# WCU NURSE ANESTHESIA PROGRAM
## STUDENT HANDBOOK

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*Student Manual Jan '15*
Western Carolina University

Our Mission:

Western Carolina University creates learning opportunities that incorporate teaching, research, service, and engagement through on campus, off campus, on-line and international experiences. The university focuses its undergraduate, master's and three doctoral programs, educational outreach, research, creative, and cultural activities to sustain and improve individual lives and enhance economic and community development in Western Carolina and beyond.

Our Core Values and Guiding Principles:

1. Excellence, Scholarship, Teaching and Learning
2. Collaboration with and Respect for our Communities
3. Free and Open Interchange of Ideas
4. Responsible Stewardship and Organizational Effectiveness
5. Organizational and Environmental Sustainability
6. Cultural Diversity and Equal Opportunity

Our Vision:

To be a national model for student learning and engagement that embraces its responsibilities as a regionally engaged university.
Western Carolina University
School of Nursing

Vision Statement
To be recognized for excellence in the transformation of health care through the scholarship of teaching, practice and research.

Mission Statement
Educate nurse leaders who are dedicated to caring and participating with individuals, families and communities to meet health needs.
Western Carolina University Nurse Anesthesia Program

Mission Statement

The mission of the Nurse Anesthesia Program is congruent with the mission of the School of Nursing and Western Carolina University.

The Nurse Anesthesia Program mission is to create an academic center of teaching and learning excellence for the advancement of nurse anesthesia practice. The program seeks to promote clinical scholarship and life-long learning and aims to support skilled and ethical service to our communities. Through nurse anesthesia research, education, and practice, students and faculty will seek to enhance the quality of life for people of all cultures, economic levels and geographic locations.

Program Purpose

Our purpose is to prepare outstanding nurse anesthetists by fostering an educational environment where scholarly thinking, dialogue, creativity and ideas flourish. The Western Carolina University Nurse Anesthesia Program is focused on excellence and high quality education in the development of nurse anesthesia leaders in research, education, and practice.
Accreditation

The Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs (COA), and Southeastern Association of Colleges and Universities. The Council on Accreditation is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA). In October, 2012, the program was awarded maximum reaccreditation through October, 2022. (www.aana.com, AANA, 222 S. Prospect Ave., Suite 304, Park Ridge, IL 60068, 847-692-7050).

Truth in Accreditation

Western Carolina University and the Nurse Anesthesia Program believe that no person or organization should be allowed to make false claims as to the accreditation status of this program.

Advertising

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

Doug Keskula, PhD
Dean, College of Health and Human Sciences

Sharon Metcalfe, EdD, RN
Interim Director, School of Nursing

Shawn Collins, DNP, PhD, CRNA
Interim Associate Director, School of Nursing

Shawn Collins, DNP, PhD, CRNA
Director, Nurse Anesthesia Program

Tealok Ray
Administrative Assistant

Ian Hewer, MSN, MA, CRNA
Assistant Director, Nurse Anesthesia Program

Mark Kossick, DNSc, CRNA
Anesthesia Simulation Coordinator

Cheryl Johnson, DNP, CRNA

Nurse Anesthesia Students

Western Carolina University
WCU Nurse Anesthesia Program
Clinical Organizational Structure

Shawn Collins, DNP, PhD, CRNA
Director, Nurse Anesthesia Program

Tealok Ray
Administrative Assistant

Ian Hewer, MSN, MA, CRNA
Assistant Director, Nurse Anesthesia Program

Mark Kossick, DNSc, CRNA
Anesthesia Simulation Coordinator

Affiliation Site Clinical Coordinators

Cheryl Johnson, DNP, CRNA

Clinical Preceptors

Nurse Anesthesia Students

Western Carolina University
Program Administration

College of Health and Human Sciences

School of Nursing (SON)  Sharon Metcalfe, EdD, RN, FNP
Interim Director, School of Nursing
28 Schenck Parkway
Asheville, NC 28803
828-654-6502

Graduate Nursing  Shawn Collins, DNP, PhD, CRNA
Interim Associate Director, SON
28 Schenck Parkway
Asheville, NC 28803
828-654-6517

NA Program Director  Shawn Collins DNP, PhD, CRNA
28 Schenck Parkway
Asheville, NC 28803
828-654-6517

NA Assistant Director  Ian Hewer, MSN, MA, CRNA
28 Schenck Parkway
Asheville, NC 28803
828-654-6508

NA Administrative Assistant  Tealok Ray
28 Schenck Parkway
Asheville, NC 28803
828-654-6511
<table>
<thead>
<tr>
<th><strong>COMMITTEES</strong></th>
<th><strong>SCHEDULED MEETINGS</strong></th>
<th><strong>MEMBERSHIP</strong></th>
</tr>
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<tbody>
<tr>
<td>GRADUATE CURRICULUM</td>
<td>Monthly</td>
<td>FNP, CRNA (S. Collins, DNP, PhD, CRNA), Nurse Educator, Nurse Leadership, DNP faculty, Senior NA Student</td>
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<tr>
<td>GRADUATE STUDENT AFFAIRS</td>
<td>Monthly</td>
<td>FNP, CRNA (Cheryl Johnson, DNP, CRNA), Nurse Educator, Nurse Leadership, DNP faculty, Senior NA Student</td>
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<tr>
<td>GRADUATE PROGRAMS (MS(N))</td>
<td>Monthly</td>
<td>FNP, CRNA, Nurse Educator, Nurse Leadership, DNP faculty</td>
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<tr>
<td>NA ADMISSIONS</td>
<td>Annual</td>
<td>S. Collins, DNP, PhD, CRNA</td>
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<tr>
<td></td>
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<td>I. Hewer, MSN, MA, CRNA</td>
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<td></td>
<td></td>
<td>Cheryl Johnson, DNP, CRNA</td>
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<td></td>
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<td>Jack Bryant, MD</td>
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<td></td>
<td></td>
<td>Clinical Coordinators, CRNA</td>
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<tr>
<td></td>
<td></td>
<td>Senior student</td>
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<td>Associate Director, SON</td>
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<tr>
<td>NURSE ANESTHESIA FACULTY (CRNAs)</td>
<td>Monthly</td>
<td>S. Collins, DNP, PhD, CRNA</td>
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<td>I. Hewer, MSN, MA, CRNA</td>
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<td>M. Kossick, DNSc, CRNA</td>
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<td>C. Johnson, DNP, CRNA</td>
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<tr>
<td>NURSE ANESTHESIA EVALUATION</td>
<td>Two times per year after fall and spring semesters</td>
<td>S. Collins, DNP, PhD, CRNA</td>
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<td>I. Hewer, MSN, MA, CRNA</td>
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<td>M. Kossick, DNSc, CRNA</td>
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<td>C. Johnson, DNP, CRNA</td>
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<td>Junior student</td>
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<td>Senior student</td>
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<td>Brian Kopicki, CRNA (Mission)</td>
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<td>Lisa Danks, CRNA (Mission)</td>
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<td>Ben Wharton, CRNA (St. Joseph)</td>
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<td>Cindy Bonincontri, CRNA (Park Ridge)</td>
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<td>Jack Bryant, MD (Mission)</td>
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<td>Randy Parker, CRNA (Haywood)</td>
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<td>Chris Rich, CRNA (Harris)</td>
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<td>Ric Osborn, CRNA (St. Luke’s)</td>
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<td>Philip Weisenhorn, CRNA (Frye)</td>
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<td>Bryan Haslam, MS, CRNA (Pardee)</td>
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<td>Andrea Kristofy, MD (Kosair Children’s)</td>
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<tr>
<td>SCHOOL OF NURSING ADVISORY</td>
<td>Annual</td>
<td>Director, School of Nursing</td>
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<td>Director, Nurse Anesthesia Program</td>
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<td>Public Member</td>
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<td></td>
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<td>Regional health care and nursing program representatives</td>
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<td>Nurse leaders</td>
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<td></td>
<td></td>
<td>Two SON students</td>
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<td>Level Coordinators</td>
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Western Carolina University

Standards of Conduct

The university is committed to developing and maintaining the highest standards of scholarship and conduct. Therefore, all students are subject to the rules and regulations of the university. In accepting admission to Graduate School, students indicate their willingness to abide by university rules and regulations and acknowledge the right of the university to take appropriate disciplinary action, including suspension and/or expulsion as may be deemed appropriate, for failure to abide by university rules and regulations. Rules related to student conduct and procedures for the resolution of cases may be found in the Code of Student Conduct in the Student Handbook at https://www.wcu.edu/WebFiles/PDFs/Catamount_Code_Final_Document.pdf

Academic Honesty Policy

Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at WCU because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity.

Academic Honesty

Honesty and integrity are fundamental values for the nursing profession and the University. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student’s responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on their standing in the nursing program, the University, and in their careers.

Nursing students are held to the University’s Academic Honesty Policy, on the web at http://www.wcu.edu/Sample_Academic_Integrity_Syllabus_Statement.pdf. To maintain the public’s trust in nurses, dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test, or a “U” in a clinical course, to failure of the entire course and immediate dismissal from the program. Consequences will be determined by the supervising instructor. Circumstances of the act of academic dishonesty and consequent penalties will be documented in the student’s academic file and reported to the School Director, Dean, and the School of Nursing Student Affairs Committee in accordance with WCU policy. Students may appeal the instructor’s decision through the School or Graduate School appeals process. Academic dishonesty includes the following:

- Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations;
  - Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations;
  - Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
Commencing work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed; or
Failing to adhere to an instructor’s specific directions with respect to the terms of academic integrity or academic honesty.

- Fabrication. Intentional falsification or invention of information or citation in an academic exercise.
- Plagiarism. Intentionally or knowingly representing the words or ideas of someone else as one's own in an academic exercise.
- Facilitation of Academic Dishonesty. Intentionally or knowingly helping or attempting to help someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

Selected examples of Academic Dishonesty include:
- falsification of any University application;
- unauthorized access to, use of, or impersonation of a school computer account;
- fabrication of patient records, reports or clinical hours;
- copying or appropriating on-line course material (audio or visual) without permission of the instructor

The procedures for cases involving allegations of academic dishonesty are:

1. Within five (5) business days of the instructor’s knowledge of the alleged violation of the Academic Integrity Policy, s/he will inform his/her department head (or associate Dean of the graduate school when applicable) in writing of the allegation and sanction(s).

2. Within ten (10) business days of the instructor’s knowledge of the alleged violation of the Academic Integrity Policy, the instructor will inform the student of the allegation, including the proposed sanction(s), in writing. In the written notification, the instructor will inform the student of his/her right to request a meeting with the instructor. During the meeting, the instructor shall complete the Academic Integrity Violation Faculty Resolution Form. If the student does not submit a written request for a meeting with the instructor within five (5) business days of receipt of the written allegation(s), the student shall be deemed to have mutually resolved the matter and shall be bound to the sanction(s) outlined by the instructor in the written allegation. If the student does not request a meeting, the alleged violation of the Academic Integrity Policy shall not be subject to further review and/or appeal.

3. Within five (5) business days of meeting with the instructor, the student shall either appeal the decision in writing to the department head or mutually resolve the matter by accepting the allegation and proposed sanction(s). No action by the student within five (5) business days of the meeting with the instructor shall constitute a mutual resolution and waiver of the student’s rights to appeal pursuant to the Academic Integrity Policy. If the student does not respond within five (5) business days of meeting with the instructor, the alleged violation of the Academic Integrity Policy shall not be subject to further review and/or appeal.
4. Within five (5) business days of receiving a student’s written appeal, the department head must schedule a meeting with the student. The instructor may be present during the meeting. During the meeting, the department head shall complete the Academic Integrity Violation Department Head Resolution Form. Only information submitted during the meeting with the student, or in the meeting between the instructor and the student, may be considered by the department head. The evidentiary standard for making a decision shall be preponderance of the evidence. The department head may agree or disagree with the allegation(s) of the instructor. The department head may also approve, overturn, or modify the sanction(s) proposed by the instructor. If the student does not attend the scheduled meeting with the department head, the matter will be heard in absentia and shall not be subject to further review and/or appeal.

5. Within five (5) business days of meeting with the department head, the student shall either submit a written appeal regarding the decision or mutually resolve the matter by accepting the allegation and proposed sanction(s). The student must submit a written appeal to the academic Dean listed on the Academic Integrity Violation Department Head Resolution Form. No action by the student within five (5) business days of the meeting with the department head shall constitute a mutual resolution and waiver of the student’s rights to appeal pursuant to the Academic Integrity Policy. If the student does not respond within five (5) business days of meeting with the department head, the alleged violation of the Academic Integrity Policy shall not be subject to further review and/or appeal.

6. Within seven (7) business days of receiving a student’s written appeal, the appropriate academic Dean must schedule an Academic Integrity Board hearing with the student. The Academic Integrity Board shall consist of a minimum of two (2) currently enrolled students and/or faculty members (with a minimum of one faculty member). A faculty member will serve as chair of the board. The instructor may be present during the hearing. Only information submitted during the hearing, or in the meetings between the instructor/department head and the student, may be considered by the hearing board. The evidentiary standard for making a decision shall be preponderance of the evidence. The hearing board may agree or disagree with the allegation(s) of the instructor. The hearing board may also approve, overturn, or modify the sanction(s) proposed by the instructor and/or department head. If the student does not attend the scheduled hearing, the matter will be heard in absentia and shall not be subject to further review and/or appeal. Within ten (10) business days of the hearing, the appropriate academic Dean shall review pertinent records and send the student written notification of the decision of the Academic Integrity Board.

7. Within five (5) business days of receiving written notification of the decision of the Academic Integrity Board the student may accept the findings and sanctions of the board or submit an appeal to the designated academic Dean. No action by the student within five (5) business days of the meeting with the department head shall constitute a mutual resolution and waiver of the student’s rights to appeal pursuant to the Academic Integrity Policy. If the student does not respond within five (5) business days of meeting with the Academic Integrity Board, the alleged violation of the Academic Integrity Policy shall not be subject to further review and/or appeal.
8. If the student elects to file an appeal of the decision of the Academic Integrity Board, s/he must submit a written appeal within five (5) business days of receiving written notification of the decision of the Academic Integrity Board to the designated academic Dean. An appeal to an academic Dean must be limited to the following grounds; 1) a violation or due process or 2) a material deviation from Substantive and Procedural Standards by the UNC Board of Governors (as set forth in the UNC Manual 700.4.1).

