School of Nursing
Graduate Student Handbook

2014-2015
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Information
This handbook serves as a guide to inform students of the graduate nursing policies, procedures, and expectations of undergraduate nursing students at Our Lady of the Lake College. Failure to read this handbook, the College Student Handbook, and the College Catalog does not excuse the student from any of the policies described in these publications. In the event that policies and procedures in this School of Nursing Graduate Student Handbook are different from those posted in College publications, this handbook supersedes those in other publications.

Information contained herein, and any other information conveyed to the student, is subject to change at any time by authority of Our Lady of the Lake College. The policies in this handbook are subject to revision at any time during the effective period of this handbook as determined by the School of Nursing. When such changes are made, students will be properly informed of those changes via electronic communication modes (e.g., College Web site, e-mail, and Moodle).

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OUR LADY OF THE LAKE COLLEGE
School of Nursing Philosophy

The philosophy of the School of Nursing flows from the mission of Our Lady of the Lake College. Inspired by the vision of St. Francis of Assisi and the tradition of the Roman Catholic church, the School of Nursing ascribes to the belief that all individuals are created by God and should be treated with dignity and respect. To this end, the School of Nursing facilitates the educational development of professional nurses within an educational climate of honesty, respect, inquiry, creativity, and collaboration.

The faculty believes that learning is an active, student-centered process that involves both formal education and life experiences providing opportunities for each individual to develop to his/her greatest potential. Students assume primary responsibility for learning while faculty provides opportunities for knowledge acquisition and professional role development. The educational process facilitates the development of each person’s potential and promotes cultural competence, assimilation of ethical principles, and civic engagement.

Undergraduate nursing education builds on a foundation of liberal education in the arts and sciences. The baccalaureate program establishes a solid foundation for graduate education while preparing competent, self-directed nurse generalists who can assume leadership roles in the delivery of holistic, evidence-based, and professional nursing care across the health continuum. These nurse generalists “learn to know patients within a professional context of privileged intimacy” while recognizing “that clinical judgments have as much to do with values and ethics as they do with science and technology” (AACN, 2008, p. 4). ¹

Graduate nursing education prepares the professional nurse for advanced practice as educators, executives, or practitioners and for policy and research development.

Implicit in the discipline of nursing is the awareness of an ever-changing health care environment and a sensitivity to the influences of a changing society. Nursing is dynamic and fluid, continually evolving and responding to these changes. As a result, nursing requires a commitment to life-long learning which leads to the optimal development of both the discipline of nursing and the individual practitioner.

School of Nursing

Conceptual Model

Graduate Nursing

Undergraduate Nursing

Across the Lifespan

Individual to Population

Professional Nursing

Holistic Caring

Health Continuum

Student-Centered Experience

Liberal Education

Franciscan Values

Global Health
Student Rights and Responsibilities

As citizens and members of the academic community of Our Lady of the Lake College, students ascribe to the following Student Rights and Responsibilities.

1. Students have the right to an environment that supports the development of critical judgment and independent search for truth.
2. All students should exercise the right to learn and to be taught with responsibility.
3. The students’ right to learn will be protected by the policies and procedures provided by the institution.
4. The students are responsible for learning required material for enrolled courses; however, the students reserve the right to reasonably question views offered in a course and to reserve judgment about matters of opinion.
5. Students will be protected against prejudiced academic evaluation through established procedures.
6. The students shall have the right to have access to workable grievance procedures and to be present at any hearing of their grievances.
7. It is the right of the students to have clarification of grading policies for each course.
8. The students shall have access to their academic records and will have knowledge of policy regarding disclosure to any other persons or institutions.
9. It is the right of the students to have non-voting representation on school curriculum committees.
10. A means will be defined for participation of students in the development of institutional policies affecting the student body.
11. The students have the right to have printed material available to them that specifically states the policies, procedures, and standards of behavior that could affect the students’ standing in school.
12. Age, race, color, gender, religion, disability, marital status, pregnancy status, sexual orientation, national origin, or military status shall have no bearing on the implementation of school policies.
13. Personal privacy is the right of students, provided that the welfare of others is respected.
14. Confidential information concerning students’ views, beliefs, personal life and political associations, required by the instructors, will not be released without the consent of the student.
15. Students have the right to a safe school environment, and they have the responsibility to adhere to safety guidelines and policies established by Our Lady of the Lake College.
16. To ensure a successful distributive learning experience, students enrolled in distributive learning courses should log into the College portal system at least once a day, to interact with classmates as expected, and to participate in course activities and submit course work as due.
17. It is the responsibility for the students to know the standards of behavior published in the Our Lady of the Lake College Student Handbook.
Our Lady of the Lake College Nurse Anesthesia Program

Currently there are two-degree tracks within the nurse anesthesia program at OLOL College, the MSNA Degree and the DNP-NA Degree.

Philosophy of the Nurse Anesthesia Program
The philosophy at OLOLC Nurse Anesthesia Program is a continuation of OLOL College’s mission and philosophy. The College and the program believe in the individuality of students, taking into account their diverse cultures and learning styles and the contribution that such diversity brings. The program honors the uniqueness of individual learning styles to accomplish higher education.

Nurse anesthesia education requires a broad knowledge base in science combined with intense clinical training in order to provide patients with safe care during the perioperative process. Critical thinking, clinical judgment, clinical problem-solving skills, and communication skills are crucial for the nurse anesthetist. In addition, the student anesthetist is encouraged to interact and learn from all types of anesthesia providers to foster professional socialization during their educational process.

MSNA Program Information

MSNA Degree Program Purpose
The purpose of the MSNA degree program is to prepare the registered nurse for advanced clinical practice in the field of anesthesia as a certified registered nurse anesthetist. The graduates of this program receive a Master of Science Degree in Nurse Anesthesia. Upon successful completion, the student will be eligible to sit for the national certification examination offered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).

MSNA Degree Program Accreditation
Our Lady of the Lake College is accredited by the Southern Association of Colleges and Schools. The Nursing programs are approved by the Louisiana State Board of Nursing and accredited by Accreditation Commission for Education in Nursing (ACEN) (ACEN is formerly the National League for Nursing Accrediting Commission (NLNAC). The MSNA Program is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs (COA).

MSNA Degree Program Description
The OLOLC MSNA Program is a 28-month continuous program of study with no provision for part-time study. The program does not follow the traditional semester format of the college. Therefore, the nurse anesthesia student schedule does not follow the traditional holiday and semester breaks of the main campus except for the first 2 semesters. The instruction, both didactic and clinical, is continuous in order to provide the appropriate number of anesthesia cases, classroom hours, and clinical hours for each student. Students will receive vacation time in accordance with the vacation policy.
MSNA Degree Program Application Criteria:
The following are required to be considered as an applicant to the MSNA program:

- Must be a graduate of an accredited School of Nursing with a Bachelor of Science in Nursing.
- One undergraduate or graduate chemistry course.
- Graduate Record Examination (GRE) within the last 5 years.
- Students with English as a second language must adhere to OLOL College ESL policy.
- Current, unencumbered licensure as a registered nurse.
- Minimum of 1 year full-time (2 years preferred) experience as a registered nurse in an adult intensive care unit with CCRN certification encouraged.
- Current BLS and ACLS certification.
- Completed application received by stated deadline to include:
  - Three current letters of professional reference, one from immediate critical care supervisor.
  - Official transcripts from all academic institutions attended.
  - Official copy of GRE score.

MSNA Degree Program Admission Criteria:

- Current unencumbered Louisiana registered nurse license.
- PALS certification
- Must possess a laptop as specified in Laptop Requirement section.

MSNA Degree Program Graduate Learning Outcomes
Upon completion of the MSNA Nurse Anesthesia Program, the graduate will be able to:

- Evaluate the patient’s physical and psychological status, including evaluation of all pertinent laboratory and diagnostic studies and formulate an appropriate anesthesia plan of care.
- Demonstrate the advanced knowledge and skills that comprise a foundation for safe and competent nurse anesthesia practice.
- Demonstrate the ability to utilize a variety of anesthetics modalities including general and regional anesthetic techniques to patients across the lifespan.
- Ensure the safety and comfort of the patient postoperatively, identifying and consulting on anesthesia-related complications.
- Function as a leader and resource person in the areas of airway management, critical care, and cardiopulmonary resuscitation.
- Discuss issues related to the practice of nurse anesthesia, including ethics, history, reimbursement, and the business of anesthesia.
- Effectively communicate with all individuals influencing patient care utilizing appropriate verbal, nonverbal, and written communication.
- Maintain legal and ethical standards of practice, accepting responsibility.
- Participate in activities that improve anesthesia care through the continuous acquisition of evidence-based knowledge.
- Understand the importance of participation in the state and national professional organizations.
• Function as a leader, role model, and mentor to other anesthesia providers, anesthesia students, and health care providers.

**MSNA Degree Program Student Competencies**
Following successful completion of the nurse anesthesia program, the graduate must meet the following criteria to comply with the Council on Accreditation for Nurse Anesthesia Educational Programs Standards for Accreditation:

**Patient safety**
• Maintain patient safety throughout perioperative period.
• Protect patients from iatrogenic complications.
• Maintain vigilance in assessment, induction, maintenance, emergence, and immediate post-operative period.
• Position or supervise the positioning of patients to prevent injury.
• Perform comprehensive anesthetic equipment check.
• Effectively troubleshoot equipment malfunctions.
• Adhere to universal precautions and appropriate infection control measures.

**Individualized anesthetic management**
• Conduct pre-anesthetic assessment and plan anesthetic care of patient according to anesthetic implications of the patient’s age and physical status.
• Provide anesthetic care during all phases of the perioperative period to:
  o Patients of all ages and physical conditions.
  o Uses a wide variety of anesthesia techniques, adjunctive drugs, agents, and equipment for a variety of surgical procedures.
• Provide anesthesia services for a variety of surgical procedures including elective, outpatient, and emergency services.
• Administer and manage a variety of regional anesthetics.
• Function as a resource person for airway and ventilatory management of patients.
• Maintain current basic life support, advanced cardiac life support and pediatric advanced life support (BLS, ACLS, and PALS) recognition.
• Deliver culturally competent anesthetic care throughout the anesthesia experience.

**Critical thinking**
• Formulate an anesthesia care plan appropriate for the patient and the type of surgical procedure.
• Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
• Calculate, initiate, and manage fluid and blood component therapy.
• Recognize and appropriately respond to anesthetic complications that occur during the preoperative period.
• Utilize problem-solving skills to effectively identify and troubleshoot equipment malfunctions.
• Apply theory to practice in decision-making and problem solving.
• Provide nurse anesthesia care based on sound principles and research evidence.
• Pass the National Certification Exam (NCE) as administered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).

  **Communication skills**
  • Effectively communicate with all individuals influencing patient care.
  • Utilize appropriate verbal, nonverbal, and written communication in the delivery of perianesthetic care.

  **Professional role**
  • Demonstrate personal and professional integrity and the ability to interact on a professional level.
  • Participate in activities that improve anesthesia care.
  • Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his/her practice.
  • Interact on a professional level with integrity and mutual respect.
  • Participate in educating others in their role of nurse anesthesia students.
  • Participate in continuing education activities to acquire new knowledge and improve his or her practice.
**MSNA Degree Program Core Performance Standards for Admission and Progression**

The practice of nurse anesthesia requires specific skills, characteristics, and qualities. The Core Performance Standards of the MSNA Program identify the behavioral criteria that allow the graduate level student to safely perform in a variety of roles in the advanced practice setting, and successfully progress in the MSNA Program.

