Keiser University

Department of Academic Affairs	Doctor of Nurse Anesthesia Practice (Entry Into Practice) Student Handbook

Second Edition Updated May 2020

Official governing policies and procedures

Adopted: January 2020

Revised: August 2020

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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WELCOME

Dear Nurse Anesthesia Student,

Congratulations on enrolling in the Doctor of Science in Nurse Anesthesia program! The field of nurse anesthesia plays an important role in the care of patients while enhancing their surgical experiences. Nurse anesthesia has been around for more than 150 years and its relevance in the healthcare market is growing every day.

According to the AANA, Certified Registered Nurse Anesthetists (CRNAs) are responsible for delivering approximately 34 million anesthetics to patients per year. They serve as the primary anesthesia provider in rural areas and many times are the sole providers, which enables healthcare facilities to extend obstetrical, surgical, and trauma services in medically underserved areas.

Hopefully, your time at Keiser University will be a journey filled one with personal growth, as you develop the knowledge and clinical skills necessary to become a CRNA.

*Please read this handbook thoroughly. This handbook is a critical resource for you as a student while enrolled in the Doctorate of Science in Nurse Anesthesia program. **The information in this handbook is your responsibility** and contains program specific policies that you will need during your time in the nurse anesthesia program.*

We wish you a warm welcome to Keiser University and the DNAP program!

Sincerely,

Nurse Anesthesia Administration and Faculty

INTRODUCTION

Scope of the Student Handbook

The Doctor of Nurse Anesthesia Practice Student Handbook is designed to assist students in the understanding of important policies and procedures. The handbook contains statements of procedures and/or regulations, guidelines for professional behavior, and documents pertinent to all aspects of being a Nurse Anesthesia student. Therefore, the handbook is a required reference for students enrolled in the program.

The student handbook is intended to be used in conjunction with the Keiser University Graduate School Catalog. Copies of the Graduate School Catalog are available through the Keiser University website at www.keiseruniversity.edu/catalog. These official documents are revised periodically.

In order to ensure a student's successful completion of his or her program, this handbook must be carefully read, understood, and followed by the student. All students are bound by the policies and program requirements of the Student Handbook and Graduate School Catalog for the year in which they are fully accepted into the program. Students should retain a copy of this handbook and the Graduate School Catalog.

KEISER UNIVERSITY

Mission Statement
Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a "students first" philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Equal Opportunity Statement
Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, gender identification, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

NURSE ANESTHESIA PROGRAM

Program Description
The Doctor of Nurse Anesthesia Practice program graduate will possess advanced competencies for nurse anesthesia practice, faculty, and leadership roles in nurse anesthesia. The program curriculum consists of didactic and the clinical components. The program integrates research, pathophysiology, pharmacology, health assessment, general principles of anesthesia, and anesthesia for surgical procedures for application in the clinical setting. During the program of

study, students will have the opportunity to apply evidence-based practices through the development of anesthesia care plans and hands-on experience in the operating room. Additionally, students will complete a capstone project that culminates with the completion of a scholarly work that demonstrates the ability to translate findings into practice, research, education, and/or administration applicable to nurse anesthesia practice. The final written work product may be in the form of a manuscript submitted for publication, a poster presented at a national meeting, design of innovative clinical practice model, or other effective means of dissemination.

The curriculum focuses on preparing registered nurses with a bachelor's degree to become Certified Registered Nurse Anesthetists (CRNA). Upon completion of the DNAP, Entry into Practice program, graduates who fulfill all program requirements will be eligible to sit for the National Certification Exam through the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) and upon passing the exam, will become a CRNA.

The Doctor of Nurse Anesthesia Practice Entry into Practice program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and consists a 90 credit, 36-month program.

Program Mission

The Program incorporates a practitioner scholar model to prepare students as expert clinicians in the full scope of nurse anesthesia practice.

Program Objectives

- Appreciate the scholarship of leadership in a variety of clinical settings

- Deliver patient-centered care in accordance with safety standards

- Implement evidenced based practice in decision making as anesthesia providers

- Incorporate information systems/technology to support multidisciplinary collaboration

Program Student Learning Objectives

- Perform comprehensive patient history and physical assessment across the life span (Assessment)

- Analyze health outcomes for a diverse population in a variety of clinical settings (Health Outcomes)

- Apply ethical principles and advanced clinical judgment to decision making processes (Ethics and Clinical Judgement)

- Provide leadership in promoting inter/intraprofessional collaboration (Leadership)

- Utilize technologies that support science-based theories, concepts and healthcare outcomes (Technology)

- Advocate for healthcare policy at institutional, state and/or national levels (Policy)

- Disseminate scholarly work using evidence-based practice/research (Scholarship)

ADMISSION REQUIREMENTS

DOCTOR OF NURSE ANESTHESIA PRACTICE

Program admission is limited and very competitive as the number of applicants surpasses the number of admission seats. The applicant is responsible for compiling and submitting the completed application. Incomplete applications will not be accepted. Applicants must meet Keiser University Graduate School Admission and English Proficiency requirements, as well as requirements for admission to the program major as listed below.

Admission Criteria: Doctor of Nurse Anesthesia

Applicants must be a Registered Nurse with completion of a:

1. Baccalaureate degree in nursing (BSN) from an accredited nursing program

2. Non-nursing Baccalaureate degrees may be considered on a case-by-case basis

3. Preferred grade point average (GPA) of 3.2 on a 4.0 scale. An emphasis is placed on science course work. Applicants with a graduate degree from a regionally accredited college or university will have their graduate and undergraduate GPA included for admissions consideration.

4. Completed application to Keiser University

5. Application fee to be submitted at time of application

6. Three letters of recommendation:

   a. One must be from the applicant's current clinical supervisor in ICU

   b. One preferred recommendation attesting to academic work

   c. One recommendation must be from individuals who can assess the applicant's performance and level of clinical expertise in an acute care setting

7.   Current Resume

8.   A minimum of 40 hours required shadowing an anesthesia provider, preferable a CRNA.

9.   A personal statement letter (three pages, excluding cover and references) addressing the following:

   a. A clear statement of your goals and expectations for entering the program

   b. Your understanding of the role of a Certified Registered Nurse Anesthetist (applicants are encouraged to shadow a CRNA)

   c. Include at least one article supporting your understanding of the role of a Certified Registered Nurse Anesthetist, cited according to current APA format standards.

10.   Current and unrestricted (clear/active) license as a Registered Nurse in one of the states, or one of the protectorates of the United States, with eligibility for Florida R.N. licensure, which must be obtained prior to admission.

11.   Completion of required undergraduate coursework and official transcripts from all academic institutions attended. If prerequisite science coursework is more than 10 years old, repeating or supplementing with a refresher course at the undergraduate level is highly recommended. An overall science GPA of 3.0 is preferred, including successful completion (preferred B or better) in:

   a. Statistics course

   b. Undergraduate Health Assessment course

   c. Two Anatomy and Physiology courses

   d. Successful completion (grade B or better) of two college chemistry courses with at least one laboratory component. The courses must have been taken within five years of program start (organic chemistry or bio-chemistry strongly preferred). Introduction to Chemistry and Survey to Chemistry courses are not accepted.

12.   Graduate Record Exam (GRE), taken within 5 years of application

   a. A combined score (verbal 153 and quantitative 144) with a score of 297 (preferred)

   b. Analytical section must be reported with a score of 3.5 (preferred)

13.   An applicant who is from a country where English is not the primary language or whose bachelor degree is not from an accredited U.S. institution, must submit a minimum:

   a. TOEFL score of 550 (paper-based test) or 213 (computer-based test)

14. Evaluation of bachelor's degree by a recognized U.S. evaluation service attesting to the fact that the degree is equivalent to that required for admission to the program

15. Minimum of one-year experience as a Registered Nurse in a critical care area; experience is preferred in the areas of ICU, CCU, Trauma ICU, Neuro ICU and CVRU

16. Students must have BLS, ACLS and PALS (preferred) certifications, please provide copies to Keiser University. All students are required to certify for BLS, ACLS and PALS twice during the curriculum; these certifications are made through Keiser University

17. Driver's license copy- Current, valid unrestricted driver's license from one jurisdiction of the United States

18. Acceptable background check

Qualified applicants are not guaranteed an interview. Admissions interviews are by invitation, with approval of the Nurse Anesthesia Admissions Committee.