9. If an appeal is heard by an academic Dean, s/he shall review pertinent records within ten (10) business days of receiving a valid appeal. The academic Dean may agree or disagree with the allegation(s) of the instructor. The academic Dean may also approve, overturn, or modify the sanction(s) proposed by the instructor, department head, and/or Academic Integrity Board. Within five (5) days of making a decision, the academic Dean shall provide the student with a written decision. The decision of the academic Dean shall be final.

10. The student must remain enrolled in the course related to the case, and may not be permitted to withdraw from the course related to the case, until all hearing timelines, notifications, and/or appeals have been completed.

11. Upon resolution of each level of the case (no matter the outcome), the instructor, department head, and academic Dean must provide the Associate Vice Chancellor/Dean of Students with all materials and documents related to the case (i.e. course syllabus, materials in violation of the Academic Integrity Policy, Instructor Resolution Form, Department Head Resolution Form, Academic Integrity Board decision letter, academic Dean decision letter, etc…). The Division of Student Affairs shall serve as the repository for all records associated with allegations and violations associated with the Academic Integrity Policy.

An Act of academic dishonesty, including a first offense, may place the student in jeopardy of suspension from the university. A repeated violation or more serious first offense may result in expulsion. Disciplinary records for any act of academic dishonesty are retained by the Department of Student Judicial Affairs for at least five years from the date of final adjudication. These records are available to prospective employers and other educational institutions in accordance with federal regulations.

Note: Resolution of academic honesty complaints will be handled according to the provisions of the Academic Honesty Policy. Records of academic dishonesty cases are maintained in the Office of Student Judicial Affairs.

For specific information on procedures for cases involving allegations of academic dishonesty, see relevant sections in the Student Handbook.
Transcripts

Transcripts are furnished, either to the student or by mail, only after accounts are cleared and only upon the student's written request, which must include the student's signature and student identification number. There is no charge for transcripts issued.

The forgery of transcripts and diplomas or the use of such documents with intent to defraud is illegal under North Carolina law. Appropriate action will be taken.

Criminal Background Checks

All nursing students must have an approved criminal background check upon admission to the program. Student criminal background checks are required by many of the clinical agencies which partner with the School of Nursing. Students admitted to any School of Nursing program must complete the process of the background check by deadlines stated in the admission packet.

Approved background checks are performed by Certiphi Screening Incorporated, a web based service (certiphi.com). Certiphi initiates the background check process via e-mail to the student. Students must provide the School of Nursing with a reliable e-mail address in order to receive the notification. The student’s WCU Catamount web address is preferred.

The cost of the Certiphi background check is variable, ranging from approximately $25 to $35. The student is responsible for cost of the Certiphi criminal background check.

Background check results are reviewed by the office of the Dean of the College of Health and Human Sciences. Positive findings will be reported to the Director of the School of Nursing and will be reviewed with the student.

If a clinical agency declines to accept a student based on the result of the criminal background check, the student may not be eligible to complete the clinical course and may therefore fail to progress in the program.
PURPOSE:
To ensure the appropriate use of the University’s Electronic Mail System (E-Mail) by its students, faculty, and staff

- The IT Division maintains the University’s official E-Mail System
- An E-Mail message regarding University matters sent from an administrative office, faculty or staff member is considered to be an official notice
- E-Mail may be used for incidental personal purposes if it does not violate policy #52 & #93
- Privacy of personal E-Mail content through University equipment should not be expected
- E-Mail accounts are only for the individual that it is assigned to
- Faculty, staff and students are required to read their E-Mail messages on a regular basis

For the complete details about Policy #52 and #93, visit the website at:

http://www.wcu.edu/25191.asp
Title: 1.2 Ethical Guidelines of the Program

Purpose: To provide guidelines for the implementation of ethical conduct by program faculty and students

Policy and Procedures:

A. Ethical conduct by NA Program faculty and students is expected. Honoring commitments, keeping confidences, and demonstrating high principles and professional behavior demonstrate ethical conduct. This conduct is monitored by tracking student loan default rates, clinical performance evaluation tools, annual faculty evaluations, student conduct in the classroom, and clinical site assessment.

B. Students and faculty have an ethical responsibility regarding financial assistance they receive from public or private sources.

C. The Department of Nursing in accordance with the University of North Carolina policy, does not discriminate on the basis of race, color, religion, marital status, national or ethnic origin, disability, sexual orientation or preference, gender, age, or any other factor protected by law in the administration of educational policies, admission policies, financial aid, employment, or any other University program or activity.

D. Harassment of any kind is not acceptable at Western Carolina University; it is incompatible with the University's commitments to excellence and to respect for all individuals.

E. Improper Computer Use: Unauthorized access, modification, use, creation or destruction of computer-stored data and programs, selling or giving away all or part of the information on a computer disk or hard drive which will be used as graded material, or any copying of online testing material will result in dismissal from the program.

F. Leaving a clinical site with drugs or equipment is a serious and potentially dismissable offense.

G. The Nurse Anesthesia Program and its affiliations will not knowingly distort and/or misrepresent faculty accomplishments, program travel requirements, program length, tuition and fees, the academic calendar, or the program’s accreditation status.

H. Recruitment literature and recruitment activities for the Nurse Anesthesia Program will accurately reflect the clinical and didactic program.

I. Admission requirements will be clearly and accurately stated in program literature.

J. The grading policy will be clearly outlined in the Graduate Catalog, the Nurse Anesthesia Student Handbook, and course syllabi.

K. The program will provide accurate information about student achievement, retention, and attrition to the public.
L. Students who do not adhere to the ethical guidelines of the program are subject to dismissal from the program. The NBCRNA will not allow any student dismissed from an anesthesia program for ethical reasons to take the National Certification Examination.

_Nurse Anesthesia Policy Jan-11. Rev 1/12, 10/15, 8/16_
Title: 2.6 Faculty Rights and Responsibilities

Purpose: The Department of Nursing and Nurse Anesthesia Program place a high value on open communication with students, fair and equitable treatment, and effective instruction. The following list of specific faculty rights and responsibilities is predicated on the belief that students are fellow members of the academic community, deserving of respect and consideration in their dealings with faculty.

Policy and Procedures:

1. Class attendance: Faculty will make every effort to attend all class meetings. If unable to attend, a substitute instructor will be sought or class rescheduled.

2. Course content: Faculty will update their courses periodically to reflect the latest scholarship in the areas they teach.

3. Grading: Faculty will make clear at the outset how grades will be determined, what work in the course will be graded, and what standards will be applied.

4. Office hours: Faculty will be available to meet with students through scheduled appointments, phone, and email correspondence. Upon student request for a meeting, every effort will be made to meet with the student as expeditiously as possible.

5. Advising: Faculty are responsible for guiding students through the academic program of study and for referring students for additional assistance as needed. Faculty monitor students’ degree audits.

6. Scheduling of exams, papers, and assignments: Exam schedules, deadlines for papers and so forth will be established early in the semester and kept as far as practicable. If changes are made to the exam schedule, it will be done only with 100% student agreement.

7. Syllabi: Faculty will distribute to their classes at the beginning of each semester a syllabus covering the course for that semester to give students an overview of course content.

8. Letters of recommendation: Students depend upon faculty recommendations when applying for jobs or doctoral programs. If a faculty member agrees to write such a letter, it will be prepared promptly, accurately, and thoroughly.

9. Faculty has the right to expect that students will abide by the ethical guidelines and standards of conduct set forth by Western Carolina University and the Nurse Anesthesia Program.
Title: 3.3 Transfer of Graduate Credits

Purpose: To outline the guidelines regarding transfer of credits

Policy and Procedure:

Graduate students may transfer in hours (with a grade of B or better) with approval of the Program Director.

A. A maximum of nine units of graduate credit may be transferred for graduate courses completed at other regionally accredited institutions.

B. Transfer credit will be given only for academic work completed within six years prior to matriculation in the Nurse Anesthesia Program.

C. Such units are transferable only if the student has received a grade of B (3.0 or equivalent).

D. Courses used toward a prior degree may not be used for a degree program.

E. Transferred courses must be appropriate to the student’s program and be approved by the Program Director. A student wishing to transfer course work should make a written request to the Program Director and provide a syllabus or some other description of the course he/she wishes to have considered for transfer credit.

F. Forms for the transfer of credits are available at the Graduate School.

G. Students may transfer nine semester hours of graduate credit earned at WCU with grades of B or better from non-degree status.
Title: 5.1 Grades/Progression in the Program

Purpose: To establish guidelines for award of grades and acceptable progression in the program.

Policy and Procedure:

A. Course Load: The maximum full-time course load for graduate students is fifteen hours per semester. The minimum full-time load per semester is nine hours in Fall and Spring, and five hours in Summer semesters.

B. Grading System: Grades that may be assigned to graduate credit courses are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<td>B</td>
<td>Good</td>
<td>3.0</td>
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<tr>
<td>C</td>
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</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

C. Grade Average for Graduation: An average of B (3.0 GPA) is required for all graduate degrees. Grades received in all graduate courses will be included in the graduate cumulative average.

D. Incomplete Grades: Instructors may give an incomplete (“I”) grade when students are unable to complete a course for nonacademic reasons. An incomplete is not a satisfactory grade and may lead to an academic warning. All incomplete grades must be removed and a grade of A, B, C, F, S, or U must be submitted to the registrar by the last day of classes in the next semester, excluding the summer. An F grade is automatic if the student has not completed the coursework.

A grade of incomplete will be awarded only when there is a reasonable prospect that the student can pass the course by making up the work missed. All incomplete grades in courses taken as part of the degree program must be removed before graduation.

E. Course Withdrawal: After consultation with the academic adviser and the instructor of the course, a student may withdraw from any course prior to the expiration of one-half of the term and receive a “W”. A completed withdrawal form must be presented to the registrar prior to the withdrawal deadline for posting. Course withdrawals do not count toward the nine hours required for full-time enrollment.

After one-half of a term, but prior to the fourteenth week of the semester (or before the last two class days of summer sessions), a “W” will be assigned only for written verifiable mental health, medical, legal, or administrative reasons. In order to obtain a “W”, the student must first consult with the course instructor, who may elect to support or withhold support for the student’s request. If the instructor supports in writing the student’s request, the student must receive written verifiable support from Western Carolina University Health Services’ staff, Counseling and Psychological Services’ staff, an official court of law, or a college dean, as appropriate. If a withdrawal is granted by
the course instructor, the head of the department offering the course, and the student’s adviser, the withdrawal form must be submitted to the registrar no later than the last day of the thirteenth week of the semester. No “W”s will be assigned after the last day of the thirteenth week of a semester, or during the last two class days of a summer session. In extenuating circumstances, or if the student’s request is not approved by any university party involved, the student can appeal through the Academic Appeal Procedure within thirty five days after the end of final exams.

F. University Withdrawal. To withdraw from the university (i.e. cease to attend all courses), a student must complete a withdrawal form from the One Stop Office. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a relative to contact the One Stop Office at 828-227-7170.

Any time a student is forced to withdraw from the university during a term for mental health, medical, legal, or administrative reasons that are verified in writing, a grade of “W” will be assigned in all courses in which the student is registered. If a student withdraws from the university for other than mental health, medical, legal, or administrative reasons after one-half of the total class time has elapsed, an F, W, I, or IP grade will be assigned by the instructor according to the following guidelines.

1. A “W” grade will be assigned if the student is passing or if the student’s progress has not been evaluated.
2. An “I” or “IP” grade will be assigned if the instructor agrees that there is a reasonable prospect that the work can be made up and agrees to allow the student to do so.
3. An “F” grade will be assigned if the student is failing.

Current policies and procedures pertaining to grades, indebtedness, and refunds are applicable upon withdrawal from the university. A student who withdraws from the university either during or at the end of a term for any reason is responsible for clearing any indebtedness to Residential Living, bookstore, financial aid office, controller’s office, library, university police department, academic departments, and health services.

G. Psychological/Mental Health University Withdrawal and Readmittance. If a student obtains a psychological or mental health withdrawal, readmittance to WCU is contingent upon review by Counseling and Psychological Services to ensure that recommended services can be obtained. These students will not be allowed to pre-register or register for future classes until they have met the criteria outlined at the time of withdrawal.

H. Time Limits for Graduation. The twenty-eight month program is measured from the first registration as a full-time matriculating student. Students who do not complete their program within 28 months must petition for an extension. Recommendations from at least two nurse anesthesia faculty members must accompany the petition for an extension of time in order to be considered to continue working toward a degree. Extensions are granted to students with the understanding that sitting for the CRNA national certification examination will also be delayed.
I. Comprehensive Exam. Students are required to pass a comprehensive exam that will be given at the end of the final semester of the program. The exam will be graded as satisfactory or unsatisfactory. A minimum satisfactory score on the comprehensive exam will be 70%. The comprehensive examination may be repeated only once; the retake must be completed within 7 days. Failure to complete or pass the retake examination will result in an unsatisfactory (U) grade and immediate dismissal from the nurse anesthesia program.

The comprehensive exam will consist of questions in each of the following areas: basic sciences, pharmacology, basic and advanced principles of anesthesia, equipment and technology, and may include theories of anesthesia practice, clinical, professional roles and issues and research.
Title: 5.3 Nurse Anesthesia Student Clinical Evaluation Process/Grades

Purpose: To provide a process for evaluation of nurse anesthesia student clinical performance

Policy and Procedures:

A. Formative Student Clinical Evaluations

1. Each student shall be evaluated each clinical day by appropriate clinical faculty using the Daily Clinical Evaluation Form (Medatrax—Medical Data Tracking System).