<table>
<thead>
<tr>
<th>Critical Thinking</th>
<th>The intellectual ability to assimilate information and demonstrate sound clinical judgment and problem-solving skills in the classroom setting, as well as in the provision of comprehensive patient care.</th>
<th>Recognizes relationships between concepts and phenomena in the clinical and classroom setting; develops, implements, and prioritizes plan of care in a variety of settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal</td>
<td>Possesses the interpersonal skills to implement caring behaviors with respect to the values, customs, and culture of diverse populations.</td>
<td>Establishes therapeutic relationships with patients, and families; and collaborates appropriately with the health care team.</td>
</tr>
<tr>
<td>Communication</td>
<td>Demonstrates the ability to interact with others in standard English in both verbal and written form.</td>
<td>Explains interventions and procedures to patient, and family. Communicates significant findings to surgeon, preceptors, faculty and other members of the health care team in a concise, professional and timely manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability to provide for safe anesthetic care, to maneuver in small places, and the physical health stamina to perform anesthetic care.</td>
<td>Coordinated mobility to move around in patient’s rooms, operating suites, work spaces, and the ability to stand for prolonged periods of time in the operating room. Lift, move, position, and transport patients without causing harm, undue pain or discomfort to self or patient.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities to provide safe and effective nursing care. Performs technical skills requiring fine motor skills and manual dexterity,</td>
<td>Calibrate, use, and manipulate instruments and equipment in a safe and effective manner. Administer medications safely via a variety of routes; Position patients in a safe and appropriate manner.</td>
</tr>
<tr>
<td>Sensory</td>
<td>Use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively.</td>
<td>Hear monitor alarms, emergency signals, or cries for help. Smell noxious fumes and distinguish specific smells. Observe patient’s physical and emotional responses. Assesses changes in color, texture, or temperature.</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>Exhibits emotional and mental stability, motivation, and flexibility to function in a variety of situations. Fosters a positive image of the nursing profession. Demonstrates characteristics of self-direction and accountability.</td>
<td>Ability to demonstrate caring and empathetic behaviors in the classroom and clinical setting. Manages time and prioritizes effectively. Ability to respond to constructive criticism and direction from faculty, clinical staff, and peers during learning experiences, seeks out assistance as appropriate. Works collaboratively with a variety of health professionals.</td>
</tr>
<tr>
<td>Cognitive</td>
<td>Ability to organize, synthesize, and apply concepts and theories in the classroom and clinical setting. Maintains current knowledge related to advanced nursing practice.</td>
<td>Ability to participate in classroom discussions, seminars, and clinical conferences with faculty, peers, health professionals, and family members.</td>
</tr>
<tr>
<td>Ethical/Legal</td>
<td>Practices within legal, ethical, and regulatory frameworks of the profession. Uphold honesty and personal integrity with all campus/clinical activities. Functions as a patient advocate when planning and implementing nursing care.</td>
<td>Adheres to the standards of professional nurse anesthesia practice. Acts as a patient advocate at all times. Reports unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, cheating on exams, withholding required information, or falsifying documents are examples of unethical behavior.</td>
</tr>
<tr>
<td>Technology Utilization</td>
<td>Ability to utilize basic computer skills for the purpose of scientific inquiry, as well as for documentation of findings and relevant data.</td>
<td>Ability to conduct web-based searches, access and successfully complete web-based assignments, participate in discussion boards, and accurately document nursing notes and assessment findings by computer mode.</td>
</tr>
</tbody>
</table>

Signature: ____________________________________________ Date: ___________________________

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MSNA Degree Program Graduation Requirements
Students shall meet the following requirements to be recommended for graduation and eligibility for the NCE. Each student must:

- Meet all of the requirements of the accrediting/approval bodies for licensure.
- Maintain a current unencumbered Louisiana registered nurse license.
- Meet all of the requirements of Our Lady of the Lake College MSNA Degree Program.
- Meet all the eligibility requirements of the NBCRNA.
- Maintain current BLS, ACLS, and PALS certification at all times; up to and including graduation.
- Satisfy all indebtedness to Our Lady of the Lake College.

Each student is responsible to monitor their progress to ensure that graduation and certification requirements and competencies are met. If a student finds they are not obtaining a sufficient amount of clinical cases or variety of cases to fulfill the requirements, the student is responsible to notify the Assistant Program or the Program Director immediately. Early notification is imperative so appropriate changes in clinical assignments can be made.

MSNA Degree Program Graduate Outcome Measures

- 100% of graduates will participate actively in at least one professional organization.
- At the time of graduation, 100% of the graduates will report the acquisition of refined communication and research skills necessary to make contributions to appropriate knowledge bases.
- 95% of graduates will pass the NBCRNA national certification examination upon first attempt and 100% on second attempt.
- 100% of the graduates will be employed as a CRNA within one year of graduation.
- Within six months after graduation, 90% of responding employers will report that graduates provide compassionate and competent care through a variety of anesthetic techniques.
- 85% of the students admitted to the MSNA program will graduate from the MSNA program.
DNP-NA Degree Program Purpose
The purpose of the DNP-NA program is to prepare the baccalaureate registered nurse for the highest level of advanced nursing practice with a specialization in nurse anesthesia to provide safe and equitable patient centered care. The graduates of the program will be prepared to meet state, regional and national needs as doctorally prepared advanced practice nurses in leadership positions in health-related organizations to improve systems of care, patient outcomes, and quality of care.

DNP-NA Degree Program Accreditation
Our Lady of the Lake College is accredited by the Southern Association of Colleges and Schools. The Nursing programs are approved by the Louisiana State Board of Nursing. The DNP-NA Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

DNP-NA Degree Program Description
The DNP-NA program requires the completion of 100 credit hours, including a final Capstone project, anesthesia lab experience with high fidelity simulation and task trainers, and 3300 clinical hours over 36 months of continuous full time study at OLOL College with no provision for part time study. The first two semesters of the program will be delivered via distance education in order to allow the registered nurse the ability to continue practice in the critical care setting. After the first two semesters the program requires continuous didactic and clinical instruction to provide the requisite number of anesthesia cases, classroom hours, and clinical hours for each student. The program is composed of sequential and integrated courses designed to facilitate achievement of its terminal objectives and outcomes.

DNP-NA Degree Program Admission Requirements
Applicants should fulfill the following criteria to be considered for admission:
- Current, unencumbered license to practice as a registered nurse (RN) in any state with eligibility for licensure in Louisiana
- Baccalaureate degree in nursing from an accredited ACEN or CCNE accredited school of nursing college or university
- Minimum of 1-year full-time (2 years preferred) recent experience as a registered nurse in an adult intensive care unit
- Cumulative undergraduate GPA of 3.0 or higher
- Academic preparedness for advanced sciences and advanced clinical skills
- Minimum Graduate Record Examination (GRE) score of 290 (or equivalent) within the last five (5) years; official copy must be submitted
- Completion of application requirements by July 1st as stated in the graduate application instructions
- Current BLS and ACLS certification
- Submission of three professional letters of recommendation (one from current immediate supervisor)
- Students with English as a second language must adhere to the OLOLC English as a Second Language Policy (ESL)
- Must meet and comply with the DNP-NA Core Performance Standards
- CCRN certification required for reapplication.
Candidates who satisfactorily meet these criteria may be invited for an evaluated interview.

**DNP-NA Degree Program Admission Criteria:**
- Current unencumbered Louisiana registered nurse license
- PALS certification
- Must possess a laptop as specified in Laptop Requirement section

**DNP-NA Degree Program Graduate Learning Outcomes**
Upon completion of the DNP-NA Degree Program, the graduate will be able to:

- Conduct and document a comprehensive and systematic assessment of health and illness parameters in complex situations, incorporating diverse and culturally sensitive approaches;
- Evaluate the patient's physical and psychological status, identifying abnormalities that will have implications on the anesthesia care plan, including evaluation of all laboratory, radiographic, and other diagnostic test data;
- Develop and execute an appropriate anesthesia care plan based on the patient's condition and the surgical/diagnostic procedure, including effective utilization of fluids and blood products;
- Select, assemble, and maintain proper equipment, anesthetic agents, and accessories in preparation for sedation, general anesthesia, and/or regional anesthetic techniques;
- Obtain and document informed consent including risks, benefits, and anesthesia alternatives;
- Demonstrate the ability to deliver individualized, safe, and effective anesthesia care based on clinically relevant scientific principles;
- Perform sedation, general anesthesia and/or regional techniques compatible with patient condition and the surgical procedure in a safe, effective, and ethical fashion;
- Implement evidence-based therapeutic interventions based on scientific knowledge and emerging approaches to nurse anesthesia practice and health care delivery to promote optimal outcomes;
- Demonstrate advanced levels of clinical reasoning and judgment, systems thinking, and accountability in designing, delivering, and evaluating evidence-based care to improve patient outcomes;
- Demonstrate the prerequisite communication ability and higher level thinking skills that will enable contributions to appropriate knowledge bases;
- Develop and sustain therapeutic relationships and partnerships with patients (individual, family or group) and other professionals (e.g., transdisciplinary) to facilitate optimal care and patient outcomes;
- Guide, mentor, and support other nurses and nurse anesthetists to achieve excellence in nursing practice and nurse anesthesia;
- Apply ethical principles to decision making in health care practices and systems;
- Use conceptual and analytical skills in evaluating the links among practice, organizational, population, fiscal, and policy issues;
- Advocate for change in anesthesia care and health care practice through active involvement in policy development and political processes;
- Function within appropriate legal requirements, including those arising from licensing, certifying, or institutional entities;
- Exhibit expected role responsibilities, including maintaining integrity and legal/ethical standards;
- Demonstrate responsibility for own actions through continuing personal and professional growth; and
- Provide leadership in organizations and systems to assure quality care delivery models.

**DNP-NA Degree Program Student Competencies**

Following successful completion of the nurse anesthesia program, the graduate must meet the following criteria to comply with the Council on Accreditation for Nurse Anesthesia Educational Programs Standards for Accreditation:

**Patient safety is demonstrated by the ability of the graduate to:**

- Be vigilant in the delivery of patient care.
- Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g., texting, reading, e-mailing, etc.)
- Protect patients from iatrogenic complications.
- Participate in the positioning of patients to prevent injury.
- Conduct a comprehensive and appropriate equipment check.
- Utilize standard precautions and appropriate infection control measures.

**Individualized perianesthetic management is demonstrated by the ability of the graduate to:**

- Provide care throughout the perianesthetic continuum.
- Use a variety of current anesthesia techniques, agents, adjunctive drugs, and equipment while providing anesthesia.
- Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
- Provide anesthesia services to all patients, including trauma and emergency cases.
- Administer and manage a variety of regional anesthetics.
- Function as a resource person for airway and ventilatory management of patients.
- Possess current advanced cardiac life support (ACLS) recognition.
- Possess current pediatric advanced life support (PALS) recognition.
- Deliver culturally competent perianesthetic care throughout the anesthesia experience.
- Perform a comprehensive history and a physical assessment.

**Critical thinking is demonstrated by the graduate’s ability to:**

- Apply knowledge to practice in decision-making and problem solving.
- Provide nurse anesthesia care based on sound principles and research evidence.
• Perform a preanesthetic assessment and formulate an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
• Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
• Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
• Calculate, initiate, and manage fluid and blood component therapy.
• Recognize and appropriately respond to anesthetic complications that occur during the perianesthetic period.
• Pass the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA) national certification examination in accordance with NBCRNA policies and procedures.

Communication skills are demonstrated by the graduate’s ability to:

• Effectively communicate with individuals influencing patient care.
• Utilize appropriate verbal, nonverbal, and written communication in the delivery of perianesthetic care.

