METRO STATE UNIVERSITY

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MSA

MINNEAPOLIS SCHOOL of ANESTHESIA

Doctor of Nursing Practice Nurse Anesthesia Handbook



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DNP Nurse Anesthesia Mission and Vision

Mission Statement

Our mission is to provide accessible and high-quality anesthesia education that promotes safe and evidence-based care within a doctoral framework. We empower diverse students to achieve their educational goals and become competent registered nurse anesthetists. Through community engagement, academic excellence, and a commitment to innovation, we strive to positively impact patient outcomes and advance the field of anesthesia.

Vision Statement

Our vision is to be a premier nurse anesthesia school, providing our students with the knowledge, skills and attitudes they need to be successful as nurse anesthetists.

We will achieve this vision by

- Offering a rigorous curriculum that covers the latest advances in anesthesia care.
- Using teaching methods that promote active learning and critical thinking.
- Providing our students with the opportunity to gain clinical experience in a variety of settings.
- Creating a supportive and inclusive environment where our students can thrive.

We believe that our graduates will be prepared to provide safe and effective anesthesia care to patients of all ages, cultures, and backgrounds. They will be leaders in the field of nurse anesthesia, and they will make a positive impact on the lives of their patients.

Program Values

Patient safety

The school's primary focus is on ensuring the safety of patients. This means providing students with the knowledge and skills they need to identify and manage risks, and to provide safe and effective anesthesia care.

Excellence in education

The school is committed to providing students with an excellent doctoral education. This means offering a rigorous curriculum that covers the latest advances in anesthesia care, and using teaching methods that promote active learning and critical thinking.

Professionalism

The school expects students to demonstrate professionalism in all aspects of their education and practice. This includes being honest, ethical, and compassionate, and

upholding the highest standards of patient care.

Compassion

The school believes that compassion is essential to providing quality anesthesia care. Students are taught to be empathetic and understanding, and to put the needs of their patients first.

Collaboration

The school believes that collaboration is essential to providing safe and effective anesthesia care. Students are taught to work effectively with other healthcare professionals, and to communicate effectively with patients and their families.

Diversity

We are committed to creating a diverse and inclusive nurse anesthesia program. We believe that diversity makes our program stronger and better able to serve our patients. A diverse workforce brings a variety of perspectives and experiences to the table, which can help to improve patient care.

Innovation

The school is the forefront for anesthesia education. This includes offering cutting-edge curriculum, high tech simulation, cadaver experiences, and using innovative teaching methods.

Statement of Non-Discrimination

Minneapolis School of Anesthesia and Metropolitan State University are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. The Minneapolis School of Anesthesia adheres to the following Metropolitan State University's policies and can be found on the Metro State website.

- Policy 1010: Equal Opportunity/Nondiscrimination Employment and Education
- Procedure 101: Equal Opportunity/Nondiscrimination in Employment/Education Procedure

Program Rights and Responsibilities

The School and its Affiliating institutions have the right to expect that:

- Program staff will maintain the standards and requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
- Students and staff will follow the policies and procedures of the Minneapolis School of Anesthesia and Metropolitan State University.
- Students and staff must comply with the policies and procedures of each clinical affiliation where they participate in clinical activities.
- The School and its Affiliating institutions have the responsibility to:
- Implement a systematic evaluation process that allows for continuous self-assessment and programmatic change.
- Offer a didactic and clinical curriculum that provides opportunities and experiences for students to become competent in the field.
- Maintain accurate cumulative records of educational activities.
- Ensure adequate supervision is provided to students in the clinical setting.
- Operate within an ethical framework with high moral standards relative to patients, students, faculty and accrediting agencies

Student Rights and Responsibilities

- Student rights can be found on the Metro State website.
- Each student is responsible for knowing and adhering to the current admitted student policies for the College of Nursing and Health Sciences (CNHS) and their specific program. These policies are made available to students upon admission and are published on the CNHS website and MSA handbook. Students are notified by Metropolitan State email when policies are updated. Students are responsible for knowing and learning about changes in policies and must sign a declaration of receipt and review. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the CNHS.
- Students are responsible for adhering to the AANA Code of Ethics for the Certified Registered Nurse Anesthetist.

DNP Program Outcomes

- Translate scientific knowledge into nursing practice.
- Lead practice initiatives that influence population health care outcomes with a focus on underserved individuals, families, and communities.
- Utilize information systems technology to improve patient care and health care systems.
- Facilitate interprofessional collaboration to ensure safe and effective health care.
- Practice holistic, evidence-based advanced nursing care with a focus on underserved individuals, families, and communities (DNP-FNP Track)

- Advocate for public policy to prevent illness and promote population health

COA Graduate Standards

Patient Safety

The graduate must demonstrate the ability to:

- Be vigilant in the delivery of patient care.
- Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g., texting, reading, emailing, etc.).
- Conduct a comprehensive equipment check.
- Protect patients from iatrogenic complications.

Perianesthesia

The graduate must demonstrate the ability to:

- Provide individualized care throughout the perianesthesia continuum.
- Deliver culturally competent perianesthesia care.
- Provide anesthesia services to all patients across the lifespan.
- Perform a comprehensive history and physical assessment.
- Administer general anesthesia to patients with a variety of physical conditions.
- Administer general anesthesia for a variety of surgical and medically related procedures.
- Administer and manage a variety of regional anesthetics.
- Maintain current certification in ACLS, BLS, and PALS.

Critical Thinking

The graduate must demonstrate the ability to:

- Apply knowledge to practice in decision making and problem solving.
- Provide nurse anesthesia services based on evidence-based principles.
- Perform a preanesthetic assessment before providing anesthesia services.
- Assume responsibility and accountability for diagnosis.
- Formulate an anesthesia plan of care before providing anesthesia services.
- Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
- Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
- Calculate, initiate, and manage fluid and blood component therapy.
- Recognize, evaluate, and manage the physiological responses coincident to the provision of anesthesia services.