DEFERRAL FOR ADMISSION

An applicant may request a deferral to a future class up to one year after the initial application date, without a further application fee. The applicant must specify their request in writing and update their application packet as designated by the Admissions Committee.

DEFERRAL ONCE ADMITTED INTO THE PROGRAM

Once admitted into the program, the student may not defer. If the student does not begin into the program, upon acceptance, he/she will need to reapply and re-interview the student will be treated as a re-applicant.

HEALTH AND MALPRACTICE INSURANCE

Keiser University requires that all students enrolled in the Nurse Anesthesia Program must enroll in the accident & health insurance program sponsored by the university, unless proof of comparable coverage is documented and provided each year.

Please review your current coverage to be sure you are adequately covered. For those having adequate coverage, you will need to waive out of the Keiser University Student Health Plan. Active insurance coverage under a parent's or spouse's plan is acceptable. If that plan is a managed care type plan, providing benefits through certain network providers, the student should determine which benefits will be available in the vicinity of the school.

The health insurance information can be accessed at: http://www.insuranceforstudents.com/kunaples Keiser University will facilitate Student Registered Nurse Anesthetist's (SRNA) purchase of medical malpractice insurance in the amount of $1,000,000/ $6,000,000 (per occurrence/aggregate) prior to their clinical practicum assignment. The medical malpractice insurance must be kept active for the duration of the program.

Criminal Background Check

Criminal background checks will be conducted before, during and after matriculation. The university reserves the right to deny an application. Additionally, should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student will be withdrawn from the program. The program and the university will not modify the curriculum for students who have an unsatisfactory criminal background status.

All students must complete both a criminal background and drug screen checks. A student may encounter potential problems with completing clinical practice placements and/or obtaining licensure and certification if he or she has a criminal record. For specific information, contact the Board of Nursing through its website. If a student has a criminal record, it is the student's responsibility to inquire with the Board of Nursing and certification/credentialing body as to whether a criminal record may limit the student's ability to obtain licensure and/or certification or to practice in certain settings. Additionally, students must disclose any criminal record /prior arrest to the admissions committee. The criminal record may disqualify an applicant for admission.

Health And Background / Drug Screening

All applicants must affirm and attest to sound physical health, emotional stability, and personal integrity that will enable them to successfully complete the educational program and to comply with criteria for nursing licensure and adherence to American Association of Nurse Anesthetist's professional codes of conduct and practice. Applicants must affirm and attest that they are free of addiction to substances of abuse, are not restricted in their practice of nursing or under investigation by any Board of Nursing, and are willing to adhere to Drug Free Workplace policies and procedures of affiliate clinical training sites, to include submission to randomized drug testing and/or testing for cause and upon Program demand.

Students should notify Keiser University of any change in health status if it may inhibit his/her ability to participate in the program.

Many drugs alter one's physical and mental status, and optimal physical and mental status 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. All students involved in medication errors and narcotic discrepancies will be required to submit to a drug screen at their own expense. Students should be aware that if they are found to test positive for any prohibited substance or for alcohol, they may be subject to disciplinary action at the discretion of the Program Director. All students must be aware that taking any drug may impair the ability to safely participate in their education, including the safe administration of anesthesia in the clinical environment.

The student health policy is to ensure students remain physically and mentally able to maintain optimal academic and clinical performance, and to ensure a safe environment for patients, peers, and all others involved in didactic and clinical education.

Students are required to immediately notify Keiser University of any change in health status that could potentially impact their ability to participate in the Program.

Americans with Disabilities Act (ADA)

Keiser University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment.

Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Keiser University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility. A student who feels he or she not been treated fairly under Keiser University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the president of the campus. These procedures apply only to complaints received in writing. A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.

Within 15 business days after acknowledging receipt of the handicapped policy complaint, the president of the campus will inform the complainant regarding the institutional response to the written complaint.

Students have the right to file a grievance with Keiser University if the student believes the University has not followed its policies. The grievance procedures are described in this catalog.

The following individual is Keiser University's Section 504 Coordinator:
Dr. Christopher Stabile
Associate Vice Chancellor of Teaching and Learning Office of the Chancellor
1900 W. Commercial Boulevard, Suite 180, Ft. Lauderdale, Florida 33309 Tel: (954) 776-4476
cstabile@keiseruniversity.edu

ADMISSION HEALTH POLICY

Prior to enrollment, each student must show proof of current physical status to include:

- Current Hepatitis B, MMR, and Varicella vaccine status and titers.
- Current Purified Protein Derivative (PPD) / Tuberculosis (TB) test status.
    - If positive for the first time, the student must have documentation by a physician that the student does not have active TB before they will be allowed to continue in the campus or clinical area.

o If the student was positive upon enrollment, the student will complete a health (cough) questionnaire every year and have a chest x-ray taken if symptomatic.

- Keiser University students are subject to and must adhere to polices established by the clinical affiliate sites.
- TB tests are not to be read by Keiser University clinical preceptors, faculty, students, or family members.

ADDITIONAL QUALIFICATIONS FOR STUDENT ADMISSION, PROGRESSION, AND GRADUATION

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

Observation and Communication

- Ability to communicate clearly and effectively with patients of all ages, family members, and other members on the health care team in written and spoken English.
- Ability to process large amounts of information and activity in the operating room using visual, auditory, tactile, and other sensory cues to monitor and plan patient care.
- Ability to audibly distinguish the changes of pitch and tone of patient monitor devices and alarms.

Motor

- Display fine motor skills, coordinating touch and vision, necessary to complete complex tasks such as cannulation of veins and arteries, performance of regional anesthesia and direct laryngoscopy etc.
- Demonstrate strength and ability to assist safe transfer of patient.
- Stamina to stand or sit for extended periods of times.
- Respond quickly to changes in patient condition and participate in intervention, including but not limited to cardio-pulmonary resuscitation and emergency transportation.

Cognitive

- Possess foundational knowledge and ability to complete complex mathematical calculations without the use of electronic assistance.
- Skill to read and retain large amounts of information and draw from this information to critically analyze and problem solve.
- Ability to distinguish standard patient responses from non-standard responses and plan interventions accordingly using critical thinking. Also possess judgment to know when to call for assistance from other members of healthcare team.

Behavior

- Exhibit professional and appropriate behavior when interacting with patients, all members of the healthcare team, and the general public.
- Maintain professionalism and confidentiality when dealing with patient issues, adhering to HIPAA guidelines.
- Demonstrate flexibility and efficiency while working in a rapidly changing environment.

- Display good judgment and ethical behavior that including honesty, integrity, sensitivity to culture and the person, and adherence to the professional nursing code of ethics.

CURRICULUM

Semester 1:

NGR701: Chemistry, Biochemistry, and Physics for Anesthesia (3.0 Credits)

NGR703: Advanced Principles of Physiology and Human Anatomy (3.0 Credits)

NGR704C: Anesthesia Equipment, Instrumentation, and Technology: Application and Evaluation (3.0 Credits)

NGR705: Advanced Pharmacology (3.0 Credits)

NGR 706: Scientific Foundations for Evidenced-based Practice (3.0 Credits)

Semester Credits: 15.0

Semester 2:

NGR715: Advanced Pharmacology for Anesthesia (3.0 Credits)

NGR714C: General Principles of Anesthesia (3.0 Credits)

NGR713: Advanced Pathophysiology Across the Lifespan I (3.0 Credits)

NGR717: Advanced Health Assessment for Diverse Populations (3.0 Credits)

Semester Credits: 12.0

Semester 3:

NGR723: Advanced Pathophysiology Across the Lifespan II (3.0 Credits)

NGR724C: Anesthesia for Surgical Procedures I (3.0 Credits)

NGR728C: Nurse Anesthesia Care for Co-Existing Disease and Injury I (3.0 Credits)

NGR 762 Healthcare Informatics Applications (3.0 Credits)

NGR729C: Regional Anesthesia (3.0 Credits)

Semester Credits: 15.0

Semester 4:

NGR831: Anesthesia for Special Populations (3.0 Credits)

NGR834C: Anesthesia for Surgical Procedures II (3.0 Credits)