Professional responsibility is demonstrated by the graduate’s ability to:

• Participate in activities that improve anesthesia care.
• Function within appropriate legal requirements as a registered professional nurse, accepting responsibility and accountability for his or her practice.
• Interact on a professional level with integrity.
• Teach others.
• Participate in continuing education activities to acquire new knowledge and improve his or her practice.
• Demonstrate knowledge of wellness and chemical dependency in the anesthesia profession through completion of content in wellness and chemical dependency.
DNP-NA Degree Program Core Performance Standards

The practice of professional nursing requires specific skills, characteristics, and qualities. The Core Performance Standards of the Doctor of Nursing Program-Nurse Anesthesia Degree Program identifies the behavioral criteria, which allow the graduate level student to safely perform in a variety of roles in the advanced practice setting, and successfully progress in the Nurse Anesthesia Program.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (Not All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>The intellectual ability to assimilate information and demonstrate sound clinical judgment and problem-solving skills in the classroom setting, as well as in the provision of comprehensive patient care.</td>
<td>Recognizes relationships between concepts and phenomena in the clinical and classroom setting; develops, implements, and prioritizes plan of care in a variety of settings.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Possesses the interpersonal skills to implement caring behaviors with respect to the values, customs, and culture of diverse populations.</td>
<td>Establishes therapeutic relationships with patients, and collaborates appropriately with the health care team.</td>
</tr>
<tr>
<td>Communication</td>
<td>Demonstrates the ability to interact with others in standard English in both verbal and written form.</td>
<td>Explains treatments, procedures, provides health teaching, and documents and interprets nursing actions and patient responses. Communicates significant findings with faculty and other members of the health care team in a concise, professional and timely manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability to provide for patient safety, to move around the physical plant, to maneuver in small places, and the physical health stamina to carry out nursing care.</td>
<td>Coordinated mobility to move around in patient’s rooms, work spaces, and treatment areas; and administer CPR procedures. Lift, move, position, and transport patients without causing harm, undue pain or discomfort to self or patient. Transports mobile equipment in a cautious and timely manner.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities to provide safe and effective nursing care. Performs technical skills requiring fine motor skills and manual dexterity,</td>
<td>Calibrate, use, and manipulate instruments and equipment in a safe and effective manner. Administer medications safely via a variety of routes; Position patients in a safe and appropriate manner.</td>
</tr>
<tr>
<td>Sensory</td>
<td>Use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively.</td>
<td>Hear monitor alarms, emergency signals, or cries for help. Smell noxious fumes and distinguish specific smells. Observe patient’s physical and emotional responses. Assesses changes in color, texture, or temperature. Perform motor skills for physical examination, including percussion, palpation, and auscultation.</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>Exhibits emotional and mental stability, motivation, and flexibility to function in a variety of situations. Fosters a positive image of the nursing profession. Demonstrates characteristics of self-direction and accountability.</td>
<td>Ability to demonstrate caring and empathetic behaviors in the classroom and clinical setting. Manages time and prioritizes effectively. Ability to respond to constructive criticism and direction from faculty, clinical staff, and peers during learning experiences, seeks out assistance as appropriate. Works collaboratively with a variety of health professionals.</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cognitive</td>
<td>Ability to organize, synthesize, and apply concepts and theories in the classroom and clinical setting. Maintains current knowledge related to advanced nursing practice.</td>
<td>Ability to participate in classroom discussions, seminars, and clinical conferences with faculty, peers, health professionals, and family members. Ability to transfer information learned in the classroom to the clinical setting. Completes all assignments in a professional and timely manner. Ability to successfully complete oral and/or written examinations.</td>
</tr>
<tr>
<td>Ethical/Legal</td>
<td>Practices within legal, ethical, and regulatory frameworks of the profession. Uphold honesty and personal integrity with all campus/clinical activities. Functions as a patient advocate when planning and implementing nursing care.</td>
<td>Adheres to the standards of professional nursing practice. Acts as a patient advocate at all times. Reports unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, cheating on exams, withholding required information, or falsifying documents are examples of unethical behavior.</td>
</tr>
<tr>
<td>Technology/Utilization</td>
<td>Ability to utilize basic computer skills for the purpose of scientific inquiry, as well as for documentation of findings and relevant data.</td>
<td>Ability to conduct web-based searches, access and successfully complete web-based assignments, participate in discussion boards, and accurately document nursing notes and assessment findings by computer mode.</td>
</tr>
</tbody>
</table>

Signature: ____________________________________________ Date: ___________________
DNP-NA Degree Program Graduation Requirements
Students shall meet the following requirements to be recommended for graduation and eligibility for the NCE. Each student must:

- Meet all of the requirements of the accrediting/approval bodies for licensure.
- Maintain a current unencumbered Louisiana registered nurse license.
- Meet all of the requirements of Our Lady of the Lake College DNP-NA Degree Program.
- Meet all the eligibility requirements of the NBCRNA.
- Maintain current BLS, ACLS, and PALS certification at all times; up to and including graduation.
- Satisfy all indebtedness to Our Lady of the Lake College.

Each student is responsible to monitor their progress to ensure that graduation and certification requirements and competencies are met. If a student finds they are not obtaining a sufficient amount of clinical cases or variety of cases to fulfill the requirements, the student is responsible to notify the Assistant Program or the Program Director immediately. Early notification is imperative so appropriate changes in clinical assignments can be made.

DNP-NA Degree Program Outcome Measures

- 100% of graduates will participate actively in at least one professional organization.
- At the time of graduation, 100% of the graduates will report the acquisition of refined communication and research skills necessary to make contributions to appropriate knowledge bases.
- 95% of graduates will pass the NBCRNA national certification examination upon first attempt and 100% on second attempt.
- 100% of the graduates will be employed as a CRNA within one year of graduation.
- Within six months after graduation, 90% of responding employers will report that graduates provide compassionate and competent care through a variety of anesthetic techniques.
- 85% of the students admitted to the DNP-NA program will graduate from the DNP-NA program.
Deferral of Graduation (MSNA and DNP-NA Program)
In very unusual circumstances, a student may be granted a deferral of graduation. Every requirement for graduation must be met before graduation. If a deferral is needed, it must be approved by the MSNA/ DNP-NA Program Director and Dean of the School of Nursing. This deferral may be granted in the following circumstances:

- Failure to meet graduation criteria
- Student on probation
- Extended medical leave
- Extended military leave (mandatory call to active duty)
- Other extreme circumstance

Withdrawal from the Program (MSNA and DNP-NA Program)
Students wishing to withdraw from courses and the program must submit the required College Course Withdrawal forms, which can be obtained in the Anesthesia office.

A student leaving the school without following these procedures will receive a grade of “F” for the courses. Failure to follow the procedure may also result in denial of permission to re-apply for the program. If the proper procedure is followed, the student will receive a “W” in all courses and may reapply.

Readmission to the Nurse Anesthesia Program (MSNA and DNP-NA Program)
A student who has withdrawn from the program and is in good standing with the college may re-apply for the nurse anesthesia program. Prior attendance is not a guarantee that the student will be accepted into the program.
Nurse Anesthesia Program Policies
(Includes MSNA and DNP-NA Degree Programs)

GRADING
The Grading Scale for the OLOLC Nurse Anesthesia Program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>&lt;59</td>
<td>0</td>
</tr>
<tr>
<td>UF=Fail</td>
<td>&lt;80</td>
<td>0</td>
</tr>
<tr>
<td>P =Pass</td>
<td>&lt;80-100</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades are calculated to the second decimal place (hundredths column). Only the final course average will be rounded off to the nearest whole number. Only the first decimal place (tenths column) will be rounded. For example, a final course average of 79.5 will be rounded off to 80.

The Registrar Office will issue grade reports at the end of each semester. Any disagreement regarding the final grade is discussed with the instructor of the course. If this does not produce the desired results, then the student is to follow the Grade Appeal Policy.

A student will be dismissed from the anesthesia program for the following reasons:

- A final grade lower than 70% in any didactic course in the anesthesia curriculum.
- 2 final grades less than 80% in the didactic portion of the curriculum.
- Failure to maintain a cumulative 3.0 GPA in the anesthesia curriculum.
- Failure (final grade less than 80%) in ANES 5737 or ANES 7340 (Anesthesia simulation and skills lab)
- Failure (final grade less than 80%) of any Clinical Practicum as specified in each Practicum Syllabus.

Our Lady of the Lake College Testing Policy
In the administration of all examinations, the test-takers and the College have rights, responsibilities, and duties. The instructor has a right to restrict items brought into testing area.

Test-takers have a responsibility to:

- Arrive on time.
- Demonstrate academic integrity during the testing session. Cheating behavior on a test includes, but is not limited to: talking during test administration, looking on someone else’s paper, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.
Test-takers have a right to:
- Receive the results of their test.
- Review their test results with faculty.

The College has a duty to:
- Assure that results of a test are used in a manner appropriate to the intended purpose.
- Assure confidentiality of an individual’s test results. Access will be limited to college officials authorized to review scores.
- Provide a clock.

Nurse Anesthesia Program General Testing Policy
- Textbooks, notes or any other course documents may not be used during quizzes or exams unless specified by the course instructor.
- Only standard calculators are permitted during quizzes and/or exams in the MSNA program. Scientific and graphing calculators may be allowed at the discretion of the course instructor in the DNP-NA program. Sharing of calculators during the quiz or exam is not permitted.
- Students who arrive late for a quiz or exam are not allowed additional time to complete the quiz or exam.
- Students arriving late for a quiz or exam are not permitted entrance once a quiz or exam has been completed and submitted by a student.
- References used to determine a correct answer on a quiz or exam question will be the required, recommended or supplemental course textbooks, required reading assignments, class content and handouts, and any other relevant assigned course materials as determined by the course instructor.
- Students should notify the course instructor if they will not be present for a quiz or exams.
- Make-up quizzes or exams will be given at the discretion of the course instructor.

Student Appeals, Complaint, and Grievance Policies and Procedures
Our Lady of the Lake College is committed to providing an environment that is supportive of graduate student achievement. If a student does not agree with how an instructor or the college has treated the student, the student has the right to due process. The procedures for academic grievance and for appeal rights are found in the OLOL College Student Handbook. In addition to these procedures, any graduate student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure published in the OLOL College Student Handbook.

Grade Appeal Policy
A student who has an academic grievance (i.e., course content-related concerns) associated with a final course grade will grade appeal to the course instructor within 5 business days following the posting of the final grade in the course management system (Moodle). Textbook references utilized for appeals are to include required, recommended, and/or supplemental course textbooks as listed in the course syllabus or any other course documents as determined by the course instructor. If following a written appeal submitted to the course instructor, a student is not
satisfied with the course instructor’s decision; the student may appeal her/his concerns to the Nurse Anesthesia Program Director within 5 days of receipt of the decision from the course instructor.

Once the written appeal is submitted, the Nurse Anesthesia Program Director will consider the information submitted by the student and the course instructor. The Program Director will discuss the appeal with the School of Nursing Dean. A written decision will be mailed to the student and postmarked no later than two (2) weeks from receipt of the written appeal. The decision by the Nurse Anesthesia Program Director and School of Nursing Dean will be final and there will be no further avenue for appeal.

**Academic Grievance**
An academic grievance refers to any student complaint relating to academic issues associated with course or classroom instruction with the exception of grade issues which are discussed above. Students should refer to the Our Lady of the Lake College Student Handbook for the Academic Grievance Policy.

**Tape Recording**
Tape recording of any kind to include: classroom lectures, conferences, interactions with course or clinical faculty, is strictly prohibited without permission. Failure to adhere to this policy may result in dismissal from the nurse anesthesia program.

**Computer Policy**
As a user of Our Lady of the Lake College computer facilities, each student agrees to abide by the following provisions:

- The student agrees to abide by any patent or copyright restrictions that may relate to the use of computer facilities, products, programs, or documentation. Students agree not to copy, disclose, modify, or transfer computer programs/applications that they did not create, without the expressed consent of the original author. The student agrees not to use any Our Lady of the Lake College equipment or software to violate the terms of any software License Agreement, or any applicable local, state, or federal laws. Students further agree not to tamper with or in any way modify the equipment to which they have access.

- Students agree not to tamper with or in any way modify the equipment to which they have access.

- Students agree not to use Our Lady of the Lake College equipment or software for any form of private financial gain.