- Recognize and appropriately manage complications that occur during the provision of anesthesia services.
- Use science-based theories and concepts to analyze new practice approaches.
- Pass the National Certification Examination (NCE) administered by the NBCRNA.

Communication

The graduate must demonstrate the ability to:

- Utilize interpersonal and communication skills that result in the effective exchange of information and collaboration with patients and their families.
- Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other healthcare professionals.
- Respect the dignity and privacy of patients while maintaining confidentiality in the delivery of interprofessional care.
- Maintain comprehensive, timely, accurate, and legible healthcare records.
- Transfer the responsibility for care of the patient to other qualified providers in a manner that assures continuity of care and patient safety.
- Teach others

Leadership

The graduate must demonstrate the ability to:

- Integrate critical and reflective thinking in his or her leadership approach.
- Provide leadership that facilitates interprofessional and interprofessional collaboration.

Professional Role

The graduate must demonstrate the ability to:

- Adhere to the Code of Ethics for the Certified Registered Nurse Anesthetist.
- Interact on a professional level with integrity.
- Apply ethically sound decision-making processes.
- Function within legal and regulatory requirements.
- Accept responsibility and accountability for his or her practice.
- Provide anesthesia services to patients in a cost-effective manner.
- Demonstrate knowledge of wellness and substance use disorder in the anesthesia profession through completion of content in wellness and substance use disorder
- Inform the public of the role and practice of the CRNA.
- Evaluate how public policy making strategies impact the financing and delivery of healthcare.
- Advocate for health policy changes to improve patient care.

- Advocate for health policy change to advance the specialty of nurse anesthesia.
- Analyze strategies to improve patient outcomes and quality of care.
- Analyze health outcomes in a variety of populations.
- Analyze health outcomes in a variety of clinical settings.
- Analyze health outcomes in a variety of systems.
- Disseminate scholarly work.
- Use information systems/technology to support and improve patient care.
- Use information systems/technology to support and improve healthcare systems.
- Analyze business practices encountered in nurse anesthesia delivery settings.

Student Conduct

Students enrolled in the Minneapolis School of Anesthesia will adhere to the Student Code of Conduct Policy and Procedures found within the Metro State University student handbook.

Violations of student conduct policies may result in disciplinary action, including immediate dismissal from the program.

Students will also adhere to the AANA Code of Ethics for the Certified Registered Nurse Anesthetist.

Student Support Resources

Bookstore

The bookstore is located on the first floor of the Library and Learning Center on the Saint Paul campus. The bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are accepted for purchase with proper photo identification matching the name and address on the check. Books may be ordered online by going to **www.metrostate.bncollege.com**. Orders are shipped UPS and should be received within seven days if you are placing your order within the metropolitan area. Note the bookstore is closed when university offices are closed. Check the bookstore website for specific days and hours of operation.

Career Services

Concerns about career plans can affect academic success. Career Services offers career counseling services through individual appointments, programs, and workshops to both students and alumni. For information about hours and services, please call the Career Center at 651-793-1528 or visit the website at **www.metrostate.edu/career**.

IET Service Center and Desire2Learn (D2L) Help

Online learning enables you to take courses over the Internet. At Metro State University, we understand that most of our students are adult learners with jobs and busy lives. Therefore, we are committed to making the learning process convenient and readily accessible to our students. For more information, call 651-793-1240 or visit **services.metrostate.edu**

Center for Accessibility Resources

Metro State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

For more information, please call 651-793-1549 or visit **www.metrostate.edu/accessibility**

Financial Aid/Scholarships

Metro State University and the College of Nursing and Health Sciences offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veteran's Administration, or the student's employer. For more information and application forms, contact the Financial Aid Office at 651.793.1414 or via their website: **www.metrostate.edu/finances/aid**.

Gateway Student Services Center

Students who need assistance with registration and financial aid should contact the Gateway Student Services Center on first floor of Founders Hall. For more information call 651-793-1300 or visit **www.metrostate.edu/students/support/gateway**.

International Student Services

The International Student Services (ISS) provides quality advising and counseling assistance in academic, immigration, cultural, financial, and personal issues for international students at Metro State University. For more information call 651-793-1315 or visit **www.metrostate.edu/students/support/international**

Library and Information Services

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metro State University community. Librarians are available to assist you in finding information on virtually any

topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-793-1614), email **library.services@metrostate.edu**, or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

For more information, call 651-793-1616, visit the St. Paul Campus, or visit the website at **library.metrostate.edu**

The Reference Center desk at the library also offers the opportunity for student to drop in without an appointment for brief (15 minute) help with writing and/or formatting of written assignments.

The PALS and MnLINK databases provide access to additional resources from other libraries and institutions throughout Minnesota, North and South Dakota. These sites form a consortium consisting of Community Colleges, State Universities, Technical Colleges, University of Minnesota, Private Colleges and Universities, Public Libraries, and State Agencies. Through PALS and MnLINK, books and journal articles are requested electronically and sent via courier service to the campus indicated by the student requesting the materials. Current students in MnSCU who have a student ID/library card are not charged for delivery service.

Math Center

The Math Center provides free support for mathematics, statistics, and Java programming courses at Metro State. Students, faculty, and staff can come to the Math Center for group work, individual practice, and tutoring assistance. Many students visit the center on a regular basis to work on homework and other practice problems including preparing for dosage calculation exams. Groups are welcome; most students work with other students and tutors during drop-in hours. Individual appointments are available for students who want to work with a specific tutor on a specific topic. During the week before each semester begins, the center offers graphing calculator and review workshops.

For current schedules and detailed information, please contact the Math Center at **www.metrostate.edu/academics/success/tutoring**

Writing Center

The Writing Center provides free writing support for any subject to all members of the university community. The Writing Center's services include help getting started on writing assignments, revising drafts, formatting, and working with writers who may be returning to school after a few years. Clients may drop in during open hours, but appointments are encouraged. Additional help in writing in available at the Reference Desk in the library as described above in the Library and Information Services section.

