

University of New England
School of Nurse Anesthesia
716 Stevens Avenue
Portland, Maine 04103



DIDACTIC HANDBOOK
Class of 2020

PROGRAM ADMINISTRATION and FACULTY

University of New England School of Nurse Anesthesia

Maribeth Massie, Ph.D., MS, CRNA
Program Director
Associate Clinical Professor
(207) 221-4519
mmassie@une.edu

Cheryl Nimmo, DNP, MSHSA, CRNA
Assistant Program Director of Didactic Education
Assistant Clinical Professor
(207) 221-4518
cnimmo@une.edu

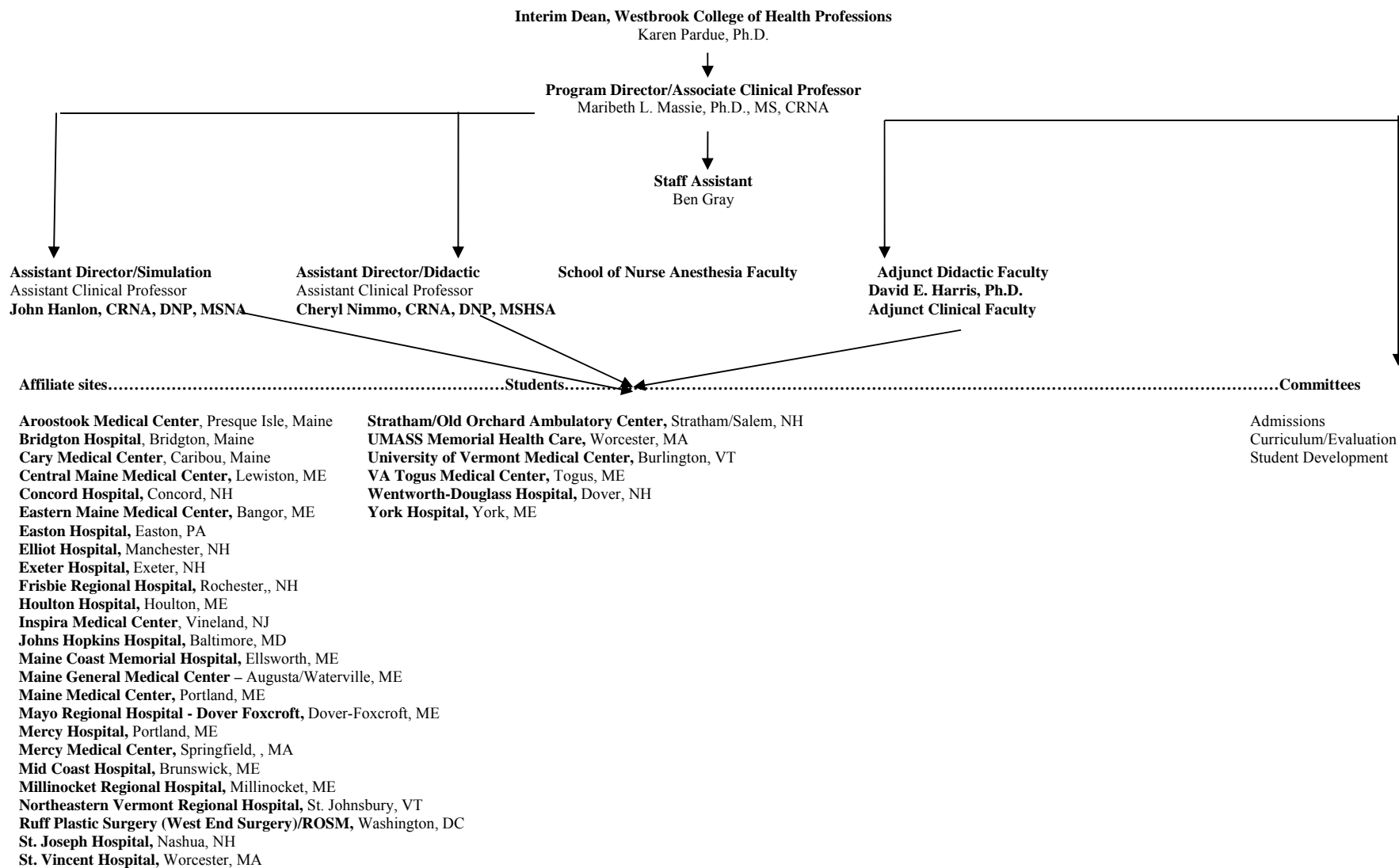
John Hanlon, DNP, MSNA, CRNA
Assistant Program Director of Simulation
Assistant Clinical Professor
207-221-4546
Jhanlon2@une.edu

David E. Harris, Ph.D.
Adjunct Faculty/Professor
(207) 228-8173
deharris@usm.maine.edu

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UNE MSNA Organizational Chart



WELCOME

Welcome to the University of New England School of Nurse Anesthesia! You were selected as a student because of your capabilities, knowledge, and accomplishments in professional nursing. Because of you, our University, schools and profession will continue to grow in excellence.

This handbook has been prepared so you will know what the University and the anesthesia program expect of you and what you can expect from each of them. The policies contained in the handbook will apply to all students who are to receive a degree from the University of New England via the MSNA program.

MISSION STATEMENTS

University Mission Statement

The University of New England provides students with a highly integrated learning experience that promotes excellence through interdisciplinary collaboration and innovation in education, research, and service.

Westbrook College of Health Professions Mission Statement

The Westbrook College of Health Professions improves the health of communities by graduating students who are passionate and well equipped to lead, excel, and act as agents of change in a complex health care system, by developing and disseminating new knowledge, and through the delivery of the highest quality relationship-centered clinical and community care.

School of Nurse Anesthesia Mission Statement

Our mission is to provide an academic environment, which allows students to master the intellectual and technical skills necessary to become competent in the safe conduct of anesthesia. It does this by providing a select group of experienced, graduate level nurses with the highest level of didactic, simulation lab, and clinical site experiences. Our graduates develop the life-long scholarship, critical thinking skills, and professionalism needed to become compassionate, patient-centered anesthesia providers in solo practice or within anesthesia care teams.

HISTORY

The University has been involved in Nurse Anesthesia education since 1984, serving initially as an academic affiliate for hospital-based certificate CRNA programs. In 1987, the present program leading to a Master of Science in Nurse Anesthesia (MSNA) was initiated. Under the MSNA Program, the University awards the Master of Science Nurse Anesthesia Degree to students who satisfactorily complete a 54-credit schedule of classes offered over a 27-month period (UNE). Students complete a clinical course of study in our affiliate hospitals, which qualifies them to take the National Certification Exam in order to become a Certified Registered Nurse Anesthetist (CRNA).

The on-campus DIDACTIC portion consists primarily of science and anesthesia courses taught by the program faculty, as well as basic science faculty and expert practitioners from the community. These courses are taught during two full-time semesters (Summer and Fall), beginning in May of each year and ending in December. After completion of this phase, students move onto the CLINICAL portion of the curriculum. The primary focus in this phase is clinical anesthesia training. However, didactic instruction related to advanced anesthesia principles and professional development will continue during the clinical phase with lectures, distance classes, seminars, and simulation experiences taught by program faculty. A Capstone Project is also completed during this time. The clinical phase begins January and is completed in August.

The University of New England MSNA program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), a specialized accrediting body recognized by the Council on Post-secondary Accreditation, and the US Department of Education. Curriculum is based on the academic requirements and standards established by the COA.

STUDENT LEARNING OUTCOMES

Upon completion of this educational program, the student shall demonstrate, to the satisfaction of the faculty, specific competencies expected of the graduate. These competencies identify knowledge and skills necessary for competent entry-level practice of nurse anesthesia. Upon completion of the program, the graduate will:

- 1) demonstrate understanding of the perianesthetic management of patients based on theory and research evidence learned in the basic sciences and basic and advanced principles of anesthesia practice during the didactic phase of the program.
- 2) apply theoretical and evidence- based knowledge learned during the didactic phase of the program and demonstrate mastery in the perianesthetic management of the patient in the clinical setting.
- 3) effectively communicate with all health care professionals, patients, and families in the delivery of culturally competent perianesthetic care throughout the anesthesia experience.
- 4) demonstrate vigilance and adherence to patient safety principles throughout the anesthetic experience.
- 5) demonstrate professional responsibility, integrity, and accountability to their peers, interprofessional colleagues, and other health care stakeholders throughout the program and perianesthetic clinical experiences.