NGR838C: Nurse Anesthesia Care for Co-Existing Disease and Injury II (3.0 Credits)	NGR854: Nurse Anesthesia Clinical Practicum II (3.0 Credits)
NGR 707: Business Management Applications in Evidenced-based Practice (3.0 credits)	**Semester Credits: 6.0**
	Semester 7:
NGR830: Nurse Anesthesia Roles (3.0 Credits)	NRG962: Capstone III: Implementation (3.0 Credit)
Semester Credits: 15.0	NGR965: Nurse Anesthesia Clinical Practicum III (3.0 Credits)
Semester 5:	**Semester Credits: 6.0**
NGR840: Leadership in Advanced Practice Nursing: Influencing Policy and Improving Patient Outcomes (3.0 Credits)	**Semester 8:**
	NGR972: Capstone IV: Evaluation of Outcomes & Dissemination (3.0 Credit)
NGR842: Capstone I: Topic & Literature Review (3.0 Credit)	NGR975: Nurse Anesthesia Clinical Practicum IV (3.0 Credits)
NGR844: Nurse Anesthesia Clinical Practicum I (3.0 Credits)	**Semester Credits: 6.0**
Semester Credits: 9.0	**Semester 9:**
Semester 6:	NGR980: Synthesis Seminar (3.0 Credit)
NGR852: Capstone II: Methodology & IRB Submission (3.0 Credit)	NGR985: Nurse Anesthesia Clinical Practicum V (3.0 Credits)
	Semester Credits: 6.0
	Total Program Credits: 90.0

TABLE FOR COA REQUIRED CLINICAL EXPERIENCES

Applies to students matriculating on or after January 1, 2015

The minimum number of clinical hours is 2000.

Patient Physical Status	Minimum Required Cases	Preferred Number of Cases
Class I		
Class II		
Class III through VI (total of a, b, c, & d)	200	300
a. Class III	50	100
b. Class IV	10	100
c. Class V	0	5
d. Class VI		
Total Cases	**600**	**700**

Special Cases	Minimum Required Cases	Preferred Number of Cases
Geriatric 65 + years	100	200
Pediatric		
Pediatric 2 to 12 years	30	75
Pediatric (less than 2 years)	10	25
Neonate (less than 4 weeks)		5
Trauma/Emergency (E)	30	50
Obstetrical management (total of a & b)	30	40
a. Cesarean delivery	10	15
b. Analgesia for labor	10	15
Pain management encounters	15	50

Anatomical Categories [1]	Minimum Required Cases	Preferred Number of Cases
Intra-abdominal	75	
Intracranial (includes open)	5	20
Open	3	10
Oropharyngeal	20	
Intrathoracic (total of a & b)	15	40
a. Heart (total of 1 & 2)	5	10
1. With Cardiopulmonary bypass		
2. Without cardiopulmonary bypass		
b. Lung	5	
c. Other		
Neck	5	10
Neuroskeletal	20	
Vascular	10	30

Methods of Anesthesia	Minimum Required Cases	Preferred Number of Cases
General Anesthesia	400	
Inhalation induction	25	40
Mask management[2]	25	35
Supraglottic airway devices (total of a & b)	35	50
a. Laryngeal mask		
b. Other		
Tracheal intubation (total of a & b)	250	

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[1] Count all that apply
[2] A general anesthetic that is administered by mask, exclusive of induction.

a. Oral		
b. Nasal		5
Alternative tracheal intubation techniques[3] (total of a & b)	25	50
a. Endoscopic techniques (total of 1, 2 & 3)	5	15
1. Actual placement		
2. Simulated placement		
3. Airway assessment		
b. Other techniques	5	25
Emergence from anesthesia	300	
Regional Techniques		
Actual administration (total of a, b, c & d)	35	
a. Spinal (total of 1 & 2)	10	50
1. Anesthesia		
2. Pain management		
b. Epidural (total of 1 & 2)	10	50
1. Anesthesia		
2. Pain management		
c. Peripheral[4] (total of 1 & 2)	10	50
1. Anesthesia		
Upper		
Lower		
2. Pain management		
Upper		
Lower		
d. Other[5] (total of 1 & 2)		

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[3] Tracheal intubations accomplished via alternative techniques should be counted in both tracheal intubation and the alternative tracheal intubation categories.

[4] Simple models and simulated experiences may be used to satisfy part of this requirement. No clinical experiences can be obtained by simulation alone.

[5] Examples include truncal, cutaneous, head, and neck blocks (e.g., transversus abdominis plane, rectus sheath, ilioinguinal, iliohypogastric, oral, and maxillofacial blocks).

	Minimum Required Cases	Preferred Number of Cases
1. Anesthesia		
2. Pain management		
Management (total of 1 & 2)	35	50
1. Anesthesia		
2. Pain management		
Moderate/ deep sedation	25	50

Arterial Technique	Minimum Required Cases	Preferred Number of Cases
Arterial puncture/catheter insertion	25	
Intra-arterial blood pressure monitoring	30	

Central Venous Pressure Catheter	Minimum Required Cases	Preferred Number of Cases
Placement [6]- Non PICC (total of a & b)	10	15
a. Actual		5
b. Simulated		
Placement- PICC (total of a & b)		
a. Actual		
b. Simulated		
Monitoring	15	

Pulmonary Artery Catheter	Minimum Required Cases	Preferred Number of Cases
Placement		5
Monitoring		10

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[6] Simple models and simulated experiences may be used to satisfy this requirement. For students enrolled on or after January 1, 2020, no clinical experiences can be obtained by simulation alone. Insertion of peripherally inserted central catheters (PICC) does not meet the requirements for central line placement.

Other	Minimum Required Cases	Preferred Number of Cases
Ultrasound guided techniques (total of a & b)		10
a. Regional		
b. Vascular		
Intravenous catheter placement	100	

Required COA Clinical Case Counts: The following tables are from the 2012 Standards for Accreditation of Nurse Anesthesia Educational Programs that are required for graduation.

CLINICAL STAGE

CLINICAL EXPERIENCE

Full time clinical experience begins during the fifth semester. Students should plan to be in the clinical area up to 64 hours per week (averaged over 4 weeks) for Clinical Practicum I, II, III, IV, and V.

Keiser University strives to ensure all nurse anesthesia students receive fair and equitable clinical experience at all affiliation sites.

All students are required to rotate to affiliate clinical sites at the discretion of Nurse Anesthesia Program administration.

Nurse anesthesia students are assigned clinical experience in the full scope of anesthesia practice. This allows the student to sit for the National Certification Examination (NCE) upon completion of the program of study.

The following guidelines apply to the assignment of clinical experience:

- A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. Students must have a 10-hour rest period between scheduled clinical duty periods (i.e., assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 continuous hours.
- **Students may be assigned to the clinical areas during holidays and university breaks.**
- Depending on the clinical site, students will be required to take off-hours call shifts.

- Students may be assigned any configuration of clinical time. Students are to arrive at least 60 minutes prior to the beginning of the shift.
- At the end of each assigned shift, students are to complete their case and are not to leave the clinical setting until they are excused by the attending CRNA and/or anesthesiologist.
- Case logs must be updated in Medatrax daily.

CALL

The Council on Accreditation (COA) requires call experience. According to the COA, "Call" is a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 5 PM. and before 7 AM., Monday through Friday, and on weekends. Assigned duty on shifts falling within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases. Although a student may be assigned to a 24-hour call experience, at no time may a student provide direct patient care for a period longer than 16 continuous hours.

Prior to being placed on call, the student demonstrates adequate progression in clinical skills through Clinical Evaluations and the Clinical Log Sheet. During call shifts, students are required to be within 30 minutes of their on-call facility. Housing is not provided for call shifts; any expenses incurred are the sole responsibility of the student.

Call shifts may not be split or switched between students.

CLINICAL INSTRUCTION

A Clinical Preceptor (CRNA or an Anesthesiologist) must be present on induction and emergence, and immediately available throughout each procedure, in all phases of the clinical program. As student competency increases, supervision by the Clinical Preceptor will gradually be decreased from 1:1 to 2:1. The gradual decrease in supervision by the Clinical Preceptor from 1:1 to 2:1 may be begin at the end of his/her first clinical semester after the student has completed the clinical log sheet. The clinical log sheet will be part of the students' Clinical Practicum I course.

Prior to any medication administration, the **students must consult the Clinical Preceptor. Preceptors must be present for induction, emergence, and all procedures**. Clinical instruction and supervision may be restricted to credentialed experts and based upon a student's knowledge and ability, physical status of the patient, complexity of the anesthetic and/or the surgical procedure, and the experience of the preceptor. When relieving another anesthesia provider during a case, proper hand off procedures must be observed (i.e. history and physical, current status, anesthetic course, etc.). **At no time can the clinical supervision ratio exceed two students to one preceptor.** The CRNA or anesthesiologist is required to be available to the student in the anesthetizing areas at all times.