Additional Center information is available at:
www.metrostate.edu/academics/success/tutoring

Tutors

A range of tutorial services are offered, including workshops and individual and small-group tutoring. **There are also math tutors available to help nursing students prepare for dosage calculation exams**. Please specify your request for tutoring in dosage calculation when you set up an appointment.

If you are having difficulty locating tutorial services for the course you are taking, ask your instructor or the department chair for resources and suggestions for getting tutorial assistance. For information on tutors please visit
www.metrostate.edu/academics/success/tutoring

Multicultural, American Indian, and Retention Services

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation. Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities.

For more information, call 651-793-1572, or visit **www.metrostate.edu/students/support**

Counseling Services

College students may experience issues that interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours. Visit the website at **www.metrostate.edu/students/support/counseling-services**

Student Parent Center

The Student Parent Center is in Student Center 105 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education.

For more information, call 651-793-1564 or visit

www.metrostate.edu/students/support/student-parent-center

Food for Thought Food Pantry

The Food for Thought Food Pantry is a collaborative initiative between Metro State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop at the pantry and select up to 25 pounds of food per month. The pantry's Grab and Go food program also provides on-the-go snacks for students. Location: Student Center 106, St. Paul Campus. Call 651-793-1571 or visit **www.metrostate.edu/students/support/food-for-thought**

Veterans & Military Student Services

U.S. veterans should contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1561 or **veterans.services@metrostate.edu.**

Visit the website at **www.metrostate.edu/students/support/veterans**

School Closing - Weather

Metropolitan State University will communicate with students and faculty regarding course cancellation and University emergency closing. MSA will notify students via email regarding whether classes/exams will be held and/or rescheduled. **This only pertains to didactic class time, not clinical.** Students should use their own discretion when deciding to go to clinical or not based on weather. Personal time will be deducted accordingly. Half days cannot be taken.

Time Commitment

The students' committed time includes class time, class preparation, clinical time that includes call, and clinical preparation. During an average week, students should expect **at least** 40 hours of class and clinical time. This does not include study time outside of class and clinical. On average, this is 2-3 hours of study time spent for each hour in class.

COA standard for time commitment:

Student time commitment consists of a reasonable number of hours that does not exceed 64 hours per week.

A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. This does NOT include study time.

Students must have a 10-hour rest period between scheduled clinical duty periods (i.e.,

assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 continuous hours

Attendance

Students are expected to attend all classes. A student who is absent from an ANES course for any reason is under obligation to make up assigned work to the satisfaction of the instructor/professor. Students are not allowed to take portions of the day off. All classroom absences are counted as 1 day (8 hours). Students are expected to attend all clinical assignments. If a student misses a clinical shift, time deducted will equal the number of hours missed.

Example: a missed 12 hour shift will result in 1.5 days deducted from the student's personal time. The Directors may require that a student obtain written approval from a physician before returning to class and clinical assignments following an absence.

Holidays/Personal Days/Time Off

Classes are held according to the published Metro State University class schedule and/or course syllabus. Clinical hours will be scheduled throughout the semester and between semesters.

Holidays

MSA observes the following breaks and holidays with which clinical and class will not be scheduled:

- New Years Day
- Spring Break as defined by Metro State
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Break (W-F)
- Christmas Eve
- Christmas Day
- Winter Break week

Students are NOT allowed to work during these scheduled breaks or scheduled class/scholarly work time, whether in-person or not.

Personal Days

Students are granted **10** personal days off in addition to the above breaks and holidays

during the program. These days may be used in any way that the student sees fit and cover time away from the program for personal needs such as maternity/paternity, illness, bereavement, vacations, review courses, etc.

Days missed beyond the allotted 10 personal days must be made up AFTER the program end date. Hours can be made up in any shift hours as long as COA time commitment policies are not exceeded. Students cannot sit for the NCE until excess absence days are made up.

Students may not change clinical schedules to avoid taking a personal day. In the event that this occurs, personal days will be deducted accordingly.

At no point can a student exceed more than 20 consecutive days or more than 20 days in one semester. Doing so will result in dismissal from the program.

Except in emergency situations, personal days away from the program must be approved by the Office Manager. Students will complete the appropriate form and submit it to the MSA Office Manager for approval. The completed form will be turned in at least two weeks prior to the requested time off for all personal days except for emergencies, illness, and bereavement. The Clinical Coordinator must be notified by the student of any personal time off approved by the Program.

Consideration will be given to individuals that have extenuating circumstances, beyond the control of the student, to re-enroll the following academic year.

Students may not use scheduled personal days during the pediatric special experience, any rural/regional rotation or during the orientation week of a new clinical practicum.

COVID-19

In the event a student is positive for COVID-19, the student will follow the policies of the facility in which they are currently rotating. Each COVID occurrence during clinical will be counted as 2 personal days regardless of facility policy. COVID occurrences prior to clinical rotation will be counted in accordance to the number of class days missed.

Excused and Unexcused Absences

Sick days and requested approved personal days off that are deducted from the personal days, are considered excused absences. Only excused absences are allowed during the program. Excused absences are those due to an illness, family emergency, scheduled vacations, missed clinical days due to inclement weather, or other similar circumstances.

Students must email the Office Manager prior to a class absence or late arrival.

In the event of absence from a scheduled clinical shift, the student must notify the clinical site **AND** email the MSA school office **before** the shift begins. If a student leaves clinical

early due to personal reasons, they must contact the school immediately before leaving the clinical site.

An unexcused absence is any time away from clinical or classroom time that was not prior approved by the program directors. **Unexcused absences will result in two times the scheduled days missed.** After 2 unexcused absences the student will be placed on probation.

Maternity Leave

The student is expected to begin maternity leave under the direction of her obstetrician and to complete the program as soon as her obstetrician advises that she may begin work following delivery. A written return to school from an obstetrician must be presented to the school prior to a student returning from maternity leave. If the student is absent more than 20 consecutive days or 20 days in a single semester, they may be re-enrolled the following year at the discretion of the Program Director.

