

NURSE ANESTHESIA PROGRAM

Doctor of Nursing Practice

Department of Nursing Student Handbook

2026-2027

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I. Nurse Anesthesia Program Overview

Forward

Welcome to the University of North Dakota Nurse Anesthesia Program. This Student & Faculty Handbook is intended as a reference for questions regarding policy, procedure, or any other matters related to the Nurse Anesthesia Program. It should be referred to on an ongoing basis as questions arise. In addition to the policies in this handbook, students are expected to adhere to all policies in the University of North Dakota Graduate Student Handbook and Catalog and the College of Nursing and Professional Disciplines Graduate Nursing Student Handbook. Students will be held accountable for all information within this student handbook.

Accreditation

The University of North Dakota Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) until 2031, which is recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA). The address is Council on Accreditation of Nurse Anesthesia Educational Programs, 10275 W. Higgins Rd., Suite 906. Rosemont, IL 60018-5603. Telephone (224)- 275-9130 Email: accreditation@coa.us.com. [COA Website](#). The Doctor of Nursing Practice (DNP) Program is accredited by the Commission on

Collegiate Nursing Education (CCNE) until 2030 and approved by the North Dakota Board of Nursing (NDBON) through 2031.

History

The University of North Dakota (UND) Nurse Anesthesia Program is housed in the College of Nursing and Professional Disciplines. The program was founded in 1986 at the Grand Forks campus, with the first students admitted to the twenty-four-month Master of Science (M.S.) degree program in August 1987. In August 2009, the length of the M.S. program increased to twenty-eight months.

The Council on Accreditation of Nurse Anesthesia Programs (COA) approved the post-baccalaureate Doctor of Nursing Practice (DNP) degree program in June 2017. The first cohort for the DNP degree began in August 2018. The COA has accredited the UND Nurse Anesthesia program since its inception. As of August 2026, over 400+ professionals have graduated from the program.

Mission Statement

The Nurse Anesthesia Program ascribes to the College of Nursing and Professional Disciplines (CNPD) Mission Statement. The mission of the CNPD is to provide excellent and collaborative education, scholarship, and service to advance human well-being for all, with an emphasis on rural and underserved populations.

Philosophy of The Nurse Anesthesia Program

The faculty and students of the Nurse Anesthesia Program believe that:

1. Students enrolled in the nurse anesthesia program must be provided education of such quality that they can excel in anesthesia practice.
2. Nurse anesthetists provide a valued and definitive role in the delivery of anesthesia care.
3. It is the right of all individuals to receive high-quality anesthesia care conducted according to recognized tenets of patient safety and respect.

The educational program for preparing nurse anesthetists is a shared responsibility between students and faculty. Students must be intensely committed to achieving their goals by consistently demonstrating purpose, motivation, responsibility to patients and

colleagues, independence of thought, creativity, and professional demeanor. Faculty are committed to the duties of serving as resources, facilitators of learning, and professional role models. The program is committed to each student through individualized instruction and counsel.

Our primary goal is to provide the graduate student with an advanced scientific knowledge base and a comprehensive array of clinical skills that hallmark the standard of care in anesthesia practice.

Our obligation to graduates is to prepare them for full participation in the delivery of anesthesia care in concert with other health care team members. Graduates will be competent in independent judgment as professional nurses practicing in the field of anesthesia.

Our responsibility to the community is expressed in the provision of an educational program that will prepare the nurse anesthetist to meet the public's health care needs in a competent and ethical manner.

Our obligation to the profession is to prepare a nurse anesthetist who will serve as a valuable resource in support of the goals of the American Association of Nurse Anesthetists and the advancement of the profession of nurse anesthesia.

Notice of Nondiscrimination

The University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation, or any other status protected by law. Pursuant to Title IX of the Education Amendments of 1972, UND does not discriminate on the basis of sex in its educational programs and activities, employment, and admission. UND will promptly and equitably investigate reports of discrimination or harassment and take disciplinary action as appropriate.

Retaliation in any form against a person who reports discrimination or participates in the investigation of discrimination is strictly prohibited and will be grounds for separate disciplinary action.

The University's policies and procedures for complaints of discrimination or harassment are found at:

[Discrimination and Harassment Policy](#)

[Code of Student Life](#)

Concerns regarding UND's equal opportunity and nondiscrimination policies, including Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to:

Donna Smith

Director, Equal Opportunity & Title IX

Title IX/ADA Coordinator

Twamley Hall Room 102

264 Centennial Dr Stop 7097

Grand Forks, ND 58202-7097

P: 701.777.4171

UND.EO.TitleIX@UND.edu

donna.smith@UND.edu

A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights, U.S. Department of Education, 500 West Madison, Suite 1475, Chicago, IL 60611; phone 312.730.1560; fax 312.730.1576; email OCR.Chicago@ed.gov; or any other federal agency.

EEO Policy Statement

It is the policy of the University of North Dakota that no person in the United States shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges, and in their academic pursuits. It also is applicable in the University-owned or University-approved housing, food services, extracurricular activities and all

other student services. It is a guiding policy in the employment of students either by the University or by outsiders through the University and in the employment of faculty and staff. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Director of Equal Opportunity & Title IX, Title IX/ADA Coordinator at 701.777.4171, UND.EO.TitleIX@UND.edu or the Office for Civil Rights, U.S. Dept. of Education, 500 West Madison, Suite 1475, Chicago, IL 60611; phone 312.730.1560; fax 312.730.1576; email OCR.Chicago@ed.gov, or any other federal agency.

Disclaimer

The UND Nurse Anesthesia Program reserves the right to make policy changes as the needs of its administration, faculty, students, and conducting or affiliating institutions change. These changes may occur without prior notification.

Academic Accommodations

Accessibility Statement

The University of North Dakota is committed to providing equal access to students with documented disabilities. To ensure access to this class and your program, please contact [Student Disability Resources](#) to engage in a confidential discussion about accommodations for the classroom and clinical and/or online course settings.

Accommodations are not provided retroactively. Students are encouraged to register with [Student Disability Resources](#) at the start of their program. More information can be [obtained by email](#), or by phone at 701.777.2100.