GRADUATION CRITERIA

In order for a student to graduate, the following criteria must be met:

1. Satisfactory completion of all didactic and clinical courses with a minimum GPA of 3.0 on a 4.0 scale.

2. Satisfactory completion of clinical experiences as required by the UNE School of Nurse Anesthesia and Council on Accreditation of Nurse Anesthesia Educational Programs.
3. Satisfactory completion and fulfillment of stated UNE School of Nurse Anesthesia Student Learning Objectives.
4. Completion of the twenty-seven (27) month program, inclusive of University time off approved by the program. Clinical hours that require extended make up time for personal/disciplinary reasons may be added to the end of the program and extend the student's completion and/or graduation date. Program extension is at the discretion of the Program Administration.
5. All time commitments in the didactic and clinical areas must be satisfied.
6. All clinical records must be completed and submitted to Anesthesia School Administrative staff.
7. All required clinical evaluations must be completed and signed.
8. Successful completion of the scholarly project with an assigned passing grade.
9. All fees must be paid in full.
10. All library books returned.
11. All relevant University and Program evaluations must be submitted.
12. A **current** RN license and ACLS and PALS Certifications must be on file.
13. Successful completion of Self-Evaluation Exam (SEE) from the NCE as required by the MSNA Program. Students are required to obtain a SEE exam score of 425 or higher before they can complete the program. The program will pay for the first exam and the student is responsible for subsequent SEE payments until the minimum score is obtained.

The program reserves the right to defer a student's graduation until all requirements have been met (ie: if a student is behind on cases and clinical hours due to personal, academic, or clinical reasons, their graduation date may be extended).

ESSENTIAL TECHNICAL STANDARDS AND PROGRAM OUTCOMES for the UNE SCHOOL OF NURSE ANESTHESIA

Principles:

Nurse anesthesia education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of specific skills and professional attitudes and behavior. Nurse Anesthesia school faculties have a responsibility to society to matriculate and graduate the best prepared nurse anesthetists, and thus admission to this program has been offered to those who present the highest qualifications.

The essential technical standards presented in this handbook are pre-requisite for matriculation, subsequent promotion from year to year, and ultimately graduation from the University Of New England School of Nurse Anesthesia. These standards pertain to all matriculated students. All required courses in the curriculum are necessary in order to develop essential skills required to become a competent nurse anesthetist.

The faculty is committed to fostering relationships with its students that encourage human and professional growth. Its policies and procedures attempt to reflect this commitment to proactive and supportive communication.

It is imperative that all students recognize the primary responsibility for a successful nurse anesthetist education, both in and outside the classroom, rests with the individual. Students, including students with disabilities, must have the capacity to manage their lives and anticipate their own needs. The School has incomplete influence in helping students achieve these personal adaptations. Situations can arise in which a student's behavior and attitudes resulting from a disability or other personal circumstances represent a secondary problem, which impairs the student's ability to meet the School's standards, even after implementation of all reasonable accommodations by the School.

Recommendations:

1. No otherwise, qualified individual will be denied admission to the School of Nurse Anesthesia based solely upon a disabling condition.
2. Candidate with disabilities applying to the School of Nurse Anesthesia will be expected to have achieved the same requirements as their non-disabled peers.
3. Matriculation into the School of Nurse Anesthesia assumes certain levels of cognitive, emotional, and technical skills. Nurse anesthetist students with disabilities will be held to the same fundamental standards as their non-disabled peers. Reasonable accommodations will be provided to assist the student in learning, performing, and satisfying the fundamental standards, so long as the student provides timely, comprehensive

documentation establishing the student's disability status and need for reasonable accommodation.

4. Reasonable accommodations that facilitate student progress will be provided, but only to the extent that such accommodation does not significantly interfere with the essential functions of the School of Nurse Anesthesia, fundamentally alter the program, or significantly affect the rights of other students.
5. The School, under the law, is obligated to provide all reasonable accommodations that will eliminate or minimize the barriers disabled students may face in the process of successfully completing the requirements for graduation from the University of New England School of Nurse Anesthesia.

Abilities and Skills:

A student of this program must have abilities and skills of five varieties including observational skills; communication skills; fine and gross motor skills; conceptual, integrative and quantitative abilities; and behavioral and social/emotional attributes.

I. Observational Skills

The student must be able to acquire a defined level of required information as presented through demonstration and experiences in the basic sciences and anesthesia courses including, but not limited to, information conveyed through labs and simulated anesthesia patient exercises. Furthermore, a student must be able to observe a patient accurately, at a distance, and close at hand, acquire information from written documents and visualize information as presented in radiographic images and patient monitors. The student must have visual and hearing acuity, including use of depth perception and peripheral vision; hearing normal and faint body sounds (blood pressure and heart sounds) and hearing auditory alarms on monitors and anesthesia delivery systems. Such observation and information acquisition necessitates the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities.

In any case where a student's ability to observe or acquire information through these sensory modalities is compromised, the student must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information without reliance upon another person's interpretation of the information. The university will provide appropriate reasonable accommodations to foster the student's ability to meet these standards, so long as the student registers with UNE Disability Services.

II. Communication Skills

The student must be able to effectively and efficiently communicate using verbal, written, and reading skills, in a manner that demonstrates sensitivity to patients, their families, and all members of the health care team. A student must be able to accurately elicit information,

describe a patient's change in mood, thought, activity and status. He or she must also demonstrate established communication skills using traditional or alternative reasonable means that do not substantially modify the standard.

III. Fine and Gross Motor Skills

The student must be able to, with or without the use of assistive devices, but without reliance on another person, to interpret x-ray and other graphic images and digital or analog representations of physiologic phenomenon (such as EKGs).

The ability to participate in basic diagnostic and therapeutic maneuvers and procedures (e.g. palpitation, auscultation) is required. It is also essential for a student to possess the gross motor skills sufficient to provide a full range of safe and effective care to patients. These include the ability to move within confined spaces, reach above shoulders, bend, stoop, squat, stretch and to reach below the waist. Fine motor skills are necessary to perform psychomotor skills such as picking up objects, grasping, pinching with fingers (intubations, manipulating a syringe, starting IVs), twisting and squeezing.

Physical stamina sufficient to complete the rigorous course of didactic and clinical study is required. In addition, physical endurance and strength is a requirement in order to tolerate working an entire shift (including overtime or call), standing for long periods of time, and sustaining repetitive movements (performing CPR, positive pressure ventilation, etc.). Students must be able to provide hands-on patient care such as lifting, pushing and pulling excessive weight to position patients, pick up and carry children, ambulate patients and transfer anesthetized patients to patient recovery areas; the candidate is required to move not only the patient's weight but also the heavy bed.

The student is required to carry heavy equipment and supplies, sit for long periods of time on stools with and without any back support, twist and turn to visualize monitors and the surgical field, and possess the strength and flexibility to assist in the restraint of combative patients. In addition, the student must be able to move quickly to respond to emergencies. At all times, the ability to administer care to patients in a safe manner is paramount.

IV. Intellectual Skills- Conceptual, Integrative and Quantitative Abilities

The student must be able to measure, calculate, reason, analyze and synthesize information in a timely fashion. In addition, the student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structure. Problem-solving, the critical skill demanded of nurse anesthetists, requires all of these intellectual abilities. These problem-solving skills must be able to be performed in a precisely limited time demanded by a given clinical setting. In addition, the student must be able to adapt readily to changing environments and deal with unexpected activities.

V. Behavioral and Social/Emotional Attributes

Students must possess the emotional health, intelligence, and stability required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients.

Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. They must be able to measure, calculate, reason, analyze and synthesize information effectively in a precisely limited time demanded by a given clinical setting, while under stress, and in an environment in which other distractions may be present.

Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the educational processes.

STUDENT ACCESS CENTER

UNE seeks to promote respect for individual differences and to ensure that no person who meets the academic and technical standards requisite for admission to, and continued enrollment at, the University is denied benefits or subjected to discrimination at UNE solely by reason of his or her disability. Any student eligible for academic accommodations due to a documented disability is encouraged to speak with the professor in a timely manner. Registration with UNE Student Access is required before accommodation requests can be granted. Student Access on the Portland campus is located in the lower level of Ginn Hall and may be reached by calling 221-4418. Student Access on the Biddeford campus is located in the lower level of Stella Maris Room 131 and may be reached by calling 602-2815.

<http://www.une.edu/studentlife/student-access-center>

EQUAL OPPORTUNITY STATEMENT

It is the policy of the University that no discrimination on the grounds of race, color, religion, age, sex, marital status, handicap, sexual orientation, or national origin will exist in any area.