Military Leave

Students in a military reserve group or National Guard unit may request time off for active-duty commitment. Upon receipt of published military orders, a copy is furnished to the Program Director. A copy will be placed in the student's file. If the student is absent more than 20 consecutive days or 20 days in a single semester, they may be re-enrolled the following year at the discretion of the Program Director.

Active Military Duty

The Department of Nursing and the Minneapolis School of Anesthesia is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board policy (5.12.1) of the Minnesota State Colleges and Universities.

Meeting Requirements

Students are required to attend the MANA Fall Meeting each year of the program:

Clinical hours will be adjusted accordingly for any additional meetings attended. Attendance at meeting sessions is mandatory. Students who do not attend the MANA Fall Meeting will be assessed 2 days of personal time. Students are not allowed to work clinical in lieu of the MANA Fall Meeting

Licensure

Students must possess an unencumbered license as a registered professional nurse in

Minnesota, Wisconsin and Iowa. Students are accountable for their RN license even if they are in the student role. The Nurse Practice Act (148.263 Sub 3) includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the appropriate board of nursing. Students shall notify the DNP Program Coordinator and the MSA Directors if any Board of Nursing takes action against their license to practice professional nursing.

Life Support Recognition

Students must possess American Heart Association basic life support (BLS), advanced cardiac life support (ACLS), and pediatric advanced life support (PALS) and maintain certification through graduation.

Employment

Registered nurse anesthesia students shall not be employed as nurse anesthetists by title or function while in the program. Students are discouraged from practicing as a registered nurse while in the program, especially during the clinical component.

Health Care

Students are responsible for their own health insurance. Metropolitan State University offers health and wellness services for enrolled university students. See the Metro State University website for health, wellness and counseling services offered to current students. Health care costs incurred by the student (including, but not limited to needlestick injuries) are the student's responsibility and are not the responsibility of the hospital to which the student is assigned, Minneapolis School of Anesthesia or Metropolitan State University.

- Prior to the clinical start date, students must provide proof of titers and vaccinations. Some clinical sites require additional screening and vaccinations.
- Students of MSA will follow the requirements of our affiliated clinical sites for vaccinations and TB screening.
- To enter clinical rotations the student must provide MSA with a completed Metro State health care provider signature form as well as documentation for required titers/immunizations.

Cell Phones

In most instances, students are prohibited from using cell phones in the classroom (in-person or Zoom), the anesthesia clinical area and the simulation lab. Students must seek permission from didactic instructors or clinical preceptors to calculate drug dosages or

for anesthesia related research.

Transportation/Parking

At Metropolitan State University, all students are charged a parking fee. The fee is set by Metro State and is paid per credit for each semester (Fall, Spring, Summer). This fee is subject to change at the discretion of Metro State Parking services.

Students must provide their own transportation between the hospitals and Metropolitan State University. Fees for parking at partner clinical rotation sites are the responsibility of the student. Although a bus service is available, it is preferable for the students to have their own transportation.

Housing

Students provide their own room and board. Students are responsible for obtaining and paying for housing at clinical rotation sites outside the Twin Cities, if not provided by the facility.

Social Media

The Minneapolis School of Anesthesia welcomes communications directed to the school from students regarding the school's academic and clinical programs, as well as concerns and suggestions that students may have regarding the school, its faculty, clinical sites, and providers with which students interact while rotating through clinical sites. Nevertheless, the School expects and requires that students will communicate concerns, criticism, and suggestions to the school in a manner that complies with this Policy, and other standards applicable to students, including those set forth in the School's Student Handbook.

The school's ability to fulfill its mission of educating students also turns upon the school's relationship with clinical sites and health care providers who practice at clinical sites. To the extent that any student ever has a concern or objection regarding any aspect of an assignment to, experience at, or treatment by, any clinical site or provider, the school expects and requires that students will immediately convey their concern or objection to the School's Director, Associate Director or Board Chair. Students must not electronically "post" comments, criticism, or information regarding clinical sites, providers, patients, or otherwise, as such postings could damage or destroy critical relationships that the school has with clinical sites or providers or could result in disclosures regarding patients in violation of patients' privacy and other legally protected rights. In order to protect the interests of the school, our valued clinical sites, providers, patients, and our students, the school has adopted this Social Media Policy.

Social media shall include all current and future means of communicating or posting information or content of any sort on the internet or by other electronic communication method. Students are solely responsible for what they post online. Postings that directly or indirectly refer to classmates, faculty, clinical sites and providers who practice at the clinical sites or others related to the school's training program that include discriminatory or critical remarks, harassment, threats, or violations of professional codes of conduct, and any other unprofessional postings, are subject to disciplinary action by the school. Such discipline may include dismissal from the school. Material from clinical sites, including but not limited to information about patients, must never be posted or distributed. Posting material from clinical sites may be a HIPAA violation.

The school and/or clinical sites or providers will report HIPAA violations to the proper federal authorities for investigation and/or prosecution. To promote professionalism and protect students, students must not post photos, comments, or other web-based materials of faculty, students, or clinical site providers without their advance, express permission. Students must not supply or forward such materials to others for posting without consent. Students found to have done so may be disciplined, up to and including dismissal.

Sexual Harassment

MSA will follow the sexual harassment policies of Metro State University. Violations of these policies may result in dismissal from the Program.

Chemical Dependency Policies and Procedures

Students are expected to comply with the Metro State University policy on drug abuse. The Minneapolis School of Anesthesia regards chemical dependency as an illness which can be medically treated. The purpose of this policy is to assure that any student suffering from the illness will receive the same careful consideration and referral for treatment as a student having any other illness.

Policies

1. Suspected drug abuse should be reported to the Program Administrator.
2. The security of a student's position within the school will not be jeopardized by a request for treatment.
3. Student status will be suspended pending successful completion of a treatment program and maintenance of unencumbered nursing licensure.
4. When a student's performance is unsatisfactory, and it has been medically determined that drug abuse is at least, in part, the cause, the individual will be offered referral to a program for treatment. Refusal to seek or accept treatment

may result in termination from school. Otherwise, termination will be on the basis of performance.