CLINICAL SUPERVISION

At no time is it acceptable for a student registered nurse anesthetist (SRNA) to be supervised or be in the same operating room with an anesthesiologist assistant (AA).

Students are required to inform the Nurse Anesthesia Program Administration immediately if they observe or believe patient safety is compromised, or if any adverse event occurs, whether anesthesia related or not.

CREDENTIALS

Each student is responsible for maintaining current unrestricted nursing licensure for the State of Florida. The state of Florida is part of the Nursing Licensure Compact; however, you will need to contact the Florida Board of Nursing for instructions regarding your nursing license. All students must take American Heart Association ACLS, BLS, & PALS through Keiser University during the first semester of the program major and again prior to graduation. No alternative provider certification will be accepted. It is the student's responsibility to ensure that certification and licensure is maintained and updated at least 2 months prior to graduation.

In addition, each student is responsible for creating, maintaining, and updating a credentialing packet to be provided to each new clinical site. A copy of any submitted credentials will not be given once submitted to the University. If for any reason the electronic submission of this data has not been delivered, the packet is to be submitted to the appropriate person at the facility on the student's first day in that new site. The packet should include but is not limited to: ACLS/BLS/PALS cards, nursing license, immunization/titer records, PPD/TB test or cough assessment, influenza vaccine documentation, alcohol and drug screening, and background check. STUDENTS WILL NOT BE ALLOWED IN THE CLINICAL AREA if a complete packet is not submitted and updated. Any clinical time missed due to an unexcused absence will need to be made up the week prior to graduation.

All of these credentialing requirements must be current throughout the duration of the program plus 90 days after completion of the program. Failure to maintain nursing licensure and required certification may result in immediate suspension and/or inability to take the National Certification Examination.

Falsification or tampering with any credentialing records will result in immediate dismissal from the University.

EQUIPMENT

Personal Computer

A personal computer with audio and video capability.

Stethoscopes

An adequate quality stethoscope is required. It is recommended to engrave or label each stethoscope in the case that it is misplaced. If a colleague's stethoscope is found, the student is responsible to notify the program director.

Precordial Stethoscopes and earpieces

All students are required to purchase (3) precordial stethoscopes; one for pediatric patients and two for adult patients.

It is recommended to engrave or label each precordial stethoscope. For ALL cases, students must have their precordial stethoscopes and earpieces available.

Eye protection
Eye protection is required at all clinical facilities, at all times.

Radios
Clinical sites may provide two-way radios for immediate clinical preceptor availability. Radios should be picked up and turned on at the beginning of the day. At the end of the day, the student is required to shut off the radio and, return it to the charger.

Radio communication should remain professional. With respect to patient privacy, please refrain from using patient names as radio communication can be overheard.

Nerve Stimulators
Not all clinical sites provide nerve stimulators to students. It is required that students purchase a nerve stimulator.

STUDENT CLINICAL EVALUATIONS

Criteria for formative and summative evaluations for each clinical course are explained in the course syllabi and on the daily/formative evaluation form. Nurse Anesthesia students must obtain daily/formative, rotation, and summative evaluations of their clinical performance.

STUDENT DAILY EVALUATIONS (FORMATIVE)

Students are responsible for ensuring that their daily/formative evaluations are obtained and are submitted appropriately. If the student receives an unsatisfactory evaluation, he/she must notify program administration within 24 hours. Students are responsible for submitting daily/formative clinical evaluations according to course syllabi.

All student daily/formative evaluations and patient care plans will remain a part of a student's permanent records until the student graduates and passes the NCE.

SUMMATIVE EVALUATIONS

Semester and rotation summative evaluations, as well as self-evaluations, must be completed in order to progress to the next semester.

CLINICAL EXPERIENCE RECORDS

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) requires Student Registered Nurse Anesthetists to be provided with the required minimum number of cases prior to graduating from a Nurse Anesthesia program.

Students are required to keep their Clinical Experience Record current via the Medatrax system at www.medatrax.com which can be accessed on the Nurse Anesthesia Program website. Students receive instruction on using Medatrax during the didactic portion of the program. The student must update this record daily. Failure to maintain accurate and current clinical experience records may negatively affect course grades and prevent graduation.

Nurse anesthesia students must have the opportunity to develop into competent, safe, nurse anesthetists capable of engaging in full scope of practice as defined in the AANA's "Scope and Standards for Nurse Anesthesia Practice." To ensure nurse anesthesia students develop the knowledge, skills, and abilities for entry into practice, students must participate in all phases of their clinical cases including preoperative, intraoperative and postoperative anesthesia care. While it may not be possible for students to participate in all phases of care on every case, students can only take credit for a case where they personally provide anesthesia for critical portions of the case. A student may only count a procedure (e.g., CVL placement, regional block, etc.) that he or she personally performs. Students cannot take credit for an anesthetic case if they are not personally involved with the implementation and management of the anesthetic, or only observing another anesthesia provider manage a patient's anesthetic care.

Students may count cases if:

- They personally participate in critical portions of the case regardless of case duration:
    - Induction
    - Maintenance
    - Emergence
- Two students should not be assigned to the same case, except when the case provides learning opportunities for two students and two anesthesia providers are necessary due to the acuity of the case.

Student case participation includes hands-on involvement with patient care including, but not limited to the performance of:

- Placement of neuraxial/regional blocks or invasive lines
- Intubation or extubation
- Administration or titration of medication/anesthetic gases
- Positioning
- Preoperative and/or post-operative management

Students may not count cases if:

- They only observe another anesthesia provider manage a patient's anesthetic care.
- They only provide breaks and lunch relief.
- There is more than one student in the operating room.
- They only intubate or extubate the patient or place a neuraxial block or invasive line (they may count these individual procedures, but not the case).

Total clinical hours must be equal to or greater than the total hours of anesthesia time. Total hours of anesthesia time is the total amount of time the student spends administering anesthesia. Total clinical hours should reflect the total amount of time the student is assigned to clinical. This may include pre-op, post-op, patient prep and time spent participating in clinical rounds, and in house call. Calls taken from home are not included in any committed time. Total clinical hours are inclusive of total hours of anesthesia time; therefore, this number must be equal to or greater than the total number of hours of anesthesia time.

Time record. For preanesthetic visits, students record the number of pre-op assessments completed on scheduled cases and in pre-op. For post anesthetic visits, students record the number of post-op visits. Post op visits are required on all available assigned patients. Record the number of anesthetic care plans completed.

Time record. For preanesthetic visits, students record the number of pre-op assessments completed on scheduled cases and in pre-op. For post anesthetic visits, students record the number of post-op visits. Post op visits are required on all available assigned patients. Record the number of anesthetic care plans completed.

SIMULATED CASES

Under certain conditions, students may be eligible to count simulated techniques as part of their required clinical experiences. These conditions include:

- The student being in his/her last semester.
- The student has received written approval from the program director.
- The student is supervised by a faculty member while he/she is conducting the simulated technique.

ASSESSMENT OF STUDENT PROGRESS

Students may be withdrawn from the program if their academic performance is substandard, if their personal or professional conduct in inappropriate, and/or if they are unable to demonstrate the essential functions of a safe CRNA.

Specific students may also be reviewed during program faculty meetings when concerns are raised by program faculty and/or other constituents (e.g., clinical preceptors). Faculty members contribute input based on students' academic performance, personal and professional behaviors, ability to collaborate with peers, receptiveness to feedback and constructive criticism, as well as other aspects of their functioning as future CRNAs.

END OF DIDACTIC STAGE EVALUATIONS

At the end of the didactic stage of the program, all students will be evaluated on his/her academic performance during the first year of the program. Based on evaluation results, a student may be placed on a National Certification Exam Success Plan, with additional learning activities provided to aid the student in meeting the program's academic and/or clinical requirements.

CAPSTONE PROJECT

The Capstone Project is described in a separate which will be provided to the student upon admission to the program.