PROFESSIONAL EXPECTATIONS FOR GRADUATE STUDY

1. Graduate education represents an opportunity for self-motivated learning in which the student assumes the principal responsibility for the learning process through the comprehensive engagement of the material outlined in the program curriculum.
2. The role of the program faculty is to facilitate the learning process by guiding the student to the resources necessary for him or her to meet the educational objectives of the program in a self-directed manner, and by promoting a supportive and collaborative environment conducive to the pursuit of academic excellence, clinical competence and professional success.
3. Didactic instruction in the program is designed to synthesize the wide body of knowledge represented by the program curriculum in a manner that highlights foundational principles and that facilitates the student's mastery of the material through the development of learning strategies for which he or she is ultimately accountable.
4. Simulation based-training forms an important cornerstone of the program's curriculum and promotes not only the development of technical competence but likewise encourages self-awareness, interpersonal communication skills and critical decision-making.
5. Examinations will evaluate the extent to which the student is able to master the material in a comprehensive and self-directed manner. It is expected that all written assignments and/or projects should be the result of comprehensive research and reflection on a given topic in keeping with the principles of intellectual honesty and scientific inquiry, and be presented in a professional manner on the due date.
6. Meeting deadlines for submission of administrative paperwork, clinical evaluations, conference, or self-examination testing applications is a professional expectation and failure to do so is considered a breach of conduct becoming of a professional graduate student such behaviors will be met with consequences ranging from probation to course failure.
7. Time-sensitive communication between faculty and students is an essential component of the student's success in the program and efficient department functioning. For this reason, the University has provided a communication platform based on individual email accounts for each student and a web-based platform which supports live chat and threaded online class discussions. It is considered a professional obligation that students respond to faculty calls and electronic correspondence within 24 hours or sooner if requested, of receiving messages. Failure to do so will be construed as unprofessional behavior. Students should remain updated on Web based class related notifications and information. **It is recommended that students check their email and the Blackboard Announcement section for updates initially in the morning and throughout the day.**
8. On-going evaluation of the program's clinical and didactic programs by students is an essential component of meeting standards of quality as mandated by the Council on Accreditation of Nurse Anesthesia Programs and an important means of communication

between students and faculty. Please note course evaluations are a required element of every course; to receive your grades at the end of the semester, you will need to complete the on-line course and instructor evaluation. In order to make this as convenient as possible, we will provide a two-week window for completion. Participation in evaluation processes by students is a professional and departmental expectation and is required by the Westbrook College of Health Professions. Students must have appropriate resources necessary to fully participate in all phases of the program.

10. The MSNA program is a full time course of study and cannot be delivered or completed in a part time format.

POLICIES AND PROCEDURES

ADVISORS

All students will be assigned a UNE MSNA Faculty Advisor at the start of the Program. A student receiving a grade less than 80% on an examination is encouraged to meet with his/her advisor. Advisor meetings are encouraged to determine if there are any concurrent issues with the student or with course work, with the end goal of promoting successful advancement through the program. It is the student's responsibility to schedule the meeting with their advisor. Students are encouraged to continue to contact their academic advisors during the clinical phase when they score below an 80% on an exam or are having issues in clinical or personal issues.

CLASS ATTENDANCE POLICY

All scheduled classes, skills labs, and simulated sessions are mandatory. It is expected that students arrive early or on time to all classes. Class attendance and tardiness are factored into the class participation grade in all courses. Students unable to attend a class session must notify the instructor and program administrative assistant prior to the class session. It is the individual course instructor's discretion if any more penalties are to be applied for missing class or a deadline.

CODE OF PROFESSIONAL CONDUCT

The University of New England, School of Nurse Anesthesia is committed to promoting in all students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to nurse anesthesia practice. Students are expected to exhibit the highest standards of professional conduct, avoiding impropriety and the appearance of impropriety. The School of Nurse Anesthesia Student Code of Professional Conduct exists to promote honorable conduct on the part of all students in the school. Its purpose is to create an environment where honesty, integrity and respect are rewarded and unethical, dishonest, or disrespectful behaviors are

prevented, deterred, or do not exist. The credibility of any healthcare professional is based on the high degree of trust accorded by the individuals he or she serves. Students entering the healthcare professions have a unique, particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity, and respect for others.

Success in the Nurse Anesthesia profession requires certain behavioral attributes including but not limited to personal commitment and hardiness, empathy, discipline, honesty, integrity, personal regard for others, the ability to work effectively with others in a team environment, and the ability to address a crisis or emergency situation in a composed manner. Adherence to these rules of conduct requires a high level of maturity and self-control, even in highly stressful situations. Failure to adhere to these standards will result in a disciplinary action ranging from a written warning to immediate dismissal from the program (depending upon the violation and the circumstances surrounding the offense). During the clinical phase of the program, ethical and behavioral issues at individual sites will be managed by administration in the program.

Offenses include (but are not limited to):

1. Creating or contributing to situations that jeopardize safety.
2. Failure to follow all policies in the Student Code of Conduct section of the University of New England Handbook. Unethical behavior such as academic dishonesty, falsifying logs, or medical records is considered a violation of the Program's standards of conduct.
3. Failure to respect the confidentiality of patients and fellow students. One is not permitted to discuss any patients by name outside the clinical encounter situation. Students should not discuss other students with preceptors. For academic presentations, all identifying data, including name, initials, date of birth, and facility where seen will be omitted.
4. Unauthorized possession, use, copying, or distribution of hospital records or disclosure of information contained in such records to unauthorized persons.
5. Use, distribution, or unauthorized possession of intoxicating beverages or drugs on hospital premises or reporting to work under the influence of intoxicants.
6. Unauthorized absence from the Anesthesia Department during regularly scheduled clinical hours.
7. Failure or refusal to follow instructions of a duly assigned clinical instructor including refusal to accept clinical assignment.
8. Use of vile, intemperate or abusive language, or acting in a disrespectful manner to any faculty, staff, employee, supervisor, patient, or visitor.
9. Any disorderly conduct on hospital premises.
10. Creating or contributing to unsanitary conditions.
11. Theft, fraud, or unauthorized use of property belonging to the hospital, patient, or visitor.
12. Disregard of one's appearance, dress, or personal hygiene.

No set of policies or procedures can anticipate every issue or situation, and circumstances at times require alterations or adaptations. What follows are the general policies that will govern these situations routinely. While maintaining the School's commitment to these policies and to applying them fairly, the School of Nurse Anesthesia does, however, reserve the right to modify policies and/or procedures at any time as may be necessary. The Student Code of Professional Conduct is for the School of Nurse Anesthesia. It augments information provided in the University Student Handbook as it pertains to academic programs in the College. The University of New England reserves the right in its sole judgment to make changes in any nature in its programs, calendar, or academic schedule whenever deemed necessary or desirable, including changes in course content, the scheduling of classes with or without extending the academic term, canceling of scheduled classes or other academic activities, in any such case giving notice thereof as is reasonably practicable under the circumstances.

EXPECTATIONS FOR PROFESSIONAL BEHAVIOR:

Students enrolled in WCHP are expected to conduct themselves according to the following policies, procedures, guidelines, and expectations. Students are responsible for seeking clarification of any aspect of the conduct code about which they have questions, especially in the event of receiving written notice of conduct concerns and/or violations. It is expected that students will:

1. Read and agree to comply with the policies and procedures outlined in the *UNE Student Handbook*; access: http://www.une.edu/sites/default/files/2017-2018_university_of_new_england_student_handbook_-sp18.pdf
 - a. Content: Policies and procedures, including the University Conduct Code, which governs the conduct of all UNE students.
 - b. Context: Applies to all on-campus and UNE-sponsored off-campus activities, including clinical observations, clinical practica, and community service.
2. Become familiar with the Code of Ethics for Nurse Anesthesia and to uphold these standards in all relevant settings:
[https://www.aana.com/docs/default-source/practice-aana-com-web-documents-\(all\)/code-of-ethics-for-the-crna.pdf?sfvrsn=d70049b1_2](https://www.aana.com/docs/default-source/practice-aana-com-web-documents-(all)/code-of-ethics-for-the-crna.pdf?sfvrsn=d70049b1_2)
3. Adopt the following standards of professional behavior, applicable to students across all health professions. Students are expected to progressively develop these skills and abilities during their course of study and to endeavor to maintain these standards in all on-campus and UNE-sponsored off-campus activities, including clinical and fieldwork experiences and relevant community service. These specific professional behaviors include the demonstration of:
 - a. Communication Skills- communicate effectively (i.e. verbal, nonverbal, reading, writing, and listening) for varied audiences and purposes.
 - b. Interpersonal Skills- interact effectively with patients and clients, families, colleagues, other health care professionals, and community members.