- Students agree to carefully and responsibly use any computer devices made available to them, and to recognize that they assume full responsibility for any loss, damage, or destruction of such devices caused by their negligence, misuse, abuse, or carelessness. Any problems should be reported immediately to the Coordinator of Administrative and Academic Computing.

- Users are prohibited from installing, storing or using unlicensed software on OLOLC computers. Transmission of such software over either the OLOLC or OLOLRMC network is prohibited.

- Students agree not to take any actions that constitute inappropriate behavior. The following list provides specific examples of inappropriate behavior, but is not intended to enumerate all possible instances:
Intentionally infecting the network server or other computers with a virus.

- Sending harassing messages to other computer users either at Our Lady of the Lake College or through external networks.
- Using inappropriate or abusive language to other users, students, faculty, or staff.
- Engaging in any behavior that causes distractions to other users (e.g. radios, loud conversations, shouting, etc.).
- Obtaining additional resources not authorized to individual user.
- Depriving other users of authorized resources.
- Acquiring access to unauthorized systems.
- Utilizing another user's account and password.
- Inappropriate usage of email or internet sites with OLOL College computers or external networks.

- If a student becomes aware of any attempt to violate any portion of agreement, he or she agrees to report the attempt to the Coordinator of Administrative and Academic Computing.

- Students understand that violation of this agreement will result in punitive action. Any decision made in regard to a violation may be appealed through channels as outlined in the Student Handbook.

- This agreement will remain in force as long as the student makes use of Our Lady of the Lake College computer facilities, equipment or services. The College may add rules, regulations, or guidelines relating to computer usage. Such additions will be posted on the OLOLC website and prominently on bulletin boards in the public computer use areas. Students’ computer usage is agreement to abide by all additional requirements. Should students have questions concerning additions they are to discuss their concerns with the Website Coordinator.

- By using the computer accounts, equipment or facilities provided to them, students acknowledge and agree with the policies and procedures hereof.

**Laptop Requirements**

All students registered and enrolled in the Nurse Anesthesia Program are required to have access to a laptop computer to be used for research, computer-based exams, distance education, and in-class participation.

Listed below are the minimum required laptop specifications. The wireless network at OLOLC is currently 802.11 and is available throughout the campus.

**Laptop requirements**

**PC minimum requirements:**

- CPU = 2GHz Intel® Core™/Celeron™ (Core i5 or i7) or equivalent processor
- RAM = highest recommended for the operating system or 4 GB (8 GB recommended)
- Hard Drive = 500 GB (750 GB recommended)
- Operating System = English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista, Windows 7, and Windows 8
- Internet connectivity with 802.11 compatibility
- Software = Microsoft Office (Professional recommended)
Mac minimum requirements:
- CPU = Intel processor
- RAM = 4 GB (8 GB recommended)
- Hard Drive = 500 GB (750 Gb recommended)
- Operating System = Mac OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion), and Mac OS X 10.8 (Mountain Lion)
- Internet connectivity with 802.11 compatibility
- Software = Office for MAC (Professional recommended)

Social Media Policy
The nurse anesthesia program acknowledges that social networking sites are a popular means of communication. Students who choose to use these websites must be aware that posting certain information is illegal. Violations of administrative policies and regulations may expose the student to criminal and civil liability. Offenders may be subject to probation, suspension, and possible dismissal from the program. The nurse anesthesia program prohibits the following actions:
- Students may not disclose the personal health information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual.
- Students may not report private (protected) academic information of another student.
- Students may not represent themselves as an official representative or spokesperson for the program or Our Lady of the Lake College (OLOLC).
- Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the School of Nursing Graduate Student Handbook.

Other violations of the policy pertaining to the use of social media would include but are not limited to:
- Knowingly distributing false evidence, statements, or charges against another student or faculty/staff member.
- Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty or staff.
- Verbal, written or electronic insults to, or verbal attacks on, OLOLC, the nurse anesthesia program, clinical facilities, faculty, staff, or students.
- Threats or acts of physical violence against OLOLC, the nurse anesthesia program, clinical facilities, faculty, staff, or students.
- Harassment, in any form, of OLOLC, the nurse anesthesia program, clinical facilities, faculty, staff, or students.
- Violating the confidentiality of a faculty committee by an elected student representative serving on that committee.
Students violating the Our Lady of the Lake College Nurse Anesthesia Program social networking policy may face disciplinary action including but not limited to dismissal from the nurse anesthesia program. It is important to note that all students engaging in the conversation or responding to any postings will be held accountable.

Violations will be forwarded to the Executive Vice President for Academic and Student Affairs for further review and may lead to dismissal from the College. Additionally, all occurrences regarding the violation of this policy will be forwarded to the Louisiana State Board of Nursing.

**Record Retention Policy**
Student records are confidential and only those faculty members whom are directly responsible for the student’s progress will have access to student files. All student records including admission applications, NBCRNA transcripts and summative evaluations are stored in a locked cabinet inside a locked room within the Anesthesia Office and are retained until the student passes the National Certification Examination or is dismissed from the nurse anesthesia program. Access to and Review of Student Records policy is found in the OLOL College Student Handbook. Examinations and assignments are kept for one year from the date of administration.

All official College Student Records are maintained in the Registrar’s office and are kept indefinitely on microfiche or CD.

**HIPAA Regulations – Health Insurance Portability Act**
HIPAA regulations are intended to protect patient privacy. Therefore, “any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual must be kept in strictest confidence” (NCSBN, White Paper: A Nurse’s Guide to the Use of Social Media, 2011, p. 1). All students must adhere to the HIPAA regulations in order to protect patient privacy. The student must sign the HIPPA syllabi statement during orientation to the Nurse Anesthesia Program. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways (via written or verbal communication, i.e. through clinical documentation or social media communications, or any other means referencing information pertaining to patient care). Failure to comply with the HIPAA regulations will result in dismissal of the student from the nurse anesthesia program. The Louisiana State Board of Nursing is notified in all cases of HIPAA violations.

**Clinical Affiliation Policies and Procedures**

**Clinical Rotations**
Students will be assigned to clinical sites which are subject to change. Currently, our clinical sites include the following:
- East Jefferson General Hospital, Metairie, LA
- Lane Regional Medical Center, Zachary, LA
- Leonard J. Chabert Medical Center, Houma, LA
- River Park Medical Center, Vidalia, LA
- Southwest Mississippi Regional Medical Center, McComb, MS
- Surgical Specialty Center, Baton Rouge, LA
• Orthopedic Surgical Center, Baton Rouge, LA
• Our Lady of the Lake Perkins Surgical Center, Baton Rouge, LA
• Our Lady of the Lake Regional Medical Center, Baton Rouge, LA
• Woman’s Hospital, Baton Rouge, LA

Clinical sites are subject to change. All students will not rotate to all sites. Out of state sites will require that the student have a nursing license in that state. Licensure costs, as well as housing expenses, are at the student’s expense. The varying clinical sites are necessary to fulfill the clinical requirements as set forth by the Council on Accreditation of Nurse Anesthesia Educational Programs requirements. Rotations outside the city of Baton Rouge are required of each student. Each student is required to provide his/her transportation to and from each facility.

Membership in Organizations

Student Government Association
The graduate students in the nurse anesthesia program are members of Our Lady of the Lake College Student Government Association.

Associate Membership in AANA
All students are required to join the American Association of Nurse Anesthetists (AANA) as an associate member. Benefits of associate membership in the AANA:
  • Subscription to the *Journal of the American Association of Nurse Anesthetists (AANA journal)*
  • Subscription to the *AANA Bulletin* which contains valuable information regarding political, government, and practice issues
  • Discounted price to various anesthesia meetings including the Louisiana Association of Nurse Anesthetists and AANA Meetings.
  • Eligible for sponsorship to meeting events

Time Commitment
  • Students are expected to attend all clinical rotations, clinical conferences, journal club meetings, OLOLRMC M&M conferences, didactic lectures, and State Association meetings.
  • All students are required to complete off shift and/or call rotations.
  • Student time commitment will be tracked via time cards which will be turned in monthly to the anesthesia office and will become a part of the student’s record.
Nurse Anesthesia Program Leave Policies

Vacation

During the anesthesia program 15 days of vacation will be allowed. Vacation leave will not be granted during the first three semesters of the MSNA Degree Program and the first five semesters of the DNP-NA Degree Program. The MSNA Degree Program will follow the academic calendar during the first two semesters and thereafter will be continuous with no semester breaks. The DNP-NA Degree Program will follow the academic calendar for the first four semesters and thereafter will be continuous with no semester breaks. Vacation time should be evenly distributed during the remaining semesters.

- All leave must be requested via email to the program director (or assistant program director) and the anesthesia administrative assistant by the published deadline. **Students should not schedule vacation plans prior to approval.**
- Vacation should be scheduled in block time with no less than two days at a time.
- Due to the increased number of requests during holidays, not all requests will be granted, with priority given to those students who request off one week of clinical time.
- Vacation during specialty rotations will be granted at the discretion of the Assistant Program Director.

Absences

- Students calling in sick on clinical days must call the clinical coordinator of the site no later than 2 hours before the shift and an email must be sent to the Assistant Program Director and the Nurse Anesthesia Program Administrative Assistant. This unscheduled absence will be recorded as two vacation days.
- Students calling in sick on didactic days are required to notify the course director/program director of intended absence and send an email to the Nurse Anesthesia Program Administrative Assistant no later than 2 hours prior to class. This unscheduled will be recorded as one vacation day.
- Excessive absences from clinicals or didactics may result in disciplinary action.
- Any student missing clinical time due to illness may be required to provide the Program Director documentation prior to returning to the clinical area.
- Students using more than the allotted 15 vacation days will make up the clinical days at the end of the final semester as scheduled by the Assistant Program Director.

Tardiness

- Tardiness is defined as reporting late for assigned duties including classroom, clinical, and lunch relief.
- Excessive tardiness in clinicals or didactics may result in disciplinary action.

Additional Leave:

- **Educational leave** – time used for educational purpose is granted at the discretion of the Program Director/Assistant Program Director. If approved, educational leave may be used to attend the AANA meetings and the Louisiana Association of Nurse Anesthetists meetings. During these meetings, the student will be required to attend specified components of the meeting. Failure to attend required components will result in the student being charged one vacation day for each missed component.
• **Jury duty** – mandatory jury duty ordered by court. Students are responsible to notify the Program Director upon notification of jury duty.

• **Military leave** – nurse anesthesia students who belong to the National Guard and reserves of the U.S. Armed Forces may be granted up to two weeks of military duty. To be granted military leave, the student must be in good standing with the program. The student is responsible for didactic course work while on leave. The student is required to coordinate their training so as not to interfere with their clinical commitment. The nurse anesthesia student is required to present official military orders to the Program Director at least 60 days before the assigned leave. It is recommended that the student perform active duty training after graduation.

• **Bereavement time** – will be granted for the death of an immediate family member at the discretion of the Program Director or Assistant Program Director.

• **Leave of Absence** – A leave of absence may be granted in unusual circumstances to anesthesia students. Approval is at the discretion of the Program Director or Assistant Program Director. All course work must be completed during the leave of absence. Clinical time must be made up at the end of the program. The Program faculty reserves the right to dismiss any nurse anesthesia student who requires an extended period of leave.

**Licensure and Certifications**
The following licensure and certifications must be maintained throughout the nurse anesthesia program:

- Current, unencumbered registered nurse license in state of Louisiana
- Advanced Cardiac Life Support (ACLS) recognition
- Pediatric Advanced Life Support (PALS) recognition
- Basic Life Support (BLS) recognition

**Health Requirements**
At the nurse anesthesia orientation, students will receive a health packet from the Coordinator of Health and Safety. Students are required to submit evidence of compliance with all health requirements to the Health and Safety Office. Students will not be allowed to attend the clinical portion of their courses until evidence of compliance is submitted to the Coordinator of Health and Safety. The following items are part of the health packet and must be maintained throughout the program:

- Proof of Immunizations
- Hepatitis Vaccine
- Flu Vaccine
- Physical exam
- TB Skin Testing
- Drug Screening

**Pregnancy**
In the event of pregnancy, written documentation from an obstetrician is required to continue in the nurse anesthesia program.
Criminal Background Checks
A criminal background check is required upon admission into the nurse anesthesia program. Instructions to complete the criminal background check will be given to the student at orientation from the Coordinator of Health and Safety.