ACADEMIC REQUIREMENTS

To earn a Doctor of Nurse Anesthesia Practice degree from Keiser University, students must accomplish the following:

- Successful completion of a minimum of 90 credit hours of doctoral level course work

- Final cumulative GPA of 3.0 or greater

- Receive no more than one final grade of a "C" throughout the program major courses

- Completion of DNAP Clinical Practice requirements

- Completion of DNAP Capstone requirements

- Successful completion of all DNAP courses in any given semester serves as a prerequisite for progression to the following semester

(Refer to KU Graduate Catalog for Withdrawal Policy, Leave of Absence Policy and Course Repeat Policy)

ADDITIONAL PROGRAM REQUIREMENTS

- Meet all clinical requirements as specified by the Council on Accreditation of Nurse Anesthesia Educational Programs and the NBCRNA.

- Perform at a minimum of a satisfactory level in clinical experiences.

- Maintain current RN licensure and ACLS, BLS, and PALS certifications.

- Complete all financial obligations to Keiser University.

- Complete the Keiser University clearance form.

- Successful completion of the Self Evaluation Exam (SEE).

- Successful completion of Valley Review Course and Apex review course.

PROCEDURES FOR REMEDIATION

The following guidelines describe procedures for remediation and/or dismissal from the program for non-academic reasons.

As a result of any evaluation of student progress, remediation may be required to assist the student in achieving established student learning objectives for both didactic and clinical courses. Remediation may include:

- Completion of reading assignments, utilization of course resources, participation in practice assignments, homework assignments, simulation experiences, projects and activities via the Blackboard learning platform, prescribed by the course instructor.
- Completion of standardized assessments and simulation experiences (if applicable), as assigned by the course instructor.
- Meeting with the course instructor for advising regarding assessment results when indicated.
- Retaking the assessment at the discretion of the course instructor.
- Developing additional care plans relevant to "clinical" remediation.
- Developing a remediation plan, which clearly specifies the changes in performance that may be necessary along with expected timeframes for demonstrating improvement. All involved parties will sign the remediation plan and the student will be provided a copy of the plan. A copy of the signed plan will be placed in the student's academic file. Refusal to participate in remediation may result in program dismissal.

Any student dismissed from the Nurse Anesthesia Program should meet with their Program Director/Dean and refer to the Graduate Catalog regarding grievance procedures.

- Reasons for dismissal include, but are not limited to:
    - Failure to complete all items on the remediation plan.
    - Beginning or ending a case or performing an invasive procedure (insertion of arterial line, central line, spinal, epidural, or regional block, extubating an ETT or removing an LMA, etc.) without a clinical preceptor present.
    - Falsification or misrepresentation of any file or document, including clinical anesthesia records, meeting/conference, or continuing education records.
    - HIPAA Violation.
    - Refusing a drug test.
    - Positive drug test result.

- All situations involving any behavior that is in violation of the AANA Code of Ethics and/or the Keiser University Student Code of Conduct will be reported to the Associate Vice Chancellor of Academic Affairs and Graduate Education and Research Department.

APPEALS PROCESS

Students may appeal any of the above decisions through the appropriate channels beginning first with the program director, who will then follow the procedures for mediating and adjudication the student complaints. Students should follow the policies and procedures for Student Grievances as stated in the Graduate School Catalog.

GRADUATE SATISFACTORY ACADEMIC PROGRESS

Graduate students at Keiser University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a cumulative grade point average (CGPA) and course completion rate. A student must achieve a minimum grade point average (GPA) of 3.0 upon completion of each semester at Keiser University. The course completion rate requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Keiser University requires that a student successfully complete 66.7% of credit hours attempted after completing his/her first semester at Keiser University and each semester thereafter. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe. When determining Satisfactory Academic Progress (SAP) the cumulative grade point average and the course completion rate are determined independently of each other and a student may be placed on Academic Financial Aid Warning (AFAW) or Academic Financial Aid Probation (AFAP) for either cumulative grade point average, course completion rate or both at the end of the semester.

In the event a student does not achieve a 3.0 or greater GPA in any semester, or earn 66.7% of the cumulative credits attempted, the student will be placed on AFAW. A student on AFAW who meets the SAP requirements at the end of the semester is removed from AFAW. While on AFAW, a student not earning a 3.0 CGPA or 66.7% of the attempted credits by the end of the semester is dismissed from Keiser University. To avoid dismissal the student may submit a written appeal requesting to be placed on AFAP and if approved continues to be eligible for Title IV funding.

While on Academic Financial Aid Probation, a student not earning a 3.0 CGPA or better by the end of the semester or the required 66.7% of credits attempted will be monitored to ensure they are meeting the requirements of the approved Academic Plan. If the student is making progress as required, the student will be allowed one additional semester of aid as long as the student would be able to meet the required maximum time frame. If the student is not meeting the plan requirements, financial aid will be terminated, and the student may be dismissed from Keiser University.

A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on Academic Financial Aid Probation and is not eligible for Title IV funds until the student has achieved a 3.0 CGPA or the required 66.7% PACE at the end of the returning semester.

The CGPA continues throughout a student's tenure at Keiser University. When a student transfers from one program to another within a degree level, the student's current CGPA will

transfer to the new program and the final calculation will include all courses taken at Keiser University.

A student who has been dismissed may reapply to Keiser University after remaining out of school for one full semester. At that time, a student's academic records are evaluated to determine if it is possible for a 3.0 CGPA to be achieved and if the program can be completed within the maximum 150% timeframe. If both these standards can be achieved, a student may be readmitted on Academic Financial Aid Probation but is not eligible for Title IV funds until the student achieves satisfactory academic progress. Therefore, should funding be required, alternative financing must be established by re-enrolling students.

ACADEMIC/FINANCIAL AID PROBATION APPEAL

When a student fails to make Satisfactory Academic Progress after one semester on Academic Financial Aid Warning, the student may appeal to be placed on Academic Financial Aid Probation.

The appeal must be written and provide documentation based on an injury, sudden illness, death of a relative, and/or various special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow him/her to make satisfactory progress in the next semester.

If the appeal is approved based on the fact that the student should be able to make satisfactory progress in the next semester, the student will be placed on Academic Financial Aid Probation and receive a written response with the required actions needed to be completed by the student during that semester. The student will continue eligibility for Title IV funding for that semester. Keiser University may use its discretion in waiving its Satisfactory Academic Progress standards in cases where students have mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member. Students requesting an appeal of Keiser University's Satisfactory Academic Progress standards must submit a written request, with appropriate documentation, to the Associate Vice Chancellor of Academic Affairs for Graduate Education. If an appeal is approved, the student is allowed one additional semester to meet required standards and to regain eligibility for Title IV funds. These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on Academic Financial/Aid Warning beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 3.1 CGPA.

POLICIES AND PROCEDURES

ARRESTS

A student who is arrested for any reason must report their arrest immediately (the next business day) to the program director. If the arrest is not reported by the next business day, the student

may be dismissed from the program. The student will be suspended pending review by university administration.

In the event a student is arrested for DUI or found to be in possession of illegal or un-prescribed substances, the student will be immediately dismissed from the program. Students will not be re-admitted.

ATTENDANCE

Keiser University discourages extracurricular employment. Training to become a Certified Registered Nurse Anesthetist (CRNA) requires a complete commitment, with 100% attendance expectation for the program of study.

Attendance is required in classes, clinicals, conferences, and various university related functions. All absences, to be considered excused, must have prior approval from Nurse Anesthesia Program Administration/course faculty.

Any unexcused absence from classes, clinicals, conferences, and other school related functions may result in disciplinary action and make up time. Any portion of a clinical day missed is equivalent to missing one full clinical day. For example: If 30 minutes are missed due to an unexcused absence, one clinical day will need to be made up the week prior to graduation. All made up clinical time will be scheduled following approval of the program director.

Students must have acceptable attendance for each academic semester. Acceptable attendance is defined as attending every class session that semester. A student is considered absent if he/she misses more than 1/3 of the class session. Unexcused absences may result in disciplinary action by the program. Any missed class time may affect the student's grade in that course. Consistent missed clinical time may include make up time, probation, and possible program dismissal.

The determination of an excused or unexcused absence is at the sole discretion of the nurse anesthesia program administration. The student is required to submit documentation to the program administration to justify his/her absence from a course. Lack of evidence and/or insufficient evidence will result in a determination that an absence is unexcused.

Any student receiving Veteran Affairs (VA) benefits should review the Veteran Affairs (VA) policy for information about how VA benefits are affected by absences from class.

UNEXCUSED ABSENCE

An unexcused absence occurs when a student does not report to the clinical area or to class and has not received prior approval from program administration. Unexcused absent time will result in disciplinary action.