5. Conditions of continued enrollment or reinstatement will be individualized based on didactic performance, clinical performance, treatment provider's recommendations, policies of MSA, Metro State, and all clinical facilities, etc.

Directives to Anesthesia School Students

In addition to the preceding, the following additions will apply:

1. Controlled substances that are returned or wasted may be analyzed periodically at the discretion of clinical facility management. If a substance is not what it should be, the student responsible for the controlled substance may be suspended from school pending the investigation of the incident.
2. Random drug screens may be required. If a student refuses to provide a witnessed specimen or if the drug screen is positive for a controlled substance the person will either be referred to a chemical dependency treatment program or will be terminated.

If this is the first offense, the student will be referred to a chemical dependency treatment program which must be satisfactorily completed, and it will be necessary to inform the Health Professional Services Program and/or the Board of Nursing.

In the event of unsuccessful completion of the treatment programs, or upon a second offense, the student will be dismissed. If it is believed that controlled substances have been stolen, the incident will be reported to the appropriate authorities. Notwithstanding the preceding, if it is believed that a controlled substance is given or sold to another person by a student of the School of Anesthesia, the student will be immediately suspended from school. If the investigation verifies inappropriate handling of controlled substances the student will be dismissed immediately. The incident will be reported to the licensing body and appropriate authorities.

Students in a Chemical Dependency Treatment Program

When the student's treatment is about to conclude, a conference will be conducted with the following people in attendance: the student, the student's counselor, and the program director. The purpose of this meeting is to review the student's recovery progress and program for continued recovery. A decision will be made after the conclusion of this conference whether or not it is felt that the student has progressed far enough in recovery to resume the actual role of administering anesthesia. If it is determined that the student is unable to return to the School of Anesthesia within a year following discharge from the Treatment Program (not including after- care), the student will be terminated from the School of Anesthesia.

Rules When a Chemically Dependent Student Returns to School

1. For a period of six months after reinstatement, all controlled substances must be checked out before and checked in after each case by the student's supervisor.
2. A Return to School Agreement will be executed by the Program Director and signed by the student.
3. Violation of the Return to School Agreement will be grounds for immediate termination.

Resources on chemical dependence and treatment options can be found on the AANA website.

Tuition

Total program cost involves current Metro state tuition and fees, plus MSA course fees. All tuition can be found on the University website and is billed and collected by Metro State University. Additional fees may be collected by either institution. Minneapolis School of Anesthesia and Metropolitan State University tuition and fees are subject to change.

Miscellaneous Financial Considerations

- Students are required to become Associate Members of the American Association of Nurse Anesthetists (AANA). Associate members are eligible for reduced rates at continuing education programs sponsored by the AANA and the Minnesota Association of Nurse Anesthetists (MANA).
- Some clinical sites may require additional fees (background checks, lab work, drug testing, etc.). The financial responsibility of these fees is the student's responsibility. Travel and housing at clinical sites are the sole responsibility of the student. Some sites provide housing for students, but it is not guaranteed and is subject to availability.
- Cadaver lab experience. Cost will be determined annually, based on current pricing.
- All course work and books for the program.
- Background check prior to program and annually during program.
- Fingerprinting/photograph.
- Precordial stethoscope and other miscellaneous clinical supplies/equipment.
- Metropolitan State University fees.

This is not a comprehensive list and there may be other financial considerations.

Financial Aid

Financial aid is managed through Metropolitan State University. For information

regarding the financial aid application and procedures see the Metro State website/financial aid. Scholarship opportunities are also communicated periodically via the university e-mail system.

Evaluations

Didactic

A variety of methods are used to evaluate student performance in course work, including examinations on course content, simulation experiences and DNP scholarly work.

Clinical

Summative evaluation of clinical performance is conducted during each clinical rotation. The Clinical Coordinator at each facility is responsible for completing an evaluation of each student. Concurrently, the student completes a self-evaluation of clinical performance. Daily online evaluations are to be completed and reviewed by the students. An MSA faculty member is responsible for assigning the final course grade.

Course Evaluations

At the conclusion of each semester, students will be asked to evaluate their didactic courses. They will complete a course evaluation through Metropolitan State University. Faculty will have access to their completed course evaluations.

Clinical Site Evaluations

At the end of each rotation, students will be asked to evaluate at least four Clinical Preceptors and the Clinical Coordinator. This is also an opportunity for the students to evaluate their experience at the clinical site. A composite will be reviewed by the directors and forwarded to the respective Clinical Coordinator.

Program

At the end of the program, students will be asked to complete an evaluation of the entire program. A composite will be reviewed by MSA directors and will make recommendations to appropriate committees at Metropolitan State University and the MSA Board of Directors.

Typhon

The Minneapolis School of Anesthesia uses the Typhon Group to provide case, time, and clinical conference log tracking as well as evaluation tools all online. The following are procedures for Typhon utilization:

1. Prior to beginning the program, the Associate Director will send each student a log-in and password to access the system.
2. A clinical orientation day will be provided to show the students how the system works and the process for logging cases, time, and clinical conferences.
3. Typhon needs to be updated weekly.

Didactic Policies/Procedures

Academic Performance

It is understood that the Minneapolis School of Anesthesia grading policy will be adhered to for all courses. This grading policy may be more stringent than those set by Metro State University.

The minimum passing grade in any course is 80%. Failure to achieve an 80% or greater in any course will result in dismissal from the program. Students must also maintain a 3.0 cumulative grade point average; failure to do so will result in dismissal from the program.

Academic Integrity

Students enrolled in the Minneapolis School of Anesthesia will adhere to the Academic Integrity Policy found within the Metropolitan State University student handbook. Violations of academic integrity policies may result in disciplinary action, including dismissal from the program.