2. Each Daily Clinical Evaluation Form contains objectives specific for each clinical semester.

3. One Medatrax evaluation should be submitted for each clinical day.

4. Each student is evaluated each clinical day on his/her performance. Faculty will comment on the ability of the student to meet stated objectives in each of the 5 evaluation categories. Any area of failure on a clinical day’s objective will result in the need to repeat/reschedule that clinical day.

5. The clinical instructor will usually review the evaluation with the student upon completion of the clinical day. The evaluation will then be submitted for administrative review. However, on occasion the evaluation may be completed by the instructor after the clinical day, then reviewed by the student at a later time.

6. Clinical evaluation is of critical importance to determining the safety & skill of the nurse anesthesia student. Consequently, in the initial period of clinical practicum, it is required that each SRNA have a minimum completion rate of 50% (total number of evaluations received/total number of clinical days). However, the Program recognizes that senior students, by passing clinical courses in the initial stages of the program, demonstrate increasing autonomy and may not need the same levels of proctoring. For that reason, the minimum completion rate will decrease as the student progresses through the program as detailed below:

   a. Semester IV: 40%
   b. Semester V: 30%
   c. Semester VI, VII: 20%

7. The completion rates described in (6) shall not be used if the SRNA is on clinical probation, or at the discretion of the Program Director, in which case the minimum completion rate shall be 50%.

8. Failure to comply with the above clinical evaluation completion rates does not allow for adequate evaluation of the student, and can therefore result in a grade of “U” in the clinical course.

B. Summative Student Clinical Evaluations

1. Continuous
i) Each student's clinical progress will be monitored on an ongoing basis by the academic faculty via on-site visits and ongoing communication with the Program Director/Assistant Program Director.

ii) Nurse Anesthesia Program faculty will communicate with and visit clinical sites at least once a year to determine student progress, evaluate specific clinical practice issues, and discuss general clinical faculty and clinical preceptor concerns.

2. End of Semester
   i) Each student will receive a final semester clinical grade of S or U based on composite daily semester clinical evaluation forms and feedback from clinical preceptors and coordinators.
   ii) A student may not progress to the next semester's clinical level unless they satisfactorily meet the semester’s clinical objectives.

C. Clinical Standards

1. Nurse Anesthesia students must adhere to the Western Carolina University Code of Ethics and Standards of Conduct, and policies on use of illegal drugs.
   b. University Policy #38 (Drug Use): http://www.wcu.edu/chancellor/index/universitypolicy/policy38.html

2. DISMISSAL POLICY**
   Nurse Anesthesia students may be dismissed from the program for unprofessional, unsafe, or academic behavior including but not limited to:

   1. Unsafe practice
   2. Clinical error or poor clinical judgment affecting patient safety
   3. Inability to cooperate with supervisors, clinical preceptors, peers, or hospital staff
   4. Habitual tardiness or absenteeism
   5. Unexplained absence from the clinical area
   6. Leaving the clinical area without notification of supervising staff
   7. Violation of policies, rules and regulations of the hospital or anesthesia department to which the student is assigned for clinical practice
   8. Dishonesty
   9. Inappropriate behavior or language in the classroom or clinical setting
   10. Reporting for duty while under the influence of any substance that impairs the student's ability to perform his/her clinical tasks.
   11. Insubordination or threats directed at faculty or clinical instructors, including talking back to, cussing at, gossiping about, or demeaning any instructor, co-worker, or hospital employee
   12. Administering anesthesia outside the confines of the anesthesia program
   13. Lack of preparation for clinical practicum
   14. Evidence of drug or alcohol abuse
   15. Falsification of records
   16. Medication diversion
   17. Failed criminal background check
18. Unsuccessful completion of the clinical probationary status
19. Unsatisfactory performance of clinical objectives or poor performance necessitating changes in clinical assignments (including rotations)
20. Material misrepresentation concerning past achievements or present endeavors, including falsification of documents or records.
21. Failure of a student to complete a clinical assignment or clinical shift without permission from Anesthesiology or Nurse Anesthesia faculty
22. Theft of program, university, or affiliate property
23. Surrender of nursing license
24. Failing to turn in unsatisfactory clinical evaluations
25. Plagiarism
26. Academic dismissal: See Title: 6.4 Academic Standards and Academic Appeals

**This list in no way implies or represents all reasons for discipline and/or dismissal.

D. Program Dismissal Appeal Procedures:
The following procedures detail the steps for appealing a dismissal from a program for any reason other than final assigned grade(s), including failure to adhere to technical standards. Dismissal from the Graduate School (and therefore dismissal from the program) based on academic grades may not be appealed. In this case, the affected student must appeal the final grade(s) resulting in the dismissal from the Graduate School. The student is encouraged to meet/talk with the program director prior to filing a formal appeal. The student must demonstrate that dismissal was impermissibly or arbitrarily assigned (see Academic Action Policy). That the student simply disagrees with the dismissal does not constitute a basis for a review.

(Step 1) Appeal to Program Director: Within 35 calendar days after the student receives notification of the academic action (cause for program dismissal) the student should submit a formal written appeal to the instructor. This appeal must include: a) a statement of the reason(s) why the student believes the dismissal was impermissibly or arbitrarily assigned (see policy Academic Action Appeal Policy) b) the resolution sought. When appealing a dismissal from a graduate program, the student must copy the Dean of the Graduate School on this initial appeal. All correspondence should include contact information. The program director must respond to the student’s request in writing as soon as possible (no later than ten working days after receiving the student’s written appeal). This response should detail whether or not the program is approving or denying the appeal.

(Step 2) Appeal to Department Head: If the student is unable to resolve the grievance through the appeal to the program director, the student should submit a written appeal to the department head within 10 working days of receiving the program director’s written response (from Step 1). If the department head is the instructor for the grade assigned, the associate dean of the department’s college will serve this function. Students appealing to the department head assume the burden of proof. Therefore, the appeal must include: a) A statement of the reason(s) the student believes the dismissal was impermissibly or arbitrarily assigned; b) The steps taken to resolve the disagreement over the dismissal; and c) The resolution sought. The appeal must be accompanied by evidence the student believes supports the conclusion that the dismissal was impermissibly or arbitrarily assigned. Evidence might include papers, tests, syllabi,
or written documentation. Within ten working days of receiving this appeal, the department head will attempt to resolve the appeal. If the department head is unable to resolve the appeal within ten working days, the department head will notify the student of the decision and copy the dean of the Graduate School, and the student has 10 days to appeal to the associate dean of the academic college.

(Step 3) Appeal to the Academic College (Associate Dean Review): If appealing to the academic college, the student should forward (to the associate dean of the academic college) his/her initial Appeal to the Program Director and the program director’s response (from Step 1), the subsequent Appeal to the Department Head, and the department head’s written notification (from Step 2). Upon receipt of the appeal and these materials the associate dean may request further information from the student, the program director, and/or the department head. If the associate dean concludes that the facts alleged by the student do not constitute permissible grounds for appeal as set forth in this Academic Action Appeal Policy or Procedures, the associate dean may, in consultation with the academic Dean and Graduate Dean if applicable, dismiss the review. The student will not be allowed any further appeal. If the associate dean determines that the facts alleged in the student’s written appeals could, if true, constitute a violation of the Academic Action Appeal Policy or Procedures, the associate dean, within ten working days of receiving all information, shall refer the case to the College’s Academic Action Committee.

(Step 4) Academic Action Committee Review: The College Academic Action Committee (CAAC) will consist of faculty members (who do not teach in the program from which the appeal originated) and students as designated by the academic college (graduate or undergraduate based upon appeal) appointed by the appropriate Academic Dean or Associate Dean. At least two of the faculty members shall be selected from “allied” disciplines or programs. The Associate Dean will serve as ex officio (non-voting) chair of this committee. The purpose of this Committee is to determine whether the facts support the student’s contention that the dismissal was impermissibly or arbitrarily assigned, or there was a material procedural deviation, as defined in the policy. It is not the function of the CAAC to re-evaluate the student’s work to determine whether the Committee agrees with the professional judgment of the program director or faculty member(s).

The CAAC Chair shall convene the Committee not later than ten working days from the request by the associate dean to examine the student’s appeals to the program director and department head. The committee will also take into consideration any written statements received by the associate dean from either the student or the program director, and any additional relevant documentation. Additionally, the Committee may request oral presentations from both parties. Other relevant parties may be questioned.

Neither the student nor the program director may be accompanied or represented in the hearing by legal counsel or other advisor. The CAAC may consider only such evidence as is offered by the parties and at the hearing(s) and need consider only the evidence offered that it considers fair and reliable. The burden of proof shall be on the student to satisfy the Committee that a preponderance of the evidence supports a conclusion that the dismissal was awarded arbitrarily or impermissibly as defined. All recommendations of the CAAC shall be made by a simple majority vote.
Within ten working days from the conclusion of its hearing(s) on the matter, the CAAC Chair will provide a written report to the academic dean and to the graduate dean (for graduate-level grade appeals). The Committee report must include the Committee’s finding as to whether or not the dismissal assigned was awarded arbitrarily or impermissibly as defined in the policy. If such a determination is made, the CAAC shall recommend a course of action which could include recommending readmission or implementation of some process to re-evaluate the student’s actions/work that lead to the program dismissal.

(Step 5) Review by the Dean: Within ten working days after receiving the CAAC’s report, recommendations, and other documentation assembled in the review, the academic Dean will, in consultation with the program director and department head, determine a final course of action. S/he will then communicate the final action in writing to the student, faculty member, department head, and the dean of the Graduate School.

Appeal to the Provost: An appeal to the Provost is only allowed if the student can establish a reasonable basis that the appeal procedures were not followed, discrimination of a protected class has occurred, and/or a student’s exercise of rights guaranteed by the First Amendment has been violated. If the student feels one of these conditions applies, s/he must file a written appeal to the Provost explaining the situation that warrants this level of appeal. The Provost shall provide his/her written decision to the student within ten calendar days of receipt of the appeal. No right of appeal is available beyond the Provost.

Substitution Provisions: In the event that the faculty member whose grade is being reviewed is also a department head/school director, the associate dean shall do those things required by the head or director. In the event that the faculty member whose grade is being reviewed is also an associate dean, the academic dean or Provost can name an appropriate substitute to perform the functions of the associate dean as required by this policy.

E. Clinical Probation

1. Each student’s clinical progress will continually be monitored by the Clinical Education Coordinators and Program Director.

2. If a student is not satisfactorily meeting the clinical objectives, the student may be placed on Clinical Probation. A “Probationary Action Form” outlining the reasons for probation and the necessary actions to correct the stated problem(s) will be completed.

3. Clinical Probation is defined as a 30-day period designed to remediate and evaluate the clinical performance of a student who has not satisfactorily met the semester’s clinical objectives. The probationary clinical site will be assigned by the Program Director.

4. Probation may be terminated at any time during probation for cause and the student dismissed at the discretion of the Program Director in consultation with clinical preceptors, coordinators, and other faculty.

5. A maximum of two probation periods will be allowed for each student. Exceptions to this rule may be made by the Program Director.
6. Student vacation and time-off will not be allowed during the probation period, except for extenuating circumstances.

7. During the clinical probation period a clinical coordinator will meet weekly with the student to evaluate the student’s progress. A “Preceptor Weekly Evaluation Form” will be completed and forwarded to the Program Director.

8. At the end of the 30-day period the student, a clinical coordinator and the Program Director will meet. At this meeting, the Probationary Period Final Report form will be completed. If the student continues to fail to meet the specific clinical objectives, the student may be allowed a second 30-day probationary period or they may be dismissed from the program.

_Nurse Anesthesia Policy: Jan ’14, Rev. 10/15, 8/16_
PROBATIONARY ACTION FORM

Student Name:

Date:

Probationary Period: _________________ to _________________

REASON(S) FOR PROBATION:

PROPOSED REMEDIAL ACTIONS:

____________________________________

____________________________________

Program Director

____________________________________

Student

____________________________________

Faculty

____________________________________

Faculty

Nurse Anesthesia Policy: Jan ‘14
Nurse Anesthesia Student on Probation:

Student Signature: ________________________________

Clinical Coordinator Signature: ______________________

Site: ____________________________________________

Clinical Dates included in evaluation: ______________

1. Areas identified as needing further improvement:

2. Areas that have improved and are meeting semester expectations:

3. Overall impression and recommendations:
PROBATIONARY PERIOD FINAL REPORT

Student Name:

Date:

Probationary Period: ________________ to ________________

COMMENTS/PLAN:

____________________________________

Program Director

____________________________________

Student

____________________________________

Faculty

____________________________________

Faculty

____________________________________

Faculty
Title:  5.6  Nurse Anesthesia Student Clinical Progress

SRNA CLINICAL PROGRESS GUIDE

SEMESTERS II & III
BASIC CLINICAL SKILLS
High level supervision/direction; **consistently requires guidance** to perform the clinical skill being evaluated; occasionally responds appropriately to clinical events; application of beginning body of knowledge and novice level skills

<table>
<thead>
<tr>
<th>Pre-op Evaluation</th>
<th>Airway Skills</th>
<th>Intubation Skills</th>
<th>Knowledge and Confidence</th>
<th>Regional Anesthesia</th>
<th>Monitoring, Safety and Awareness</th>
<th>Situational Behavior (pt. status changes)</th>
<th>Independence and Cooperation</th>
<th>Communication and Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 1 &amp; 2 (PS 3 &amp; 4 may be added at the discretion of clinical faculty)</td>
<td>Proper head positioning</td>
<td>Performs airway assessment</td>
<td>Anxious, unsure, but well-prepared</td>
<td>Minimal understanding</td>
<td>Observes changes in a timely manner</td>
<td>Institutes proper treatment with encouragement and guidance</td>
<td>Requires, receptive, and accepts close guidance and supervision</td>
<td>Displays professional and courteous communication skills</td>
</tr>
<tr>
<td></td>
<td>Places oral airway</td>
<td>Occasional minor airway trauma</td>
<td>Task oriented</td>
<td>Familiar with basic techniques</td>
<td>q 5 min sweep most of the time</td>
<td>Most often applies proper monitors</td>
<td>Accepts direction from staff without argument</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Successful mask ventilation most of the time</td>
<td>Success 50% of time</td>
<td>Familiar with airway algorithms</td>
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</table>
SEMESTER IV & V
INTERMEDIATE CLINICAL SKILLS

