



**Medical College of Georgia
School of Nursing
Nurse Anesthesia Program Student Handbook
2009 - 2010
Master of Science in Nursing Program (MSN)**

This handbook has been prepared for use by students in the Medical College of Georgia Nursing Anesthesia Program. It is intended to serve as a supplement to the information provided in the MCG Catalog, MCG Student Handbook, and the School of Graduate Studies Student Handbook. In circumstances where there is conflicting information, the student is encouraged to seek clarification from the Nursing Anesthesia Program Director.

HANDBOOK DISCLAIMER

While the provisions of this handbook are as accurate and complete as possible, the School of Nursing reserves the right to change any provision herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes. However it is the responsibility of each student to know what changes have been made to the SON Nurse Anesthesia Student Handbook and to successfully complete the requirements of the nursing program.

The Nursing Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Updated July 2009

Table of Contents

School of Nursing Overview

Welcome Message from the Dean	5
School of Nursing Phone Numbers	6
History of the School of Nursing	7
Chronology of Deans – Nursing	7
Mission Statement	8
Vision Statement	8
Philosophy	8
Nurse Anesthesia Program Overview	8
Program Mission Statement	8
Program Operational Goals	8
Program Outcomes	9
Nurse Anesthesia Skills / Competencies	10
Nurse Anesthesia Program Curriculum	10
Accreditation.	10

School of Nursing / CRNA Program Policies

Admission Requirements	10
Academic Eligibility and Progression Standards.	10
Academic Integrity.	11
Attendance Policy	11
Change in Health Status	12
Communication with Faculty	12
Computer Lab	12
Confidentiality	12
Course Credit Hours.	12
Examination Guidelines.	13
Faculty Advising.	13
Grading Policy.	13
Grade Appeal Policy.	14
Health Insurance Portability and Accountability Act (HIPAA)	14
Independent Study.	15
Inclement Weather Guidelines	15
Leaves of Absence and Unanticipated Time Off	15
Out of Sequence/Off Track.	16
Professional Behaviors.	16
Student Employment	17
Student Identification	17
Student' Records Policy	17
Substance Abuse.	17
Technical Standards for Safe Nursing Practice	18
Time Commitment	18
Transfer.	18
Vacation	19
Withdrawal from the Nursing Program.	19

MCG Academic Regulations

Academic Honesty	19
Academic Probation.	19
Adding and Dropping Courses	19
Attendance.	19
Classification of Students	19
Continuing Enrollment during Breaks in Academic Calendar.	19
Course Numbering System	19
Campus Review Body	19
Curriculum Changes	19

Dean's List	19
Educational Records	19
Examinations	19
Good Standing and Satisfactory Progress	19
Grades	19
Grade Changes	19
Graduation with Honors	19
Late Registration Policy.	19
Normal Course Load.	19
Planning the Academic Program.	19
Professional Liability Insurance	19
Registration.	20
Registration for Make-up or Incomplete Grades.	20
Repeated Course Work	20
Requirements for Graduation.	20
Units of Credit	20
Withdrawal from the University.	20

MCG Policies and Procedures

Conduct of Research	20
Conflict of Interest	20
Criminal Conviction Disclosure	20
Drug Abuse Policy Statement	20
Financial Obligations of Students	20
Handicap-Disabilities-Learning Disorders Policy.	20
HIV/Acquired Immune Deficiency Syndrome (AIDS) Policy for Students.	20
Immunization Policy.	20
Information Systems Security and Computer Usage Policy	20
Intellectual Property Policy.	20
Jury Duty.	20
Ownership and Retention of Scholarly Research Records.	20
Participation of Students in Education Experiences	20
Requests to Report to an Administrative Officer	20
Right-to-Know Law Information Regarding Graduation Rate Data	20
Smoke-Free Environment Policy Statement	20
Solicitation	20
Student Organization Registration Procedures.	20
Use of Animals for Educational Purposes Policy Statement	20
Voter Registration.	20

MCG Student Conduct Code and Procedures

Student Rights.	20
General Policies.	20
Institutional Authority for Discipline of Students.	20
Student Conduct Code (Student Responsibilities)	20
Administration of Judicial Procedures.	20
Judicial Committee Proceedings.	20
Penalties.	20
Judicial Records.	20
Temporary Suspension.	20
Provisions for honor Systems within Each School.	20
Appeals	20

School of Nursing Clinical Requirements

Pre-Clinical Requirements	21
Criminal Background Check.	21
Life Support Recognitions.	22
Professional Liability Insurance.	22
Student Health Insurance	22

Student Attire	22
Clinical Expectations	23
Clinical Evaluation.	23
Exposure Incident Policy.	24
Occurrence (Variance) Protocol	25

Other Student Information

AANA Emergency Loan Program	25
Counseling Services	25
Financial Aid.	25
Professional Organizations	25
Professional Meetings.	26
Podium or Poster Presentations.	27
Publication of Journal Articles	27
Student Evaluation of the Nurse Anesthesia Program	27
Student Honors/Awards/Scholarships.	27
Student Technologies.	28

Graduation Information

Capstone Project	28
Graduation Requirements.	29
Graduation Activities	29
Graduating in Absentia.	30
Graduation Application.	30
Graduation Honors.	30
Regalia.	30
Transcripts.	30
Transition to Post Graduate Practice.	30

Attachments

- Attachment A – MCG Confidentiality Form
- Attachment B – MCG Health System Confidentiality Statement Form
- Attachment C – Student Applied Learning Experience Agreement Form
- Attachment D – Authorization of Release of Records and Information Form



Welcome Message from the Dean

Welcome to the School of Nursing at the Medical College of Georgia. Our past, present and future focus has been and continues to be preparing nurses as outstanding health care leaders for the State of Georgia and beyond. Our excellent School of Nursing faculty is dedicated to the integration of teaching, research, and practice, ensuring that every graduate is prepared to reach the farthest ends of his or her career goals. You will find a variety of highest quality, innovative educational programs to meet your needs.

The Medical College of Georgia is the state's health science university. The MCG Administrative Team has had the wisdom, creativity, and commitment to an atmosphere where students and faculty can collaborate and transcend the confines of a single health care discipline. Furthermore, partnerships across the Georgia educational institutions provide unlimited learning opportunities for MCG students.

In concert with the vision to increase and advance the nursing workforce, the School of Nursing faculty and administrators are devoted to academic excellence and to a supportive learning environment. In our innovative nursing faculty practice, clinician-teachers role model exemplary advanced nursing practice for students in community and acute care settings. In our Center for Nursing Research, faculty investigators enthusiastically mentor students who are conducting their research and are serving on existing research teams. In our simulation centers, students practice new skills on state of the art, computerized human simulators in a "virtual hospital" before entering the actual health care setting. These are just a few examples of our student-centered approach to nursing education.

So, in closing, I wish each of you all the best throughout your educational journey at the MCG School of Nursing.

Thank you,

Lucy Marion

Dean, School of Nursing

School of Nursing Phone Numbers

Dean's Office	706-721-3771
Associate Dean of Academic Affairs	709-721-2787
Assistant Dean of Student Affairs	706-721-3237
Biobehavioral Nursing	706-721-2451
Physiological & Technological Nursing	706-721-9558
Center for Nursing Research	706-721-3162
Learning Resource Center	706-721-4604
School of Nursing at Athens (SONAT)	706-542-7053
School of Nursing at Columbus (SONAC)	706-568-2242

Nursing Anesthesia Program Faculty & Staff

Interim Program Director, James (Jim) Masiongale CRNA	706-721-8215
Assistant Director, Amy Masiongale CRNA	706-721-7934
Instructor, Corey Peterson CRNA	706-721-0532
Instructor, Lisa Stephens CRNA	706-721-4722
Program Specialist, Melvenia Blanchard	706-721-9558

Important Augusta Phone Numbers

Academic Admissions	706-721-2725
Bookstore	706-721-3581
Cashier's Office	706-721-2926
Financial Aid Office	706-721-4901
Housing Office	706-721-3471
Public Safety	706-721-2911
Registrar's Office	706-721-2201
Student Affairs	706-721-3356
Student Diversity	706-721-2821
Student Health	706-721-3448

Athens Campus (SONAT) Phone Numbers

Bookstore	706-542-3171
Library	706-542-7501
Public Safety	706-542-5813
Student Health	706-542-1162

Columbus Campus (SONAC) Phone Numbers

Bookstore	706-568-2007
Library	706-568-2042
Public Safety	706-568-2022
Student Health	706-568-2039

History of the School of Nursing

The School of Nursing, Medical College of Georgia, had its beginning in 1943 as a Department of Nursing Education within the College of Education at the University of Georgia, Athens, with an Atlanta center offering courses to the graduate nurse population in that city. The following year the department was transferred to the College of Arts and Sciences; and in 1945 a program, four and one-half years in length, leading to the degree of Bachelor of Science in Nursing Education (BSNE) was established for basic and registered nurse students. In 1954 these programs of specialization were discontinued, and the degree of Bachelor of Science in Nursing (BSN) was authorized. On January 1, 1956, the Department of Nursing at the University of Georgia was moved to the Medical College of Georgia, becoming an autonomous school with a dean appointed as the administrative head. The transfer was authorized by the Board of Regents of the University System of Georgia with the determination to develop the Medical College of Georgia in Augusta as a health sciences university. Also in 1956, the Eugene Talmadge Memorial Hospital, a state constructed and managed teaching hospital, was opened. At the time of the move to Augusta, the Baccalaureate nursing program was the only undergraduate program at the Medical College. The first BSN degrees were awarded in 1958. The Board of Regents authorized a graduate program in nursing in 1966. The first students were admitted to this program in 1968. The first Master of Science in Nursing degree was conferred in 1969. The first PhD in Nursing degree was conferred in 1990. In the fall of 1975 the graduate satellite program in Savannah, Georgia (SAVSAT) was opened with offices on the Armstrong State College campus. As a result of an evaluation study conducted during 1979-1980, the school decided to close the Savannah Satellite.