To protect the integrity of the educational experience and foster critical thinking, the Minneapolis School of Anesthesia strictly prohibits the use of Artificial Intelligence (AI) tools, including essay generators, automated problem solvers, and any other AI-powered applications, during enrollment. Violation of this policy will result in disciplinary action, up to and including dismissal.

Class Conduct

Learning didactic content is crucial to your development as an anesthesia clinical provider and for your success on the National Certification Exam. Full engagement in the learning process is expected.

Acceptable class conduct for students, as defined by the individual course instructors and the school staff, must be maintained.

Students may not possess, sell, use or be under the influence of intoxicating substances at the school. (See Chemical Dependency).

Student Classroom Dress Code

All students are expected to dress in a neat, clean, and respectful manner. Clothing should be appropriate for the school setting and should not be disruptive to the learning

environment.

The following types of clothing and accessories are prohibited in the classroom:

- Clothing that is too revealing, such as short shorts, miniskirts, tank tops, and muscle shirts.
- Clothing with offensive or profane language or images.
- Clothing that is associated with gangs or other harmful groups.

Be in class a few minutes prior to the scheduled start time and be prepared to start on time. Address any technical issues that might arise.

Webcams are to be left on during the entire lecture period. If your webcam is not working for technical reasons, notify the instructor of these issues. Issues with webcams are expected to be solved prior to the next didactic class lecture. Ongoing technical/internet issues are unacceptable. The student is expected to resolve these issues prior to the following lecture period. If these issues are not resolved, the faculty will ask to meet with the student to address these issues.

A dedicated desk/table space is to be utilized for all Zoom sessions. Laying down or “lounging” in a chair, couch, or bed or driving/riding in a car are not acceptable.

No alcoholic beverages are to be consumed during any scheduled Zoom or in-person sessions. Consumption of alcoholic beverages will result in disciplinary action for the student.

Students may not bring children to class, including Zoom classes or remote online testing.

The correct student's name will be displayed in their respective Zoom tile/window to allow the instructor accurate information for leading class participation exercises.

Any instructor has the right to remove a student from a class/session if unprofessional behavior is displayed.

Grading/Exams

Grade Values and Grade Points:

The chart below indicates the letter grades and the grade points used to calculate grade point averages (GPA).

Grade	Grade Point	Grade Percent
A	4.0	95-100
A-	3.67	90-94.9
B+	3.33	87-89.9
B	3.0	83-86.9

Grade	Grade Point	Grade Percent
B-	2.67	80-82.9
C+	2.33	Below 80 No Credit
C	2.0	
C-	1.67	
D	1.0	
F	0.0	

Note: Work with a grade of B- or less cannot be used to meet graduate program requirements.

Notes on Grading

- Instructors assign letter grades (A-NC) as appropriate according to the student's achievement level.
- The minimum passing grade in any course is 80%. Failure to achieve an 80% or greater in any course will result in dismissal from the program. Students must also maintain a 3.0 cumulative grade point average; failure to do so will result in dismissal from the program.

Incomplete Grades

Incompletes may be granted at the discretion of the instructor provided significant progress has been made in the course. Students must request an incomplete through Metro State, in writing, before the course ends. The request must include a proposed plan for completing the course.

Students with more than one incomplete grade may not continue with course work in the program until the work has been satisfactorily completed and the appropriate grade for the course has been issued. Students who request an incomplete grade must be mindful about its effect on academic progression.

Change of Grade

If an instructor discovers an error in a student's final grade, an amended grade report is filed with the Program Director. Grades changes cannot be made, and should not be requested, based on further work done after the semester ends.

In those rare instances where a student believes he/she has been given an incorrect grade, the University Academic Appeals procedure should be followed.

Handheld Devices

Students will not be allowed to use handheld devices during examinations unless the instructor grants prior approval.

Missing Classes and Make-Up Work

When a student must miss class(es) for unavoidable reasons, it is the student's responsibility to inform the instructor. The instructor should make reasonable provisions for any necessary make- up work to be completed. If a problem exists, the instructor and/or student should consult the Program Director.

Exam Review

Review of examinations will not be allowed in any ANES courses. Students receiving a failing grade on any examination can have individual counseling with the course professor. It is the student's responsibility to contact the course professor when receiving a failing grade on any examination. Any data related to examination details will not be provided to the students. This is in accordance with the NBCRNA policies for the SEE, NCE and CPCA.

Make-up Exams

Students who will miss an examination will only be permitted to take the examination after the scheduled date and time. Under no circumstances will an examination be given prior to the scheduled date and time. Personal time will be charged for the day the exam is missed as well as the day selected to make-up the examination if clinical time is missed. If the make-up exam has not been taken within 48 hours of the original exam date, additional personal time may be deducted.

Professional Service Requirements

The Minneapolis School of Anesthesia along with Metro State University value service to the profession and community. Prior to graduation, each student is required to complete 24 hours of professional and/or community service which will be logged in the final Practicum as a course requirement but can be completed at any time during the program. Professional service hours are in addition to regularly scheduled clinical and didactic time. Program Faculty will determine activities that are appropriate to fulfill this requirement.

Examples include:

Student membership on professional committees or boards:

- AANA committees/Student Rep
- MANA Board of Directors-Student Rep
- MSA Board of Directors-Student Rep
- MSA Wellness Committee
- Metro State Nursing Committee

MSA Program Service:

- Student Mentorship 2-year obligation
- Graduation Assistance
- White Coat Ceremony Assistance
- Cadaver Lab Assistance
- Orientation Assistance
- Interview Help

Clinical Policies/Procedures

Clinical Performance

An acceptable level of clinical performance, at any point in the program, is defined by the MSA faculty, in conjunction with clinical coordinators at each facility. Failure to do so may result in probation or dismissal.

