



MIDDLE TENNESSEE  
SCHOOL OF  
ANESTHESIA

*Reflecting Christ in Anesthesia Education*

## 2021-2022 HANDBOOK



### ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP

[www.mtsa.edu](http://www.mtsa.edu)

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

# UPDATES

DATE	LINK TO PAGE	UPDATE
12/13/21	<a href="#">Clinical sites</a>	Removed WI, added CA (LA)_
1/18/22	<a href="#">3.2.104 Non-discriminatory Policy</a>	Language changed from "part time" to "half time"
6/28/22	<a href="#">Program Information</a>	Updated AANA name to American Association of Nurse Anesthesiology
6/28/22	<a href="#">President's Welcome</a>	Updated AANA name to American Association of Nurse Anesthesiology
6/28/22	<a href="#">Fellowship Code of Conduct</a>	Updated link to AANA Code of Ethics

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# ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP HANDBOOK 2021-2022

## GENERAL INFORMATION

### PRESIDENT'S WELCOME



Welcome to the Acute Surgical Pain Management Fellowship at the Middle Tennessee School of Anesthesia (MTSA). We are pleased that MTSA and the American Association of Nurse Anesthesiology (AANA) have collaborated to provide the nation's only post-graduate ASPM Fellowship program. Additionally, the program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA).

MTSA is single-purpose, regionally accredited, anesthesia-specific, graduate degree-granting program with an innovative curriculum and state-of-the-art educational facilities and experiences. MTSA faculty and staff focus on you and are committed to providing an atmosphere conducive to collegial relationship building. The School is built upon a strong foundation embracing Christian, Seventh-day Adventist values and beliefs, excellence in knowledge, and superb clinical skills.

Feel free to contact me if I can help you in exploring all the possibilities before you. Thank you for the trust and confidence you have placed with us. I assure you that we will do all we can to meet and exceed your expectations! Welcome to MTSA.

Chris Hulin, DNP, MSN, MBA, CRNA

President

# DIRECTOR'S WELCOME



Welcome to the Acute Surgical Pain Management Fellowship at the Middle Tennessee School of Anesthesia (MTSA). I look forward to our interaction over the next year learning about advanced principles of acute pain management. This fellowship has brought together 25 faculty experts from the United States and Canada who have brought forth some engaging and clinically useful content for the practicing CRNA. Our hope is that this information gets widely disseminated and utilized to reduce surgical pain, improve the patient satisfaction experience associated with surgical interventions, and reduce pain-related complications and opioid use in the perioperative period. We have partnered with Thaana and multiple clinical sites throughout the US to bring forth a high-quality, interactive learning experience to ensure the fellow leaves the program with the knowledge and skills necessary to establish, train, and maintain an acute pain service.

As a graduate of this fellowship, you will make a strong impact throughout the country in advancing the latest evidence-based practices in acute pain management. As we already know, severe post-surgical pain can lead to debilitating chronic pain. At MTSA, we believe in advancing the latest techniques in acute pain management to minimize these chronic, debilitating conditions. Working together, we are confident that the incorporation of this fellowship knowledge will reduce health care costs and improve patient outcomes far into the future.

Thanks again for choosing MTSA and if there is anything I can do to enhance your learning experience in the fellowship, please let me know.

Bill Johnson DNAP, CRNA

Director, Acute Surgical Pain Management Fellowship

## MISSION

Middle Tennessee School of Anesthesia exists to provide a Christian, Seventh-day Adventist learning environment that fosters the pursuit of truth, excellence in and access to graduate nurse anesthesia education, and a life of service.

## VISION

Reviewed: 6/22/2022

Reflect Christ in a culture of service, inclusion, and diversity

Deliver an exceptional student experience that attracts premier applicants, promotes individual achievement, and results in a clinically excellent practitioner

Advance CRNA practice in ultrasound and pain management through education, strategic partnerships, and distinguished scholarship

## CORE VALUES

- Christian, Seventh-day Adventist values-driven curriculum and program
- Academic and clinical excellence that fosters a life of service
- Wholistic approach to education, health care, and a balanced lifestyle
- Graduate education that prepares nurses and CRNAs to complete their educational goals and enter the workplace with confidence

## HISTORY & HERITAGE

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

These ancestor institutions laid the groundwork for MTSA which began as the Madison Hospital School of Anesthesia for nurses in 1950 as part of Madison College. This rich history began more than 70 years ago when Bernard V. Bowen, CRNA, DSc, founded the School to facilitate nurse anesthesia education within the framework of Seventh-day Adventist beliefs, which included no Saturday classes. MTSA started with just two students in a 12-month program, but soon expanded to 18-months, admitting 16 students annually. On July 1, 1980, the school changed its name from Madison Hospital School of Anesthesia and officially formed as it is known today—the Middle Tennessee School of Anesthesia – the last vestige of Madison College and Madison Hospital that remains to this day.

## CHRISTIAN SEVENTH-DAY ADVENTIST LEGACY

The Christian spirit of dedication and work that led to MTSA's development is very much alive today. The School continues to foster a learning environment encouraging strong moral principles and a close relationship with God. The Institution celebrates the diversity of faiths represented in the student body, faculty, and staff, and respects the differences of persuasion that are present. It operates with a wholistic, balanced approach to life which includes the physical, mental, emotional, moral, and spiritual – while encouraging a relationship with God as the Creator.

As a Christian church, Seventh-day Adventists are a faith community rooted in the beliefs described by the Holy Scriptures (both Old and New Testaments). In harmony with a broad overall mission to reflect Christ in its educational program, and in keeping with its Adventist heritage, the Middle Tennessee School of Anesthesia conducts classes with an exposure to Adventist beliefs.

Many of these beliefs are foundational and common to Protestant Christians from a variety of faith traditions and include -- *The Trinity; the Divinity of Jesus; a literal six-day creation; and, Salvation through faith in Jesus*. Yet, there may be some belief differences, including a 24-hour Sabbath rest from work and school beginning Friday evening

sundown and concluding Saturday evening sundown, when no school-sponsored activities, classes, or events take place. You too may notice food choices limited to a diet exempt of certain options as a commitment to health and temperance.

Jesus Christ exemplified a life of service. It is MTSA's desire to follow His pattern and honor the Bible, while exhibiting this through learning, scholarship, and ministry. For more information regarding the SDA church visit [www.adventist.org](http://www.adventist.org).

## MTSA'S UNDERLYING EDUCATIONAL PRINCIPLES

MTSA recognizes the expanded role CRNAs fill as contributing members of the health care team. It is no longer enough that nurse anesthetists be skilled in anesthesia administration. They must also be able to assess their patients' medical status and plan a comprehensive anesthetic management program that encompasses the pre- and post-anesthetic periods, as well as the operative period.

MTSA aims to provide the academic climate and facilities necessary for the student to attain the body of knowledge and technical skills consistent with high standards of practice. In recognition of the important role played by CRNAs in the nation, and specifically in the Southeastern region of the United States, MTSA is historically constituted and strategically located, so as to play a vital part in meeting continuing needs for well-prepared anesthetists, both regionally and nationally.

MTSA believes that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, faculty members seek to provide a balanced program between the academic and clinical phases, so that knowledge and skills may be developed concurrently. The curriculum is integrated with academic and clinical experience occurring simultaneously. The acquisition of both intellectual and technical skills should start with the basic, then progress in logical steps to the more complex and advanced; each step building on the previous one. Throughout the entire educational process, Christian values should be emphasized in the daily lives of both faculty and students, for both their benefit and that of their patients.

MTSA believes that the student's role is one of an active participant in the educational process. This means students may participate in seminars, present case studies, write papers, and maintain independent study.

MTSA believes that the body of knowledge that constitutes the art and science of anesthesia is ever growing and ever changing. In keeping with this belief, MTSA endeavors to foster in both faculty members and students a thirst for knowledge and an intellectual curiosity that will promote lifelong professional growth and a desire for excellence. Graduates will be able to assist in the preparation of the next generation of anesthesia providers.

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

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

## CAMPUS LOCATION AND FACILITIES

The MTSA campus has offices and classroom facilities located in Madison, Tennessee. The academic and simulation classes are held on campus. There are three main buildings on campus.



The **Bernard V. Bowen Academic Center** teaching facilities include The Center for Simulation, a technological state-of-the-art lecture hall, as well as two seminar rooms for study, small group use, and static simulation classes. The offices of the Program Administrator and the Director of Simulation are located in this building. There is also a student lounge in this building.

The **Student Support Center** houses the administrative support staff and faculty offices. On the first floor is the Nelda Faye Ackerman Learning Resource Center which includes a computer lab for student use. The second floor includes the Heritage Room, a conference/classroom designed with online learning technology.

The **P.T. Magan Building** houses a large collaborative classroom that can be divided into 2 separate rooms or divided into multiple small group areas, each with state-of-the-art technology access. A small kitchenette is available for the student body for use in the P.T. Magan Building with additional seating in the corridor and back patio. The Office of the President, Vice President of Academics, and Administrative Personnel are housed in this building. A school fitness center is also available in this building with a 24-hour, secure ID access.

**School Hours:** Campus buildings are open Monday – Thursday from 8am to 6pm. Outside of regular operating hours, students may access all buildings using their student ID keycards

**Facility Access:** During the student's first semester, students are given electronic keycards which enable secure access to all buildings on campus.

**Parking:** Students must use the adjacent parking lots of Skyline Medical Center and the Madison Campus Seventh-day Adventist Church. The parking lot behind the Student Support Center and adjacent to the Bowen Academic Center is for staff, faculty and visitors only. There is one handicap spot available in the staff lot for anyone who has a placard or license plate that needs this service. The P.T. Magan building student parking is noted with signage.

## ACADEMIC FACILITIES

The **Center for Simulation**, located in the **Bernard V. Bowen Academic Center**, houses two realistic operating rooms with three computerized human patient simulators (Laerdal SimMan 3G, SimMan, and SimBaby) to enhance both academic and clinical education.

The **Nelda Faye Ackerman Learning Resource Center (LRC)**, located in the **Student Support Center**, is a computer lab with multiple desktop computers and a printer, as well as a small group study lounge.

## STUDENT FACILITIES

There are two student lounges, located in The Bernard V. Bowen Academic Center and in the P.T. Magan building, equipped with a refrigerator, microwave, and dishwasher. The Bernard V. Bowen Academic Center's lounge has tables and chairs for students to meet, as well as vending machines. Students are responsible for their food and clean-up of the lounges and are to notify staff if there is a problem. Drinks taken out of the lounges must have a cap or lid when going into classrooms.

Practice doctorate students have mailboxes located at the back of the classroom of the Bernard V. Bowen Academic Center during semesters 2, 3 4. At the start of semester 5 students' mailboxes are moved to a metal filing cabinet within the student lounge labeled by cohort

The P.T. Magan building's copy/print station is located in the main hallway. The P.T. Magan building also houses the MTSA fitness center. There are separate male and female shower facilities, as well as daily lockers for those using the fitness center. The center can be accessed 24 hours a day with the electronic card key.

The MTSA campus buildings and the outdoor covered porch areas are equipped with wireless internet service dedicated exclusively to students' use, to enable an entire class to work online simultaneously. The Wi-Fi password will be given to students during their first semester intensive week.

## SCHOOL VISITS

Applicants are invited to contact the Admissions Coordinator to make an appointment to visit the School (615-732-7662, [info@mtsa.edu](mailto:info@mtsa.edu)).

## ACCREDITATION

Initial accreditation received (September 2, 2016) for a five (5) year period.

### COUNCIL ON ACCREDITATION OF NURSE ANESTHESIA EDUCATIONAL PROGRAMS (COA)

MTSA and the ASPM Fellowship are accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA). The next accreditation review determination by the COA is scheduled for 2021. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address\*:

222 S. Prospect Avenue Park Ridge, IL 60048 (847) 655-1160

**\*Please note that normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the Institution, and not to the offices of any of these accreditation or approval organizations.**

## BOARD OF TRUSTEES

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

**As of January 2021, the members of the Board of Trustees are as follows:**

Vic Martin, CRNA, MBA (Chairman)	Jonathan Grooms, CRNA
Vicki Davies, CPA (Interim Vice-Chairman)	Jeff King, MD
John Butorac, CRNA	Elizabeth Lemons, RN, MBA
Paul Mazzoni, MD	Kenneth L. Schwab, EdD
Nicholas Howald, MBA, ACHE	Ken Holroyd, MD

The MTSA President is an ex-officio, non-voting member of the MTSA Board of Trustees.

The Secretary of the Board of Trustees is the MTSA Special Assistant to the President.

## ADMISSION TO THE COLLEGE

### ADMISSION REQUIREMENTS ACROSS ALL PROGRAMS — 5.4.104

**Policy Number: 5.4.104**

Reviewed: 8/18

*Revised: 1/2017, 1/5/17, 8/6/18, 10/20,11/20, 11/21, BOT Approved 11/21*

MTSA is a single purpose institution with a focus in graduate nurse anesthesia education and currently offers two degrees over two programs; DNAP degree in either completion or entry to practice format.

MTSA enrolls up to 72 accepted applicants into the new class for the DNAP Practice Doctorate (PD) Program, once each year. The Council of Accreditation of Nurse Anesthesia Programs (COA) does not limit MTSA class size for the DNAP completion program. MTSA determines the size of the class each year based on applicant pool and faculty resources.

The specific procedures for application and admission for each program are delineated further in the appropriate student handbook. Any questions regarding these admissions requirements should be forwarded to the Coordinator, Admissions and Recruitment.

General admissions requirements across all programs include but are not limited to:

- Baccalaureate degree from regionally accredited program (Master's or DNAP PD programs) or Master of Science degree from a COA accredited institution (DNAP completion program)
- Undergraduate degrees from regionally accredited programs are verified through the centralized application service (NursingCAS), who reviews all student requested transcripts from the attended colleges.
- Current professional licensures
- Submission of all transcripts
- Professional references
- Personal letter
- GRE scores
- Recommended minimum cumulative GPA 3.0 or recent upper-level academic coursework demonstrating satisfactory proficiency
- TOEFL is required for those with English as a second language

### ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENT APPLICANTS

- **Professional RN/APN/APRN Licensure (as indicated by program)**

Graduates who have not achieved licensure as professional Registered Nurses in the United States will not meet the eligibility requirements for application to MTSA.

- **Foreign School Transcripts**

For graduates of foreign schools, MTSA requires that all transcripts from foreign schools be reviewed by a common external agency. This review is the responsibility of the applicant, and will not be completed by MTSA. This external agency can be contacted via the following methods:

Director of Evaluation  
World Education  
Services, Inc.  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
Telephone Number: 212-966-6311; Fax 212-  
966-6395; E-mail: [info@wes.org](mailto:info@wes.org)

## ADMISSION CRITERIA

MTSA enrolls up to 12 accepted applicants into the new cohort for the 12-month Fellowship program twice a year, beginning in January and September. All applications for the Fellowship program must be submitted to MTSA before the application deadline.

After the application deadline, the applicants are reviewed based on the following requirements, to determine which applicants will receive an invitation to interview.

Fellows will have current CRNA certification granted by the NBCRNA. Additionally, Fellows will demonstrate successful completion of one introductory ultrasound-guided regional anesthesia course or workshop and one advanced cadaver-based workshop within the last 3 years.

Fellows will also show evidence of HIPPA and OSHA training in the last year through their current practice facility or offered via another facility.

Fellows will show evidence of personal health insurance either through their place of employment, or private insurance. Fellows are responsible for the costs of tests, treatment, and follow-up care for any accidents, injury, or illnesses that occur while enrolled in the Acute Surgical Pain Management Fellowship. Fellows are not entitled to worker's compensation benefits in facilities outside of their employment.

Professional liability coverage to complete the clinical portion of the curriculum will be contingent upon state liability requirements for the respective clinic sites. Proof of insurance is required for each Fellow prior to clinical rotations. MTSA will assist in obtaining a temporary malpractice insurance policy through AANA insurance services or the Fellow may obtain these services through a private entity. Please note that malpractice insurance must be an occurrence-based policy. A one-million-dollar occurrence with a three-million-dollar aggregate must be the minimum liability amounts obtained with this policy. The Fellowship has the right to amend these requirements based on participating facility requirements for malpractice insurance.

In addition to the application, applicants must submit the following:

- Application and Fee via NursingCAS
- RN License
- APRN License
- NBCRNA Certification (must be current with expiration date displayed)
- AANA Membership
- Current CV

- Personal Essay: An approximately three-page, double-spaced essay describing: the applicant's current work environment, individual goals for the Acute Surgical Pain Management Fellowship, level of administrative support, and the manner in which successful completion of the fellowship will impact their personal practice
- 3 Reference forms completed (via NursingCAS): Three letters of reference are required and include one each from a current: 1) professional peer, 2) CRNA supervisor, and 3) Chief Medical Officer of Anesthesia Group
- Proof of Personal Health Insurance
- Proof of completion of Basic and Advanced Ultrasound-Guided Workshops \*\*

\*\* A Basic and an Advanced Ultrasound-Guided course are required pre-requisites of the Acute Surgical Pain Management Fellowship and must be completed prior to entry into the Fellowship and been earned within the last five (5) years. A Basic Ultrasound course consists of didactic and hands-on ultrasound scanning instruction for upper and lower extremity regional blocks with or without a cadaveric component for a minimum of 8 hours. An Advanced Ultrasound course qualifies as a prerequisite if the course involves advanced instruction in truncal regional blocks on a cadaveric model. The Advanced course should also contain didactic and hands-on needling and scanning instruction on a cadaveric specimen(s) for a minimum of 8 hours.

## APPLICATION CHECKLIST

- Application and Fee via NursingCAS
- RN License
- APRN License
- NBCRNA Certification (must be current with expiration date displayed)
- AANA Membership
- Current CV
- Personal Essay
- 3 Reference Forms
- Proof of Personal Health Insurance
- Proof of completion of Basic and Advanced Ultrasound-Guided Workshops

Visit [www.mtsa.edu](http://www.mtsa.edu) to access .pdf of application form.

## RE-APPLICANTS

Those wishing to reapply to the Fellowship, must submit a new application. All re-applicants will be considered by the Director, Acute Surgical Pain Management Fellowship and the Acute Surgical Pain Management Fellowship Council. Re-application is not permitted under the following conditions: if the Fellow has been enrolled in the program and a) withdrew without notification or b) if the Fellow was dismissed from the program.

## APPLICANTS TO THE FELLOWSHIP AND DOCTOR OF NURSE ANESTHESIA COMPLETION PROGRAM

Applicants applying to the Fellowship and the DNAP Completion program will be required to submit an academic transcript and be interviewed by the DNAP Completion faculty prior to acceptance. If applying for the Fellowship only, once the applicant has been accepted and successfully completed the Fellowship, the Fellow is eligible for acceptance in the next DNAP Completion cohort with no further application process necessary.

Fellow selection policy is designed to accept only those Fellows the Admissions Committee believes have the ability and desire to complete the academic components of the program. Tuition and fees are due at the beginning of each of the payment periods, as outlined by the Business Office.

## ACCEPTANCE PROCESS

At the conclusion of all personal interviews, the Acute Surgical Pain Management Fellowship (ASPMF) Council will determine which applicants will be accepted. The Director of the ASPMF will send acceptance letters to those selected for admission. In the acceptance letter, each selected applicant will be given ten (10) business days in which to respond and the deadline will be stated in the acceptance letter. If an applicant chooses to accept the offered position in the upcoming class, they **must** submit the **Non-Refundable Deposit** to MTSA with an acceptance response by the stated deadline. After the stated deadline, if the **Non-Refundable Deposit** has not been received at MTSA, the applicant will forfeit the offered position in the upcoming class, and MTSA may then offer the vacant position to an alternate applicant.

After accepting a position in the upcoming class, if an accepted applicant changes his mind and decides at a later date to decline acceptance into the program at MTSA for any reason, the **Non-Refundable Deposit** will not be refunded.

If accepted to the ASPMF or DUAL program, MTSA will complete a background check on the applicant before entry into the program.

## WAITING LIST ACCEPTANCE

Applicants not selected by the Fellowship Council during the interview process can be offered a waiting list position in which they could be called upon for admission should a vacancy occur in the currently accepted class. Applicants placed on the waiting list will be accepted into the next class cohort if a deposit is made 30 days prior to the next application cycle ending period.

## DENIED

Applicants will be notified in writing after the Fellowship Council selection process and would be eligible to apply to future Fellowship classes.

## FINANCIAL INFORMATION

### TUITION RATES AND SCHEDULES

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

### CLINICAL ROTATION FEE

Enrolled Fellows will be required to rotate to an ASPMF clinical site for a period of two weeks or 80-100 contact hours at a cost of \$3,000. A one-time \$500 MTSA administrative fee will also be assessed for the processing of this clinical rotation fee. The clinical fee will be applied to the students account during the second and third semesters. This will assist the processing of funds for those receiving aid. The actual due date for the clinical fees is \$1,500 at the due date of the students second semester tuition charge and \$2,000 at the due date of the students third semester tuition charge. Any additional rotational weeks at an ASPMF clinical sites will be associated with additional clinical and licensure fees, travel expenses, and malpractice insurance premiums that are the sole responsibility of the enrolled Fellow.

## TUITION DUE DATES

Tuition is to be paid 2-weeks prior to the first day of class. Those due dates are listed in the provided tuition schedule and will be listed in the statement sent by the MTSA Business Office prior to the start of each semester. Failure to pay by the due date listed may jeopardize the students enrollment in the learning management system.

### For Fellows Enrolled in the Fellowship Only

Tuition	\$17,500
Clinical Rotation Fee <i>*Please expect additional costs associated with travel, malpractice insurance, etc. are based on clinical site and market conditions</i>	\$3,500
<b>2021 Fall Cohort (enrolled in Fall 2020)</b>	
Deposit of \$1,500 due on July 23, 2020	
<b>Payment Date</b>	<b>Amount</b>
8/17/2020	\$5,000*
12/14/2020	\$5,000
4/19/2021	\$5,000

\*Deposit of \$1,500 previously paid upon notice of acceptance is applied towards first tuition payment.

<b>2022 January Cohort (enrolled in January 2021)</b>	
Deposit is due with first tuition payment on December 14, 2020	
<b>Payment Date</b>	<b>Amount</b>
12/14/2020	\$5,833
4/19/2021	\$7,333 (Includes \$1,500 clinical rotation fee)
8/16/2021	\$7,834 (Includes \$2,000 clinical rotation fee)

<b>2022 Fall Cohort (enrolled in Fall 2021)</b>	
Deposit of \$1,500 due on July 12, 2021	
<b>Payment Date</b>	<b>Amount</b>
08/16/2021	\$5,833*
12/13/2021	\$7,333 (Includes \$1,500 clinical rotation fee)
04/18/2022	\$7,834 (Includes \$2,000 clinical rotation fee)

\*Deposit of \$1,500 previously paid upon notice of acceptance is applied towards first tuition payment.

<b>2023 January Cohort (enrolled in January 2022)</b>	
Deposit of \$1,500 due on November 15, 2022	
<b>Payment Date</b>	<b>Amount</b>
12/13/2021	\$5,833*

4/18/2022	\$7,333 (Includes \$1,500 clinical rotation fee)
8/15/2022	\$7,834 (Includes \$2,000 clinical rotation fee)

\*Deposit of \$1,500 previously paid upon notice of acceptance is applied towards first tuition payment.

Fellows may use preapproved financial assistance if funds are guaranteed to arrive the day classes begin for the term. If your financial assistance will not cover your tuition due, then you will need to pay the difference by the payment due date of the term.

## SIMULTANEOUS ENROLLMENT IN THE FELLOWSHIP AND DNAP-C PROGRAMS

Tuition	\$33,750
Minimum Clinical Rotation Fees <i>*Please expect additional costs associated with travel, malpractice insurance, etc. which are based on clinical site and market conditions</i>	\$3,500

### Payment Schedule Dual Enroll (ASPMF/DNAP-C) Fall 2021 (enrolled in Fall 2019)

Year 1		Year 2	
9/3/2019	\$5,625	8/19/2020	\$5,625
1/7/2020	\$5,625	12/23/2020	\$5,625
4/22/2020	\$5,625	4/3/2021	\$5,625

Deposit of \$4,000 previously paid upon notice of acceptance is applied towards first tuition payment (exact payment dates in 2021 yet to be determined, but will occur in the month and amount listed). A second deposit of \$1,500 is due on July 1, 2020 to secure a seat in the Fellowship portion of the program.

