneously and passed together. Theoretical foundations presented in the classroom portion of the course are the basis for practice in the learning laboratory and clinical practicum setting.

3. The MSN/DNP Nurse Anesthesia Program curriculum is designed to follow a specific sequence of integrated didactic and clinical instruction. The curriculum is structured so that courses taken in a specific sequence are meant to build on the student's knowledge and skill and progress from simple to complex.

4. Clinical practicum experiences (MSN) are graded on a pass/fail basis in order to assure safe practice. There are specific clinical practicum /laboratory objectives each student must successfully complete in order to pass the course. Assignments for clinical experiences will vary among courses. All clinical/laboratory experiences require paperwork that reflect the clinical objectives of the course.

5. Each student will meet with the assigned Nurse Anesthesia Program Administration (or his/her designee) for end of semester evaluations. Midterm evaluations may be done with the Nurse Anesthesia Program Administration either in person or via phone. Any student, who is on an action plan or probation, must have their evaluations, both mid and end of semester, in person. The purpose of each session is assessment of the student's didactic and clinical practicum progress. At any time, additional evaluation meetings can be scheduled if necessary. Appropriate documentation shall be completed for each scheduled and unscheduled evaluation meeting session. Faculty are accessible during normal office hours (by appointment is preferred).

6. Students are expected to attend all classes. Each course has individual requirements for attendance which is clearly identified on the course syllabus. It is the student's responsibility to be aware of and to follow each course's attendance policy.

7. Faculty utilize a variety of teaching strategies. Course faculty are the content experts and select teaching methods that are most appropriate for students to achieve the learning outcomes. Teaching methods are identified on each course syllabus.

8. Each core course in the Nurse Anesthesia Program requires a minimum of one scholarly paper. The paper is graded for content as well as format. The most recent edition of the American Psychological Association (APA) publication style is utilized for papers in the MSN/DNP Program.

9. Each core course in the Nurse Anesthesia Program requires a minimum of one presentation. Guidelines for presentation style are provided in the syllabus.

10. Each didactic course specific to the Nurse Anesthesia Program includes a minimum of three written examinations structured to be consistent with the format of the National Certification Examination for certification as a registered nurse anesthetist. The exam may or may not be comprehensive.

11. The comprehensive standardized test known as the Self Evaluation Examination (SEE) provided by the Council on Certification is required to be completed twice prior to graduation. The purpose of this test is to provide individual feedback to the student as to their strengths and areas for improvement, to identify where they rank in the national test pool, and to provide the faculty with evaluative feedback for the curriculum. SEE is required to be completed in semester 4 and 7 for the MSN and in semesters 8and 9 for the DNP.

12. At the end of each semester, all students are strongly encouraged to participate in the course evaluation. Graduate Admissions receives aggregate results and distributes them to each faculty with copies sent to the NAP Program Director or designee. This information is used for program improvement purposes.

At the end of each semester, all students are strongly encouraged to participate in clinical faculty evaluations using the Nurse Anesthesia Clinical Faculty Evaluation Form. These forms are submitted to the Nurse Anesthesia Program Director or Assistant Director (s) who compile the data. Summative results are submitted to the Dean of the College of Nursing and they are shared with the Nurse Anesthesia Program Council. Clinical coordinators will share results with clinical affiliate faculty.

Clinical affiliation sites are evaluated by the student after each semester using the Nurse Anesthesia Clinical Evaluation Form. These forms are submitted to the Nurse Anesthesia Program Director or Assistant Director (s). If submitted to the Assistant Director (s), the Assistant Directors will make the Program Director aware of the results. Clinical affiliate sites are also evaluated by the Nurse Anesthesia Director or Assistant Directors at least annually using the Clinical Affiliate Annual review form. The results of these two clinical evaluations are submitted to the Dean of the College of Nursing via verbally or in writing. All data are used to identify areas of strength and needed improvement. This data is shared with the Nurse Anesthesia Program Council.

13. At mid-program and end-of-program, each cohort of Nurse Anesthesia students are invited to an evaluation forum that is conducted by non-NAP faculty member (typically a neutrally interested person). The purpose of this forum is to provide students an opportunity for formative and summative evaluative feedback for program improvement.

14. Each course in the Nurse Anesthesia Program is reviewed and evaluated after each semester by the faculty teaching that course. Course Report Form A is completed by the course faculty and submitted to the Nurse Anesthesia Program Director. The reports are reviewed by the NAP Director, with input from the Dean of the College of Nursing. Program directors, in their respective concentration, will fill out Course report form B. An oral summary report of significant findings or outcomes related to program changes are given at the December and May General Nursing Assembly meetings. Copies of Course Report Form A are placed in Course Notebook and the e-file.

15. One-year post graduation surveys are a part of maintaining the programs compliance with the COA Standards & Procedures. Graduate surveys and Graduate Evaluation by Employer surveys are to be sent out to the graduates and their employers, one-year post graduation. A survey link will be emailed to the graduates and their employer for completion. The NAP Administrative Assistant will send the email link and keep track of the survey results. The following steps reflect the process to achieve a goal of a 100% return rate on both evaluations:

   a. Send an initial email to the graduates, explaining the importance of the survey and why the information is being obtained. Ask the graduate to share this email with their employer who will evaluate the graduate.

   b. Send the survey link to the graduate via email and ask them to fill out the survey by following the link.

   c. Send the survey link to the graduate's employer via email and ask them to fill out the survey by following the link.

   d. Send three reminder emails to the graduates and employers. If graduates are in the program's current clinical sites, send a separate email reminder to the graduate's employer who does their evaluation.

   e. Make personal contact with the graduate and their employer if the graduate is in the programs clinical site when Administration/Faculty make their site visits. For those graduates not in the program's clinical sites, reach out via social media to remind individuals it's time to complete evaluations if that personal contact is an option, or make a personal phone call to the graduate.

f. An incentive from the program will be offered to those graduates who return both their graduate self-evaluation and their employer evaluation.

g. If low response rates are being received, a neutral person, such as the NAP Administrative Assistant, will personally call both graduates and their employers to achieve completion of both surveys.

h. Each year when a cohort begins the program, discuss the importance of the graduate self-evaluation and the graduate evaluation by the employer.

i. Discuss the graduate self-evaluation and the graduate evaluation by the employer with current students in the program, especially students in their final semester of the program. This process continues to keep students aware of both their importance and that they will be receiving them one year out post-graduation.

16. In the clinical practicum setting the accepted clinical faculty to student ratio shall not exceed 2 students to 1 clinical affiliate faculty member. The student's knowledge and experience level as well as the health status of the patient, complexity of the surgical procedure and the clinical faculty member's experience are considered when scheduling student assignments.

17. Personnel supervising Lourdes University nurse anesthesia students in anesthetizing areas shall be credentialed as Certified Registered Nurse Anesthetist or anesthesiologist with institutional staff privileges and will be immediately available in all clinical areas. Under no circumstances is the student to initiate an anesthetic without proper permission and supervision of a CRNA or anesthesiologist. Personnel supervising Lourdes University Nurse Anesthesia students in a non-anesthetizing area shall be a physician and registered nurses with staff privileges. Documentation of staff privileges and credentials will be maintained by each institution.

18. Student time commitment to the clinical practicum and didactic aspects of the program will be limited to a reasonable number of hours (as set forth in the COA standards for reasonable time commitment for students) in order to ensure patient safety and promote effective learning. The students' actual time commitment to the program will be assessed throughout the program by the Nurse Anesthesia Program Administration who will randomly select two students each semester and monitor their time commitment. Medatrax data will be utilized to assess the time commitment. Analysis of data will be utilized to make program modifications as necessary. Refer to the Nurse Anesthesia Program curriculum sequence for semester requirements found in the Curriculum Plan.

MSN NAP students will be assigned to off shifts and weekends starting in semester four of the program to fulfill the "call" experience. Shifts can include 8 hours, 12 hours and 16 hours. Call experience can also be fulfilled at the Toledo Hospital with neuro-trauma in-house call. Time-off post call is a minimum of 12 hours to maintain a safe and healthy time commitment to the program.

DNP NAP students will be assigned off shifts and weekends in semester seven of the program.

19. Graduates of this program will meet the following Nurse Anesthesia Student Learning Outcomes:
   a. Demonstrate appropriate scientific knowledge and psychomotor ability while providing anesthesia care.
   b. Demonstrate safety and vigilance to protect the patient from harm.
   c. Provide individualized anesthesia care to meet the needs of the patient.
   d. Demonstrate effective oral and written communication skills.
   e. Demonstrate professionalism and responsibility in the advanced practice role of the nurse anesthetist.
   f. Utilize critical thinking and decision-making skills to impact patient care

20. The MSN Nurse Anesthesia Program length is 28-months or seven (7) consecutive semesters of continuous full-time study. The DNP Nurse Anesthesia Program length is 36-months or nine (9) consecutive semesters of continuous full-time study. Any changes in the length of the Program must have approval by the COA of Nurse Anesthesia Educational Programs and by the following:
    a. Nurse Anesthesia Program administration and faculty
    b. GNC Committee
    c. General Nursing Assembly
    d. Graduate Executive Council

    In the event the length of the program is altered and approved, prospective students will be informed of this change prior to matriculating into the program.