Increase in self direction; consultation with team; requires *occasional guidance* to perform the clinical skill being evaluated; consistently responds appropriately to clinical events; demonstrates application of growing body of knowledge and increasing skill level

<table>
<thead>
<tr>
<th>Pre-op Evaluation</th>
<th>Airway Skills</th>
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<th>Communication and Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 1, 2, &amp; 3</td>
<td>Proper insertion and use of LMA</td>
<td>Successful most of the time</td>
<td>Good grasp of anesthesia knowledge</td>
<td>Excellent understanding of didactic concepts</td>
<td>Very safety minded</td>
<td>Recognizes changes quickly</td>
<td>Requires, receptive, and accepts guidance and supervision</td>
<td>Knows when to call for help</td>
</tr>
<tr>
<td>(PS 4 may be added at the discretion of clinical faculty)</td>
<td>Knows airway management protocols</td>
<td>Occasionally anxious</td>
<td>Familiar with techniques</td>
<td>Proper positioning</td>
<td>Initiates treatment in a timely manner</td>
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<td></td>
<td>Familiar with alternative approaches to airway management</td>
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<td></td>
<td>Anticipates potential safety problems</td>
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<td>Good organizational skills</td>
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</tbody>
</table>

34
SEMESTER VI
ADVANCED CLINICAL SKILLS

Advanced self direction; appropriate consultation; accurately performs clinical skill with **minimal supervision**; occasionally demonstrates anticipation of clinical events

<table>
<thead>
<tr>
<th>Pre-op Evaluation</th>
<th>Airway Skills</th>
<th>Intubation Skills</th>
<th>Knowledge and Confidence</th>
<th>Regional Anesthesia</th>
<th>Monitoring, Safety and Awareness</th>
<th>Situational Behavior (pt. status changes)</th>
<th>Independence and Cooperation</th>
<th>Communication and Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>All PS classes</td>
<td>Easily establishes and maintains airway&lt;br&gt;Recognizes obstruction quickly &amp; confidently&lt;br&gt;Appropriately intervenes with minimal encouragement</td>
<td>Rarely misses easy intubations&lt;br&gt;Successful most of the time with more challenging airways</td>
<td>Somewhat confident&lt;br&gt;Rarely anxious with routine anesthetic techniques&lt;br&gt;Excellent understanding and application of didactic knowledge</td>
<td>Continues to build didactic knowledge</td>
<td>Appropriate fluid management&lt;br&gt;Safe practitioner&lt;br&gt;Vigilant&lt;br&gt;Excellent organizational skills</td>
<td>Recognizes changes quickly&lt;br&gt;Initiates best treatment promptly</td>
<td>Minimal supervision and direction, but is receptive to guidance</td>
<td>Team behavior well established&lt;br&gt;Personable with staff, surgeons, nurses and technicians</td>
</tr>
</tbody>
</table>
SEMESTER VII
COMPLEX CLINICAL SKILLS

Self directed; appropriate consultation; able to manage cases independently; responds appropriately to anticipated clinical events; application of comprehensive body of knowledge and advanced skill level

<table>
<thead>
<tr>
<th>Pre-op Evaluation</th>
<th>Airway Skills</th>
<th>Intubation Skills</th>
<th>Knowledge and Confidence</th>
<th>Regional Anesthesia</th>
<th>Monitoring, Safety and Awareness</th>
<th>Situational Behavior (pt. status changes)</th>
<th>Independence and Cooperation</th>
<th>Communication and Professionalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>All PS classes</td>
<td>As in semesters IV &amp; V, but with increased skill</td>
<td>Rarely misses intubations</td>
<td>Confident and self-assured</td>
<td>Thorough understanding of didactic knowledge</td>
<td>Highly vigilant</td>
<td>Initiates best treatment without hesitation</td>
<td>Autonomous yet knows when to call for help</td>
<td>Readily participates in program activities</td>
</tr>
</tbody>
</table>

*Nurse Anesthesia Policy: Jan ‘14*
Title: 6.1 Academic Advisement

Purpose:
To provide each student with personalized academic advisement opportunity throughout the program

Policy and Procedures:

A. The student is assigned a WCU nurse anesthesia faculty advisor at the start of the program of study. The assigned faculty advisor may change during the duration of the student’s academic tenure.

B. The advisor assists the student in planning and implementing his/her course of study throughout the master’s program, including the student nurse anesthesia self-evaluation form completed at the end of each semester. This completed form is kept in the student file and will be used in the advising session.

C. The student is responsible for knowing the curriculum of the School of Nursing and progression criteria. Advising sessions will occur in the spring and fall semesters. The advisor will determine advising dates and times and the student notified.

D. The ultimate responsibility for choosing classes, dropping classes, and meeting curriculum and graduation requirements belongs to the student, not the advisor.

The student advisee is expected to:

1. Consult the WCU Graduate Record and the Schedule of Classes to become familiar with procedures and deadlines. Contact the assigned advisor to schedule and appointment, especially during early registration.

2. Do preliminary planning and course selection prior to the advisor appointment; the later the registration date, the more options in courses and sections should be prepared. Fill out forms completely and accurately.

3. Make final course selection and do course scheduling after having consulted with your advisor. Let your advisor know if major problems are expected or encountered (not just a section change).

4. Keep your advisor informed about academic difficulties AS THEY OCCUR.

5. Ask the Program Director about changing advisors if the assigned advisor is not meeting your needs.

6. Perform regular degree audits.
The Academic Advisor is expected to:

A. Provide academic guidance and course selection prior to registration appropriate to the selected program.

B. Post and keep office hours, including expanded schedules for early registration.

C. Know about university resources and make referrals as needed.

D. Maintain confidentiality.

E. Consult to explore alternative courses of study when advisees are not achieving a record of academic success.

Registration

**DO NOT REGISTER UNTIL THE PROGRAM DIRECTOR NOTIFIES YOU TO DO SO.**

Dates, materials, and instructions for pre-registration are published in the *WCU Record* and the Class Schedule that is available in late October and February. Web registration is required. You may obtain your access number to register only by scheduling an advisement appointment with your advisor. Directions for Web registration are printed in the Schedule of Classes. Students may also access final grades through MyCat. The two data items needed by graduate students to register on the Web are the student ID (92 number) and password.
Title: 6.2 Identification of Nurse Anesthesia Students

Purpose: To establish appropriate methods of identifying nurse anesthesia students to patients, visitors, and other professionals within the hospital setting.

Policy and Procedures:

A. The Nurse Anesthesia Program recognizes an obligation to assure the proper identification of nurse anesthesia students to patients, visitors, and other professionals in the clinical setting. Clear recognition of the student’s status is necessary to increase the understanding and knowledge of others of the role and abilities of the student.

B. Nametags identifying the nurse anesthesia student as a WCU student must be worn in the clinical area at all times.

C. All students should introduce themselves to patients as a student registered nurse anesthetist who is part of the anesthesia team.

D. The Nurse Anesthesia Program forbids the employment of nurse anesthesia students as nurse anesthetists by title or function.
Title: 6.3 Health and Immunization

Purpose: North Carolina law requires all new students to present proof of certain immunizations before entering a clinical area.

Policy and Procedure:

A. A Department of Nursing Student Health Form must be completed prior to entering the clinical area. The form is considered current for two calendar years.

B. Tuberculosis screening must be repeated and results submitted to the Nurse Anesthesia Program each year.

C. A flu shot is required annually for clinical placement. Proof must be submitted to the Nurse Anesthesia Program each year. Clinical requirements mandate the flu shot. NO EXCEPTIONS.

D. Pathogen Exposure
   All students who experience a potentially hazardous exposure to blood or body fluid should follow the policy of the facility where the exposure occurs. The student should immediately notify the facility Clinical Coordinator, Program Director and/or Assistant Director prior to leaving the clinical site. The student will be responsible for any fees incurred that are not covered by the facility where the exposure occurred.
Title: 6.4 Academic Standards and Academic Appeals

Purpose: To describe the criteria and processes for academic warning, academic appeal, and dismissal.

Policy and Procedure

Academic Warning:
A. A student who is not progressing satisfactorily in a course or in the program will receive documentation of academic warning and recommendation that the student meet with his/her academic advisor to discuss academic assistance.

B. A copy of the warning will be sent to the academic advisor and will be added to the student’s school file.

C. The Program Director will document the advisement provided to the student. Such documentation will be signed by the student and placed in the student’s school file.

D. If unsatisfactory progression involves clinical performance, the student may be placed on Clinical Probation.

Academic Dismissal:
A graduate student “who accumulates more than three grades of C or any grade of F will automatically be dismissed from the Graduate School. A student who has been admitted provisionally and fails to meet the terms of admission will also be dismissed from the Graduate School” (WCU Record, Graduate Catalog).

The graduate nursing program student is held to a higher standard, and a student who accumulates two grades of C or any grade of F or U will automatically be dismissed from the Graduate Nursing Program.

A. Nurse Anesthesia students seeking readmission must petition in writing the Dean of the Graduate School and must reapply to the program. Approval for readmission may be accompanied by additional requirements. A readmitted student who receives any additional grade of C or lower will be permanently dismissed.

B. A student who has been dismissed from the Graduate School for failure to meet the terms of provisional admission or for accumulation of excessive unsatisfactory grades, will be notified by the Dean of Research and Graduate Studies. The student has two weeks from the date of the letter of notification of dismissal to appeal. The letter of appeal should be addressed to the Dean of Research and Graduate Studies. The appeal will be considered by the Graduate Council, who will make a recommendation to the Dean of Research and Graduate Studies. The student will be notified of the outcome of the appeal by the dean. If, after appealing to the graduate dean, the student is still dissatisfied or suitable action has not been taken, the student may appeal to the provost, and finally to the chancellor.
Academic Action Appeal Policy

A student (undergraduate or graduate) has the right to appeal a final assigned grade or dismissal from a program level. A student may only appeal a final grade or program dismissal if he/she can show the grade or program dismissal was assigned arbitrarily or impermissibly. A student who wishes to appeal a grade on a particular assignment or exam can do so if it affects their final assigned grade or dismissal from a program. A final grade or program dismissal can be deemed assigned arbitrarily or impermissibly if, by a preponderance of the evidence, a student establishes that:

1. The final grade or dismissal was impermissible based in whole or in part upon the student’s race, color, religion, national origin, age, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor’s reasonable exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
2. The final grade or program dismissal was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, the program, or the University in the Catalog, in the course syllabus, or during the class/program in written or oral communications directed to the class/program as a whole; or
3. The final grade or program dismissal was the result of a clear and material mistake in calculating or recording grades or other evaluation.
4. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a final grade are generally NOT subject to appeal or subsequent review during a final grade appeals procedure. However, individual elements may be appealed under these procedures providing all of the following conditions are met: a) The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds; b) Grounds can be established for determining a professionally sound grade for the appealed element(s); and c) The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

If dismissal from the Graduate School is a result of grades (3 C’s or an F), the student may appeal the grade causing the dismissal. If the appeal is unsuccessful, the dismissal stands; the student cannot appeal the dismissal as well as the grade because dismissal is based upon the grades. If the appeal is successful, the dismissal will be rescinded. If a student is appealing dismissal from a program, or a final assigned grade that results in dismissal, the student shall be allowed to continue taking courses until the appeal is resolved (with the approval of the program in which the classes are taken), with the exception of clinical placements or internships, or when the students’ continued participation is deemed by the program director or department head to be harmful or disruptive to other students and/or the program. If the appeal is unsuccessful and the dismissal stands, the student will be removed from any classes in which he or she is registered and will be responsible for any tuition and fees accrued as a result of registration during the appeals process.
Academic Action Appeal Overview:

Students who wish to appeal a final assigned grade or dismissal from an academic program for any reason other than academic dishonesty should follow, in order, the academic appeal procedure outlined below. (n.b. For these procedures, a “working day” = a day classes are held on campus) Appeals of a final assigned grade and appeals of dismissals from an academic program follow similar procedures:

1. Appeal to Instructor
2. Appeal to Department Head (The term “Department Head” in these procedures refers both to Department Heads and School Directors)
3. Appeal to Academic College – Associate Dean – may dismiss appeal or send to:
4. College Academic Action Committee Review
5. Academic Dean Review

An Appeal to Provost is only allowed for (1) alleged violations of procedures, (2) discrimination based on a protected class, or (3) the student’s exercise of rights guaranteed by the United States Constitutional. No right of appeal is available beyond the Provost.
Title: 6.5 Students Rights and Responsibilities

Purpose: Students are expected to assume a respectful decorum in the classroom, to assume the responsibilities of a well-prepared nurse anesthetist student when they enter the clinical area for training and to exercise professional socialization.

Policy and Procedures:

The School of Nursing and Nurse Anesthesia Program place a high value on open communication with students, fair and equitable treatment, and effective instruction. Teaching/learning in the WCU Nurse Anesthesia Program is predicated on the belief that students are fellow members of the academic community, deserving of respect and consideration in their dealings with faculty.


Maintenance of Current Licensure and Certification

It is the Nurse Anesthesia Student’s responsibility to maintain continuous state licensure as an RN in the state of North Carolina while enrolled in the NA Program. Students must maintain current certification in ACLS, PALS, and BLS while in the program. Students will also maintain liability insurance as required by the program. Any student with expired licenses or certifications will not be allowed into the clinical arena. Days lost due to failure to maintain licensures and certifications will be deducted from the student's vacation/sick time as sick days (unscheduled absence).

Students’ Rights and Responsibilities in the Clinical Area:

A. Plan activities with the clinical faculty to attain identified goals.

B. Confer with the clinical preceptor and faculty when experiences are not conducive to meeting objectives.

C. Complete all requisite evaluations in a timely manner.

D. Arrive in the clinical area at a time established by each clinical site preceptor, allowing enough time for preoperative equipment check, case preparation and pre-anesthetic patient assessment.