CONFERENCES

Keiser University and the COA require that students attend and provide documentation of *at least* 45 hours of conference time prior to graduation. Conference time includes: state and national anesthesia related meetings, Journal Club meetings, seminars, Clinical Conferences

(CC), and/or other conferences. ACLS, BLS, PALS, and board review courses do not count toward these hours. It is mandatory that students attend Journal Club meetings and Clinical Conferences conducted at Keiser University or at each clinical site. All absences must receive prior approval by nurse anesthesia program administration.

For each hour of Journal Club Meeting and Clinical Conversation Conference that is attended, a student will be awarded one hour of meeting time. Signing the attendance sheet is required and students must sign in only for themselves. Failure to document attendance will result in no credit for that conference.

REVIEW COURSES

There are two mandatory review courses required for the nurse anesthesia program. Apex software will be purchased during the student's first semester of the program and will be used throughout the program. The Valley Review Course will also be required; however, the times and dates will be announced for each student cohort.

DRESS CODE

In order to maintain a positive and professional image, students of Keiser University are to follow the dress code guidelines. Healthcare professionals must present an image that reflects commitment to quality care. The following are guidelines for dress and personal hygiene. However, the affiliated clinical sites may have additional or different requirements that students are expected to comply.

All students are required to wear Keiser University scrubs on campus at all times. Please see the requirements below for more information.

Classroom, Clinical, Library Areas, and Simulation lab
Dress code policy of clinical facilities will be discussed during clinical orientation. Dress code guidelines of clinical facilities supersede what Keiser University requires. Questions or clarifications regarding appropriate attire should be directed to the site's clinical coordinator. Failure to comply will result in disciplinary action.

Scrubs and jackets:

- Students must wear Keiser University scrub sets with logo unless prohibited by the clinical site.
- A jacket must always cover long sleeved undershirts . In some clinical affiliate sites, hospital-supplied jackets may be provided.
- All clothing worn should be clean and correctly sized (not form fitting).

Shoes:

- Safety should be a primary consideration when selecting footwear; closed toed shoes to prevent needle injury are required.
- Closed toed shoes must be worn with socks or stockings.

- Footwear for clinical areas should be appropriate for the area; they must be clean and free from faults or defects.

Undergarments:

- Should not be visible at any time.

Scrub Hats:

- Must be appropriate and cover all hair. At some clinical affiliation sites, an additional disposable hat must cover the cloth hat.

Masks, shoe covers, and gloves:

- Must be removed when leaving the surgical area.

Personal Hygiene:

- All students must be well groomed.
- Nails must be clean and kept short; chipped nail polish is unacceptable.
- **No artificial nails** are acceptable in any clinical area and natural nails must be kept at fingertip length.
- Use of chewing tobacco or gum is not permitted at any time in the presence of patients, their families, visitors, physicians, or guests.

Accessories:

- Accessories should be conservative. Excessive jewelry will not be tolerated in the surgical/obstetrical areas.
- Body piercings, upper ear piercings, nose piercings, bars, and gauges are **not** acceptable.
- A maximum of two ear lobe piercings is acceptable.
- Earrings are not permitted, unless completely covered by bouffant caps
- Tattoos and body painting must be covered at all times.
- All necklaces must be contained within the surgical attire.
- Wrist watches should not be worn when providing direct patient contact.

Hairstyle:

- Extremes in hairstyles and color are not acceptable.

Colognes or Perfumes:

- Colognes or perfumes is not acceptable.

EDUCATIONAL DAYS

All students are required to attend at least one state or national meeting during the program. Any additional education requests are at the discretion of the nurse anesthesia program administration and schedulers. Education requests should be emailed to KUNaples.schedules@keiseruniversity.edu.

Educational days are granted for attendance at national, state, and local meetings that have a direct relationship to the practice of nurse anesthesia. No more than one review course is permitted during the last year of the program without prior approval. Program administration will take into consideration the location of each seminar, workshop, and so forth to assure the same event is not scheduled at a more local venue before approving.

Submission of attendance and/or Continuing Education (CE) certificates is required. All expenses incurred during meetings and review courses are at the students' expense.

LATE STUDENT WORK

The nurse anesthesia program faculty members will not accept student work that is more than 48 hours late for any course except in extenuating circumstances as described below. Course work that is submitted by the student late but within the 48-hour window will earn a maximum score of 50%. It is expected that students complete course work and submit all work on time.

It is expected that if a student has a preplanned absence for any course, the student must communicate with the course instructor and arrange to turn in any work due that class session ahead of time. If the student has a preplanned absence on the day of an exam, the student must schedule the exam no later than one week after the exam date. This must be prescheduled and approved with the instructor before a class is missed.

Any exam that is missed without prior notification to the instructor will be ineligible to be made up and will be given a zero (0%).

Keiser University administration understands that at times there are extenuating circumstances that may cause a student to miss a class or make them unable to submit an assignment on time. If a student has experienced an extenuating circumstance, then he/she must submit in writing to the course instructor the circumstances of the situation and any proof thereof within five school days of the students return to school.

CELL PHONE USAGE

Cell phones must be placed off or on silent with no vibration during lectures, simulation lab, meetings, and while in the OR. The instructor must be notified of important expected calls prior to the commencement of the scheduled class or clinical day. The preceptor must be notified prior to the start of a case of any emergency calls and/or case related data search.

The student is expected to be fully engaged in any case that he/she is participating in and to remain vigilant while providing direct patient care. Any cell phone usage that is not approved by the clinical preceptor or other extraneous activities is strictly prohibited.

The student may face disciplinary action for engaging in any extraneous activities or cell phone usage that is not approved by the clinical preceptor.

SUBSTANCE ABUSE

Students are expected to be alcohol and drug free to ensure a safe and efficient learning environment. As such, Keiser University has adopted a drug-free policy. **All students may be required to submit to random alcohol and/or drug screening at any stage of the Keiser University curriculum at their expense**. It is the responsibility of the student to report any suspected substance abuse to Nurse Anesthesia Program Administration.

If a student tests positive for or is arrested for alcohol or improper drug use, the student will be immediately dismissed from the program and reported to the Florida Board of Nursing Impaired Nurse Program.

Violation of these policies will be reason for disciplinary action up to and including dismissal. Students dismissed will not be re-admitted into the program.

TRANSFER OF CREDIT

The DNAP program does not accept transfer credits.

WORKING AS A NURSE ANESTHETIST IS NOT PERMITTED

During the duration of the DNAP program, the student will not be employed as a nurse anesthetist by title or function. Any student not in compliance with this mandate is subject to immediate dismissal from Keiser University.

CLINICAL ORIENTATION POLICY

Each clinical rotation has a unique orientation process specific to its facilities. The clinical coordinator(s) organize and schedule the orientation process, facilitated through Keiser University.

CLINICAL SCHEDULES

Every effort will be made for the student clinical schedules to be planned out through the completion of the clinical cycle; the period ending prior to graduation. While the schedules are subject to change, this will give students the freedom to plan PTO and other requests in advance.

Daily clinical schedules are made by the clinical coordinators for each site. While Nurse Anesthesia Program Administrators closely monitor each student's case numbers in Medatrax, it is the student's responsibility to notify the site coordinator for cases they need to fulfill their case-count totals.

The site clinical coordinator assigns the students' daily schedule for the site.

All clinical time off requests must be emailed to KU Naples Schedules KUNaples.Schedules@keiseruniversity.edu.

CLINICAL OBSERVATION DAYS

Clinical observation days are required. This is to allow the student to become familiar with the facility, its layout, normal procedures, and paperwork. The student is an observer during this time period. Switching of clinical days and/or clinical site is not allowed without approval.

A *New Clinical Site Orientation Form* must be filled out and signed by a CRNA or MDA at the end of each clinical orientation & observation day and must be uploaded to the drop box in the Blackboard course. **If there is no CRNA or MDA signature for every clinical observation day, you will receive a "zero" grade for that clinical observation day.** These forms count as your attendance. A summary at the bottom of the *New Clinical Site Orientation Form* for each clinical day is required. This may include but would not be limited to which facility you were assigned, who was the CRNA and/or MDA you shadowed, which cases you attended, any techniques you have observed, and what you learned.

Absences are not permitted during clinical observation days and attendance on all days is mandatory even if you have no scheduled class. Absences from clinical observation days will result in a "zero" grade for that clinical observation day and may affect your final course grade.