- c. Cultural Sensitivity- be aware of, respect, and acknowledge cultural differences.
- d. Problem Solving- recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
- e. Use of Time and Resources- manage time and resources effectively to obtain the maximum possible benefit.
- f. Responsibility- be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.
- g. Critical thinking- question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences and assumptions; and distinguish relevant from irrelevant information. Utilize, analyze, and critically interpret scientific evidence to develop a logical argument, and to understand how bias affects the decision making process.
- h. Use of Constructive Feedback- solicit and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
- i. Commitment to Learning- self-direct learning and continually seek and apply new knowledge, behaviors, and skills.
- j. Health and wellness- identify sources of stress and implement effective coping behaviors in relation to self, patient/clients and their families, members of the health care team and in life balance.

4. Facility-specific policies and procedures: Students are expected to familiarize themselves with the policies and procedures of host institutions for their clinical or field work placements and to act in accordance with those guidelines. (Students should refer to the relevant policies of the specific institution and/or consult with clinical preceptors or supervisors.)

5. Dress appropriately for the professional context and institutional setting, whether in a campus, community, or clinical setting. Usually this means “business casual” attire unless the clinical facility or fieldwork setting, or a specific event requires alternate attire. Nametags may be required or recommended in many settings. When in doubt, students should consult with their clinical instructor, site supervisor, or faculty member about specific dress code expectations or requirements at a particular facility or for a specific event.

6. Delivery of safe, competent care and related services, all of which underscore all aspects of professional practice. Specific standards of physical, social, and emotional safety are often defined within courses and clinical teaching sites. Accordingly, students are expected to demonstrate behaviors that uphold those standards. Failure to do may result in a referral for academic advising and/or a referral to the Student Development Committee.

VIOLATIONS OF PROFESSIONAL BEHAVIOR STANDARDS:

Improper, unethical, or unprofessional conduct may result in a referral to the Student Development Committee for review and recommendations. (This policy does not supplant the University Judicial Process, including the determination of other conduct issues, as described in the UNE Student Handbook.) Depending on circumstances, a confirmed violation of professional behavior standards may result in (a) remediation prior to progressing further in the program, (b) receiving a failing grade in a course, or (c) dismissal from the program. In all cases, students will receive written notice regarding the nature of the professional behavior violation, its consequences, and any stipulated conditions for continuation in the program. All documentation related to professional behavior and/or conduct violations will become part of the student's permanent record.

The following document outlines expectations for Masters of Science in Nurse Anesthesia students both in and out of the classroom as well as in the professional practice setting. The standards of conduct listed below set forth general responsibilities of students in a learner environment.

I. Academic Honesty and Integrity

Students are expected to adhere to all aspects of the University of New England Student Handbook that can be found on the UNE website. Students who believe that academic misconduct has taken place are obliged to bring their concerns to the attention of the course instructor or the Program Director of the School of Nurse Anesthesia as may be appropriate. Anonymous accusations of misconduct will not be considered.

The University of New England School of Nurse Anesthesia expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established University and College expectations. Ignorance and lack of intent are not valid excuses. Commission of an act of scholastic dishonesty by a student is not a victimless offense. If works by some students have been accomplished unfairly, then all other students in the class are victims because their honest efforts cannot be fairly evaluated and the integrity of the program is compromised. Students are directly responsible for understanding the Code of Professional Conduct.

To facilitate academic honesty, students are expected to conduct themselves in a manner that will prevent or decrease opportunities for academic dishonesty, particularly during examinations. These include:

- a) Remove yourself from a situation that is likely to lead to a violation of the Code of Professional Conduct.
- b) Be on time for each examination.
- c) Protect your exam from the view of others.
- d) Keep your eyes focused on your own exam,
- e) Do not begin your exam before the time designated by the instructor or proctor.
- f) Do not continue to take the exam beyond the designated time period for the exam.
- g) Do not collaborate on an examination, assignment or project unless explicit permission to do so has been granted by the instructor or proctor. This includes repurposing a previous student's assignment.

Academic Integrity Policy of the University of New England:

“The University of New England values academic integrity in all aspects of the educational experience. Academic dishonesty in any form undermines this standard and devalues the original contributions of others. It is the responsibility of all members of the university community to actively uphold the integrity of the academy; failure to act, for any reason, is not acceptable. Charges of academic dishonesty will be reviewed by the dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England.

Academic dishonesty includes, but is not limited to the following:

- 1. Cheating, copying, or the offering or receiving of unauthorized assistance or information.
- 2. Fabrication or falsification of data, results, or sources for papers or reports.
- 3. Actions that destroy or alter the work of another student.
- 4. Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor.
- 5. Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own.”

II. Academic misconduct includes, but is not limited to, the following actions:

A. Cheating

Cheating is intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples of cheating are as follows:

- 1. Using the work of another individual on an examination or assignment and submitting it as your own work.
- 2. Using another student's “clicker” device or other electronic devices, to answer questions or provide feedback.

3. Permitting another student to use your work on an examination or assignment without explicit approval of the instructor, both in clinical and in didactic.
4. Possessing or accessing unauthorized notes, crib sheets, additional sources of information or other material during an examination.
5. Providing or receiving unauthorized aid during an examination or prior to a make-up examination.
6. Taking an examination for another student or having an examination taken by a second party.
7. Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
8. Unauthorized possession or use of examinations except examinations returned by professors from previous semesters.
9. Collaborating on any assignment or examination without the explicit permission of the instructor.
10. Failing to comply with instructions given by the person administering the test.
11. Falsifying data, laboratory reports, and/or other academic work offered for credit.

B. Plagiarism

Plagiarism is the appropriation, through any means, of another's work and the subsequent submission of it as one's own academic work. In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. All work submitted to an instructor is considered a representation of the student's work. **This includes any work including drafts and final papers, whether graded or not.** Plagiarism can easily be avoided by clearly referencing the work of others when it appears in your own work.

Examples of plagiarism as it might occur in term papers, research papers, laboratory reports, and other written assignments are listed below.

1. Failure to provide a citation for a paraphrase or summary;
2. Failure to paraphrase or summarize properly, even when a note is provided.
3. Copying another source verbatim (word for word) without quotation marks or proper indentation;
4. Copying another source without acknowledgement;
5. Turning in another person's paper or other work as one's own.

Safe Assign©

Safe Assign© is a software program available to instructors to check a student's work for plagiarism. At the instructor's discretion, any and all submitted papers may be run through this software to determine if plagiarism exists.

C. Fabrication, Fraud or Forgery

This is defined as intentional and/or unauthorized falsification common in the academic and/or clinical environments are as follows:

1. Fabrication or falsification of examinations, reports, assignments, case studies and other assigned work.
2. Falsification or invention of sources or page references in assignments.
3. Falsification or alteration of original source documents, such as misquoting or misrepresenting the document, to support a specific point of view or hypothesis.
4. Falsification or fabrication of laboratory or patient data.
5. Falsification of any school or university document including grade reports, transcripts or personnel files.
6. Forging signatures of school or university officials on any official document including patient records.
7. Providing a false excuse or reason for missing an examination, assignment, a required attendance class or clinical rotation.
8. Providing the name or signature of another student on an attendance form; signing an attendance form when you are present for only a brief period of time, e.g., signing in and leaving or signing when you arrive near the end of a class or session.
9. Providing false information to an instructor to increase one's grade or to attain special consideration.
10. Providing false information regarding contributions to group assignments or projects.
11. Misrepresenting the facts about oneself or another in regard to health, personal, financial or academic consideration to gain an unfair academic or financial benefit.

D. Altering or damaging reference material and equipment:

Examples may include but are not limited to the following:

1. Destroying or removing study materials from circulation, examination keys, posted grades or other materials made available made available to all students.
2. Any attempt to limit another student's access to educational resources.
3. Any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.

E. Electronic Device Abuse- cell phone/pager/text or other communication device

Students are allowed to have cell phones, pagers and other similar devices on campus.

However, students may not use these electronic devices during class unless specifically permitted by the faculty member. Faculty members have authority to confiscate these or

related electronic devices, in the event of a violation of this policy, and/or require the student to leave for the remainder of class. In the event of an emergency, the University of New England will use an alert system that incorporates the use of electronic devices. The student may have the device “on” but the setting on the device should be placed on a silent, meeting or vibrate setting.

F. Computer Use Policy

Please refer to the University Student Handbook for guidelines on Information Technology and computer use

G. Discipline

These offenses will not be tolerated under any circumstances as they compromise the academic and professional integrity of this program.

If a student is suspected of violating academic integrity, the accusation will be investigated further by faculty. The case will be brought before the Student Affairs Committee (SAC). The SAC may either:

1. Drop the case based on insufficient evidence.
2. Recommended immediate dismissal from the Program.

The Program Director will, in turn, consider the SAC’s recommendation and then issue a final decision. Decisions made by the Program Director may be appealed to the Dean of the Westbrook College of Health Professions. To do so, the student should follow the review process set forth in the UNE Student Handbook.