    The MSN NAP Nurse Anesthesia Program first semester consists primarily of didactic learning. Students will begin their orientation to clinical practicum during the last 7 weeks of the first semester. During semester two and three the didactic and clinical components are integrated to offer the student application of theory into practice. Clinical commitment is increased each semester and didactic instruction continues throughout the program.

    The DNP NAP Nurse Anesthesia Program first four semesters consist primarily of didactic learning. Students will begin their orientation to clinical practicum during the last seven weeks of the fourth semester. During semester two and three the didactic and clinical components are integrated to offer the student application of theory into practice. Clinical commitment is increased each semester and didactic instruction continues throughout the program.

21. The MSN/DNP Nurse Anesthesia Program course of study is developed by qualified faculty, constructed within the graduate school framework, and approved by appropriate committees and organizations.

    The MSN/DNP nurse anesthesia program course of study is developed by:
    • Nurse Anesthesia Program administration and faculty
    • Graduate School Administration and faculty
    • College of Nursing (CON) administration and faculty
    • Council on Accreditation for Nurse Anesthesia (COA)

    The MSN/DNP nurse anesthesia program course of study approval is obtained from:
    • Nurse Anesthesia Program administration and faculty
    • CON Administration
    • General Nursing Assembly (GNA)
    • Graduate Executive Council (GEC)
    • GNC Committee
    • Council on Accreditation for Nurse Anesthesia (COA)

    The Curriculum meets the requirements of the Commission on Collegiate Nursing Education (CCNE). The current curriculum meets and exceeds the requirements of the COA of Nurse Anesthesia Educational Programs. The MSN/DNP Nurse Anesthesia Program curriculums follow COA standards and include the following anesthesia practice coursework: pharmacology of anesthetic agents and adjuvant drugs including concepts in chemistry and biochemistry (105 hours), anatomy, physiology, and pathophysiology (135 hours), professional aspects of nurse anesthesia practice (45 hours), basic and advanced principles of anesthesia practice including physics, equipment, technology and pain management (120 hours), research (30 hours), clinical correlation conferences (45 hours), advanced health assessment, ultrasound and radiology(30).

22. The Graduate Nurse Anesthesia Certificate (GNAC) program is designed for nurses who may have a Master's Degree in Nursing with a concentration in areas other than nurse anesthesia and want the knowledge, skills and ability to become a Certified Registered Nurse Anesthetist and provide anesthesia in the clinical setting. The GNAC program is an alternative for those individuals who desire nurse anesthesia knowledge but are not necessarily interested in completing another Master's Degree in Nursing. Nurses interested in this certificate program will take the entire anesthesia related curriculum including Launch into Clinical Practicum and Clinical Practicum I – VI and one course related to professional aspects of Nurse Anesthesia (descriptions of these courses and curriculum sequence are found in the University catalog). Potential candidates must successfully complete the application and selection process for admission into the program. Upon successful completion of the program, graduates will be awarded a certificate of completion in Nurse Anesthesia and be able to sit for the National Certification Examination.

Graduate Certificate Program

MSN NAP Nurse Anesthesia Program
For nurses with a Master of Science Degree in Nursing, a Graduate Certificate Program is offered in Nurse Anesthesia.

The Graduate Nurse Anesthesia Certificate (GNAC) program is designed for nurses who may have a master's degree in Nursing with a concentration in areas other than nurse anesthesia and want the knowledge, skills and ability to become a Certified Registered Nurse Anesthetist and provide anesthesia in the clinical setting. Nurses interested in this certificate program will take the entire anesthesia related curriculum including Launch into Clinical Practicum, Clinical Practicum I – VI, and one course related to professional aspects of Nurse Anesthesia. Potential candidates must successfully complete the application and selection process for admission into the program. Upon successful completion of the program, graduates will be awarded a "Post- Masters Certificate in Nurse Anesthesia".

MSN NAP Curriculum Sequence with Clock Hours

	Semester Hours	Clock Hours
Fall Semester (1)		
NUR 603 Basic Principles of Anesthesia + Lab	4	105
NUR 606 Chemistry & Physics for Nurse Anesthesia	2	30
NUR 607 Pharmacology I	3	45
NUR 613 Advanced Anatomy and Physiology/Pathophysiology I	3	45
NUR 619 Advanced Physical Health Assessment	2	30
NUR 630 Launch into Clinical Practicum (second 7 weeks)	1	56
Total Hours	**15**	
Spring Semester (2)		
NUR 604 Advanced Principles of Anesthesia I + Lab	4	90
NUR 614 Advanced Anatomy and Physiology/Pathophysiology II	3	45
NUR 608 Pharmacology II	3	45
NUR 631 Clinical Practicum I	3	360
Total Hours	**13**	
Summer Semester (3)		
NUR 605 Advanced Principles of Anesthesia II	2	30
NUR 615 Advanced Anatomy and Physiology/Pathophysiology III	3	45
NUR 600 Theory and Values for Advanced Nursing	3	45
NUR 632 Clinical Practicum II	3	360
Total Hours	**11**	
Fall Semester (4)		
NUR 612 Health Care Policy in a Diverse Community	3	45
NUR 622 Advanced Nursing Inquiry for Evidence-based Practice	3	45
NUR 633 Clinical Practicum III	3	480
Total Hours	**9**	
Spring Semester (5)		
NUR 696 Professional Proposal Design	2	30
NUR 634 Clinical Practicum IV	3	480
Total Hours	**5**	
Summer Semester (6)		
NUR 698 Nursing Capstone	2-3	30-45
NUR 635 Clinical Practicum V	3	480
Total Hours	**5**	
Fall Semester (7)		
NUR 691 Senior Seminar (Board review)	3	80
NUR 636 Clinical Practicum VI	3	480
Total Hours	**6**	
Concentration Total *Prerequisite: Statistics = 3 hours*	**64-65**	

Revised 5/2018

MSN Waiver Curriculum Sequence with Clock Hours (GNAC)

	Semester Hours	Clock Hours
Fall Semester (1)		
NUR 603 Basic Principles of Anesthesia + Lab	4	105
NUR 606 Chemistry & Physics for Nurse Anesthesia	2	30
NUR 607 Pharmacology I	3	45
NUR 613 Advanced Anatomy and Physiology/Pathophysiology I	3	45
NUR 619 Advanced Physical Health Assessment	2	30
NUR 630 Launch into Clinical Practicum (second 7 weeks)	1	56
Total Hours	**15**	
Spring Semester (2)		
NUR 604 Advanced Principles of Anesthesia I + Lab	4	90
NUR 614 Advanced Anatomy and Physiology/Pathophysiology II	3	45
NUR 608 Pharmacology II	3	45
NUR 631 Clinical Practicum I	3	360
Total Hours	**13**	
Summer Semester (3)		
NUR 605 Advanced Principles of Anesthesia II	2	30
NUR 615 Advanced Anatomy and Physiology/Pathophysiology III	3	45
NUR 632 Clinical Practicum II	3	360
Total Hours	**8**	
Fall Semester (4)		
NUR 646 Professional Aspects of Nurse Anesthesia	3	45
NUR 633 Clinical Practicum III	3	480
Total Hours	**6**	
Spring Semester (5)		
NUR 634 Clinical Practicum IV	3	480
Total Hours	**3**	
Summer Semester (6)		
NUR 635 Clinical Practicum V	3	480
Total Hours	**3**	
Fall Semester (7)		
NUR 691 Senior Seminar (Board review)	3	90
NUR 636 Clinical Practicum VI	3	480
Total Hours	**6**	
Concentration Total *Prerequisite: Statistics = 3 hours*	**54**	

Revised 05/2018

DNP NAP Curriculum Sequence with Clock Hours

PREREQS:
 Scientific Writing Course-
Theory & Philosophy for Adv. Practice Nursing
Graduate Statistics

	COURSE NAME	CREDIT	CONTACT HOURS	CLINICAL HOURS
SUMMER YEAR 1 2022				
NUR 712	Adv Human Anatomy	3	45	
NUR 711	Scientific Foundations for Anesthesia	3	45	
NUR 707	Advanced Pharmacology for Anesthesia I	4	60	
NUR 721	Principles for DNP Anesthesia I	2	30	
NUR 735	Epidemiology (DNP Core Course)	3	45	
	Subtotal	**15**		
FALL YEAR 1 2022				
NUR 713	Adv. Health Assessment & Diagnostic Reasoning	3	45	
NUR 710	Pop Health Across Diverse Cultures (DNP Core Course)	3	45	
NUR 718	Advanced Physiology and Patho Across the Lifespan I	3	45	
NUR 729	Principles for DNP Anesthesia II	2	30	
NUR 708	Advanced Pharmacology for Anesthesia II	4	60	
	Subtotal	**15**		
SPRING YEAR 1 2023				
NUR 720	Translational Research for Adv. Practice (DNP Core Course)	3	45	
NUR 719	Advanced Physiology and Patho Across the Lifespan II	3	45	
NUR 714	Economics for HealthCare Systems & Adv. Nursing Practice	3	45	
NUR 739	Principles for DNP Anesthesia III	5	75	
NUR 726	DNP Anesthesia Residency I	2	240	240
	Subtotal	**16**		
SUMMER YEAR 2 2023				
NUR 740	Information Systems Science, Theory & Tech (DNP Core Course)	3	45	
NUR 745	Leadership of Transitioning Health Systems (DNP Core Course)	3	45	
NUR 749	Principles for DNP Anesthesia IV	3	45	