### Payment Schedule Dual Enroll (ASPMF/DNAP-C) Fall 2022 (enrolled in Fall 2020)

Year 1		Year 2	
8/19/2020	\$5,625	8/17/2021	\$5,625
12/23/2020	\$5,625	12/21/2021	\$5,625
4/3/2021	\$5,625	4/19/2022	\$5,625

The 1st deposit of \$1,500, due prior to entry in the program would be due July 31, 2020 and the 2nd deposit of \$1,500 would be due on July 1, 2021 to secure a seat in the Fellowship program during the second year.

### Payment Schedule Dual Enroll (ASPMF/DNAP-C) Fall 2023 (enrolled in Fall 2021)

Year 1		Year 2	
8/16/2021	\$5,625	8/15/2022	\$5,625
12/13/2021	\$5,625	12/12/2022	\$7,125*
4/18/2022	\$5,625	4/17/2023	\$7,625**

The 1st deposit of \$1,500, prior to entry in the program, would be due July 1, 2021 and the 2nd deposit of \$1,500 would be due on July 4, 2022 to secure a seat in the Fellowship program during the second year.



\*Includes \$1,500 Clinical rotation fee.

\*\* Includes \$2,000 Clinical rotation fee.

Students will receive statements to their MTSA email account up to 45-days prior to the due dates listed above. The statement will show the amount due for the upcoming semester and the date that payment is due. Students mailing checks should send them to the following address:

MTSA

Attn: Business Office

P.O Box 417

Madison, TN 37116

Should a Fellow, who is simultaneously enrolled in the APSMF and the DNAP-C programs, decide to withdrawal from one of the programs, the discounted-tuition rate will be lost.

Furthermore, the Fellow is responsible for retroactively paying for the difference in tuition of previous payments.

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

Please contact the MTSA Business Office with any questions you may have regarding tuition.

#### **Fees throughout the Program May Include:**

- **3% Credit or Debit Card Fee:** if a Fellow uses a credit or debit card to pay tuition or purchase any item through the school.
- **Delinquent tuition fee:** A \$100 late fee will be assessed on delinquent tuition payments for each MTSA business day (Mon-Thurs) that the tuition payment is delinquent. Therefore, if tuition is due on one Monday, but is not paid until the following Monday, an additional \$400 delinquent tuition fee is levied.

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

## REFUND POLICY

(Refer to [MTSA Policy 5.1.106 for Withdrawal Procedures](#))

MTSA will permit any student/Fellow to cancel their enrollment agreement within 72 hours of the enrollment day. Should a cancellation occur MTSA will refund 100% of the first tuition payment that was made by the student/Fellow, minus the deposit submitted to hold the student/Fellow position in class. Students/Fellows who have been given a medical withdrawal are assessed and adjusted no differently than other withdrawals.

## PRO RATA REFUND

If a student/Fellow withdraws or is terminated from the program after the period allowed for cancellation of the enrollment agreement and has completed 60% or less of the period of attendance (semester), the student/Fellow is entitled to a partial prorated refund. MTSA will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's/Fellow's withdrawal or termination. For students receiving funds through the Federal Student Aid Program, unearned funds will be returned to the aid programs in the order required under Federal Law. For students/Fellows receiving funds through a non-federal loan, the VA, or sponsor, unearned funds will be

returned to the lender or agency. Any remaining balance will be paid to the student/Fellow. The pro rata percentage is based on days of attendance within the period of attendance. Students/Fellows who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds. Please contact the Office of Financial Aid (615-732-7884) for more information.

## DEPOSIT

### *Acute Surgical Pain Management Fellowship Only*

Non-Refundable Deposit: \$1,500

### *Simultaneous Enrollment in Fellowship and DNAP Completion Program \**

Non-Refundable Deposit: \$1,500

\* In order to secure a seat in the Acute Surgical Pain Management Fellowship, students will be required to submit a \$1,500 deposit 90-days prior to starting the Fellowship. This deposit will be applied to the first tuition payment in the Fellowship program.

## DISBURSEMENT INFORMATION

Direct charges (tuition and fees) will be deducted from the financial aid first. MTSA will make a deposit of any credit balance into the student's bank account through an electronic transfer of funds. Student accounts are maintained by the Business Office and students may view their account information on their CAMS student portal.

## FINANCIAL PLANNING AND FINANCIAL AID

Since financial difficulties can have an adverse effect on academic endeavors, applicants are advised to plan their sources of financial support very carefully prior to entry into the Fellowship. Applicants who are accepted to Fellowship should plan to adjust their lifestyles accordingly, if needed. Although the ASPMF Council Admissions Committee prefers that applicants be financially stable, the following information should prove helpful in financial planning.

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

All tuition payments are due on the specified due dates. In addition to the delinquent tuition fee, Fellows will be suspended (suspension effective on the first delinquent day) from academic assignments until tuition is paid. Any time missed for this reason must be made up after the scheduled class graduation date as a terminal extension. The length of the extension will be at least commensurate with the amount of time missed. **Fellows must pay pro-rated tuition for all extensions in the program.**

### **Fellows Simultaneously Enrolled in the DNAP Completion Program**

◆ *Please see the DNAP Student Handbook for additional Financial Aid options available for that program.*

## FINANCIAL ASSISTANCE PROGRAMS

Due to the schedule and part-time nature of the Fellowship, Federal Direct Loans are **unavailable**. The following are some of the financial assistance programs that may be available to MTSA Fellows:

### PRIVATE LOANS

There are limited private education lenders loaning for continuing education hours. Private education loans are privately loaned from lenders outside of federal loan borrowing. Private or alternative loans require a separate application, credit check, multiple disclosures and a self-certification form. This is performed each time you borrow for a new loan period. MTSA encourages serious and deliberate consideration before making any borrowing decision. Examine all options. The Office of Financial Aid will not certify any amount that exceeds the cost of attending.

*MTSA has no preferred lender list or arrangement and does not endorse any loan product or service. Fellows may apply directly with any lender that they choose.*

### SPONSORSHIPS

If receiving any outside assistance in the way of scholarship or tuition assistance while attending MTSA, please notify the Office of Financial Aid ([finaid@mtsa.edu](mailto:finaid@mtsa.edu)).

### MILITARY ASSISTANCE/VA EDUCATION BENEFITS

MTSA welcomes active-duty military service members, veterans, military spouses and family members. Fellows who anticipate using Military/Veterans Education Benefits while in attendance at MTSA must notify the School Certifying Official in the Office of Financial Aid by emailing [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Once accepted to MTSA, Fellows should submit a copy of the Certificate of Eligibility and DD214 (for service member) to begin the process.

- If the Fellow has made arrangements to use VA Assistance, it is the Fellow's responsibility to report to the School's Certifying Official ([finaid@mtsa.edu](mailto:finaid@mtsa.edu)) any adjustments in his/her enrollment.
- If VA funds were requested to cover the Fellow's expenses and the school's fees were less than what the VA funded, MTSA will directly reimburse the VA.
- Any veteran placed on any type of probation and is not successfully removed from probationary status in the stated probationary time, will lose VA benefits.
- Any veteran who has lost VA benefits due to their probation status must reapply through the VA and receive VA approval to reobtain benefits.

### VA EDUCATION BENEFITS POLICY

*(Under the Veterans Benefits and Transition Act of 2018)*

MTSA permits any covered individual (that individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill benefits) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website-eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

MTSA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## COVERED INDIVIDUALS

1. must accurately and completely fill out the VA application and submit to the VA Regional Processing Office, also mailing them copies of buy-ups or kickers contracts, DD214, NOBE forms, signature pages and other important documents for your education claim, before classes begin at MTSA.
2. must submit a Certificate of Eligibility and the DD214 (service members) to the MTSA Financial Aid Office in order to process benefits.

## DISBURSEMENT INFORMATION

Direct charges (tuition and fees) will be deducted from any financial assistance first. MTSA will make a deposit of any credit balance into the Fellow's bank account through an electronic transfer of funds. Fellows can view their disbursements on their CAMS student portal.

## ELECTRONIC FUNDS TRANSFER

MTSA utilizes an electronic funds transfer (EFT) system to disburse credit balances/refunds of financial aid into Fellow's personal banking accounts. Any amount of assistance a Fellow received above direct charges is a credit balance owed to them and will be issued via EFT. Credit balances are posted to Fellow accounts within 14 business days of the disbursement date. Fellows will complete an EFT Authorization giving permission to wire funds to their personal account.

## SATISFACTORY ACADEMIC PROGRESS

A Fellow's academic standing (i.e. probationary periods) may affect his ability and eligibility to receive financial assistance.

## CANCELLATION POLICY FOR LOANS

Fellows have a right to cancel all or part of the loan disbursements awarded. The loans may be cancelled, with the Financial Aid Office, any time before the loan disbursement dates. Once MTSA is in receipt of the loan funds, Fellows have a right to cancel all or part of the loans within 14 days after the disbursement date for the loan period. In order to cancel any or all of your loans, Fellows must confirm in writing the award(s) and amounts(s) and send the request to [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Fellows are responsible for any unpaid balance on their school account. Borrowers will be advised of the status of their request for cancellation.

## REPAYMENT OF LOANS

It is expected that Fellows accepted into MTSA are good citizens and individuals of high integrity, who fully expect to repay all student loans. Fellows generally have 10 years to repay their loans. Interest is accruing on the loans while the Fellow is in school, and payments may be made towards the interest prior to completion of the coursework to lower loan balances. The loan servicer will notify Fellows when the first payment is due, usually following a six months grace period upon completion of the coursework. To learn about loan repayment options, Fellows should contact their lender.

# FINANCIAL AID OPTIONS

Students enrolled in at least half-time DNAP Completion coursework and pursuing the DNAP Completion degree are eligible to apply for Federal (Title IV) loan funds. Students must be enrolled in at least six (6) DNAP-Completion coursework hours per semester to be considered at half-time status. MTSA encourages serious and deliberate consideration before making any borrowing decision. Examine all options. The Office of Financial Aid will not certify any amount that exceeds the cost of attending.

## DIRECT UNSUBSIDIZED LOAN (TITLE IV)

Eligible students may borrow up to \$20,500 per academic year on a Federal Direct Unsubsidized Loan. Interest begins to accrue on loans from the date of disbursement and continues throughout the life of the loan. Loans have a six-month grace period before repayment begins. The grace period begins the date the student ceases to be enrolled at least half-time. Students may not borrow above the cost of attendance per loan period. These loans are not credit-based.

## DIRECT GRADUATE PLUS LOAN (TITLE IV)

Graduate PLUS loans are credit-based loans made to credit-worthy eligible borrowers or the student must obtain an endorser who does not have an adverse credit history. Students may borrow Graduate PLUS loans after first borrowing the yearly maximum Federal Unsubsidized Loan. Borrowers will complete a PLUS application and master promissory note each new loan period. The interest rate begins to accrue on the loans from the date of disbursement. Loans have a six-month grace period, before repayment begins, when the student ceases to be at half-time status. Borrowing may not exceed the cost of attendance, per loan period.

### Procedures to apply for Federal Education Loans:

- Must file the (appropriate year) Free Application for Federal Student Aid (FAFSA)
- Must complete a phone entrance orientation with the Financial Aid Office, may contact [finaid@mtsa.edu](mailto:finaid@mtsa.edu) to schedule.
- Must visit [studentloans.gov](http://studentloans.gov) and complete the required entrance counseling and Master Promissory Note (for Unsubsidized loans) and the PLUS application and Master Promissory Note (for Graduate PLUS loans).

## PRIVATE LOANS

Private education loans are privately loaned from lenders outside of federal loan borrowing. Students enrolled in at least half-time DNAP Completion coursework are eligible to apply for Private loan funds. Private or alternative loans require a separate application, credit check, multiple disclosures and a self-certification form. This is performed each time you borrow for a new loan period.

### Procedures to apply for Private Loans

- Must complete a phone entrance orientation with the Financial Aid Office, may contact [finaid@mtsa.edu](mailto:finaid@mtsa.edu) to schedule.
- Visit [www.elmselect.com](http://www.elmselect.com), type MTSA in the School Search field and click enter. You may click through the Financial Fundamentals and then view the lenders that students who have attended MTSA have used.
- Research the best option and make application.

*MTSA has no preferred lender list or arrangement and does not endorse any loan product or service. Students may apply directly with any lender that they choose.*

## SPONSORSHIPS

If receiving any outside assistance in the way of scholarship or tuition assistance while attending MTSA, please contact the Office of Financial Aid.

*\*Any scholarship or tuition assistance received by the student must be disclosed to the Office of Financial Aid and will be incorporated into the financial aid package.*

## MILITARY BENEFITS

MTSA welcomes active-duty military service members, veterans, military spouses and family members. Students who anticipate using Veterans Education Benefits while in attendance at MTSA must notify the School Certifying Official in the Office of Financial Aid by emailing [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Once accepted to MTSA, students should submit a copy of the Certificate of Eligibility and DD214 (for service member) to begin the process.

## VA EDUCATION BENEFITS POLICY

*(Under the Veterans Benefits and Transition Act of 2018)*

MTSA permits any **covered individual** (that individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill benefits) to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website-eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

MTSA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Covered individuals:**

1. must accurately and completely fill out the VA application and submit to the VA Regional Processing Office, also mailing them copies of buy-ups or kickers contracts, DD214, NOBE forms, signature pages and other important documents for your education claim, before classes begin at MTSA.
2. must submit a Certificate of Enrollment and the DD214 (service members) to the MTSA Financial Aid Office in order to process benefits.

## ENROLLMENT PROCESS

Once Fellows have been accepted to the program, submitted the non-refundable deposit, and have not opted to defer, they will be enrolled in the program. The first payment is due 2 weeks before the first day of enrollment. This date will be communicated to Fellows by the Director, ASPMF.

## DEFERMENT

Upon acceptance, Fellows may opt to defer for a period up to six-months (for Fellowship only). Written communication with the Director, ASPMF must be received within ten business days from the time of acceptance. A

non-refundable deposit must be received by MTSA with a letter of intent ten business days prior to enrollment into the subsequent cohort. Failure to submit payment and enroll in the subsequent cohort results in termination of acceptance.

## FINANCIAL ENROLLMENT PROCEDURES

On enrollment day, the Program Administrator, and/or designees will review and summarize all costs, schedules, and obligations, and will issue and discuss the salient features of the current year's Acute Surgical Pain Management Fellowship. Students will sign the Enrollment Contract and pay for semester (1). Students will be asked to review the Release of Information Policy and sign the consent form, and will also be made aware of HIPAA policies related to patient data collection for educational purposes.

Each student should be aware that there may be updated versions of the *Student Handbook* published during his enrollment. While significant changes are rare, students must abide by the current version of the *Student Handbook*, unless otherwise noted, including abiding by the most current tuition and fee changes. The student will be notified of financial changes in advance.

## CREDIT HOURS

The Fellowship Program is 12 months in length at a half-time status. MTSA defines full-time status as enrollment in 9 or more credit hours in a semester, half-time status is defined as enrollment of 6-8 credit hours in a semester and enrollment less than 6 hours is considered a less than half-time status.

## FINANCIAL AID ENTRANCE INTERVIEW

All admitted applicants are required to schedule an initial entrance interview with the Financial Aid Office. This interview will occur prior to enrolling. All admitted applicants will be notified by mail of this requirement to schedule this appointment. For further information contact [finaid@mtsa.edu](mailto:finaid@mtsa.edu).

To be considered for financial assistance, students must complete the Free Application for Federal Student Assistance (FAFSA) (<https://studentaid.gov/h/apply-for-aid/fafsa>) is a free website; other websites charge a fee) every year during the 36-month program at MTSA. When applying for Financial Aid, the MTSA School Code is 007783-00.

## FEDERAL LOAN ENTRANCE COUNSELING

Prior to disbursement of Federal Direct Loans, students must complete the online Entrance Counseling by accessing <https://studentloans.gov>. MTSA is notified of the student's completion of this process.

## FEDERAL LOAN EXIT COUNSELING

Prior to exiting MTSA, all students who have obtained federal student loans during their studies at MTSA are required to complete the Exit Counseling process by going to <https://studentaid.gov/exit-counseling/>.

## LOAN SUMMARY INFORMATION

The National Student Loan Data System (NSLDS) is the Department of Education's central database for information regarding your federal student aid. Students can log into the website <https://nslds.ed.gov/npas/index.htm> using their FSA ID (FAFSA ID). Student's loan information and enrollment status are submitted to NSLDS by MTSA, who is an authorized user of the data system.

## CANCELLATION POLICY

Students have a right to cancel all or part of their federal loan disbursement(s) awarded. The loans may be cancelled, with the Financial Aid Office, any time before the loan disbursement dates. Once MTSA is in receipt of the loan funds, students have a right to cancel all or part of the loans within 14 days after the disbursement date for the loan period. In order to cancel any or all of your loans, the student must confirm in writing the award(s) and amount(s) and send the request to [finaid@mtsa.edu](mailto:finaid@mtsa.edu). Students are responsible for any unpaid balance on their student account. Borrowers will be advised of the status of their request for cancellation.

## ELECTRONIC FUNDS TRANSFER

MTSA utilizes an electronic funds transfer (EFT) system to disburse credit balances/refunds of financial aid into student's personal banking accounts. Any amount of assistance a student received above direct charges is a credit balance owed to them and will be issued via EFT. Credit balances are posted to student accounts within 14 days of the disbursement date. Students will complete an EFT Authorization giving permission to wire funds to their personal account.

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL AID — 5.1.302

**Policy Number: 5.1.302**

Reviewed: 2018, 5/11/2021

*Revised: 5/11/2021 (Policy approved by NAPC in 2018 and revised in May 2021, but not assigned a policy number), 10/21, BOT Approved 11/21*

Federal financial aid regulations require that recipients of federal aid maintain satisfactory academic progress (SAP) toward the completion of their degree. All students' academic standing is evaluated by the MTSA Progressions Committee. SAP standards are separate from academic policies and are defined by the Financial Aid Office to remain eligible for federal Title IV aid. Those students receiving Title IV aid, whether full time or half-time and regardless of their enrollment status or program, will have their SAP evaluated at the end of each academic year consistent with the below standards. Students not meeting the required progression will be placed on Financial Aid Suspension. This policy applies only to the eligibility for students to receive federal Title IV aid.

MTSA Progressions Committee evaluates students' academic progress after each semester, decisions are made, and notices are sent to the Financial Aid Office for the following reasons:

1. Activation of academic student probation,
2. Removal from academic probation,
3. Decision to suspend or terminate student,

## SATISFACTORY ACADEMIC PROGRESS (SAP)

At the official annual evaluation period, students receiving federal Title IV assistance must meet all three components of the SAP policy listed below:

- **Qualitative Requirement** - Maintain a cumulative grade point average (GPA) of 3.0, published for the DNAP program.
- **Quantitative Requirement or Pace** - Pace is calculated by dividing the total cumulative earned hours by the total cumulative attempted hours, including any repeated hours. Students must complete two-thirds or 67% of the total attempted hours for the academic year. Withdrawals, grades below a B, and incomplete grades are included in attempted hours.



- **Maximum Completion Timeframe** - Maximum timeframe is defined by the length of each academic program. Programs at MTSA have scheduled academic coursework which must be successfully completed. Any accepted transfer hours for the DNAP Completion program will be included in the maximum time frame evaluation. Students cannot receive federal aid after attempting the hours required for the completion of their academic program.

## REPEATED COURSEWORK

Each time a course is taken counts as an attempt. Only when a passing grade is received is it counted as a completion. Students may only receive federal aid funding for one repetition of a previously passed course. Any retaken class(es) may count against a student's satisfactory academic progress.

## FINANCIAL AID SUSPENSION

Any student not meeting the required number of credit hours or falling below the cumulative grade point average at the end of their academic year will be placed on Financial Aid Suspension. All future federal aid will be cancelled. The student will be notified by the Financial Aid Office of their suspension status. The student will remain on this status until they come into compliance with the SAP policy or until they have appealed with a favorable decision.

## FINANCIAL AID APPEAL

Students on Financial Aid Suspension may appeal one time for reinstatement of federal Title IV aid with the Financial Aid Office. The appeal for reinstatement should include the following elements:

- An explanation of extenuating circumstances, such as injury, illness, death of a relative or other special circumstance as to why you failed to meet satisfactory academic progress requirements,
- An explanation of what has changed that will now allow you to demonstrate satisfactory academic progress at the end of the subsequent semester,
- Include supporting documentation from medical doctors, advisor, Program Administrator, psychologist, etc., to verify the information you are including in your personal statement. Failure to provide information may result in your appeal being denied.

If the student does not meet the terms of the Financial Aid Committee decision, then the student will remain on Financial Aid Suspension and will not be eligible for federal Title IV aid

## FINANCIAL AID PROBATION

If the student's appeal is granted, the student will be placed on Financial Aid Probation and be eligible for federal aid during their probationary period (one payment period). The student must meet SAP at the end of the probationary period to continue to be eligible for federal Title IV aid. If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, then the student will be placed on an academic plan, developed with the Program Administrator. If the student meets the requirements of the plan, the student is eligible to receive Title IV aid.

Admission to MTSA or maintaining good academic standing, as defined by the academic program, does not necessarily constitute maintaining satisfactory academic progress for federal aid purposes.

## REINSTATEMENT OF AID

Students whose federal Title IV aid is suspended may have aid eligibility reinstated once SAP standards are met. It is the responsibility of the student to notify the Financial Aid Office for a reevaluation of the SAP for federal Title IV eligibility.

## NOTIFICATION

Students will be notified in writing of results of any evaluation that affects their eligibility for federal funding.

## WITHDRAWALS AND RETURN OF TITLE IV AID

Students who officially or unofficially break enrollment (withdraw, fail to return from an approved leave of absence or are dismissed from enrollment at MTSA) and are recipients of Title IV (federal) aid, may owe a repayment of federal aid back to the Department of Education. Students should be aware that eligibility for future federal aid may be jeopardized by withdrawing from MTSA after federal funds have been disbursed.

If a student ceases attendance from all his or her courses within a period of enrollment, the student will be considered a withdrawal for Title IV purposes. Students who elect to withdraw from courses must follow MTSA's official withdrawal process. The withdrawal date will be the date the student begins the withdrawal process or the last day of their attendance at MTSA. The amount of federal aid a student earned, in their payment period, is determined on a pro rata basis (for example: if student completes 30% of their payment period, they earn 30% of the assistance they were originally scheduled to receive). Students who withdraw prior to completing 60% of the payment period will have their financial aid prorated and unearned funds returned. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. Federal Title IV funds will be returned based on the percentage of period completed.

Federal regulations stipulate how the return of Title IV Funds is calculated for students who have received federal assistance. If the student did not attend 60% of the payment period, any excess federal aid must be returned to the appropriate program in the following order:

- Federal Unsubsidized Federal Direct Loan
- Federal Graduate PLUS Loan

## REPAYMENT OF LOANS

It is expected that students accepted into MTSA are good citizens and individuals of high integrity, who fully expect to repay all student loans. Students generally have 10 years to repay their loans. Interest is accruing on the loans while the student is in school, and payments may be made towards the interest prior to completion of the coursework to lower loan balances. The loan servicer will notify student when the first payment is due, usually following a six months grace period upon completion of the coursework. To learn about loan repayment options, students should contact their lender.

## ASPMF PROGRAM INFORMATION

### PROGRAM INFORMATION

The Middle Tennessee School of Anesthesia (MTSA) has developed the Acute Surgical Pain Management Fellowship (ASPMF) with the support of the American Association of Nurse Anesthesiology (AANA). This Fellowship will enhance the knowledge and skills of the Certified Registered Nurse Anesthetist (CRNA) in the management and care of the patient with acute surgical pain. Upon completion of the Fellowship, CRNAs will have the knowledge and the skills to exercise their full scope of practice for those who are experiencing perioperative pain.

# DUAL ENROLLMENT: ASPMF AND DNAP COMPLETION PROGRAMS

Dual enrollment into the ASPM Fellowship and the DNAP Completion program is an available option at Middle Tennessee School of Anesthesia. This is a 2-year program that involves matriculating through courses outlined in the DNAP Completion program and fulfilling the requirements of the ASPMF during the second year (refer to [combined curriculum map](#)). During the second year, courses within the DNAP Completion program are focused on the completion of an Evidence-Based Practice scholarly project. Fellowship faculty, along with DNAP Completion faculty, help guide and develop the DNAP scholarly projects. The purpose of dual enrollment is to make available to practicing CRNAs, academic and clinical skill advancement at a doctoral level. The final outcome of both programs are skilled clinicians in both acute surgical pain management and doctoral academic leadership.