CLINICAL STAGE ACADEMIC CALENDAR

- The Clinical Stage of the DNAP Program operates independently of Keiser University's academic calendar.

- There are no break weeks between semesters or holidays during the clinical stage of the program.

CLINICAL TESTING DATES

Keiser University has multiple Florida campuses. As a student, you may access the computer lab, library, and other campus resources. During the clinical portion of the program some tests may be offered online.

Time off requests will NOT be approved during schedule exam dates and/or ACLS, BLS, and PALS renewal activities.

ACLS, BLS, PALS

All students will be recertified in ACLS, BLS, and PALS during the first semester and prior to graduation.

INCIDENT REPORTS

Any adverse patient incident in which a student is involved requires the program director to be immediately notified.

Any incident that happens on Keiser University campus must be reported immediately. A written incident report must be submitted to the University within 24 hours. Please contact the Naples campus to request an incident report.

If any adverse student incident (i.e. needle stick, exposure, etc.) occurs, Keiser University must be immediately notified. The event must be reported in writing to the university within 24 hours. Students and their health insurance are responsible for any charges incurred as a result of an injury, etc.

Submission of further incident requirements by the facility and/or the University is the responsibility of the student. Any violation of this policy will result in an administrative sanction.

MEDICATION ERRORS

All medication errors must be reported to the program immediately. The student must contact an administrator to request an incident report. Students involved in medication errors and narcotic discrepancies may be required to submit to a drug screen at the student's expense.

REMOVAL FROM CLINICAL SITES

If at any time you are asked to leave a clinical site by the clinical coordinator, a preceptor, or any other employee at the clinical site, you are required to immediately notify the program (phone and email). After speaking with the program director or designee you may be required to drive to campus to further discuss with administration the circumstances of your removal from that clinical site. If you are asked to leave the clinical site outside of normal university business hours (8:00AM-4:30PM) you are required to email the Program Director and Assistant Program Director and to call the University the following business day before 10:00AM.

DAILY CLINCIAL EVALUAITON

A written daily clinical evaluation is required for each clinical day and will be uploaded into your clinical course through Blackboard.

Rotation Request

Students may communicate their preference on rotating to specific clinical sites by emailing KUNaples.Schedules@keiseruniversity.edu. Preferences are considered by the schedulers during schedule creation; however due to many variables affecting the clinical schedule, not all requests can be accommodated.

KU CLINCAL HOUSING

Housing may be provided for some distant rotations. Housing and clinical sites are subject to change without notice.

SCHEDULE REQUESTS

All schedule requests must be made by emailing KUNaples.Schedules@keiseruniversity.edu and must be submitted no later than the 10th of the month prior to the request. Requests are approved on a first-come, first-serve basis. Once approved, the submitted dates cannot be changed.

If an interview opportunity arises after the schedule request deadline, a PTO day may be granted at the discretion of the scheduling team and administration. Any additional interview time off will be deducted from student's allotted PTO as needed. Documentation must be provided to KUNaples.Schedules@keiseruniversity.edu within 1 week of interview date.

SICK TIME

If the student is ill and cannot report to the clinical facility, the student must notify Keiser University nurse anesthesia administration through email, notify the clinical coordinator via email, notify KUNaples.Schedules@keiseruniversity.edu, and follow the Call off Policy of the Clinical Site where he/she is scheduled. A maximum of two PTO days may be used for sick time for a 1:1 make up for an excused absence. Conditions for an excused absence are as follows, but not limited to:

- Following appropriate Call off Policy.

- Per program administration discretion, provision of a note from a licensed practitioner (MD, DO, ARNP, PA-C) in the geographic area in order to document the illness and be an excused absence.

Conditions for an unexcused absence, include but not limited to:

- Calling off when on call on and around a holiday, and the last day of a clinical rotation.

- Repeated call off pattern (e.g., every Monday).

All excused and unexcused sick days not covered by PTO will be made up. If the student is on a rotation, the sick day(s) will be made up before the student leaves that facility. If the makeup days extend past the scheduled rotation, the student is responsible for providing their own housing. If the sick day(s) occurs while the student is at their assigned hub, the makeup day(s) will be made up prior to the week of graduation or beyond.

PERSONAL TIME OFF (PTO)

Students are allotted a bank of 20 PTO days for use during the clinical portion of the program. PTO days can be used for planned and unplanned (sick) time off from clinical. A maximum of 5 PTO days may be used consecutively one time (Saturday to Sunday of the following week i.e., Sat, Sun, Mon, Tues, Wed, Thurs, Fri, Sat, Sun). All requests must be submitted to KUNaples.schedules@keiseruniversity.edu prior to the deadline in the fourth semester and awarded on a first-come, first-serve basis. This will not be approved if the student is scheduled to be on a specialty rotation. Additional PTO days may not be scheduled consecutively. Once approved by program administration, the submitted dates cannot be changed.

Planned Time Off

Students can request planned PTO days provided the request is submitted by the 10th of the previous month using the PTO Request Form. No documentation will be required; however, planned PTO will be subject to approval by the Schedulers. Once a student has used 20 PTO days, the student will no longer be able to request more planned PTO days.

Unplanned (Sick) Time Off

In addition to planned PTO days, the 20 days may also be used for maternal, paternal, jury duty, bereavement, or military obligations. Any absence that exceeds 14 consecutive days may result in the student being withdrawn from the institution. Please contact program administration to discuss these circumstances and review the Keiser University Graduate Catalog.

Any missed time used over the allotted PTO days will be made up. This may delay graduation.

LEAVE OF ABSENCE POLICY

Prior to requesting a leave of absence, please meet with program administration to discuss options. For information on the Leave of Absence policy, please refer to the Keiser University Graduate Catalog.

JURY DUTY

Immediately upon receipt of Jury Duty notification, students must call the Clerk of the Court and inform them of their student status and seek deferral until after graduation. If needed, Keiser University will send a letter documenting student status to the Clerk of Court.

If a student must serve, a copy of the Jury Duty notification must be submitted to Keiser University Administration. After serving, proof of attendance must be submitted. All clinical days missed in service of jury duty must be made up prior to graduation.

MILITARY COMMITMENT

Students are strongly encouraged to seek deferral of active duty obligations due to the full-time educational requirement of the program. When orders are received, the Keiser University Nurse Anesthesia program must be notified as well as the Associate Vice Chancellor's Office.

For more information on Military Commitments, please see the Keiser University Graduate Catalog.

HURRICANE POLICY AND GUIDELINES

Keiser University students are encouraged to respond to the threat of a Hurricane for their location and should put their safety and that of their families first.

During the didactic component of the curriculum when the students attend classes on campus, the decision of the campus regarding school closings must be followed. During the clinical rotations the student should follow the hurricane status based on the geographic area of the site

and/or the student's address. For information and updates on approaching storms/hurricanes students can call the Keiser University **Hurricane Hot-line phone number – (877) 353-4737.**

Campus classes – Utilize the **Keiser University Hurricane Hot-line phone number** and listen for your campus listing and any class cancellations.

- **Tropical Depression or Tropical Warning** – No change in class schedule
- **Hurricane Watch** – Students must attend classes as scheduled
- **Hurricane Warning** – Classes will be cancelled

Clinical sites

Students in clinical sites should follow the same procedures with the following exceptions:

- The student is responsible to obtain a contact number for the clinical coordinator at the clinical site.
- The student will contact the clinical coordinator to find out if the site will be operating under normal conditions.

Post Storm

- *Check to see that classes have resumed or for possible delayed openings. Once the University resumes classes it is expected that students return to their scheduled class.*
- *For clinical courses - contact the facility to see if they are operational; contact the clinical coordinator prior to going to a facility.*

Each event will be evaluated as it occurs and will be dealt with as needed by the program director and the clinical coordinator per Keiser University policy. It is the student's responsibility to keep in contact with the University and the clinical coordinator. Any concerns or issues that arise will be attended to on an as need basis; per Keiser University policy. If classes are not cancelled and you do not attend, this will be considered an absence. Extenuating circumstances should be brought to the attention of the program director.