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NUR 736	DNP Anesthesia Residency II	3	360	360
	Subtotal	**12**		
FALL YEAR 2 2023				
NUR 725	Program Planning (DNP Core Course)	3	45	
NUR 730	Advocacy and Social Policy (DNP Core Course)	3	45	
NUR 744	Regional Anesthesia and Pain Management	4	60	
NUR 746	DNP Anesthesia Residency III	3	360	360
	Subtotal	**13**		
SPRING YEAR 2 2024				
NUR 750	Translational Research Design (DNP Core Course)	3	45	
NUR 756	DNP Anesthesia Residency IV	4	480	480
	Subtotal	**7**		
SUMMER YEAR 3 2024				
NUR 766	DNP Anesthesia Residency V	3	360	360
NUR 755	Translational Research Implementation (DNP Core Course)	3	45	
	Subtotal	**6**		
FALL YEAR 3 2024				
NUR 760	Translational Research Projects (DNP Core Course)	1	15	
NUR 763	Synthesis of Critical Anesthesia Concepts	2	30	
NUR 768	DNP Anesthesia Residency VI	4	480	480
	Subtotal	**7**		
SPRING YEAR 3 2025				
NUR 764	Synthesis of Critical Anesthesia Concepts	2	30	
NUR 770	DNP Anesthesia Residency VII	4	480	480
	Subtotal	**6**		
	TOTAL	**97**	**3870**	**2760**

Time Commitment/Monitoring

The Lourdes University Nurse Anesthesia Program Director and Faculty promote safety and expect quality patient care from their students. During the admission interview students are informed that this is **an intensive educational program**. The Nurse Anesthesia Program Director and Assistant Director(s) will monitor student schedules to ensure time commitments does not exceed Council on Accreditation standards. Every semester at least two students will be randomly selected and their Medatrax data will be examined for the time commitment; however, all students are monitored.

The Nurse Anesthesia Program Director and Assistant Director(s) schedule appropriate clinical rotation assignments to meet the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) requirements. In addition, the clinical and didactic courses will be carefully scheduled to allow time for adequate study and self-care. This will be assessed closely by reviewing student and faculty course evaluations and mid-program focus group interviews. Revisions to student schedules will be made as necessary. Student assignments will include an 'on call' experience. Time off after 'call' will be mandated to promote effective learning conditions for student and patient safety.

Academic Honesty

A goal of Lourdes University is to engage students in an honest and dynamic search for truth. Academic honesty is a hallmark of such a quest. Students are expected and encouraged to engage in all aspects of their academic studies in an honest and ethical manner. Should instances of academic dishonesty arise, there are policies and procedures in place to address these concerns. These are clearly documented in the Lourdes University Catalog and the Graduate Nursing Handbook and in every Nurse Anesthesia course syllabus.

SEE Exam and Review Course

The Self Evaluation Examination (SEE) provided by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) is required to be completed twice prior to graduation. This test provides individual feedback to the student as to their strengths and areas for improvement, to identify where they rank in the national test pool and to provide the faculty with evaluative feedback for the curriculum. SEE is required to be completed in semester four and seven for MSN students

MSN students must achieve the mandatory SEE score set by the NAP Director in the final course (NUR 691 Senior Seminar) of the program to be released to sit for the NCE exam. Failure to achieve the set SEE score in semester seven (MSN) will result in the student re-taking the SEE exam, paying again for the SEE exam until this score is met and not being released to sit for the NCE exam until requirements met. Students will still complete the NAP program and graduate if the SEE score is not met by the end of the course date. The SEE set score is subject to change yearly as needed and when new recommendations are made.

Students will be required to attend a commercial NCE review course during their second year in the program. Time off from the program is available at the discretion of the Program Administration. (See Attendance and Time off Policy).

The student is responsible for the costs involved for the SEE and the NCE review course.

Attendance and Time Off

The Nurse Anesthesia Program Administration and Faculty realize that the quality of the student's education requires a balance of time in the classroom/lab/clinical with time away for independent study, reflection and relaxation. Thus, the following policies have established for:

Attendance

Class and clinical attendance are mandatory. The only excused absences are personal time off (clinical only), weather-related emergencies precluding roadway travel, some holidays, attendance at approved educational programs and approved leaves of absences. Classes CANNOT be missed unless prior approval given for extenuating circumstances. Frequent tardiness/ unexcused absences for class or the clinical area may result in probation, suspension and up to dismissal from the program. Occasionally, changes in class times and days may be necessary. Students are responsible for checking their own class and clinical schedules. Subject to the above exceptions, students are required to attend all scheduled functions of the program (didactic and clinical practicum) unless specifically excused by the Nurse Anesthesia Program Director or his/her representative; this includes scheduled evening educational activities (Guest speaker, etc.).

All students (while in the program) MUST attend graduation each year on the set date, unless approved by the NAP Director to miss for special reasons.

Personal Time Off (PTO):

MSN students will receive a total of **25 days of PTO** throughout the program. **DNP students** will receive a total of **37 days of PTO.** Additional PTO days off during December in the first year of the program is at the discretion of the Program Director. PTO will be adjusted to accommodate the student's clinical experience and will be approved by the Nurse Anesthesia Program Administration. **This does not include Educational PTO, Bereavement (if needed), and other days allotted by the program or given to the students by the program.**

*MSN Students are allowed to begin requesting PTO **May 1** during their first year in the program. DNP students may request PTO at the beginning of the Spring term year one*

Students whose Health and Professional Requirements have expired will use PTO until all requirements are met. Students will not be allowed in the clinical setting until requirements are completed.

University semester breaks will **NOT** be observed. PTO will not be granted during select specialty rotations **(OB and Heart rotations). The only time granted during this time are conferences and review courses if needed.**

No PTO will be granted during probationary periods.

All PTO is approved by the Nurse Anesthesia Program Director or Nurse Anesthesia Assistant Program Directors.

Requesting Personal Time off (PTO):

PTO requests need to be made following the posted request deadline sheet given to the students at the beginning of second semester. A copy is also available on the Canvas site located under NAP Student Resources.

To request Personal Time off, either individual days or multiple days, use the following procedure:

- E-mail to NAP Assistant Program Director and the NAP Administrative Assistant with your requested date(s).

- The NAP Assistant Program Director respond with *approved* or *not approved*.

  o If *approved,* the NAP Administrative Assistant will log the date(s) in the request calendar and a hard copy of the e-mail request & approval will be kept to the student file.

  o If *not approved,* the NAP Assistant Director respond with the reason why and will work with student to schedule an alternate day(s). A request will automatically not *be approved* if there is not sufficient PTO time available.

  o Reminder: PTO **cannot** be requested during certain specialty rotations, such as Hearts and OB. However, exceptions can be made at the discretion of the NAP Director. **The only time granted during this time are conferences and review courses if needed.**

- This procedure also applies to requesting time-off for educational days, mission trips, and bereavement days.

- Please keep track of your PTO days.

University Holidays

When the University is closed for holidays, no didactic classes will be held. When a clinical day falls on a holiday, or a time the University is closed, the Nurse Anesthesia Program Director will determine whether the student will be assigned to the clinical area.

Leave of Absence

A student in good standing may request a leave of absence for personal reasons. Each request is handled by the Nurse Anesthesia Program Director on an individual basis.

Guidelines are established in the Graduate Nursing Handbook. Time taken during a leave of absence may extend the date of graduation.

<u>**Weather-Related Emergencies**</u>

When a municipality has issued a weather-related emergency prohibiting travel on roadways that affects the student's ability be present at the University or any Program-related obligations, such absences shall be regarded as excused absences under this policy; such absences will not count toward students' total number of excused absences unless the Program Director determines otherwise.

Should such an emergency be declared by a municipality when a student is already present at a Program-related obligation, the student will have the ability to decide whether it is preferable to remain at his/her current location or return home based on the totality of the circumstances. Relevant factors may include, in part, the anticipated duration of the emergency status; the location(s) of the emergency status; and the ongoing operation of the health care facility, if applicable. Should a student elect to return home prior to completing a clinical experience for the day, such an absence shall be regarded as an excused absence under this policy; such absences will not count toward the students' total number of excused absences unless the Program Director determines otherwise.

<u>**Bereavement**</u>

Bereavement time will be granted on an individual basis. **Two bereavement days** are allowed during the program. **This is separate from the allotted Personal Time off days.**

<u>**Employment**</u>

Extracurricular employment is **highly discouraged** during the program due to the intensive nature of the curriculum. Employment may detract from the time and effort needed to satisfactorily complete the program.

<u>**Illness or Absence:**</u>

Didactic Courses: Students will email the Program Director, Assistant Directors and NAP administrative assistant before the beginning of the class to notify them of the absence. A text message to both the Director and Assistant Director is also required. Two consecutive absent days for illness may require a physician's note submitted to the program for readmission into the clinical area.

Clinical Practicum: Students will notify the clinical area and the assigned Clinical Affiliate Faculty within two hours of the start of their shift in the case of illness or absence. An email *must* be sent to the Program Director, Assistant Director and NAP administrative assistant before the beginning of the shift they are to work to notify them of the absence. A text message to both the Director and Assistant Director is also required due to scheduled site visits. Two consecutive absent days for illness may require a physician's note submitted to the program for readmission into the clinical area.