The DNAP Completion and ASPMF each have their own handbooks outlining policies and procedures related to their respective programs. When applying to the DNAP Completion program and ASPMF simultaneously, the application requirements must be completed for both programs and the applicant must undergo the selection, interview, and acceptance process outlined by the handbooks of both the ASPMF and DNAP Completion programs.

## VALUE OF ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP

Acute pain services (APS) were introduced in the late 1980s in order to meet the increasing challenges of effective post-surgical pain management. From the onset, the APS concept received immediate and strong support from a large number of medical and health-care organizations around the world.<sup>1</sup> Yet, despite the increased availability of APS, under-treatment of post-surgical pain relief continues to be a clinically significant issue, due in part, to the lack of anesthesia providers who have been trained specifically in acute surgical pain management.

A growing consensus among anesthesia providers suggests that the availability of APS would facilitate a more evidence-based approach to post-surgical pain management, a broader range of analgesic techniques available to the post-surgical patient, and improved patient outcomes.<sup>2</sup> Despite this growing consensus, questions remain as to the ideal structure and function of APS in the United States.

In response to the increased demand for anesthesia providers who have been trained in post-surgical pain management, acute surgical pain management fellowships have been developed to provide this training for anesthesiologists, and, in some instances, advanced practice nurses. Upp et al. suggest that the modern APS team can no longer be staffed entirely by anesthesiologists or registered nurses who are interested in acute pain management. Instead, they recommend that mid-level providers, such as CRNAs, should fill important roles as APS continue to develop and expand. This expanded CRNA role may prove to be especially true in rural and under-served areas of the United States. To date, no acute surgical pain management fellowships have been developed to educate and train CRNAs. A basic assumption of MTSA's Acute Surgical Pain Management Fellowship is that, given the increasing role of CRNAs in providing a broad range of anesthesia services, it is plausible to anticipate an expanded scope of CRNA practice to include the provision of APS. As a result, fellowship programs must be developed in order to provide CRNAs with the comprehensive theoretical and clinical foundation necessary to competently provide APS in their host institutions and broader communities.

*(Adapted from: 1ASA Task Force for Acute Pain Management. (2012). Practice guidelines for acute pain management in the perioperative setting: An update report by the American Society of Anesthesiologists Task Force on Acute Pain Management. 116(2): 248-273.)*

2ASA Task Force for Acute Pain Management. *Practice guidelines for acute pain management in the perioperative setting: An update report by the American Society of Anesthesiologists Task Force on Acute Pain Management. 2012; 116(2): 248-273.*

American Society of Regional Anesthesia and Pain Medicine. *Guidelines for the fellowship training in regional anesthesia and acute pain medicine, (3rd ed.), Regional Anesthesia and Pain Medicine, 2015; 40(3): 213-217.*

## MISSION

The MTSA Acute Surgical Pain Management Fellowship embodies a set of goals and competency-based objectives as desired components of advanced education and training in acute surgical pain management. MTSA is committed to the ongoing development and delivery of acute surgical pain management interventions. Through an innovative and comprehensive curriculum, Fellows will utilize evidence-based interventions in order to facilitate optimal patient outcomes.

## PURPOSE

The focus of this Fellowship includes the management of pain in the perioperative setting for patients across the lifespan who are undergoing inpatient or outpatient surgical procedures.

## SCOPE & STANDARDS

This Fellowship involving patient care will uphold the [AANA Scope of Nurse Anesthesia Practice](#) and [AANA Standards for Nurse Anesthesia Practice](#). Should the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) create a specialty certification in acute surgical pain management, the Fellowship will follow applicable standards and guidelines.

## PREAMBLE FOR CURRICULUM DEVELOPMENT

MTSA has created an acute surgical pain management plan to maximize relief from acute surgical pain and minimize the risk of adverse outcomes. The following four (4) \*foundational tenets underpin all ASPMF curriculum:

1. Optimize the patient's functional abilities during acute surgical pain management.
2. Optimize the physical and psychological well-being of the patient during the management process.
3. Incorporate quality of life considerations for patients with acute surgical pain during the perioperative period.
4. Assimilate legal and ethical issues in the practice of acute surgical pain management.

*\*Underpinning all content will be the focus on these foundational tenets.*

## ASPMF DESCRIPTION AND CURRICULUM PLAN

MTSA is proud to partner with AANA to offer the nation's first Acute Surgical Pain Management Fellowship (ASPMF) for CRNAs. The Fellowship is 12 months in length and is divided into 3 courses over 3 semesters (15 weeks each). The Fellow will experience the didactic portion of the program concurrently with the clinical section of the program.

Those Fellows solely enrolled in the ASPMF will begin coursework in January and complete the program within one year. Those Fellows simultaneously enrolled in both the ASPMF and the DNAP-C program will begin coursework in September and complete both programs within two years. Please refer to the [DNAP-C Handbook](#) for any policies specifically related to that program.

## CREDIT HOURS

The ASPMF is comprised of (3) didactic courses and (3) clinical courses, with each course being 3 credit hours in length for a program total of 18 college credit hours applied to a non-degree program. MTSA recognizes this fellowship as a half-time program. The fellowship is a year long continuing education program, with students enrolling at a half-time status. The formula for determining a course load with contact hours is based on MTSA Credit Hour Policy that adopts the federal credit hour definition.

The Fellowship is 12 months in length at a half-time status. MTSA defines full-time status as enrollment in 9 or more credit hours in a semester, half-time status is defined as enrollment of 6-8 credit hours in a semester and enrollment less than 6 hours is considered a less than half-time status.

## DIDACTIC INFORMATION & COURSE DESCRIPTIONS

The Fellowship consists of three (3) courses, offered in a 15-week semester format that will be focused on the management of acute pain. The courses include: Principles and Pharmacology of Acute Pain Management, Techniques of Acute Pain Management, and Education, Business and Evidenced-Based Practice of Acute Pain Management. Each course comprises multiple Units broken down into Modules that are clustered around common topic areas.

Fellows will: 1) learn to critically evaluate, and apply, clinical and research evidence as it relates to the management of acute pain; 2) participate in cadaver-based laboratories to improve their understanding of relevant anatomy; 3) facilitate cadaver stations in teaching advanced ultrasound-guided regional anesthesia (USGRA) skills to other CRNAs; 4) learn about, and apply, local, state, and federal policies in order to understand how to become more effective leaders and advocates for acute pain management services in their respective institutions and communities; and 5) review, evaluate, and apply business, legal, and ethical principles necessary for the development and management of an acute surgical pain management service.

[\(ASPMF Curriculum Map\)](#)

### DIDACTIC COURSES

Item #	Title	Credits
ASPMF 600	Foundations of Acute Pain Management	3.00
ASPMF 620	Techniques of Acute Pain Management	3.00
ASPMF 640	Acute Pain Management Education, Business and Evidence Practice	3.00

## CLINICAL INFORMATION & COURSE DESCRIPTIONS

MTSA is continuing to develop relationships with clinical affiliates to offer each of the Fellows an individualized plan to build upon their individual advanced skill set. Fellows will demonstrate advanced competence in providing a wide range of regional anesthesia interventions that use both nerve stimulator and ultrasound guidance. Examples of these interventions include, but are not limited to:

- Upper Extremity: Cervical Plexus, Suprascapular, Axillary (Circumflex), Interscalene, Supraclavicular, Infraclavicular, Axillary, and Terminal Branch Blocks at the Elbow and Wrist
- Lower Extremity: Sciatic (Popliteal, Subgluteal and Anterior approaches), Fascia Iliaca Compartment, Femoral, Lateral Femoral Cutaneous, Obturator, Saphenous (Adductor Canal), and Ankle Blocks
- Truncal: Transversus Abdominis Plane (Subcostal-Oblique and Classic Posterior), Thoracic and Lumbar Paravertebral, Paraspinous, Intercostal, Quadratus Lumborum, Rectus Sheath, Ilioinguinal, Iliohypogastric, Genitofemoral, PECs I/II, and Serratus Anterior Blocks

## CLINICAL COURSES

Item #	Title	Credits
ASPMF 610	ASPMF Clinical Practicum I	3.00
ASPMF 630	ASPMF Clinical Practicum II	3.00
ASPMF 650	ASPMF Clinical Practicum III	3.00

## SIMULTANEOUS ENROLLMENT IN ASPMF AND DNAP-C

Please refer to the [DNAP-C Student Handbook](#) for all information regarding courses, grading, appeals, etc. A curriculum map for simultaneous enrollment is available by [clicking this link](#).

## FELLOWSHIP CODE OF CONDUCT

### PROFESSIONALISM

The Fellow will be expected to demonstrate professionalism, including a commitment to educational, professional, and personal integrity as outlined in the [AANA Code of Ethics for the Certified Registered Nurse Anesthetist](#). Professional behaviors are an expectation and will be evaluated throughout the Fellowship.

### CODE OF ETHICS

The [AANA code of ethics](#) for the CRNA states:

“Certified Registered Nurse Anesthetists (CRNAs) practice nursing by providing anesthesia and anesthesia-related services. They accept the responsibility conferred upon them by the state, the profession, and society. The American Association of Nurse Anesthesiology (AANA) has adopted this Code of Ethics to guide its members in fulfilling their obligations as professionals. Each member of the AANA has a personal responsibility to uphold and adhere to these ethical standards.”

MTSA expects Fellows to respect and abide by the AANA Code of Ethics.

## PROGRESSION THROUGH THE FELLOWSHIP & FELLOWSHIP COMPLETION REQUIREMENTS

### Progression through the Fellowship & Fellowship Completion Requirements

Upon completion of the Fellowship, the Fellow will receive a Certificate of Completion. Additionally, those Fellows simultaneously enrolled in the DNAP Completion program will receive a Doctorate Diploma with successful completion of that program. Please refer to the DNAP Completion handbook for more information regarding graduation requirements.

In order for a Fellow to meet the requirements for completion of the Fellowship, the following items must be completed in their entirety:

#### **Fellowship:**

1. Pass all exams, summative evaluations, assignments, and/or any other coursework in each of the Fellowship modules with a graded score of 80% or greater.
2. Attend and teach two Cadaver courses held by MTSA during the enrollment within the ASPMF. During this two-day visit, a competency-based teaching evaluation will be completed by the Director of the Fellowship, in which, a graded score of 80% or greater must be achieved.
3. Successfully complete and submit an ePortfolio detailing your learning experiences within the Fellowship, which includes all of the following items:
  1. Time-stamped, witnessed, and documented records of completed ultrasound-guided regional anesthetic blocks in each of the following categories during your enrollment period within the Fellowship:
    1. Truncal: 20 cases
    2. Upper Extremity: 20 cases
    3. Lower Extremity: 20 cases
  2. Documented competency-based evaluations of (10) ultrasound-guided regional anesthesia blocks performed during the enrollment within the Fellowship and completed by clinical mentors, Program Director, and MTSA Faculty.
  3. Completion of all unit reflection statements, presentation on ASPM research topic, and a competency-based teaching evaluation.
  4. Complete two weeks at an ASPMF clinical site.
  5. All financial obligations with the MTSA Business Office must be settled.

A Fellow must complete all of the requirements in a semester before he or she will be allowed to begin coursework of the subsequent semester. Failure to complete work with a grade of 80% or higher will be addressed through the Progressions Committee at MTSA. During the clinical rotation, failure to demonstrate professionalism, proficiency in regional anesthesia, failure to meet clinical expectations and/or failure to attend the clinical rotation will be addressed through the Progressions Committee.

#### **ePortfolio**

Pursuant to Fellow Standard identified by the Council on Accreditation "The CRNA Fellow maintains an accurate record of clinical procedures personally performed on patients, if applicable, and other educational experiences," fellows will be expected to complete an e-Portfolio. The e-Portfolio will be created and maintained in the Brightspace environment and may include but is not limited to: all reflective statements throughout the Fellowship, evaluation rubrics clinical case evaluative checkoffs for each skill, clinical case logs not part of checkoffs, results of summative evaluations, written assignments, and summaries of discussions. The e-Portfolio is evidence of successful progression of thought and skills throughout the Fellowship, and that Fellow Learning Outcomes for the Fellowship have been successfully met. A copy of the e-Portfolio will be held by MTSA as evidence for the Council of Accreditation, and a copy will be given to the Fellow upon completion of the last summative evaluations and completion of the program.

Confidentiality of the e-Portfolio copy at MTSA will be maintained and used solely for accreditation standards unless permission is obtained from the Fellow. An explanation about the technological procedures to develop the e-Portfolio

and the Brightspace environment will be covered in more detail during the first course, and the first module of orientation.

### **Incomplete Work**

Fellows for whom an extension has been authorized receive the grade I (Incomplete), which stands until the work has been completed. The Program Director authorizes the extension and confers with the Fellow to establish a final time limit for completion of the missing work. A contract for completion of the unit or module is completed by the Fellow and submitted to the Program Director for appropriate signatures. Copies of the agreement are given to the Fellow and the Program Director.

### **Fellow Records**

The Fellows will be creating an e-Portfolio to capture the accurate history of procedures and clinical experiences during their time in the Fellowship. The e-Portfolio will provide adequate information to attest to each Fellow's successful completion of the Fellowship. Any official documentation required by COA will be completed and submitted by the Program Director. All clinical courses completed in the Fellowship will be recorded as credit hours completed in a non-degree program on the official MTSA transcript. Didactic courses in the Fellowship are considered elective courses in the DNAP Completion program and are recorded as such on the DNAP Completion transcript. Fellowship enrolled students, who are not concurrently enrolled in the DNAP Completion program, will have didactic course credit hours recorded on the MTSA transcript from a non-degree program.

Any official documentation required by COA and signed by the Program Director will be made available to the Fellow. These official documents will provide: the title of the Fellowship; length of the Fellowship; specification of the goals and objectives/outcomes identified by the Fellowship; an accurate history of procedures and other clinical experiences; and verification of attainment of achievement by the Fellow. This documentation will include the types and numbers of cases required for future specialty certification.

## **ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP LEARNING OUTCOMES**

Fellowship objectives and outcomes will be achieved via stepwise progression through curriculum. Fellows will demonstrate advanced competence in providing a wide range of regional anesthesia modalities that use both nerve stimulator and ultrasound guidance. Attainment of the knowledge and skills described in the Fellow Learning Outcomes will be determined from unit, module, and clinical assessment.

By completion of the Fellowship, Fellows will demonstrate knowledge and skills consistent with the Fellow learning outcomes described below:

### **Fellow Learning Outcome 1:**

Formulate a plan to assess, intervene, and evaluate patients who are, or will be, experiencing acute surgical pain.

### **Fellow Learning Outcome 2:**

Incorporate a holistic approach to the advanced physiological, theoretical and psychosocial principles in the management of acute surgical pain.

### **Fellow Learning Outcome 3:**



Utilize current evidence and best practices for the management of acute surgical pain across the lifespan and among variant populations.

**Fellow Learning Outcome 4:**

Apply pharmacotherapeutic and pharmacodynamic evidence to optimize acute surgical pain management.

**Fellow Learning Outcome 5:**

Utilize non-allopathic techniques to ameliorate acute surgical pain

**Fellow Learning Outcome 6:**

Apply complex interventional techniques to mitigate acute surgical pain.

**Fellow Learning Outcome 7:**

Demonstrate advanced expertise in ultrasonography in the management of acute surgical pain.

**Fellow Learning Outcome 8:**

Demonstrate expertise in teaching CRNAs in the techniques of managing acute surgical pain.

**Fellow Learning Outcome 9:**

Create business management strategies to communicate, motivate, and negotiate with decision-makers and other stake-holders within the context of acute surgical pain management.

**Fellow Learning Outcome 10:**

Utilize ethical principles, professional standards, and legal parameters in the management of acute surgical pain.

## COURSE SEQUENCE (ASPMF & DUAL ENROLLMENT)

### ASPMF COURSE SEQUENCE

Item #	Title	Credits
ASPMF 600	Foundations of Acute Pain Management	3.00
ASPMF 610	ASPMF Clinical Practicum I	3.00
ASPMF 620	Techniques of Acute Pain Management	3.00
ASPMF 630	ASPMF Clinical Practicum II	3.00
ASPMF 640	Acute Pain Management Education, Business and Evidence Practice	3.00
ASPMF 650	ASPMF Clinical Practicum III	3.00

## DUAL ENROLLMENT - YEAR 1

Dual Enrollment (DNAP-C and ASPMF)

Year 1: August 31, 2021 – August 28, 2022

Item #	Title	Credits
DNAP 640	Quality Improvement & Patient Safety	4.00
DNAP 630	Informatics, Education, Curriculum, Instruction, Evaluation: Application and Practice	4.00
DNAP 650	Healthcare Policy, Business & Legal Issues	4.00
DNAP 660	Population Wellness & Health Promotion (Epidemiology)	4.00
DNAP 680	Leadership and Ethics in Nurse Anesthesia Practice	4.00
DNAP 600	Evidenced-Based Practice in Nurse Anesthesia I	4.00

## DUAL ENROLLMENT - YEAR 2

Dual Enrollment (DNAP-C and ASPMF)

Year 2: August 29, 2022 – August 17, 2023

Item #	Title	Credits
DNAP 620	Evidenced-Based Practice in Nurse Anesthesia II	3.00
DNAP 700	Evidenced-Based Practice in Nurse Anesthesia III	3.00
DNAP 710	Evidenced-Based Practice in Nurse Anesthesia IV	3.00

## ELECTIVE COURSE OPTIONS

Item #	Title	Credits
ASPMF 600	Foundations of Acute Pain Management	3.00
ASPMF 610	ASPMF Clinical Practicum I	3.00
ASPMF 620	Techniques of Acute Pain Management	3.00
ASPMF 630	ASPMF Clinical Practicum II	3.00
ASPMF 640	Acute Pain Management Education, Business and Evidence Practice	3.00
ASPMF 650	ASPMF Clinical Practicum III	3.00

## CONTACT HOURS & ACADEMIC CREDIT

College academic credit for clinical hours in the ASPMF non-degree program is awarded by completing 3 contact hours each week during a fifteen week semester. By completing this contact hour requirement, a Fellow will be awarded 1 credit hour on their MTSA transcript. In order to meet this requirement, Fellows must maintain a "Clinical Experience" log that documents time engagement in Acute Pain Management activities. Submission of time and date stamped USGRA block documentation forms, attendance records at MTSA cadaver courses, submission of CE credits for regional courses, video-based Competency-Based Evaluations, and recorded research presentations should be submitted at the completion of each Clinical Practicum course along with the "Clinical Experience" log in order to receive a passing grade for the course.

# CHANGES TO PROGRAM

In keeping with its philosophy of offering a program of the highest quality, MTSA continually evaluates its educational program via its institutional effectiveness process, and reserves the right to make changes in the policies, curriculum, or clinical practicum at any time.

## ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP CALENDAR

(Anticipated)

### Fellowship (only)

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January 2022 Cohort (enrolling in January 2021)	
TBD	Application Period
December 4, 2020	Interview Period Ends
January 4, 2021	First ASPMF Course Begins: Foundations of Acute Pain Management
May 3, 2021	Second ASPMF Course Begins: Techniques of Acute Pain Management
August 30, 2021	Third ASPMF Course Begins: Acute Pain Management Education, Business, and Evidence-Based Practice
January 30, 2022	Completion Date
<i>Weekend Advanced Cadaver Courses - TBD</i>	

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Fall 2022 Cohort (enrolling in August 2021)	
January 1-June 30, 2021	Application Period
July 8, 2021	Interview Period Ends
August 30, 2021	First ASPMF Course Begins: Foundations of Acute Pain Management
January 3, 2022	Second ASPMF Course Begins: Techniques of Acute Pain Management
May 2, 2022	Third ASPMF Course Begins: Acute Pain Management Education, Business, and Evidence-Based Practice
August 31, 2022	Completion Date
<i>Weekend Advanced Cadaver Courses - TBD</i>	



# CLINICAL EXPECTATIONS

In order to provide a broad base in acute pain management, the Fellow will have an opportunity to gain an outside perspective and learn interventions, blocks, and how differences in the management of an Acute Pain Services operate outside their home facility. All Fellows will be required to clinically train at an ASPMF approved facility site for a period of 2 weeks during the last 6 months of the Fellowship. The Fellow may choose additional weeks to train at ASPMF training sites during this time frame. The final decision for securing optional clinical training weeks is based on availability and is made on a case-by-case basis by the Fellowship Director. This training week can be utilized to meet the ASPMF block requirements. ASPMF training sites and available weeks for clinical training will be made available to Fellows upon admission to the Fellowship.

During the first month of the ASPMF, Fellows will submit, in writing, the required week(s) and location(s) they have chosen to meet the clinical site-training requirement. Once approved, each Fellow will need to initiate the credentialing process for each hospital(s) and/or anesthesia group(s) chosen. Once approved, Fellows will be assigned a clinical mentor at their respective sites. Current RN and APN licensure for each facility's resident state, malpractice insurance, and credentialing approval by the chosen clinical site will be the responsibility of the Fellow. No Fellow will be allowed to observe or participate in the clinical training component at an ASPMF facility without first submitting all required credentialing documentation within 2 weeks of the scheduled clinical training date to both the Director of the Fellowship at MTSA and the clinical mentor assigned at the ASPMF facility site.

Travel expenses for clinical training weeks will be the responsibility of the Fellow. Please ensure all documentation is completed prior to booking travel and lodging arrangements for this clinical training week. MTSA will not be responsible for reimbursing travel expenses if the clinical training week is canceled.

Each 40-hour week of clinical training at an ASPMF facility site will require a \$2500 payment to your MTSA Fellow account two weeks prior to the clinical training date. No Fellow will be allowed to participate in clinical training until this clinical training fee is paid in full.

Fellows are expected to follow the training scheduled outlined by the facility mentor. The Fellow is required to contact the clinical mentor by phone and/or email one week prior to the arrival at the clinical site to establish the schedule, policies and procedures, and expectations of this rotation. Case conferences, acute pain service rounds, postoperative evaluations, and actual regional block participation are activities that are expected from each Fellow during this training week. MTSA cannot guarantee a certain number of blocks or any other Fellow expected clinical activity within any given training week, as operating room schedules and inpatient acute pain consults may vary from week to week.

Clinical policies and procedures established by the ASPMF clinical training site must be adhered to at all times by the Fellow. Violations in HIPPA regulations, infection control policies, and safety protocols established by the ASPMF clinical sites could result in the clinical suspension of the Fellow during their assigned clinical training week.

Prior to being enrolled in Fellowship, Fellows must submit documentation verifying a current health insurance policy that can be utilized in the event of a physical injury which may occur while training at an ASPMF clinical site. ASPMF clinical facilities are not responsible for any kind of physical injury that may occur while training at these clinical locations during enrollment in the Fellowship. Universal precautions to avoid the infectious transfer of bacterial or viral pathogens while providing patient care at an ASPMF clinical site is the sole responsibility of the Fellow. Fellows are responsible for all expenses associated with serology testing and follow-up care following a needle stick injury or contact with bodily patient fluids from the inadvertent mishandling of needles or failure to adhere to Universal precautions while at an ASPMF clinical site. Medical expenses associated with any kind of injury while rotating at an ASPMF clinical site is the sole responsibility of the Fellow, and the Fellow accepts these conditions during clinical training while enrolled in the Fellowship or participating in MTSA sponsored cadaveric workshops.

At any time during this clinical week, the clinical mentor has the right to suspend the ability of the Fellow to train at their clinical site for any unprofessional conduct actions that endangers patient care or compromises the reputability of the clinical site. This judgment of unprofessional conduct by the Fellow can be made at the sole discretion of the clinical mentor or by any other anesthesia or surgical professional employed by hospital or the anesthesia group at a ASPMF clinical site.

These clinical expectations can be amended or eliminated at any time. Adequate and timely notice will be given to the Fellow for changes made in these expectations.

## CLINICAL SITE LIST

MTSA reserves the right to add or remove clinical sites during the program, at the discretion of the ASPMF Director.

### BONE AND JOINT HOSPITAL AT ST. ANTHONY



Oklahoma City, OK

The Bone and Joint Hospital at St. Anthony is unique in that the hospital, physicians, and other health care professionals are committed solely to orthopedic care. Their staff offers a range of orthopedic services including hip and knee replacement, spine surgery, pain management, sports medicine, arthroscopic procedures, foot and ankle surgery, hand surgery, and robotic surgery. There are 54 beds. The Bone and Joint Hospital at St. Anthony is a Center of Excellence for total joint replacement and is a CRNA-only hospital-employed group supervised by the operating surgeon.