H. Submission of assignments

All written assignments are to be submitted in the following manner:

1. Assignments will not be accepted in an email unless extenuating circumstances exist and are approved by the instructor.
2. Assignments must be submitted by the due date via the appropriate assignment dropbox on Blackboard.
3. **All papers must be submitted in a word document.** PDFs are not acceptable for submission.
4. Naming files: Name your electronic file submission exactly as specified when submitting assignments. Include the following information on all submissions:
LastnameFirstinitial, name of assignment,date.
Example: SMITHJ, OBCASESTUDY, 06.1.17
Keep a hard copy and an electronic copy of your submission.

III. Professional Conduct

MSNA students are expected to display professional behavior including but not limited to:

1. Use of appropriate and professional language in verbal and written communication with faculty, staff, students, patients, and other health care personnel.
2. Maturity in accepting the decisions of persons of authority within the School of Nurse Anesthesia and the University of New England as well as in the professional practice environment.
3. Respect for the beliefs, opinions, choices, and values of others. MSNA students are expected to treat other persons equally regardless of race, culture, gender, age, religion, ethnicity, sexual orientation, socioeconomic status, physical or mental status.
4. Diplomacy in expressing opinions, resolving conflict and evaluating others.
5. Respect for the confidentiality of others including patients, students, faculty and staff.
6. Provision of nurse anesthesia services according to legal and ethical standards of nurse anesthesia practice.
7. Commitment to self-evaluation, personal growth, and life-long learning.

A. Classroom behavior

Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of the MSNA Code of Professional Conduct. Demonstration of a respectful learning environment include, but not limited to, the following types of behaviors:

1. Be on time for class; should you arrive late, enter the classroom quietly and do not disrupt anyone while finding a seat.
2. Do not leave the classroom during lecture unless a reasonable circumstance requires this action (e.g., illness); if you must leave, do so as quietly as possible with minimal disruption.
3. Refrain from conversations during the presentation of the class, seminar or other learning session.
4. Do not gather materials to leave the class until the instructor has completed his or her remarks.
5. Refrain from making disrespectful sounds during lecture.
6. Refrain from distracting activities during class.
7. Do not bring pets or other animals into class, seminars or other learning sessions (except for certified companion dogs).

8. Refrain from bringing family members or other guests into class, seminars or other learning sessions unless permission is obtained from the instructor or course director.

Faculty have the authority to identify disruptive students, instruct students to refrain from such behavior and require that students leave the classroom if, in the judgment of the instructor, their behavior is interfering with the learning environment. In addition, sanctions may be brought against any student as outlined in the University of New England Student Handbook.

B. Respecting the physical environment

A considerable amount of human and fiscal resources are used to maintain the integrity and appearance of the physical facilities of the school. Students are expected to contribute to the maintenance of a neat and clean environment by properly disposing of trash and recyclables and by helping to keep classrooms, study areas, lounge areas, kitchens and appliances, hallways, rest rooms, walls and bulletin boards free of trash and clutter. In addition, theft, vandalism or inappropriate access to personal or proprietary information or personal property (offices, desks, computers and computer files or other College, university or student property) is not acceptable behavior.

C. Substance Misuse

(For specific details regarding UNE's policies on alcohol and drugs, please refer to the appropriate sections of the UNE Student Handbook.)

The University of New England School of Nurse Anesthesia seeks to create an environment that promotes healthy, responsible living. The School of Nurse Anesthesia recognizes that anesthesia providers, because of their exposure and the nature of their work, may be at high risk for substance misuse. Aside from impacting upon the personal and psychological integrity of the abusers, substance abuse may significantly impact the ability of anesthesia care provider to administer safe, competent patient care.

The School of Nurse Anesthesia is committed to assisting the student who exhibits behaviors reflecting misuse or abuse of alcohol and other drugs through the availability of assessment and referral mechanisms. The purpose of this policy is to provide the student with policies, guidelines, judicial responses as they relate to substance abuse and chemical dependency.

a. Substance Misuse Policy

This policy applies to all students currently enrolled in the School of Nurse Anesthesia. Failure to comply or refusal to cooperate with any aspect of this policy, or any clinical site hospital policy on substance abuse, will be subject to immediate disciplinary action, up to and including dismissal from the program, report to the state licensing board, and complaint to local law enforcement authorities. Because of the paramount concern for patient safety, these disciplinary actions may be imposed without the customary mechanisms of academic warning, and probation period.

Students are personally responsible for conforming to the University's Alcohol and Drug Policy, local, state and federal laws and regulations controlling the possession, manufacture, use or distribution of controlled or illegal substances and alcohol. The School of Nurse Anesthesia prohibits the illicit or unauthorized possession, use manufacturing, consumption, sale or distribution of illicit drugs and alcohol on University property or clinical affiliate sites.

A student who is arrested or charged with a drug offense which involves the off-duty sale, distribution, or possession of legal or illegal drugs must immediately inform the School of Nurse Anesthesia, Program Director of the arrest, the nature of the charges, and the ultimate disposition of the charges.

Students are expected to comply with the hospital policies at each clinical site. Clinical training sites may also require students to undergo drug/alcohol testing prior to placement or during clinical rotations at the site. Therefore, students may also be tested in accordance with the clinical training site's policy. Students, like employees, are required to comply with all hospital policies regarding pre-employment drug and health screening.

Students who take over-the-counter or prescribed medication are responsible for being aware of the effects the medication may have on their performance and personal behavior and ensure patient safety is not compromised. Students on a medication that may impair students' performance and/or clinical judgment must present documentation from your primary care provider, ensuring fitness for duty.

Students are prohibited from reporting to the classroom or the clinical area under the influence of illicit drugs or alcohol. With reasonable suspicion of substance abuse or chemical dependency, the School of Nurse Anesthesia will act to intervene and refer a student for assessment and treatment.

D. Sexual Harassment

Please refer to the Sexual Misconduct Policy of the UNE Student Handbook.

IV. CONFIDENTIALITY

MSNA students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments or any privileged information from committees of which a student is a member. Confidentiality is an ethical concern and a legal issue. Nurse Anesthetists, including students, are legally bound to safeguard the confidentiality of matters concerning patients. Respecting the confidentiality of patients maintains public trust. As part of the curriculum, MSNA students complete several hundred hours of nurse anesthesia practice. Students are required to comply with the legal requirements, and with professional and ethical standards relating to the practice of nurse anesthesia.

Failure to maintain the confidentiality of any patient or failure to engage in professional and ethical conduct will be treated by the School of Nurse Anesthesia in the same manner as academic dishonesty. It is the policy of the School of Nurse Anesthesia that students who engage in unethical conduct will be subject to disciplinary penalties.

A. Understanding HIPAA Privacy

The Health Insurance Portability and Accountability Act Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Consumers have rights and protections that are provided by the Privacy Rule. Covered entities must comply with the Privacy Rule and its requirements. Guidance is available to help covered entities implement and maintain compliance with the requirements. Nurse Anesthesia students will be required to complete HIPAA training before engaging in patient care and as required by the university. There is much more information and additional reading available located on the WEB at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

V. ONLINE SOCIAL MEDIA/NETWORKING

Web blogs and online social networks such as Facebook have become popular communication tools over the past several years. As professionals with a unique social contract and obligation, nurse anesthesia students as well as practicing CRNAs must be cognizant of the public nature of these forums and the permanent nature of postings therein. Sites such as these are a potential forum for lapses of professionalism and professional behavior. These sites may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. The School of Nurse Anesthesia has adopted the following guidelines to assist students in safely and responsibly using these sites.

These guidelines are “best practice guidelines” and apply to all MSNA students who participate in social networking sites and online weblogs. Students should follow these guidelines whether participating in social networks personally or professionally, or whether they are using personal or UNE or clinical affiliation computing equipment.

A. Definitions

Social networking site: spaces in the internet where users can create a profile and connect that profile to others (individuals or entities) to create a personal network. Examples include Facebook, MySpace, LinkedIn, and Twitter.

Weblog: a website, usually in the form of an online journal, maintained by an individual with regular commentary on any number of subjects. Can incorporate text, audio, video clips, and any other types of media.

B. Professionalism

1. Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. The professionalism description can be found in the Code of Professional Conduct section of this handbook. Students may be subject to disciplinary actions within the school for comments or postings that are either unprofessional or violate patient privacy.
2. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.