Health Services Available to Students
Total Occupational Medicine Clinic: #225-924-4460 (Drusilla Lane) provides services to OLOL College students at discounted rates. MMR and TD immunizations are available for Arts and Sciences students. All clinical students may obtain their pre-entrance physical, TB skin test, Hepatitis vaccine, MMR and TD immunizations at Total Occupational Medicine Clinic. No appointment is necessary, but you must show your student I.D. Payment is due at time of service and may be paid by cash, check, Visa or MC.

Medical Plaza Pharmacy: #225-765-8951
Students enrolled in professional degree or certificate programs may obtain over the counter items (excluding food and drink items) from the Medical Plaza Pharmacy at the same discount as hospital employees. To receive the discount, students must present their program nametag at checkout. The Medical Plaza Pharmacy is located in the lobby of Medical Plaza II, directly across the street from the Nursing Building on Hennessy Blvd.

Physician Referral Service: #225-765-7777
Students may utilize the Physician Referral Service offered through Our Lady of the Lake Regional Medical Center.

Lake Line Direct: #225-765-LAKE (5253) or toll free 1-877-765-5253.
Students may utilize this community service of Our Lady of the Lake Regional Medical Center for free 24-hour nurse advice.

Health Insurance
Nurse anesthesia students are required to carry health insurance during enrollment in the program. OLOL College offers a student accident and sickness insurance plan for all full-time and part-time students carrying 6 or more credit hours. Brochures on student health insurance plans are available from the Health and Safety Office at #225-490-1603 which is located in the Student Services Building.

In the event a student is injured while caring for a patient, the student will be treated in the Emergency Room of the clinical site to which they are assigned. The services rendered will be billed to the student’s insurance. Health care costs are the responsibility of the student and not the responsibility of OLOL College or the OLOL College Nurse Anesthesia Program.

Clinical Accident Insurance
The College provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at
100% of the Reasonable and Customary charges up to a maximum of $5,000 per accident. **Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid.** The student must submit an incident report to the Health and Safety Office as soon within 24 hours of the accident. The Coordinator of Health and Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only. The Accident Insurance Card is given to the student at the beginning of the clinical program. The address of the claims company and the phone number of the insurance company are on this card should the student have any questions about the coverage or a specific claim.

**Immunization Requirements**
In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning) all students born after January 1, 1957 enrolling for the first time at OLOLC must furnish proof of immunization for measles, mumps and rubella (MMR) and tetanus and diphtheria (TD). The required proof is to be submitted with the College application. The back of the immunization form, enclosed with the application, describes the college requirements.

**Illness/Injury Policy**
All students with health conditions (illnesses, infections, injury, etc.) which necessitate leaving a clinical assignment or an extended absence of 3 or more days must discuss their situations with their instructors and the Director of Campus Health and Safety. The student may continue in the program with the written approval of his/her physician. Following the absence, the student may return to school after obtaining a physician's written consent of the student's ability to participate in all activities inherent in the course description. The student must contact the Student Health & Safety Office regarding how to obtain a Return to Class/Clinical form. Student will need to provide physician documentation regarding dates of illness and any activity restrictions prescribed. The student then takes a section of this form to the Course instructor.

If a student has been absent due to flu like symptoms (fever, cough, sore throat, and body aches), the student must be cleared by their primary healthcare provider to return to class. If a student does not have a primary health care provider, they may go to the Total Occupational Medicine clinic at 3333 Drusilla Lane for a return to school physical assessment at the reduced fee of $55.00 (regularly $75.00) Additional fees may be incurred if diagnostic testing is indicated. Call 924-4460 for more info. The student must provide medical documentation to the office of Health & Safety for a return to class authorization.

An illness requiring an absence that prevents the completion of course work because of circumstances beyond the student's control may necessitate the process for "I" grade, withdrawal, or resignation. The student must initiate the appropriate process following established guidelines in the current catalog.

**Accident or Injury in the Clinical Setting**
**Procedures for Treatment**
To ensure maximum protection for the student and OLOLC in the event of an accident resulting in injury while a student is on the College campus or any assigned Clinical agency, the following applies:
• The student will immediately notify the clinical coordinator and course director who will notify the College Coordinator of Health and Safety.
• If medical attention is required, the student will report to the Emergency Department as directed by the clinical coordinator, course director or College Coordinator of Health and Safety.
• A College Incident Report form(s) MUST be completed. Clinical agency protocol is followed as determined by the agency.
• The student will present their primary insurance card to the health care provider.
• Following treatment, the student must submit an incident report Quantros Report to the Health and Safety Office as soon as possible. The Coordinator of Health and Safety will assist the student in filing a claim with the claims company for the secondary accident insurance.

Incident Reports (Quantros Report)
All students must complete the College Quantros Report for any injury or unusual occurrence involving a student on the college campus or clinical area. The form must be completed via the Quantros Reporting System. If the incident occurs during a clinical rotation, the protocol of the clinical agency should also be followed.

Blood and Body Fluid Exposure Protocol
Students are treated for exposure to blood and body fluids during clinical rotation according to the protocol of the clinical facility. The cost of treatment is paid for by the student's primary health insurance then by the secondary accident policy provided by the College. The full exposure protocol to be followed by Our Lady of the Lake Regional Medical Center (OLOLRMC) is in the Health and Safety Office Manual. Clinical coordinators at outside clinical rotation facilities can be contacted for individual facility protocols.

"Clean" Needle Stick Protocol
In the event of a "clean" needle stick in the Anesthesia Skills lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the student's personal physician. Details of the incident and the referral made must be documented on a college incident report and forwarded to the Coordinator of Health and Safety. Needle sticks in any other setting must follow the full exposure control protocol.

Students with Disabilities
Our Lady of the Lake College complies with the 1973 Rehabilitation Act Section 504, and the 1990 Americans with Disabilities Act (ADA) to ensure equal opportunity for qualified individuals with disabilities. Our Lady of the Lake College makes reasonable accommodations and provides services to access (to receive and give) information.

Nurse Anesthesia applicants must be able to meet core performance standards for admission and progression. In the event that a nurse anesthesia student is physically or mentally unable to administer safe patient care in all aspects of anesthesia administration, the program reserves the right to dismiss the student from the program.
Administrative Policies
Emergency Closure Plan
The Emergency Closure Plan for OLOLC outlines the procedures to be followed in the event of class cancellation.

- **Making the Decision** - In the event of a situation that threatens the well being of students, faculty, staff, administration, or the community at large, all decisions shall be made with a priority for human safety. The President of the College or the appropriate administrative officer will determine whether the situation requires that classes be canceled or that students, faculty and staff be dismissed. If external conditions are such that dismissal would threaten human safety, appropriate arrangements for human shelter will be implemented.

- **Communicating the Decision** - Following an administrative decision, the lines of communication as determined by the administrative and organizational chart will be followed to communicate that decision.

- **Clinical rotations:** Anesthesia students in clinical rotations will be expected to perform their assigned clinical schedules as determined by the Course Director and Program Director.

- Didactic students will follow the College’s emergency closure plan.

Non-Smoking Campus
As of January 1, 2005, OLOL College is a smoke-free campus.

Transfer of Credit (MSNA Program Only)
Graduate statistics may be transferred from another institution. Transfer of credit must be approved by the MSNA Degree Nurse Anesthesia Program Director after submission of the course description and syllabus.

Communication
Communication to nurse anesthesia students is via:

- OLOLC email
- The OLOLC web site
- Telephone
- Text messaging
- Written notification
- In class or conference notification

Students are required to keep the Nurse Anesthesia Program Administration informed of any changes in email address, home or cell numbers, and address. Students are responsible to check their email daily (except for those on authorized absence) for any memos or changes in policy or schedule. All communication from the Nurse Anesthesia Program administration has the same importance as the Program policies and will be instituted as such.
**Student Services**

**Personal and Academic Counseling**
The faculty, administration, and staff accept that each student is an individual of worth, possessing dignity, free will and the potential for personal and professional growth.

The counseling program encourages students to:
- Accept self and others as individuals of worth.
- Accept responsibility for decisions and actions.
- Identify the dynamics of behavioral reactions in self and others.
- Explore anxiety provoking situations in personal and professional life.
- Realistically appraise capabilities, strengths, needs, accomplishments, and career goals.
- Set goals for self that are in keeping with interests, abilities, accomplishments and personality.
- Utilize the problem solving and decision making process in making personal and professional decisions.
- Make career decisions based on evaluation of characteristics, abilities, career opportunities, requirements, and employment prospects in various fields of nursing.

Students are encouraged to seek counseling through the Counseling Services Office located in the Student Services building at 7525 Picardy Avenue. Services offered include personal, academic, career counseling, crisis intervention, and career assessment. Appointments can be arranged by contacting the Counseling Services Office at (225) 490-1620. If an emergency arises after work hours, you are welcome to call the Dean of Students at 985-687-1298. All services are free to students. Our Lady of the Lake Regional Medical Center offers a 24-hour crisis oriented evaluation service, also free to students. The COPE service may be reached at 765-8900.

The Academic Counseling Center offers a variety of programs and services designed to assist students in achieving their educational goals. The Center offers workshops and information sessions that promote the development of skills to enhance academic success, such as skills in reading, note taking, test-taking and individual and group study.

**Library**
The Library and Library Commons are a two-building complex serving students, faculty, staff and clinicians with print and electronic information resources. The Library and Library Commons offer students an academic space for study, computer use, or just a quiet place to regroup between classes. The Library contains a collection of materials to support the college programs and research needs of the college community. The Library collection includes monographs, electronic books, access to over 73 academic databases, a periodical collection, and audio visual materials. The adjacent Library Commons offers additional space for 30 computers, an eating area with café seating, a conference room, white boards, snack vending, and lounge seating. Wireless connectivity is available throughout the Library complex.

The Library is staffed by two full-time professional librarians and one part-time professional librarian cataloger, three para-professionals, and two support personnel. The Library is open 7605 hours per week, and the Library Commons is open 60.5 hours per week. The Library is
proud to be a member of the Louisiana Library Consortium, LOUIS, and a full member of the National Network of Libraries of Medicine.

**Main Library Hours**
Monday – Thursday: 7:30 a.m. to 9:00 p.m.
Friday: 7:30 a.m. to 4:30 p.m.
Saturday: 10:00 a.m. to 6:00 p.m.
Sunday: 1:00 p.m. to 6:00 p.m.

**Library Commons Hours**
Monday - Thursday 8:00 a.m. to 9:00 p.m.
Friday 8:00 a.m. to 4:30 p.m.
Saturday CLOSED
Sunday CLOSED

**Contact Info**
Email: library@ololcollege.edu
Phone: (225) 768-1730 (Library) or (225) 490-1657 (Library Commons)
Fax: (225) 761-7303

**Circulation**
All students of Our Lady of the Lake College can borrow designated materials from the Library. Students must present an OLOL College ID in order to checkout materials from the Library. However, journals, equipment and non-print materials do not circulate. Of circulating materials, as many as four items may be checked out at one time.

The standard loan period is one month. A fine of $0.20 per day per item is charged for all overdue materials. Materials overdue for more than 30 days are considered lost and the borrower will be assessed a fine of $20.00 per item overdue. In addition to this fine, if the materials are not returned, the patron will be charged the replacement value of the book. Borrowing privileges will be suspended for individuals failing to respond to an overdue notice and/or have unpaid fines. The Office of the Registrar will be notified and all grades and transcripts held until fines are cleared.