Educational Days:

Educational Days for the Nurse Anesthesia Program are granted at the discretion of the Program Director/designee.
The days listed are in addition to PTO but are only used for educational programs.

- *Anesthesia Review Courses*:
- *ACLS/PALS/BLS*: scheduled by the NAP Director
- *SEE exam*: (Exam taken during the first year and second year for MSN students and in the last two semesters of the DNP. (Days granted if needed)
- *Educational days for conferences (OSANA, MANA, AANA)*: may be granted at the discretion of the Program Director/designee.
- *Specialization Recertification testing*: (if needed)

Mission Trips:

May occur during the second year of the program upon approval by the Program Director. Missions are voluntary and the student pays the cost. Mission information must be given to the program to save for proof of mission for reporting purposes. Time off is granted for the mission and does not come out of the students PTO bank. Mission cases cannot be counted on the Medatrax record.

State and National Meetings:

Students are required to attend **one state** and **one national meeting** during the program. Students are permitted to attend either **OSANA** meetings or **MANA** meetings to fulfill their state meeting requirement for the Nurse Anesthesia Program. Any student that is sponsored to go to a conference is expected to attend the entire meeting, including all of the actual lectures.

Wellness Events:

Wellness events occur throughout the year. It is at the discretion of the NAP Director to decide the schedule for the event in regard to time off. For example, if a day off is given for the wellness event to be attended, students must attend. A student who does not want to attend will attend clinical. If a student has PTO approved for the wellness day, they do not need to attend the wellness event. The student is excused. Sometimes students will attend a ½ day of clinical if the event is later in the day. The NAP Director works with the wellness reps of the cohorts to decide what is best for all students.

Clinical Practicum

Clinical Affiliations

Lourdes University and each clinical site have completed a legally binding written agreement that outlines the expectations and the responsibilities of all parties. It is expected that HIPAA requirements will be followed at all times at clinical affiliate sites and at Lourdes University by the Nurse Anesthesia Program Faculty and students. Each clinical affiliate site contract has been tailored to meet the specific concerns and needs of each hospital or practice group that has agreed to work with the Lourdes University Nurse Anesthesia Program. Currently, all clinical affiliate sites are within a 65-mile radius from the Lourdes University campus. Students will be rotated to the locations listed below at the discretion of the Program Administration.

Location	Miles From Campus (Approx.)
Blanchard Valley Hospital	52
Community Hospitals and Wellness Centers - Bryan	63
Defiance Regional Medical Center	55
Flower Hospital	1
Fulton County Health Center	32
Mercy Hospital of Defiance	55
Mercy St. Anne Hospital	5
Mercy St. Charles Hospital	16
Mercy St. Vincent's Hospital	13
ProMedica Wildwood Orthopaedic & Spine Hospital	4
St. Luke's Hospital	13
SurgiCare	13
Toledo Hospital / Toledo Children's	8
Wildwood Surgery Center	4
Wood County Hospital	28

Health and Professional Requirements

All students enrolled in Nursing Practicum, DNP residencies, or clinical courses must meet all College of Nursing Health and Professional Requirements, including signing a release of information to the clinical agencies and a completing fingerprinting for background check.

Documentation for all requirements must be submitted to the NAP Administrative Assistant by the deadline. If the Health and Professional Requirements expire during the semester, the student is responsible to renew the requirement and provide the current renewal information to the College of Nursing before they are allowed to return to the clinical setting.

- The NAP Administrative Assistant will e-mail students with information and deadlines regarding the Health and Professional Requirements. All forms and directions are also on the Lourdes University Website.
- All forms and supporting documents must be completed and returned to the NAP Administrative Assistant by the deadline.

- Students are responsible to assure that their Health and Professional file is complete and current. Submit all documentation to the NAP Administrative Assistant and retain a copy for your own records. The College of Nursing is not responsible for copying.
- Professional requirements include, maintaining your nursing license, renewing and submitting your malpractice insurance yearly, and maintaining your BLS/ACLS/PALS requirements, and any other requirement set by the College of Nursing.
- Students must carry health insurance to be in the clinical setting.
- **It is the STUDENTS responsibility to keep their H&P and all program professional requirements up-to-date and turned in on time. It is not the responsibility of the NAP program to remind the students what is due or what needs to be updated. Please keep track of your due dates. Failure to do so is subject to program probation or dismissal from the NAP for unprofessional behavior.**

Core Concepts Skills Orientation

A Core Concept Skills review is required of all graduate nursing students prior to the clinical practicum experience. Concepts Orientation provides students with a quality and safety framework prior to beginning clinical rotations in the areas of Emergency Responses, Code Systems, Personal Conduct and Ethics, Customer Service, Diversity, Patient Privacy, Body Mechanics and Prevention of Workplace Violence. The test must be passed at 85% or better and be submitted by the due date for Health and Professional Requirements. If further clarification is necessary, contact the Nurse Anesthesia Program Director.

The core concepts module and test are located on the Lourdes University website with the Health & Professional Requirements. http://www.lourdes.edu/academics/college-of-nursing/academic-resources/

Clinical Fitness for Clinical Participation

The College of Nursing will maintain an environment that ensures the provision of safe, quality patient care that is also supportive of the well-being of students. Accordingly, students are required to report to class, lab and clinical settings unimpaired from drugs and alcohol or at risk of transmitting a communicable disease. The student will be removed immediately from any situation to ensure patient and/or student safety. The department will assist students desiring to correct a substance abuse problem by directing them to appropriate professional services. All faculty and students will adhere to the Center for Disease Control (CDC) and Prevention Guidelines for work restrictions when exhibiting signs and /or symptoms or for post exposure follow-up of certain communicable diseases. www.cdc.gov or *www.cdc.gov/mmwr/*

The Department will maintain the confidentiality of all information related to faculty/student health, substance abuse, and/or communicable disease problems or concerns.

Communicable Diseases

1. Students will promptly report to faculty an exposure to communicable disease or when presenting signs or symptoms of a communicable disease.

2. The faculty member will follow the agency protocols and the CDC guidelines when making a decision to exclude or restrict a student's clinical practice due to a communicable disease.

<p style="text-align:center">www.cdc.gov or *www.cdc.gov/mmwr/*</p>

3. Should a faculty member show signs or symptoms of one of the listed communicable diseases, they will report this to the agency and follow the agency requirements. Clinical restrictions will follow the recommendations of the CDC guidelines.

<p style="text-align:center">www.cdc.gov or *www.cdc.gov/mmwr/*</p>

4. When a clinical agency notifies the College of Nursing Chairperson of a student's or faculty member's exposure to a patient with a communicable disease, the said individual will be notified immediately in order to initiate post exposure follow-up and/or work restriction.

5. The student's or faculty member's primary health care provider should counsel the individual regarding the appropriate treatment needed as a result of active infection or exposure follow up.

6. A written statement from the primary health care provider indicating the individual is non-infectious will be needed for return to the clinical setting.

Clinical Student Conduct While Providing Nursing Care

Student conduct while providing nursing care must meet the requirements of the agency and the standards of OBN rules policy section 4723-5-12. The OBN rules include:

1. A student shall
   - In a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client and the client's response to that care.
   - In an accurate and timely manner report to the appropriate practitioner errors in or deviations from the current valid order.
   - Implement measures to promote a safe environment for each client.
   - Delineate, establish and maintain professional boundaries with each client.
   - Provide privacy during examination or treatment and in the care of personal or bodily needs.
   - Treat each client with courtesy, respect and with full recognition of dignity and individuality.
   - Practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse.
   - Use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.

2. A student shall not:
    - Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
    - Engage in behavior toward a client that may be reasonably interpreted as physical, verbal, mental or emotional abuse to a client.
    - Falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, reports and other documents related to billing for nursing services.
    - Misappropriate a client's property.
3. A student shall not engage in behaviors:
    - To seek or obtain personal gain at the client's expense.
    - That may be reasonably interpreted as behaviors to seek or obtain personal gain at client's expense.
    - That constitutes inappropriate involvement in the client's personal relationships.
    - That may be reasonably interpreted as inappropriate involvement in the client's personal relationships.
4. The client is always presumed incapable of giving free, full or informed consent to sexual activity with the student. A student shall not:

    - Engage in sexual conduct with a client
    - Engage in conduct that could be reasonably interpreted as sexual
    - Engage in verbal behavior or in behaviors that may be reasonably interpreted as being seductive or sexually demeaning to a client.
5. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

    - Sexual contact, as defined in section 2907.01 of the Revised Code

    - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

6. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

7. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

8. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aid without a certificate issued by the board.

9. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

10. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

11. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

12. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, see Lourdes University College of Nursing Clinical Policy and Procedure: NAP Drug and Alcohol Policy.

13. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice, see Lourdes University College of Nursing Clinical Policy and Procedure: NAP Drug and Alcohol Policy.

14. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice, see Lourdes University College of Nursing Clinical Policy and Procedure: NAP Drug and Alcohol Policy.

Student Transportation Related to Clinical

A Lourdes University student enrolled in course work in the College of Nursing is responsible for his or her own transportation to, from, and during all course meetings and for all transportation required for the completion of course assignments. Students will be expected to travel to clinical affiliate sites.