3. Do not violate copyrighted or trademarked materials. If you post content, photos or other media, you are acknowledging that you own or have the right to use these items.
4. In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as University of New England, MSNA student, you are creating perceptions about the School of Nurse Anesthesia by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with UNE's values and professional standards.
5. UNE logos may not be used on any social media site without the approval of the UNE Web Manager or the Public Relations Director. Any medically oriented weblogs should contain the disclaimer: "The posts on this site are my own and do not necessarily represent the UNE School of Nurse Anesthesia's positions, strategies, or opinions."
6. Use of these social networking sites or weblogs can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e. State Licensing Boards).
7. Unprofessional postings by others on your page reflect very poorly on you. Please monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
8. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.
9. Avoid giving specific medical advice.

C. Privacy

1. Due to continuous changes in these sites, it is advisable to closely monitor the privacy settings of your social network accounts to optimize their privacy and security.
2. It is advisable that you set your privacy profile so that only those people whom you provide access may see your personal information and photos.
3. Avoid sharing identification numbers on your personal profile. These would include address, telephone numbers, social security, passport numbers or driver's

license numbers, birth date, or any other data that could be used to obtain your personal records.

4. Others may post photos of you, and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to “untag” yourself from any photos as a general rule, and to refrain from tagging others unless you have explicit permission from them to do so.
5. Maintain the privacy of colleagues and other UNE students or clinical affiliate hospital employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
6. Make sure that you differentiate medical opinions from medical facts. The world of medicine is foreign to many, so readers may take your words at face value. Try to make clear what statements reflect your personal beliefs.

D. Confidentiality

1. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
2. Patient privacy measures taken in any public forum apply to social networking sites as well.
3. Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
4. Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online unless specific written permission to do so has been obtained from the patient. Remember, even if you have permission, such photos may be downloadable and forwarded by others.

E. Patient contact

1. Interactions with patients within these sites are strongly discouraged. This provides an opportunity for a dual relationship, which can be damaging to the provider-patient relationship, and can also carry legal consequences.
2. Private patient information obtained on a social networking site should not be entered in the patient’s medical record without the patient’s knowledge and consent.

F. Social media in clinical settings

1. Be aware of social networking policies at each of UNE's School of Nurse Anesthesia clinical affiliated sites.
2. Refrain from accessing personal social networking sites while in clinical work areas.

VI. RESPECT FOR FACULTY, STAFF, STUDENTS AND OTHER HEALTH CARE PROFESSIONALS

1. Students are expected to demonstrate respectful behavior at all times toward the faculty, staff, students and patients in the College of Health Professions and other institutions on or affiliated with the School of Nurse Anesthesia.
2. The student body, faculty and staff represent a diverse group. Respect for and understanding of individuals from diverse backgrounds is a part of a university education. Prejudices against individuals because of race, ethnic or cultural background, gender, disability or other personal characteristics will not be tolerated.
3. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Disrespectful behavior by students is unacceptable. Faculty and staff members work to provide a quality educational program for students. Misunderstandings, changes in curricula or mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the school through the Office of Student Services, faculty members, administrators, student government members and student representatives on school committees.
4. The dignity and respect of all health care practitioners and caregivers must be acknowledged, promoted and upheld.

VII. MSNA DRESS CODE

The School of Nurse Anesthesia recognizes that appropriate personal appearance creates a favorable impression on the nurse anesthesia profession in general. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. The continuous demonstration of appropriate manners and dress insures that the MSNA students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

The dress code applies at all times when class is in session on campus, professional meetings both on and off campus and to any situation where patient care activities occur or the occurrence of direct patient or healthcare professional contact can be reasonably assumed. These instances would include but not be limited to all experiential experiences. In the absence of a stated policy for an individual course or setting, the following dress code will apply:

A. General Personal Care

1. Maintain good personal hygiene, which includes regular bathing, use of deodorants and regular dental hygiene.
2. Hair should be neat and clean and a conservative color. Hair longer than shoulder length should be secured if close contact with patients is anticipated. Beards and mustaches must be clean and well groomed.
3. Perfume or cologne is not recommended in the clinical setting, as many people are allergic or sensitive to them.
4. Cosmetics should be used in moderation.
5. Fingernails must be clean, neatly trimmed, and short to medium length. Students must adhere to clinical affiliate policies.
6. Tattoos must be covered with clothing. Students must adhere to clinical affiliate policies.
7. Jewelry in pierced noses, lips, tongues and other exposed body areas, other than ears, is not permitted. Earrings must be conservative in appearance with no more than two holes with earrings in place. No “Plugs” in ears will be allowed.

B. Appropriate Attire

1. Clean, business casual styled clothing (e.g., collared shirts for men and an appropriate top for women, colored or khaki trousers, slacks, appropriate length shorts and skirts, etc.)
2. Undergarments should not be visible through clothing.
3. Dress shoes, boots, sandals, athletic shoes that are in good condition and clean.

C. Inappropriate Attire

1. **Jeans are NOT acceptable attire.**
2. Hats, caps, bandanas, hoods or head scarves (except if considered part of medical, religious or cultural dress).
3. Sweatpants/sweatshirts, pajamas, scrubs, spandex or exercise attire, unless authorized for lab.

4. T-shirts, tank, mesh, halter or tube tops, spaghetti straps, showing of midriff or low cut tops.
5. Bare feet.
6. Athletic or jean shorts.
7. Shirts with inappropriate or vulgar lettering or messages.

D. Additional Dress Code Requirement for the Skills Practice Laboratory

1. Skills Laboratory: scrubs are acceptable attire for skills laboratory days.
2. Simulation Laboratory: scrub, surgical scrub hat and mask, and stethoscope are acceptable attire for simulation lab practice.
3. If for religious, medical or cultural reasons, there is a need to deviate from this policy, the student must make a request to the Program Director in writing, be willing to provide required documentation.

Dress attire that deviates from policy will be approved at the discretion of program faculty. The School of Nurse Anesthesia and its clinical faculty reserve the right to require students who are in violation of the dress code to remove the inappropriate item(s) or leave the learning or patient care environment.

VIII. STUDENT/PROFESSOR CONFLICT

Students, who feel that a faculty member has unfairly treated them in regards to grades, class expectations, unfair or discriminatory actions, etc., should speak directly with the professor involved. If the student feels that additional action is required or feels unable to speak directly with the professor involved, the student should speak with the program director.

IX. STUDENT PROGRESSION

Please refer to the following link for the most up-to-date information on graduate progression policies:

http://www.une.edu/sites/default/files/Grad%20Prog%20Policies%202017-18.Final_.pdf

COMPREHENSIVE EXAMS

All students will be required to purchase an electronic board preparatory course to be used for comprehensive exams after matriculation. The faculty will make the course selection during the student's first year of the program. Comprehensive exams may be scheduled throughout the

program and will continue through the last semester of the program. Failure to take the exam or achieve a passing grade may delay the graduation date.

CRIMINAL BACKGROUND CHECK

It is at the discretion of the MSNA Program and/or clinical affiliate sites to require the student to undergo a criminal background check at any time during the program (initial check and updates). Information will be provided when this is required and payment will be required from the student for the background check.

EMAIL POLICY

A University assigned student email account shall be the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. If a student chooses to forward their University email account, he or she is responsible for all information, including attachments, sent to any other email account.

EMPLOYMENT

Students are strongly encouraged to enter school with adequate financial resources due to rigorous time commitments (up to sixty-seventy hours a week for didactic, didactic preparation, clinical practicum, and clinical preparation). It is highly recommended that no student work during the program. Work commitments which impinge on academic or clinical requirements will not be tolerated. If a student chooses to work during the clinical phase of the program, there must be an eight (8) hour lapse between work time and reporting for class and clinical. No student will receive compensation for anesthesia services or be permitted to render anesthesia services outside the anesthesia program. Violations will be cause for immediate dismissal.

EVALUATION POLICY: COURSE AND INSTRUCTOR

Course and instructor evaluations are one of the most important tools that we have for evaluating the quality of your education, and for providing meaningful feedback to course instructors on their teaching. In order to assure that the feedback is both comprehensive and precise, we need to receive it from everyone, so course evaluations are a required element of every course.

Students who complete their evaluations on time will have access to their grades as soon as they are available. For those students who do not complete their evaluations, grades will be masked for approximately two weeks.

ON-GOING DIDACTIC PROGRAM EVALUATION

Course evaluations are very important to the program and the University. Evaluations enable students to provide instructors and the University with feedback about the effectiveness, quality, and value of courses. Your feedback on course evaluations is essential for revising and improving the program curriculum. These improvements will be of direct benefit to future students. Improvements will also benefit you, by ensuring the overall quality of courses at UNE and increasing the reputation and value of a UNE degree. Your feedback is greatly appreciated by faculty, staff, and administration.

If students have concerns about any aspect of the didactic program, they are encouraged to contact Cheryl L. Nimmo, Assistant Program Director, who serves as the Curriculum/Didactic Director for the School of Nurse Anesthesia and Maribeth Massie, Program Director.