### HORIZON HEALTH



Paris, IL

Horizon Health is a small, privately-owned critical access hospital in east central Illinois which has been serving that community for over 50 years by offering a wide range of health care services. Anesthesia services for this hospital are provided through a hospital-employed CRNA group for a wide range of inpatient and outpatient surgical cases,

including a robust acute pain service that utilizes continuous peripheral nerve blocks and progressive multimodal analgesia. They also run a busy chronic pain management practice for patients in this community, utilizing interventional techniques including various neuraxial and joint injections, and radiofrequency ablation.

## SHASTA REGIONAL MEDICAL CENTER



Shasta, CA

Shasta Regional Medical Center is a 226-bed acute care hospital offering inpatient, outpatient and wellness services. It is nationally recognized and accredited by the Joint Commission; offering a diverse range of medical services from Emergency Medicine, Critical Care, General/Specialty Surgery, Cardiovascular Service, Neurosciences and Orthopedic as well as Behavioral Health Services. Our outpatient support services includes a Cardiac Rehabilitation Center, Pulmonary Rehabilitation and Wound Care Center. This hospital provides a wide range of acute and chronic pain services using the latest in ultrasound equipment with highly recognized clinical faculty.

## SOUTHERN CALIFORNIA ORTHOPEDIC INSTITUTE'S (SCOI) CENTER FOR ORTHOPEDIC SURGERY



Van Nuys, CA

SCOI's Center for Orthopedic Surgery is a state-of-the-art surgical facility designed to facilitate the treatment of patients with musculoskeletal injuries and disorders. They are a fully licensed and AAAHC-accredited ambulatory surgery center, that has pioneered the development of arthroscopic surgical procedures, particularly in the shoulder, wrist and ankle. Additionally, the entire spectrum of outpatient orthopedic surgical procedures are performed, including elbow, hand, knee and foot.

# CLINICAL CASE LOGS AND CLINICAL EVALUATION

Each Fellow will need to record case logs for the regional anesthetics performed in the Fellowship. In order to meet the requirements set forth by the ASPMF and approved by the Council on Accreditation, the fellow will need to document a minimum number of cases in the following regional block categories:

- Upper extremity: 20 cases
- Lower extremity: 20 cases
- Truncal: 20 cases

Documentation of regional blocks needs to be done through recorded video or time-stamped still images of the ultrasound image for each block recorded in the case logs. All patient identifying information needs to be removed before submitting case logs to the ASPMF for log documentation purposes. Reporting of case logs can begin on the first day of enrollment into the ASPMF and ends on the last day of enrollment. Fellows not meeting the minimum block requirements can schedule additional training weeks at ASPMF clinical sites in the last 5 months of the program through the Director of the Fellowship.

A written rubric for the clinical evaluation will be provided to the Fellow prior to the Director's arrival to the hospital. A minimum satisfactory level of 80% will be required in order to meet the ASPMF requirements. Any grade score below 80% will require remediation and another site visit scheduled by the Program Director at a subsequent date. A mentor at an ASPMF clinical site may serve as clinical evaluator of the Fellow during this final performance evaluation.

Fellows will be required to submit recorded procedural videos for evaluation by the ASPMF Director and Faculty.

## EVALUATION

### EVALUATION OF FELLOW COURSEWORK

Upon completion of each module, the Fellow will be evaluated according to the assignments within each module. Three (3) courses will be evaluated via summative evaluation in the form of an examination.

### CLINICAL

Prior to advancement into clinical training, the Program Director will review each Fellow's self-assessment and uniquely tailor the Fellow's individual clinical experiences.

Each mentor will evaluate the Fellow's performance using a standardized rubric. The results of the evaluation will be reviewed with the Fellow and Program Director.

Each Fellow will maintain an e-Portfolio monitored by the Program Director. E-Portfolios will include an ongoing record of acute pain interventions, self-reflection statements related to each module and each unit, and performance evaluations.

Upon completion of each course of the Fellowship, each Fellow completes a written, summative examination. The Fellow will be evaluated during this time by a Faculty Committee.

### FELLOW EVALUATION OF THE PROGRAM UNIT EVALUATION

At the end of each unit, Fellows will be encouraged to complete an evaluation of that unit before proceeding to the next unit. Data obtained from the unit evaluations will be used to improve the unit for the next cohort.



## EVALUATION DATA FOR FELLOWSHIP IMPROVEMENT

Upon completion of the Fellowship, the Fellow will complete an evaluation of the total program. The measurement tool will be a summative evaluation of the Fellowship in its entirety.

Suggestions for the Fellowship to improve issues identified by the Fellows will be discussed and considered by the Fellowship Faculty and Mentors.

At one year upon the completion of the Fellowship, Fellows will be contacted to identify the impact the Fellowship has had on their practice or their facilities. Pointed questions related to the personal goals of the Fellow as identified through the admission process will be asked.

## ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP COUNCIL

### PURPOSE

The Acute Surgical Pain Management Fellowship Council (hereby referred to as the Council) is a committee that provides oversight to the ASPMF (hereby referred to as the Fellowship). The Council reviews the development of the Fellowship, evaluations of the Fellowship, and makes decisions regarding admissions of Fellows.

### MEMBERSHIP

The standing Council comprises at least 1 member of MTSA, 1 AANA member, 2 appointed members of the CRNA community, 1 non-CRNA public member, and the Fellowship Program Director who also serves as Chairman of the Council.

CRNA members are appointed by the Program Director and include members who are knowledgeable of academic program curriculum development and/or experience as a CRNA with a practice focus on acute pain management. Appointed members will serve a 1-3 year term (to provide for continuity, the individuals first appointed to the Council will have staggered terms ranging from 1-3 years).

### FREQUENCY & LENGTH OF MEETINGS

Meetings are held a maximum of 4 times a year, and no fewer than 2 times a year unless otherwise decided by the Council members. Meetings are scheduled every 4 months, held in person and/or via online conference for 1 hour unless otherwise decided by the Council members. The presence of a quorum of voting members and attendance by Council Chair are required for making amendments to this charter.

### RECORD KEEPING

Minutes for each meeting will be taken by the Assistant to the Council Chairman, who will be the recording secretary for all Council Committees. All records for the Council will also be maintained by the Assistant to the Council Chairman.

### REPRESENTATIVES TO OTHER BODIES

The Fellowship Program Director will represent the Council in any other MTSA Committees.

### COMMITTEES

The Council shall establish the following committees:

1. Evaluations Committee

*Membership:* ASPMF Council, with the Program Director as Chairman; additional members as assigned.

*Responsibilities:* Review all evaluations of the Fellowship.

*Reporting:* Reports to the President’s Council (PRC).

*Meetings:* Convenes during the Council meetings.

2. Interview Committee

*Membership:* ASPMF Council, with the Program Director as Chairman; additional members as assigned.

*Responsibilities:* Interview and selects application candidates who were extended an invitation to interview by the Screening Committee, a sub-committee of the Interview Committee. Recommend policies and criteria for admission of Fellows to the Fellowship cohort, with advice from other appropriate committees.

*Reporting:* Reports decisions made for admission to the Council for each cohort. Reports recommended policies and criteria for admission of Fellows to the PRC.

*Meetings:* Convenes twice a year for interview sessions for each of the two yearly cohorts.

The Council shall also convene *ad hoc* meetings of a Progressions Committee and Appeals Committee as needed. When convened, these committees will contain appointed membership from within the Fellowship, Council, Existing Cohort, and MTSA Administration.

## TECHNOLOGY INFORMATION

### TECHNOLOGY

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

Every student must have reliable access to a personal portable/laptop computer equipped with video web camera capability for video conferencing and for completion of scholarly papers and presentations. Each student will also be required to have reliable high-speed internet access to attend online courses, complete online assignments and conduct research. Free WiFi access is available throughout the MTSA campus. MS Office applications are the current standard at MTSA. Microsoft Office applications are available for download by accessing *portal.office.com* and, signing in with your MTSA email address and password. These applications can be installed on Macs, PCs, tablets, and mobile phones. Synchronous events will utilize the Microsoft Teams application that can be downloaded to any device.

### COMPUTER SERVICES

Wireless printing stations are located on campus for student use.

### COMPUTER LAB

The on-campus computer lab is next to the LRC. There are computer stations and a high- speed printer available for student use. Students have free printing privileges for research and coursework needs.

### ONLINE VIDEO CAPTURE & CONFERENCING

MTSA utilizes the latest in Microsoft Teams as a student support service. The video capture platform and video share technology allows students to interact online and develop a sense of community. Students can interact with each

other in real-time using any mobile or desktop device and sessions can be video captured to store or share with other classmates who couldn't join live. Video can also be uploaded and comments, with video placement time stamps, can be posted to create asynchronous student interaction and collaboration for course content and student projects.

## TECHNICAL SUPPORT

MTSA has an IT department who are able to be contacted directly on campus as well as by e-mail ([itsupport@mtsa.edu](mailto:itsupport@mtsa.edu)). Students are encouraged to contact technical support for any problems that originate with the hardware or software related to their academics.

## WIRELESS INTERNET ACCESS

The entire MTSA campus has free wireless access for students. There is substantial bandwidth available that will allow all students to be able to use their laptops for coursework, conferencing, and exams.

## COMPUTER AND TECHNICAL REQUIREMENTS

In order to effectively participate in the program, Fellows will need to meet the minimum technological standards.

- The latest version of Google Chrome is required for Brightspace use. Additionally, a high-speed internet connection is recommended (at least 5Mbps (mega-bits-per-second) connection speed).

The learning platform is offered via Desire to Learn, via the Brightspace environment. Within this environment Fellows can visualize and interact with PowerPoint and other programs via a variety of devices such the purchase of outside programs is not warranted. Information related to accessing the Fellowship via variant devices will be explained during the orientation module.

## STUDENT SERVICES

### ULTRASOUND GUIDED REGIONAL (USGRA) CADAVERIC AND POINT-OF-CARE ULTRASOUND (POCUS) WORKSHOPS

MTSA offers several Advanced and Basic Cadaveric Workshops each year for the Fellow to enhance their knowledge in anatomy and sonoanatomy while improving needling skills in ultrasound-guided regional anesthesia. In the ASPMF Clinical Practicum I and II course, there are requirements for the Fellow to attend these cadaveric workshops and pass a Competency-Based exam before rotating to ASPMF clinical sites. At these courses, anatomists perform detailed anatomic dissections on fresh cadavers, so the Fellow can receive advanced instruction on the identification of pertinent anatomic structures in USGRA.

MTSA also offers PoCUS focused workshops at the Advanced USGRA courses utilizing PoCUS simulation mannequins and "live" models. These simulation mannequins offer the ability to visualize 1,000 of pathologies on ultrasound, perform FAST and FATE exams from case-based scenarios, and provides a simulation-based learning technology for the Fellow to enhance their PoCUS assessment skills.

## STUDENT ADVISEMENT

Advising is an essential part of student success and progression at MTSA. Success in the graduate program of nurse anesthesia depends not only on being a successful student in the academic courses, but also includes being successful in each of the clinical assignments. Therefore, advising at MTSA takes two forms, academic advising and clinical advising.

Upon enrollment, students are assigned a CRNA faculty member for the purpose of advisement/mentorship. The student is to have scheduled advising sessions throughout semesters 1-6.. During these sessions, the students' academic and clinical performances are reviewed, discussion of student progress or lack of progress occurs, and any remediation plans can be made. These sessions may be modified based upon the progress of the student. Online meetings can occur via audio/video call, telephone conversations or email communication as the student may be traveling to distant clinical sites.

The CRNA Advisor/Mentors review progress with each of their assigned students in both the academic and clinical areas. These evaluations are summaries of the student's self-evaluation form, Daily Case Evaluations, Semester Evaluations, and the Academic Record. Because Senior students are not on campus at regularly scheduled times, the advisement session for semesters 7-9 may take place by telephone, email, or virtually, any combination of these methods.

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

## COMPUTER SERVICES

Wireless printing stations are located on campus for student use.

## MEDATRAX RECORD KEEPING SERVICES

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

## ONLINE VIDEO CAPTURE & CONFERENCING

MTSA utilizes current instructional technology as a student support service. The video capture platform and video share technology allows students to interact online and develop a sense of community. Students can interact with each other in real-time using any mobile or desktop device. All classes are recorded when content is provided and sessions can be viewed at the students convenience. Video can also be uploaded and comments, with video placement time stamps, can be posted to create asynchronous student interaction and collaboration for course content and student projects.

## TECHNICAL SUPPORT

MTSA has technical support personnel who are able to be contacted directly on campus as well as by e-mail. Students are encouraged to contact technical support for any problems that originate with the hardware or software related to their academics..

## WIRELESS INTERNET ACCESS

The entire MTSA campus has free wireless access for students. There is substantial bandwidth available that will allow all students to be able to use their iPad/Microsoft Surface Pro for coursework and exams.

## SCHOOL/CLINICAL RELATED ACCIDENT INSURANCE

Because students perform clinical assignments in a health care arena where accidents may happen, such as needle sticks, and because clinical affiliate hospitals are unwilling to assume the risk of caring for students in such situation, MTSA provides an accident insurance policy to assure they have appropriate healthcare treatment for an untoward event. Although MTSA provides this personal school-related accidental/injury insurance policy, MTSA does not assume the student's medical care nor provide health insurance. This coverage applies only to school related activities. The student must carry personal health insurance at all times throughout the program. For more information, see the *Additional Expenses* section of this handbook.

## FITNESS CENTER

The Fitness Center is an excellent facility provided for the health and wellness benefit of students, faculty, staff, and administration. There are also separate male and female shower facilities in the P.T. Magan building. This can be accessed during off-hours with the student card access.

We ask that all students using the center follow the guidelines and procedures below for their own safety, to maintain the equipment, and to assure cleanliness of the facility. Before you can use the center, you will need to sign a waiver which will be discussed during Intensive Week.

## GENERAL RULES FOR FITNESS CENTER USE

Participants are asked to adhere to the following guidelines:

- Complete Fitness Center Waiver located in LMS.
- Participants must report injuries to either 911 or the MTSA Administrator on-call.
- Please show respect for the equipment, facility, and toward others using the center.
- Do not move or rearrange the equipment and/or exercise machines, unless otherwise permitted.
- No horseplay or loud, offensive language will be tolerated.
- Use a spotter when lifting heavy weights. Do not drop or throw the weights. Keep hands and loose clothes away from weight stacks, cables, and pulleys.
- To assure that all participants are able to use the machines, please limit use of cardio machines to 30 minutes when others are waiting.
- Proper attire is required at all times: Shirts, shorts or exercise pants, and athletic shoes must be worn. No sandals, open-toe shoes, or bare feet. Sport-bras must be covered by another shirt.
- Plastic water bottles are allowed. All other drinks, food, and glass containers are not allowed.
- The use of photographic equipment to take pictures of any person in the fitness center is prohibited without written consent of the person(s) being photographed.
- Please wipe off equipment after use with the sanitizer(s) that is provided. Please pick up trash, towels, and personal belongings before leaving. Try to leave the center in better condition than when you arrived.

Consult your physician prior to undertaking exercise in the center.

# NELDA FAYE ACKERMAN LEARNING RESOURCE CENTER (LRC)

The mission of the Nelda Faye Ackerman Learning Resource Center is to foster the advancement of education, research, scholarship, and professional practice in nurse anesthesia by providing access for Fellows and faculty to the information needed to support and enhance these activities.

The Nelda Faye Ackerman Learning Resource Center (LRC) has a collection of textbooks and anesthesia-specific journals for Fellow use and subscribes to 27 electronic journals that focus on anesthesia and advanced nursing concepts. In addition, the LRC owns 39 electronic books, all with an anesthesia and advanced nursing focus. New editions of these electronic books are purchased as usage statistics indicate. Additionally, a subscription to the Cochrane Library systematic reviews is available to all Fellows and faculty. Each of these electronic resources is available to all Fellows 24 hours a day, seven days a week. A listing of these electronic journals can be accessed at LRC Electronic Resources.

Fellows have full availability to MTSA's print collection. This collection includes an estimated 300 books, with approximately 200 having a specific focus in anesthesia, and subscription to 25 print anesthesia and nursing related journals. MTSA maintains a 10 year collection of past issues for most of these journals. A link to the LRC's online catalog can be accessed at LRC Online Catalog.

The MTSA LRC maintains consortia lending agreements through the Tennessee Health Science Library Association (THESLA), which consists of over 40 medical librarians across Tennessee. The MTSA LRC maintains additional consortia lending agreements through its membership in the National Library of Medicine's Freeshare service, whose membership is currently over 1300 participating libraries. The MTSA LRC is also a member of Tenn-Share, a consortium of over 600 Tennessee libraries, museums, archives and information agencies of all types and sizes, and all residents of the state of Tennessee, which works to ensure that all libraries have access to quality information through adequate resources. Tenn-Share seeks to make available to all libraries in the state the resources necessary to meet the information needs of their patrons.

Fellows can order individual copies of articles via interlibrary loan. This request can be submitted online and is usually returned to the Fellow via e-mail. Additionally, the Director of Institutional Effectiveness and Learning Resources is available during normal MTSA business hours, Monday through Thursday, 8 a.m. until 6 p.m., as well by telephone and e-mail. Fellows may also schedule a specific time to meet with the Director of Institutional Effectiveness and Learning Resources regarding any individual requests for instruction. To ensure that the LRC services, collections, and resources meet the Fellow and faculty needs, an annual user survey of the Fellows and faculty is conducted to solicit opinions and suggestions.

## COLLABORATIVE STUDENT STUDY AREAS/LOUNGES

The Student Lounge serves to assist in the improvement of the welfare of student life at MTSA, and to provide students with a neutral environment in which to build community. The Student Lounge in Bernard V. Bowen Academic Center has tables and chairs, microwave ovens, sink, dishwasher, ice machine, two refrigerators, coffee maker, and soda and snack machines.

The LRC in the P.T. Magan Building has several independent study areas as well as large areas for group study. M.E. "Ikey" DeVasher Student Support Center has other smaller study areas. –The hallways of all three campus buildings have lounge chairs and benches, as well as high-top tables and chairs for individual use.

## PRAYER BOARD

With “Reflecting Christ in Anesthesia Education”, MTSA has a prayer board posted in the primary classroom in Bowen as well as online. Approximately once each week during regular class sessions, the prayer board is updated to include all current requests and praises from students, staff, faculty, alumni, and other community members who often call in to have their requests included.

## SCHOOL CHAPLAIN

The School Chaplain is available to support individual students and the School community through pastoral care. The Chaplain leads the weekly on-campus religion DREL 800 series, where all PD1 students are in attendance. Through this relationship, students have a source to contact should they face emotional or spiritual issues. The School Chaplain is also available via email or phone.

## ACADEMIC COACHING

MTSA is committed to student success. Students have the opportunity to meet with an Academic Coach at any time during their enrollment at MTSA. An Academic Coach meets one-on-one with a student to provide individual support, assess student strengths and needs, and devise a personalized plan of action.

Academic Coaches provide students with academic support and strategies to help in many areas, including but not limited to the following:

- Study Skills
- Time Management
- Test-Taking Strategies
- Test Anxiety

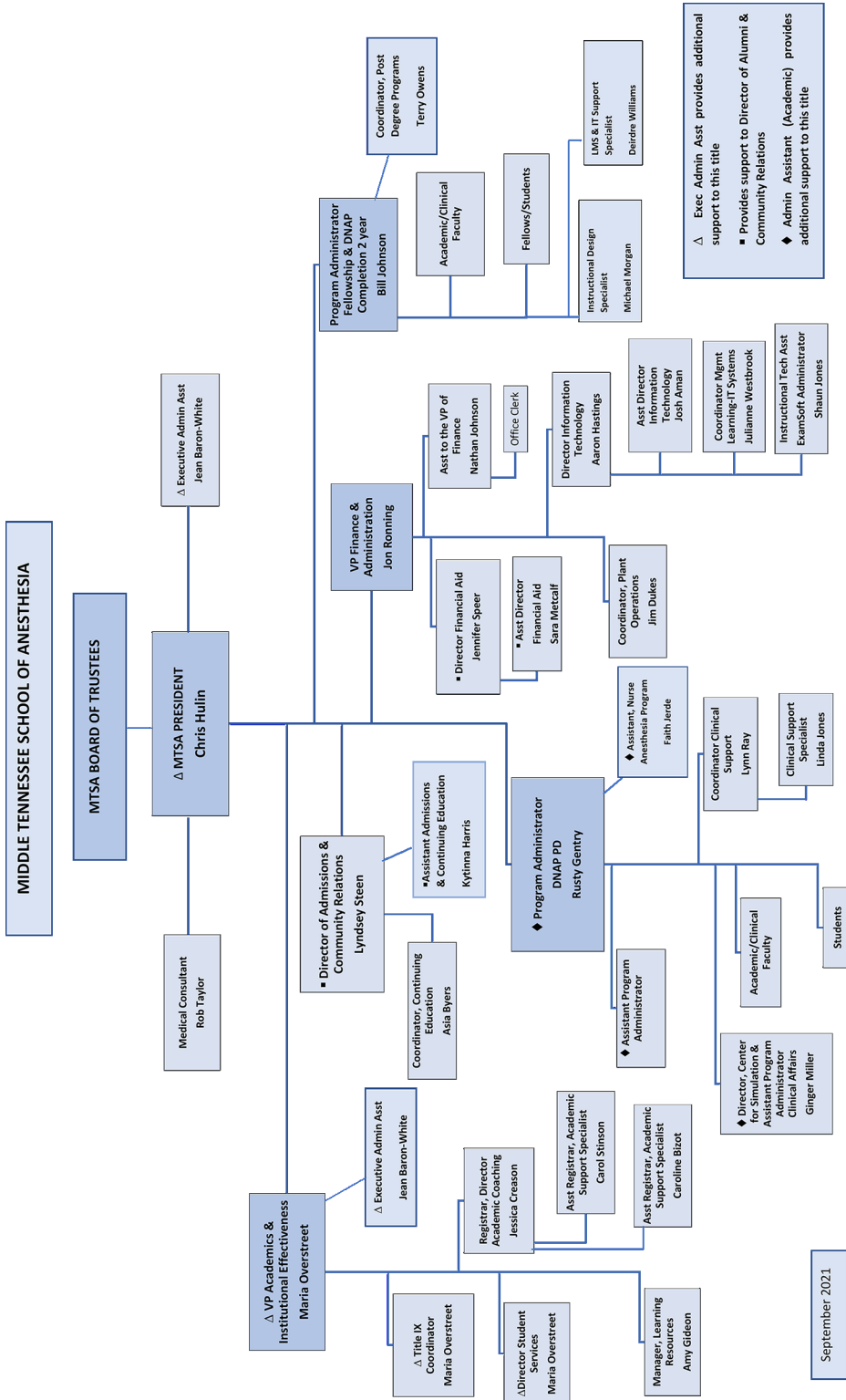
Students may decide to meet with an Academic Coach on their own, or they may be referred by a faculty member.

For more information or to make an appointment, please contact Jessica Creason at [Jessica.creason@mtsa.edu](mailto:Jessica.creason@mtsa.edu) or 615-732-7671.

## MTSA STAFF, FACULTY, AND ADMINISTRATION

[ASPMF Faculty](#)

# MTSA ORGANIZATIONAL FLOW CHART



▲ Exec Admin Asst provides additional support to this title  
 ■ Provides support to Director of Alumni & Community Relations  
 ◆ Admin Assistant (Academic) provides additional support to this title

September 2021



# ACADEMIC POLICIES

## ACADEMIC POLICIES POLICY — 3.3.114

**Policy Number: 3.3.114**

Reviewed: 8/6/2018, 2/2021

Revised: 8/6/2018, 2/2021 BOT approved 5/2021

MTSA publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. Educational policies appear in MTSA publications including the student handbooks and Faculty Handbook. These handbooks are available to their constituents through handbooks either the MTSA website, MTSA's internal ShareFile network, or in print, upon request. The handbooks are reviewed and updated annually to ensure accurate information is disseminated.

## POLICY FOR AWARDING CREDIT — 3.3.115

**Policy Number: 3.3.115**

Reviewed: 8/6/18, 6/22/22

Revised: 8/6/18, 6/22/2022

MTSA uses semester credit hours as the basis for measuring the amount of learning accomplished. This measurement of engaged learning delineates the units connected with student learning experiences in both traditional classroom settings and nontraditional classroom settings such as laboratories, studios, internships, practica and other experiential learning, and in semester and non-semester-based, face-to-face and distance learning delivery modes.