Student Supervision
Anesthetizing Area

Clinical affiliate faculty supervising Lourdes University nurse anesthesia students in anesthetizing areas shall be credentialed as Certified Registered Nurse Anesthetist or anesthesiologist with institutional staff privileges and will be immediately available in all clinical areas. Under no circumstances is the student to initiate an anesthetic without proper permission and supervision of a CRNA or anesthesiologist. Documentation of staff privileges and credentialing for Clinical Affiliate Faculty is maintained by each clinical affiliate site. This information is available to the Nurse Anesthesia Program Director to review.

Non-Anesthetizing Area

Personnel supervising Lourdes University Nurse Anesthesia students in a non-anesthetizing area shall be physicians and registered nurses with staff privileges. Documentation of staff privileges and credentials is maintained by each clinical affiliate site.

Ratio of Student to Instructor

In the clinical practicum setting the clinical affiliate faculty to student ratio shall not exceed 2:1. The student's knowledge and experience level as well as the health status of the patient, complexity of the surgical procedure and the clinical faculty member's experience are considered when scheduling student assignments.

Clinical Assignments and Rotations

The Lourdes University clinical practicum curriculum will offer the student the opportunity to experience nurse anesthesia practice in a wide variety of clinical settings. Clinical

affiliate sites include level one trauma centers, children's hospitals, community hospitals, rural hospitals, independent Certified Registered Nurse Anesthetist practices including pain management and outpatient surgical centers offering the student a wide variety of clinical experience.

The Nurse Anesthesia Program Administration assigns clinical affiliate site rotations. The clinical coordinator at the site or their designee will make daily clinical assignments. Students may be required to visit in-patients the night before surgery to review the patient's records and interview the patient.

Clinical Practicum Absences

Students will notify the clinical area and the assigned Clinical Affiliate Faculty within two hours of the start of their shift in the case of illness or absence. An email *must* be sent to the Program Director, Assistant Director and NAP administrative assistant before the beginning of the shift they are to work to notify them of the absence. A text message to both the Director and Assistant Director is also required, due to scheduled site visits. Two consecutive absent days for illness may require a physician's note submitted to the program for readmission into the clinical area.

Call Experience

Students will be assigned to off shifts and weekends starting in semester four of the MSN program to fulfill the "call" experience. Shifts can include 8 hours, 12 hours and 16 hours. Call experience can also be fulfilled at the Toledo Hospital with neuro-trauma in-house call. Time-off post call is a minimum of 12 hours to maintain a safe and healthy time commitment to the program. Students will be assigned to off shifts and weekends starting in semester five of the DNP program

Clinical Site Evaluation

Clinical affiliation sites are evaluated by the student after each semester using the Nurse Anesthesia Clinical Evaluation Form. These forms are submitted to the Nurse Anesthesia Program Director and stored in the program office.

Student Clinical Evaluation

Summative Evaluation

Each student will meet with the Nurse Anesthesia Program Administration at end semester and receive a written evaluation. The purpose is final assessment of the student's didactic and clinical practicum progress during each semester. Additional evaluation meetings can be scheduled at any time, if necessary. Appropriate documentation shall be completed for each evaluation meeting session.

Previous goals will be reviewed, and new student goals will be established. Program administration and clinical coordinators will be responsible for conducting and documenting student achievement in the didactic and clinical areas and will be a part of the summative evaluation process. These records will be kept in the students' files.

Formative Evaluation

Each student will meet in-person or via telephone with the Nurse Anesthesia Program Administration at mid-semester to review current progress, address concerns and discuss a written evaluation which the student will review and sign. Program administration and clinical coordinators will be responsible for conducting and documenting student achievement in the didactic and clinical areas and will be a part of the summative evaluation process at the end of the semester. These records will be kept in the students' files.

Ongoing Evaluations

Evaluation in the classroom and daily clinical evaluation is a cornerstone of the ongoing formative evaluation process.

- Didactic faculty will provide the student with a written review of oral presentations and scholarly writing, as well as oral review of written examinations. These evaluations of student achievement will assess learning and foster academic improvement.
- Clinical Affiliate Faculty will utilize appropriate objectives and evaluation tools to provide the student with timely assessment of their daily performance in the clinical area. Clinical evaluations will be submitted weekly to the Program Administration for ongoing assessment of student progress and will be kept in the student's file. **Only original daily clinical evaluations will be accepted**.

Self-Evaluations

Students are required to complete a self-evaluation each semester in conjunction with the Summative Evaluation. The self-evaluations are used to formulate goals for the next semester. Evaluations will be maintained in the students' program file.

Care Plans

Beginning with NUR 631 **MSN students** will be consistently assigned to cases to provide anesthetic management. Students will be expected to assess the patient preoperatively, review the patient record and initiate the pre-anesthetic interview/evaluation. Information obtained during this assessment process will be utilized to formulate an individualized anesthesia care plan also. Students will consult with members of the anesthesia care team prior to ordering additional lab work or other diagnostic testing. The anesthesia care plan will be formulated by the student and reviewed with the clinical affiliate faculty member. **DNP students** will be assigned to cases beginning in fourth semester and will be expected to assess the patient preoperatively, review the patient record and initiate the pre-anesthetic interview/evaluation. Information obtained during this assessment process will be utilized to formulate an individualized anesthesia care plan.

Each Clinical Practicum syllabus will detail the care plan expectations and requirements for the student. The decision to move to verbal care plans is at the discretion of the Program Administration.

Anesthesia care plans must be submitted to the program per directions in each syllabus. **It is required that students keep copies of all care plans and evaluations submitted to the program.** Students are responsible for making their own copies. Anesthesia care plans and evaluations will be maintained in the student clinical file in the program office.

Clinical Case Recording

Clinical practicum will be introduced early in the program to facilitate application of anesthesia theory to practice, as well as obtain required case numbers in procedural techniques (i.e. line insertion), specialty cases, and total case requirements.

Students will record all their program experiences on Medatrax.or other recording keeping method. Medatrax, or other recording keeping method, is used to document individual cases according to type of patient, anesthesia administered, hours of clinical experience and other information that is required by the Council on Accreditation of Nurse Anesthesia Education Programs (COA) for certification after graduation from the program. The student is responsible for entering the data into the system and the Nurse Anesthesia Program Director and Assistant Director have the responsibility for scheduling appropriate clinical rotation assignments to meet the COA requirements and monitoring the student case data.

Orientation to Medatrax, or other recording keeping method, of clinical case recording will be completed during the second semester for MSN students, and third semester for DNP students in the program, prior to starting in the clinical setting. **Students will be required to update their case records weekly in order to continue to participate in clinical practicum**.

Dress Code

Clinical Setting

Appropriate clean scrubs from the clinical setting must be worn. If a student is required to interview a patient in their patient room, in the emergency department, or other off-site patient location for anesthesia services a clean white full-length lab coat or scrub coat should be worn over clean scrubs. Students are required to wear an identification badge at all times so the patient is aware of their student status. Students are required to follow Clinical Affiliate Site Policies regarding dress and infection control at all times. When students are arriving to the clinical setting, whether to obtain their assignment or provide patient care, follow classroom dress code.

Classroom/Conference

Business casual attire is worn in the classroom. Business attire is worn at all conferences. Business casual dress <u>excludes</u> **denim clothes, t-shirts, revealing, low cut, strapless, spaghetti straps or halter-tops, shorts, sweatpants, capri style pants and cargo pants. During the summer months' faculty reserves the right to adjust business casual attire.**

Health Insurance

Due to the nature of clinical practicum and the potential exposure of students to infection/illness, **health care insurance is required.** Students are responsible for their own health insurance. While in clinical practicum, the student is not considered an employee of the clinical affiliate site or Lourdes University. If injury /exposure occur as a result of a clinical practicum experience the student is liable for all expenses related to treatment and recovery.

Graduation Criteria

The MSN/DNP Nurse Anesthesia program follows the progression and graduation policies of the University, and these can be found in the University Catalog.

In addition, nurse anesthesia students must:
- Successfully complete launch into Clinical Practicum and Clinical Practicum I –VI with satisfactory marks on daily clinical practicum evaluation forms.
- Complete and record a minimum of 600 cases (700 preferred), 2000 clinical hours, satisfy all of the COA case type requirements and achieve the mandatory SEE score determined by the Program Director.
- Graduation requirements entail the successful completion of the curriculum sequence.
- Submission of the National Certification Examination paperwork and fee to the Program Director.

GNAC Completion Criteria

The MSN GNAC student is responsible for knowing all the completion requirements, including courses and credit hours required for the GNAC, Waiver of Degree Plan of Study. All requirements must be met to receive a certificate and to be eligible to take the National Certification Examination.
- Successful completion the GNAC curriculum sequence.
- Successful completion of Launch into Clinical Practicum and Clinical practicum I-VI with satisfactory marks on daily clinical practicum evaluation forms.
- Complete and record a minimum of 600 cases (700 preferred), 2000 clinical hours, and satisfy all of the COA case type requirements.
- Submission of the National Certification Examination paperwork and fee to Program Director.

Professional Opportunities

AANA Student Associate Membership, Association Meetings

Opportunities are given for professional socialization throughout the program. These include AANA Student Associate membership, participation in national, state, and local nurse anesthesia meetings and a mentoring program. Students are required to become a

student associate member of the AANA for the duration of the program. Membership to the association will occur during the first semester of the program. Information regarding membership will be provided by Program Administration.