Clinical Conduct

Acceptable clinical conduct is required, as defined by the MSA faculty and clinical coordinators at each facility. Students may not use or be under the influence of intoxicating and/or potential mind-altering substances in the clinical setting. (See Chemical Dependency)

Technical Standards

Due to the nature of the nurse anesthesia profession, the technical standards listed below are skills and functions necessary to complete the nurse anesthesia program and to ensure the health and safety of patients, faculty, fellow students, and other healthcare providers.

In addition to academic qualifications, the Minneapolis School of Anesthesia program considers specific technical standards essential for admission, progression, and graduation from the program. Successful completion of the nurse anesthesia program requires an individual to be able to independently, with or without reasonable accommodation, meet the following technical standards.

Reasonable accommodations will be considered and provided on a case-by-case basis in

accordance with applicable legal standards. Any person who expects to need a reasonable accommodation should make such a request as soon as possible, preferably before beginning the program, as some desired accommodations may not be granted. (For example, a desired accommodation may not be granted if it is not considered reasonable, if it fundamentally alters the nature of the program as determined by the nurse anesthesia program leadership, or it would pose a direct threat to the health or safety of others). Students who seek access accommodations should contact the School's Director or Associate Director.

Specific Standards

Visual, Auditory, and Tactile

- Ability to make accurate visual, auditory, and tactile observations to gather and then interpret data in the context of pre-anesthetic assessment, anesthetic administration, and post-anesthetic care
- Ability to document observations and maintain accurate records
- Communication
- Ability to communicate both verbally and nonverbally with accuracy, clarity, efficiency, and effectiveness with patients, family members, and other members of the healthcare team
- Effective communication through the English language, both written and spoken
- Ability to maintain accurate patient records, present information in a professional/ logical manner, and provide patient instruction to effectively care for patients and families

Motor

- Ability to perform gross and fine motor movements with sufficient coordination to provide safe care and treatment to patients in all health care environments
- Possess the physical endurance, strength, stamina, and mobility to meet demands associated with extended periods of standing, moving, and physical exertion required for satisfactory and safe performance in the lab, clinical, and classroom settings
- Ability to respond promptly to urgent/ emergent situations which may occur during clinical experiences and must not hinder the ability of other health care team members to provide prompt treatment and care to others

The student is obligated to inform both the program administration and clinical faculty of situations that arise that render the student unable to perform the duties of an anesthesia provider. If the student is unable to perform the core performance standards as defined in the student handbook, and or other clinical obligations necessary to provide safe and competent anesthesia care, the student must notify the program administration immediately.

Clinical Hazards

Be mindful of all hazards involved in providing clinical care. All students may be exposed to chemical, radiation and or infectious hazards while completing clinical education components of the program.

Clinical Hours

Nurse anesthesia students are required by the Council on Accreditation (COA) of Nurse Anesthesia Educational Program to complete a minimum number of hours of clinical experience. Other requirements for clinical experiences are outlined more specifically by the COA.

Clinical hours are set by MSA and scheduled by the clinical coordinators at each facility. The required number of clinical hours to be completed each week is published on the semester calendar. Total number of clinical hours achieved will exceed the minimum numbers set by the COA. Students will continue in clinical practicum even after minimal requirements are met. No clinical hours will be worked on assigned class dates, whether in-person or not.

1st Rotation

- 8-hour shifts only
- No weekends

2nd Rotation

- 8, 10, 12-hour shifts
- No weekends

3rd – 5th Rotation

- 8, 10, 12, 16 hour & call shifts
- Only 1 16 or 24 hour shift allowed per week
- Weekends

6th Rotation

- 8, 10, 12, 16 hour & call shifts
- A 16 and 24 hour shift allowed per week
- Weekends

Clinical Rotations

Rotations are scheduled by the Directors. Each student is required to rotate to the facility

assigned for the designated period.

There is a Clinical Coordinator at each hospital to whom the student is responsible. Students will receive an Orientation to Clinical Practicum packet approximately one month prior to rotation.

Clinical Sites

- Fairview Southdale Hospital
- M Health/HealthEast
- St. John's Hospital
- Woodwinds Health Campus
- Hennepin County Medical Center
- Methodist Hospital
- North Memorial Medical Center
- United Hospital
- University of Minnesota Medical Center
- Essentia Health
- St. Cloud Medical Center

Special Experience in Pediatrics Clinical Sites

- St. Paul Children's Hospital
- University of Minnesota Medical Center-Masonic Children's

Special Experiences in Regional Anesthesia at one or more independent CRNA facilities

The Clinical sites are:

- Mercy Hospital, Moose Lake
- Northern Lakes Surgery Center
- Osceola Medical Center, Osceola
- Westfields Hospital
- Baldwin Area Medical Center
- Roseau Medical Center, Roseau, MN
- Rice Memorial Hospital-Willmar, MN
- Lakewalk Surgery Center, Duluth, MN
- Duluth Surgical Suites
- Great River Health, Burlington, IA
- Community Memorial Hospital, Cloquet, MN
- United Hospital District, Blue Earth, MN

Nurse anesthesia faculty has the right to move any student to an alternate clinical site at

any time without cause or explanation.

New Clinical Site Affiliations

The Minneapolis School of Anesthesia has contractual agreements with numerous healthcare institutions in a variety of states that fulfill the necessary clinical experiences for each student. New clinical sites may be added to the current list of rotations as deemed appropriate by Program faculty. It is the responsibility of the Program, not the student, to seek the addition of new clinical site affiliations. At no time should a student contact a healthcare institution seeking a potential clinical partnership for an anesthesia rotation with the Minneapolis School of Anesthesia. The process of establishing a new clinical partnership requires an extensive review process to ensure a variety of factors (resources, staff, clinical cases, etc.) are in place to meet the goals of the Program, students, and clinical site. Approval of a new clinical affiliation must be given by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) prior to any student rotating through a new clinical site. A clinical site will not be acquired for the sole benefit of a single student, but for the benefit of all students and the Program as a whole.

Clinical Instruction

Clinical supervision of students in anesthetic situations is restricted to Certified Registered Nurse Anesthetists (CRNAs) and anesthesiologists who are institutionally credentialed to practice and immediately available in all clinical areas. Students may not be supervised by physician residents.