In 1974 the Medical College of Georgia instituted a satellite Baccalaureate nursing program in Athens, Georgia with the cooperation of the University of Georgia. Students in the first classes followed an experimental integrated curriculum, which led to the degree of Bachelor of Science in Nursing after three calendar years of full-time study. In 1976 the curriculum was changed to an upper division nursing plan to meet the demand of transfer undergraduate students and the experimental program was phased out. Since the fall of 1978 the curriculum plans on both the Augusta and Athens campuses have been identical. In 1995, the Nursing Anesthesia Program was started. In 1996 an RN to BSN program by distance learning was started in cooperation with Gordon College located in Barnesville, Georgia. In 1998 an RN to MN/MSN program was approved and began in the fall. In 1999 a Family Nurse Practitioner program by distance learning was started in cooperation with Columbus State University located in Columbus, Georgia. In 2000 an Adult Acute Care Clinical Nurse Specialist program (CNS) and a Nursing Anesthesia Program (CRNA) were approved and implemented. In 2005 a Doctorate of Nursing program (DNP) was approved and implemented and in 2006 a Clinical Nurse Leader program (CNL) was approved and implemented.

Chronology of Deans – Nursing

Begun in 1943 (first degree awarded in 1945) at the University of Georgia in Athens; moved to MCG campus in Augusta in 1956. First baccalaureate nursing degree awarded at MCG in 1957.

1944 - 1951	Phoebe Kandel Rohrer*
1951 - 1956	E. Louise Grant*
1956 - 1971	E. Louise Grant, M.A.
1971 - 1976	Dorothy T. White, Ed.D.
1976 - 1977	Leilee P. Ault, M.S. (Interim)
1977 - 1979	Neila A. Poshek, Ed.D.
1979 - 1980	D. Sue Frazier, M.H.A. (Interim)
1980 - 1990	Mary E. Conway, Ph.D., F.A.A.N.
1990 - 2001	Vickie A. Lambert, DNSc., F.A.A.N.
2001 - 2002	Gerald Bennett, Ph.D., R.N., F.A.A.N. (Interim)
2002 - 2003	Marlene M. Rosenkoetter, Ph.D., R.N., F.A.A.N.
2003 –2004	Katherine E. Nugent, Ph.D., R.N. (Interim)
2004-present	Lucy Marion, Ph.D., R.N., B.C., F.A.A.N.

* Between the years of 1944 and 1956, the administrator of the nursing program was a department head. In 1956, the Department of Nursing moved from the University of Georgia in Athens to the Medical College of Georgia in Augusta. Thus, Dr. Grant became the first Dean of the School of Nursing.

Mission Statement

To improve health and wellness in individuals, families, and communities through the discovery and dissemination of nursing knowledge and the translation of science into practice.

Vision Statement

The School of Nursing will be an exemplar of excellence among academic health science schools of nursing.

Philosophy

The faculty of the Nursing Anesthesia Program recognizes that anesthesia is a discrete body of knowledge and skills practiced by both registered nurses and physicians. Nursing anesthesia is a specialty practice developed within the framework of graduate nursing education and based upon the broad generalist background of the baccalaureate-prepared nurse. Nurse anesthetists are advocates for patients and families, providing services against a backdrop of specialty knowledge, critical thinking, technical competence and vigilance. As a well-rounded professional, the nurse anesthetist recognizes the human components of the dignity and uniqueness of the patient and develops the anesthetic plan toward that end. Nurse anesthetists collaborate with other nursing specialists, physicians, and other members of the health care team to optimize the perioperative experience. As advanced practice nursing specialists, nurse anesthetists recognize their responsibility to contribute to the profession through clinical excellence, ethical practice, research, and scholarship.

The faculty believe that congruent with the practice of nurse anesthesia is a commitment to lifelong education. Students are active participants in the learning process and are responsible for identification of their learning needs, acquisition of information and skills, evaluation of learning experiences and progress towards their long term goals. The faculty functions as patient and student advocates, role models and mentors, assisting and guiding the student in acquiring the knowledge base, critical thinking skills and technical abilities essential for advanced practice.

The School of Nursing as an integral part of the Medical College of Georgia, Health Sciences University of the State of Georgia, conducts academic programs at the graduate and undergraduate levels congruent with the purpose, mission, and goals of the university. Faculty in the School of Nursing develops curricula incorporating the following beliefs:

Nurse Anesthesia Program Overview

The Nursing Anesthesia Program is a 28-month (full time) course of didactic and clinical study leading to a Master of Science in Nursing (MSN) degree. Coursework includes core nursing courses as well as specialization courses for anesthesia. The first three semesters include classroom, simulation laboratory, and Internet-based instruction. The following four semesters are primarily spent in the clinical environment throughout the state combined with Internet-based core nursing courses. Upon graduation, the student will be eligible to take the certification examination administered by the Council on Certification of Nurse Anesthetists.

Program Mission Statement

To prepare the next generation of nurse anesthesia leaders for the State of Georgia in an environment of scholarly and clinical excellence.

Program Goals

1. Plan, implement, and evaluate anesthesia care for patients having diagnostic, therapeutic, or surgical procedures.
2. Collaborate with other health professionals in planning, implementing, and evaluating anesthesia care.
3. Analyze research critically and incorporate relevant findings into clinical practice.
4. Work within the state to function as a leader among the health care team to ensure safe, high-quality, economical care.

5. Instruct patients and health care personnel on topics related to anesthesia, respiratory care, fluid therapy, and physiological monitoring.

Program Outcomes

Upon successful completion of the Nursing Anesthesia Program, graduates will be able to:

1. Provide safe, high quality anesthesia care characterized by thorough preparation, technical excellence, vigilance, patient protection, and injury prevention.
2. Deliver individualized culturally and linguistically appropriate comprehensive anesthesia care based on patient age, physical and psychological conditions, and surgical requirements.
3. Implement a professional advanced nursing practice based on legal requirements, ethical principles, advocacy and personal integrity.
4. Utilize effective verbal, nonverbal and written communication techniques with patients, families and health care providers to promote high quality anesthesia care.
5. Utilize theory and research evidence to guide advanced practice care planning, clinical decision-making and problem solving.
6. Continuously enhance nurse anesthesia practice through participation in continuing education activities to acquire and disseminate new knowledge, skills, and abilities.
7. Demonstrate leadership through active involvement in individual initiatives and professional organization to identify and resolve issues that have actual or potential impact on nursing and health care.
8. Collaborate with patients, families, and health care providers to design and initiate strategies to influence the nature and outcomes of anesthesia services.

Nurse Anesthesia Skills / Competencies

The following competencies describe the knowledge and skills that are necessary for competent entry-level practitioners. The clinical evaluation process is based on the progress students make toward meeting these outcomes. Upon completion of the program, the graduate has demonstrated the ability to:

1. Perform a pre-anesthetic patient assessment, including:
 - A. Patient interview
 - B. Physical assessment
 - C. Selection and interpretation of laboratory and diagnostic studies
 - D. Patient education that is age and culturally appropriate
2. Formulate a patient and procedure specific anesthetic care plan.
 - A. Maintain patient safety and prevent iatrogenic complications, including:
 1. Performance of a comprehensive anesthesia equipment check
 2. Initiation of appropriate interventions when equipment malfunctions are detected or encountered
 3. Positioning or supervising positioning of patients to prevent injury
 4. Anticipation of complications in planning and administration of anesthesia
3. Administer and manage a variety of anesthetic techniques to patients of all ages and physical conditions for a variety of surgical and medically-related procedures, including:
 - A. Regional anesthesia and sedation techniques
 - B. General anesthesia from induction through discharge from the Post Anesthesia Care Unit
 - C. Insertion of venous access and invasive monitoring devices
 - D. Management of anesthetic complications
 - E. Management of postoperative pain
 - F. Documentation of care
4. Use of a variety of current anesthetic agents, drugs and equipment and techniques to provide anesthesia, including:
 - A. Airway management techniques

- B. Regional anesthesia
 - C. Pain management
 - D. Invasive and non-invasive monitoring devices
5. Demonstrate personal and professional integrity and the ability to interact on a professional level, including:
- A. Function within appropriate legal requirements for a professional nurse
 - B. Maintain ethical standards of conduct
 - C. Use standard precautions and appropriate infection control measures
 - D. Accept responsibility and accountability for his/her practice
 - E. Participate in quality management activities
 - F. Participate in professional organizations and activities
6. Provide anesthesia services in emergency and trauma situations, including:
- A. Function as a resource person for airway and ventilatory management
 - B. Serve as a leader of member of a cardiopulmonary resuscitation team
 - C. Maintain BLS, ACLS and PALS recognition

Nurse Anesthesia Program Curriculum

The overall curriculum provides students with a strong foundation in basic sciences, professional aspects of practice, and scientific inquiry. As the student progresses through the curriculum, anesthesia concepts are introduced in a sequence of courses with increasing complexity.

Curriculum Schema: [MCG School of Nursing - Programs](#)

Accreditation

The Nursing Anesthesia Program is accredited by the [Council on Accreditation of Nurse Anesthesia Educational Programs](#), a specialized accrediting body recognized by the Council on Recognition of Postsecondary Accreditation and the U.S. Department of Education

The Medical College of Georgia is approved by the [Georgia Board of Nursing](#) and accredited by the [National League for Nursing Accrediting Commission \(NLNAC\)](#) and [Commission on Collegiate Nursing Education \(CCNE\)](#).

The Medical College of Georgia is accredited by the [Commission on Colleges of the Southern Association of Colleges and Schools](#) (1866 Southern Lane, Decatur, Georgia 30033-4097, Tel. 404-679-4501) to award one-year and advanced certificates and degrees at the associate, baccalaureate, master's, first professional, and doctoral levels.