Nurse anesthesia students will be encouraged to attend local, state and national nurse anesthesia meetings to gain exposure to the professional aspects of nurse anesthesia. Additionally, there are opportunities to meet students from other programs and participate in student activities such as the student luncheon and College Bowl competition. Time off from the program will be available for student participation in these events.

Big Brother/Big Sister Program

The Big Brother/Big Sister program is designed as an informal mentor/support system to provide first year students with a dedicated person who can provide guidance throughout the program. Incoming students are assigned a Big Brother or Big Sister. New students are connected via phone. This fosters the beginning of a strong, professional relationship between new colleagues. Students are able to switch their Big Brother or Big Sister throughout the program to meet each other's needs.

NAP Wellness Program

The Wellness Program fosters wellness to bring together everyone to emphasize care and self-care. Each cohort has one to two SRNA Wellness Liaisons. The Lourdes University SRNA Wellness Liaisons are connected with the AANA Student Health and Wellness Representative to represent wellness and its importance in the NAP. The role of the Cohort Wellness Liaisons is to gather ideas from the cohorts for wellness events and work with the NAP Administration to coordinate the events. The Cohort wellness representatives also communicate, share and gather ideas with other SRNA Wellness Liaisons throughout the nation.

Sigma Theta Tau, Zeta Theta Chapter-At-Large

The purpose of the organization is to recognize superior academic achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work and strengthen commitment to the ideals and purposes of the profession.
Criteria for invitation: MSN students will be considered for membership after one-fourth of the graduate curriculum is completed with a graduate program G.P.A. of 3.5 on a 4.0 scale. For more information about joining Sigma Theta Tau go to http://www.nursingsociety.org/default.aspx or http://zetatheta.org. Scholarships and research grants are available for members.

Honors, Awards, Convocation and Graduation

Sigma Theta Tau, International Awards

The Zeta Theta Chapter at Large of Sigma Theta Tau International will present a Leadership, Clinical Practice and Research award to students in the MSN/DNP Nursing Program. The recipients will be voted on by faculty and will be recognized at the chapter's annual dinner. They will also be recognized at the Lourdes University College of Nursing Convocation. Criteria is set by the Sigma Chapter.

Lourdes University College of Nursing Awards

College of Nursing Awards

Graduate Nursing Leadership Award

Presented to one December and one May graduate student who demonstrates the following criteria:

1. Impacts the quality of nursing through leadership that is innovative and recognized as exemplary by nursing peers.
2. Acts as a role model and/or mentor to peers.
3. Demonstrates leadership involvement in community organizations and activities that affect the quality of health of the community.
4. Influences quality of nursing care through scholarly pursuits.

Graduate Spirit of Nursing Award

Presented to one December and one May's graduate student who demonstrates the spirit of nursing as captured in the mission statement of the College of Nursing and the following criteria:

1. Integrates the Franciscan values and beliefs to professional practice through volunteerism and community service.
2. Acts as a positive role model and /or mentor to peers and students.
3. Demonstrates a strong commitment to advancing the art and science of nursing through creative and innovative practice.
4. Influences the quality of nursing care through scholarly pursuits.

NAP Awards

Agatha Hodgins Award

Presented to one graduate nurse anesthesia student who demonstrates: outstanding didactic and clinical performance, the spirit of nursing as captured in the mission statement of the College of Nursing and meets the following criteria:

1. Integrates the Franciscan values and beliefs to professional practice through volunteerism and community service.
2. Acts as a positive role model and /or mentor to peers and students.
3. Demonstrates a strong commitment to advancing the art and science of nursing through creative and innovative practice.
4. Influences the quality of nursing care through scholarly pursuits.

Candidates will be nominated and selected by Nurse Anesthesia Program faculty during semester seven/nine of the program.

This Award was established to honor Agatha Hodgins (1877-1945), founder and first president of the American Association of Nurse Anesthetists. A notable pioneer in the field of anesthesiology, Miss Hodgins was one of the first to perfect the nitrous oxide-oxygen technique of anesthesia. In 1915, she founded the influential Lakeside School of Anesthesia in Cleveland and was the visionary force in the establishment of the profession of nurse anesthesia.

Nurse Anesthesia Program Outstanding Clinical Affiliate Faculty Award
This award is presented to one Certified Registered Nurse Anesthetist and to one anesthesiologist who demonstrates outstanding clinical instruction, mentoring, scholarship and professionalism. Candidates are nominated and selected by the graduating nurse anesthesia students during semester seven/nine.

Nurse Anesthesia Excellence in Academic Achievement Award
This award is presented to all graduate nurse anesthesia students with a cumulative grade point average of 4.0.

Convocation

Nursing Convocation is held twice a year in the fall and spring. This is a biannual nursing celebration and recognition program for all nursing graduates and their families. Nursing pins and awards are distributed to graduates during this ceremony. The Nurse Anesthesia Program students may participate in the fall Convocation if the date allows.

Baccalaureate

Baccalaureate is held in the Queen of Peace chapel for all Lourdes University graduates and their families. This is generally held the morning before the formal afternoon commencement ceremony in May.

Commencement Ceremony

Lourdes University has two formal commencements in December and May at the end of fall and spring semester. To graduate, the student must file an application for graduation in the Registrar's Office. Graduation fees must be paid before turning the application for graduation. The student must have completed all program requirements.

Resources and Support Services

Financial Aid

Nurse Anesthesia Traineeship Grant (NAT)

The purpose of the NAT Program is to increase access to nurse anesthetist care for underserved populations. NAT grants provide funding for traineeships for licensed registered nurses enrolled as full-time students beyond the twelfth month of study in a master's or doctoral nurse anesthesia program. Traineeships will pay all or part of the costs of the tuition, books, fees and the reasonable living expenses of the individual during the period for which the traineeship is provided. Contact Nurse Anesthesia Program Director at 419-517-8956.

Flower Hospital McKesson Endowed Scholarship

The scholarship financially assists Nurse Anesthesia students who demonstrate financial need and academic merit as they progress through the program. Applications are completed in the fall of each academic year.

Loan Repayment Responsibilities

Financial aid information is readily available in the Lourdes University catalog and is also available on the Lourdes University website. The following are general consumer information subject areas.

https://www.lourdes.edu/costs-financial-aid/financial-aid/faqs/

Graduate students admitted to degree and eligible certificate programs, and enrolled at least half-time are eligible to apply for financial aid. Most students who file FAFSA are eligible for Federal Stafford Loans and Grant Plus Loans. To apply for financial aid, go to www.fafsa.ed.gov Lourdes University School Code: 003069. For more information on financial aid, please contact the Financial Aid Office at 419-824-3732.

The Lourdes University MSN/DNP Nurse Anesthesia Program students will be informed of their ethical responsibility regarding financial assistance and repayment during the initial orientation to the program. Students will be encouraged to participate in a Financial Aid information session provided by the Financial Aid department of Lourdes University during the 1st and 7th semester for MSN and first and ninth semesters for DNP students in addition, students will be counseled through formal online Entrance and Exit Counseling processes provided by the Financial Aid department:

> Entrance: https://studentloans.gov/myDirectLoan/index.action
> Exit: http://www.nslds.ed.gov/nslds_SA

Duns Scotus Library

> The Lourdes University library is located on the first floor of St. Clare Hall. In the library, students will find a large assortment of reference material, books, periodicals and computer assistance with review of literature. Electronic resources are available through the Library web page found at www.lourdes.edu/library. Library staff is available to assist students in performing literature searches and locating references.

> A student ID is required to check out library resources, request interlibrary loans and access electronic databases.

Academic Success Center

> The Academic Success Center, located in Delp Hall, provides free academic support services to currently enrolled students. Services include tutoring, workshops, multi-media technologies, internet resources, APA writing guidance and proctored testing (including all entrance and exit standardized tests). The Academic Success Center houses some nursing books, computer software and video media. For more information, call 419-824-3748.

NAP Skills Lab

> The NAP skills lab is located in St. Joseph's Hall 108. The NAP skills lab is utilized for basic and advanced anesthesia/assessment skills training. The NAP skills lab is available to students for additional practice during designated hours and by appointment with a NAP faculty member.

Students will also have access to the Flasck Nursing Center (learning lab) in St. Joseph's Hall. This lab accommodates mid-range simulation equipment, hospital-like patient bed stations, also has audiovisual equipment. This lab is staffed by nurses who specialize in clinical skill development. Equipment is organized and available for the specific needs of the clinical courses.

Nursing Office Hours/ Faculty Office Hours
Individual faculty office hours are provided in the course syllabi and are available by appointment.

NAP Office Hours – St Clare Hall
The NAP Administrative Assistant's hours are 9:00AM – 5:00 PM, Monday – Friday. These hours are subject to change, students will be notified via email with any change in hours.

Health Center
The Health Center is located in Sylvan Square and is available to assist students with basic medical needs

For more information about the Health and Wellness Center, please visit:
https://www.lourdes.edu/campus-life/health-center/

E-Mail Policy
Students are **required** to use their Lourdes University e-mail accounts for e-mail communication with the University faculty and staff. If a student uses another e-mail account to submit an assignment, the student does so at her or his own risk. Should the document fail to arrive for whatever reason, the student is accountable for a missing assignment, subject to the terms of the individual instructor's syllabus. Under no circumstances should faculty or staff be transmitting FERPA-protected information to students via any e-mail account other than the student's Lourdes e-mail account.