The program restricts clinical supervision in non-anesthetizing areas to credentialed experts who are authorized to assume responsibility for the student.

Clinical supervision of students must not exceed (1) 2 students to 1 CRNA, or (2) 2 students to 1 physician anesthesiologist, if no CRNA is involved. The CRNA and/or physician anesthesiologist are the only individual(s) with responsibility for anesthesia care of the patient, and have responsibilities including, but not limited to: providing direct guidance to the student; evaluating student performance; and approving a student's plan of care. There may be extenuating circumstances where supervision ratios may be exceeded for brief periods of time (e.g., life threatening situations); however, the program must demonstrate that this is a rare situation for which contingency plans are in place (e.g., additional CRNA or physician anesthesiologist called in, hospital diverts emergency cases to maximize patient safety). Clinical supervision must be consistent with the COA Standards (i.e., clinical oversight is the responsibility of a CRNA or physician anesthesiologist only). The program is responsible for ensuring its clinical supervision requirements are consistent with the COA Standards and that students are aware of these requirements and know who is supervising them in the clinical area.

Students may not bring children to clinical sites.

Students are not allowed to work clinical on breaks or holidays in exchange for extra vacation days or to make up a deficit in clinical hours.

Students cannot adjust their assigned clinical time from week to week. For example, a student cannot work extra clinical hours in one week to have less clinical hours the following week.

Onboarding

Students are required to complete on-boarding paperwork for all clinical rotations. The Office Manager facilitates this process. The student will be required to complete the paperwork by the specified deadline. If the paperwork is not completed by the required deadline, the student will be charged personal time until the paperwork is submitted.

Clinical requirements such as TB test, flu shot, Covid vaccination, RN licenses, and life support certifications are uploaded to Typhon. Prior to the expiration of these, you will be notified when you log into Typhon. If any of these requirements expire before the student renews them, the student will be charged personal time until the requirement is renewed and uploaded to Typhon. Students are legally not allowed to attend clinical until the clinical requirements are completed and uploaded to Typhon.

Medication Safety

Students must report all medication errors and errors in controlled substances records to the Program Director and Associate Directors **within 24 hours** of their occurrence. Students are accountable for basic RN competency in medication administration. The intent of this policy is not punitive, as the faculty does not want to discourage self-reporting. The faculty recognizes that errors do occur, especially when students are under stress.

Self-disclosure is important. It is a teachable moment if you disclose all medication errors within 24 hours of their occurrence. However, it is a disciplinary moment (making the student liable for probation or dismissal) if:

- You do not self-disclose within 24 hours;
- If the error was negligent (not meeting the standard we expected of an RN even prior to anesthesia education), especially if the patient was harmed;
- If repeated (more than one) medication errors occur.

Please refer to the AANA Position Statement on Medication Use and Administration best practices.

Graduation Criteria

Students will be graduated after the following criteria are met:

- Complete all course work satisfactorily.
- Maintain a 3.00 grade point average.
- Receive a passing score on the Self-Evaluation Examination (SEE) as outlined in the syllabus.
- Complete all requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs.
- Attain the stated Program Outcomes.
- Complete COA clinical requirements.
- Pay all outstanding tuition and fees to MSA and MSU.

Students must apply for graduation in accordance with Metropolitan State University procedures.

The Metropolitan State University Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.

Graduation may be deferred if the student has not met graduation criteria by program end date

Graduates of the Program receive a diploma in nurse anesthesia from MSA and a Doctor of Nursing Practice Degree from Metropolitan State University. They are recommended to the National Board of Certification & Recertification for Nurse Anesthetists (NBCRNA) to take the National Certification Examination. The NBCRNA determines an individual's eligibility to take the examination. The NBCRNA grants initial certification to those who pass the examination.

This entitles the person to use the credential "Certified Registered Nurse Anesthetist" (CRNA).

Student Appeals and Complaints

Academic Appeals

Students who believe they have been unfairly evaluated concerning grades, program requirements, or graduation requirements may appeal such concerns in accordance with the University's Academic Appeal Procedure (University Policy and procedure, section 2-b, Procedure #202).

Student Complaints and Grievances

Whenever possible, complaints, disagreements, and misunderstandings should be settled between the individuals involved and at the lowest possible level. Student who believe

they have been unfairly treated by department faculty or staff, or who have a complaint related to a course that is not covered by the academic appeal procedure should use the following protocol, University Policy and Procedure 3-b, Procedure #303.

Probation/Dismissal

Failure to maintain professional integrity, academic standards, or clinical standards as set forth by the Minneapolis School of Anesthesia, Metro State University, and/or the Council on Accreditation may result in Probation or Dismissal.

The staff will initiate PROBATION at a conference with the student. No third party may accompany the student to such conferences. The reason for the action will be defined for the student and set forth in a Statement of Probationary Status. All Parties will sign and receive copies of the Statement of Probationary Status form. A copy will be placed in the student's file.

During the probationary period, the staff and course instructors are available to meet with the student and assist in defining problems, planning remedial action, and assessing progress. It is the student's responsibility to request such a meeting whenever assistance is needed. No third party may accompany the student at such meetings.

If the student has been removed from two clinical sites during their clinical education due to student performance, interprofessional communication and/or professional demeanor disputes, the Minneapolis School of Anesthesia will no longer be able to accommodate the student’s clinical requirements. This will result in failure of the clinical practicum in which the student is currently enrolled and subsequent dismissal from the program.

Students are required to actively participate in all remediation processes, including but not limited to, Letters of Concern, Performance Improvement Plans, and Probationary Processes. If students are unwilling to participate in any of these processes, they will be removed from clinical until they agree to participate in said process. The time out of clinical will be deducted from the student’s personal time and will be made up after the original graduation date by working 8-hour day shifts.

The Minneapolis School of Anesthesia and Metropolitan State University reserve the right to change program content or the contents of this publication without prior notice.