Program Policies

Admission Requirements

See <http://www.mcg.edu/son/master.htm>

Academic Eligibility and Progression Standards

Students in the Nursing Anesthesia Program must meet all academic standards of the Schools of Graduate Studies and Nursing, to include a requirement to maintain a **minimum GPA of 3.0** each semester and overall.

Students whose cumulative GPA falls below a 3.0 will be placed on academic probation. While on academic probation, students must maintain at least a 3.0 GPA each semester. They will have two consecutive enrolled semesters to re-establish a cumulative 3.0 GPA. Any student making less than a 3.0 GPA for more than one semester, consecutive or otherwise, will automatically be dismissed. Additionally, students enrolled in the Nursing Anesthesia Program must earn the **minimum grade of B** in each of the following courses:

- NURS 6760 Pharmacology for Nurse Anesthetists I
- NURS 6770 Pharmacology for Nurse Anesthetists II

- NURS 6741 Anatomy and Physiology for Nurse Anesthetists
- NURS 6735 Health Assessment & Diagnostics for Nursing Anesthesia
- NURS 6751 Pathophysiology for Nurse Anesthetists
- NURS 6745 Basic Principles of Nurse Anesthesia
- NURS 6755 Advanced Principles of Nursing Anesthesia I
- NURS 6765 Advanced Principles of Nursing Anesthesia II
- NURS 6815 Technology and Techniques in Nursing Anesthesia I
- NURS 6825 Technology and Techniques in Nursing Anesthesia II
- NURS 6820 Professional Aspects of Nursing Anesthesia
- NURS 7990 Independent Study

Nursing anesthesia students earning a “C” in a clinical course will automatically be referred to a faculty review panel. Students will be required to repeat the course and/or participate in faculty-designed remediation. A second “C” in any clinical course will result in automatic dismissal. A student earning a grade of C in a clinical course during the final semester of the program will not be allowed to graduate, regardless of overall GPA.

The following School of Nursing policies for graduate students are applicable when a grade less than B is earned for any course: Master’s degree students who earn more than two “C” grades will be dismissed from the school. Students who earn a “U”, “D” or “F” in any course are automatically dismissed from the school.

Academic Integrity

The University recognizes honesty and integrity as being necessary to the academic function of the institution. Regulations promulgated in the interest of protecting the equity and validity of the university’s grades and degrees and to help the students develop standards and attitudes appropriate to academic life are contained in the Student Handbook available at <http://www.mcg.edu/students/handbook/index.html>

Understanding and adhering to the “Student Conduct Code”, “Conduct of Research” or other institutional policies are extremely important for graduate students. Students are expected to respond to assignments and projects with original data, manuscripts and papers. Any deviation from this could result in a grade of F for the assignment and course and possible dismissal from the program. Any possible violation by a student of the “Student Conduct Code” or other policies must be reported to the Program Director.

Attendance Policy

Attendance is **mandatory** for all classes and clinicals. Students are required to prepare for, arrive on time, and participate in ALL scheduled class and clinical sessions. In the event of illness or emergency, the course coordinator and program office should be notified prior to the scheduled class. If illness prevents a student from attending clinical, the student should also notify the designated person at his/her clinical facility and the Program Director or Assistant Program Director.

The following policies may be implemented at the discretion of Nursing Anesthesia Program course instructors:

- Failure to attend a scheduled class without prior agreement of course faculty may result in reduction of the final course grade by 2% per missed scheduled class.
- Assignments are due at the regularly scheduled class time on the date specified. Grades for late submissions may be reduced by 10% per day.
- As a courtesy to other students, the instructor may refuse or delay admission to any class if the student’s arrival would distract from an educational session in progress.
- Individual course coordinators may have their own policies for attendance that may be more or less restrictive. These policies will be detailed in each course syllabus.

Change in Health Status

Students who enter the nurse anesthesia program are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including, but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the Program Director and /or Office of Academic and Student Affairs. The student must provide a written document from his/her health care provider addressing the specific restrictions and estimated duration. If the restrictions affect the ability of the student to meet program or course outcomes, the Program Director, in consultation with the appropriate faculty, will determine whether to assign a grade of “incomplete” or to support an administrative withdrawal. A release form from the health care provider responsible for the ongoing care of the student is required when the restrictions are no longer necessary and the student can return to full participation.

Communication with Faculty

GroupWise email and Vista email are the official means used by MCG to communicate with students and faculty. Personal email accounts will not be used. Electronic messages are equivalent to a formal letter. Please use appropriate rules of grammar and punctuation and “Dr”, “Professor” or “Dean” to address the person you are emailing. In order to receive important announcements and messages, all students must check GroupWise email regularly (minimum of 2 to 3 times a week).

GroupWise and Vista are considered an extension of the classroom, thus respect of peers and faculty is expected. Inappropriate messaging (use of profanity, messages of sexually suggestive or harassing nature, political messages of any kind, etc.) may result in academic probation, suspension or dismissal.

Computer Lab

The School of Nursing has a computer lab available for the convenience of the nursing students. Because they present a considerable danger to hardware and software, food and beverages are prohibited in the lab. No equipment, software, documentation, or disks may be taken from the lab without written permission. Materials removed without such permission will be considered stolen. Students may not under any circumstance download software or music and install it on lab computers. No manipulation of hardware or exchange of peripherals is allowed. Students may not save personal files on the hard drive. Students are to notify the SON Business Office (4th floor) of malfunctioning equipment.

Confidentiality

Confidentiality is a critical aspect of the role of the professional nurse anesthetist. All students of the Medical College of Georgia shall review and comply with the MCG Policy 6.0.04, “Privacy of Health Information” -- <http://www.mcg.edu/policies/9002.html> and abide by the applicable policies and regulations regarding the privacy of health information while engaged in activities at non-MCG facilities. All medical information is confidential under state and federal laws and improper disclosures may subject the student to civil and/or criminal liability.

During orientation to the anesthesia program, students will sign a ***Confidentiality Statement and Student Applied Learning Experience Agreement*** (Attachment A, B, and C) agreeing to hold any and all medical information learned during the course of academic and clinical activities in strictest confidence, and in understanding that the violation of confidentiality will result in dismissal from the academic program.

Course Credit Hours

The School of Nursing Course Credit Hours is listed in this format (3-2-1-6).

- first number indicates the number of hours of didactic / seminar
- second number indicates the number of hours in the lab
- third number indicates the number of hours in clinical
- last number indicates the total number of credit hours for the course

Examination Guidelines

Examinations are utilized throughout the nursing curriculum to facilitate formative and summative evaluation of student learning and to foster preparedness for licensure examination following graduation. Guidelines include but are not limited to: the faculty or designee arranges seating for examinations; students must wear the MCG photograph identification badge to obtain an examination; all notes, papers, cell phone, palm pilots, and other electronic devices must be secured in a book bag; all bags, coats, hats, etc. must be placed in the area designated by the faculty; no hats will be worn during testing; students are discouraged from leaving the room during the exam and in the event of an emergency will be accompanied by a proctor; students are responsible for checking their answers sheets for accuracy prior to submitting; upon completion of the exam, the student will exit the room quietly and maintain quiet in the hallway. Students will be asked to sign a pledge that states: *“I will complete this test without violating the student conduct code as it applies to cheating, and plagiarism, and that the work submitted will be entirely my own. I further pledge, in the interest of class integrity, honesty and professionalism that I will bring to the attention of faculty, those whom I observe or suspect of violating the student conduct code.”*

Violations of the student conduct code will result in administration of judicial procedures as noted in the MCG Student Handbook – <http://www.mcg.edu/students/handbook/studentcode.html> and possible penalties up to expulsion.

In the event of a verified illness or a death in the immediate family, the coordinator of the assigned course must be notified by direct phone contact prior to the examination for permission to postpone the examination. Emails and voice mail are not acceptable communication. Faculty contact numbers will be provided in the course syllabus.

Documentation such as a doctor’s excuse, obituary, etc. must be provided to the coordinator of the course. Make-up and the type of examination will be at the discretion of the coordinator of the course upon receipt of documentation. In the event a student is up to 15 minutes late for the exam, they will only have the remaining designated time period to complete the exam. If greater than 15 minutes late for an assigned examination, the student will not be allowed to take the examination. A make-up examination will be at the discretion of the coordinator of the course.

Faculty believe that reviewing examinations provides students with opportunities to: reinforce learning, identify content areas in need of further study, and seek clarification on items missed, and to improve study and test taking skills. The exam review process include but are not limited to: an exam review period will be designated by the Course Coordinator; exams are reviewed only in the classroom or a faculty member’s office, unless faculty has made different arrangements; talking and note taking are not permitted while reviewing exams; students must place all personal items such as cell phones, palm pilots, writing utensils, book bags, etc. in a designated area away from the review area; exams and answer sheets are returned to the faculty immediately following the review and cannot be taken from the room.

Faculty Advising

During the first semester following admission, students are assigned an advisor from the Nursing Anesthesia Program faculty. The purpose of the faculty advising is: to provide MCG SON students with a resource person to assist in understanding academic policies, progression and degree requirements; to help students access campus resources that will enhance their ability to be academically successful; to identify systemic and personal conditions that may impede student academic achievement and develop appropriate interventions. Students are encouraged to meet regularly with their advisors to discuss academic progress. The student and advisor will meet at least twice (at approximately mid-semester and at the end of the semester) each semester to review student progress. It is the responsibility of the student to schedule meetings with the advisor. One week prior to regularly-scheduled meetings, the student will submit a Student Self-Evaluation of Clinical Progress for review by the advisor. During the senior year, when the student is primarily off-campus, the midterm and end-of-semester meeting may be held via email or phone at the advisor’s discretion.