**Interlibrary Loan / Document Delivery**
In an effort to provide expanded access to information, the Library provides interlibrary loan (ILL) for all students, staff and faculty. The purpose of the interlibrary loan service is to locate and obtain documents from other libraries to lend to Our Lady of the Lake College students and faculty. Requests for interlibrary loan may be made by calling the circulation desk (225-768-1730) or emailing the College Library at Library@ololcollege.edu.

Request forms can be obtained at the reference desk in the Main Library or at the Information Desk in the Library Commons. An electronic copy of the form is also available at http://www.ololcollege-edu.org/content/student-life-college-library-library-services. Just fill out the top section of the form. Citation information must be attached to or written on the form. If you are emailing a request, please include all information that you would on the request form, along with the citation information.
Interlibrary loan hours are Monday - Thursday, 8:00 AM - 4:00 PM and Friday, 8:00 AM - 3:30 PM. Any requests made after hours or on weekends, will be processed on the next business day.

**Information Literacy Instruction**
If you are interested in further instruction on how to use library resources or find the information you need, the librarians offer training both one-on-one and in the classroom format. To request information literacy instruction, please call 768-1730 or email Library@ololcollege.edu for an appointment. Instruction can be tailored to meet your needs.

**Reserved Materials**
Faculty may place material for class assignments on reserve at the library circulation desk. Students may use course textbooks placed on reserve in the library. They cannot be check out.

**Electronic Information Access**
The Library provides access to dozens of electronic databases such as: Academic Search Complete, CINAHL Plus, Cochrane Library, Dissertation Abstracts, DynaMed, ERIC, LexisNexis, MEDLINE, MicroMedex, PsychInfo, and JSTOR Biological Sciences Collection.

**Copyright**
All software is protected by copyright laws and cannot be copied without the owner's permission. Users of the library are prohibited from copying any software. Print materials are protected by the "Copyright Act of 1976." However, under section 107 of title 17 of the United States Code, a single copy made for teaching, scholarship or research is permitted as "fair use."

**Textbooks**
Students are required to purchase textbooks for each course. Required, recommended and supplemental textbooks will be listed in the course syllabus.

**Parking and Transportation**
- Students are required to provide their own transportation to and from class, clinical rotations, and other Nurse Anesthesia Program required events.
- Students are required to comply with the parking rules of the College as well as the clinical sites to which they are assigned.
- Students are required to register vehicles parked on campus with the Administrative and Support Services office. To register a vehicle, a student must present their registration receipt to the receptionist in the Administration Building.
- The parking tag should be visible at all times while on campus.
- Students will be issued one (1) parking tag, and will be assessed a $10.00 fee for replacement.
- Parking for all students is restricted to the areas identified on the campus map.

**Parking Rules**
Students must:
  - Park within yellow designated parking lines.

Students must not:
- Block driveways or entrances to college
- Park along curbs
- Park on grass, sidewalk
- Park in loading zone (rear exits of college)
- Double park
- Park in fire lanes
- Park in handicapped spaces without handicapped sticker

Cars may be booted or towed if parked in restricted areas. The College is not responsible for damage caused by vehicles parking or driving on campus. All vehicles are operated or parked on campus at the owner's risk. Should accidents or damage occur, the OLOL Security office must be notified and they will assist the student in proper notification of local officials.

**Dress Code**
Students are required to wear OLOL Anesthesia Scrubs to class and clinicals. These will be purchased at the student’s expense at Uniforms by Bayou. Students will change into the scrubs mandated by the individual clinical sites and are prohibited from taking scrub attire from a clinical site.

**Employment**

**Student Employment**
The time commitment for nurse anesthesia education is significant and therefore, employment is discouraged.

**Employment in Anesthesia**
Employment in the anesthesia field by nurse anesthesia students is prohibited by law and College and Program policy. At no time should a student nurse anesthetist be employed as a CRNA. The only time a student may administer an anesthetic is during the clinical portion of their training under the direction of a CRNA or Anesthesiologist at a facility that is under contract with OLOL College Nurse Anesthesia Program. **Under no circumstances shall a student anesthetist seek employment as a Nurse Anesthetist by title or function until successful graduation from the Nurse Anesthesia Program.**

**Master Plan of Evaluation**
The evaluation process of the OLOL College Nurse Anesthesia Program is designed to measure program effectiveness, instructor competence and assess student knowledge and clinical performance. Areas of concern regarding program effectiveness are identified and explored with improvements implemented and monitored after appropriate committee approval.

**A. Evaluation of the Program**

1. **Senior Exit Survey**

At the completion of the requirements for graduation, each student is given the opportunity to evaluate the program via an electronic survey.
2. Alumni Evaluation of the Nurse Anesthesia Program

Graduates of the OLOL College Nurse Anesthesia Program will be sent an electronic alumni evaluation survey within one year after graduation to evaluate the effectiveness of their clinical/didactic educational experience.

3. Post Graduation Employer Evaluations

Within one year of graduation, employers will be sent a post graduation employer survey to assess the graduate’s competency and assist in assurance of program effectiveness.

4. Internal Evaluation of the Program

The program will conduct a yearly internal evaluation of the program to evaluate its effectiveness. Included in the evaluation are graduation rates, grade point averages, NCE pass rates and mean scores, employment rates and employer satisfaction survey results.

5. Student Evaluations of the Program

Students will have the opportunity to evaluate their didactic and clinical instructors as well as the clinical preceptors, clinical site rotations and clinical coordinators each semester. Evaluations will be confidential and will be used by administration to improve the classroom and/or clinical experience. Students are encouraged to reply in a constructive, professional manner with honesty and integrity.

6. Faculty Course and Self Evaluations

Faculty course evaluations are requested at end semester upon course completion. Additionally, faculty members are required to complete an Annual Professional Development Plan and Self Assessment and Reflection as part of the review process as specified in the College Faculty Handbook.

B. Evaluation of the Student

1. Didactic Evaluation

Didactic evaluation is accomplished through test and assignment grades throughout the semester and grade reports are furnished by the Office of the Registrar following each semester. Additionally each student will take the SEE exam twice during the program. SEE exam results are discussed with the student by program administrators to identify areas for improvement.

2. Clinical Evaluation

a. Daily Evaluations

Students are required to submit an evaluation form to the clinical preceptor for clinical cases performed. The student completes the self evaluation portion and the preceptor evaluates student
competency based on the objectives. The preceptor returns the completed evaluation to the designated lock box. Unsatisfactory evaluations will be discussed with the student by the anesthesia faculty.

**b. Summative Evaluations**

Daily clinical evaluations are reviewed by the course faculty at the end of each semester. This evaluation will be discussed with the student and an opportunity for self evaluation and self reflection will be encouraged.

**Disciplinary Policies**

**Academic Dishonesty**

All students are expected to adhere to the Community Creed published in the College catalog. In cases of violations of academic integrity (eg. cheating, plagiarism), the faculty have the authority to assign a course grade of “F” and may refer the case to the Executive Vice President of Academic and Student Affairs for further action (see College Student Handbook).

**Suspect Violations of Drug/Alcohol Policy**

Students are prohibited from reporting to campus or clinicals while under the influence or on their person alcohol, illegal drugs or unauthorized prescription drugs. When circumstances suggest impairment, the student will be asked to submit to a drug testing.

**Procedure:**

- The circumstances suggesting impairment should be immediately reported to the Course Director or the Program Director by any individual who observes impaired behavior.
- The Director of Health and Safety will be apprised of the situation. If the student appears to be impaired, he/she will be removed from the environment immediately.
- Utilizing protocol established at OLOLRMC, the student will be escorted to the OLOLRMC Laboratory or Calais Health Industrial Medical Center for testing.
- The student may not return to the classroom or clinical setting until the College is assured that the student is in compliance with the drug regulations and has a negative test.
- An In-State Laboratory in accordance with OLOLRMC Laboratory procedure will confirm positive drug tests.
- All laboratory results will be communicated to the Director of Health and Safety or college designee and will remain confidential in accordance with current policy.
- If the student has a confirmed positive test, he/she will be requested to submit additional information. The student may not return to the classroom or clinical setting until cleared for continued enrollment.
- The student may be requested to undergo an evaluation by resource(s) approved by Our Lady of the Lake College. The student will be required to provide the Director of Health and Safety with properly executed release of information forms. The College must clear the student for continued enrollment.
- The student who has a confirmed positive test for illegal drug usage or the misuse of prescription drugs will be subject to disciplinary action up to and including dismissal.
- Failure of the student to comply with stated procedures will be subject to immediate dismissal.
All actions taken under the authority of this policy shall be treated with confidentiality. Information related to test results and substance abuse evaluation shall be communicated on a strict "need to know" basis. Discussion and counseling will be conducted in a private and confidential manner in accordance with current counseling protocol.

Drug Testing Policy for Students
All students enrolled at Our Lady of the Lake College are subject to drug screening for reasonable suspicion or cause. All Our Lady of the Lake College clinical students will be subject to initial, then random testing.

Procedure:
- When notified on a random basis, the student must submit to the test on the chosen day during the hours 8 a.m. - 4 p.m.
- Students to be tested will report to Total Occupational Medicine where they are required to sign a “consent and release” form for testing.
- Calais Health Industrial Medical Center personnel will initiate a chain of Custody/Test Requisition form that will be coded with the student's code number and not identifiable by name. (Note: The Laboratory will only accept requests for drug testing when the appropriate Chain of Custody/Test Requisition form is completed.)
- The Laboratory will take possession of the Chain of Custody/Test Requisition form and initiate all activities associated with the drug-testing program in accordance with their departmental policy. A procedure is established by the Laboratory, to ensure that the specimen tested is, in fact, that of the student.
- An In-State Laboratory, in accordance with OLOLRMC Laboratory procedure will confirm positive drug tests.
- All laboratory results will be communicated to the Coordinator of Health and Safety or college designee and will remain confidential in accordance with current policy.
- If the student has a confirmed positive test, the College will request that the student provide additional information. The student may not return to the classroom or clinical setting until cleared for continued enrollment. The student may be requested to undergo an evaluation by resource(s) approved by OLOL College. The student will be required to provide the College with properly executed release of information forms. The student must be cleared for continued enrollment before he/she can resume class or clinical attendance.
- Failure of the student to comply with stated procedures will be subject to immediate dismissal.
- All actions taken under the authority of this policy will be treated with confidentiality. Information related to test results will be communicated on a strict "need to know" basis. Discussion and counseling will be conducted in a private and confidential manner in accordance with current counseling protocol.
Judicial Declarations
Upon acceptance to OLOLC Nurse Anesthesia Program, arrests, charges, convictions, no contest or guilty pleas related to a criminal offense must be reported to the Program Director. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction. Nurse anesthesia students arrested for other criminal offenses may be immediately suspended from the program until the charges are resolved. Violations of the Nurse Practice Act will be reported to Louisiana State Board of Nursing.

Firearms and Weapons
The unauthorized possession of firearms, knives or weapons is prohibited on OLOL College campus and clinical facilities. The possession of such weapons may result in disciplinary action up to and including dismissal.

Nurse Anesthesia Program Clinical Policies
Clinical Shifts
The majority of the clinical shifts will be day shifts. However, students will be required to work evening shifts, night shifts, weekends, and holidays. Every attempt will be made to rotate off shifts and holidays in an equitable fashion. In order for students to not exceed hours in a reasonable work week, students asked to stay late for shifts should be compensated by earlier time off during the week. Student must arrive at the clinical site with sufficient time to adequately prepare for their clinical cases. Student clinical hours will be tracked daily with a time card. It is the student’s responsibility to obtain the clinical preceptor’s, coordinator’s or anesthesia faculty’s signature when leaving a clinical site.