Remember, you MUST check your email multiple times a day. It is the primary way of communicating with students.

Printing Policy
Each registered student will receive a $15 printing credit on his/her student ID card at the beginning of each semester. Students are encouraged to print documents two-sided and in black and white to maximize their print credit.

Students using an on-campus computer will be able to view their remaining account allowance when logged into the computer. When students are utilizing an off-campus computer, they can login to the print management web center to view their remaining balance. Once a student is close to exhausting the $15 print allowance, he/she will receive a notice to load dollars to his/her student ID. For additional information, please contact the Helpdesk at helpdesk@lourdes.edu or call 419-824-3807.

Suggestion Box

>Lourdes University College of Nursing has a feedback process for students to communicate complaints, concerns, suggestions and compliments to the College of Nursing.

- There is an online form for complaints, concerns, suggestions and compliments. This form is available in Canvas for all courses.

- A response is posted on the designated bulletin board in the main nursing hallway of St. Clare Hall and in electronic format for student viewing

- Confidentiality will be maintained concerning student's names and comments.

Student Records

>Records of the student's progress in the Nurse Anesthesia Program are the responsibility of the Graduate School, Nurse Anesthesia Director and the Registrar. The Registrar keeps all documents related to the admission of the student into the Nurse Anesthesia Program. These documents include, but are not limited to, the graduate application, official transcripts from other schools, letters of recommendation, resume and student purpose statement. Copies of these documents will be available to the Nurse Anesthesia Program Director on a secure computer drive. The Nurse Anesthesia Program Director keeps the clinical/advising/program records and health and professional requirement files in the NAP office.

NAP Committee Structure

The College of Nursing is responsible for the mission, philosophy and learning outcomes of all the Nursing Programs. The central decision-making body of the College of Nursing is the General Nursing Assembly (GNA). The standing committees of the GNA include BSN Admission, Progression and Graduation (APG), BSN Curriculum, BSN Evaluation, and GNC Committee. Recommendations from the Nurse Anesthesia Program Selection Committee as well as the Nurse Anesthesia Program Council are reported to the GNC Committee. Recommendations may be reported to the Graduate Executive Council for final review if appropriate.

The College of Nursing ascribes to a shared governance model. Students in the nursing program are invited to serve on designated departmental committees.

Nurse Anesthesia Program Committees

Nurse Anesthesia Program Selection Committee (NAPSC)
The purpose of the committee is to select cohorts for the Nurse Anesthesia program and monitor the admission policy and procedure. Members of the NAPS Committee are appointed by the Nurse Anesthesia Program Director. At least one senior student who is currently

enrolled in the Nurse Anesthesia program is invited to serve on the NAPS Committee by the Nurse Anesthesia Program Director. General members may include and are not limited to:
- Nurse Anesthesia Program Director
- Nurse Anesthesia Program Assistant Director
- Clinical Affiliate Clinical Coordinators

Nurse Anesthesia Program Council (NAPC)
The functions of the NAPC are as follows:
1. Drafts and reviews all proposed changes in the admission, progression and graduation policies for the NAP Program.
2. Drafts and reviews all proposed changes in NAP administrative policy and procedure.
3. Review curriculum proposals.
4. Monitor the implementation of the NAP curriculum.
5. Monitor and recommend changes to the NAP assessment plan.
6. Review student progress.
7. Analyze/evaluate/recommend action on issues dealing with COA Standards for accreditation.

Members of the NAP Council are appointed by the Nurse Anesthesia Program Director and with consideration of the General Nursing Assembly (GNA) member preference. At least one currently enrolled student from each cohort in the Nurse Anesthesia program is invited to serve on the NAP Council by the Nurse Anesthesia Program Director. General members may include and are not limited to:
- Nurse Anesthesia Program Director
- Nurse Anesthesia Program Assistant Director
- DNP Program Director
- Clinical Affiliate Clinical Coordinators
- Public member
- Senior Nurse Anesthesia Student representatives

Student representatives
    Students willing to serve on the GNC, NAPC and NAPSC committees must inform the NAP Director. Emails will be sent out asking for volunteers as well.

- For the GNC Committee one student representative from each cohort and concentration is asked to serve. The appointment is for one year.

- For the NAPC, the cohort student representatives are asked to serve by the Nurse Anesthesia Program Director. The appointment is for one year and renewed yearly.

- For the NAPS Committee, the cohort student representatives are asked to serve by the Nurse Anesthesia Program Director. The appointment is for one year and renewed yearly

Student Cohort Representatives
    Each nurse anesthesia cohort is required to select two cohort representatives to serve as communication liaison with the Nurse Anesthesia Program administration. Elections are held at the conclusion of the second/third semester and the cohort representatives will serve

for the duration of the program. Nurse Anesthesia Program administration will meet twice a semester with the entire cohort to discuss issues and foster communication. The cohort representatives will schedule formal and informal cohort meetings, as needed.

Student Participation in Program Evaluation

In addition to continuous informal student/faculty interaction, students routinely participate in program evaluation and assessment of learning outcomes through completion of course, clinical site, and practicum evaluations, as well as mid-program, and end of program focus group interviews and other assessment tools. The Nurse Anesthesia Program will conduct student evaluations of the Nurse Anesthesia Program at one year, two years and upon exit from the program.

At the end of the final semester, students participate in program assessment of learning outcomes by completing the *End of Program Questionnaire* and *End-of-Program Focus Group Interview,* as well as other assessment tools. In addition, MSN/DNP Nurse Anesthesia Program graduates have the opportunity to participate in the *Alumni Surveys* 1-year and 3-years post-graduation.

Ethics and Confidentiality

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) governs the use and release of a patient's personal health information (PHI) also known as "protected health information". It is imperative that all students and faculty with any access to a clinical setting comply with HIPAA rules and regulations. This includes understanding HIPAA and training in HIPAA that meets the clinical agency's requirements.

Institutional Review Board (IRB)

Federal law requires that any project, survey or thesis involving the use of human subjects for data collection must be approved by the Institutional Review Board (IRB) for the protection of human subjects before the beginning of the study. Students engaged in research must receive approval from their research mentor and then submit their proposal to the IRB for review and approval. When the research is completed, a summary report of the findings must be submitted to IRB.

Please use the following pathway to access information regarding the IRB (directions for submitting an application, the human subject assurance research training and IRB research applications):
https://www.lourdes.edu/academics/institutional-review-board/

Rights and Responsibilities

Students Rights and Responsibilities

Students have the right to expect the Lourdes University Nurse Anesthesia Program, with the support and guidance of the faculty, will prepare them to take and successfully pass the nurse anesthesia certification exam and provide safe and quality care in this advanced practice role. Policies have been established that limit student time commitment to the clinical practicum and didactic aspects of the program, ensure that the student is taught by qualified and credentialed faculty, ensure the availability of clinical sites to complete the number of required anesthesia cases as mandated by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and promotes fair unbiased evaluations that serve to help students grow as they learn their profession.

The Family Educational Rights and Privacy Act (FERPA) of 1974 afford students certain rights with respect to their education. Lourdes University is in full compliance with this act. Students will be encouraged to stop in the Registrar's Office to learn more about their rights and privileges under this law. In summary, the law allows students to view the contents of most of their records currently on file at the College and protects against unauthorized release of information.

The Lourdes University Graduate School subscribes to the principles of academic freedom and inquiry. Graduate students shall have the freedom to seek the truth. In speaking or writing, students shall be responsible and accurate, and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements.

Patient Rights and Responsibilities

Lourdes University Nurse Anesthesia Program has contracts with the clinical agencies that require the students and faculty to adhere to the patient standards for that facility. These standards include patient rights. All students must complete an agency orientation prior to their first clinical experience where these rights and responsibilities are discussed. Students are expected to respect the patient's rights to confidentiality and self-determination. These concepts are discussed extensively in the NUR 600 Theory and Values for Advanced Nursing Course, which includes the American Nurses' Association Code of Ethics for all nurses and the American Association of Nurse Anesthetists Standards of Practice. Additionally, the Code of Ethics and Practice Standards are integrated into the Nurse Anesthesia lab and clinical courses.

Students must represent themselves to the patient as a student nurse anesthetist and respect the patient's request. The patient has a right to refuse anesthesia administration from a student nurse anesthetist per agency policies. Students are required to wear an identification badge at all times so the patient is aware of their student status. Patients have the right to expect that student administering anesthesia are being supervised by a credentialed CRNA or Anesthesiologist. Additionally, the patient should expect that the student is well-rested and prepared to provide safe care.

Applicant Rights and Responsibilities

The admission criteria considered for the Lourdes University Nurse Anesthesia Program focuses on previous clinical and academic accomplishments. Lourdes University Nurse Anesthesia Program does not discriminate on the basis of race, color, religion, age, gender, national origin, marital status, disability, sexual orientation or any factor protected by law. All admission processing of applicants is carried out in a manner which protects the applicants' confidentiality. Applicants are ranked for acceptance to the program based upon their academic achievements and their previous clinical experiences in nursing.

Faculty Rights and Responsibilities

Faculty duties, responsibilities and rights are clearly stated in Volume IV of the Lourdes University Faculty Handbook. The policy speaks to the duties of teaching, scholarship and professional development. Additionally, it is the duty of every faculty member to protect the academic freedom of students, to maintain one's intellectual honesty in the classroom, to show respect for students as individuals, to adhere to the proper role of intellectual guide and counselor, to protect against the exploitation of students for an individual's own private advantage, to ensure confidentiality and to extend professional respect to other faculty members.