Student Disability Resources (formerly Disability Services for Students) determines eligibility and appropriate access accommodations. Students would have to submit a [new student application](#).

Here are a couple of important considerations:

1. Students must have their accommodations reviewed and updated *each* semester.
2. Accommodations are not retro-active.
3. In order to implement appropriate accommodations, students must request accommodations in a timely manner.

4. Students are responsible for engaging in ongoing communication and interactions with Student Disability Resources.

Program Faculty

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Program Director, Clinical Assistant Professor

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Faculty, Clinical Professor

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James Sperle, DNP, CRNA

Faculty, Clinical Associate Professor

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Courses Taught by Program Faculty:

Basic Principles of Anesthesia Practice I

Professional Aspects of Nurse

Anesthesia Practice

Basic Principles of Anesthesia Practice

II

Advanced Health Assessment for Nurse

Anesthetists

Anatomy for Nurse Anesthetists (Co-taught)

Clinical Anesthesia Practicum I – V

Advanced Principles of Anesthesia Practice I

Nurse Anesthesia Review Course

Advanced Principles of Anesthesia Practice II

DNP Project Teams

Pharmacotherapeutics for Nurse Anesthesia

DNP Program Faculty and Staff Contact Information

FACULTY

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Doctor of Nursing Practice Outcomes

Graduates will demonstrate the ability to:

1. Integrate nursing science with knowledge of ethics, biophysical, psychosocial, analytical, and organizational science as a basis for practice and inquiry.
2. Lead systems level quality improvement and safety initiatives to enhance patient outcomes.
3. Evaluate evidence-based processes that address practice patterns and healthcare organizations to promote safe, equitable, patient-centered care.
4. Apply relevant evidence-based findings to develop practice guidelines that improve population health and the practice environment and promote safe, equitable, patient-centered care.

5. Integrate technology and information systems with advanced nursing practice to improve patient care and outcomes.
6. Demonstrate expertise in the healthcare policy analysis, formulation, and implementation process.
7. Collaborate effectively as a member and leader of interprofessional teams.
8. Employ clinical prevention and health promotion strategies to improve population health, emphasizing rural, diverse, and vulnerable populations.

Demonstrate advanced levels of nursing practice, clinical judgment, and accountability to deliver optimal patient care with an emphasis on rural communities.

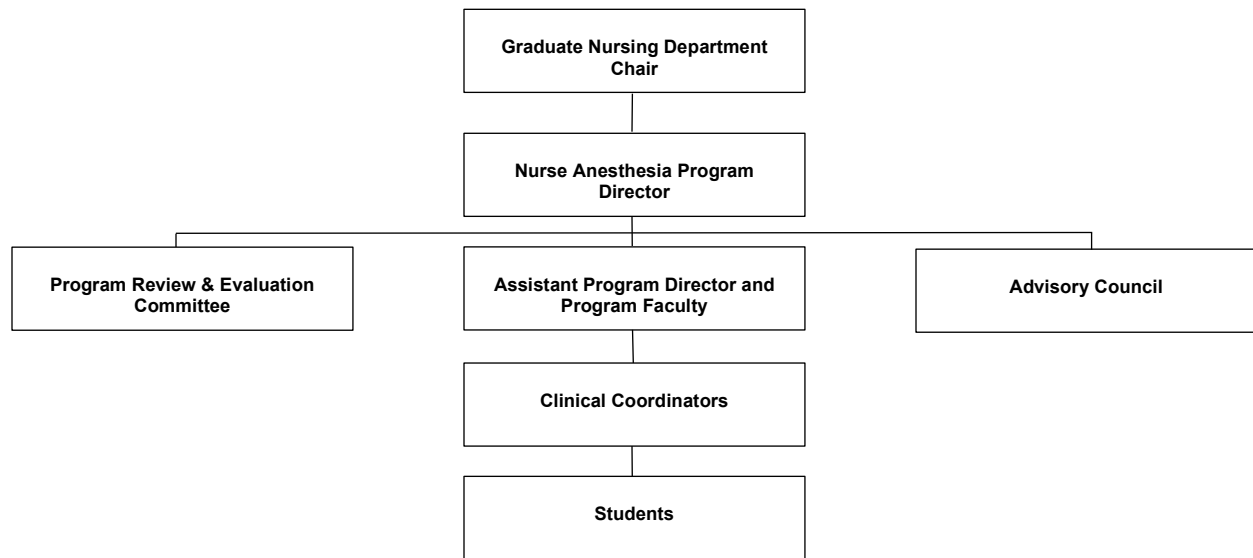
Nurse Anesthesia Program Objectives

In addition to the DNP outcomes, Nurse Anesthesia Program graduates will demonstrate the ability to:

1. Formulate an individualized, physiologically sound, evidence-based, and culturally competent anesthesia plan of care for patients from diverse populations across the lifespan, while taking into account the surgical procedures and comorbid conditions.
2. Implement a formulated anesthesia plan of care safely, efficiently, and cost-effectively to ensure the best possible patient outcome.
3. Analyze physiologic responses to the anesthetic and implement scientifically sound interventions.
4. Evaluate nurse anesthesia care to positively impact patient outcomes, reduce complications, and improve the safety and quality of nurse anesthesia care.
5. Demonstrate the highest legal, ethical, and practice standards for nurse anesthesia while accepting responsibility and accountability for one's actions as a healthcare professional.

Demonstrate personal and professional excellence by working to advance the profession of nurse anesthesia and recognizing the importance of remaining a life-long learner.

Program Organizational/Communication Chart



Program Organizational Communications

Questions regarding the subjects listed below should be directed to the indicated administrative faculty member.

5. **General questions/advisement:** Assigned student advisor
6. **Clinical instruction:** Affiliate Clinical Coordinator, Assistant Program Director, or Program Director
7. **Clinical scheduling:** Assistant Program Director
8. **Clinical matters not resolved by clinical coordinator:** Assistant Program Director or Program Director
9. **Didactic curriculum:** Program Director
10. **DNP project:** DNP Project Advisor
11. **Any clinical matter not listed, or if the Assistant Program Director is unavailable:** Program Director

Nurse Anesthesia Program Committee Structure

Various established committees within the College of Nursing and Professional Disciplines serve to provide structure and governance for graduate programs. Other

committees unique to the program are listed below. Committee membership, unique to the anesthesia program will be renewable yearly, depending upon a mutual agreement between individual and program needs. All committees will meet annually or more frequently if the respective committee chairs deem it necessary.