Grading Policy

There is a consistent grading policy in the School of Graduate Studies. The grading scale is:

90-100	A
80-89	B

70-79	C
60-69	D
Below 60	F

During each semester, all grades will be recorded to two (2) decimal places. At the end of the semester, the final grade will be calculated to two decimal places and rounded mathematically as follows:

- Less than 0.50 – Round down to next whole number -- “89.49” would be rounded to “89”
- 0.50 or greater – Round up to next whole number -- “89.50” would be rounded to “90”

A passing grade must be achieved in both didactic and clinical portions of the course in order to achieve a passing grade for the course. An unsatisfactory rating at the summative clinical evaluation will result in a failure of the course, regardless of the didactic grade. Clinical failure is defined as consistent clinical behaviors that fail to demonstrate a level of competency commensurate with current placement in the program. Behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction may result in immediate dismissal from the program. The student may not be eligible for readmission.

Details on the course evaluation and grading are provided in each course syllabus.

An on-line grade report may be obtained via PULSE <http://www.mcg.edu/success/bannermatters/pulsepoints.htm>

Grade Appeal Policy

A student considering a grade appeal should understand that each faculty member in the School of Nursing has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, capricious or arbitrary academic evaluations or discrimination on the basis of gender, age, race, religion, disability or sexual orientation is a violation of a student’s rights and will be a valid ground for a grade appeal.

Disagreement with individual grades in a course on examinations, papers, projects and the like are not grounds for a grade appeal. A student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the course grades in accordance with the procedures outlined below. These procedures are not to be used in cases involving student academic dishonesty. An appeal must be made no later than the first day of the next succeeding regular semester. Appeals after that date will not be considered valid.

1. The student shall present the appeal in writing to the Department Chair of the coordinator of the course in which the contested grade was awarded. The written statement shall limit itself to citations of evidence pertinent to the valid ground for the appeal of arbitrary and capricious or discriminatory. By conferring with the student and the instructor, the Chair will seek resolution of the matter.
2. Failing such resolution the Department Chair shall transmit the written appeal to the Dean of the School of Nursing who will convene a Grade Appeals Committee appointed by the Dean for the specific purpose of developing resolution to this specific grade appeal.
3. The Grade Appeals Committee shall consist of five faculty members appointed by the Dean. One of the faculty members may be from another School at the Medical College of Georgia. If the committee affirms the instructor’s decision, the Dean will notify in writing the faculty member, the student, and the Department Chair as appropriate. The Committee may also recommend a grade change in which the grade is either raised or lowered. If the committee supports the student’s appeal, it shall prescribe the method by which the student will be reevaluated. This re-evaluation method is sent by the Dean to the instructor awarding the grade, the student and the Department Chair. It will be the responsibility of the faculty member to proceed with the reevaluation. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated regulations that govern privacy, security, and electronic transactions standards for health care information including research related information.

HIPAA requires: 1) Standardization of electronic patient health, administrative and financial data; 2) Unique identifiers for individuals, employees, health plans and health care providers; 3) Security standards protecting the confidentiality and integrity of health information. These new regulations require that all students be trained regarding the laws which govern the privacy of health information. Required training and testing is mandatory for all students during the first month of enrollment in the nursing program and prior to any clinical experiences. Students not in compliance by the designated date set by the Office of Academic and Student Affairs in the School of Nursing will be removed from clinical settings and grades and registration will be held until training and testing are completed.

Independent Study

Independent Study is designed for students of high academic ability who desire in depth work in an area of professional nursing. Due to the autonomous nature and professional challenges of an Independent Study, the student must show evidence of a strong knowledge based in nursing courses. The Independent Study is equivalent in academic rigor to a required course with the exception of being flexible in learning objectives and teaching learning strategies. It is important that the amount of work be equivalent to the amount of credit being requested. Students usually wish to be involved in some form of clinical learning, and may develop an independent study plan that is all clinical, some didactic, or all didactic.

Procedure for Enrolling in Independent Study

1. The student desiring to register for this nursing elective must have prior written consent from a faculty member who agrees to guide the student in this process.
2. The student will develop a proposal which must include the following:
 - a. Objectives of the independent study.
 - b. Learning Activities necessary to meet the objectives.
 - c. Responsibilities of the Student in meeting objectives.
 - d. Responsibilities of Faculty in guiding the student.
 - e. Credit to be earned.
 - f. Measurable evaluation methods and grading scale.

The above proposal, developed by the student in consultation with the selected faculty member, must be completed in the period between Pre-registration and Registration, and must be APPROVED by the Director of the Nursing Anesthesia Program prior to registration.

For more information, contact Assistant Dean of Student Affairs at pcook@mcg.edu or call 706-721-3237.

Inclement Weather Guidelines

The closure of the MCG campus requires approval from the President. To obtain information on the closing of the MCG main campus refer to the following sources: MCG Homepage, local radio, TV.

Students living outside the area of the main campus or a distance site campus should use their own judgment on travel and contact a course faculty member regarding their inability to travel. Notification of the inability of travel should be done as early as possible and before classroom or clinical experiences are to begin.

Leaves of Absence and Unanticipated Time Off

In the event of an emergent situation, such as a death in the immediate family (husband, wife, children and their spouses, step-children and their spouses, mother, father, mother or father-in-law, brothers or sisters and their spouses, grandparents, grandchildren, foster children, aunts and uncles of the student; or other relatives residing in the student's immediate household), an emergency absence from classroom or clinical activities may be granted at the discretion of the Program Director. The student remains responsible for all course-related assignments.

Medical or other reasons may necessitate more prolonged absences from the program. In these circumstances, the student is encouraged to meet in advance with the Program Director and/or Assistant Dean for Student Affairs to identify options available within the university system.

Out of Sequence / Off Track

A student is out of sequence or off track when an interruption in the progression in the nurse anesthesia program as noted in the curriculum plan occurs. Examples include but are not limited to:

- Withdrawal from a NURS course or a required pre-requisite course.
- Unsuccessful completion of a NURS course.
- Student fails to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, failure.

Progression of off track students is contingent upon factors such as space availability, remediation efforts made by the student and the time frame for program completion. Students are required to demonstrate previously mastered material and competency in previously learned skills. This may be accomplished by proficiency testing, completion of an independent study and /or examination in the skills lab / simulation center.

Professional Behaviors

Professional behaviors within nursing practice are characterized by: commitment to the profession of nursing, instilling the interrelated concepts of autonomy, accountability, and advocacy. The student in the program will adhere to standards of professional practice, will be highly accountable for his/her own actions and behaviors, and function within legal, ethical, and regulatory frameworks. Professional behaviors also include: concern for others, caring, commitment to the on-going practice of self-evaluation, and development.

As a member of the Nursing Anesthesia Program you are under constant scrutiny. Anesthetists tend to think of themselves as set apart from others in the nursing profession and for this reason when an anesthetist makes an error it tends to attract attention. Within the academic environment, academic dishonesty is the most common source of problems. Any hint of academic dishonesty will be investigated completely and dealt with at the University level. There is little that the faculty can do to influence events in such situations.

Criminal behavior (alcohol or drug related events, fraud, assault, etc) will quickly result in action by the Georgia Board of Nursing that could endanger your nursing license and may result in academic dismissal. Without a nursing license you will not be able to sit for the Certification exam and/or progress in the NP program. Additionally, the [Council on Certification of Nurse Anesthetist](#) has strict guidelines regarding fitness for certification. Think before you act or all your efforts could go to waste.

Professional students behaviors include but are not limited to: maintaining an environment that is conducive to learning; attending all classes; being punctual; actively engaging in learning; notifying the instructor in advance in the event a class will be missed or if there is a need to leave class early; showing respect and concern for others when they are talking or lecturing; placing all electronic devices including cell phones, pagers, and beeper watches on silence or buzz; avoiding audible and visible signs of restlessness; and focusing on class material during class time.

Disruptive behaviors in the classroom may be classified as anything that disturbs the instructor or other students during the class period. If a student is disruptive, he/she will be asked to stop the behavior and leave the class in the event the behavior continues. If the disruptive behavior is repetitive in future classes, the faculty member will meet with the student, discuss the behaviors and expectations for improvement, and provide a written warning which will be placed in the students file in the Office of Student Affairs. Continued incidents will be referred to the Office of Student Affairs for disciplinary action in accordance with the Standards of Conduct. If, in the instructor's best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor will contact Public Safety to assist in removal of the student and/or may dismiss class for that day.

Student Employment

Due to the rigor of the program, the school discourages working while enrolled in the program. If a student feels it absolutely necessary to offset his/her expenses by holding a part-time job, it is expected of him/her to consult with their faculty advisor or the program director. If approval is obtained to work, the student cannot work eight hours preceding any clinical assignment. Students cannot work as a nurse anesthetist or represent him/herself as a nurse anesthetist. Doing so is a violation of the Georgia Nurse Practice Act and will be immediately reported to the Georgia Board of Nursing for disciplinary procedures. Additionally, misrepresenting yourself as a nurse anesthetist is grounds for immediate removal from the Program. Students are accountable for their own actions and should be familiar with the limits of their practice and their job description.

Students on academic probation will be asked to discontinue part-time work if academic performance is compromised.

Student Identification

All students must wear a visible MCG identification badge while on campus and may be asked to leave campus without proper identification. See Public Safety Division Policy No. 1.6.11 – <http://www.mcg.edu/policies/1611.html>

Student Records Policy

Student folders are maintained as permanent records in the School of Nursing and are the property of the School of Nursing. Students have access to their own records upon request to the Assistant Dean of Student Affairs. The student may not remove anything from the record and must read it in the presence of a faculty member of the School. Copies of information in the student's education record will be provided if a written request is provided by the student.

Due to the agreement between the Board of Regents and the Georgia Hospital Association, student files may be accessed on request by the clinical agencies. The student must sign the two forms stating they are aware that these records may be accessed if deemed necessary. These forms must be signed in order for nursing students to be able to participate in applied learning experiences in hospitals and other clinical agencies. The two forms (Attachments C + D) are signed one time only when the student begins the nursing program of study unless an assigned agency requires the forms be signed at more frequent intervals.