Clinical Case Documentation
The anesthesia case count is an important method to quantify and qualify the student’s clinical experience. The student is responsible to log their cases monthly in Typhon Group at http://www.typhongroup.net/olol. This enables the program administration to monitor the clinical experience of each student. Students who do not comply with this policy may be subject to disciplinary action. Students must keep their case logs current. It should be noted that these case counts are used to ensure that each student will be eligible to graduate and sit for the NCE.

In order to count a case on the Cumulative Case Count Record the following conditions must occur:
1. The student has performed the induction or
2. The student has conducted the emergence or
3. The student has participated in the case for at least one hour

The student shall not count coffee breaks or lunch relief as a case. Two students may not count the same case, unless both students meet the above criteria.

**Falsification of the case count record is grounds for dismissal from the program.**
Clinical Supervision
As mandated by the Council on Accreditation for Nurse Anesthesia Educational Programs, students must be supervised at all times during the administration of an anesthetic. **At no time should a certified registered nurse anesthetist or anesthesiologist supervise more than 2 students concurrently. A student is prohibited from supervision by a non-CRNA or anesthesiologist provider.**

Failure to abide by the clinical supervision guidelines may be subject to immediate dismissal.

Falsification of Records/Information
Each student is expected to complete all college and patient care records with accuracy and honesty. This includes but is not limited to, the anesthesia record, typhoon case count, incident reports, and clinical case evaluations. Falsification of records will result in disciplinary action up to and including dismissal.

Anesthesia Management Plans
Anesthesia Management Plans are an important part of providing safe patient care. The anesthesia management plan is a patient and case-specific plan for the anesthesia care of a patient. Each student is responsible to complete a management plan for each assigned case. The plan may be written or verbal. The following should be included in each plan:

- Preoperative assessment
  - patient medical history
  - allergies
  - medications
  - ASA Classification
- Preoperative treatment
- Indications for induction of anesthesia
- Anesthetic maintenance
- Indications for emergence of anesthesia
- Postoperative management, including plan for postoperative analgesia

The following are policies related to the anesthetic management plans:
- The management plans are to be submitted and discussed with the clinical preceptor prior to the case. Failure to do so may result in a clinical unsatisfactory day.
- Anesthesia management plans are to be completed for all assigned cases until otherwise notified. Oral care plans are mandatory for each case. Cases that are assigned the day of surgery require an oral plan.
- Although collaboration is encouraged among student regarding anesthetic implications, each student is expected to provide original work on his/her management plan.
- Management plans are not to be simply copied from one source. Graduate education requires synthesis of information from a number of sources to formulate comprehensive knowledge of anesthesia implications. Management plan submission and grading are delineated in each practicum syllabus.
Expectations Relating to Student Behavior in the Clinical Setting:
Clinical competency is the essential outcome of Our Lady of the Lake College Nurse Anesthesia Program. Graduates must meet the performance levels for the program’s terminal objectives that are based on the entry requirements for safe practice as a nurse anesthetist. Each student is expected to meet behavioral criteria outlined in the Core Performance Standards for Admission and Progression for the School of Nursing and the policies outlined in the Nurse Anesthesia Handbook. Behaviors inconsistent with the Core Performance Standards may result in disciplinary action including unsatisfactory clinical evaluation, probation or dismissal.

Examples of behaviors that warrant disciplinary action include, but are not limited to:

1. **Inability to maintain the behaviors identified in the Core Performance Standards:**
   - Failure to incorporate caring behaviors in patient care
   - Inappropriate behavior such as abusive language or disruptive behavior
   - Disrespectful behavior towards the clinical preceptors, anesthesiologists, anesthesia faculty, clinical coordinators, or other surgical team members
   - Falsification of documents or medical records
   - Theft of hospital or college property

2. **Behavior inconsistent with course requirements:**
   - Failure to meet minimum criteria for clinical performance
   - Incomplete, inadequate or falsification of anesthesia management plan
   - Falsification of clinical evaluations
   - Falsification of typhon numbers
   - Inadequate preparation for an anesthetic
   - Failure to meet Dress Code (i.e. Lack of name badge or proper OR attire)
   - Failure to be signed in/out for clinical day

3. **Behavior inconsistent with clinical policies:**
   - Failure to report to assigned clinical area on time
   - Prolonged lunch or breaks
   - Leaving clinical without notifying the anesthesia faculty or Clinical Coordinator
   - Failure to make pre- or post-operative rounds when possible
   - Violation of institutional or departmental policies
   - Pattern of abusing leave (i.e. calling in before long weekends and holidays)

4. **Unprofessional or uncaring behaviors**
   - Failure to follow-up on an anesthetic complication
   - Mistreatment of a patient
   - Failure to follow instructions or carry out assigned duties in clinical area
   - Behavior inconsistent with the “Community Creed”
   - Behavior inconsistent with the AANA’s “Code of Ethics”
5. **Behaviors which may jeopardize patient safety**
   - Failure to perform machine check-out
   - Failure to notify supervisor of patient or equipment complication
   - Improper calculation of drug dose or fluid requirements
   - Failure to notify anesthesia faculty or course director of a clinical incident
   - Failure to obtain and report pertinent patient history or status to the supervising CRNA or anesthesiologist.
   - Administering anesthesia without proper supervision in violation of COA supervision requirements
   - Failure to report a clinical incident or drug error
   - Medication error (selection/dosage/administration)
   - Administration of any drug without permission of a supervising clinical instructor
   - Failure to inform supervising clinical instructor of intra-operative changes or events
   - Failure to follow direct orders from clinical faculty in the clinical area

**Procedural Guidelines for Probation**

In the event that a faculty member, clinical preceptor, or clinical coordinator finds that a student’s clinical behavior and/or performance warrants disciplinary action, written documentation will be given to the Program Director or Assistant Program Director. Students on probation will meet weekly with faculty to discuss areas for improvement and to correct any deficiencies in order to be return to good standing in the program. At the conclusion of the probationary period, the program administration in consultation with faculty will recommend one of the following decisions:

- Removal of probationary status and return to good standing
- Extension of the probationary period
- Dismissal from the program

Failure to meet the requirements of resolution of clinical probation will result in dismissal from the program.

**Committees of the Nurse Anesthesia Program**

The main committee of the nurse anesthesia program is the Graduate Nursing Committee. The two standing committees of the Graduate Nursing Committee are the Curriculum Committee and the Community Advisory Committee.

I. **Graduate Nursing Committee**
   a. Membership
      i. Minimum of four (4) graduate faculty members.
      ii. Ex-officio members:
          Dean, School of Nursing
          Director of Research and Scholarship
      iii. Required members:
          Academic Director, Undergraduate Programs
          MSNA/DNP Program Director
      iv. Students:
b. Purpose
The purpose of the Graduate Nursing Committee is to formulate, implement, and evaluate the graduate programs to foster continual improvement in program quality and student learning.

c. Officers
i. The chairperson shall be appointed by the Dean at the beginning of the academic year.
ii. The recorder shall be appointed by the Dean.

d. Functions
i. Provide a forum in which the members of the graduate faculty assemble to meet common goals.
ii. Assume the primary responsibility for the development, implementation, and evaluation of the program and matters of academic policy within the graduate programs.
iii. Recommend to the Nursing Assembly new courses, changes in existing courses, and program changes within the graduate programs.
iv. Evaluate and recommend resources for the graduate programs such as physical facilities, clinical facilities, skills lab equipment, library holdings, media, and computer hardware/software.
v. Recommend to the Nursing Assembly new or revised policies regarding student admission to, progression within, and graduation from the graduate programs.
vi. Formulate policies and procedures for orientation, retention, and evaluation of the graduate programs and recommend changes to Nursing Assembly.
vii. Review issues relating to compliance with the accrediting agencies and update policies and procedures, as needed.
viii. Conduct a yearly review of the accreditation status of the graduate programs and recommend appropriate revisions to the Graduate Nursing Student Handbook, self-study reports, and annual reports.
ix. Identify opportunities that contribute to the professional development of graduate faculty.
x. Ensure the efficient implementation of the Master Plan of Evaluation; compile, analyze, and trend data related to program effectiveness; and develop and revise the tools for program evaluation.

II. Standing Committees of Graduate Nursing Committee

A. The standing committees of the Graduate Nursing Committee shall be:

1. Curriculum Committee
2. Community Advisory
B. Standing committees function under established policies and make necessary recommendations to the Graduate Nursing Committee.

C. Ad hoc committees may be added and deleted as and when deemed necessary.

D. The Curriculum Committee

1. Membership
   a. All full time and part time nurse anesthesia program faculty members and 4 student representatives.
   b. The Chairperson of the standing committees shall be appointed by the Nurse Anesthesia Program director at the beginning of the Academic year.
   c. The Chairperson shall:
      1. Preside at all meetings.
      2. Prepare a written agenda for scheduled meetings and distribute via email at least five working days in advance.
      3. Present a verbal report on the committee’s work at the scheduled meetings of Anesthesia Faculty Assembly.
      4. Take minutes of all official meetings and keep a record of attendance.
      5. File the electronic original copies of the agenda and minutes in the appropriate folder on the G drive.
      6. Ensure all committee members receive a copy of the minutes via email.

2. Meetings
   a. The committee shall meet at least once in each regular (fall and spring) semester.
   b. The chairperson shall be responsible for calling meetings and notifying members.
   c. A quorum (50%) of members must be present to constitute a formal meeting.
   d. Each member, except students, of the Curriculum committee shall have voting privileges.
   e. Students may make recommendations, but may not vote.

3. Purpose
   a. The purpose of the Curriculum Committee shall be to formulate, implement and evaluate the educational programs, and provide a focus of instructional effectiveness to foster continuous improvement in program quality.

4. Functions
a. Maintain consistency in use of the mission, philosophy, conceptual framework, and competencies/concepts throughout the nurse anesthesia curriculum.
b. Review progression of competencies/concepts throughout the nurse anesthesia program.
c. Ensure thorough coverage of all pertinent content as determined by the curriculum plan.
d. Ensure that curricular content is current and relevant to today’s health care needs.
e. Ensure the coordination of clinical sites in the nurse anesthesia curriculum.
f. Review summaries of evaluation activities and recommendations from courses in the implementation of the nurse anesthesia curriculum.
g. Recommend to the Anesthesia Faculty Assembly changes for the Anesthesia Program.
h. Provide an evaluation of library holdings and make recommendations for purchase.
i. Provide for evaluation of potential textbooks, and make recommendations for adoption.

E. Community Advisory Committee

1. Membership
   a. All full time and part time anesthesia faculty, four student representatives, an anesthesiologist, a surgeon member, a representative from OLOLRMC health care team, a community member at large, and the Dean of the School of Nursing.
   b. The Chairperson of the standing committees shall be appointed by the Nurse Anesthesia Program director at the beginning of the Academic year.
   c. The Chairperson shall:
      1. Preside at all meetings.
      2. Prepare a written agenda for scheduled meetings and distribute via email at least five working days in advance.
      3. Present a verbal report on the committee’s work at the scheduled meetings of Graduate Nursing Committee.
      4. Take minutes of all official meetings and keep a record of attendance.
      5. File the electronic original copies of the agenda and minutes in the appropriate folder on the G drive.
      6. Ensure all committee members receive a copy of the minutes via email.

2. Meetings
   a. The committee shall meet at least once in each regular (fall and spring) semester.
   b. The chairperson shall be responsible for calling meetings and notifying members.
   c. A quorum (50%) of members must be present to constitute a formal meeting.
d. Each member, except students, of the Community Advisory Committee shall have voting privileges.
e. Students may make recommendations but may not vote.

3. Purpose
a. The purpose of the Community Advisory Committee is to assist the program in identifying community concerns with regards to the Nurse Anesthesia Program.