Nurse Anesthesia Admissions Committee

The UND School of Graduate Studies initially receives and processes the application to the program, and all applications are then considered by the Nurse Anesthesia Program administration and faculty. The Nurse Anesthesia Admissions Committee then interviews, evaluates, and recommends candidates for admission to the Nurse Anesthesia Program and the School of Graduate Studies. The committee members include the Program Director, Assistant Director, graduate faculty members, and not less than two affiliate clinical coordinators (or their designee). This committee meets annually.

Nurse Anesthesia Advisory Committee

The Nurse Anesthesia Advisory Committee serves as a forum for College of Nursing and Professional Disciplines administrators, program faculty, affiliate clinical coordinators (or their designee), a public member, and student representatives to discuss relevant issues with the community of interest. This committee also monitors compliance with accreditation standards. This committee meets annually.

Program Review and Evaluation Committee (PREC)

The Program Review and Evaluation Committee (PREC) serves as a steering committee that reviews all aspects of the program and whose responsibilities include: bringing, evaluating, and recommending program policy changes to the Graduate Council; processing and assessing the academic and clinical progress of students; to analyze assessment data and make determinations regarding necessary program improvements such as curricular change; to review and evaluate the didactic and clinical curriculum periodically. In addition, faculty or College administration may recommend other duties. Membership includes the Program Director, Assistant Program Director, and anesthesia faculty members. Other individuals, including the

Department Chair, students, and clinical faculty, may be requested to participate. This committee meets monthly and as issues arise.

Records Retention

The College of Nursing and Professional Disciplines (CNPD) Office of Student Service retains the academic records of currently enrolled students. The Office of Student Services is responsible for finalizing all official records, and the program will maintain accurate cumulative records. All student records will be retained for one-year post-graduation or until the student passes their certification examination, whichever occurs last, except for records that should be kept indefinitely. Records that are kept indefinitely include records that may relate to litigation, final case records, summative student evaluations, National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) transcripts, and grievances.

Patient Rights and Responsibilities

Patients have a right to know who is administering their anesthesia, who will be supervising the administration of the anesthetic, and the relationship between the two. No practice shall be engaged in which is intended to deceive the patient in this regard. Patients have a right to expect that those anesthesia services provided by students will be under the supervision of a CRNA and/or an anesthesiologist. This should be consistent with the anesthetic risk of the patient, the magnitude of the anesthesia and surgery, and the student's educational level.

At all times, a CRNA and/or anesthesiologist shall be immediately available in all anesthetizing areas where students are performing anesthesia. Patients have a right to expect that the student and supervisory personnel providing their services are not impaired by fatigue, drugs, or other incapacitating conditions. The patient's surgeon, or responsible physician, shall be kept informed pertaining to the anesthetic management and any complications arising from that management. Nothing shall prevent any patient from requesting not to be a teaching patient or prevent any medical staff member from designating any patient as a non-teaching patient.

Applicant Rights and Responsibilities

Applicants have a right to be treated respectfully, be communicated with in a truthful and timely fashion, have their application considered with the same degree of consideration as any other applicant, be notified when their application is incomplete, and what items they need to submit for application completion. Applicants have a responsibility to inform the program of changes in contact information (address, email, and phone number), complete their application and send in all supporting documentation before the deadline, be truthful and complete on the application and in all aspects of their communication, provide the program the information necessary to make decisions about their qualifications for admission into the program.

Student Rights and Responsibilities

Students have a right to expect that upon acceptance into an accredited program of nurse anesthesia, they will be provided with the quality of education necessary to fulfill the objectives of the program to prepare competent nurse anesthetists capable of:

1. Integrating theory underlying the practice of anesthesia with the actual practice.
2. Providing anesthesia management to all categories of patients for most or all varieties of diagnostic or therapeutic intervention utilizing consultation as required
3. Functioning with minimal supervision in all hospitals or agencies.
4. Assuring patient comfort and safety within the confines of those aspects of care over which a student has control or can influence through consultation, advice, or other actions.
5. Incorporating sound ethical and moral practices into his/her own personal value system.

Enrollment in a nurse anesthesia program grants certain rights and responsibilities to the student and the program, which each party should comply with and understand. A student's failure to achieve the goal within the expected time frame is based on valid, reliable data, information from evaluations, viewed objectively and fairly and reviewed as necessary. Appeals mechanisms are available when decisions are contested. Fair and accurate evaluations of student progress in the educational program are conducted regularly, and the students are informed of their progress.

Students will be held accountable for the quality of preparation, completion, and performance of assignments; for complying with the policies and procedures pertaining to the program of nurse anesthesia and all affiliate sites, and ethical and legal responsibilities for repayment of student loans from any source, public and private.

Conducting Institution Rights and Responsibilities

The UND Nurse Anesthesia Program, the University of North Dakota, and the affiliated clinical sites are responsible to provide the student with quality didactic and clinical instruction, to coordinate and carry out application and admission procedures, provide classroom and laboratory space as needed for didactic courses and to provide for academic counseling of nurse anesthesia students.

Additionally, the UND Nurse Anesthesia Program is responsible to:

- Provide didactic instruction.
- Provide professional liability coverage which applies to nurse anesthesia students.
- Provide for the clinical instruction and evaluation of nurse anesthesia students.
- Provide orientation to the clinical area.
- Evaluate students in the clinical area.
- Provide support for clinical research and studies.
- Provide the resources needed for effective operation of an educational program of high quality.
- Continually evaluate the program to ensure that it meets student needs and that graduates attain the desired outcomes.
- Conduct the program in compliance with all legal and accreditation standards.