RIGHTS AND RESPONSIBILITIES

Faculty Rights and Responsibilities

- Faculty members have the right to:
  - Academic freedom when conducting their courses.
- Faculty members have the responsibility to:
  - Meet with their assigned classes regularly at the specified time and place.
  - Update their courses periodically to reflect the most current clinical evidence.
  - Present students with a detailed course syllabus within 1 week of the onset of the course. The syllabus will be updated and will reflect how grades are determined, schedule of examinations/papers, and what evaluation standards will be applied.
  - Make themselves available for student conferences by holding office hours and, in special instances, by arranging appointments at other mutually convenient times.

- o Promote a climate of academic integrity through role modeling and promoting the importance of research and professional ethics.
- o Promote a culture of inclusivity and fairness for students, other faculty, and staff.

Student Rights and Responsibilities

- The student has the right to:
  - o Expect a quality education; be treated with fairness and be represented in the educational process
  - o Be regarded as a professional member of the health-care team
  - o Receive fair and objective evaluations and the right to due process.
- The student has the responsibility to:
  - o Demonstrate a professional manner by being prepared for class, respecting the rights of others, taking responsibility for his/her own actions; and adhering to the policies set forth by the University, and the Program.

Patient Rights and Responsibilities

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

Applicant Rights and Responsibilities

- The applicant has the right to:
  - o Not be discriminated against because of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws;
  - o Know what is expected of him/her;
  - o Expect to be treated with dignity and as a valued member of society.
- The applicant has the responsibility to be truthful in all disclosures to Keiser University.

Clinical Site Rights and Responsibilities

- The clinical sites have the right to:
  - o Expect professionalism from all students and faculty who are "guests" at its clinical sites;
  - o Restrict any student from participating in clinical education for any cause.
- The clinical sites have the responsibility to:
  - o Provide a clinical environment that is conducive to learning;
  - o Provide a clinical environment that is free of harassment.

Conducting Institution Rights and Responsibilities

- Keiser University, has the right to expect that:
  - o The faculty operates in accordance with the standards, policies, and procedures of the accrediting agencies, University, affiliated clinical sites, and the academic programs.

- o Accurate and comprehensive records will be maintained, and these will be made available to on-site accreditation reviewers.
  - o The program represents itself with integrity and truthfulness in all communications.
  - o The nurse anesthesia faculty will keep current with accreditation standards and trends affecting nurse anesthesia education.
  - o Students will adopt and comply with all University and program policies and procedures.
- Keiser University is responsible to:
  - o Provide the resources needed for effective operation of educational programs of high quality such as budget, equipment, classroom/lab space, and other resources.
  - o Provide student services such as library and financial aid assistance.
  - o Implement an ongoing, integrated, and institution-wide evaluation plan to continually assess indicators to improve student outcomes throughout the University.
  - o Continually evaluate the academic programs to ensure that it meets student needs and is continually improving.
  - o Provide support and resources for faculty professional development and professional activities.
  - o Communicate changes in accreditation standards and policies to the faculty.
  - o Conduct all programs in compliance with all legal and accreditation standards.
  - o Assess and plan for future educational needs of the community and University.

Accrediting Agency Rights and Responsibilities

- The accrediting agency has the right to:
  - o Review or cause to be reviewed any program for cause, including:
  - o Multiple student complaints;
  - o Low board certification scores over multiple years.
  - o Assess the competency of any program director;
  - o Evaluate all issues addressed by students to the Council that affect student satisfaction and outcomes.
- The accrediting agency has the responsibility to:
  - o Provide all information needed for resolution of complaints issued;
  - o Make sure complaints are legitimate and not baseless before proceeding with punitive action.

Keiser University
Doctor of Science in Nurse Anesthesia
Student Authorization to Release Information

Student Name: _____   D.O.B. ____/_____/_____

Authorization of Release to be completed by the student.

I authorize Keiser University to release the following information to clinical sites/anesthesia groups as specified below:

My credentialing and authorization to be at the clinical site
Credentialing information may include such content as name, photograph, nursing license, immunizations, TB test, background check, drug and/or alcohol screening results, driver's license, social security number, city of birth, ACLS/BLS/PALS cards, phone number, email address and/or class.

My contact information to ensure that site/anesthesia group personnel can contact me while attending clinical at their sites
Contact information may include such content as name, photograph, phone number, and/or email address.

I understand that I may revoke or amend my authorization in writing at any time but doing so will prevent me from participating in mandatory clinical experiences and will delay and/or prevent graduation from the Doctor of Science in Nurse Anesthesia Program. This authorization is valid during active student enrollment with Keiser University.

_____   _____

Print Name   Date

_____

Signature

Keiser University
Doctor of Science in Nurse Anesthesia
Consent to Random Drug Screenings

I, _____ as a student in the Keiser University Nurse Anesthesia Program, hereby consent and authorize Keiser University and its designated agents to withdraw a blood sample and/or collect a urine sample as requested, for the purpose of determining the presence of alcohol and/or drugs, if any. I understand that this test will be at my own expense. I furthermore authorize the release of my results to Keiser University. I understand that based on my first positive confirmed result, I will be referred to the **Florida Board of Nursing Impaired Nurse Program** and will be dismissed from the Keiser University in accordance with its Drug Policy. I agree to hold harmless Keiser University and its officers, agents and employees from and against any harm, claim, suit, or cause of action that may occur as a direct or indirect result of the test or release of the test results to Keiser University. I understand this Consent, and I sign this Consent voluntarily under no duress.

_____   _____

Student's Signature   Date

_____

Name (print)

UNDERSTANDING AND ACKNOWLEDGEMENT

I have received and read the DNAP Program Student Handbook. I understand the policies and procedures as stated in the handbook. I agree to fulfill the requirements as stated and to abide by the policies set forth therein.

I understand that it is my responsibility to meet the requirements stated in the handbook. I also understand that it is my responsibility to regularly check my Keiser email account and attend my Blackboard courses to keep abreast of any announcements and news about courses, the program, and the counseling profession.

I understand that the faculty will meet regularly to review student progress through the program. I further understanding that the faculty has the right and responsibility to monitor and provide feedback on my academic progress, professional ethical behavior, clinical competencies, and personal and interpersonal qualities necessary to succeed as a Certified Registered Nurse Anesthetist and based on that monitoring, to render a judgment about my standing in the program. If remediation is required for my success in the program, as determined by the faculty, I will willingly participate.

I understand that success in the clinical courses requires some skills that may be different from those required for success in didactic courses; thus, I understand that success in didactic courses does not guarantee success in clinical courses. I also understand that clinical skills are developed over time and that success in earlier course(s) in the clinical sequence does not guarantee success in later course(s) in the sequence.

I understand that it is solely my responsibility to keep all my course syllabi, practicum documents and time logs, maintaining all these documents for when I apply for licensure.

I understand that the program meets general educational requirements for certification and thus prepares me for but does not guarantee licensure as a Certified Registered Nurse Anesthetist. I understand that it is my responsibility to verify the specific requirements for licensure in the state I intend to practice.

Signature: _____   Date: _____

Print Name: _____

KEISER UNIVERSITY FACE COVERINGS POLICY

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain. **As safety at our institution is our primary concern, everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, and other indoor spaces. Additionally, face coverings are required outdoors when six-foot physical distancing cannot be maintained.** Signage will be placed around the campus to remind students, faculty and staff that face coverings are required.

It is important to note that the use of a face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts, to stop the spread of COVID-19, but may prevent the spread of the virus from the wearer to others.

You may wear a homemade face covering if it is cleaned daily, or you may wear a purchased face covering. **Face coverings may not have obscene or offensive writing or artwork on them.**

According to CDC guidance, an effective face covering will meet the following criteria: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine-dried without damage or change to shape. Please review the World Health Organization (WHO) flyer for the correct way to wear a face covering. If you arrive to the campus and do not have a face covering, you may be sent home, or one may be provided to you.

Please note the following exceptions:

1. Individuals whose health or safety is put at risk by wearing a mask or cloth face-covering. If this applies to you, please contact the Campus President.

2. If you cannot wear a mask due to your religion under Title VII, or if you need a reasonable accommodation under the Americans with Disabilities Act (ADA) please contact the Campus President to obtain an accommodation.

3. Individuals alone in an office are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.

4. Face coverings are not required in public spaces when eating or drinking, but individuals should seek to physically distance six feet and return the face covering, perform the necessary hand hygiene and replace the mask when they are done.

Individuals should also maintain other suggested health measures including maintaining six feet of physical distance even when wearing a mask, and frequently washing hands with soap and water for at least twenty seconds.

(8/24/20)