E. Unless otherwise noted, clinical commitment time is eight hours or as specified at each clinical site. Professional behavior is expected regarding finishing cases and other assignments as appropriate.
F. Clinical Supervision: Clinical supervision of students in anesthetic and non-anesthetic situations is restricted only to CRNAs and/or anesthesiologists with staff privileges who are immediately available and assume responsibility for the student. YOU MAY NOT WORK WITH AN AA. NOT EVEN DURING A BREAK. (Instruction by graduate registered nurse anesthetists is prohibited if they act as the sole agents responsible for the students.)

G. Students are to document all perianesthesia complications and critical incidents immediately to the supervising Anesthesiologist or CRNA and to the Program or Assistant Program Director using the Clinical Event Form.

H. Case Selection
   i) The anesthesiologist and/or clinical coordinator or their designee will be responsible for case selection each clinical day considering each student's individual ability, needs, and knowledge, and case availability.
   ii) Each student is expected to communicate their case requirements to the clinical coordinators the 1\textsuperscript{st} day of the clinical site rotation. This will enable the anesthesiologist/clinical coordinator to assign cases based on student need.

I. Universal Precautions
   Each facility has developed specific guidelines and policies regarding blood borne pathogens and universal precautions. All facilities provide and maintain personal protective equipment needed for the practice of universal precautions. The student will review and adhere to each facility's policies while on rotation.

J. Vacation/Conference Time/Request for Time Off
   i) Students may request vacation time off for 12 days during the 28-month program. In addition, all students have either the week of Christmas or New Years off. Vacation requests must be made in writing to, and approved by, the Assistant Program Director at least 1 month before the requested time off.
   ii) No vacations are allowed during the first four weeks of clinical practicum, during cardiovascular, pediatric, and OB specialty rotations. In addition, no more than 1 day per week may be used during the last 4 weeks of clinical rotation.
   iii) Students are required to participate in at least one state and one national professional anesthesia conference during the 28-month program at their own expense. Attendance at other educational activities, outside of the normal course offerings, may be required at the student’s expense. Fifteen days are allowed for participation in local, state, and national educational conferences. Students who are invited and elect to participate on program, department, university, or professional committees will be offered clinical release time to fulfill committee responsibilities. Educational conference requests must be made in writing to, and approved by, the Program Director at least 1 month before the requested time off.
   iv) A student may request additional time off from classroom or clinical activities for legitimate needs including:
      (1) Face-to-face ACLS/PALS/BLS renewal
      (2) Anesthesia review courses
(3) Employment interviews (limited to three days total and time off excludes travel
time.)

v) All requests for excusal from the clinical area must be made in writing to the
Program Director and to the affiliation site clinical coordinator. A student’s absence
from the clinical area is not excused unless it is approved by the Program Director.
All requested clinical time-off, including time off for illness, must be rectified with
the Program Director using vacation days. Rescheduling of missed clinical days due
to illness may be rectified only after all 12 vacation/sick days have been used. In
certain circumstances it may be permitted—at the discretion of the Program
Director—to accrue extra days in anticipation of extenuating circumstances.

vi) In the event of illness, the student must notify the clinical coordinator and the
Program Director as early as possible.

vii) Holidays: When a holiday falls on a clinical day, students are expected to follow the
policy of the clinical site to which they are assigned. If the operating rooms are
running on the holiday, students are expected to attend. When a holiday falls on a
classroom day, students will follow the direction of the Program Director.

K. Pre- And Post- Anesthesia Visits

i) Students are required to perform a pre- and post-anesthetic assessment on all patients
they anesthetize.

ii) Post-anesthetic rounds are to be made the day of surgery and/or on the first post-
operative day (subject to patient availability). Failure to do Post-anesthetic rounds
(subject to availability) will jeopardize the student’s passing grade for NSG 688/689.

iii) Perioperative complications should be reported immediately to the clinical preceptor
and/or anesthesiologist involved with the case, and within 24 hours to the Program
Director.

L. Clinical Experience Record

Each student is responsible for the accurate completion of the clinical case record
required by the Council on Certification of Nurse Anesthetists. This record is to be
completed using Medatrax prior to the 1st class day of each month. The student is
responsible for submitting a copy to the clinical preceptor at the beginning of each
clinical rotation site to identify case needs.

M. Care Plans

i) A plan of care based on knowledge of the surgical procedure, the patient’s history,
and the type of anesthesia should be formulated for every patient.

ii) A formal written care plan, using the Medatrax template will be required each clinical
day for Semesters II and III. During semesters IV-VII care plans will be required for
major cases (e.g. chest cases, major vascular, craniotomies) and by clinical instructor
request for specific cases. The care plan must adhere to the Medatrax Care Plan
format.

iii) Care plan details should be representative of the student’s educational level in the
program.

iv) Care plans will be graded as acceptable or unacceptable. If an unacceptable grade is
given, the student will be required to submit a new care plan.
v) Failure to submit the requisite number of accepted care plans will result in a clinical grade of U.

vi) To preserve patient confidentiality; at no time should the student record patient identifying material on the Anesthesia Care Plan (HIPAA).

vii) If the instructor feels a more appropriate anesthetic management can be performed, the student must comply with the instructor's plan of care or withdraw from the case. If the student withdraws from the case, notify the Program Director.

viii) Under no circumstances will a case be initiated without a predetermined care plan discussed with the CRNA or Anesthesiologist clinical faculty.

ix) Students are required to read about and prepare for all assigned cases throughout the program.

dx) The clinical instructor will review care plans for that day. Clinical faculty may make comments, as indicated, on the care plans as they review them with the student. Students failing to develop an appropriate care plan may be excused from the clinical area to make needed improvements to the care plan. If an instructor feels that a student is not prepared for the day’s assignment, he/she may excuse the student for the day. Should this occur, it will be reported to the program director so that the absence can be subtracted from the student’s pool of Excused Time Off.

N. Clinical Evaluations

The NAP goal is to have written evaluations. The NAP goal is to have written evaluations on a daily basis summarizing the student's performance. Preceptors are encouraged to write evaluations on a case-by-case basis for more complicated cases or if the student's performance on a given case is unsatisfactory or exemplary. It is the student’s responsibility to remind the clinical preceptor to complete an evaluation, and if the evaluation is not completed at the end of the clinical day, to follow up and ensure the evaluation is completed within one week. We cannot evaluate (and students cannot pass clinical courses) unless we receive completed evaluations.

O. Professional Liability Insurance

i) Students are responsible to obtain and maintain professional liability insurance, through AANA Insurance (coverage of $1,000,000 per incident/$3,000,000 aggregate) prior to the start of clinical rotations in semester II.

P. Severe Weather Policy

i) Severe weather information and class cancellation information for Nurse Anesthesia Program classes can be found at: http://news-prod.wcu.edu/weather-related-schedule-changes/

ii) National Weather Services forecasts for Western North Carolina are available at: http://weather.noaa.gov/pub/data/forecasts/zone/nc/ncz059.txt

NC Department of Transportation road condition reports can be viewed at: http://apps.dot.state.nc.us/tims/

iii) If the student feels that it is unsafe to travel during a weather emergency, they should not attempt and are under no obligation to attend clinical. The site clinical coordinator and Program Director should be notified ASAP if clinical will be missed.

iv) Class/clinical sessions that are missed due to inclement weather will be rescheduled.
v) It is the student’s responsibility to reschedule clinical time that is missed due to inclement weather. Rescheduled clinical time must be remediated in minimum eight-hour blocks.

**Students’ Rights and Responsibilities in the Classroom:**

A. Attend all classes at scheduled times.
B. Personal business (non-emergent physician appointments, job interviews, etc) must be handled during student’s own time and are not to be scheduled during class or clinical time except in emergency situations.
C. Notify the course instructor and, if applicable, the guest faculty or guest lecturer if unable to attend class.
D. Students may be exempted from attendance at all didactic and clinical units of instruction during an approved leave. However, during those absences, students are held academically accountable for all instructional materials presented in both the clinical and didactic modules. If a student misses an examination, prior arrangements must be made with the faculty member for a make-up examination.
E. Students who are absent from a didactic unit of instruction without valid authorization from the instructor are subject to disciplinary action.
F. Maintain a respectful and professional decorum while in the classroom.
G. Read all assigned course materials prior to class.
H. Discuss course problems and academic difficulties with the instructor in a timely manner.
I. Complete all requisite evaluations in a timely manner.
J. Observe Western Carolina University Standards of Conduct, Code of Ethics, and Academic Honesty Policy.
K. Students have the right to the Graduate School appeal/grievance procedure.
L. Students have the right to academic and personal advisement at Western Carolina University.
M. Students are required to be computer literate and have access to a PC or MAC laptop computer with high-speed wifi capabilities.

**TARDINESS**

Students who are tardy must follow the policies and procedures established by Program administrators and faculty. Excessive tardiness may result in disciplinary action. Tardiness includes reporting late for class or having extended lunch periods and coffee breaks in the clinical area. A pattern of excessive tardiness will result in counseling by the Clinical Coordinator at the clinical site and/or by the Assistant Program Director.

Any further tardiness may result in disciplinary action. All counseling sessions related to tardiness will be documented and become part of a student’s file. If a student has knowledge that he/she will be delayed in reporting to class or clinical, he/she should make every effort to notify the appropriate faculty member.

**MILITARY LEAVE**

Students who request a leave of absence for military training reasons must follow the policies and procedures established by the Program. Students who request a leave of absence MUST
receive approval from the Program Director prior to taking the leave. In acknowledgement of the AANA position statement regarding support of the National Guard and Reserves of the U.S. Armed Forces, students may be granted a maximum of twelve work days annually during the seven-semester program for this activity. It is strongly recommended that the students perform their active training after graduation. If students are assigned clinical duties, it is their responsibility to coordinate the active duty time to not interfere with their clinical commitments. Students who elect to accept active duty training during their course of study are required to discuss the leave with the Program administration prior to requesting active duty. To be eligible for military leave, a student must be in good standing in the Program (academic and clinical) and present official military orders to the Program as soon as orders are received by the student. Students should clearly understand that any missed days may require delayed graduation.

**JURY DUTY**

In the event a student is summoned for jury duty, he or she shall notify the program director and clinical coordinator and every effort shall be made to have the student excused from service on the jury. In the event the student is not excused and has to serve involuntarily, he or she shall be excused from clinical responsibilities up to seven (7) days without penalty. Time beyond seven days will need to be made up regardless of the time spent on jury duty.

**ELECTION DAY**

In order to vote on Election Day, students must receive an absentee ballot, vote early, or vote after clinical assignments. Students must not be prevented from voting by a case running later than the normal assigned shift.

**CONFIDENTIALITY AND HIPAA REGULATIONS**

Patients are entitled to confidentiality with regard to their medical and personal information. The right to confidentiality of medical information is protected by state law and by federal privacy regulations known as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Those regulations specify substantial penalties for breach of patient confidentiality. To meet federal requirements, all Nurse Anesthesia students will complete HIPAA Training for Mission Hospital Students and the WCU HIPAA Training Module/Test. The training covers patient rights and provider responsibilities under the HIPAA Privacy Rule. Each student also will read and sign the WCU Confidentiality Policy.

During clinical training at Mission, all nurse anesthesia students must abide by the Mission privacy policies and procedures that include:

1. All patient medical and personal information is confidential information regardless of my educational or clinical setting(s) and must be held in strict confidence. This confidential information must not become casual conversation anywhere in or out of a hospital, clinic or any other venue. Information may only be shared with health care providers, supervising faculty, hospital or clinic employees, and students involved in the care or services to the patient or involved in approved research projects who have a valid need to know the information.
2. Hospital Information System’s user codes/passwords are confidential. Only the individual to whom the code/password is issued should know the code. No one may attempt to obtain access through the computer system to information to which he/she is not authorized to view or receive. If you are aware that another individual knows your code/password, it is your responsibility to request a new user code/password.

3. At NO TIME should patient information be printed at the hospital. Any patient information used in the process of completing assignments should be hand copied without ANY patient identifying information.

   - Patient information needed for homework (e.g., case preparation or clinical seminar) MUST be de-identified per HIPAA standards, hospital policy and nurse anesthesia program policy.

   - Any collected patient information must be handwritten **(NOT PRINTED)** and relabeled (e.g., Patient A, B, and C or 1, 2 and 3) for use by the student

   - Failure to protect patient information (e.g., failure to de-identify information, failure to keep all patient information secure and protected) will result in administrative review that may result in suspension or dismissal from the WCU nurse anesthesia program

4. If a violation of this policy occurs or is suspected, immediately report this information to your supervising faculty.

5. Intentional misuse of protected health information could also subject an individual to civil and criminal penalties.

When nurse anesthesia students are training at other clinical sites, they are responsible for learning and following the privacy policies and procedures of that training site.

**DRESS CODE**

While at a clinical site, attending classes or otherwise, the mode of dress must be suitable to the attire of a professional person. You should dress business casual (no jeans, sweat shirts, scrub clothes, etc.). Men are expected to wear collared shirts. A white, long-sleeve, blazer-length consultation style jacket must be worn while attending visiting patients. Scrubs may be worn only while in the clinical area and during Anatomy Lab. The WCU ID badge or other clinical site identification must be worn at all times, both on scrub clothes and consultation jackets.

While in clinic, students are to follow the dress code policy of the clinical facility to which they are assigned. Clean scrub clothes, caps totally covering hair, masks, jackets covering arms, and conductive shoe covers are provided by the operating room department. These must be worn while in the clinical area. Shoe covers must be worn over street shoes as applicable to each clinical site. Head covers must be worn at all times when in the clinical area. All head and facial hair must be totally covered. Personal equipment identified as essential must be on your person at all times.
For men, hair may be of reasonable length (to exclude shoulder length) and must be well kept. Beards and mustaches must be well groomed at all times.

Students are expected to conform to dress codes of affiliating hospitals and will be informed of the same before rotating to a new clinical site. Protective eyewear must be worn anytime a student is administering an anesthetic.