Additionally, the University of North Dakota as the conducting institution has the right to expect that:

- The Nurse Anesthesia faculty operates the program in accordance with the standards, policies and procedures of the accrediting agencies, University, affiliate clinical sites and the program.

- Accurate and comprehensive records will be maintained, and these will be made available to on-site accreditation reviewers.
- The program will submit annual reports to the accrediting agency, and other submissions as may be required from time to time.
- The program represents itself with integrity and truthfulness in all communications.
- It will be kept informed of program changes, accrediting agency evaluations and standards, and trends affecting nurse anesthesia education.
- Applicants will be selected after reviewing their academic records, interview, and personal references.
- Students will be aware of and follow department and institutional policies related to patient care, and in all other matters addressed in relevant policies.
- Students will communicate with clinical instructors relative to their ability to perform procedures throughout the perioperative period and apply knowledge in their clinical internships.

Students will arrive prepared for classes, seminars, conferences and clinical rotations.

Council on Accreditation Rights and Responsibilities

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) is responsible to publish all applicable standards necessary for accreditation and successful reaccreditation, and to evaluate programs in their ability to meet the published standards. Additionally, it is the responsibility of the COA to identify any areas of noncompliance and to inform the program accordingly. The COA reserves the right to conduct periodic announced and unannounced site reviews to assess for compliance to published standards. It is the responsibility of the Program to assist the COA in all requirements necessary to conduct a thorough evaluation. The Program is responsible to provide any required supportive documentation to demonstrate compliance. The Program also has the duty to provide accurate and truthful statements and documents to the Council. The UND Nurse Anesthesia Program is required to follow all policies and procedures published by the Council on Accreditation.

Faculty Expectations of Students

Faculty expectations of students are carefully enumerated in course syllabi and clinical objectives; however, in addition to these, Program faculty has additional expectations. Faculty expect that students are intellectually curious and are sensitive of the need to study independently and in depth; to return to basic physiology and pharmacology, nursing science and other basic courses; to make inferences, draw upon past experience and integrate them with the present; develop concepts, think through processes and to ask questions of oneself and others. The faculty also expects that students will learn to adapt to new stresses and experiences and not give up. The volume of material is much greater than most students may be accustomed to, and it isn't possible to succeed utilizing poor study patterns. Memorization of isolated facts is not enough. It is expected that each student's concern and respect for their classmates will be as great as their concern and respect for themselves. If a student comes unprepared for class or clinical assignments, they will require a disproportionate amount of the instructor's time and deprive them and other students of their rightful share of time for learning. Nurse anesthesia students will have the continuing responsibility to comply with federal and state laws; rules and regulations of the University of North Dakota, the CNPD and its affiliated hospitals and other medical institutions; and other applicable guidelines.

Time Commitment

Successful completion of the program requires a substantial time commitment. Students' time commitments are limited to that which is reasonable to ensure patient safety and promote effective student learning. This commitment averages 50-60 hours a week, year-round, assuming that two hours of study are required for each class hour. This commitment figure includes time spent in the classroom, in clinical, and in study.

Graduates

Graduates may have access to transcripts of their academic and clinical achievements and upon request have verified copies furnished to institutions, agencies, other programs of nurse anesthesia or others as specified by the student or graduate. There is a fee for photocopying of all transcripts and records.

Records retained by the program after graduation may include grades, certification exam application, special awards or honors, licenses and certifications. Graduates have the right to expect that a complete, accurate, certified transcript of student educational experiences will be forwarded to the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) upon graduation. It is the student's responsibility to make arrangements to take the Certification Examination at the specified site within the NBCRNA's specified time period. It is ultimately the student's responsibility to ensure that all guidelines and deadlines in the *National Board of Certification and Recertification for Nurse Anesthetists NCE Handbook* are followed.

II. Curriculum

Design of the Nurses Anesthesia Program

The College of Nursing and Professional Disciplines' academic standards are identical with those in the University of North Dakota (UND) Academic Catalog. Selected additional information that will help you progress through the Nurse Anesthesia Program follows:

Course Duration

The post-baccalaureate Doctor of Nursing Practice degree program for cohorts matriculating on or after August 2023 consists of 94 credits. Cohorts in the Nurse Anesthesia program are full-time, begin in August of each year, and continue for a consecutive 36 months. Upon completion of all academic and clinical requirements, students graduate with a Doctor of Nursing Practice degree. Students who are earning their Doctor of Nursing Practice degree will be permitted to participate in the August campus graduation ceremony.

Curriculum Outline for Cohorts Matriculating on or after August 2023

Course Descriptions

Course descriptions for the post-baccalaureate Doctor of Nursing Practice curriculum can be found in the University of North Dakota Academic Catalog. The current catalog can be found [here](#):

Doctor of Nursing Practice Course Descriptions

First Year Students Clinical & Didactic Format

Students are predominantly in the didactic phases of the curriculum during semester 1 (Fall), semester 2 (Spring), and for a portion of semester 3 (Summer) and semester 4 (Fall). Full-body patient simulation will be introduced during the Fall semester of the first year for the development of airway management skills, positioning, patient safety, anesthesia machine knowledge and utilization, medication administration, and sequence development, among other skills. At the end of semester 1, first year students will participate in a clinical component where they will be able to begin to develop their clinical skills, become more familiar with the operating room environment, and begin to apply theory to practice. Students will have a 4 day/week clinical schedule for a portion of semester 3 and semester 4 following or preceding the didactic phases in those semesters.

Clinical practicum during the Fall semester of the first year of instruction will be conducted at approved clinical sites while the student continues the didactic courses. Clinical practicum during the first year may be assigned to at least one of the following institutions: Altru Health System – Grand Forks, ND; Essentia Health – Fargo, ND; Essentia Health/St. Mary's Medical Center – Duluth, MN; Sanford Medical Center Bismarck – Bismarck, ND; Sanford Medical Center, Sioux Falls – Sioux Falls, SD or Sanford Medical Center Fargo – Fargo, ND, Mercy Hospital – Coon Rapids, MN.