Faculty have the right to exercise academic freedom: in research and in their classroom (1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors). The mission and goals of the college support this statement. The Nurse Anesthesia Director and Assistant Director are members of the Lourdes University College of Nursing Faculty with all the rights and responsibilities of faculty appointment.

Conducting and Affiliating Agency Rights and Responsibilities

The responsibilities and rights of the affiliating agency and anesthesia practices are clearly documented in each of the clinical agency contracts and may vary with each entity. The responsibilities of the affiliating agencies and practice groups include, but are not limited to, providing an acceptable clinical site and providing supervision of the students during their participation in the program. The affiliating institution has the responsibility to give sufficient notice of any intent to withdraw from the agreement in order to allow the program to acquire additional resources.

The parties have the right to remove a student from a patient assignment if a student's conduct or performance threatens the safety of patients or the patient refuses to be cared for by a nurse anesthesia student. The agency and practice group have a right to a clear definition of the purposes and objectives of the agreement including policies, procedures, and curriculum of the Nurse Anesthesia Program.

Accrediting Agency Rights and Responsibilities

The rights of the accrediting agencies include the expectation that standards set by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and the Commission on Collegiate Nursing Education (CCNE) will be followed. Additionally, the accrediting agencies have the right to expect that the Lourdes University Nurse Anesthesia Program will conduct an honest evaluation of the strengths and weaknesses of the program,

communicate those findings to each entity and submit plans to improve areas that need enhancement. The expectation of the accrediting agencies is that the program will communicate any changes in curriculum, affiliating clinical group or governance of the program.

Nurse Anesthesia Program Policies

Nurse Anesthesia Program Drug and Alcohol Policy (May 2018)
The Lourdes University College of Nursing requires that all nurse anesthesia students must be free of illicit or illegal drugs and alcohol in the classroom setting, when providing patient care or on call to provide patient care. Further, students may not use illegal drugs, abuse prescription drugs or engage in excessive alcohol use while enrolled in the Program.

PROCEDURE

1. All applicants will be asked if they are currently using illegal drugs, abusing prescription drugs, or engaging in excessive alcohol use at the time of application. An affirmative answer is grounds for denial of admission.

2. **Initial Screening:** After acceptance into the MSN/DNP Nurse Anesthesia Program, but prior to enrollment, all students will be asked about prior illegal drug use, abuse of prescription drugs and/or prior excessive alcohol use. Past users will be monitored, including but not limited to drug testing. As a condition of matriculation, all students will be required to submit to a 10 Panel drug test which tests for marijuana, cocaine, amphetamines, opiates, phencyclidine, benzodiazepines, barbiturates, methadone, propoxyphene and methaqualone. All students must provide the program with proof of drug screening from an approved clinical laboratory conducted under approved procedures for securing evidence. A list of approved laboratories will be provided to all students. The report of the initial screening must be forwarded from the laboratory directly to:

   Nurse Anesthesia Program Director

   Lourdes University
   6832 Convent Blvd
   Sylvania, Ohio 43560

   Failure to comply with this policy or failure of a drug test will result in dismissal from the program. Fees associated with testing will be the responsibility of the student.

3. **Random Screening:** All students may be required to submit to random or scheduled drug testing at any point in the Program based on the decision of the Nurse Anesthesia Program Director or as a requirement of the assigned clinical agency. Reports of random or scheduled results must be forwarded directly to the Nurse Anesthesia Program Director at the address listed in #2 above. Failure to comply with this policy or failure of a drug test will result in dismissal from the Program. Fees associated with random drug screening or scheduled drug testing under this policy will be paid by the University.

4. **Reasonable Suspicion:** Any didactic or clinical affiliate faculty member or student who has reasonable suspicion that a student may be impaired as a result of misuse of drugs or alcohol will notify the Nurse Anesthesia Program Director in writing. If the behavior is suspected in the clinical area, the clinical coordinator or designee will be notified of the situation. Reasonable suspicion exists when any student demonstrates unusual or unexplained behaviors. These behaviors may include, but are not limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Confused or disoriented behavior
- Significant change in work habits
- Unexplained injury or accident
- Excessive sick days
- Excessive tardiness to clinical practicum or class
- Change in alertness, sleepy, confused
- Change in personality, physically assaultive, violent, indifferent
- Change in physical appearance, inappropriate clothing/sloppy

Any student suspected of substance abuse during a clinical practicum assignment will be asked to leave the patient care area immediately and go with a faculty member and/or clinical affiliate faculty and/or witnesses to discuss the situation in a private location ensuring confidentiality. The NAP Director will be
informed, the discussion will be documented, and drug or alcohol testing may be required.

If the decision is made to test for drugs or alcohol, the student will be escorted to an approved laboratory by Nurse Anesthesia faculty and/or witness. Drug and alcohol testing must be performed according to proper procedures for securing evidence and the student will be suspended from the clinical practicum area, Lourdes University program events and professional activities until the results of the test have been reviewed by NAP Administration. The student must remain available to meet with NAP Program Administration while awaiting the results of the drug test. The student needs to be available to meet in person with NAP administration once results are available. The Nurse Anesthesia Program Director will notify the student of the results once they are available, both in writing and via email.

The NAP Program Director will inform the Dean of the College of Nursing and University Provost prior to notification of the Ohio Board of Nursing.

Failure to comply or refusal of a requested drug or alcohol test will result in dismissal from the Program and the student will be referred for appropriate alcohol/drug counseling services and rehabilitation. Fees associated with testing, counseling and or rehabilitation will be the responsibility of the student. Should the test results be negative, the student will be released to the clinical practicum area without penalty. Any missed clinical time will be made up at the discretion of the NAP Director.

5. Following successful completion of a rehabilitation program, documentation of the criteria set by the NAP Program Administration and documentation supporting this evidence, the student may be considered for re-entry into the program. Re-entry into the NAP program will be considered on an individual case basis and final decisions made by the NAP Program Administration.

Nurse Anesthesia Program Progression, Probation, Dismissal, Withdrawal Policy (May 2018)

The evaluation of student performance and progression within courses in the Nurse Anesthesia Program from course to course is the shared responsibility of the students, faculty and administration.

Progression

Policy: Successful academic progression is maintained by following:
- Grade point average of 3.0 or above (on a 4.0 scale)
- Grade of satisfactory in all clinical courses

Students must complete all the course required evaluation methods. For those courses using objective testing as an evaluation method, the student must have a cumulative test grade of 80% before other evaluation assignments are added to the course grade in order to pass the course and progress to the next level course.

Probation

Policy: Students may be placed on program probation for unsatisfactory academic and/or clinical performance. For example:

- Students are required to maintain a 3.0 GPA or better

- Students may only get one 'C' in a course in the curriculum. If a student receives a second 'C' in a course, it results in dismissal from the nurse anesthesia program. For the Nurse Anesthesia Program students, a "C" is considered a percentage less than 83% in the NAP courses. For the MSN/DNP core courses, a "C" would be reflected as a percentage less than 80% in the course.

- Issues of safety may result in probation or dismissal from the nurse anesthesia program

- Issues of poor clinical performance may result in probation or dismissal from the nurse anesthesia program

- See Academic Probation and Dismissal for Grades Policy in the Graduate Nursing Handbook.

Procedure: Terms of probation, including a timeline, will be set in writing at any time during the semester by the Program Administration.

Those students not meeting the conditions of probation will be reviewed by the Nurse Anesthesia Program Director and NAP Administration and Dean of the College of Nursing regarding their status in the program.

The Nurse Anesthesia Program Director will decide the final outcome for the student. In the event the student is terminated from the program, the student may utilize the grievance/appellate process as described in the Nursing Graduate Student Handbook. The grievance process will include the

Nurse Anesthesia Program Director (sequence: Faculty, Nurse Anesthesia Program Director, and the Dean of Nursing).

<u>Dismissal</u>

Policy: A student can be dismissed from the program for unsatisfactory academic grades, unprofessional behavior, unsatisfactory clinical performance or failure to maintain program requirements. The student will not be readmitted into the nurse anesthesia program.

Students will be immediately dismissed for the following violations:
- Working as a nurse anesthetist by title or function
- Evidence of the use of illicit drugs and/or under the influence of alcohol during clinical or didactic classes
- Initiating or administering anesthesia without permission of a CRNA or an Anesthesiologist.
- Not maintaining Health and Professional requirements

A student who is assigned an 'Incomplete' for a course may not progress to the next level course until the incomplete is resolved. If the 'Incomplete' is not resolved by the start of the next semester, the student is dismissed. An application for readmission to the program will be decided by the Nurse Anesthesia Program Administration.

<u>Withdrawal from the Nurse Anesthesia Program</u>

Policy: A student who withdraws from the nurse anesthesia program for reasons other than academic failure or substandard clinical performance will be considered for readmission by the Anesthesia Program Administration. Students electing to withdraw from the Program will follow the policies and procedures of the Graduate Nursing Handbook.

Nurse Anesthesia Program: Employment Policy (May 2018)

Policy: During the entirety of the program, the student is **NOT** permitted to be employed as a nurse anesthetist by title or function. Any student found not in full compliance with this mandate is subject to immediate dismissal from the program.