The purpose of this policy is to provide academic administrators and faculty of MTSA guidance in setting credit hour recommendations for MTSA academic courses and programs consistent with federal regulations.

To comply with federal regulations and with the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) policy, MTSA has adopted the federal definition of the Credit Hour as identified by SACSCOC in their policy statement on credit hours (approved June 2011, edited January 2012 and August 2018), as follows:

**Federal Definition of the Credit Hour.** For purposes of the application of this policy and in accord with federal regulations (34 CFR 600.2), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time, or
- b. At least an equivalent amount of work as required outlined in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The awarding of credit hours for academic courses and programs:

MTSA is responsible for determining the amount of credit hours awarded for MTSA academic courses and programs and will abide by the SACSCOC guidelines for flexibility in interpretation when assigning credit hours for student coursework, stated as follows.

The institution determines the amount of credit for student work.

- a. A credit hour is expected to be a reasonable approximation of a minimum amount of student work in accordance with commonly accepted practice in higher education\*
- b. The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires more student work per credit hour.
- c. The definition does not dictate particular amounts of classroom time versus out-of- class student work.
- d. In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- e. To the extent an institution believes that complying with the Federal definition of a credit hour would not be appropriate for academic and other institutional needs, it may adopt a separate measure for those purposes.
- f. Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

For the purposes of this policy, an "hour" of instruction is interpreted as 50 minutes of contact time or its equivalent. Thus, each semester hour of credit involves 15 weeks x 50 minutes = 750 minutes = 12.5 hours of contact time, or its equivalent, excluding registration and final examination periods.

This is also in compliance with U.S. Department of Education (DOE) definition of a credit hour, as published in the "instructions" for completing Integrated Postsecondary Educational Data Systems (IPEDS) reports on 12-month enrollment and the Federal Student Aid Handbook. The Glossary accompanying the IPEDS instructions defines a credit hour as:

A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Instructional engagement activities include lectures, presentations, discussions, groupwork, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting or in a synchronous online class.

## OWNERSHIP OF INTELLECTUAL PROPERTY — 4.2.113

**Policy Number: 4.2.113**

Reviewed: 3/14

*Revised: 01/09, 6/30/16*

All class materials created by faculty members in the employ of MTSA (whether for courses at MTSA or their courses at other institutions) are the property of the faculty member, other institution, and/or MTSA. Such class materials include, but are not limited to, quiz/test/exam questions, quizzes/tests/exams in whole or in part (to include individual questions), and any class materials created by the faculty member and distributed to students.

A faculty member, staff member, or student is entitled to full royalties from publications if the School paid no cost of travel, research, preparation of manuscript, or School/student labor. If a faculty or staff member or student obtains patent rights, he/she is entitled to full royalties, if the School paid no cost of travel, research, preparation of the patent, or School/student labor. If MTSA sponsors, pays for release time, provides funds for travel, production, or other related costs, the School and the faculty or staff member or student will sign a pre-contract indicating how MTSA would be reimbursed or how royalties would be distributed.

# REFUND POLICY/WITHDRAWAL PROCEDURES — 5.1.106

Policy Number: 5.1.106

Reviewed: 3/14, 7/18, 8/18, 7/19, 10/20

Revised: 3/12, 4/14, 7/13/16, 8/6/18, 7/2019, 10/2020 BOT Approved 11/20

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

## REFUND POLICY

MTSA will permit any student/Fellow to cancel their enrollment agreement within 72 hours of the enrollment day. Should a cancellation occur MTSA will refund 100% of the first tuition payment that was made by the student/Fellow, minus the deposit submitted to hold the student/Fellow position in class. Students/Fellows who have been given a medical withdrawal are assessed and adjusted no differently than other withdrawals.

## PRO RATA REFUND

If a student/Fellow withdraws or is terminated from the program after the period allowed for cancellation of the enrollment agreement and has completed 60% or less of the period of attendance (semester), the student/Fellow is entitled to a partial prorated refund. MTSA will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's/Fellow's withdrawal or termination. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. For students/Fellows receiving funds through a non-federal loan, the VA, or sponsor, unearned funds will be returned to the lender or agency. Any remaining balance will be paid to the student/Fellow. The pro rata percentage is based on days of attendance within the period of attendance. Students/Fellows who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds. Please contact the Office of Financial Aid (615-732-7884) for more information.

## DETERMINATION OF THE WITHDRAWAL DATE

The student's/Fellow's withdrawal date is the last date of the academic attendance as determined by the institution from its attendance records. If the institutional leave of absence is not considered an official leave of absence for Title IV purposes, the withdrawal date for a student/Fellow who takes an institutional leave of absence is the last date of attendance prior to the leave.

## MTSA INTERNAL WITHDRAWAL PROCEDURES:

1. Notify in writing (i.e. email) the Program Administrator, who will in turn notify the Vice President of Academics, of your intent to withdraw.
2. Schedule an appointment with the Vice President of Academics if requested.

## STUDENT RECEIVING VETERANS BENEFITS WITHDRAWAL PROCEDURE:

1. Complete withdrawal procedure as noted above.
2. Contact the Office of Financial Aid for information regarding your veterans' benefits.
3. It is VA's policy, if you withdraw from your program at MTSA, Veterans Affairs (VA) must reduce or stop your benefits. You may have to repay all benefits for the program unless you can show that the change was due to mitigating circumstances.\*

*"Mitigating circumstances"* are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. Examples of reasons VA may accept are extended illness and unscheduled changes in your employment. Examples of reasons VA may not accept are withdrawal to avoid a failing grade or dislike of the

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

For more information about VA policies, please contact <https://benefits.va.gov/gibill/> 1-888-GIBILL1 (1-888-442-4551)

## STUDENT TEMPORARY LEAVE OF ABSENCE — 5.1.108

**Policy Number: 5.1.108**

Reviewed: 7/11/17, 1/21/2020

*Revised: 7/11/17, 1/21/2020 BOT approved 8/2020*

The study of nurse anesthesia is highly specialized, and the curriculum is formatted to follow a natural progression from basic principles to more advanced topics. Rarely, a student may experience a life circumstance that necessitates a temporary leave of absence from the program. The maximum duration of a Temporary Leave of Absence (TLOA) is twelve (12) weeks for students in the DNAP Practice Doctorate Program, one (1) year in the Fellowship Program, and one (1) year for students in the DNAP Completion Program. Exceptions to the 12-week program limits may be granted under extenuating circumstances. Students may request a TLOA from the nurse anesthesia program for the following reasons:

1. Medical emergency
2. Maternity
3. Call to active military service

MTSA will maintain the confidentiality of all information regarding TLOA in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves. All records concerning a TLOA are confidential and the official copy of such records shall be retained by the school. Access to these records is limited by appropriate federal, state, and local law.

### PROCESS FOR STUDENT TLOA:

The Program Administrator must approve a student's TLOA. Only students who are in good standing (no current clinical or academic probation) can be granted a TLOA. TLOA must be requested and approved before, or within the current quarter of the absence. Requests for retroactive TLOA will not be approved.

To request a TLOA, a student must:

1. Notify the Program Administrator in writing (i.e. email) intent to request TLOA.
2. Meet personally with the Program Administrator and the Assistant Program Administrator to discuss the reasons for the TLOA (unless medical circumstances prevent).
3. Submit the *MTSA Request for Temporary Leave of Absence* form. This form is located on the MTSA website, and must be submitted in writing, signed and dated by student, and include the reason for the student's request. The form will need to be signed by the Program Administrator and the Director of Financial Aid (if student has Title IV loans and needs a financial aid TLOA). A copy of the completely signed form will be given to the Coordinator of Academic Support and the Coordinator of Clinical Support, and kept in the student's permanent file.
4. Following the meeting with the Program Administrator, the student will be notified in writing about the TLOA decision and any requirements for the student's return to the nurse anesthesia program. The Program Administrator will determine requirements for re-entry into the nurse anesthesia program. Requirements for return may include: repeating some courses, extended clinical work, and/or extension of time in the nurse anesthesia program. These requirements will be in writing and signed by the Program Administrator and the student, and a copy will be kept in the student's permanent file. Applicable tuition will be determined by the Office of Financial Aid.

## TYPES OF TLOA:

**Medical/maternity TLOA:** Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Students granted a medical or maternity TLOA, must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue in the nurse anesthesia program. This documentation must state the student's condition that necessitated the TLOA has been corrected and the student is able to complete all curriculum requirements with reasonable accommodation; including classroom, simulation, and clinical, before they will be allowed to return to MTSA.

**Military Leave of Absence:** For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two (2) years due to approved educational reasons and for circumstances beyond a student's control. MTSA will approve a TLOA for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain a student position.

## ACADEMIC INTEGRITY POLICY — 5.1.109

**Policy Number: 5.1.109**

Reviewed: 7/13/16

Revised: 7/13/16

Any student cheating on any test, exam, quiz, or assignment; who has falsified clinical documents, such as clinical evaluations or any other documentation; falsified signatures; or who has plagiarized any assignment, will be placed on immediate probation, with the recommendation for termination from the program. The case will be heard by the Progressions Committee and the Committee will make a determination of the recommendation for termination.

## POSSESSION OR SHARING OF FACULTY PROPERTY OR MTSA PROPERTY

ALL quiz/test/exam questions/items are the express property of the faculty member who authored them and MTSA, and these questions/items are confidential information.

Any attempt to obtain, retain, re-create, possess, copy/reproduce, distribute, disclosure, transmit, or share of any portion of any quiz/test/exam materials (including portions of compilations of quiz/test/exam questions/items) from any class, by any instructor (whether they teach at MTSA or on any other campus), from any time (whether current or past), by any means (by written, electronic, oral or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization/dictation), at any time (before, during, or after any quiz/test/exam), is considered to be cheating and stealing.

Receipt or acceptance of any portion of ANY quiz/test/exam questions/items is considered to be cheating.

After a quiz/test/exam, if a student has a question regarding any quiz/test/exam question/item, he or she must direct such a query only to the designated faculty member(s) responsible for that course (i.e. not to a guest lecturer), as students are prohibited from reviewing any quiz or test materials with MTSA staff members without instructor approval.

Nothing (to include notes and study guides) compiled during one year's class is to be shared in any manner with any other individual or group of individuals in any other year's class.

Any student found to have any such material in his or her possession, or to have participated in any such prohibited activities here identified, will be subject to disciplinary action, up to and including termination.

# STUDENT APPEALS — 5.1.116

Policy Number: 5.1.116

Reviewed: 12/20/16, 2/2021

Revised: 12/20/16, 2/2021 BOT approved

## APPEAL OF A PROGRESSIONS COMMITTEE DISCIPLINARY ACTION

The disciplinary action of the Progressions Committee may be appealed to the next higher body, the MTSA Appeals Committee. The standard procedure of an appeal is as follows:

1. In all cases, the request for an appeal must be submitted in writing to the Program Administrator within four (4) MTSA business days of written notice of the Progressions Committee decision. If the fourth day falls on a legal or School holiday, the time is extended to the next regular MTSA business day. Regular business days for MTSA are Monday through Thursday.
2. All written documentation from the appellant must be submitted for the Appeals Committee's consideration within the same time provided for filing a request for an appeal (4 MTSA business days). Within 12 MTSA business days of the receipt of a written request for an Appeals Committee hearing, the President will designate an Appeals Committee according to administrative policy of MTSA. The Appeals Committee will meet and make a decision within 12 MTSA business days after the designation of the Appeals Committee. This time may be extended by MTSA administration for good cause.
3. The Appeals Committee will review the request for appeal together with any written documents and other supporting evidence to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:
  - i. **Appropriateness of the Penalty:** In cases appealing the appropriateness of the penalty, the Appeals Committee shall uphold the penalty unless the penalty is shown to be "clearly unreasonable" or arbitrary (i.e., "that which has been clearly and fully proven to have no sound basis or justification in reason").
  - ii. **New Evidence:** In cases appealed on grounds of new evidence, the student(s) must show that such evidence is material to the decision of the Appeals Committee on issue of the charges and the findings and that said evidence could not have been discovered with due diligence prior to the original hearing.
  - iii. **Due Process:** In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Progressions Committee's process at the initial hearing was not conducted in conformity with properly prescribed procedures. The student(s) must also show that the alleged discrepancy was materially averse to the student(s) interest.
4. The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee.
5. **Appeal of a Final Course Grade**

MTSA maintains a grade appeal and due process protocol. Students of MTSA have the right to appeal a final course grade they consider to have been assigned unfairly, or the grade was derived in a different manner than was outlined in the course syllabus. The faculty members of MTSA have the responsibility of assigning final course grades according to the course syllabus and grading rubrics. Should a disagreement occur about a grade assignment, it is the intention of MTSA to uphold the integrity of both students and faculty. This appeal process is not intended to weaken the work of the faculty. This grade appeal process does not apply to any dismissal from MTSA related to academic standing.

## APPEAL PROCESS:

1. **Within 5 MTSA business days after posting of final grades:** The student must email a request to meet with the course instructor (to the instructor's MTSA email address), to discuss how the grade was assigned. After this

meeting, if the student and faculty member agree the grade was appropriately assigned, the appeal process ends, and the final grade will stand as posted. If the issue is still unresolved, the student may continue to the next step of the grade appeal process.

2. **Within 5 MTSA business days after receiving decision from Instructor:** The student must file the written grade appeal form, (available by electronic request from the Office of Vice President of Academics) supporting documents, and the written decision of the instructor, to the Office of Vice President of Academics. The Office of Vice President of Academics will have five MTSA business days to review the appeal and supporting documents. The Office of Vice President of Academics may also ask to meet with the student and/or the course instructor for clarification of information, or additional information that may be deemed necessary. The decision of the Office of Vice President of Academics will be emailed (via MTSA email addresses) to the student and course instructor.

If student is not satisfied with the resolution of their appeal, they can request to be heard by the next meeting of the Progressions Committee. If the grade the student received causes dismissal from the program, an ad hoc Progressions Committee may be requested.

## STUDENT PROGRESSIONS

### ACADEMIC AND CLINICAL PROGRESSION

Advancement of each student to the next higher level of anesthesia training and responsibility is made by recommendations from the Progressions Committee per semester.

In order to receive an unencumbered recommendation for academic progression, the student must meet the conditions of the [Grading Policy 5.4.108](#). MTSA expects graduate students to:

- Maintain graduate level coursework at a minimum earned grade of B
- Maintain a minimum overall academic cumulative GPA of 3.0
- Expect dismissal for earning a failing course grade, second "C" in any course, or third probation

In order to receive an unencumbered recommendation for clinical progression, the student must meet the conditions of the [Policy of MTSA Clinical Standards 5.4.103](#). MTSA expects graduate students to:

- Complete all clinical objectives for the current level for advancement to the next level
- Receive satisfactory clinical evaluations
- Keep current multi-state Tennessee Nursing License or Nurse Licensure Compact (NLC) or enhanced Nurse Licensure Compact (eNLC) nursing license on file at MTSA
- Obtain any other nursing license in timely manner for additional out of state rotations

## DISCIPLINARY ACTIONS

### ADMINISTRATIVE RESPONSIBILITY TO DISCIPLINARY ACTIONS

In accordance with School policy, By-Laws, and Board of Trustees actions, the Program Administrator, who is the chief disciplinary officer, delegates the supervision of student disciplinary actions to the Progressions Committee, the NAP Council, and the President's Council. Actions that may be taken by the Program Administrator prior to presentation to the Progressions Committee include verbal counseling, disciplinary warning, remediation, probation, suspension, and loss of privilege. Recommendations and actions taken by the Progressions Committee may be subject to review by the NAP Council and/or the President's Council, prior to going to the Appeals Committee.

The Program Administrator, administrative officers, faculty, and staff are responsible for working with students to encourage compliance with all School policies and the Standards of Conduct.

## PROGRESSIONS COMMITTEE

The MTSA Progressions Committee is an ongoing committee which meets regularly to determine students' progress within the program. When the Progressions Committee meets to discuss specific issues that involve individual student(s), the individual student(s) will be invited to speak to the Progressions Committee regarding the issue before a decision is rendered. The individual student(s) are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. The NAP Council is responsible for implementation and monitoring of any remedial and/or punitive actions. If the student(s) is (are) not satisfied with the decision of the Progressions Committee and/or the NAP Council or President's Council, the student(s) may request a formal hearing by the MTSA Appeals Committee.

## ACTIONS WHICH MAY BE RECOMMENDED BY PROGRESSIONS COMMITTEE

The actions which may be recommended (but not limited to) and brief explanatory notes are as follows:

### LOSS OF PRIVILEGE

These penalties are intended to serve as reminders of operating regulations and are for specific periods of time. Such penalties may include loss of scholarship, loss of right to participate in certain School activities, loss of privilege of use of facilities, etc.

### DISCIPLINARY WARNING

Disciplinary warnings are used for minor infractions. A warning indicates that further violations will result in more severe disciplinary actions. Warnings will be issued to a student in written form. A written warning, once issued, will be placed on the permanent file of the student. A student may petition the Warning to the NAP Council for documented situations, such as sickness or family issues.

### PROBATION

Probation means that a student is permitted to remain at the School or clinical affiliate on a probationary status. If a student is found responsible for a similar violation during probation, the student may be suspended or dismissed. Other conditions of probation are specific to the individual case and may include loss of eligibility to serve on School committees or participate in specified School activities. Any probation for any cause will be reflected on the permanent transcript. Students who are placed on any type of probation greater than two (2) times will be dismissed from the program. An active vote to carry probation over to another term will count as an additional probation. Students' clinical probationary status will be made known to the affiliates' clinical coordinators where the student is scheduled to affiliate.

***ANY probationary period, regardless of the type of or reason for the probation, may negatively affect a student's eligibility to receive federal financial assistance.***

### INDEFINITE SUSPENSION

Indefinite suspension means that no specific date has been recommended for readmission of the suspended student. This penalty is used when the prognosis of rehabilitation is uncertain, and the Progressions Committee and/or the NAP or President's Council desires that some additional evidence of rehabilitation be presented by the student prior to readmission to the School. Applications for readmission shall be considered by the Admissions Committee, with consultation from the Progressions Committee and the NAP and/or President's Council.



## PERMANENT DISMISSAL/TERMINATION

Permanent dismissal means that a student is permanently barred from readmission to the School. This penalty is used when the violation of one or more of the Standards of Conduct is deemed so serious as to warrant a total and permanent disassociation from the School community.

## DISCIPLINE/PENALTY RELATED ISSUES

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

- In extreme cases, a student may be dismissed from the program without probation or suspension.
- Students who are required to spend an extended time in the program will be charged for the extension.
- When the Progressions Committee meets to discuss specific issues that involve individual students, the individual student(s) directly involved will be invited to speak to the issue before rendering a decision. The individual student(s) directly involved are invited to speak to the Progressions Committee, but the student(s) are not permitted to invite others to attend. Should students not agree with this decision, they may appeal the issue to the Appeals Committee.
- There may be times the Progressions Committee, in its discussion of students' performance in general, determines that an action should be taken related to individual students. Upon notification of the decision, any students who feel extenuating circumstances existed which may have impacted on any decision of the Progressions Committee, and were unable to speak on their own behalf before the original decision was rendered, may give a written request to the Progressions Committee to speak on their own behalf to appeal the decision. The Progressions Committee will meet to allow a student to speak to the issue. (The student is not permitted to invite others to attend.) The Progressions Committee may decide to alter its original decision or to stand by it. Should a student still not be in agreement with the final decision, the student may address the issue to the Appeals Committee.
- Students must give written notice to the Program Administrator if they desire to have a decision heard by the Appeals Committee. The Program Administrator will assemble an Appeals Committee according to administrative policy. The Appeals Committee has the right to review the entire issue and may support the Progressions Committee's action or may render a decision that may be more lenient or more severe. The student and Progressions Committee are expected to abide by the decision of the Appeals Committee.
- Upon completion of a probationary period, the student's situation will be reviewed by the Progressions Committee and his or her status determined.
- Students who are placed on ANY type of probation greater than one (1) time will be dismissed from the program.
- Any probationary period, regardless of the type of probation or the reason for the probation, will be reflected in the student's permanent file.
- Any probationary period, regardless of the type of or reason for the probation, may negatively affect a student's eligibility to receive financial assistance.
- Students have the right to appeal decisions of the Progressions Committee by following the MTSA appeal process (*see Appeals Process*).

## ACADEMIC ISSUES

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

- MTSA expects that all DNAP level coursework should result in a minimum earned grade of "B"

- Students will automatically be dismissed from the program for receiving a failing course grade for any course. Failing is defined as any grade below 80%.

## GENERAL ISSUES

- A student may be placed on a general probation for other issues, such as if conduct or health fails to meet acceptable levels. General probation may be at the recommendation of the Capstone Committee to the Progressions Committee or the Progressions Committee independently. The duration of probation is determined by the Progressions Committee and is expected to be one semester. Upon completion of the probationary period, the student may be restored to full student standing, have probation continued (duration is at the discretion of the Progressions Committee), or, in extreme cases, be dismissed from the program.
- Students receive certain penalties for late documentation. If documentation is not submitted as indicated, the student will not receive a diploma until all documentation is completed.
- A student may be placed on suspension if conduct in any area fails to meet acceptable levels, to include plagiarism or cheating in any form. The duration of the suspension will be determined by the Progressions Committee. Upon completion of the suspended period, the student may be restored to full standing with no probation, or allowed to re-enter the program and placed on probation for a duration that will be determined by the Progressions Committee.
- Disciplinary actions for violations of the standards of academic or personal conduct shall include, but not be limited to, the following or any combination thereof: written disciplinary warning, probation, suspension (including suspensions from classes), and termination from the School.

## GRADING POLICY (DOCTORATE COMPLETION PROGRAM) — 5.3.109

Policy Number: 5.3.109

Reviewed: 2/2021

Revised: 2/2021 BOT approved May 2021

Advancement of each student to the next semester is made by the Progressions Committee, with faculty recommendation, at the end of each semester.

Each advancing student will receive a transcript reflecting academic progress, with current and cumulative GPAs, within one week of the course ending.

### THE M TSA GRADING SCALE IS BASED ON THE FOLLOWING 4.0 GRADING SYSTEM:

A =	90-100%	(4.0 Quality Points)
B =	80-89%	(3.0 Quality Points)
C =	70-79%	(0.0-Failing)
F =	Below 70%	(0.0 - Failing)
I=	Incomplete	See Grade of Incomplete below
W=	Withdraw	See Grade of Withdraw below
WF=	Withdraw Failing	See Grade of Withdraw Failing below
T=	Terminated	See Terminated below

MTSA expects that all graduate level coursework should result in a minimum earned grade of "B". A Final grade of less than 80% for any DNAP-C course will result in dismissal from the program and a referral made to the MTSA Progression Committee by the Program Director for a full review and decision.

Students have the right to appeal decisions of the Progressions Committee by filing an appeal with the Appeals Committee.

## GRADE OF INCOMPLETE (I)

If a student is unable to meet all the requirements of a course by the end of the semester because of circumstances beyond his or her control, the temporary grade of Incomplete (I) may be awarded by an instructor at the instructor's discretion. An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed. To be awarded an Incomplete grade, the Incomplete Contract must be signed by the student, instructor, and Program Director and submitted to the Registrar's office by the last day of the semester.

The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the following semester in which the incomplete was incurred (i.e. an incomplete awarded in the 2<sup>nd</sup> semester must be converted by the last day of classes in the 3<sup>rd</sup> semester). If the time limit passes and the course is not completed, an unremoved grade of incomplete is changed automatically to a failing grade. Any failing grade will result in termination from the program. A grade of incomplete is not calculated in the grade point average. No student may graduate with an Incomplete on their transcript.

## EXTENSION OF INCOMPLETE GRADE

For justifiable reasons, students may petition to extend the 'I' grade past the end of the deadline listed on the contract. Extensions require a new Incomplete Contract. Requests for extensions must be approved prior to the deadline, and the extension cannot be made retroactively.

**Special Circumstances:** the completion of the doctoral scholarly project may stand as incomplete through the Integrated Application of Evidence-Based Practice course series.

## WITHDRAWING FROM A COURSE

Students may drop a course within the first 72 hours of the semester with no grade.

## GRADE OF WITHDREW (W)

Students wishing to withdraw from a course after the first 72 hours will either receive a grade of "W" or "WF." To receive a W grade, a student must drop the course within the first 60% of the semester. A "W" grade does not impact a student's GPA.