MSNA students are encouraged to provide timely feedback to the program about the quality of instruction in the didactic courses. In particular, we are interested in students' comments concerning how the overall curriculum addresses their educational needs and how well the instructors are meeting the stated objectives of the courses. This mechanism does not replace traditional student evaluations, routine student-faculty communication about an individual's progress in a particular course, nor does it replace the operational responsibilities of the course coordinator. This is merely another mechanism for communication that provides faculty feedback on the effectiveness of the program.

EXAMINATION POLICY

Examinations may be provided in a paper or electronic format. The delivery method of exams is at the discretion of the course coordinator. All examinations will be administered while being proctored by a faculty member or a designee appointed by the course coordinator.

All exams will adhere to the Secure Exam Policy:

SECURE EXAM POLICY

All exam items and related materials are considered confidential and are not to be released or shared in any forum outside of the testing/review setting.

- No formulas, study materials, notes, papers, calculators, telephones or any other electronic device will be allowed in exams/exam reviews. Course coordinators have the option to amend this requirement (for example an open book exam, or exam where calculators or other aids may be necessary).
- No exams, answer sheets, or materials of any kind shall leave the testing area.

- All exams, answer sheets, additional materials as supplied and answer keys if distributed following the exam, will require that the student put their name on each piece of paper.

Students are required to understand and abide by the Oath of Conduct Statement (see statement below) and by taking the exam, they agree to the Academic Dishonesty Policy. By signing this Handbook contract, that signifies that the student understands and abides by this oath.

OATH OF CONDUCT STATEMENT:

"By sitting for and completing this exam I hereby affirm that I understand and accept the stipulations of the University of New England's Rules of Conduct for Secured Exams/Exam Reviews as previously agreed to in the Student Handbook."

All students are required to take scheduled examinations on the day the exam is scheduled. The student must request in advance, an excused absence* from an exam by the course instructor. It is at the discretion of the course instructor to excuse a student or not from an exam. If a student misses an examination, without the permission of the course instructor, this will result in an unexcused absence **.

*EXCUSED ABSENCES from regularly scheduled examinations may be granted by the course instructor. A student who receives an excused absence from a regularly scheduled examination will be required to take a comparable examination (may be multiple choice or written) covering the same course material as soon as the schedule permits.

A student will be given one (1) excused absence from a regularly scheduled examination per semester. After the first excused absence, five (5) points may be deducted from the total percentage score of the exam and the student will not be able to obtain a score higher than 95%.

Example: if a student scores an 85% on a make-up exam, the student will have 5 points deducted and receive an 80% for the exam score.

**An UNEXCUSED ABSENCE from any of the regularly scheduled examinations will result in a grade of zero (0) for that examination. Students with a grade of less than 80% at the end of the course because of one or more unexcused absences will not be eligible for re-evaluation and will receive a failing grade for the course and dismissal from the program.

Students are required to have a laptop computer and scanning capability. Electronic examinations administered through blackboard require a laptop computer. Student laptops must have the capacity to access the Internet in order to access Blackboard (online academic

software). Students are also required to have webcam, microphone capability and a headset. Students have the responsibility to ensure that they bring a power cord and a fully charged battery to the examination. Students must mute computer speakers during the examination period. Students may be required to visit with the IT department at the beginning of the academic year to ensure their laptop computer meets the requirement to take electronic examinations and to have a lock out browser installed.

If a student encounters any irregularity or extenuating circumstance during an examination that interferes with the examination process, the student **immediately** must report the circumstances to the proctor. Such circumstances include, without limitation, internet disruption or failure, an illness or a disruptive incident in the examination room. The circumstance will be dealt with on a case by case basis. If the circumstance is related to power failure or technical difficulties related to the computer the student will be provided with a paper version of the exam if the situation cannot be remedied by the proctor in a timely manner. If a student fails to bring such circumstances **immediately** to the attention of the proctor, the student cannot later appeal the examination result based on the unreported circumstances.

In-course examinations are considered secure documents and as such all exam items and related materials are considered confidential and are not to be released or shared in any forum outside of the testing/review setting and follow the Secure Exam Policy as outlined in the Examination policy,

STUDENT REVIEW OF EXAMS

Students may review his or her exam after the exams are graded and grades posted. Students who wish to review their own exams must make an appointment with the MSNA administrative assistant for a time/date to review the exam.

During the review, the student may not take any personal items, books, phones, computers, etc into the review area, nor may he/she take any notes either in writing or verbally of the test/quiz. The test may only be reviewed in the presence of either the administrative assistant or a faculty member.

FEES

Students are responsible for certain program-related fees incurred throughout the program. Program administration attempt to be as transparent as possible regarding these fees but changes may arise. At the current time, the following fees with approximate amounts are to be paid out of student pocket to maintain good standing in the program:

- Prodigy or Apex anesthesia study and exam software : ~\$500.00 (at start of program)
- Books: depending on edition (current or older and if electronic version): ~\$1500

- Castlebranch (formerly Certified Background): documentation \$171.00 (at start of program) for immunizations, physical exams, CV, licenses, etc: \$200.00 (up to 2 times in program during clinical)
- Precordial/esophageal earpiece : \$85.00 (end of second semester)
- National Certification Exam (NCE) fee (at end of program): \$725.00
- Cost of RN license if rotating to a state not associated with Maine (compact state designated by the state boards of nursing): could be anywhere from \$100-\$500 because fingerprinting in some states is expensive
- Self Evaluation Exam (SEE): \$165.00 (sixth semester) paid by program (in fees) for first time; student needs to achieve a score of 425; if they do not, they must pay for subsequent exams at \$165.00 each until they achieve the passing score.

MSNA program also has fees that are encompassed as part of tuition and fees every semester. At the current time, the following fees with approximate amounts may be paid by program or the student:

- AANA Associate Member Fee (start of program): \$200.00
- Lab supplies (throughout the program): \$1500.00
- BLS/ACLS/PALS Recertification course (at end of second semester): \$250.00
- Name badges (at end of second semester): \$10.00
- Lab coats (at end of second semester): \$25.00
- Medatrax case tracking fee (during clinical): \$525.00

IMMUNIZATION POLICY

Students need to provide both UNE Health Center and the program a copy of your immunizations (i.e. PPD) to include updates. All documentation must also be submitted to Castlebranch (formerly Certified Background). All students must adhere to UNE's immunization requirements. If a student refuses to acquire the required immunizations, they may be dismissed from the Program and University. Please fax, mail or email your immunization results to the anesthesia office and confirm receipt. It is the student's responsibility to maintain an up-to-date immunization record. **If the immunizations become outdated, the student will be removed from the classroom and/or clinical setting until current updates are received. Any time that is missed will need to be made up at future arranged dates at the Program Director's discretion. Individual clinical sites may require additional testing.**

MEDICAL MISSION TRIP

Students may request clinical release time to serve on medical mission experiences. These trips are not part of the curriculum or clinical residency, and are not sponsored by the University of New England. The student agrees to serve on these trips at their own risk, and UNE does not insure, endorse, protect, or assume liability for any aspect of these experiences. Because these trips are not scheduled with consideration for the University calendar, they may interrupt the student's clinical assignments; thus the student must make a request to the Program Director first then Clinical Coordinator to participate and sign a consent acknowledging and agreeing to this policy.

Only students beyond their twelfth month of clinical are allowed to go on mission trips.

Requests for release time should occur well in advance of the mission. The Program Director or designee will approve or deny release time for mission trips based on the student's level in the program, their academic standing, and an assessment of the level of supervision available to the student. Participants must present their experiences and what they learned at a faculty-student meeting. They should be prepared to present the objectives achieved and experiences, both clinical and personal, in a format determined by the faculty.

MEETING ATTENDANCE POLICY

Students are required to attend one state and one national meeting each year during the program. When there is an NEANA regional meeting, it is highly encouraged for the students to attend, in addition to the meetings that are already mandatory. Proof of attendance is mandatory. **A reflection paper is required after each meeting and submitted to each student's advisor by the Friday following the meeting.**

Regional State Anesthesia Meetings: Students are required to attend the Fall and/or Spring State association meetings while enrolled in the nurse anesthesia program. These may be in the state of clinical rotation or the state of residence. Professional behavior and attendance at all educational sessions during these meetings are mandatory. The state association may provide some financial assistance for students to attend meetings. Special permission for an excused absence from these meetings must be requested prior to the required commitment from the administrator or designee. Students absent from any of the above meetings will be required to complete additional assigned readings and/or other written work as determined by the program administrator.