Substance Abuse

Chemical dependency is defined as a substance use disorder characterized by an inability or unwillingness to terminate utilization in spite of serious negative consequences ([AANA Position Statement 1.7 Substance Misuse and Chemical Dependency](#)). Anesthesia providers, because of their exposure and the nature of their work, are at a high risk for substance abuse. A drug screen will be conducted of all students prior to beginning clinicals.

The Nursing Anesthesia Program has a vital interest in maintaining a safe, healthy and efficient environment for students and patients, and an environment free from the misuse of drugs and alcohol. The Medical College of Georgia has established an on-campus assessment and counseling program for all employees, faculty, graduate students and for the immediate members of their families. The program is totally confidential for those who self-refer.

Technical Standards for Safe Nursing Practice

For admission and progression, an applicant to the CRNA Program must have abilities and skills of five varieties and to the standards listed below and perform in a reasonably independent manner: Motor, sensory, interpersonal communication, mental/emotional, and critical thinking. Students are required to provide complete and accurate information on the health forms required at the time of admission and annually thereafter. In the event a student in the program demonstrates difficulty in meeting the technical standards, the student will be referred to the MCG Director of Student Affairs for evaluation and recommendation. Reasonable accommodations will be made on an individual basis; however, the student must be able to perform in an independent manner or academic dismissal may occur. Examples provided below do not comprise an exhaustive list.

MOTOR	<ul style="list-style-type: none"> • A candidate must have adequate motor function to effectively work with nursing problems and issues and carry out related nursing care. • Possesses four (4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care. Possesses the ability to exert 20 - 50 lbs of force occasionally; 10-25 lbs of force frequently; and negligible to 10 lbs of force constantly to move objects. • Examples of nursing care include but are not limited to: ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient/client daily hygiene care.
SENSORY Visual Auditory Tactile	<ul style="list-style-type: none"> • Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately. • Has normal or corrected vision within the range of 20/20 - 20/80, be able to distinguish color shades. Examples include but not limited to: recognize changes in skin color or color of drainage; distinguish gradations on syringes when drawing up medications, observe patient responses, visualizes the appearance of surgical or traumatic wounds. • Has normal or corrected hearing ability within the 0-45 decibel range. Examples include but not limited to: hearing alarms, emergency signals, cries for help, auscultatory sounds. • Possess at least one hand with the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.
INTERPERSONAL COMMUNICATION	<ul style="list-style-type: none"> • Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form. • Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and group from a variety of backgrounds. • Examples include but not limited to: explain treatment procedures and/or initiates health teachings, documents nursing actions and patient responses establishes appropriate and professional rapport with patients and colleagues.
MENTAL/ EMOTIONAL	<ul style="list-style-type: none"> • Possesses the mental and emotional ability to adapt to the environment, function in everyday activities, and cope with stressors. Examples include but not limited to: demonstrates behaviors appropriate to the situation, uses appropriate coping strategies.
CRITICAL THINKING	<ul style="list-style-type: none"> • Possesses critical thinking ability sufficient for clinical judgment. • Applies principles of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions. • Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables. • Examples include but not limited to: identifies cause and effect relationships; develops nursing care plans; demonstrates personal organization; practical application of fractions, percentages, ratio and proportion, and measurements.

Time Commitment

Participation in the Nursing Anesthesia Program requires a full-time commitment. In the three didactic semesters, the student will be required to attend class and study. It is anticipated that approximately 50 – 60 hours/week will be required during this time. Once the clinical portion of the program begins in the fourth semester, students should anticipate committing approximately 12 or more hours/day to the program, to include study and clinical preparation.

Transfer

If a student wishes to transfer to another program, the student must notify the MCG Nursing Anesthesia Program Director in writing, to include the reason for transfer. The "accepting" program director shall request a transcript of

student experiences from the MCG program director. Transcripts and other appropriate data will be forwarded within 30 days. The accepting program will determine the extent of transfer credit and notify the Council on Accreditation and the transferring student in writing within 30 days. Additional information is contained in the Nursing Anesthesia Program *Administrative Handbook*.

Vacation

The Nursing Anesthesia Program follows the academic calendar. Vacation is allowed only during the regularly scheduled school breaks. Students are expected to attend class and/or clinical whenever university classes are in session. For extenuating circumstances, the student should contact the Program Director. Deficiencies from illness or other absence must be resolved prior to the end of the academic semester. Failure to do so will result in assignment of an “Incomplete” grade for the clinical course until the absences are made up and may result in a delay in progression or graduation. Additional information concerning “Incomplete” grades is contained in the *MCG Catalog* or at the following URL: <http://www.mcg.edu/students/Registrar/regs1.htm#Grades>.

Withdrawal from the Nursing Program

A student may elect to withdraw from the program at any time, except after official dismissal from the program. Specific information about withdrawing from classes or a program is contained in the *MCG Catalog* – see the policy on withdrawal -- <http://www.mcg.edu/students/Registrar/pdf/StudentWithdrawalPolicy.pdf>. A grade transcript for all completed courses will be sent to the Council on Accreditation within 30 days of withdrawal.

Re-entry will not be guaranteed, but is contingent upon factors such as space availability, remediation efforts made by the student and the timeframe for program completion. All off track students will be required to demonstrate retention of previously mastered material and competency in previously learned skills in order to progress. This may be accomplished by proficiency testing, skills check-off, auditing, completing an independent study, or repeating certain NURS courses.

MCG Academic Regulations

For information on the following academic regulations, see the Office of the Registrar web site – <http://www.mcg.edu/students/Registrar/aregsindex.htm>

- [Academic Honesty](#)
- [Academic Probation, Dismissal and Suspension](#)
- [Adding and Dropping Courses](#)
- [Attendance](#)
- [Auditors](#)
- [Campus Review Body](#)
- [Classification of Students](#)
- [Continuing Enrollment During Breaks in Academic Calendar](#)
- [Course Numbering System](#)
- [Curriculum Changes](#)
- [Dean's List](#)
- [Educational Records](#)
- [Examinations](#)
- [Good Standing and Satisfactory Progress](#)
- [Grades](#)
- [Grade Changes](#)
- [Graduation with Honors](#)
- [Late Registration Policy](#)
- [Normal Course Load](#)
- [Planning the Academic Program](#)
- [Professional Liability Insurance](#)

- [Registration](#)
- [Registration for Make-up of Incomplete Grades](#)
- [Repeated Course Work](#)
- [Requirements for Graduation](#)
- [Units of Credit](#)
- [Withdrawal from the University](#)

MCG Policies and Procedures

For information on the following MCG Policies and Procedures, see the MCG Student Handbook located at <http://www.mcg.edu/students/handbook/documents/PoliciesandProcedure2009-2010.pdf>

- [Conduct of Research](#)
- [Conflict of Interest](#)
- [Criminal Conviction Disclosure](#)
- [Drug Abuse Policy Statement](#)
- [Financial Obligations of Students](#)
- [Handicap-Disabilities-Learning Disorders Policy](#)
- [HIV/Acquired Immune Deficiency Syndrome \(AIDS\) Policy for Students](#)
- [Immunization Policy](#)
- [Information Systems Security and Computer Usage Policy](#)
- [Intellectual Property Policy](#)
- [Jury Duty](#)
- [Ownership and Retention of Scholarly Research Records](#)
- [Participation of Students in Educational Experiences](#)
- [Requests to Report to an Administrative Officer](#)
- [Right-to-Know Law Information Regarding Graduation Rate Data](#)
- [Smoke-Free Environment Policy Statement](#)
- [Solicitation](#)
- [Student Organization Registration Procedures](#)
- [Use of Animals for Educational Purposes Policy Statement](#)
- [Voter Registration](#)

MCG Student Conduct Code and Procedures

Students will be accorded due process in disciplinary matters including a right to know charges against them, a right to a hearing before a tribunal and the right to appeal to the President. For further information on the procedures refer to the MCG Student Handbook for the following:

<http://www.mcg.edu/students/handbook/documents/StudentConductCodeandProcedures2009-2010.pdf>

- [Student Rights](#)
- [General Policies](#)
- [Institutional Authority for Discipline of Students](#)
- [Student Conduct Code \(Student Responsibilities\)](#)
- [Administration of Judicial Procedures](#)
- [Judicial Committee Proceedings](#)
- [Penalties](#)
- [Judicial Records](#)
- [Temporary Suspension](#)
- [Provisions for Honor Systems Within Each School](#)
- [Appeals](#)

School of Nursing Clinical Requirements

Pre-Clinical Requirements

A major component of the curriculum is the clinical experience that provides the student with the opportunity to apply learned concepts and skills in actual patient situations. These clinical experiences are made available through contracts with a variety of health care agencies. Therefore, in order to be able to provide patient care, students must meet the following requirements:

- Meet all the MCG Student Health requirements
Completion of the required forms upon admission to the program -- [SHS Pre-registration Requirements](#)
Completion of all immunization requirements -- [SHS Immunizations](#)
- Annual PPD (Tuberculosis Skin testing)
- BCLS, ACLS, PALS certification
- Professional liability insurance (obtained from the AANA)
- Insurance coverage as specified by the University of System of Georgia [Student Health Insurance Policy](#)
- Required HIPAA training and testing
- Current RN license in the state of Georgia in good standing
- Signed *Confidentiality Forms (Attachment A and B)*
- Signed *Authorization for Release of Records and Information Form (Attachment C)*
- Signed *Student Applied Learning Experience Agreement (Attachment D)*
- Completion of the criminal background check and any additional agency requirements prior to first clinical day.
- Notify Program Director of any latex sensitivity.
- Review Universal Blood and Body Fluid Precautions.
- OSHA Fit Testing.

Students who do not comply with the specified requirements will not be allowed to do clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated.