Second- and Third- Year Students Clinical & Didactic Format

Students will continue their didactic work throughout the second and third year of the program. The second and third year of the program focus primarily on clinical practicum, including weekday and weekend call experiences beginning early in the Spring semester of year 2. Following completion of a cardiac surgery learning module in the Spring semester of year 2, students will begin a 3-to-4-week cardiac anesthesia rotation, usually during the Spring, Summer, or Fall semester of the second or third year. Students will begin to work on their DNP Project during semester 6 and continue through semesters 7 and 8. During the second and third year of the program students will participate in monthly online clinical correlation conferences.

Clinical Simulation/Laboratory Experience

Beginning in the Fall Semester of the student's first year, laboratory experiences and clinical patient simulation will be introduced. Students will work with faculty to introduce the specialty of nurse anesthesia. This experience will focus on developing basic skills to prepare students in anesthesia management of patients undergoing a variety of surgical and/or diagnostic procedures. This "hands-on" experience includes preparation of patients and equipment, pre and postoperative patient evaluation, planning and implementing individualized anesthesia care plans, non-invasive and invasive monitoring, patient positioning, pain and airway management. During this experience, faculty will utilize a variety of teaching methods, including simulation and discussion. Simulation will be used initially for physical assessment, evaluation and management of non-difficult airways, positioning, induction sequence, and monitoring. As students progress through the program, difficult airway and crisis management training will be included in the simulation experience. Students continue with simulation training at various times during their second year. Student simulation experiences will be formally evaluated based on the UND Nurse Anesthesia Program Simulation Objectives. A "satisfactory" score is required on all applicable objectives in order for students to move to the clinical setting and to successfully pass the course.

Please refer to UND CNPD Graduate Student Progression Policy #606 and the corresponding course syllabi.

Clinical Correlation Conferences

Students are required to participate in monthly clinical correlation conferences during the second and third years of the program as a component of the Clinical Anesthesia Practicum I-V courses. These online conferences are facilitated by a Nurse Anesthesia faculty member. Each student will be assigned to develop a presentation on interesting and/or unique cases. A template for the presentation will be available on the course Blackboard site. In addition, each student will be assigned a National Certification Examination (NCE) review topic that they will develop into a presentation. These presentations should be between 20-30 minutes in duration and include 10 board review type questions.

SEE Exam

Students are required to complete the Self Evaluation Examination (SEE) offered by the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) two times during their program. The SEE is an evaluation of the student's progress in the nurse anesthesia program and is meant to provide the program with feedback as to how well students are prepared with the knowledge that is needed for nurse anesthesia practice. In addition, the SEE helps to prepare the students to take the NCE as it has specifications that are similar to the NCE.

Students are registered for the exam by the Program Director; however, **students are responsible for the cost of the exam and any subsequent SEE**. The date for students to complete the SEE will be communicated by the Program Director. It is the student's responsibility to schedule a testing date and time with the testing center. Test center information will be provided to the students by the NBCRNA. Students will be expected to ensure they are prepared to take the SEE. As with all examinations, this would include studying and ensuring they are well rested.

Students should strive to achieve a minimum score on the SEE of 428. The SEE is designed by the NBCRNA to assess readiness for the NCE and a score of 428 serves as a benchmark indicating an acceptable level of readiness for successful completion of NCE.

This minimum threshold, which is based on NBCRNA data, may be modified at the discretion of program faculty and will be communicated to students. If a student does not meet the minimum score, he or she will be required to meet with the Program Director/Program Faculty to develop a study plan based on their identified deficient areas on the SEE.

DNP Scholarly Project

The DNP Scholarly Project is the final scholarly project completed by the DNP student. It demonstrates a high-level mastery of advanced nursing practice and focuses on the translation of evidence and research into practice. The DNP Scholarly Project demonstrates a measurable improvement or impact on healthcare care delivery and/or

patient outcomes American Association of Colleges of Nursing (2015). The Doctor of Nursing Practice: Current issues and clarifying recommendations (p. 2). It has the potential to advance nursing practice at local, state, and national levels by addressing key issues and barriers surrounding healthcare and promoting inter-professional collaboration. The DNP Scholarly Project must be completed prior to graduation and will be disseminated through an oral presentation. The DNP student will also complete a DNP Scholarly Project paper.

Graduation Criteria

To be eligible for graduation, all students must meet didactic and clinical requirements, including completing and submitting all required elements of their DNP Scholarly Project. Specific criteria and performance objectives for the clinical curriculum, which cover affective, ethical, and behavioral aspects, are located in this Handbook. Expectations for didactic courses are published in their respective syllabi. All of the above must be met prior to graduation.

Program requirements prior to graduation:

1. Library/CRSC materials returned.
2. Forwarding address left with the Program Director.
3. All degree outcomes and program objectives met.
4. Application to graduation filed with the UND School of Graduate Studies.
5. Current American Heart Association (AHA) Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification.
6. Current RN licensure.
7. Exit interview and End of Program surveys completed.
8. Satisfactory completion of all designated clinical hours.
9. Final case record totals submitted, which show completion of all requirements of the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).
10. All final evaluations are completed.
11. All care plans and daily evaluations submitted.
12. Completion of NBCRNA National Certification Examination application.

13. Completion of all course work with GPA of at least 3.0.
14. Satisfactory completion of a DNP Scholarly Project.
15. Satisfactory completion of the DNP Scholarly Project paper.
16. Satisfactory completion of an oral presentation and defense of the DNP Scholarly Project.
17. Compose an abstract/manuscript for presentation and/or publication.

A graduation checklist and information about commencement ceremonies can be found at:

[UND Commencement](#)

Deferral of Graduation

The University of North Dakota Nurse Anesthesia Program reserves the right to defer a student's graduation until all requirements, including attendance make-up days, have been met. In addition, all required clinical paperwork must be submitted and completed. Students who have not fulfilled their graduation requirements will not be allowed to participate in the graduation ceremony with their classmates.

III. Graduate Program Policies

For policies and procedures related to academic progression through the program, graduation policies and procedures, academic grievance, disciplinary actions, due process, petitions and appeals, dismissal or withdrawal from the university, and student ethics, the student is referred to appropriate sections as outlined in the UND Academic Catalog, College of Nursing and Professional Disciplines (CNPD) Graduate Programs in Nursing Student Handbook, CNPD Department of Nursing Student Handbook or the UND Code of Student Life. Academic grading policies and procedures are outlined in the UND Academic Catalog (Grading System) as well as contained in individual course syllabi.