AANA Educational Meetings: Students are required to attend one of the following each year: the Mid-Year Assembly (Washington DC), Annual Congress (rotates), Fall Leadership Academy (Chicago), and Assembly of School Faculty (rotates). Some financial assistance may be available

from the state associations and from the nurse anesthesia program. Scholarship assistance may be available from the state association, NEASF, and/or NEASRNA. Students are encouraged to attend the annual AANA Congress held at various locations in August/September of each year, in addition to any other AANA educational meeting they may attend. Financial support may be available through the AANA for this meeting. Students are excused from clinical and class for the scheduled meeting days plus one travel day prior to and following the meeting. Professional behavior and attendance at the educational sessions is mandatory.

REMEDIATION POLICY

A major component of the MSNA program is the Phase II clinical rotations, which provide the student with the opportunity to apply learned concepts and skills in actual patient care situations. In order to begin the clinical phase of training, a student must achieve a passing grade in all didactic courses in the curriculum AND in assessments conducted in the skills labs and during patient simulation. These assessments are designed to identify each student's level of understanding of pertinent technical and theoretical concepts. They also serve to identify those students who may have difficulty in the Phase II clinical portion of the program and provide an opportunity for remediation of technical and integrating skills.

Any student observed to have poor technical skills or an inability to integrate and apply learned knowledge during patient simulation or skills labs may be identified for remediation. A remediation plan may be developed prior to beginning the Phase II clinical portion of the program. The student will be responsible for documenting both short and long-term goals as part of the plan and develop a plan of action to meet these goals. Part of the remediation plan will include another planned simulation experience and/or additional time in the skills labs to provide additional learning opportunities and evaluate the student's progress.

The clinical coordinator at the student's primary clinical site may be informed about the student's identified areas of weakness and the remediation plan, prior to the student beginning their clinical rotation. The clinical faculty will provide feedback to the Clinical Coordinator and program faculty on the student's progress. The student may be required to schedule regular meetings with program faculty to discuss clinical progress at intervals determined by the Program Director.

Four-six weeks after entering clinical, the progress of the student in remediation will be reevaluated. The student's overall clinical performance will be evaluated by both program faculty and clinical faculty. A remediation and/or probationary status may be considered if the student fails to consistently meet clinical performance outcomes. The clinical coordinator at the primary site will be informed about any decisions reached by the program faculty and the student's status.

RETURN FROM LEAVE OF ABSENCE (LOA) PROCEDURE FOR MSNA STUDENTS

MSNA graduate students that have taken a formal LOA and are joining the incoming cohort of students are required to fulfill the following steps:

1. Student is required to take a comprehensive exam of each course previously passed successfully to ensure retention of material. This will occur before the start of the semester proceeding course offerings. Student is required to pass with a B- (80%) or better of indicated courses.
 - a. If the student is not successful in passing each indicated course exam with a B- or better, a Directed Study course will be developed geared to the objectives of each course. Students will be required to physically be present in those courses, perform all simulation activities, and pass assessments with a cumulative course grade of B- or better.
2. Students who were not successful in passing required courses the first time will have to retake those courses and receive a grade of B- or better, which is standard policy for the program.
3. Students must maintain a semester and cumulative GPA of 3.0 or greater to continue in the program.
4. Students are directed to consult with the Financial Aid and Student Affairs Offices to assure they are in compliance with all requirements.
5. Students are required to submit a deposit to confirm their intent to join the incoming class per the Admissions Office requirements.

SELF EVALUATION EXAM (SEE) POLICY

Students are required to take the SEE exam, from the NBCRNA, by mid-May of the sixth semester so that the results can be received in a timely fashion.. This exam is utilized to help the student prepare for taking the National Certification Exam (NCE) after graduation. It is being used in this program to help the student and faculty assess individual strengths and weaknesses of each student and help them plan for the NCE accordingly. Please copy (hyperlink does not work) the following link to the NBCRNA for all information regarding the SEE and NCE:
<https://www.nbcna.com/>

Successful completion of the Self-Evaluation Exam (SEE) from the NBCRNA is required by the MSNA Program. Students are required to obtain a SEE exam score of 425 or higher before they can complete the program. Students who do not score above a 425 (NCE passing 450) MUST met with their advisor as soon as possible. It is the student's responsibility to develop a study plan with immediate and weekly/monthly goals on how to

prepare for the NCE and bring this to the advisor meeting. Each individual advisor will then review these with the student and may request more preparation be done.

The program will pay for the first exam and the student is responsible for subsequent SEE payments until the minimum score is obtained. If the student does not score a 425 or higher, they must retake the SEE within a one-month period of time until they acquire the passing score. Program completion may be delayed due to not meeting this mandatory graduation requirement.

SIMULATION EXPECTATIONS AND POLICIES

Simulation experiences form an important part of both the didactic and clinical phases of the program. Attendance is required for all scheduled sessions. In addition, students are occasionally required to engage in remediation sessions with faculty in the simulation lab.

Simulation Lab Guidelines The Simulation lab contains highly sophisticated mannequins and equipment. It is important for all users to understand and follow the guidelines that have been designed to encourage professionalism and to insure the usability and care of the space and equipment.

- Wash hands prior to touching mannequins.
- No food or drink in the simulation lab.
- Gloves should be worn at all times gloves would normally be worn when caring for a patient.
- Mannequins are susceptible to staining; use care when using pens and pencils.
- Do not blow in mannequin mouth or manipulate excessively.
- Handle mannequins with care, treat with respect, as a real patient.
- The simulation lab is considered a clinical setting - professional and safe behavior is expected at all times.
- Wear scrubs or lab coat, scrub hat and mask as appropriate in the simulation lab.

Evaluations: Users will be asked to complete evaluation forms at the end of each semester or after the simulation lab experience.

Confidentiality: In order to maintain the integrity of the Clinical Simulation Program, users may be asked to sign a statement agreeing to maintain the strictest of confidentiality about any observations of individual performance in the simulation lab or of the content of any simulated training exercises.

Photo Release: All simulation scenarios are recorded. By signing the student contract at the end of this Handbook, grants permission to use photographs or videotaped images for use in connection with activities of the University of New England.

TIME OFF

During the didactic and clinical phase, students will **primarily** follow the University's Academic Calendar. Students will have most of the holiday and vacation times as observed by the University unless otherwise noted on the Academic Calendar. Actual time off will be reviewed with the students by program faculty. If for extenuating circumstances, religious holidays, etc, alternative arrangements can be made by consulting with the Program Director.

Students must clear days off with faculty first before committing to other meetings, etc. This is especially important with meetings that may be held during class days.

Students that are excused from clinical or class to attend meetings are required to submit a reflective paper after attending the meeting. These should be 2-3 pages in length and submitted to all program administrative faculty within 1 week of the meeting conclusion.

NO student should sign up for an anesthesia review course unless it has been approved by the Program Director.

Policies and Procedures

*All policies and procedures are subject to change during the course of the Program and it is the student's responsibility to keep abreast of these changes as they are announced. Changes in policy and procedure may be communicated to the students by way of electronic email, letters or phone. **Students MUST keep their contact information current with the program and monitor their communication daily.***

University of New England School of Nurse Anesthesia Student Contract

I have received a copy of the University of New England's School of Nurse Anesthesia Student Didactic Handbook. I have had an opportunity to review and discuss its contents, and I agree, as a student enrolled in this Program, to adhere to the policies and guidelines set forth, including the *Professional Expectations for Graduate Study*. Furthermore, I acknowledge that I have read the Essential Technical Standards and understand that these standards must be met prior to my matriculation in the program and maintained throughout the course of my training. If I am unable to maintain these standards, I will notify the Program Director immediately. All policies and procedures outlined in the Student Handbook are subject to change during the course of the Program, and it is my responsibility to not only keep abreast of these changes, but recognize them as a requirement for graduation from the program.

I attest that I have worked more than one year full-time in a critical care setting as identified by the administration at UNE. If any information I have submitted proves to be untrue, I understand that this may lead to my immediate termination from the program.

I agree to have pictures or videotape of my image taken during academic, simulation, or clinical activities related to the Nurse Anesthesia Program.

I give permission for the faculty in the School of Nurse Anesthesia at the University of New England to provide reference information upon my request. I understand the nature and scope of the reference documentation may include information sought by potential employers, scholarship and award committees and any future college/university where I may seek application.

Upon graduation, I agree to sit for the Certification Examination administered by the NBCRNA. I agree to provide my *employer information* to my program. I understand that my employer will be sent an evaluation tool to evaluate my performance as a newly graduated CRNA at approximately 6 months to 1 year following my completion of my Program. I understand that the results will be kept confidential and will be utilized to evaluate the Program's strengths and improve on the Program's weaknesses. I agree to have this evaluation form completed by my employer.

Signature: _____

Printed Name: _____

Date: _____

Graduating Class of: _____