Criminal Background Check

The healthcare-related facilities associated with our clinical education program require background checks on all incoming students to ensure the safety of the patients and staff. Each student will be required to complete the background check in sufficient time for it to be reviewed by the facility prior to starting any clinical experience.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The order must be placed online through Student Check. Go to <http://www.precheck.com/> and click on the Student Check link and then click the Student button. Complete all required fields and hit Continue to enter your payment information. The student is responsible for the payment for this check which can be made securely online with a credit or debit card or by money order. An order confirmation number and instructions on how to check the status on the completion of the report will be provided by email. PreCheck will not use the information for any other purposes other than a background check. The student can request a copy of the report at the time of registration for an additional fee. PreCheck has an Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

Each Clinical affiliate will independently review students' background checks and make the final decision, based on its own criteria, as to whether each student will be allowed to participate in clinical activities at the affiliate clinical site. The Medical College of Georgia does not assume any responsibility for performing or evaluating the background check, delivering the documents to the facility, or maintaining the records. Decisions as to whether a student is ineligible for placement at a particular clinical site based on results of the check are those of the clinical site alone. The School of Nursing will make reasonable efforts to place admitted students in a clinical experience. Students who cannot be placed in clinical experiences because of problems with their criminal background checks will not be able to complete program requirements and/or may be dismissed from the program.

Life Support Recognitions

Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) recognitions are required for practice at all clinical sites and for application for the post-graduation certification exam given by the Council on Certification of Nurse Anesthetists. The program may occasionally offer Basic, Advanced, and Pediatric Life support certification and recertification courses. You will not start clinicals unless you are BLS, ACLS, & PALS qualified. If any of these certifications lapse while in clinicals you will immediately be removed from clinicals until you are recertified. You will be held responsible for making up any clinical experience that you miss for this reason.

Professional Liability Insurance – see <http://www.mcg.edu/students/Registrar/aregsindex.htm>

Professional liability insurance is required of all students enrolled in the School of Nursing (*School of Nursing Graduate Student Handbook*). In order to participate in clinical activities, students must present proof of current coverage. As liability policies for registered nurses will not cover the practice of anesthesia, individual professional liability policies are available for nursing anesthesia students through the [American Association of Nurse Anesthetists Insurance Services](#). Additional information about insurance options will be provided during the spring semester. The cost is approximately \$250 a year and is subject to change.

Student Health Insurance – see <https://www.pearceandpearce.com/PearceSite/Schools/GA/mcg/>

MCG is committed to the principle that all students should have adequate health care. Therefore, all students who are enrolled in full-time degree or certificate programs must carry comprehensive health protection meeting the specific minimum benefit standards recommended by the Student Services Committee. To satisfy this requirement, students are automatically enrolled in an MCG negotiated group health insurance plan and billed a semi annual premium. If a student has other insurance that meets the university's minimum benefit standards and wishes to opt out of the MCG plan, you must complete an online waiver by the designated deadline date.

Student Attire / Dress

Your appearance is critical to how you are perceived by those you meet and interact with on a daily basis. It is critical that you present a professional appearance while on campus or in clinicals. While in class you will dress in business casual attire (no t-shirts, shorts, sweat pants, flip-flops, etc). When you are participating in a lab you will wear scrubs unless otherwise instructed. When wearing scrubs outside the lab you will wear a lab coat. In clinical you will wear the attire appropriate for the institution.

- Clinical pre-planning attire -- appropriate business attire (i.e. dress or dress pants), covered by the white lab coat with the MCG patch and MCG ID badge. Inappropriate street clothes include, but are not limited to: blue jeans, shorts, leggings, revealing blouses or tops, tee shirts, sandals, tennis shoes, or tattered / dirty attire.
- Clinical attire – this includes all activities in the Simulation Center, Learning Resource Center, and any clinical agency assigned such as hospital, nursing home, etc unless otherwise directed by the clinical faculty and/or healthcare facility.
- All tops must be long enough so if your arms are raised above your head your midriff is still fully covered and /or if you bend over no part of your body/flesh will be exposed.
- White lab coat with at least 3 to 4 buttons and full length sleeves with an MCG patch on the left sleeve of both the uniform and lab coat. The patch should be midway from the shoulder to the elbow.
- White leather shoes with enclosed heels and toes, without colored designs.
- White or flesh tone undergarments are to be worn (no thong underwear).
- Jewelry to be worn in the clinical setting will be one set of small stud ear-rings in the ear lobe, wedding band, and a watch. No other piercing may be worn (e.g. nose, tongue, eyebrow rings, etc).
- Tattoos must be covered and not visible through clothing.
- Students should not wear scents, colognes, aftershave, or perfumes.
- No chewing gum.
- No smoking while in the MCG uniform, at clinical, or during pre-planning.
- Hair must be effectively restrained so that it does not fall into or contaminate the workplace.

- Beard/ mustache must be neatly groomed.
- Short nails (not visible when looking at palm of hand), clean, well rounded. No nail polish or artificial nails. Students must maintain personal hygiene in accordance with professional standards.
- Students must also comply with all clinical site rules and regulations, including dress codes established by the site for employees and/or students.
- Students who fail to meet the above requirements will not be permitted to participate in clinical activities which may result in an unsatisfactory for the clinical experience.

Clinical Expectations

1. Clinical, lab and simulation experiences are mandatory in order to meet the course objectives and develop clinical competence. Therefore, the student is expected to attend ALL scheduled clinical activities.
2. Each student is required to make arrangements for transportation to their clinical sites. This may involve traveling extended distances and the student is responsible for their expenses.
3. Students are responsible for all expenses associated with working at a clinical site, including food and lodging.
4. Students should be prepared for the clinical experience. If not prepared, the student will not be allowed to participate in the clinical experience.
5. Students will be well rested and alert in order to provide safe and competent nursing anesthesia care. If the clinical preceptor determines the student is too fatigued to function safely, the student may be asked to leave the clinical area and be counted absent. Make-up will be at the discretion of the clinical faculty and course coordinator. Student cannot work 8 hours prior to the clinical rotation.
6. If an emergency arises, the student must personally contact the clinical faculty, they should call the clinical coordinator and clinical preceptor 24 hours in advance of the expected absence, whenever possible.
7. Written documentation by a physician must be presented at the request of the faculty and/or for absences of three consecutive days. A student may be requested to clear student health prior to returning to clinical.
8. All absences must be made up. The make-up schedule is determined at the discretion of the faculty and/or designated preceptor. Time not made up before the end of the semester schedule will result in the student receiving an "I", incomplete, for the semester grade.
9. If a student will be late, he/she should notify the clinical instructor and the clinical preceptor. Tardiness may result in a needs improvement on the clinical evaluation and excessive tardiness is considered a professional deficiency and may result in failure of the clinical rotation, probation or dismissal from the program.
10. Students are not to leave the clinical area without informing the clinical preceptor

Students who enter the nursing anesthesia program are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including, but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the Course Coordinator of the Course, NP Program Director, and the Assistant Dean of Student Affairs. Written confirmation of the restrictions from the health care provider must be provided to the Assistant Dean and must include the duration and specific restrictions. If the restrictions affect the ability of the student to meet program or course outcomes, the Assistant Dean, in consultation with the Program Director, and appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an academic withdrawal. A release from the health care provider responsible for the ongoing care of the student is required when restrictions are no longer necessary and the student can return to full participation.

Clinical Evaluation

For didactic courses, academic performance will be evaluated according to the course syllabi, generally by written examination, performance in clinical simulation, scholarly papers, and presentations/seminars.

Formative clinical evaluation will be an ongoing process during the semester. Evaluation and grading of clinical courses is described in the syllabus of each clinical course. Mid-course evaluation is an opportunity for students to receive feedback in order to have a clear understanding of where they stand at the mid-point and to have an opportunity to improve their performance

The student must consistently demonstrate physical and mental competency when in the clinical setting in order to deliver safe patient care and meet standards of care and competencies identified for the course. In the event that a student's clinical performance is unsatisfactory, the student will be counseled immediately and may be placed on probation regardless of overall GPA. Clinical probation may be initiated at any time during a semester.

Reasons for probation include, but are not limited to:

- A. Academic, professional, or ethical misconduct*
- B. Administering anesthesia or representing oneself as an anesthetist in circumstances other than associated with the program*
- C. Substance abuse*
- D. Falsification of anesthesia or controlled substance records*
- E. Diverting controlled substances for use by another person or for an activity not related to anesthesia care*
- F. Clinical errors placing a patient in jeopardy*
- G. Inability to display previously demonstrated level of clinical performance
- H. Poor technical skills
- I. Repeated absenteeism or tardiness
- J. Failure to complete assigned tasks
- K. Failure to comply with departmental or school policies
- L. Lack of respect or empathy for patients
- M. Inability to cooperate with peers, faculty, supervisors, or hospital staff
- N. Behaviors that hinder communication with peers, faculty, supervisors, or hospital staff

* These activities may result in immediate dismissal from the program.

At the time a student is placed on probation, faculty will provide the student an accounting of performance areas needing improvement and objective criteria for demonstrating satisfactory performance. The duration of each probationary period will be specified and generally will not be less than one month. A student who is on probation at the end of an academic semester will receive a grade of "Incomplete" ("I") for the semester. At the completion of the probation period, the incomplete grade will be changed to the appropriate grade earned by the student. The School of Graduate Studies requires that a student must earn a minimum GPA of 3.0 while on probation.

The student has the right to use University mechanisms whenever unfair treatment is perceived. The first step is for the student to discuss the problem with instructor involved. Additional information on grade appeals is noted on page 14 of the handbook.

Exposure Incident Policy

Students should report accidents or injuries, which occur to themselves in the clinical area to their clinical faculty immediately. The student is expected to adhere to the clinical agency's policy in regard to:

1. Completing an incident report.
2. Seeking appropriate medical follow-up, including baseline testing.

In addition, the student is expected to submit to the Office of Student Affairs a written summary of the incident and detailed plan of health care follow-up. The summary must be submitted within 3 working days of the incident.

*In accordance with the College's contractual agreement with all clinical agencies, students are responsible for the costs of any treatment due to accidents or injuries when they occur/or incurred during clinical experiences

Occurrence (Variance) Protocol

Purpose: In the event that an occurrence (variance) occurs in the clinical setting, this protocol will guide the faculty/student response.