Course and Faculty Evaluations

Students will evaluate each course and faculty member at the end of each semester's didactic course. The information is used to ensure that faculty provide high-quality

instruction; student learning needs are being met, and for the future development of courses within the curriculum. The results of these evaluations will be shared with the Chair of Graduate Nursing Programs in the CNPD Department of Nursing.

Faculty Self-Evaluations

Program faculty are required to complete a performance self-evaluation on an annual basis and the results shared and acknowledged by the Chair of Graduate Nursing Programs in the CNPD Department of Nursing. This information along with evaluations from students will be used to ensure that faculty provides high-quality instruction and guidance to students, as a source of feedback regarding teaching styles, course content preparation, organization and delivery, and to ensure that course objectives are consistent with the Programs terminal objectives and stated mission and goals of the College of Nursing and Professional Disciplines.

Transfer of Graduate Credits

The maximum amount of graduate credit transfer allowed for the Doctor of Nursing Practice degree, if no pre-requisite master's degree has been earned, is 21 credits towards the doctoral degree. All transfer credit must have a grade of B or better, and the student's overall average in all prior graduate work must be a minimum of B. Transfer graduate credit will not be accepted unless it was taken within the general time limit of *seven years* prior to receipt of the UND degree. Further information about this policy can be found in the [UND Academic Catalog](#). Final approval of graduate credit transfer is granted by the UND School of Graduate Studies.

School of Graduate Studies Standards of Professional Conduct Policy

Graduate students are at all times expected to conduct themselves in a professional and respectful manner when interacting with fellow students, faculty, and the School of Graduate Studies staff. Graduate students are expected to arrive to class on time, adhere to deadlines, complete the assigned coursework, and meet standards of professional behavior, including, but not limited to: being present, as required, to meet the academic and research expectations of the school or department; communicating in a timely, respectful and professional manner; complying with institutional policies and procedures and; participating appropriately in the program's community. Academic

expectations include ethical behavior in the completion of course assignments and the production of academic knowledge: instances of academic dishonesty will be treated as instances of professional misconduct.

School of Graduate Students Standards of Professional Conduct Policy

IV. Nurse Anesthesia Program Policies

Attendance Policy

Attendance of lectures and exams is mandatory. Due to the large volume of classroom material, it is challenging for students to make up missed class lectures and labs. Due to the nature of the courses, professional courtesy must be extended to each other and the faculty. The student must notify the instructor if they cannot attend class on a given day. The student must also inform the Program Director of any absences. At the discretion of the Program Director, special assignments may be used in place of missed classes. Attendance at all clinical experiences is mandatory during the program's first year, and any missed clinicals must be made up. If a student misses a clinical day, both the clinical site and the Program or Assistant Program Director must be notified, and a make-up date scheduled. Personal leave days may be used during the second and third year of instruction.

Inclement Weather Policy

Students are expected to follow the University of North Dakota's inclement weather policies and procedures. Unless the University announces a campus closure or other official modification of operations, students are expected to attend scheduled classes and academic activities. Program faculty may, at their discretion, cancel, postpone, modify, or reschedule class activities due to weather or other safety concerns. When UND issues a closure statement, it typically applies to the main campus in Grand Forks.

Students are encouraged to use sound judgment and prioritize personal safety when traveling to and from campus, clinical sites, and other educational activities. Depending on weather conditions and travel circumstances, attendance at scheduled classes or

clinical experiences may require traveling to campus/clinical a day earlier and/or returning a day later.

Clinical experiences may continue even when the UND campus is closed, as clinical sites operate independently of the University. Students should assess local weather and travel conditions and use their best judgment regarding safe travel to their assigned clinical site. If a student is unable to safely travel to a clinical assignment because of weather-related conditions, the student must notify the clinical coordinator, clinical preceptor (as applicable), and the Assistant Program Director. Missed clinical experiences may be rescheduled or made up in accordance with program requirements.

Testing

Fair and accurate measurement of students' cognitive and critical thinking skills obtained through didactic, assigned readings, and lab experiences will include the administration of examinations. Test questions are predominantly multiple-choice, but may also include short answer, essay, drag-and-drop, and hotspot question format to mirror the style and structure of the NCE. Computerized item analyses of questions are employed to ensure that student responses accurately reflect the assimilation of course content. Written course examinations are utilized in concert with other evaluation tools such as written case scenarios, patient simulation experiences, the completion of clinical care plans, daily clinical evaluations, and formative and summative clinical evaluations. Student presentations of selected topics and contributions to classroom and case study discussions also provide valuable feedback to program and clinical faculty in assessing student acquisition of cognitive, integrative and critical thinking skills.

Challenging Test Questions

Challenges to test questions in nurse anesthesia courses must be made within **3 working days** after the date of the test. Challenges received after 5 working days will not be considered. All challenges will be evaluated individually and must be made on the "Challenge of Test Question" form. The completed form must be submitted electronically via email and it should be directed to the faculty assigned to the relevant exam topic. References can be from program required or recommended anesthesia

textbooks, class notes or other course documents and/or credible anesthesia websites, such as NYSORA, ASRA, MHAUS or AANA). Journal articles will not be accepted. Challenges concerning appropriateness or relevancy of the question are not within the purview of the student and will not be considered. The faculty will make the final decision concerning the challenge and notify the student and/or class.

Cheating and Plagiarism

A student who is determined to have plagiarized, fabricated documentation, submitted unoriginal work or cheated on any assignment or examination is considered in violation of ethical standards deemed essential to the integrity of the UND Nurse Anesthesia Program. Such violations of ethical conduct are grounds for disciplinary action, which can include dismissal from the program.

As members of an academic community engaged in the pursuit of truth and with a special concern for values, students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his/her own efforts.