**REPRESENTATION**

Program administrators and faculty encourage an active student representation to promote coordination and cooperation among all members of the student body and Program administration. During the first semester of the program, each class will elect a class representative.

Class representatives plan and conduct quarterly student meetings. The representatives meet with Program administration as necessary to discuss issues and concerns regarding the student body. The class representative will present student concerns, make suggestions, and keep students informed as to the results of meetings.

**CALL**

To assure student learning in all areas and aspects of anesthesia practice, students enrolled in the Nurse Anesthesia Education program will be required to participate in call experience. Call is defined as follows: "A planned clinical experience outside the normal operation hours of the clinical facility..." (from Standards set forth by the AANA’s Council on Accreditation of nurse Anesthesia Educational Programs).

Call will be consistent to meet the required objectives relative to emergency-trauma anesthesia call experiences deemed appropriate to the education of a nurse anesthetist. When a student is on “call”, there must be a CRNA or Anesthesiologist clinical faculty immediately available to the student. If students relieve on a case that is in progress, the student may take credit only for that portion of the case or procedure in which they actually participated.

1. A call experience shall be no more than 36 hours total Monday through Friday. The call experience on Saturday and Sunday will be accomplished in minimum 12-hour shifts. Designated holidays will be accomplished by 24-hour shifts. In all cases, the student will have the next day uncommitted to clinical practicum, except for required classes, exams, or conferences.

2. A CRNA or anesthesiologist supervisor must be available in an anesthetizing area when students are administering an anesthetic. **Under no circumstances will a student assume an anesthetizing responsibility without a CRNA or an anesthesiologist. Students may not provide anesthesia services—emergency or otherwise—without the immediately available supervision of a CRNA or anesthesiologist.**

3. Exchanging call assignments after the schedule is finalized IS NOT ALLOWED. It will only be permitted in exceptional circumstances with approval from the Assistant Director.
REPORTING CLINICAL EVENTS

Any clinical event that results in either a potential or actual adverse patient outcome or threatens patient safety must be documented. The goal is to further educational development regarding the identification and documentation of clinical events as they pertain to patient safety. Students are required to report any witnessed injury, breach in patient safety or poor patient outcome in which they are involved. Students must complete the Clinical Event Report form and submit it to the Nurse Anesthesia office within 48 hours of any unusual event or the discovery of any unusual event in the clinical area. Faculty may also complete the Clinical Event Report form. Nurse Anesthesia faculty will review the report. A conference including faculty and the student will be held as needed to address the clinical event. A serious infraction of patient safety is grounds for possible probation and/or dismissal from the program. Failure of the student to report an unusual clinical event within 48 hours of the event, or the discovery of the event, to the Nurse Anesthesia Department may result in possible probation and/or dismissal from the program.
Western Carolina University Nurse Anesthesia Program
Report of Clinical Event Form

Must be submitted to Nurse Anesthesia school within 48 hours
of any unusual clinical event or the discovery of any unusual clinical event

Student Name: __________________________________________________________

Date of Clinical Event: __________________________________________________

Date of Discovery of Clinical Event (if different): ____________________________

Location of Clinical Event: ________________________________________________

List staff and students directly involved: _________________________________

Brief description of the event (include specifics of how you were involved):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date reported to Nurse Anesthesia Faculty/Program: _______________________

Submitted By: ___________________________________________________________

Nurse Anesthesia Policy: Jan ’14
CLINICAL RECORDS

Student’s clinical records are maintained in the Medatrax system. The clinical records serve several purposes:

- It documents the student’s cases and progress towards meeting the clinical experiences required for graduation;
- it assists the faculty and student in determining areas where sufficient experience has been obtained as well as areas where additional experience are needed;
- it documents the student’s time commitment to the program;
- it documents the student’s attendance at clinical correlative conferences; and
- it documents the student’s clinical performance through evaluations.

Each student will record all cases in the Medatrax Nurse Anesthesia Student Tracking System. Cases should be entered in Medatrax at the end of each clinic day. If using the Medatrax PDA component, it must be synched daily.

The Medatrax Case Tracking System consists of many sections (physical status, hours of anesthesia time, anatomic categories, patient position, etc.). For each case, the student will enter “Anesthesia Start Time” and “Anesthesia Stop Time” to document the actual time a student is engaged in administering an anesthetic. It does not include set-up time or the time it takes to do pre- and post-op visits which are separate categories.

The Daily Time Log section of the Medatrax System documents the clinical time the student commits or is obligated to the program each day. This includes assigned OR shifts and pre and post-op visits. Students should record their time at the end of each day. The Clinical Conferences section of the Medatrax System documents the clinical correlation conferences attended by the student. Students should enter any case conference attended as soon as possible; attendance can be verified by case conference sign-in sheets.
WCU Nurse Anesthesia Program Libraries

**WCU Librarian**
Ann Hallyburton, MSLS, MPH, AHIP
Research and Instruction Librarian / Liaison to the Health Professions
Hunter Library, Western Carolina University
Cullowhee, NC 28723
1-866-928-5424
http://researchguides.wcu.edu/healthcare

**MAHEC Health Sciences Medical Library**
Library Hours: Mon - Fri 8:00 am - 5:00 pm
Reference Desk: (828) 257-4444
Document Delivery (828) 257-4446
- A collection of current journals, anesthesia and medical textbooks, and audiovisual materials

Web site: [http://www.mahec.net/library/](http://www.mahec.net/library/)

- Any journal article can be obtained by intra-library loan. Intralibrary loan articles mailed directly to student.
- Copying at MAHEC 20 cents/page
- UNC-Asheville library has shared resource agreement with WCU

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<th>Journal</th>
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<td>3. Anesthesiology</td>
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<td>5. New England J. of Medicine</td>
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<td>Regional Anesthesia and Pain Management</td>
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Reference Sources for Students

Graduate Catalog
Western Carolina University publishes the Graduate Catalog. It describes academic programs, regulations, and policies. An on-line version can be accessed at: 
http://catalog.wcu.edu/index.php
Copies are made available to students registered at the university. Additional copies are available from the Office of Research and Graduate Studies, WCU, Cullowhee, NC 28723, 828-227-7398 or gradsch@email.wcu.edu.

Bookstore URL: http://books.wcu.edu

Student Affairs

Admin & Finance
http://admfin.wcu.edu/

IT (Educational Technology)
http://www.wcu.edu/academics/campus-academic-resources/it/index.asp

Graduate Studies
http://www.wcu.edu/academics/wcu-graduate-school/

How do I order and pay for my books? Where do I pick them up?
You may order your books from Western's Bookstore at (828) 227-7346 or toll free at (866) 272-4102 or online at: http://books.wcu.edu/Home.aspx. You may also order them elsewhere at your discretion.

Registrar/Graduation Info:
http://www.wcu.edu/academics/campus-academic-resources/registrars-office/index.asp

Counseling and Psychological Services Center
828-277-7469
Crisis Services 828-277-8911
Western Carolina University
Nurse Anesthesia Program

General Information

School of Nursing Director: Sharon Metcalfe, EdD, RN
Program Director: Shawn Collins, DNP, PhD, CRNA
Assistant Director: Ian Hewer, MSN, MA, CRNA
Anesthesia Simulation Coordinator: Mark Kossick, DNSc, CRNA
Didactic Instructors: Jim Holleman, MD
                     Cheryl Johnson, DNP, CRNA
Administrative Assistant: Tealok Ray

Plan of Study

The Nurse Anesthesia Program is a minimum 28-month graduate program of study for full-time students that awards the graduate a Master of Science in Nursing (MS(N)) degree from Western Carolina University and preparation to sit for the national certification examination. The program integrates research, advanced physiology, advanced pharmacology, advanced pathophysiology, anesthesia principles, and chemistry and physics.

Students enrolled in the Nurse Anesthesia Program will complete a minimum of 66 course credits during the 28-month program. In addition to Nurse Anesthesia specialty course, students will take School of Nursing required core courses.

NA program Jan ‘14
# WCU Nurse Anesthesia Program Course of Study

**Subject to change**

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WCU Department of Nursing Graduate Program Outcome Objectives:

The masters nursing graduate will:
I. Synthesize concepts and theories from nursing and related disciplines to form the basis for advanced practice.
II. Analyze socio-cultural, ethical, economic and political issues that influence patient/client and community outcomes.
III. Utilize the process of scientific inquiry to validate and refine knowledge and research relevant to advanced practice nursing.
IV. Demonstrate expertise in a defined area of advanced practice.
V. Integrate health promotion and disease prevention concepts in advanced practice nursing.
VI. Demonstrate cultural sensitivity and an understanding of human diversity in delivery of health care across the lifespan.
VII. Demonstrate proficiency in the use and management of advanced technology related to a defined area of advanced practice nursing.
VIII. Demonstrate the ability to engage in multidisciplinary professional relationships in the conduct of advanced practice.

WCU Nurse Anesthesia Outcome Objectives

Graduates of the Western Carolina University Nurse Anesthesia Program will:

Patient safety
1. Be vigilant in the delivery of patient care.
2. Protect patients from iatrogenic complications.
3. Participate in the positioning of patients to prevent injury.
4. Conduct a comprehensive and appropriate equipment check.
5. Utilize standard precautions and appropriate infection control measures.

Individualized peri-anesthetic management:
1. Provide care throughout the peri-anesthetic continuum.
2. Use a variety of current anesthesia techniques, agents, adjunctive drugs, and
equipment while providing anesthesia
3. Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
4. Provide anesthesia services to all patients, including trauma and emergency cases.
5. Administer and manage a variety of regional anesthetics.
6. Function as a resource person for airway and ventilatory management of patients.
7. Possess current advanced cardiac life support (ACLS) recognition.
8. Possess current pediatric advanced life support (PALS) recognition.
9. Deliver culturally competent peri-anesthetic care throughout the anesthesia experience.

Critical thinking:
1. Apply theory to practice in decision-making and problem solving.
2. Provide nurse anesthesia care based on sound principles and research evidence.
3. Perform a pre-anesthetic assessment and formulate an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
4. Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
5. Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
6. Calculate, initiate, and manage fluid and blood component therapy.
7. Recognize and appropriately respond to anesthetic complications that occur during the peri-anesthetic period.
8. Critically evaluate research and associated anesthesia-related outcomes.
9. Pass the Council on Certification of Nurse Anesthetists’ (CCNA) certification examination in accordance with CCNA policies and procedures.

Communication skills:
1. Effectively communicate with all individuals influencing patient care.
2. Utilize appropriate verbal, nonverbal, and written communication in the delivery of peri-anesthetic care.
3. Demonstrate the ability to deliver a clear and organized public presentation.

Professional role:
1. Participate in activities that improve anesthesia care.
2. Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice.
3. Interact on a professional level with integrity.
4. Teach others.
5. Participate in continuing education activities to acquire new knowledge and improve his or her practice.
6. Understand sound principles of anesthesia risk management to include preventive and procedural strategies.
7. Understand health policy, finance, and business principles as they relate to anesthesia.
8. Describe leadership principles, including ethics and cultural awareness in healthcare.
9. Understand the importance of health and wellness in self and the anesthesia profession.
Nurse Anesthesia Specialty Course Descriptions and Course Objectives

**NSG 602 Advanced Physical Assessment and Diagnosis**
Clinical evaluation and physical assessment for the nurse anesthetist.

**Course Objectives:**
Upon completion of this course the student will be able to:
1. Explain physiology/pathophysiology in relation to selected laboratory and imaging procedures, including electrophysiology, hematology, renal/urine, and blood chemistries.
2. Utilize knowledge of perianesthesia care to identify indications for specific laboratory and imaging procedures.
3. Interpret selected laboratory tests.
4. Perform a preoperative and perioperative physical examination of the surgical patient.

**NSG 629 Foundational Science for Nurse Anesthesia, 2 credits**
Applied sciences course that introduces the basic principles of chemistry, physics and neuroscience and the integration of these principles into the practice of nurse anesthesia.

**Course Objectives:**
Upon completion of this course the student will be able to:
1. Synthesize physical principles and their relationship to the practice of anesthesia
2. Differentiate neurologic anatomy and physiology and describe the effects of anesthetic medications on neurological systems.
3. Analyze and integrate select principles of organic and inorganic chemistry to the practice of anesthesia.

**Major Topics:**
- Math Review, Pressure, Tension, Flow, Solubility
- Gas Laws
- Solubility
- Diffusion and Osmosis
- Vaporization
- Electricity
- Chemistry Anesthetic Agents
- Neuroanatomy and Neurophysiology
- Mechanisms of General Anesthesia
- Physiology of Pain

**Schedule:** On campus – Semester I
**NSG 618 Survey of Pharmacotherapeutics, 3 credits**
Pharmacologic basis of drug management as it relates to the use of drugs, both prescriptive and non-prescriptive for patients throughout the life span. Includes pharmacodynamics and pharmacokinetics of drug groups, dosage calculations, drug interactions and patient education.

**Course objectives:** At the completion of this course, the student will be able to:
1. Understand the pharmacokinetics and pharmacodynamics of broad categories of drugs.
2. Describe the pharmacotherapeutics of broad categories of drugs including prescription drugs, complementary therapies, and over the counter medications.
3. Understand the relationship among pharmacologic agents, pathophysiology and physiologic response.
4. Describe adverse reactions, monitoring parameters, and drug interaction considerations for broad categories of drugs.

**Major Topics:**
- Basics of Pharmacotherapy & Dosage Calculations
- Receptors, Peripheral & Autonomic Nervous System Drugs
- Central Nervous System Drugs & Psychiatric Drugs
- Gastrointestinal, Hematologic & Dyslipidemia Drugs
- Smooth Muscle & Pulmonary Drugs
- Cardiovascular-Renal System Drugs
- Endocrine System Drugs
- Anti-Infective Agents & Drugs
- Analgesics, Pain Management, Drugs of Abuse, Arthritis, Gout

**Schedule:** On-line, Semester III

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**NSG 630 Advanced Physiology for Nurse Anesthetists, 3 credits**
Cardiovascular, respiratory, renal, neurological, hematological, and cellular physiology, with particular emphasis on how these systems relate to anesthesia management.