- When an occurrence is discovered, the student will immediately notify their clinical preceptor. The student in coordination with the clinical preceptor will implement appropriate assessment and documentation of the patient's physical and/or emotional status
- Agency protocol for occurrence reporting will be implemented.
- Within 24 hours, faculty will notify the Course Coordinator, and/or the CRNA Program Director who will notify the Assistant Dean for Student Affairs.
- Faculty will summarize the occurrence in writing, and submit to the Assistant Dean of Student Affairs.
- Within 24 hours, Assistant Dean will notify the MCG Legal Office.
- Within 24 hours and as needed, faculty will follow up with the clinical preceptor and the student.
- The Assistant Dean for Student Affairs will maintain a record of all occurrences.

Other Student Information / Resources

AANA Emergency Loan Program

The AANA has an emergency loan program for students who have completed a minimum of 12 months in a nurse anesthesia program. The emergency loan program will lend up to \$5,000 to cover emergency situations. There are specific requirements which must be met in order to qualify for such a loan and repayment must begin within six months following graduation. Information about the loan program is available from the Nursing Anesthesia Program.

Counseling Services

Academic: Any student wishing to obtain assistance in tutoring; study skills/learning skills, standardized examination orientation and remediation and other academic counseling/ assistance may do so through the [Office of Educational Outreach and Partnerships](#). The Office of Educational Outreach and Partnerships is located in the Research and Education/Carl T. Sanders Building (CB), Room 1801, phone: (706) 721-2522.

Personal Counseling Services: Any student wishing to obtain personal counseling may contact:

- A clinical psychologist (Student Health Center) available to students by appointment or for crisis intervention in the event of an emergency. Services include individual, marital and family therapy. Special areas include the treatment of depression, stress and coping, relationship problems, eating disorders, substance abuse therapy, and divorce adjustment. Services are confidential and records are kept separate from any other medical file the student may have. Appointments are made by calling (706) 721-3448. Student Health is located in AF-1040, Pavilion II.
- The Department of Psychiatry and Health Behavior telephone number is (706) 721-3284. Counseling and psychotherapy services are provided with strict confidentiality of records. Records are maintained by the attending physician. No information shall be provided to third parties, including faculty and administration, without the student's written informed consent or as required by law.

Financial Aid

The Office of Financial Aid (Administration Building, Room 2013) is available to counsel and assist students with loan and grant applications. Applications and information are available online at: www.mcg.edu/students/finaid.

Professional Organizations

[American Association of Nurse Anesthetists](#) is the national specialty professional association representing more than 90% of all CRNAs. Membership benefits include subscriptions to the [AANA Journal and News Bulletin](#). Students will become associate members when enrolling in the Nursing Anesthesia Program.

[Georgia Association of Nurse Anesthetists \(GANA\)](#) is the state's association of CRNAs. Associate members of the

AANA can become a student representative to GANA or on various committees.

[Georgia Association of Nurse Anesthetists \(GANAS\)](#) was established to provide opportunities for students from Georgia's nurse anesthesia programs (at MCG, Dwight D. Eisenhower Army Medical Center, Mercer University, and Veterans Affairs Medical Center Augusta) to develop peer relationships and represent the collective needs of nurse anesthesia students. Additional information about GANAS will be provided by second- and third-year students.

Sigma Theta Tau, International is nursing's professional honor society and the Beta Omicron Chapter is located at MCG. Graduate students who are not already members are encouraged to apply for membership. Eligibility requirements include completion of at least 1/4 of the program curriculum, a grade point average of at least 3.5, and demonstrated academic integrity. Invitations for application are initiated annually by Beta Omicron Chapter's Eligibility Committee. For membership criteria visit the STT web site --

http://www.nursingsociety.org/membership/mem_criteria.html

Professional Meetings

Active involvement in professional organizations is required of all students enrolled in the Nursing Anesthesia Program. **Attendance at one professional meetings of the Georgia Association of Nurse Anesthetists and one Board of Directors for GANA and two professional meetings of the American Association of Nurse Anesthetists are required of each student.**

The American Association of Nurse Anesthetists hosts four professional meetings each year:

A. The August *Annual Meeting* is the organization's largest meeting and includes the most information on scientific and clinical issues. Student-focused activities include a luncheon, opportunities to network with individuals from other programs and a "College Bowl." The annual business meeting is open to all members of the AANA, including associate members, regardless of whether they are registered for the meeting. Students attending the annual meeting may apply for the AANA's "Sponsor-A-Student" program through which an active AANA member or organization defrays the registration fees for a student.

B. The *Fall Assembly of States* focuses on leadership and issues affecting nurse anesthesia practice. An open forum presents an opportunity for individual organization members to express concerns. Registration fees are waived for associate (student) members.

C. The *Mid-Year Assembly* is held in the Washington D.C. area each spring and focuses on legislative issues affecting nurse anesthetists. Most attendees use the final day of the meeting to meet with Congressional representatives to discuss the legislator's position on topics affecting nurse anesthetists nationally and within their state and/or district. Registration fees are waived for associate (student) members. **Historically, attendance at the Mid-Year Assembly has been a required part of the Professional Aspects course during the 5th semester.**

D. The *Assembly of School Faculty* convenes semiannually: immediately before the annual meeting and each February. Topics discussed include educational issues, standards, and legislation; instructional methods, and research. Registration fees are waived for associate (student) members.

Students planning to attend AANA conferences should meet with Nursing Anesthesia Program faculty to discuss their intentions. Additional information about upcoming AANA meetings is published monthly in the *AANA NewsBulletin* and can be found on the AANA website: www.aana.com.

The *Georgia Association of Nurse Anesthetists Annual Meeting* is hosted each October to discuss a variety of clinical and professional issues. All students enrolled in the Nursing Anesthesia Program are encouraged to attend this meeting each year. Additional information about the meeting is mailed to all members of the GANA and can be found on the GANA website: www.gana.org. The Georgia Association of Nurse Anesthetists also hosts a spring meeting every other year which is limited to Advanced Cardiac Life Support training. Additional information about the biennial ACLS programs is posted periodically on the GANA website and in the *To and Fro* newsletter. Information about professional meetings of other states may be contained in the *AANA NewsBulletin* or on the websites for the individual organizations.

Quarterly, the Board of Directors of GANA meet to discuss issues important to anesthetists in Georgia and the Southeast. Traditionally, the August meeting has been held on the MCG campus with locations of other meetings rotating around different locations in the state.

Podium or Poster Presentations

Professional Papers relevant to nurse anesthesia practice, education, management, or other topics of interest to the specialty may be presented by CRNAs and senior students at the annual meeting of the American Association of Nurse Anesthetists. The application deadline has been January 15, but the most current information is available on the AANA web site (<http://www.aana.com>). If selected as a primary presenter, partial support for travel may be available through the School of Graduate Studies.

State of the Science [research-based] podium or poster presentations may be presented by students at the annual meeting of the American Association of Nurse Anesthetists. The application deadline has been March 5th for podium presentation and May 1st for poster presentation, but the most current information is available on the AANA web site. If selected as a primary presenter, partial support for travel may be available through the School of Graduate Studies.

Dan Ebal Memorial Lecture is presented annually at the fall meeting of the Georgia Association of Nurse Anesthetists. This lecture is given to commemorate Dan Ebal, a Georgia CRNA who was instrumental in developing the MCG Nursing Anesthesia Program. The student who is selected will receive an honorarium and lodging at the meeting.

GANA Annual Meeting occasionally provides opportunities for student presentations in addition to the Ebal Memorial Lecture. Nursing anesthesia faculty will announce these opportunities if they become available.

Publication of Journal Articles

Students are encouraged to consider publication of manuscripts relevant to the nurse anesthesia specialty. The most representative opportunities for publication are the [Student Journal of Nurse Anesthesia](#) and the [AANA Journal](#). Interested students should consult with a faculty member prior to manuscript submission.

Student Evaluation of the Nursing Anesthesia Program

Formal mechanisms provide students opportunities to evaluate aspects of the Nursing Anesthesia Program. In addition to these evaluative procedures, the Program Director maintains an "Open Door Policy" and encourages students to use the opportunity to provide feedback.

Faculty and Course Evaluation. All graduate courses are evaluated according to School of Nursing and School of Graduate Studies guidelines. At the end of each course, students will be asked to complete anonymous course and instructor evaluations on-line. Evaluations are summarized and the summary is forwarded to the course and program directors only after the course grades are submitted to the Registrar.

Clinical Site and Preceptor Evaluation. Clinical rotations and preceptors are evaluated according to School of Nursing and Nursing Anesthesia Program policies. Details are provided in the *Clinical Handbook*.

Annual Program Evaluation. Each December, students will anonymously evaluate the program. Specific areas for evaluation include the extent to which the student is able to meet the program's outcomes, quality of classroom and clinical instruction, program strengths and weaknesses. Another mechanism used for program evaluation is the one-year post-graduation questionnaires sent to both the graduate and the employer.

SON Graduate Awards -- given at Convocation -- see [SON Scholarships](http://www.mcg.edu/son/SONScholarships08.htm) - <http://www.mcg.edu/son/SONScholarships08.htm>

Student Technologies

MCG's Division of Information Technology Support and Services provides reliable, complete IT services for students. The campus **IT Service Desk** is happy to serve as your single contact point for technical service and is centrally located on the Augusta Campus in the Library. The Service Desk is open weekdays from 7:30 a.m. to 7:30 p.m., and weekend hours will be coming soon. Support is provided via e-mail (ITService@mcg.edu), telephone (706-721-4000), or in person. Your **MCG netID** is your single user id & password to login to the MCG network and many of the systems in use on campus.