Plagiarism is one of the most serious forms of academic misconduct. It occurs when an individual presents the words, ideas, or work of another author or source as their own without proper citation. Plagiarism includes incorporating specific phrases or entire passages, whether a sentence, paragraph or longer excerpt into one's own writing without quotation marks or documentation. It also includes paraphrasing another author's work by adopting their ideas, organization or structure without providing proper attribution to the source.

Students are advised always to set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' words and ideas when they find their way into the writing. Whenever in doubt, cite the source.

Students who purchase essays from other students or agencies, or who copy from one another or from prohibited sources, commit the most serious type of academic

dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course to dismissal from the Nurse Anesthesia Program and the University of North Dakota.

The University of North Dakota *Code of Student Life* outlines the rights and responsibilities enjoyed by student, faculty and staff who make up the University Community. You may access the [Code of Student Life](#). Members of the University community are expected to be familiar with the rules and regulations contained within the *Code* and to act in compliance with them at all times.

Fraternization

Personal or business relationships between faculty and students are discouraged. Faculty, clinical or didactic, who have personal or business relationships with students beyond the normal faculty role will not directly supervise these students in classroom or clinical. These faculty members will disclose outside relationships to the Program Director, who will determine whether or not to excuse them from deliberations on that student's academic progress. Faculty/student professional boundaries are expected, respected and must be maintained.

Policy 623 Graduate Nursing Student Conduct Standards

V. Clinical Student Concerns & Procedures

Professionalism and Integrity

Patient rounds, case preparation, reading, meeting attendance, and other scholarly activities must be completed outside of scheduled program hours. Students are expected to conduct themselves professionally and respectfully during class, clinical, professional meetings, and seminars. The highest standards of integrity, professionalism and ethical behavior are expected at all times. All students should be dressed neatly and appropriately when on hospital property (no shorts, sweat suits, etc.) Students are expected to follow each hospital's dress code policy.

Professional Decorum

The Student Registered Nurse Anesthetist (SRNA) is a representative of the specialty, the profession, the University, and the clinical affiliates. The maintenance of a

professional appearance and demeanor facilitates the acceptance of the profession and the individual by patients and other health professionals. It is expected that students will assume responsibility for observing the following guidelines on professional attire and demeanor. While attending classes or laboratory sessions on the University of North Dakota campus, students may express their personal choice in dress. Choices should be tasteful and neat.

While participating in any Program activity outside the University of North Dakota campus, such as the clinical sites, students should present a professional appearance. Program identification/name tags MUST be worn while on the hospital grounds and at all clinical training sites. The hospital or university issued identification badge must also be worn at all times while on those sites. All SRNAs must be clearly and continuously identified as students during clinical experiences.

Professional attire is expected whenever students are at hospital or institutional sites. This expectation applies not only during clinical experiences but also during visits such as getting the next day's assignment, studying in the hospital library, attending meetings or participating in other professional activities. Attire such as jeans with holes or tears, sweatpants, clothing with inappropriate content and flip-flops are not considered appropriate in these settings. During clinical experiences, students are expected to follow policies and procedures put forth by each clinical site. Students may not wear artificial nails or dangly or large jewelry in the operating room or while caring for patients. Students are expected to maintain a professional appearance that reflects the standards of the nurse anesthesia profession.

Student Social Media Policy (SSMP)

The College of Nursing and Professional Disciplines (CNPD) faculty recognizes the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition), CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social

media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA). See CNPD policy 200. Students should not post pictures on social media that display their name badge, student identification or hospital affiliation.

Student use of Generative Artificial Intelligence (AI)

Students are not allowed to utilize generative AI to help produce any of their academic work unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor. Any violation of this policy will be considered an act of academic dishonesty as outlined within the UND Code of Student Life. See CNPD policy 205.

Guidelines for Clinical Conduct

As the program offers new clinical challenges, the developing professional bears the responsibility of representing the profession to patients, the public, clinical preceptors, and other health care team members. The following guidelines must be observed:

- Consistently demonstrate your concern for the welfare of the patient.
- Be thoughtful and professional when obtaining the history and performing the physical exam.
- Treat patients with respect and dignity in your interactions with them and in your patient-related discussions with other professionals.
- Demonstrate your concern not only for the medical problem but also for the total patient.
- Conscientiously respect the rights of your colleagues.
- Characterize all of your professional encounters with cooperation and consideration.
- Strive to assume an appropriate and equitable share of patient care duties.
- Approach your responsibilities with dedication.
- Be truthful in all professional communications.
- When meeting multiple demands, establish patient-centered priorities to guide you in completion of such work.

- Accurate and factual documentation in both clinical affiliate patient medical records (i.e., electronic medical records) and academic records (i.e., Typhon NAST, clinical paperwork)

Failure to follow any of the above guidelines could be grounds for dismissal from the program.

Personal Electronic Device Use During Clinicals

Vigilance is critical to ensure high-quality care and patient safety during anesthetic administration and management. The use of personal electronic devices (PED) that may distract from patient care/vigilance is prohibited while in patient care areas. Examples of prohibited uses include, but are not limited to, talking on your phone, texting, accessing social media, or surfing the internet. If you need to make a phone call or read/send a text, request permission from your preceptor to leave the patient care area to take care of this. If you wish to use your PED in areas where patient care is being provided, such as accessing an anesthesia related application or calculator for patient care, be sure to inform your preceptor of what you are doing so there is no confusion. The majority of clinical sites have policies related to the use of PED's that need to be followed during your clinical rotations. If the facility has no policy, then this program policy will be followed.

Title and Identification

Role and title confusion are common problems encountered in dealing with patients (e.g., some patients identify all those wearing white coats as physicians). Students should be aware of this problem and avoid misrepresentation by politely explaining their role and position. In professional interactions with patients and others, a student should introduce himself or herself as a "Student Registered Nurse Anesthetist."

Students should use the designation, SRNA, following all notations in charts, records, and other medical forms. In all professional communications, including paging or beepers, a student should introduce him or herself as a "Student Registered Nurse Anesthetist". No student should casually accept the "page" of doctor. Students may be subject to sanctions within the Program for failure to observe any of these ethical

guidelines. Photo identification badges must be worn by students at all times while in the clinical setting.