## GRADE OF WITHDREW FAILING (WF)

Students wishing to withdraw from a course after the deadline to withdraw with a "W" grade will receive a grade of "WF." A WF grade is calculated into a student's GPA as a failing grade (F).

## TERMINATED (T)

An administratively terminated student is issued a final grade of "T" for all courses in which he/she is currently enrolled, and the termination is noted on the student's transcript.

# EVALUATING AND AWARDING ACADEMIC CREDIT POLICY PRACTICE DOCTORATE PROGRAM (FORMERLY TRANSFER POLICY) — 5.4.105

**Policy Number: 5.4.105**

Reviewed: 1/5/17, 8/2018, 6/2022

Revised: 1/2017, 8/6/2018, 6/22/2022

Due to the single purpose, lock step nature, anesthesia-focused educational curricula that MTSA offers, transfer credit will only be accepted for students to the DNAP-PD MTSA/Kettering College Joint Academic Award program from Kettering College for designated courses taught by Kettering College.

In the rare instance that a student applies to transfer into the DNAP Completion program from another DNAP completion program, MTSA would allow that applicant to petition the NAP Council for consideration of transfer of up to six (6) hours of academic credit for courses that are determined to be identical in overall student learning outcomes.

## STUDENT RECORDS/TRANSCRIPT REQUESTS

The purpose of the MTSA Office of Records is to serve as custodian of student academic and clinical records. This office provides verification of graduation for graduates of MTSA, as well as facilitating offering letters of reference from faculty related to students' or graduates' performance as students to potential employers, upon request by the student or graduate. All requests for verifications, transcripts, and/or letters of reference should be submitted IN WRITING to the Academic Support Specialist who is responsible for such records. Transcript Request are located on the MTSA website in the Alumni & Friends section. Complete the [Transcript Request Form](#) and return to Office of Records at MTSA via email, fax or mail as stated on the form.

## GENERAL SCHOOL POLICIES

### SUBSTANTIVE CHANGE POLICY — 3.1.104

**Policy Number: 3.1.104**

Reviewed: 2014

Revised: 7/2012 (SACSCOC liaison title updated 4/2020)

#### POLICY

The Middle Tennessee School of Anesthesia (MTSA) is responsible to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change policy as a condition of its continued accreditation by SACSCOC. Substantive change is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution."

#### INSTITUTIONAL OBLIGATIONS:

1. MTSA is required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. MTSA is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

## RESPONSIBILITIES OF SACSCOC LIAISON:

The SACSCOC Liaison will:

- provide the Vice President of Academics with information about the SACSCOC substantive change policy.
- work with the Vice President of Academics to determine whether a proposed change is substantive;
- determine what action with respect to SACSCOC is needed when a change is substantive;
- file the appropriate notice or prospectus with SACSCOC;
- coordinate with SACSCOC and the Vice President of Academics about any required follow up action

## PROCEDURE:

If a change is substantive, SACSCOC must be notified as much as 12 months in advance of implementing the change. Upon becoming aware of a proposed change that may be substantive, the Vice President of Academics should notify the SACSCOC Liaison.

## POINT OF CONTACT:

Every SACSCOC member institution has an Accreditation Liaison whose charge is to ensure compliance with accreditation requirements. The current SACSCOC Liaison for MTSA is:

Vice President of Institutional Effectiveness

## REFERENCES:

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *The Principles of Accreditation*, Section 3.12 <https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf>
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *Substantive Change for Accredited Institutions of the Commission on Colleges* <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

## NONDISCRIMINATORY POLICY — 3.2.104

**Policy Number: 3.2.104**

Reviewed: 7/13/16, 9/23/2019, 1/18/2022

Revised: 7/13/16, 1/18/2022

MTSA admits students without regard to race, color, sex, age, disability, marital status, full- or half-time status, religion, sexual orientation, gender identity, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. MTSA does not discriminate on the basis of race, color, sex, age, disability, marital status, full- or half-time status, religion, sexual orientation, gender identity, or national origin in administration of its educational policies, admission policies, grant and loan programs, or any other School-administered programs. The School will make reasonable accommodation wherever necessary for all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with requirements of the curriculum.

## DISCRIMINATION/HARASSMENT — 3.2.303

**Policy Number: 3.2.303**

Reviewed: 2000, 2003, 2007, 2009, 2016

Revised: 3/12, 6/16

Discrimination/Harassment will not be tolerated. Employees and students at MTSA shall be provided a work and learning environment free of discrimination/harassment per the MTSA Nondiscriminatory Policy. It shall be a violation

of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory. The basis of these complaints may arise, but not be limited to, the following provisions of law:

- Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.;
- Title VII of the Code of Federal Regulations; 29 CFR §1604.11;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.;
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

The following situations are examples of when employees and students should report possible discrimination / harassment to the Title IX Coordinator:

- Unreasonably interferes with the individual's work or performance;
- Feels intimidated, hostility or an offensive work environment;
- Explicit or implicit term threats to terms of employment or academic success;
- Encounters submission to or rejection of sexual conduct will be used as a basis for decisions affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. This report should be made in writing to the Title IX Coordinator, except when the Title IX Coordinator is the offending party. If the Title IX Coordinator is the offending party, the report shall be made to the President of MTSA. All allegations of discrimination/harassment shall be reported in writing to and fully investigated by the office of the Title IX Coordinator or the President, as appropriate.

Reports should be addressed to:

Title IX Coordinator  
Middle Tennessee School of Anesthesia  
PO Box 417  
Madison, TN 37116  
[titleIXcoordinator@mtsa.edu](mailto:titleIXcoordinator@mtsa.edu)

An oral complaint may be submitted; however, such complaint shall be reduced to writing to insure a more complete investigation. The complaint should include the following:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses (if any); and
- Any other evidence available.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including removal from the School.

There will be no retaliation against any such person who reports discrimination/harassment or participates in an investigation. However, any employee/student who refuses to cooperate or who gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report shall itself be treated as a violation of this policy and shall result in severe repercussions to the maker of the report.

## INVESTIGATION PROCEDURES

The privacy and anonymity of all parties and witnesses to complaints will be respected. The complaint and identity of the complaining party shall not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaining party. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations, legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed. This will occur only in appropriate circumstances and only to individuals deemed necessary to possess such knowledge.

The Title IX Coordinator, or a designated complaint manager appointed by them, shall address the complaint of discrimination/harassment promptly and equitably. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the

Title IX Coordinator. After receipt of the report from the person conducting the investigation, the Title IX Coordinator of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days.

## COMPUTER AND NETWORK USE — 3.3.101

**Policy Number: 3.3.101**

Reviewed: 12/2013

*Revised: 11/28/11, 8/31/17, 3/13/19, 9/21, BOT Approved 11/21*

### PURPOSE

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

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

### USER RIGHTS AND RESPONSIBILITIES

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

### MISUSE

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

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

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others (see *Computer Based Discrimination/Harassment* below).
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

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

## ELECTRONIC BASED DISCRIMINATION/HARASSMENT

As per MTSA's *Discrimination/Harassment Policy* "It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory". This includes, but is not limited to, discrimination in regards to race, color, sex, age, disability, marital status, full or part-time status, religion, sexual orientation, gender identity, or national origin (see *Nondiscrimination Policy*).

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

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

## MTSA SHARED NETWORK

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

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



## MTSA ISSUED E-MAIL ADDRESSES

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

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

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

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

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

## MTSA WEBSITE & SOCIAL MEDIA

MTSA has a website ([www.mtsa.edu](http://www.mtsa.edu)) that is maintained by the Office of Advancement & Alumni. Content to be posted to the website must be submitted to this office.

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

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

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

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

## PENALTIES

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

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

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

## SABBATH (SATURDAY) SCHEDULING — 3.3.109

**Policy Number: 3.3.109**

Reviewed: 2000, 2007, 2013, 2022

Revised: 1998, 2003, 2007, 3/1/12, 1/5/17, 5/15/18, 6/28/2022

MTSA is currently independently operated and owns the property and buildings that house the School. In accordance with the Seventh-day Adventist history, as well as the history and mission of the school, the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the School relative to Sabbath observance.

## ACADEMIC AREA

Neither the Middle Tennessee School of Anesthesia nor any of its faculty will schedule any academic class between sundown Friday until after sundown Saturday. It is recognized that not all students will choose Saturday as the day of worship. Accommodation will be made for classes that are scheduled outside of normal MTSA operating hours if attendance would violate or interrupt a student's normal religious observance. The accommodation may vary but may include video captured lectures for students to review at another time or makeup coursework assigned by the faculty of record.

On occasion MTSA will expect students to attend one day of a local weekend conference organized by the Tennessee Association of Nurse Anesthetists or the American Association of Nurse Anesthesiology. Students may choose the day they attend, either Saturday or Sunday.

## CLINICAL AREA

Clinical affiliations have evolved over the years to support the clinical needs of the program. It is not the intent of MTSA to control whether or not an affiliate hospital schedules elective surgery on weekends. However, the Middle Tennessee School of Anesthesia supports the choice of the student. Students are expected to do elective and call cases Monday through Friday and to take call for emergency cases on weekends as assigned. Should any student choose not to participate in call on a specified day due to religious convictions, MTSA will accommodate this student's request. A statement of religious observation from the student's current religious leader may also be requested. It should be noted that a student may have to complete clinical duties on extra weekend call shifts to accommodate their request. This is not punitive in nature but may occur due to schedule changes to accommodate the request.

# STAKEHOLDERS' RIGHTS — 3.3.112

Policy Number: 3.3.112

Reviewed: 3/12, 7/13

Revised: 7/12, 8/17

## ACCREDITING AGENCIES' RIGHTS

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

## AFFILIATING INSTITUTIONS' RIGHTS

MTSA maintains many clinical affiliations. Each affiliate site should expect that MTSA will solicit and maintain licensure information, and a pertinent health history on each student such as current TB skin tests and relevant immunizations. Affiliates shall expect that MTSA will instruct its students as to maintaining the privacy of health information of its patients. They shall expect that MTSA will provide basic safety instruction and an orientation related to anesthesia practice, and that MTSA will provide information regarding the outcomes expectations of students at each level.

## FACULTY AND STAFF MEMBERS' RIGHTS

Members of the MTSA administration, staff and faculty shall have academic freedom in teaching. This group shall be able to speak, write or act as citizens without institutional censorship or discipline, providing such actions are in harmony with the MTSA Mission, Vision, Values and Goals as found in the *MTSA Administrative Manual*.

Additionally, administration, staff and faculty must understand that as persons of learning and educational representatives of MTSA, they must remember the public may judge their professions and the institution by their words and acts.

While off campus, yet representing the School (i.e., conventions, seminars, etc.), at all times, administration, staff and faculty should be accurate and show respect for the opinions of others, while abiding by MTSA standards and policies. Special care should be given when personal opinion is shared that may conflict with MTSA standards and/or policies and procedures.

MTSA faculty and staff have the right to be treated with respect by each student, and the student will be held accountable for doing so. Digressions may be reported to, with possible hearing by, the Progressions Committee and/or the President's Council.

Faculty and staff have a right to the grievance and due process protocol, as listed in the

*MTSA Administrative Manual* and *Faculty Handbook*.

## PATIENTS' RIGHTS

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

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

## APPLICANTS' RIGHTS

Applicants have a right to expect that MTSA will follow the most current edition of the *MTSA Student Handbook* related to admission requirements and processes for the program in which they are interested, with the understanding that there will be updates and revisions at least annually.

## STUDENTS' RIGHTS

Students have a right to expect that MTSA will treat them with respect and will abide by the standards set forth in the most current edition of the *MTSA Student Handbook* applicable to their program of study. Students have the right to a grievance process as described in policy 5.1.102: Students' Rights: Complaints/Grievances.

## ANNUAL SECURITY REPORT AVAILABILITY — 3.3.113

**Policy Number: 3.3.113**

Reviewed: 3/12, 5/2020

Revised: 7/16, 5/2020 BOT approved 8/2020

Annually, MTSA collects and submits the crime statistics from the Annual Security Report to the Secretary of Education to comply with the Clery Act. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The statistics are collected from the Campus Security Authorities and the Metro Nashville Police Department. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A paper or electronic copy of the Annual Security Report may be obtained by contacting the Office of Vice President of Academics (888-353-6872) or at <http://www.mtsa.edu>.

The Annual Security Report is distributed to the campus community via email annually by October 1st each year.

## CONSUMER INFORMATION

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), include requirements for disclosing information to the public. It is our hope that this concerted effort between MTSA and the Department of Education to provide pertinent consumer data will allow all students access to information they need to make the best decision possible for them and their future. These disclosures may be obtained from the MTSA administrative offices or by visiting the Middle Tennessee School of Anesthesia website - <http://mtsa.edu/admissions/financial-aid/consumer-information/>.

## STUDENT COMPLAINTS/GRIEVANCES POLICY — 5.1.102

**Policy Number: 5.1.102**

Reviewed: 8/6/18, 8/2019

Revised: 3/14, 4/15, 7/13/16, 8/18, 8/19, 9/21, BOT Approved 11/21

Students have a right to expect that MTSA will treat them with respect, and will abide by the standards set forth in the most current edition of the program's MTSA Catalog & Student Handbook.

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make formal complaints about processes or services provided by MTSA. Grievances are formal complaints brought by a student regarding MTSA's provision of education and academic services affecting their role as a student. A grievance must be based on a claimed violation of a MTSA rule, policy, or established practice. This policy does not limit MTSA's right to change rules, policies, or practices.

The three categories for grievances are as follows: Complaints, Discrimination / Harassment allegations, and an Appeal of a Committee Decision (such as Progressions Committee or NAP Council)

## HOW TO FILE AN INFORMAL COMPLAINT

As a first step, MTSA offers students an informal process to lodge a concern or suggestion. This process allows students to provide MTSA with information or suggestions relating to processes or services provided.

**Step 1:** Student raises concern regarding a particular service or process with the relevant faculty, staff member, or brings item to the School Life Committee (SLC) to be heard.

**Step 2:** Faculty, staff member, or SLC will listen or consider the concern

**Step 3:** Faculty, staff member, or SLC explores options/implications of resolving the issue, i.e. No action is deemed appropriate

Lodging a suggestion letter to the Vice President of Academics

Advising the student to lodge a Formal Written Complaint

## GROUNDINGS FOR A FORMAL COMPLAINT

A student has the right to file a complaint. This MTSA Student Complaint/Grievance Policy is for all issues in which the student believes he has been adversely affected. Examples may include:

Improper, irregular, or negligent conduct against a student by a faculty or staff member of MTSA; Failure to adhere to appropriate or relevant published MTSA policies and procedures;

A decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student;

A penalty, where applied, is considered too harsh;

Failure by MTSA to make a decision within a timely manner, reasonable to the complaint.

## HOW TO FILE A FORMAL WRITTEN COMPLAINT

A complaint must be submitted in writing to the MTSA Vice President of Academics using the Student Complaint form, available on the MTSA website or through the Office of Vice President of Academics, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Upon submission of a written complaint, the Vice President of Academics will provide the student grievant with written acknowledgement of receipt of the complaint via e-mail, as well as a more detailed outline of the process.

Complaints should be addressed to:

Office of Vice President of Academics  
Middle Tennessee School of Anesthesia  
P.O. Box 417  
Madison, TN 37116

## WITHDRAWAL OF COMPLAINT

A student may at any time during the complaints resolution process withdraw a complaint. This is done by putting their intent to withdraw an informal or formal complaint in writing and forwarding it to the Office of Vice President of Academics.

## APPEAL OF A COMMITTEE DECISION

Students who are not satisfied with the decisions of the Progressions Committee can appeal those decisions to the Appeals Committee, the highest appellate body in the School. The Appeals Committee has the right to review the entire issue, and may support the Progressions Committee's action or return it to the Progressions Committee for further review.

## STUDENT COUNSELING POLICY — 5.1.105

**Policy Number: 5.1.105**

Reviewed: 3/14, 7/18, 8/18

Revised: 3/12, 4/14, 7/13/16, 8/6/18

In accordance with MTSA's mission and core values, MTSA believes students should strive to achieve a healthy & balanced life. MTSA also believes that at times counseling may be needed to help students readjust to the stressful environment and changing lives of graduate school. MTSA has established a plan of action to assist students maintain this balance.

Should the need arise for counseling services for students, MTSA will provide referral to a counseling service and will fund the initial three (3) assessment/counseling sessions. The Director of Student Services maintains a list of current approved providers for counseling. Students can be referred for counseling by Administration, Faculty, Mentor, or student's self- referral to the Director of Student Services.

MTSA cannot mandate a student receive the counseling service.

MTSA offers counseling for financial issues, referral can be made through the Director of Financial Aid.

## STUDENT LINES OF COMMUNICATION — 5.1.110

**Policy Number: 5.1.110**

Reviewed: 7/13/16

Revised: 7/13/16, 10/20, 6/21 9/21, BOT Approved 11/21

**Email** is the official form of communication between students and MTSA, unless otherwise indicated on a class syllabus. This is how a student will be updated on policies, procedures, and items related to degree requirements.

Students are issued an MTSA email address and are expected to check their email on a routine basis. **No other email account may be used for official communication with the school.** In emergency situations only, text messages will be sent from the school's emergency management software to students' cellphones to keep them informed of the situation.

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

Should students find there are School-related issues they wish to address, the Program Administrator is the first person to whom students should address these issues. If the Program Administrator is unavailable, the following

faculty members are able to address these concerns: The Faculty Mentor/Advisor to whom the student is assigned, the Assistant Program Administrator, or the Vice President of Academics. If the issue involves an area other than academic, or students do not feel comfortable or it is not convenient to approach any of these faculty members, then it is entirely appropriate and even encouraged for students to address their concerns and/or issues with any of the MTSA administrators.

## STUDENT DRUG & ALCOHOL — 5.1.111

**Policy Number: 5.1.111**

*Reviewed: 7/13/16, 8/6/18, 11/19/19, 7/2020*

*Revised: 7/13/16, 11/19/19, 7/2020 BOT approved 8/24/2020*

### STANDARDS OF CONDUCT

MTSA prohibits the unlawful manufacture, possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, and any contingent site, or on the campus of any clinical affiliate site. To further MTSA's commitment to provide a healthy and thriving educational environment, and to stay in compliance with the Drug Free Schools and Communities Act Amendments of 1989, MTSA has established the following drug and alcohol policy.

Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. MTSA contracts with an outside company to perform drug/alcohol screening of students throughout the program of study, as needed.

Students should be aware that if they are found to test positive for alcohol, illegal substances or substances without a current and valid prescription, MTSA is obligated to report such violation of the drug and alcohol policy to the State Board of Nursing. Therefore, students are required to report any alertness-altering prescribed substance use (i.e. treatment for anxiety and learning disabilities) to the Program Administrator.

### MTSA SANCTIONS

To underscore the seriousness with which MTSA takes the issue of health and welfare of its constituent populations, the School will impose disciplinary sanctions on students - up to and including expulsion. If drug and alcohol violations are turned over to the State Board of Nursing, that Board will investigate and handle any prosecutions.

### HEALTH RISKS

As part of the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The School recognizes that Substance Use Disorder of any sort is a major health problem.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

You can find more information on Substance Abuse and Health Risks in the Department of Justice's, Drugs of Abuse resource guide here: [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf).

## RESOURCES

MTSA does not provide on-campus drug/alcohol counseling, treatment, or rehabilitation programs for students. There are many community resources that provide support, information and treatment. Upon request or in appropriate situations, the School may refer the student to a counselor, center, or program for assistance with such needs.

### LOCAL RESOURCES FOR HELP

Nashville Poison Control	615-936-2034	<a href="https://www.vumc.org/poisoncenter/">https://www.vumc.org/poisoncenter/</a>
AANA Peer Assistance Resource	800-654-5167	<a href="http://peerassistance.aana.com/directory.asp">http://peerassistance.aana.com/directory.asp</a>
TANA Peer Assistance Resource	800-654-5167	<a href="https://www.tncrna.com/peer-assistance/">https://www.tncrna.com/peer-assistance/</a>
Alcoholics Anonymous	615-831-1050	<a href="http://www.aanashville.org/">http://www.aanashville.org/</a>
Narcotics Anonymous	888-476-2482	<a href="https://nanashville.org/">https://nanashville.org/</a>
Cumberland Heights Treatment Ctr	615-356-2700	<a href="https://www.cumberlandheights.org/">https://www.cumberlandheights.org/</a>
TN Professional Assistant Program	615-726-4001	<a href="http://www.tnpap.org/">http://www.tnpap.org/</a>
JourneyPure Treatment Center	888-633-9588	<a href="https://journeypure.com">https://journeypure.com</a>
Celebrate Recovery	615-604-2210	<a href="https://www.celebraterecovery.com/">https://www.celebraterecovery.com/</a>
Foundations Nashville	615-994-7872	<a href="https://www.foundationsrecoverynetwork.com">https://www.foundationsrecoverynetwork.com</a>
TN Crisis Svs & Suicide Prevention	855-274-7471	<a href="https://www.tn.gov/behavioral-health/need-help.html">https://www.tn.gov/behavioral-health/need-help.html</a>

## DRUG LAWS

A full list of controlled substances as defined by Tennessee state law can be found here: [http://www.lcle.la.gov/sentencing\\_commission/Resources/I%20C.%20TN%20drug%20laws.pdf](http://www.lcle.la.gov/sentencing_commission/Resources/I%20C.%20TN%20drug%20laws.pdf)  
<https://statelaws.findlaw.com/tennessee-law/tennessee-drug-laws.html>  
<https://discoveryplace.info/legal/drug-laws-tennessee/>

The Federal DEA guidebook of Drugs of Abuse can be found on the DEA website. For more information: [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf#page=30](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30)

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
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Cocaine (Schedule II)	500-4999 grams mixture	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual. \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28-279 grams mixture	280 grams or more mixture		
Fentanyl (Schedule II)	40-399 grams mixture	400 grams or more mixture		
Fentanyl Analogue (Schedule 1)	10-99 grams mixture	100 grams or more mixture		
Heroin (Schedule 1)	100-999 grams mixture	1 kg or more mixture		
LSD (Schedule 1)	1-9 grams mixture	10 grams or more mixture		
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture	50 grams or more pure or 500 grams or more mixture		
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule 1 & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount		<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>	
Flunitrazepam (Schedule IV)	1 gram			

Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

## LEGAL SANCTIONS UNDER STATE AND FEDERAL LAW

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified

Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

## STUDENT AID AND DRUG CONVICTIONS

The Higher Education Act (HEA) of 1965 as amended suspends aid eligibility for students who have been convicted under federal or state laws of the sale or possessions of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans). <https://studentaid.gov>

## HONOR CODE — 5.1.113

**Policy Number: 5.1.113**

Reviewed: 7/13/16

Revised: 7/13/16

## DECLARATION OF HONOR

MTSA's mission, focus on academic excellence, and culture of faith are grounded in the Christian values of truth, honor, and virtue. Abiding by these principles illuminates the pathway of learning, sustains the integrity and purpose of the School, thus preparing competent and caring nurse anesthetists.

## HONOR CODE

The Honor Code of Middle Tennessee School of Anesthesia is reflective of the Christian principles of truth, honor, integrity, and virtue. The Honor Code is vital in fostering an environment of trust, order, and unity within the school. Students are responsible for familiarizing themselves with and abiding by the Honor Code and all School policies.

## ACADEMIC STANDARDS OF CONDUCT

A thorough understanding and commitment to this Declaration of Honor and the Honor Pledge is essential to success of MTSA's honor system. The following avenues will be utilized to facilitate implementation of these statements:

1. The Declaration of Honor statement, with its accompanying Honor Pledge, will be included with the acceptance letter sent to selected applicants, and applicants accepting a student position at MTSA will be required to acknowledge affirmation by signing and dating the document as specified, and returning it with their acceptance verification.
2. Information regarding the Declaration of Honor and the Honor Code will be included in the program's *MTSA Catalog & Student Handbook*.
3. The Declaration of Honor and the Honor Pledge will be discussed during all orientation programs.
4. Implementation and monitoring of adherence to these standards will be accomplished through the MTSA NAP Council, Progressions Committee, the President's Council, and the MTSA Appeals Committee.

## HONOR PLEDGE

As a student of Middle Tennessee School of Anesthesia, I will incorporate the principles of truth, honor, integrity, and virtue in all that I do while enrolled at MTSA. I acknowledge the Honor Code as vital in fostering an environment of trust, order, and unity within the School. I accept the sacred trust placed upon me to continue this heritage of honor in my efforts to become a competent doctoral-prepared nurse anesthetist. I freely pledge to abide by the MTSA Standards of Conduct and this Honor Code in all of my conduct.