4. Functions
a. Assist the Nurse Anesthesia program by monitoring its impact, reputation and program effectiveness in the community and state.
b. Assessing and ensuring compliance regarding accreditation standards and requirements and to initiate corrective actions should areas of non-compliance occur or recur.
c. Utilize evaluation data from all sources as outlined in the “Master Plan of Evaluation” to monitor and improve program quality and effectiveness and student achievement.
The educational environment of the School of Nursing has been carefully cultivated to foster equality for all students throughout their educational experience. Professionalism, integrity, and excellence are the cornerstones of each program. Chief among the values of the Franciscans, the Catholic Church, and the College are service, honesty, integrity, courtesy, and respect. In turn, students enrolled in graduate nursing courses are expected to consistently demonstrate these values as well, in addition to kindness, compassion, patience, and respect for all others.

1. **ATTENDANCE:**
   a. Students are encouraged to attend as many scheduled classroom experiences as possible. Classroom activities are planned based on the class size and absences can affect classroom activities. If a student is unable to attend class, the student should notify the instructor prior to the classroom experience. If unable to notify the faculty prior to the scheduled class meeting time, contact the instructor as soon as possible in order to complete any activities related to the classroom experience.
   b. Students are expected to be on time for class to prevent disruption of the learning experience.

2. **MOODLE/E-MAIL:**
   a. Students are responsible for any content presented in class or posted on Moodle. If the student is absent from class, it is the responsibility of the student to obtain any missed material.
   b. Students should complete Moodle assignments in a timely manner. Moodle assignments may only be accessed for a specified period of time.
   c. Students should access and regularly check their College e-mail account for any messages.
   d. Students are responsible for reading the Nursing Student Handbook and being familiar with the information that it contains.

3. **CLASS PREPARATION:**
   Students are expected to complete required readings and assignments prior to class time. Graduate education requires active participation and engagement by the students in order to meet course objective preparation before class is essential to meeting this expectation. Students should access Moodle for classroom preparation information.

4. **CLASSROOM BEHAVIOR:**
   a. Cell phones and beepers should be turned off or silenced prior to the beginning of class and remain so throughout the class time. If phones or beepers sound in class, the student may be asked to leave the classroom. Disruption of class time with phone and beeper calls affects all persons participating in the class; therefore, students should inform their family and associates to limit their calls to emergency calls only.
   b. Battery operated laptops may be used in the classroom.
c. The use of tape recorders in the classroom will be determined by the classroom instructor. Instructor preference and students willingness to be taped will be factors in the instructor’s decision.

5. **ACADEMIC DISHONESTY:**
Students are expected to adhere to the Honor Code and Honor Statement published in the Student Services Handbook. In cases of academic dishonesty (e.g. cheating, plagiarism), a student will be dismissed from the program.

6. **LATE ASSIGNMENTS/MISSED TESTS:**
a. It is at the discretion of course faculty how late assignments will be handled.
b. If a student does not contact the instructor prior to test time or complete Moodle and classroom assignments on time, the student may receive a “0” for the test/assignment.

7. **GRADING SCALE:** The MSN Program has a 10 point grading scale as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>

8. **PROGRESSION AND GRADUATION REQUIREMENTS:**
- Graduation requires a minimum cumulative GPA of 3.0, with no grade lower than a “B” in all courses within the MSN curriculum.
- Completion of all required coursework in the nursing major.

9. **GRADUATE STUDENT COMPLAINTS AND APPEALS:**
Our Lady of the Lake College is committed to providing an environment that is supportive of graduate student achievement. If a student does not agree with how an instructor or the college has treated the student, the student has the right to due process. The procedures for academic grievance and for appeal rights are found in the *Student Handbook*. In addition to these procedures, any graduate student who has a concern or complaint about institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure published in the *Student Handbook*.

10. **REGISTRATION FOR CLASSES:**
a. MSN students are required to be advised by MSN faculty prior to registering for classes.
b. The student may view the class schedule by accessing the OLOL College web site [www.ololcollege.edu](http://www.ololcollege.edu).
11. **DRESS CODE:**

The guiding norms for campus dress are neatness, cleanliness, and good taste. Students are to be attired in appropriate street clothes at all times in the classrooms, college offices, and the clinical laboratory setting. Dresses, walking shorts, slacks, and neat jeans are acceptable. Shorts, tank shirts, and midriffs are not to be worn by male and female students.

12. **PARKING:**

Students should have a parking tag which can be obtained from the receptionist at the Administrative Building on Brittany Drive. Maps with designated parking areas can be obtained from the receptionist at the Administration Building. Students should park only in designated parking areas for the college. Students should never park in grassy areas. Campus Security may boot cars that are illegally parked.

13. **EMERGENCY CLOSURES:**

At times certain situations may warrant the closure of the College or dismissal of classes for the protection of students, staff, and faculty. College Administration will notify local media of closures. Classroom instructors will attempt to notify students in their cancelled class via the college email system. If emergency closure is suspected, check College e-mail and/or tune into the local television and radio stations for information.
MSN PROGRAM OBJECTIVES

The graduate of the MSN program will:

1. Integrate theoretical and empirical knowledge from the arts and sciences, nursing, and related disciplines and evaluate its use in guiding nursing research, education and practice.

2. Utilize systematic inquiry and refined analytical skills in the nurse educator or nurse administrator roles.

3. Communicate orally and in writing in a scholarly manner.

4. Employ knowledge, skills, and attributes of a scholar to improve nursing research, education, and practice.

5. Synthesize the ethical, legal, socio-political, cultural, and leadership dimensions inherent in advanced practice nursing.
Facilitate Learning
- The nurse educator demonstrates the ability to implement a variety of teaching strategies based upon a grounded understanding of the theory and evidence-based research that undergirds such strategies. The appropriateness of teaching methods is predicated upon an understanding of learner needs, styles, and desired outcomes. Further, the act of teaching is enhanced by the practice of personal critical reflection and an attitude of caring, confidence, flexibility, and integrity.

Facilitate Learner Development and Socialization
- The nurse educator is capable of assessing and identifying learning styles and needs of a diverse set of learners and developing strategies which meet these differences. As a role model, the nurse educator maintains high standards of professional behavior in accordance with the nursing profession.

Use Assessment and Evaluation Strategies
- The selection and use of appropriate assessment and evaluation measures related to desired learning outcomes is essential to quality nursing education. These measures include the construction of examination items, item analysis, and the implementation of both formative and summative evaluations.

Participate in Curriculum Design and Evaluation of Program Outcomes
- Curriculum design of nursing programs is based upon sound educational theories and research that are utilized by the nurse educator to participate in development of courses and programs of study that prepare students for nursing practice in a dynamic health care environment.

Function as Change Agents and Leaders
- The nurse educator seeks innovative and creative ways to address the health care needs of clients and the educational needs of students. Such innovation and creativity is framed in the context of sensitivity to issues of cultural diversity that impact both student learning and patient care.

Commit to Continuous Development in the Educator Role
- Recognizing that career development needs change as one gains experience in the educator role, the nurse educator demonstrates a commitment to life-long learning regarding teaching and learning. An understanding of the tri-partite mission of academia (teaching, scholarship, and service) and legal-ethical issues impacting education and nursing practice is necessary for this development to effectively occur.
Engage in Scholarship
- The nurse educator exhibits a spirit of inquiry and is capable of designing and implementing scholarly activities designed to advance the knowledge base regarding nursing care and education.

Nurse Administrator Track Competencies – adapted from The Nurse Executive Competencies (Nurse Leader, February 2005, pp. 50-56)

Communicate in a Manner that Promotes Relationship-Building
- The nurse administrator is adept with effective communication techniques that facilitate the optimal functioning of complex healthcare organizations. In order to build functional relationships with the multiple stakeholders involved in the delivery of quality healthcare, the nurse administrator exhibits collaborative skills and is cognizant and respectful of diversity.

Attain and Maintain Knowledge of the Current Healthcare Environment
- The nurse administrator is committed to maintaining updated knowledge of healthcare delivery models, economics, policy, governance issues, evidence-based practice, patient safety issues/risk management, and continuous quality improvement.

Demonstrate Leadership Skills
- The nurse administrator exhibits leadership capabilities that are respectful of all people, critically reflective, creative, innovative, and based upon tested theories and research in leadership, management, and organizational behavior.

Exhibit Professionalism
- As a role model for the profession of nursing, the nurse administrator exhibits accountability through adherence to legal and ethical principles of practice that promote patient care as the core of the healthcare organization’s work.

Utilize Business Skills
- The nurse administrator exhibits an understanding of the principles of sound financial management, human resource management, strategic planning, and utilization of information technology.

Commit to Continuous Professional Development
- Recognizing that career development needs change as one gains experience in the administrative role, the nurse administrator demonstrates a commitment to life-long learning. An understanding of organizational behavior, financial management principles, and leadership strategies is necessary for this development to effectively occur.

Engage in Scholarship
- The nurse administrator exhibits a spirit of inquiry and is capable of designing and implementing scholarly activities to advance the knowledge base regarding nursing care and healthcare administration.
GRADE APPEAL POLICY

Academic Appeal
A student who feels that s/he has an academic grievance (i.e., course content-related concerns) associated with a final course grade should first discuss the issue with the course instructor(s).

If, following discussion with the course faculty, a student is not satisfied with the course faculty’s decision, the student may appeal her/his concerns to the MSN or MSNA Program Director. This appeal should be submitted in writing using the Final Course Grade Appeal form. The completed appeal form should be submitted to the program director no later than two (2) weeks following the posting of the final course grade.

Once the written appeal is submitted, the program director will consider the information presented by the student and the course faculty. The program director will discuss the appeal with the Dean of Nursing. A written decision will be mailed to the student and postmarked no later than two (2) weeks from receipt of the written appeal. The decision by the Dean will be final and there will be no further avenue for appeal.

Due Process Appeal
Every student has the right to due process in the determination of course grades. Due process rights are defined as:

- Publication of grading criteria within the course syllabus
- Publication of assigned dates for exams and other graded course requirements
- Provision of instructions and/or a grading rubric on exams and other assignments
- Timely notification of course grades via Moodle and/or return of assignments (“timely” is defined as posting of exam grades within one week of completion or in the case of other graded assignments, posting of grades within the time frame specified by the instructor in the assignment instructions)

If a student believes that her/his due process rights have been usurped, s/he may appeal in writing using the Final Course Grade Appeal form as outlined in the process below. The appeal form can be accessed from the School of Nursing office.

Procedure:
- After meeting with the course faculty, if a student wishes to file a grievance related to violation of her/his due process rights, the student must submit a completed Final Course Grade Appeal form to the MSN Program Director no later than two (2) weeks following the posting of the final course grade.
- When completing the appeal form, the student should provide information regarding the nature of the due process violation. Due process rights are defined above.
- A due process appeal is NOT one related to matters of an academic nature. Examples of academic grievances include, but are not limited to, transcription of exam answers from the test booklet to a Scantron form, validity of test items, issues related to math rounding errors, and determination of an assignment grade.
- Upon receipt of the grade appeal form, the MSN Program Director will notify the course faculty of the appeal. Course faculty will provide the program director with a file
containing appropriate course materials (i.e., syllabus, student exams, learning assignment with grades, etc.). A written decision will be mailed to the student and postmarked no later than two (2) weeks from receipt of the written appeal.

- If the MSN Program Director denies the appeal, the student may submit the appeal to the Dean of Nursing. The Dean will take all written material provided by the student and by the faculty under advisement in rendering a decision. The decision of the Dean will be final.
Our Lady of the Lake College
School of Nursing
Student Acknowledgement of Policies and Procedures

I have been informed of and will comply with the policies and procedures in the College Catalog, the College Student Handbook, the School of Nursing Graduate Student Handbook, and the Course Syllabi. I am aware that this information is subject to change at any time by authority of Our Lady of the Lake College and the School of Nursing. If changes are made, I will be informed of the changes via electronic communication modes (e.g., College Web site, e-mail, or Moodle).

Student’s Printed Name: ____________________________________________

Student’s Signature: ________________________________________________

Date: ______________________