**Course objectives:** At the completion of this course the student will be able to:
1. Describe the important anatomical structures for each of the body systems presented.
2. Discuss the major functions and processes of each of the major body systems discussed.
3. Synthesize the complex regulatory processes that produce homeostasis for each of the body systems discussed.
4. Analyze the effects of anesthesia on select physiologic systems.

**Schedule:** On campus-Semester I

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**NSG 631 Advanced Pathophysiology for Nurse Anesthetists I, 3 credits**
Pathophysiologic disorders with emphasis on the surgical patient and implications for safe anesthesia management.

**Course objectives:** At the completion of this course the student will be able to:
1. Analyze the pathophysiologic basis, manifestations, and treatment options for the disorders discussed.
2. Integrate information regarding the presented pathophysiology with perioperative and anesthesia management.

**Major topics:** Hematological diseases
- Cardiovascular disorders
- Neuromuscular and musculoskeletal disorders
- Pain
- Psychiatric disorders
- Neurological diseases

**Schedule:** On-campus-Semester II

**NSG 632 Advanced Pathophysiology for Nurse Anesthetists II, 3 credits**
Pathophysiologic disorders with emphasis on the surgical patient and implications for safe anesthesia management.

**Course objectives:** At the completion of this course the student will be able to:
1. Analyze the pathophysiologic basis, manifestations, and treatment options for the disorders discussed.
2. Integrate information regarding the presented pathophysiology with perioperative and anesthesia management.

**Major topics:** Reproductive System
- Endocrine disorders
- Respiratory diseases
- Pediatric disorders
- Renal disease
- Liver disease

**Schedule:** On-campus-Semester III

**NSG 661 Advanced Anesthesia Pharmacology I, 3 credits**
Pharmacologic effects, drug-receptor site interactions, structure activity relationships, therapeutic uses and adverse effects of agents used in the perioperative period.

**Course objectives:** At the completion of this course the student will be able to:
1. Explain the major principles of pharmacokinetics and pharmacodynamics as they relate to inhalational and intravenously administered drugs.
2. Analyze the mechanism of action and the pharmacologic effects of specific anesthetic agents including inhalational agents, benzodiazepines, and opioids.
3. Analyze the mechanism of action and the pharmacologic effects of adjunctive agents used in the perioperative period including anticoagulants, gastroprokinetic agents, diuretics, and antiemetics.
4. Integrate information regarding herbal products and their effects in the perioperative period.
NSG 662: Advanced Anesthesia Pharmacology II, 3 credits
Drug mechanisms, pharmacologic effects, drug-receptor site interactions, structure activity relationships, therapeutic uses and adverse effects of agents used in the perioperative period.

Course objectives: Upon completion of the course the student will be able to:
1. Analyze the appropriateness of specific general and local anesthetic agents considering patient-specific body habitus, age, physiology, concurrent medications, pathophysiology, and the surgical procedure.
2. Discuss the uses, limitations and contraindications of depolarizing and non-depolarizing neuromuscular blockers, local anesthetics, cardiovascular and asthma medications recognizing differences in onset, duration of action, clearance, and side effects.
3. Synthesize appropriate and safe anesthesia management protocols utilizing the anesthetic agents discussed

Major Topics: Antacids, Histamine antagonists and Gastrointestinal Prokinetics
Anticoagulants, Anti-platelet agents, Thrombolytics
Local anesthetics
Autonomic pharmacology
Cardiovascular pharmacology
Antiemetics
NSAIDS

Schedule: On-campus Semester II

NSG 640 Basic Principles of Anesthesia, 3 credits
Basic principles of preoperative patient assessment, anesthesia planning, operating room preparation, interpretation of pertinent patient findings, and required documentation for safe anesthesia management.

Course objectives: At the completion of this course the student will be able to:
1. Outline the components, describe the operation, perform equipment checks and demonstrate procedures for safe use of the anesthesia machine and adjunctive equipment.
2. Synthesize information obtained in a comprehensive preoperative evaluation and formulate a basic anesthesia plan of care, including positioning, fluid administration, basic monitoring, and airway management.
3. Communicate perioperative assessment findings, derived from the synthesis of data, in appropriately documented form.

**Major topics**: Non-invasive monitoring
- Airway anatomy, assessment, management
- Preoperative assessment
- Fluid and blood component therapy
- Positioning
- Anesthesia machine functions
- Documentation
- Universal precautions and infection control

**Schedule**: On-campus, Semester I

**NSG 641, Advanced Principles of Anesthesia I, 2 credits**
Anesthetic principles associated with specific specialty procedures; management of identified patient groups and patients with special problems.

**Course objectives**:
1. Synthesize appropriate and safe anesthetic management plans based on the patient’s age, pathophysiology, and surgical procedure.
2. Differentiate anatomical and physiological features, equipment issues, and pharmacological considerations unique to pediatric patients.
3. Differentiate anatomical and physiological features and pharmacological considerations associated with geriatric patients.

**Major topics**: Gynecologic procedures
- Orthopedic procedures
- General surgery
- Otolaryngologic procedures
- Pediatric patients
- Geriatric patients

**Schedule**: On-campus, Semester II

**NSG 642, Advanced Principles of Anesthesia II, 2 credits**
Anesthetic principles associated with specific specialty procedures; management of identified patient groups and patients with special problems.

**Course objectives**:
1. Synthesize appropriate and safe anesthetic management plans based on the patient’s age, pathophysiology, and surgical procedure.
2. Differentiate anatomical and physiological features, equipment issues, and pharmacological considerations unique to pediatric patients.
3. Differentiate anatomical and physiological features and pharmacological considerations associated with geriatric patients.

**Major topics**: Cardiovascular procedures
- Thoracic procedures
Plastic surgery  
Ophthalmic procedures  
Neurological procedures  
CVP insertion  
Trauma  
Genitourinary procedures

**Schedule:** On-campus, Semester III

**NSG 643, Advanced Principles of Anesthesia III, 2 credits**  
Anesthetic principles associated with specific specialty procedures and management of identified patient groups and patients with special problems.  

**Course objectives:**  
1. Synthesize appropriate and safe anesthetic management plans based on the patient’s age, pathophysiology, and surgical procedure.  
2. Differentiate surgical and equipment issues, monitoring, and pharmacological considerations unique to the procedures presented.  
3. Differentiate anatomical and physiological features and positioning considerations associated with procedures presented.  

**Major topics:** Ambulatory and off-site anesthesia  
Regional anesthesia  
Obstetrical anesthesia  
Obesity/bariatric procedures  
The patient with burn injury  
Critical care

**Schedule:** On-campus, Semester IV

**NSG 688, NSG 689 Clinical Anesthesia Practicum I, II, III, IV, V, VI, and VII, variable credits**  
Practicum in simulation laboratory, hospital, or outpatient surgical sites with graduated, guided instruction in the clinical management of patients receiving various types of anesthesia. Each practicum builds on previously developed skills progressing from basic operating room orientation to the administration of anesthesia for patients exhibiting complicated pathophysiology. Focus is on preparation, planning, and implementation of a safe anesthetic, and application of prior classroom learning. Specialty areas such as pediatrics, obstetrics, cardiac, thoracic, trauma, urologic, vascular, orthopedic, neurologic, geriatrics and regional anesthesia are incorporated. Human Patient Simulation modules will be used to reinforce clinical concepts. Health care team communication, collaboration, and education are stressed. A clinical coordinator at each clinical site will coordinate and monitor the student's progress. It is expected that students will continue clinical rotations through university designated break periods.

Selected topics, journal articles and case reports are presented, critically analyzed and discussed by presenters and participants once a week at a clinical and literature review
conference. Prerequisite: Each practicum must be taken in sequential order; permission of instructor.

**Course objectives:**

1. Be vigilant in the delivery of patient care.
2. Protect patients from iatrogenic complications.
3. Participate in the positioning of patients to prevent injury.
4. Conduct a comprehensive and appropriate equipment check.
5. Utilize standard precautions and appropriate infection control measures.
6. Provide care throughout the perianesthetic continuum.
7. Use a variety of current anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia.
8. Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
9. Provide anesthesia services to all patients, including trauma and emergency cases.
10. Administer and manage a variety of regional anesthetics.
11. Function as a resource person for airway and ventilatory management of patients.
12. Deliver culturally competent perianesthetic care throughout the anesthesia experience.
13. Apply theory to practice in decision-making and problem solving.
14. Provide nurse anesthesia care based on sound principles and research evidence.
15. Perform a preanesthetic assessment and formulate an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
16. Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
17. Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
18. Calculate, initiate, and manage fluid and blood component therapy.
19. Recognize and appropriately respond to anesthetic complications that occur during the perianesthetic period.
20. Effectively communicate with all individuals influencing patient care.
21. Utilize appropriate verbal, nonverbal, and written communication in the delivery of perianesthetic care.
22. Participate in activities that improve anesthesia care.
23. Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice.
24. Interact on a professional level with integrity.
25. Teach others.
26. Participate in continuing education activities to acquire new knowledge and improve his or her practice.
27. Understands sound principles of anesthesia risk management to include preventive and procedural strategies.
28. Present organized and clear evaluations and critiques of research, journal articles, and case presentations.

**Schedule:**

Clinical practicum 1-4 days/week, 7 semesters
Clinical and journal review, 1 hour/week, 6 semesters
Evaluation: Evaluation tools are formulated to reflect the increased complexity of cases as the student progresses through the program. The clinical instructor completes an evaluation tool after each clinical day (formative evaluation) and the total grade is calculated and conferred by the course instructor from the semester total evaluations (summative evaluation). At least 4 comprehensive and acceptable care plans must be submitted each semester. Clinical practicum is graded as Satisfactory (S) or Unsatisfactory (U).

NSG 516 Economics and Organization of Healthcare, 2 credits
Students are presented content drawn from several disciplines in order to advance their knowledge of the evolution, organization, development of health policy, and the economics and financing of the contemporary American health care system.

Course objectives:
1. Analyze the organization, interrelationships among components, and function of the U.S. health care system.
2. Analyze contemporary health care issues related to cost control, distribution of services, health policy development, and access to care in the American health care system.
3. Evaluate governmental and managed care influences on reimbursement for advanced practice nurses.
4. Evaluate concepts and skills necessary to marketing advanced practice nursing.

Schedule: On-line, semester VI

NSG 501 Roles and Issues, 2 credits
This course provides an analysis of nurse anesthesia professional associations and councils, legal aspects governing nurse anesthesia practice, hospital and governmental regulatory agencies, nurse anesthesia scope of practice, informed consent, the impaired practitioner, cultural competency, and ethical and professional considerations relating to the nurse anesthesia profession. Pre-requisite: permission of instructor.

Course objectives:
1. Describe the historical development of an advanced practice nursing specialty.
2. Analyze major legal and ethical issues related to an advanced practice nursing specialty.
4. Describe the significance of scope of practice issues in an advanced practice nursing specialty.
5. Analyze role stress and role strain experienced by students in advanced practice nursing programs.

Schedule: 2 hours/week, Semester VII, lecture/discussion/audiovisuals/presentation

NSG 672 Nurse Anesthesia Review, 3 credits
Review of the chemistry & physics, pathophysiology, pharmacology, physiology, and management principles associated with anesthesia care.

**Course objectives**
1. Contribute to class review of anesthesia management principles.
2. Demonstrate integration of anesthesia management concepts in all areas covered by the CCNA certification examination by passing a comprehensive examination.

**Activities:**
Each student will develop, organize and present a cogent analysis of assigned topics on anesthesia management. The final Satisfactory (S) / Unsatisfactory (U) grade will be based on successful completion (minimum 70% score) on a multiple choice comprehensive examination.

  Satisfactory = 70% - 100%
  Unsatisfactory = less than 70%

**Schedule:** On-campus, Semester VII
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### Spring (Semester IV)
**Publication Manual of the American Psychological Association, Sixth Edition**
By American Psychological Association

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### OPTIONAL Anesthesia Textbooks
*The following texts have been helpful to some students for supplemental reading. They are NOT required.*

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<td>Anesthesia and Uncommon Diseases, 6th ed</td>
<td>Fleisher L.</td>
<td>WB Saunders</td>
<td>978-1-4377-2787-6</td>
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<td>Anesthesia Case Simulator</td>
<td><a href="http://www.anesoft.com">www.anesoft.com</a></td>
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<td><em>Cousins and Bridenbaugh’s Neural Blockade in Clinical Anesthesia</em></td>
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<td>and Pain Medicine, 4th Ed., 2009. ISBN:</td>
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<td><em>Goodman and Gilman’s The Pharmacological Basis of</em></td>
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<td>978-0071624428</td>
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<td><em>Therapeutics</em>. McGraw-Hill Professional; 12 edition (December</td>
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<td><em>Smith’s Anesthesia for Infants and Children</em>. Motoyama &amp; Davis,</td>
<td>8th</td>
<td>978-0323066129</td>
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<td><em>Understanding Anesthesia Equipment</em>, 5th ed, Dorsch J, Dorsch S,</td>
<td></td>
<td>978-0781776035</td>
<td>$153.00</td>
<td></td>
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<tr>
<td>Lippincott Williams &amp; Wilkins, 2008 ISBN-13:</td>
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<tr>
<td><em>Virtual Anesthesia Textbook</em></td>
<td></td>
<td></td>
<td>Free</td>
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</table>

Rev. 09/13, 08/14, 10/15
Title: 1.4 Evaluation Committee

Purpose: To perform regular evaluation of student progress and evaluation of program outcome objectives.