**Student Signature:**

**Date:**

**Print Name:**

The Honor Pledge must be signed by each student on Orientation Day and will be kept in the student's academic file.

## STUDENT STANDARDS OF CONDUCT — 5.1.114

**Policy Number: 5.1.114**

Reviewed: 12/16, 7/2020, 10/2020

Revised: 12/16, 7/2020, 11/2020 BOT approved 11/2020

It is the philosophy of MTSA to uphold Christian ideals and values. While it is MTSA's policy to freely accept students regardless of religious persuasion, MTSA's philosophy is that students, faculty and staff are public representatives of MTSA, and are expected to avoid any conduct that would conflict with its Christian values.

Actions and conduct not in harmony with the Christian standards of MTSA include, but are not limited to, the following, and commission of any of these actions will result in disciplinary action that may include dismissal from the program. Students who witness or have personal knowledge of any participation in the following activities, on the MTSA campus, and any contingent site, or on the campus of any clinical affiliate site, have a responsibility to report such infractions to MTSA administration. To underscore the seriousness with which MTSA takes the issue of health and welfare of its constituent populations, the School will impose disciplinary sanctions on students - up to and including expulsion, and possible referral for prosecution. Dismissal from the School or any lesser penalty as determined by the Program Director and the Progressions Committee may result from participation in any of the following activities:

1. Furnishing false information to the School with the intent to deceive;
2. Knowingly providing false information or testimony during the investigation of, or hearing on a disciplinary matter;
3. Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location;
4. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;
5. Forgery, alteration, destruction, or misuse of School documents, records, or identification; Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;
7. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;
8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned property or at any other institution affiliated with the School, or at School-sponsored functions;
9. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person (i.e., this includes attending class or clinical under the influence of drugs or alcohol) whether such conduct occurs on or off School property;

10. Participation of students in group activities on or adjacent to the campus, which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the School or the normal flow of traffic;
11. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;
12. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the School or a scheduled event sponsored by the School;
13. The use of tobacco in any form, other than in properly designated smoking areas;
14. Possession, while on School-owned property, or of any other institution affiliated with the School, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, including explosives, such as firecrackers, unless authorized in writing by the School Administration.
15. Unauthorized use or misuse of MTSA's computing facilities to include logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system, including hardware and software;
16. Use of technological/electronic device(s) in the classroom. Students are allowed to use iPads/Microsoft Surface Pro or laptop computers in the classroom before class begins. However, the only use for iPads/Microsoft Surface Pro or laptops during any class will be for taking notes specifically related to the current class in session. No other activities utilizing any technological/electronic device(s), including but not limited to computers, iPads/Microsoft Surface Pro, cell phones, or scanners, such as (but not limited to) web-surfing, Medatrac case record completion, game-playing, or text-messaging will not be allowed during any class. The only exception to this is if web-based research is part of the curriculum for a given class, and this is specifically stated by the instructor. Some (but not all) instructors may allow calculators to be used during quizzes/tests/exams. If they do, students are only permitted to use calculators provided by MTSA at that time, which have no communication or data storage capability (i.e. no cell phone or PDA calculators).
17. Participation in or conviction of theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to School property or any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student, or campus visitor);
18. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment, except when done with real need for such equipment;
19. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
20. Commission of an act or an attempt to commit an act on School property or involving members of the School community (i.e., faculty, staff, student or campus visitor) in an act that would be in violation of state or federal law;
21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way that adversely affects or seriously interferes with the School's normal educational function, or that injures or endangers the welfare of any member of the School or its affiliate community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson, domestic or dating violence, sexual assault, stalking, or any other felonious crime against person or property. Any violation results in an arrest; the School must be notified within 24 hours.
22. Unprofessional conduct, or any conduct or action that could bring dishonor or discredit on MTSA or would reflect unfavorably on its reputation as a Christian institution
23. The use of any illegal drug.
24. The use of addictive drugs and/or alcohol, which would impair judgment or function, including those prescribed by a physician, since mental alertness is crucial during the provision of anesthesia. Each student should notify the appropriate Program Administrator and Clinical Support Coordinator of any medications they are using which

may impair judgment or function. Additionally, whenever specimen samples are collected for drug testing, the student must notify the collection personnel of any medications in use currently. Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions. If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine, blood, or hair analyses to document their non-use of drugs. MTSA reserves the right, and students should expect, that a routine or random analysis for drugs may be requested at any time and without prior notice, to rule out substance abuse.

25. Reporting for duty at any hospital or for any class or professional meeting while under the influence of drugs, alcohol, or ANY mood-altering substance;
26. Unlawful manufacture, possession, use, influence or distribution of illegal drugs and alcohol
27. No student should start or initiate a general or regional anesthetic without proper supervision of a licensed anesthesia personnel.
28. Refusing to follow the COVID campus guidelines/contract utilizing the Ascend platform.

## STUDENT BEREAVEMENT — 5.1.115

**Policy Number: 5.1.115**

Reviewed: 8/30/17, 4/19, 10/20

*Revised: 8/30/17, 4/16/19, 10/20 BOT approved 11/2020*

The loss of a family member may require time away from MTSA. The family is defined as spouse/partner, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include step-parent, step-sibling and step-child.

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

All students are eligible to utilize bereavement leave, if needed. Bereavement leave must be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (i.e., remains must be transported from overseas) must be coordinated with Program Administration, and with the Coordinator of Clinical Support if in clinical rotations. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

## STUDENT REPRESENTATION IN COMMITTEES POLICY — 5.1.118

**Policy Number: 5.1.118**

Reviewed: 2000, 2003, 2006, 2009, 2014, 2018

*Revised: 2000, 2003, 8/07, 1/09, 3/14, 2016, 8/18, 10/20*

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

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

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

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

### PRACTICE DOCTORATE PROGRAM:

- Progressions Committee
- Practice Doctorate Admissions Committee
- Appeals Committee
- School Life Committee
- Information Technology Committee
- AANA Meeting Representatives
- TANA

### DNAP COMPLETION PROGRAM:

- Progressions Committee
- DNAP Completion Admissions Committee
- Appeals Committee

## PRACTICE DOCTORATE PROGRAM DRESS CODE POLICY — 5.1.119

**Policy Number:** 5.1.119

**Reviewed:** 12/17

**Revised:** 12/17

This covers expected standards for dress in both clinical practice settings and academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate hospital's dress code which may be more specific than MTSA's policy. At all times the student is expected to use common sense in dress. Any violation of this dress code may subject the student to an audience with and/or disciplinary action by the NAP Council and/or Progressions Committee.

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

#### 1. **Clothing:**

- a. **Clinical:** Students are expected to own their own scrub clothes and to wear them where the clinical sites allow. At all times these are to be clean and fresh each day. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments. Students should dress in full scrub attire top and bottom (T-shirt tops and scrub bottoms are not a complete uniform). Students are subject to being sent home for failure to comply with appropriate dress policies, and the clinical day will have to be made up on another day. Scrubs provided by clinical sites are to be returned daily and are not to be worn away from the clinical site.
- b. **Simulation Labs:** Students are expected to wear clean scrubs when they are scheduled for simulation lab. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments.
- c. **Classroom:** Students may wear their personal surgical scrub clothes to class. All clothes must be neat and clean. They must not be faddish, to include torn or tattered jeans or offensive logos on shirts. Tops with

spaghetti straps or tube-type tops are not appropriate, nor are clothes that reveal the midriff or undergarments, or tops that are revealingly low-cut. Workout attire is permitted so long as modesty is kept in mind. For ladies, skirts must be a modest length. Longer styles of shorts may be worn, but they must not be short shorts; Ball caps must be removed during any test period. Surgical scrub caps may be worn in class.

- d. **Professional** (To include AANA or TANA meetings and when giving class presentations): The attire must be “professional” to include at minimum a dress shirt and tie for men with khaki or dress pants. Professional attire does not include sandals or tennis shoes. **Lab coats:** After successful completion of the second semester, each student will be presented with a lab coat with the MTSA logo. Students are expected to wear this lab coat over their scrubs when they arrive and whenever they leave the operating room area at their clinical assignments. Students are responsible to keep this lab coat clean and in good condition. Prior to some events (i.e. occasional TANA events), MTSA may notify students that they are expected to wear their lab coats at the occasion. If this occurs, students are expected to wear this MTSA logo lab coat and are responsible to ensure the lab coat is clean, pressed, and in good condition before the event.
2. **Jewelry:** Jewelry is to be limited to no more than one ring per hand (wedding set counts as one ring), no more than one earring per earlobe (dime size or smaller and only in the earlobes), and no necklaces. Jewelry is to be modest in appearance and moderate in quantity, with no visible body piercing or subcutaneous implants. Students must follow clinical sites rules in regards to jewelry if they differ from the above.
3. **Tattoos:** In the clinical area, classroom, or professional meetings, students will not have visible *offensive* tattoos. Such must be covered at all times. Any visible tattooing must be moderate in amount.
4. **Hair:** Hair must be neat and clean and out of the face at all times. In the clinical area, it must be covered completely by a surgical scrub cap.
5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length. In most of the clinical facilities, facial hair is subject to approval by Infection Control and the Operating Room Supervisor, those who are responsible for assuring it is appropriately covered in the operating room.
6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4th inch beyond the end of the fingertip. Only natural nails are approved for use in the clinical area. Polish is to be of a single color (clear, pale, pink, white, or red) with no adornments; no black or dark colors. Students must comply with individual facility Hospital requirements regarding nail polish.
7. **Shoes:** In the clinical and simulation areas, there shall be no open-toed footwear. Students may wear their own surgical shoes or clogs, if they contain no holes; however, in many affiliates, footwear may be required to be covered by shoe covers. In the classroom, tennis shoes or sandals may be worn if they are neat and clean.
8. **Aromas:** No perfumes, fragrant lotions, or colognes are to be worn in the clinical area. Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed, whether in clinical or in the classroom. This includes the personal hygiene responsibilities of each student.
9. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. In the clinical area, it is never acceptable for students to chew gum while interacting with patients and/or family members preoperatively or postoperatively. In the classroom setting, it is never acceptable for students to chew gum while making presentations. In professional settings, it is never acceptable for students to chew gum while making presentations or interacting with officials, such as TANA officers or state legislators.

## CONSUMER PROTECTION POLICY — 5.1.203

Policy Number: 5.1.203

Reviewed: 7/31/16, 8/2019

Revised: 7/31/16, 8/2019 BOT Approved



## PROCEDURES TO FOLLOW IN RESPONSE TO U.S. DEPARTMENT OF EDUCATION 10.29.10 FINAL RULES

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

### COMPLAINTS

- All complaints should first be routed through the appropriate complaint/appeals process as outlined by MTSA.
- Depending on the nature of complaint, the matter should be brought to the attention of the Office of Vice President of Academics.
- A complaint must be submitted in writing using a Student Complaint-Grievance form available on the MTSA website. Complaints should be addressed to the Office of Vice President of Academics Middle Tennessee School of Anesthesia, P.O. Box 417, Madison, TN 37116.

### OFF CAMPUS AUTHORITIES

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>) or the Council on Accreditation (COA) (<https://www.coacrna.org/contact-us/concerns/>)
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);

For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit <https://www.tn.gov/commerce/section/consumer-affairs>.

- For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form:

<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization.html>

### DISTANT EDUCATION AND STATE AUTHORIZATION

As an institution that participates in federal financial aid programs under Title IV of the Higher Education Act of 1965, MTSA is required to comply with regulations regarding distance education. MTSA's distance education is authorized on a state level primarily through the Tennessee Higher Education Commission. MTSA participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which is an agreement among states that establishes national standards for the interstate offering of postsecondary distance-education courses and programs. This authorization is required by both state and federal law. See below information regarding MTSA's membership and participation in NC-SARA:

[Middle Tennessee School of Anesthesia NC-SARA Approval \(https://www.nc-sara.org/directory\)](https://www.nc-sara.org/directory)

## DISTANT EDUCATION COMPLAINT PROCESS

The NC-SARA distance education complaint process is described [here](#). Students with a grievance regarding their distance education should seek a resolution of all matters through MTSA's complaint structure first. A complaint must be submitted in writing using the Complaint-Grievance form. Complaints should be addressed to:

Office of Vice President of Academics  
Middle Tennessee School of Anesthesia  
P.O. Box 417  
Madison, TN 37116

Download» [Complaint-Grievance Form](#) from the website

## COMPLAINT RESOLUTION POLICIES AND PROCEDURES FOR NON-TENNESSEE RESIDENT STUDENTS IN STATE AUTHORIZATION RECIPROcity AGREEMENT STATES, COMMONLY KNOWN AS SARA

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/the/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<http://nc-sara.org/sara-states-institutions>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

## RELEASE OF STUDENT RECORD INFORMATION — 5.1.301

**Policy Number: 5.1.301**

Reviewed: 8/17, 11/18, 9/21

Revised: 3/12, 4/14, 7/16, 7/17, 8/17, 11/18, 9/21

MTSA shall comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) (20 U.S.C. § 1232g, 34 CFR Part 99) pertaining to the release of student education records. MTSA shall disclose to current students annually of their rights under the FERPA Act.

## MTSA INTERNAL CONSTITUENTS

Student information, not identified as "Directory information," shall only be available to MTSA employees that have a "need to know" and legitimate educational interest to carry out job related functions. The Vice President of Academics, Program Administrator, and Coordinator of Academic Support shall maintain a list of current employees who have electronic access to student records to fulfill their job requirements. MTSA's President, Vice President of Academics, or Program Administrator may grant temporary authorization for electronic access. Any access, other than electronic, into a student's record should be appropriately logged.

## STUDENT RIGHTS UNDER FERPA

- Students have the right to inspect and review their educational record within 45 calendar days of making a request to the school's Coordinator of Academic Support. The student will submit a written request that identifies the record(s) the student wishes to inspect. The Coordinator of Academic Support will then forward the request to the Program Administrator who will facilitate a meeting of the educational record review. A record of the request for access will be kept in the student education record.
- Students have the right to request that the school correct records they believe to be inaccurate or misleading by submitting a written request for amendment to either MTSA's President, Vice President of Academics or Program Administrator within 7 calendar days of discovery. The student must identify the part of the record that they want changed and specify why it should be changed. If the school decides an amendment to the record is not warranted, MTSA will notify the student in writing of the decision stating they have a right to a formal hearing. "After the hearing, if the school decides not to amend the record, the... eligible student has the right to place a statement with the record setting forth his or her view about the contested information" (99.31).
- Students have the right to provide written consent before MTSA discloses personally identifiable information (PII) from the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent. MTSA discloses education records without a student's prior written consent under the FERPA exception for disclosure to (34CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies.

**Legitimate educational interest** is access to educational records, by appropriate MTSA Administrators, faculty and staff members and other outside service providers, to fulfill his or her professional responsibilities for the School.

No official academic or clinical information concerning a student shall be released until all MTSA forms and records are updated and in proper form for release. Prior to the release of information, all currently enrolled students shall have no outstanding debt with MTSA. A health-related entity financially supporting a student during enrollment at MTSA may request/require periodic academic and/or clinical reports. MTSA shall release the information to such entities **only after receiving a signed and dated written release from the student** specifying the entity to which information is to be released. The releases must be filed with the Records Office, which is under the supervision of the Vice President of Academics and Program Administrator of the School.

Institutions may request that students complete an application for privileges. MTSA may act as a facilitator by providing the form and mailing it when completed by the student. This activity shall not constitute a release of records and no prior approval shall be required.

Prior to graduation, MTSA asks students to execute written release of record forms so there will be no delay in dispatching information to prospective employers. If a prospective employer requests record information and the release forms are on file and/or if the prospective employer supplies an authorization for release of records signed by the student/graduate, MTSA's Records Office will first return a standard form letter verifying the dates the student/graduate attended MTSA and the student's/graduate's graduation date, among other standard responses. Copies of the MTSA transcript may be included when deemed necessary for verification of the information provided. Other requests for letters of reference about students or graduates will be reviewed on a case-by-case basis.

## DIRECTORY INFORMATION

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent; unless a written notice barring disclosure is filed in the Office of the Program Administrator and/or the Office of Advancement & Alumni of MTSA.

“Directory Information” at MTSA shall include the following student information:

- name
- home address
- local address
- telephone listing (home and cell phone)
- pager listing
- email address
- major field of study
- dates of attendance
- the institution(s) attended and from which degree(s) were earned
- clinical schedule
- degrees awarded and/or honors received
- student identification photographs
- any photographs or digital audio/video recordings taken as part of the educational program or at any School-related functions
- date and place of birth

## MTSA CLINICAL AFFILIATES

As completion of affiliations is a graduation requirement, students are required to sign a pre-release consent form. The following information shall have limited release (primarily to affiliate health care institutions where students may participate in clinical rotations), at the discretion of MTSA:

- evidence of health insurance
- evidence of liability insurance
- recommendations/references
- copies of health history including vaccinations
- academic record
- clinical record
- emergency information form
- background check
- drug screen results

## EXTERNAL PUBLICATION OF INFORMATION

The MTSA Office of Advancement & Alumni will be the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways* Newsletter, etc.) This Office is responsible for all communications to the media, for release of information regarding staff, faculty and students in attempt to provide a uniform, coordinated and professional posture in the community served. The Advancement Office representative has the right to prohibit newsmen from interviewing students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

If a student believes there is a violation of their rights under FERPA they are encouraged to contact the compliance office within 180 calendar days at:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920  
 1-800-USA-LEARN (1-800-872-5327)  
<https://www.ed.gov/category/keyword/family-policy-compliance-office-fpco>

## PRACTICE DOCTORATE PROGRAM STUDENT EVALUATIONS — 5.4.107

**Policy Number: 5.4.107**

Reviewed: 1/5/17

Revised: 1/2017

Students at MTSA evaluate all aspects of the program, facilities, and their own progression. These evaluations are coordinated and scheduled by the Clinical Support Specialist and are conducted via Medatrax. The data from these evaluations are compiled by the Clinical Support Specialist and are reviewed by the Evaluations Committee each semester.

Evaluations students complete:

Student Evaluation of:	When Evaluation is Done:
<b>Academic</b>	
Student Evaluation of First Intensive Week	End of first week of Semester 1
Second Semester Orientation Evaluation	End of Semester 2
Student Evaluation of Academic Faculty	End of each Semester ( <i>one per course</i> )
Student Evaluation of Academic Courses	End of each Semester ( <i>one per course</i> )
Simulation Experiences Evaluation	End of Semesters 2, 3, 4, & 5
Concepts in Clinical Course Series Evaluation	End of Semesters 6, 7, 8, & 9
Student Evaluation of Valley Review Course	At completion of the Valley Review Course
APEX Training Program Evaluation	End of Semester 9
<b>Clinical</b>	
Student Clinical Evaluation	Every Clinical Day ( <i>Min 75% Completion</i> )
Student Clinical Site Evaluation	End of each Clinical Rotation
Student Clinical Faculty Evaluation	End of each Clinical Rotation
MTSA Student Self-Evaluation	End of each Semester
Senior Elective Rotation Evaluation	End of Senior Elective Rotation
<b>Program</b>	
Student Advisement Evaluation	End of each Semester
First Year Student Affairs/Needs Evaluation	End of First Year at MTSA
Benchmarking Student Opinions of Performance	End of Semester 5
Second Year Student Affairs/Needs Evaluation	End of Second Year at MTSA

Student Evaluation of the Learning Resource Center	Prior to End of Each School Year
Student Evaluation of Technology	Prior to End of Each School Year
Financial Lectures & Guest Speaker Evaluations	At end of each Lecture ( <i>as needed</i> )
MTSA Program (Exit/Graduation Evaluation)	Day after Graduation
One-Year Post Graduation	One Year after Graduation Date

## PRACTICE DOCTORATE PROGRAM STUDENT DRUG TESTING — 5.4.109

**Policy Number: 5.4.109**

Reviewed: 12/20/16, 5/15/18

Revised: 12/20/16, 5/15/18

MTSA is a faith-based organization concerned with the health and wellbeing of our employees & students. One of our goals is to provide a safe and drug-free institution of learning as well as protect the health and welfare of patients that may be treated by MTSA students during clinical rotations. All students will undergo drug screening during their tenure at MTSA.

MTSA contracts with an outside company that maintains sites nationwide to perform chain of custody drug screening. MTSA financially supports mandatory drug screening.

1. **Mandatory Initial Drug Screening:** All students will be required to have a drug screening prior to performing clinical duties. MTSA pays for this testing.
2. **Mandatory Random Selection Drug Screening:** While enrolled at MTSA, each semester a student(s) will be selected to participate in a random drug screening. The choice of student is randomly selected using an internet based random selection process generated by a computer program. Students will be required to have their test completed within 24 hours of notification. Clinical coordinators may be notified to allow students time to go to the closest testing site. MTSA pays for this testing.
3. **For Cause Drug Screening:** MTSA reserves the right to request for **cause drug screening at any time**. This screening must be completed within 24 hours of request. An example may be a student receipt of a “red card” in clinical, erratic student behavior in classroom/simulation, behavior outbursts, calling out at clinical without a physician visit for illness, or other incidents. MTSA pays for this testing.
4. **Confirmational Drug Screening (Hair Test):** A hair test drug screen will be conducted following any positive drug test results. **This test will be at the student’s own expense.**

If a student is unable to complete their drug screening within 24 hours or provide urine, hair testing may be performed **at the student’s added expense**. Any test that results in a “non- negative” will require follow up. Any additional retesting will be at the student’s expense.

Students may not begin or be allowed to continue clinical following a “non-negative” test result. The report will be sent to the **Program Administrator** for intervention and/or possible disciplinary actions. A student may resume clinical assignment after fulfilling any requirements set forth by the Program Administrator, and student submits a test sample for which a negative (“clear”) result is received.

# APPENDIX J: MTSA EMERGENCY RESPONSE PLAN

## MTSA EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) for MTSA enables the school to appropriately respond to various types of emergencies.

The ERP is an all-inclusive approach to various crisis that might occur on our campus. The plan describes how the School will respond to emergencies that would suddenly and significantly affect our campus. The plan includes the following key elements:

- procedures to respond to, mitigate and recover from emergencies,
- a notification protocol to ensure that accurate and up-to-date information is provided to students, staff and faculty on a timely basis,
- the chain of command in an emergency on the campus;
- defined roles and responsibilities for those assigned to respond in an emergency; and
- instructions on evacuating from campus buildings based on the type of emergency event,
- testing the emergency response and/or evacuation procedures at least annually, which will include announced or unannounced drills.

This Emergency Response Plan contains the following four stages:

1. Discovery
2. Communication
3. Action
4. Recovery

While we all hope that we will not be faced with the need to implement the Emergency Response Plan, it is necessary and appropriate to be fully prepared. If you have any questions or concerns, please contact:

**Chris Hulin, President** ([chris.hulin@mtsa.edu](mailto:chris.hulin@mtsa.edu)) 615-732-7841, 615-732-7676

**Maria Overstreet, Vice President, Academics & Institutional Effectiveness and Title IX Coordinator**  
([m.overstreet@mtsa.edu](mailto:m.overstreet@mtsa.edu)) 615-732-7893

**Jon Ronning, Vice-President, Finance & Administration** ([jon.ronning@mtsa.edu](mailto:jon.ronning@mtsa.edu)) 615-732-7672

## EMERGENCIES COVERED

This plan is flexible and allows MTSA to respond to many types of emergency situations. (*See Appendix C: Emergency Procedures*). The decision to respond and the level of response is determined by the President and/or the Administrator on Call.

## TRAINING AND DRILLS

Emergency preparedness is crucial. MTSA's emergency plan requires training and exercises to outline and define responsibilities and to identify and improve weaknesses. MTSA uses the exercises to provide guidance for the on-going development of the plan. The School will conduct its tests of emergency responses and evacuation procedures either through tabletop exercises or drills at least annually. A debriefing meeting will take place following the drills to assess and evaluate the plan and capabilities of the School. Fire alarms are tested during the year. Tests or drills may be announced or unannounced.

## PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

To protect the campus community, any criminal activity or emergency threat should be reported in a timely manner. The MTSA President is presumed the first point of contact, followed by the Administrator on Call, should there be a threat to the health or safety of the campus community.