Technical Requirements – [See PC / MAC Minimum Specifications](http://www.mcg.edu/itss/pc/index.htm) -- <http://www.mcg.edu/itss/pc/index.htm>

Software Expectations and Downloads -- [Software downloads](http://www.mcg.edu/itss/Help/Downloads/) -- <http://www.mcg.edu/itss/Help/Downloads/>

Pop-Up Blockers - If you have a pop-up blocker installed, you will be unable to access quizzes via Web CT / Vista or any other file that “pops up” or opens in a new window. You will need to disable your pop-up blocker (at least temporarily) while working in your courses. Review the Georgia / View Vista Support Site --[Online Support Center](#)

GroupWise

This is the official email system used by MCG. Please visit these websites in order to become more familiar with GroupWise:

- Student GroupWise E-mail Tipsheet: <http://www.mcg.edu/itss/Help/email/studentemail.htm>
- GroupWise 6.5 & 7 Client & Web Access Resources: [E-mail & Messaging](#)

One45

One45 is a web-based evaluation system that the SON will use to conduct surveys, complete necessary forms and final course evaluations each semester. During the first semester, students will receive an introductory GroupWise email containing a login and a password along with instructions on how to log into One45. Students will be encouraged to log into the system and anonymously complete final course evaluations.

MyMCG

This is your personal connection to MCG information resources. This customizable Web portal serves as the campus intranet, providing individualized and campus wide content not available on the public <http://www.mcg.edu/> site. See Welcome to MyMCG for more information about the portal purpose, privacy, development, and news. For assistance, please visit the MyMCG help site, <https://my.mcg.edu/portal/page/portal/MyMCG/Login>.

Graduation Information

Capstone Project

A capstone project is required of all students in the program. This moderate-to-large scale project should result in a significant contribution to the profession. Examples of capstone projects include a scholarly paper submitted for publication, original research, or participation on a research team. The project must result in a presentation, poster or paper submitted for publication. Students may work with faculty, clinical preceptors, or other students.

As a general sequence, the student identifies a project of interest, discusses the project with a faculty advisor, and prepares a *Contract for Capstone Project*. The contract provides a brief overview of the project and the intended outcomes. Once the contract has been completed and approved by the capstone advisor and the program director, the capstone requirement will be met only if the project outcomes are achieved.

A student desiring to change his/her capstone project must submit a new/revised contract. Successful or unsuccessful completion of the project is reflected in the student's Independent Study during the final semester of the program.

Graduation Requirements

Students will be recommended for graduation and the certification examination when they:

- Meet all the requirements of the Medical College of Georgia, the School of Nursing, and the School of Graduate Studies.
- Meet all requirements of the Councils on Certification and Accreditation.
- Administer a minimum of **550** anesthetics.
- Complete the sequence of clinical courses with a grade of "B" or better in the final clinical course.
- Complete the overall sequence of courses with a grade point average of 3.0 or better.
- Complete the requirements of the independent study including a capstone project.

Students who satisfactorily complete the program requirements are eligible to apply for the National Certification Examination administered by the Council on Certification of Nurse Anesthetists (CCNA). The recommendation for a student to take the certification examination will be made *only* by the Nursing Anesthesia Program Director. Clinical or didactic deficiencies must be corrected prior to graduation and application for the exam. The decision to withdraw a recommendation for certification may be made by the director any time up to graduation. Information about the application process will be provided during the final semester of the program.

Graduation Activities

All graduating students are required to participate in the graduate recognition ceremony conducted in December of each year. Further details will be provided to each class in the final semester of the program.

Students are invited to participate in MCG graduation exercises at the end of spring semester following degree completion. The following events occur annually:

School of Graduate Studies Hooding Ceremony. During this ceremony, the graduate receives a colorful distinctive "hood" which is worn with academic regalia. The hood is presented to the student by the program director or a faculty in recognition of scholarly accomplishment. This ceremony traditionally has been the morning of graduation. Graduates will receive information about the Hooding Ceremony directly from the School of Graduate Studies in the months preceding graduation. Attire: academic regalia.

School of Nursing Honors Convocation. This ceremony is conducted the morning of graduation. The purposes are to recognize graduates of nursing programs (undergraduate and graduate) and present awards to outstanding students and faculty. The Nurse Anesthesia Program Director's Award is given at this ceremony. Graduates will receive information about the Honors Convocation directly from the School of Nursing in the months preceding graduation. Attire: academic regalia.

Medical College of Georgia Graduation. This ceremony recognizes the accomplishments of all university graduates. This ceremony is held the first Friday in May following the end of the spring semester. Graduates will receive information about graduation directly from the university in the months preceding graduation.

Graduating in Absentia

The candidate for a degree from the university must attend the commencement exercise at which the degree is to be conferred, unless he/she is officially excused in writing by the Assistant Dean of Student Affairs.

Graduation Application

Each candidate must complete a graduation application form and return to the School of Graduate Studies. It must be completed at least 1-1/2 semesters prior to the time of graduation.

Graduation Honors

Students must have two academic years, 60 semester hours in residence at the Medical College of Georgia to be considered for graduation honors. Only those courses taken in residence will be used to compute the cumulative grade point average for honors. The standards are as follows:

Highest Honors 3.90

High Honors 3.70

Honors 3.50

Grade point averages will be rounded to the nearest hundredth to determine eligibility for honors. This distinction of high academic achievement is placed on the student's diploma and is noted on his/her permanent record.

Regalia

The Medical College of Georgia regalia, rich in symbolism, was originally designed by the late Dr. Walter Sheppard, Professor Emeritus of the School of Medicine. It is based on the coats of arms of three members of the 1932 faculty: Drs. Louis A. Dugas and Joseph and Paul Fitzsimmons Eve. The official colors of the Medical College, blue and silver, were taken from the Dugas coat of arms.

The cap represents the family coat of arms of Louis A. Dugas. The right side is silver, the left is blue, and a red solitaire cross extends into all quadrants. The cap's six corners stand for heroism awards given to the family by France during the First Crusade.

The main part of the hood carries the Dugas colors and the red solitaire cross with two attached tags in the front; the right tag represents the family coat of arms of Drs. Joseph and Paul Fitzsimmons Eve, and the left tag repeats the Dugas family colors. The color of the hood's velvet trim symbolizes the major discipline of the wearer: herbal green for medicine; yellow for science; lilac for dentistry; apricot for nursing; and blue for philosophy. The level of the degree is shown by the size of the hood and the width of the trim, as set by the Intercollegiate Regalia Commission. The Bachelor's, Master's, and Doctor's hoods are three feet, three and one-half feet, and four feet long respectively. The width of the hood trim is two inches for the Bachelor's, three for the Master's, and five for the Doctor's.

Transcripts

Upon graduation, **two** distinct transcripts are prepared for the student. The official MCG transcript is prepared by the Registrar's Office and serves as a record of the individual's academic coursework. Copies of the transcript are available from the Registrar's Office for a nominal fee.

A CCNA Transcript of the Student Experiences is prepared by the Program Director and forwarded to the CCNA upon program completion. This record documents achievement of requirements for certification. Official copies of the transcript are available from the Council for a nominal fee.

Transition to Post-Graduate Practice

Licensing as an Advanced Practice Nurse. Regulations for practice as a graduate nurse anesthetist vary by state. In Georgia, individuals who are eligible to take the National Certification Examination may request provisional authorization for advanced practice nursing from the Board of Nursing. Without advanced practice authorization, practice as a nurse anesthetist is prohibited.

The licensing process requires many steps including verification of graduation (through an official MCG transcript listing the degree awarded) and eligibility for the examination (from the Council on Certification of Nurse Anesthetists). Individuals are encouraged to contact the Board of Nursing in the state where they intend to practice 2-3 months prior to graduation. The following World-Wide Web address provides a link to boards with Internet addresses: <http://www.ncsbn.org/>.

When negotiating a starting date for employment following graduation, students should anticipate a three to four week delay between graduation and receipt of a provisional license.

Attachment A**Medical College of Georgia****CONFIDENTIALITY STATEMENT**

The Medical College of Georgia has an obligation to maintain the privacy and confidentiality of patient information. Confidentiality is important because it enhances our patients' trust and their satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information including the patient's admission, diagnosis, treatment and financial status is confidential and must be protected by law. You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to the minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect for patients' privacy.

Access to patient information in electronic, hard copy or other form is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. MCG considers a breach of patient privacy and confidentiality a serious infraction of MCG policies. Violations will result in disciplinary action and sanctions being taken by MCG.

By signing below, you understand the policy and that it applies to patient records, personnel records and certain business records for all health care agencies you are assigned and affiliated with during your tenure as an MCG student.

 Student Signature

 Date

 (please print)

MCG School of Nursing
 School

Attachment B

**MCG
HEALTH SYSTEM****CONFIDENTIALITY STATEMENT**

MCG Health System has an obligation to maintain the privacy and confidentiality of patient information. Confidentiality is important because it enhances our patients' trust and their satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information including the patient's admission, diagnosis, treatment and financial status is confidential and must be protected by law. You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to the minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect for patients' privacy.

Access to patient information in electronic, hard copy or other form is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. MCG Health considers a breach of patient privacy and confidentiality a serious infraction of MCG Health's policies. Violations will result in disciplinary action and sanctions being taken by MCG Health.

By signing below, you understand that this policy applies to personnel records and certain business records for the MCG Health as well.

Employee/Volunteer/Student Signature

Date

Employee/Volunteer/Student Name (please print)

Unit or Department

Attachment C**Student Applied Learning Experience Agreement**

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Georgia Hospital Association member Facility or any other Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a nametag that clearly identifies me as a student.

Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any-way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, that I am legally competent to execute this Applied Learning Agreement; and that I have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the _____ day of _____

Signature _____ / Print Name _____

Witness Signature _____ / Print Name _____

<http://www.usg.edu/legal/documents/genmou/student.phtml>

Attachment D**AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION**

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: _____

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

Date: _____.

Signature

Witness Signature

Name: _____ Name: _____
(Please print) (Please print)

<http://www.usg.edu/legal/documents/genmou/auth.htm>