Policy and Procedures:

A. Membership:
   1. Program Director
   2. Program Assistant Director
   3. NA Faculty
   4. Clinical Coordinators
   5. Senior Student
   6. Junior Student
   7. Department of Nursing Graduate Faculty Member

B. The evaluation committee will review:
   1. Student evaluations of clinical sites and clinical instructors
   2. Student clinical and didactic progression
   3. Student graduation rates
   4. Student employment rates
   5. Student semester program evaluations
   6. Certification examination and SEE pass rates and mean scores
   7. Graduate evaluations
   8. Graduate employer evaluations
   9. Department of Nursing Alumni Assessment Survey results
   10. Faculty evaluations of program

C. The Evaluation Committee will meet two times each year, at the completion of the spring and fall semesters. Student committee members will be excused for discussions regarding specific students’ grades or evaluations.

D. Based on review of the evaluations and comments, the Evaluation Committee will evaluate program length and tuition and fees in relation to career opportunities and credentials earned.

E. The Evaluation Committee will assess whether current resources are adequate to achieve the program’s purpose and outcomes.

F. The Evaluation Committee will make recommendations regarding improvements and changes to the evaluation process as indicated.

G. Based on student, faculty and graduate evaluations, course completion rates, program completion rates, and committee member input, the Evaluation Committee will address and respond to matters regarding major programmatic revisions to the
curriculum, propose appropriate faculty or student development activities, advise on future enrollment, and help determine changes to program policy and procedures.

H. Based on student, faculty and graduate evaluations and committee member input, the Evaluation Committee will evaluate the program’s quality and integrity and determine whether the terminal objectives of the program are being met.

I. The Evaluation Committee will provide input for incorporating current and innovative trends in education and nurse anesthesia practice to enhance the quality of the curriculum.

**Title:** 4.1 Nurse Anesthesia Program Evaluation Plan  
**Purpose:** Throughout the program, students, faculty, graduates and graduate employers will be asked to perform regular evaluations to assist in determining the program’s integrity and educational effectiveness. This process helps to identify not only the program's present status, but also assists in determining future goals and methods of improvement for initiating purposeful change.

**Policy and Procedures:**
The following evaluations will be completed as outlined:
SON = School of Nursing/University evaluation process  
NAP = Nurse Anesthesia Program evaluation process  
COA = Council on Accreditation

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Process</th>
<th>Reviewed by:</th>
<th>Date</th>
</tr>
</thead>
</table>
| 1. Student Evaluation of Academic Faculty | Evaluation of each didactic instructor with teaching responsibilities using online tools that are tailored to standard, research, seminar, clinical, laboratory, televised, and on-line course formats. (SON) | Instructor  
Department Director | End of each semester |
| 3. Student Evaluation of Academic Course | Evaluation of each course using Survey Monkey that are tailored to specific course objectives. (SON) | Instructor  
Program Director  
SON Graduate Faculty | End of each semester |
| 4. Student Evaluation of Program | Evaluation of the program via Western Carolina University Nurse Anesthesia Program End of Semester Evaluation Form. (NAP) | Program Director  
Program faculty  
NAP Evaluation Committee | End of each semester |
| 5. Student Evaluation of Clinical Instructor | Evaluation of clinical instructors. (NAP)  
Via Medatrax Clinical Instructor Evaluation Form | Program Director  
Instructor | End of each semester |
| 6. Student Evaluation of Clinical Site | Evaluation of the clinical site. (NAP)  
Via Medatrax Clinical Instructor Evaluation Form | Program Director  
Clinical Coordinator | End of each semester |
| 7. Student's Self Evaluation | Students submit a written self evaluation of their progress and goals using WCU Nurse Anesthesia Program Student Self-Evaluation Form. The self-evaluation is discussed with program faculty at the student’s end of semester evaluation conference. (NAP) | Student  
Program faculty | End of each semester |
<table>
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<tr>
<th>Evaluation</th>
<th>Process</th>
<th>Reviewed by:</th>
<th>Date</th>
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</thead>
</table>
| 8. **Student Council on Certification of Nurse Anesthetists (CCNA)**      | Students will complete the SEE. Examination scores will be discussed with students as a mechanism to recognize achievement and to focus on areas needing improvement. Self-Evaluation Examination pass rates and mean scores. | ■ Program Director  
■ Program faculty  
■ Student  
■ Department Director  
■ NAP Evaluation Committee  
■ SON Advisory Committee | Self Evaluation Examination: Spring Semester, Year II of program                                                                                  |
| **Self-Evaluation Examination (SEE):**                                    |                                                                                                                                                                                                         |                                                                                                                                                   |                                                                                           |
| 9. **Student CCNA National Certification Examination**                    | Students will complete the NCE after graduation. Examination scores will be reviewed and discussed as a mechanism to recognize achievement and to focus on areas needing improvement. National Certification Examination pass rates and mean scores. | ■ Program Director  
■ Program faculty  
■ Student  
■ Department Director  
■ NAP Evaluation Committee  
■ SON Advisory Committee | Annual                                                                                     |
| **Student CCNA National Certification Examination**                       |                                                                                                                                                                                                         |                                                                                                                                                   |                                                                                           |
| 10. **Graduate Evaluation:**                                             | Nurse anesthesia students will evaluate the program’s overall effectiveness in preparing them for the role of a nurse anesthetist at program completion. (NAP)                                                                 | ■ Students  
■ Program Director  
■ Program faculty  
■ SON Evaluation Committee | Program completion (End of Semester VII)                                                 |
| **Graduate Evaluation:**                                                  |                                                                                                                                                                                                         |                                                                                                                                                   |                                                                                           |
| 11. **Graduate Alumni Survey**                                           | The Department of Nursing sends a questionnaire to program graduates 1 year post-graduation and every 5 years to assess graduate programs and their alumni. (SON)                                                                 | ■ SON Director  
■ Program Director  
■ Program faculty  
■ Evaluation Committee  
■ Advisory Committee | 1 year post graduation and every 5 years                                                 |
| **Graduate Alumni Survey**                                               |                                                                                                                                                                                                         |                                                                                                                                                   |                                                                                           |
| 12. **Employer Evaluation of Program Graduates**                         | Employers will evaluate the competence of graduates entering clinical practice and graduate effectiveness in meeting program objectives. (NAP)                                                                 | ■ SON Director  
■ Program faculty  
■ Program Director  
■ NAP Evaluation Committee  
■ SON Advisory Committee | Every 5 years                                                                               |
<p>| <strong>Employer Evaluation of Program Graduates</strong>                            |                                                                                                                                                                                                         |                                                                                                                                                   |                                                                                           |</p>
<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Process</th>
<th>Reviewed by:</th>
<th>Date</th>
</tr>
</thead>
</table>
| 13. Clinical Faculty Evaluation of Student's Clinical Performance | Clinical faculty complete daily evaluations of student performance using outlined semester objectives via Medatrax Clinical Evaluation Forms. (NAP) | ▪ Student  
▪ Clinical Coordinator  
▪ Program Director | Daily |
| 14. Faculty Self-Evaluation                  | Faculty submit a dossier of accomplishments annually for the Reappointment, Promotion, and Tenure (RPT) review process. (SON) | ▪ SON Director  
▪ TPR Committee (for tenure track faculty) | Annual |
| 15. Clinical and Didactic Instructor Evaluation of NA Program | Didactic and clinical instructors evaluate the program annually during the spring semester. (NAP) | ▪ Program Director  
▪ Program faculty  
▪ NAP Evaluation Committee | Annual |
| 16. Program Document Review                  | Program faculty review all program documents relevant to program operation and support, including *NA Faculty Handbook*, policies & procedures, program documents, and *NA Student Handbook*. (NAP) | ▪ Program Director  
▪ Program faculty  
▪ SON Director Curriculum Committee as indicated | Annual |
| 16. Administrative & logistical support      | Examination and evaluation of program financial, personnel, administrative & material resources and their ability to support educational activities. Determination if CRNA program director and faculty office space is sufficient for completion of administrative & educational tasks. Evaluation of student educational environment. (NAP) | ▪ Program Director  
▪ Program faculty  
▪ SON Director  
▪ Dean College of Health and Human Sciences | Annual |
| 17. Council on Accreditation Self Study      | The NA Program will complete a Self-Study in accordance with Council on Accreditation requirements. (NAP, SON) | ▪ Program Director  
▪ Program faculty  
▪ SON Director  
▪ Associate Dean for Academic Affairs  
▪ Dean College of Health and Human Sciences  
▪ COA | On-going |

*In concert with the SON Master Evaluation Plan; Nurse Anesthesia Policy: Jan '14*
<table>
<thead>
<tr>
<th>Affiliation Site</th>
<th>Hospital Information</th>
<th>Type of Clinical Experience</th>
<th>Clinical Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Health System</td>
<td>800 bed hospital</td>
<td>Pediatrics, thoracic, cardiovascular, trauma, advanced monitoring, neurosurgical, general surgery, ENT, OB</td>
<td><strong>Brian Kopicki</strong>, CRNA</td>
</tr>
<tr>
<td></td>
<td>Level II Trauma</td>
<td>Regional: SAB, epidural, peripheral nerve blocks</td>
<td><strong>Lisa Danks</strong>, CRNA</td>
</tr>
<tr>
<td></td>
<td>Center</td>
<td></td>
<td><strong>Ian Hewer</strong>, CRNA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chief CRNA:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Doug Roberts</td>
</tr>
<tr>
<td>Park Ridge Hospital</td>
<td>103 bed hospital</td>
<td>ENT, vascular, pediatric, general surgery, orthopedics, spine, regional anesthesia, hand service, obstetrics, neurosurgery, code calls</td>
<td><strong>Jeff Coston</strong>, DO</td>
</tr>
<tr>
<td>Naples Rd.</td>
<td>13 miles from</td>
<td></td>
<td><strong>Cindy Bonincontri</strong>, CRNA</td>
</tr>
<tr>
<td>Fletcher, NC 28732</td>
<td>Asheville</td>
<td></td>
<td>Chief CRNA:</td>
</tr>
<tr>
<td>JCHA accredited</td>
<td></td>
<td></td>
<td>Cindy Bonincontri</td>
</tr>
<tr>
<td>Haywood Regional Medical Center</td>
<td>194-bed hospital</td>
<td>ENT, orthopedic, general surgery, regional anesthesia</td>
<td><strong>Randy Parker</strong>, CRNA</td>
</tr>
<tr>
<td>262 Leroy George Dr</td>
<td>25 miles from</td>
<td></td>
<td>Chief CRNA:</td>
</tr>
<tr>
<td>Clyde, NC 28721</td>
<td>Asheville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital: (800) 834-1729</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JCHA accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harris Regional Hospital (part of Duke LifePoint</td>
<td>86-bed hospital</td>
<td>Pediatrics, general surgery, gynecology, orthopedics, otolaryngology, regional anesthesia, obstetrics</td>
<td><strong>Chris Rich</strong>, CRNA</td>
</tr>
<tr>
<td>Health System)</td>
<td>48 miles from</td>
<td></td>
<td><strong>Chase Robinson</strong>, MD</td>
</tr>
<tr>
<td>68 Hospital Road</td>
<td>Asheville</td>
<td></td>
<td>Chief CRNA:</td>
</tr>
<tr>
<td>Sylva, NC 28779</td>
<td></td>
<td></td>
<td>Chris Rich, CRNA</td>
</tr>
<tr>
<td>JCHA accredited</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frye Regional Medical Center</td>
<td>355-bed hospital</td>
<td>Pediatrics, thoracic, cardiovascular, trauma, advanced monitoring, neurosurgical, general surgery, ENT, OB</td>
<td><strong>Philip Weisenhorn</strong>, CRNA</td>
</tr>
<tr>
<td>420 N. Center Street</td>
<td>85 miles from</td>
<td></td>
<td><strong>Chief CRNA:</strong></td>
</tr>
<tr>
<td>Hickory, NC 28601</td>
<td>Asheville</td>
<td></td>
<td>Philip Weisenhorn, CRNA</td>
</tr>
<tr>
<td>St. Luke’s Hospital</td>
<td>25-bed hospital</td>
<td>General surgery, orthopedics,</td>
<td><strong>Ric Osborn</strong>, CRNA</td>
</tr>
<tr>
<td>101 Hospital Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Type of Practice</td>
<td>Services Provided</td>
<td>Contact Person</td>
</tr>
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</tr>
<tr>
<td>Columbus, NC 28722</td>
<td>CRNA only practice</td>
<td>ophthalmology, GYN, urology, pain management, regional anesthesia</td>
<td>Chief CRNA: Jeff Burton, CRNA</td>
</tr>
<tr>
<td>Asheville Surgery Center</td>
<td>9 OR, 2 Procedure rooms Outpatient surgery facility</td>
<td>Outpatient General, Pediatric, ENT, Orthopedic, GYN, regional anesthesia</td>
<td>Jim Gavach, CRNA</td>
</tr>
<tr>
<td>Asheville, NC 28803</td>
<td>260-bed hospital</td>
<td>Pediatric: Outpatient, thoracic, Cardiovascular, spines, general, ENT, trauma, GU, Transplants, Craniofacial, Neurosurgery, Orthopedic</td>
<td>Andrea Kristofy, MD</td>
</tr>
<tr>
<td>Kosair Children’s Hospital</td>
<td>222-bed hospital</td>
<td>General surgery, orthopedics, ophthalmology, GYN, urology, ENT, thoracic</td>
<td>Bryan Haslam, CRNA</td>
</tr>
<tr>
<td>Louisville, KY 40202</td>
<td>207-bed hospital</td>
<td>General surgery, orthopedics, ophthalmology, GYN, urology, ENT, vascular</td>
<td>Leigh Sauls, CRNA</td>
</tr>
<tr>
<td>Pardee Hospital</td>
<td>14 miles from Asheville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hendersonville, NC 28791</td>
<td>63 miles from Biltmore Park</td>
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</tr>
</tbody>
</table>

***On occasion, students request to do a rotation at a site other than the sites currently approved. The anesthesia program is willing to consider such requests, however, the costs of the required site visit and the COA approval fees will be the student’s responsibility.***
I have received a copy, reviewed, and understand the guidelines, schedules and policies set forth in the Western Carolina University Nurse Anesthesia Program Student Handbook. I am responsible for the most current handbook found on MSN Homeplace.

Student Signature: __________________________

Printed Name: _______________________________

Date: ____________________