### Administrators on Call:

Chris Hulin, President ([chris.hulin@mtsa.edu](mailto:chris.hulin@mtsa.edu)) 615-732-7841

Maria Overstreet, Vice President, Academics & Institutional Effectiveness, Title IX Coordinator ([m.overstreet@mtsa.edu](mailto:m.overstreet@mtsa.edu)) 615-732-7893

Jon Ronning, Vice-President, Finance & Administration ([jon.ronning@mtsa.edu](mailto:jon.ronning@mtsa.edu)), 615-732-7672

The contact number during business hours (8:00AM-6:00PM) is 615-868-6503. The number for the Administrator on Call after business hours is 615-543-6233. All school personnel are available to assist in contacting the appropriate Administrator or the local authorities in the event of an emergency.

### Involved Personnel:

Personnel involved in the Emergency Response Plan are the President and/or Administrator on Call. Building coordinators have been assigned for the campus' three buildings. The coordinator for the Bowen Academic Center is the Administrative Assistant, Academic Office. The coordinators for the Student Support Center are the Assistant to VP, Finance & Administration (floor 1) and the Director of IT (floor 2). The coordinator for PT Magan Hall is the Executive Administrative Assistant.

## DISCOVERY

### Duties and Responsibilities of Involved Personnel:

The President and/or the Administrator on Call must make the decision to enact the emergency response plan and is responsible for communication of emergency and action to be taken. Building Coordinators will make every effort to ensure that buildings have been evacuated in the event this is necessary.

#### Responsibilities:

Building Coordinators are responsible for making sure the most up-to-date student, staff, and faculty list are on the clipboard on their floor, with a pen and other safety documents.

The Coordinator of Plant Operations is responsible for contacting the alarm company prior to any fire drill, coordinating activation of alarms, and is the main contact for reentry to buildings after the drill or event.

During an announced or unannounced fire drill (or a real fire emergency):

Building Coordinators will check their floor, including restrooms, to ensure everyone has evacuated. Doors should be closed but not locked as this could interfere with emergency personnel's efforts. Building Coordinators will take roll and report all clear to Coordinator of Plant Operations **via text message**. (For classrooms being used that day, the Building Coordinators will communicate with the instructor to make certain all students have evacuated.)

Building Coordinators will document the time it took to evacuate the building on their roll call sheet. Buildings should be evacuated in less than 5 minutes.



**Everyone** will remain in their Emergency Assembly Point until the Building Coordinators are given the official word by the Coordinator of Plant Operations to reenter the buildings, **via text or phone call**. Under no circumstances should any person reenter a building until this has occurred.

After reentering the building, Building Coordinators will present their roll call sheets to the Administrative Campus Safety Officer.

If the event is a drill, Building Coordinators, Administrative Campus Safety Officer, and Coordinator of Plant Operations should meet afterwards to assess the drill and suggest any improvements if needed.

## COMMUNICATION

### Timely Warnings and Emergency Notifications

Communication of the emergency and actions to be taken will be made by the President and/or Administrator on Call on utilizing the MTSA's emergency management software to all faculty, staff and students. This can contain pre-approved text messages by School officials that are eligible for immediate activation. Any updates to the emergency notifications, will include updates for emergency directions and notification that the threat is no longer imminent-an "all clear" notice, will be issued. Necessary verbal communication of the emergency and actions to be taken will be given by the President and/or Administrator on Call to the building and class coordinators.

## ACTION

### Method of Appraisal of Situation:

The President and/or Administrator on Call will become fully aware of the circumstances in person, if possible, evaluate the situation, and then deem whether the Emergency Response Plan should be put into action. **The single criteria used to activate the emergency response plan shall be protecting students, faculty, and staff from harm that might occur on the campus.**

### Evacuation Centers (Listed in Priority Order):

- The Madison Campus Seventh-day Adventist Church
- Assigned Clinical Site (if on duty or on call)

### Internal/External Medical Services:

Since every student is a registered nurse in training and has multiple years of experience in intensive care nursing, MTSA has made our clinical affiliate rotation sites aware that students on call or on duty are available to bring relief during times of natural disaster or emergency.

### First Aid Kits

First aid kits are located in the Academic Administrative Office, Student Services Center-Staff/Faculty Lounges on Floors 1 and 2, and the Administration Office in the PT Magan Building. Any injury or illness requiring care beyond a first aid kit should be directed to an appropriate medical facility.

## RECOVERY FROM EMERGENCY RESPONSE PLAN

The President and/or Administrator on Call will be responsible to determine if the "all clear" should be issued post-emergency. This communication will be given to all students, faculty and staff utilizing the MTSA's emergency management software. A return to normal on-campus activities should only take place when the "all clear" is given.

### Recovery from Drills:

Once the announced or unannounced drill begins, the campus community will follow instructions by the building

coordinators or designees, and faculty in charge of classes. In the event of a fire drill, *Fire Procedures* are in emergency procedures. There will be a debriefing after a drill, which includes the building coordinators, for the reviewing of the current procedures.

Appropriate personnel and resources will be utilized to return to the school and its related activities back to a normal and usual routine as soon as it is safe and practical.

## EMERGENCY PROCEDURES

### Building Evacuation

It is critical, during certain emergencies, that the campus community evacuate the buildings. These would include fire or structural failure, active shooter, and bomb threats. An emergency evacuation is an urgent immediate escape away from an area that contains an imminent threat or ongoing hazard.

#### *Evacuation Procedures*

1. After being notified to evacuate, stop all work activities. Close, but DO NOT lock, office and classroom doors as you exit. Locked doors can hamper rescue operations.
2. Be aware of, and make use of, designated primary and alternate evacuation routes.
3. Use the nearest door or stairway if available. All staff members need to be aware of at least two exit routes in their main building in the event one is compromised (*see Appendix D: Evacuation Maps*).
4. **DO NOT USE ELEVATORS** for evacuation and exit the buildings without rushing or crowding.
5. Faculty, staff and building coordinators are responsible for evacuating students, visitors, and anyone needing assistance to a safe established meeting area.
6. Do not re-enter the buildings until an "all-clear" notification is given by official announcement.

#### *Fire Procedures*

- Remain calm and close but DO NOT Lock office/classroom doors as you exit
- Move quickly to nearest exit
- Do not use elevators
- Follow directions given by emergency personnel or Building Coordinator
- Move to the prearranged meeting areas (EAP - Emergency Assembly Point)
- Do not re-enter building until authorized by response authorities or until an "all-clear" official announcement by the Building Coordinators or Coordinator of Plant Operations.

If you discover a fire or see a flame or smoke please follow the RACE procedures:

R = Remove all persons in immediate danger to safety.

A = Activate manual pull station AND call or have someone call 911.

C = Close doors to prevent the spread of smoke and fire.

E = Extinguish the fire.

*See Appendix C: Emergency Procedures*

#### *Active Shooter (RUN—HIDE—FIGHT)*

If the shooter is *outside* the building:

- Turn off all the lights and close and lock the doors and windows (close window blinds)

- If possible, to do so safely, get all students on the floor, away from the windows, and out of the line of fire and sight.
- Remain until the “all clear” is given by the MTSA President or the Administrator on Call.
- If the faculty, staff or students do not recognize the voice that is giving the “all clear” they should not change status as the voice may be false and designed to give false assurances.

**If the shooter is *inside* the building:**

- If possible, quickly evacuate the building if there is an accessible escape path. If flight is possible, do not go to the normal gathering site for other drills. Run as far and as fast as you can away from the building.
- If possible, contact 911 with your location using your cell phone, or any available phone. (8 911 from a campus phone)
- If flight is impossible, lock all doors and windows, securing yourself on the floor or under a desk and out of the line of sight and fire. Turn off your cell phone. If possible, blockade the door with heavy furniture.
- Get on the floor and out of the line of sight and fire.
- Wait for the all clear instruction to be given by the MTSA President or the Administrator on Call.

**If the shooter comes into your class or office:**

- There is NO ONE PROCEDURE that authorities recommend in this situation.
- If possible, attempt to get the word out to others and if possible, dial 911.
- USE COMMON SENSE! If hiding or flight is impossible, attempt to overcome the subject with force as A LAST RESORT.
- Remember, there may be more than one active shooter.
- Wait for the all clear signal from the proper authorities.
- If flight is possible, do not go to the normal gathering site for other drills. Run as far and as fast as you can away from the target building.

**When law enforcement arrives on campus:**

- Remain calm and follow officers’ instructions.
- Put down any items in your hands. (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**Lockdown, Shelter in Place**

In some emergency situations, it may be necessary to seek shelter indoors, rather than evacuate, for safety reasons. Sheltering-in-place procedures are internationally recognized as standard practices of providing shelter rather than risking direct exposure to a hazardous condition, these procedures include, a hazardous materials incident, terrorist

attack, earthquake, and tornado. Evacuation may not be the best course of action. Building coordinators will take the lead in sheltering individuals in their building. It will be important that everyone remain alert and calm and wait for the incident to pass. An “all clear” notification will be given when the event is over, from the President or Administrator on Call, or response authorities.

### ***Tornado Procedures***

#### **Taking cover INSIDE A BUILDING:**

- Move quickly to safe, designated interior area without windows, and avoid glassed areas
- Move to lowest level of the building
- Close doors and windows
- Protect yourself by going into a “drop and tuck” position

#### **Taking cover IN A VEHICLE:**

- If the tornado is visible, far away, and the traffic is light you may be able to drive out of its path by moving at right angles to the tornado.
- If not, park the car as quickly and safely as possible, out of the traffic lanes. Get out of the car and seek shelter in a sturdy building.
- If in open country, run to low ground, away from any cars, and lie flat, face down, protecting the back of your head with your arms.
- AVOID seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

#### **Taking cover IN THE OPEN OUTDOORS:**

- IF possible, seek shelter in a sturdy building.
- If not, lie flat and face down on low ground, protecting the back of your head with your arms.
- Get as far away from trees and cars as you can as they may be blown onto you in a tornado.

#### **DO NOT...**

- ...use elevators; you could be trapped in them if the power is lost.
- ...stay in large open rooms like gyms and auditoriums.
- ...stay around glass such as windows or skylights.
- ...stay in mobile homes, even if they are tied down.

#### **After a tornado:**

- Wait for emergency personnel to arrive
- Carefully render aid to those who are injured.
- Stay away from power lines and puddles with wires in them; they may still be carrying electricity!
- Watch your step to avoid broken glass, nails and other sharp objects. Stay out of heavily damaged buildings; they could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks.
- Remain calm and alert for information and instructions from emergency crews or local officials.

### ***Hazardous Materials Release***

- Move from hazardous site and preferably indoors
- Close all windows and doors, sealing the best you can, using towels, clothes, paper, etc.

- Use paper mask, wet handkerchief or paper towel over nose and mouth for temporary respiratory protection

### ***Earthquake***

If Indoors:

- Seek refuge in a doorway or under a desk or table.
- Stay away from windows, shelves and heavy equipment.
- Do not exit buildings until the initial quake has subsided. If the fire alarm is sounded or if you are directed to leave the building by the MTSA President or the Administrator on Call, walk quickly to the nearest safe exit.
- Once outside, move to an open area as far as you can from other buildings. Be prepared for aftershocks.
- Do not reenter buildings until authorized to do so by the MTSA President or the Administrator on Call.

If Outdoors:

- Move quickly away from buildings, utility poles and other structures. Always avoid power lines as they may still carry electricity.
- If in an automobile, stop in the safest place available, preferably away from power poles and trees. Stay in the vehicle for the safety it offers.

## SUSPICIOUS PACKAGES

Public awareness of mail bombs has increased at all levels, including in campus mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. You should clear the area immediately and notify the MTSA President or the Administrator on Call.

### ***Bomb Threats***

A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion; "explosive," causing damage by fragmentation, heat, and blast wave; or "dirty," causing a release of radiological material.

All bomb threats will be taken seriously. The President and/or Administrator on Call will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required.

This plan has been created as a precautionary measure and predefined plan to deal with bomb threats and suspicious devices or packages. This plan is designed to have the MTSA President and/or the Administrator on Call, faculty, staff, students, and visitors work as a team to ensure a safe environment.

### **Receiving Bomb Threats**

#### **TYPES OF BOMB THREATS**

A bomb threat may be received in a number of ways. A threat may be received by telephone, written message, e-mail, face-to-face interaction, social media, or suspicious package delivery by mail or messenger, the first being the most frequently used method.

When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

#### **PHONED THREATS**

If you receive a phoned-in threat:

- Note the caller I.D. number, if available.
- Signal another staff member to call 911 and then monitor the conversation, if possible.
- Notify the President and/or Administrator on Call.
- Fill out as much of the Bomb Threat Card as possible, including responses to detailed questions.
- When the caller hangs up, DO NOT hang up your line.
- Be available after the call for the police to interview you.

## WRITTEN THREATS

If you receive a written threat:

- Handle the item as little as possible.
- Notify the MTSA President and/or the Administrator on Call.
- Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

## E-MAILED THREAT

If you receive an e-mailed threat:

- Notify the MTSA President and/or the Administrator on Call.
- Print, photograph, or copy down the message. Include the header of the e-mail.
- Save the e-mail.
- Leave the e-mail open until assistance arrives.

## VERBAL THREAT

If you receive a verbal threat:

- Project calmness; move and speak slowly, quietly and confidently.
- Notify the MTSA President and/or the Administrator on Call. as soon as you can safely do so.
- Note the description of the person who made the threat:
  1. Name, if you know him or her, or if he or she gave you one;
  2. Vocal distinguishers;
  3. Sex;
  4. Type and color of clothing;
  5. Body size and height;
  6. Hair, eye and skin color; or
  7. Distinguishing features.

Write down the threat exactly as it was communicated to you:

- Exact wording;
- Who made the threat;
- The date and time of the threat; and
- Where the person who made the threat is now, if known.

Note the direction in which the person who made the threat leaves, and report to the MTSA President and/or the Administrator on Call.

## SOCIAL MEDIA

Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

- Report it to **911**.
- Notify the President and/or Administrator on Call
- Note the name of the person making the threat and the application they used to make it.
- Record the exact wording of the threat as it was posted.
- Take a screen shot if possible, to provide to the police.

## RUMOR

If you overhear a rumor about an IED, a bomb threat, or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to the MTSA President and/or the Administrator on Call.

## BUILDING EVACUATIONS

- The building, upon receipt of threat, may need to be evacuated in a calm and orderly manner.
- Emergency personnel and designated Building Coordinators will facilitate evacuation.
- Emergency personnel will notify individuals when reentry to the building can be made.
- There is no specified time limit for when students, faculty and staff will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

## THINGS THAT SHOULD NOT BE DONE

Any one of the following events could trigger an explosive device:

- **DO NOT** handle any IED, or suspected IED, or suspicious packages.
- **DO NOT** allow any faculty, staff, students or visitors access to, or near, the proximity of the IED.
- **DO NOT** move the IED or enclose it to minimize effects of an explosion.
- **DO NOT** use cellular telephones.
- **DO NOT** pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the IED.
- If an IED is inside a container, **DO NOT** open the container.

## THINGS THAT SHOULD BE DONE

Student rosters should be kept current and a copy placed at exits of each building. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.

- Any and all media inquiries should go through Asia Byers at 615.732.7854 or [asia.byers@mtsa.edu](mailto:asia.byers@mtsa.edu)
- The MTSA populous will be notified via MTSA's emergency management software and e-mail alert in the event such notification is necessary.

## BOMB THREAT CALL CHECKLIST

When a bomb threat has been received:

- Listen – Believe the messenger
- Be calm and courteous

- Do not interrupt the caller
- Obtain as much information as you can
- Do not hang up when the call ends

**PANDEMIC** (or inability to utilize campus buildings due to an emergency)

It is critical during times of medical emergencies such as a pandemic, that the campus community follow certain guidelines established by the government (Federal, State, City). These guidelines may include movement from on campus (in person) work and class (remote) to off campus work and virtual classes.

#### **DEPARTMENT PLANS**

Each department is responsible to identify supplies/equipment needed for remote work and class. These department plans will be discussed at an emergency President's Council meeting to determine viability of immediate purchase and support for the transition off campus. Program Administrators are responsible to complete a plan for students and a seamless transition to online learning. These overall plans are maintained in a security file.

#### **NOTIFICATION PROCEDURES**

- The Office of Alumni and Advancement will place an announcement on the website regarding campus status
- Accreditation liaison will notify SACSCOC
- Program Administrators will notify COA
- Faculty, staff and students are notified from their respective supervisor or Program Administrator

#### **RETURN TO CAMPUS**

Dependent upon Federal, State, or City mandates, a return to campus may consist of various requirements. Any return to campus by staff, faculty, or students beyond the designated plan, must be approved by President.

These requirements may filter to MTSA through the actualization of increased cleaning, segregation of workspace, purchasing of masks and other supplies needed, or additional temporary sanitation employees. Additional training for all staff, faculty or students may be required prior to the return to campus.

## **HOMELAND SECURITY**

In the event of a regional or national crisis, MTSA has agreed with the Public Health Department that on non-clinical mornings, PD1 students may be called to help in nursing activities requiring RNs (i.e. vaccination in the event of a bioterrorist attack).



# COURSE CATALOG

## ASPMF 600-640: ACUTE SURGICAL PAIN MANAGEMENT COURSES

### ASPMF 600: FOUNDATIONS OF ACUTE PAIN MANAGEMENT

This course is the first offering, in a series of (3) elective courses, of content related to the acute pain management of patients experiencing surgical pain. The trajectory of the course is pre-determined in that students will successfully complete (3) Acute Pain Management courses in a sequential order.

This course guides the through salient aspects in the evaluation and treatment of acute surgical pain management. Within the context of legal, ethical and professional standards, the student will incorporate non-allopathic and pharmacological interventions in planning for optimal outcomes for patients in surgical pain or about to undergo surgery. In depth content on the physiological aspects of pain is covered and is essential in the ability to assess client pain, and evaluate of pain management interventions. Strategies to ameliorate client pain are explored in the cases where initial interventions are deemed insufficient.

**Credits: 3.00**

### ASPMF 610: ASPMF CLINICAL PRACTICUM I

This course introduces the ASPMF Fellow to the clinical intricacies of demonstrating competency and proficiency in Acute Pain Management. Skills and knowledge will first be demonstrated in the cadaver lab under the guidance of expert regionalist. Gross anatomy knowledge will be enhanced and interrelated into the Fellows regional block practice. Sound ultrasound scanning and needling skills will be further refined in demonstrating safe ultrasound sound-guided regional anesthesia (USGRA) practice. Once mastery and completion of a Competency-Based evaluation is complete in the cadaver lab, the Fellow will rotate to ASPMF affiliate site(s) to translate this knowledge in clinical practice through patient encounters.

**Credits: 3.00**

### ASPMF 620: TECHNIQUES OF ACUTE PAIN MANAGEMENT

This course is the second offering, in a series of (3) elective courses, of content related to the Acute Pain Management of patients experiencing surgical pain. The trajectory of the course is pre-determined in that students will successfully complete (3) Acute Pain Management courses in a sequential order as elective credit in the DNAP-C program.

This course builds upon the concepts introduced in course one, Foundation of Acute Pain Management, and guides the student into techniques for administering regional anesthesia in patients experiencing acute surgical pain, or about to experience acute surgical pain. Beginning with principles of ultrasound physics, the student is led through techniques involving neuraxial techniques involving spinal and epidural anesthesia, truncal techniques, techniques to anesthetize upper and lower extremities, and indications for perineural catheter use and choices. The course concludes with strategies to identify and management complications that can occur during and after the administration of regional anesthesia.

**Credits: 3.00**

### ASPMF 630: ASPMF CLINICAL PRACTICUM II

This course is a continuation of the Clinical Practicum I and furthers the ASPMF Fellow's knowledge and skill about the clinical intricacies in demonstrating competency and proficiency in Acute Pain Management. Skills and knowledge obtained in Clinical Practicum I will be further enhanced in the Advanced Cadaver lab under the guidance of expert regional instructors. Gross anatomy knowledge will be enhanced and interrelated into the Fellows regional block practice. Ultrasound scanning and needling skills will be further refined in demonstrating a safe ultrasound soundguided regional anesthesia (USGRA) practice. The Fellow will continue to utilize ASPMF clinical affiliate sites to further translate this knowledge into a safe clinical APM practice through patient encounters under the guidance of expert mentors.

**Credits: 3.00**

**ASPMF 640: ACUTE PAIN MANAGEMENT EDUCATION, BUSINESS AND EVIDENCE PRACTICE**

This course is the final offering, in a series of (3) elective courses, of content related to the Acute Pain Management of patients experiencing surgical pain. The trajectory of the course is pre-determined in that students will successfully complete (3) Acute Pain Management courses in a sequential order as elective credit in the DNAP-C program.

This course facilitates the Student's ability to teach content related to Acute Pain Management utilizing best practices in teaching and mentoring others. The course incorporates evidence into the realm of acute pain management to assure that best practices in the delivery of anesthetic care is well founded in research and current guidelines. Students are guided in the use and creation of enhanced recovery after surgery (ERAS) protocols. Students will explore multimodal perioperative care pathways to achieve early recovery after surgical procedures by maintaining preoperative organ function and reducing the profound stress response following surgery. Students will explore foundational business principles and policies related to acute pain management services, and skills needed to create a pain management service.

**Credits: 3.00**

**ASPMF 650: ASPMF CLINICAL PRACTICUM III**

This course is a continuation of ASPMF Clinical Practicum II and further the Fellow's knowledge and skill about the clinical intricacies in demonstrating competency and proficiency in Acute Pain Management. Skills and knowledge will be demonstrated in the Advanced Cadaver lab under the guidance of expert regionalist. Gross anatomy knowledge will be enhanced and interrelated into the Fellows regional block practice. Sound ultrasound scanning and needling skills will be further refined in demonstrating safe ultrasound sound-guided regional anesthesia (USGRA) practice. The Fellow will continue to utilize ASPMF clinical affiliate sites to further translate this knowledge into a safe clinical APM practice through patient encounters under the guidance of expert mentors. This course will enhance the teaching abilities of the Fellow in order to translate and disseminate their knowledge of Acute Pain Management to learners of all skill levels. The Fellow will research current topics in Acute Pain Management and present an EvidenceBased review before their colleagues at a local or state anesthesia conference and to their Fellowship cohort class as a graded activity.

**Credits: 3.00**

# DNAP 600-710: DNAP COMPLETION COURSES

## DNAP 600: EVIDENCED-BASED PRACTICE IN NURSE ANESTHESIA I

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

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

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

**Credits: 4.00**

## DNAP 620: EVIDENCED-BASED PRACTICE IN NURSE ANESTHESIA II

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

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

**Credits: 3.00**

### DNAP 630: INFORMATICS, EDUCATION, CURRICULUM, INSTRUCTION, EVALUATION: APPLICATION AND PRACTICE

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

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

**Credits: 4.00**

### DNAP 640: QUALITY IMPROVEMENT & PATIENT SAFETY

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

**Credits: 4.00**

### DNAP 650: HEALTHCARE POLICY, BUSINESS & LEGAL ISSUES

This course focuses on public policy issues and how they relate to the nurse anesthesia profession. It will include an examination of the process of policy formation within the health care industry including origin, implementation, and analysis. The student will critically analyze a policy issue relating to their Capstone Phenomenon of Interest (if appropriate) using the policy review model of Equity, Efficiency, and Effectiveness (3 E's). Students will be prepared to assume leadership and influence of health policy development and advocacy for the patient and profession.

**Credits: 4.00**

### DNAP 660: POPULATION WELLNESS & HEALTH PROMOTION (EPIDEMIOLOGY)

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

**Credits: 4.00**

### DNAP 680: LEADERSHIP AND ETHICS IN NURSE ANESTHESIA PRACTICE

This course is designed to examine foundational Christian ethical principles relative to biomedical care, and to appropriately utilize these in the healthcare arena. The course presents a broad overview of basic moral principles, while focusing in-depth on ethical foundations from a Biblical perspective. The course is introduced with a review of philosophical foundations of applied and professional ethics, including ethical decision making. Students will engage in an in-depth study of how they can develop as successful organizational leaders. The strengths and weaknesses of various leadership approaches are compared. Other course topics may include the Biblical teaching on leadership, economic and financial dimensions of leadership, systems thinking, and leading teams. Students are required to obtain hands-on leadership experience during the course as part of the course requirements.

**Credits: 4.00**

### DNAP 700: EVIDENCED-BASED PRACTICE IN NURSE ANESTHESIA III

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

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

**Credits: 3.00**

### DNAP 710: EVIDENCED-BASED PRACTICE IN NURSE ANESTHESIA IV

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

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

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

**Credits: 3.00**