Practice and Professional Ethics

The program expects students to adopt and observe the American Association of Nurse Anesthetists (AANA) Code of Ethics, which can be found at: [CRNA Code of Ethics](#).

Violations of this ethical conduct standard will be regarded as professional and academic misconduct and failure to meet term objectives and be subject to review as such.

Clinical Tardiness

Students are expected to report promptly for all clinical assignments. The student should arrive before the CRNA, do a machine check, set up the first case, stock the OR for the day, review the patient's chart, interview the patient, and start the IV (when possible). If unavoidably detained, the student must notify the clinical coordinator or the clinical instructor that he or she is assigned for that day. Repeated instances of tardiness subject the student to clinical removal, clinical probation, failure of course and potential dismissal from the program.

Students Responsibilities for Case Management

A student must comply with directions regarding case assignment and case management given by the clinical preceptor and/or clinical coordinator. If a student is unable or unwilling to follow directions, the case management should be immediately turned over to the CRNA preceptor. Following the incident, the situation should be discussed in detail with the clinical coordinator. If the student or instructor remains dissatisfied, the situation should be brought to the attention of the Assistant Program Director or Program Director.

Communication with Faculty

Through the North Dakota University System (NDUS), the University of North Dakota (UND/University) provides electronic mail (email) services to students, employees and affiliates of UND. Recognizing the importance of timely, efficient, and consistent communication with students, employees, affiliates, and external agencies, UND

declares email received by and sent from @UND.edu or @ndus.edu as an official means of communication. Each student, employee, and affiliate is responsible for information conveyed via the UND email assigned to them. UND email accounts are the property of the University of North Dakota.

All correspondence with faculty will be communicated via email, unless otherwise directed or communicated by the faculty member or in the case of emergencies.

Clinical/Simulation Objectives

The clinical/simulation objectives for each semester build upon the previous semester(s) in the program. Objectives for each year and semester are as follows:

Year 1, Semester 1

At the completion of the first semester, the student registered nurse anesthetist will be able to meet the following objectives through simulation and clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Pre-anesthesia assessment

- Identifies the importance of performing a thorough and accurate pre-operative assessment and patient interview.
- Identifies the important components of a thorough and accurate pre-operative assessment and patient interview.
- Demonstrates the ability to insert an intravenous line.
- Demonstrates an understanding of airway anatomy and the relationship to airway assessment and evaluation.
- Demonstrates an understanding and ability to accurately assess and evaluate airways for potential difficulty.

2. Anesthesia Plan

- Demonstrates ability to develop anesthesia plan based on laboratory values, X-rays, EKGs, consults, H&Ps, and vital signs
- Articulates an appropriate anesthesia plan A and B including reasoning for each plan

- Identifies anesthetic considerations of anesthetic drugs, interventions, and techniques during induction, maintenance, and emergence.
3. Preparation of Equipment and Drug/Pharmacology
- Completes a thorough pre-anesthesia machine and equipment check according to acceptable protocol.
 - Prepares the appropriate airway equipment necessary for management of normal and difficult airways.
 - Demonstrates the ability to operate the routine anesthesia equipment including anesthesia machine, vaporizers, EKG, O₂ analyzer, automatic BP cuff, pulse oximeter, blood warmer, nerve simulator, ventilator, BIS monitor, etc.
 - Exhibits a satisfactory knowledge of the most commonly used drugs in anesthesia, including the concentration, the average dose, absolute contraindications, and how to calculate the required dose for a particular patient

INDUCTION

1. Demonstrates the ability to mask, ventilate, intubate, and insert LMA's for Mallampati I and II airways.
2. Exhibits knowledge of patient safety during anesthesia

MAINTENANCE

1. Demonstrates an awareness of the importance of utilizing all senses in gaining a complete assessment of the patient's condition
 - Monitors BP, EKG, ETCO₂, breath sounds, and temperature routinely on each patient
2. Demonstrates novice skills of management with the following agents/techniques, utilizing preceptor for assistance.
 - Inhalation Agents
 - Balanced Anesthesia technique

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates an understanding of the process a patient undergoes during their surgical experience.
2. Demonstrates an understanding of the importance of effective communication in promoting safe, efficient and patient-center surgical care.
3. Exhibits an awareness of the responsibilities of the nurse anesthetist in the clinical setting and recognizes their role as an integral member of the operating room team.
4. Demonstrates sincere willingness to collaborate and communicate professionally with preceptors, anesthesiologists, surgeons and other members of the perioperative team.
5. Accepts constructive feedback and critiques in a professional, respectful and receptive manner, demonstrating openness to learning, self-reflection and continuous professional improvement.
6. Demonstrates ability to work effectively within the operating room environment and maintaining adaptability to changing patients, procedures and clinical demands.

Year 1, Semester 2

At the completion of the second semester, the student registered nurse anesthetist will be able to meet the following objectives through simulation:

READINESS/PREPARATION FOR CLINICAL

1. Pre-anesthesia assessment
 - Demonstrates an ability to perform a pre-operative assessment and patient interview
 - Reviews old charts if available.
 - Assigns the appropriate ASA classification
2. Anesthesia Plan
 - Recognizes the need for independent research prior to discussing the anesthetic management plan for each individual patient with the CRNA
 - Demonstrates ability to develop anesthesia plan based on laboratory values, X-rays, EKGs, consults, H&Ps, vital signs, and previous anesthetics.
 - Develops an anesthesia plan A and B including a fluid management plan for each patient.

- Recognizes the importance of this consultation and remains adaptable to changes in plans before and during administration of anesthesia

3. Preparation of Equipment and Drug/Pharmacology

- Prior to starting each case, assembles the necessary equipment and drugs to manage anesthetic procedure
- Completes a thorough pre-anesthesia machine and equipment check according to acceptable protocol
- Demonstrates the ability to operate the routine anesthesia equipment including anesthesia machine, vaporizers, EKG, O₂ analyzer, automatic BP cuff, pulse oximeter, blood warmer, nerve simulator, ventilator, BIS monitor, etc.
- Exhibits a satisfactory knowledge of the most commonly used drugs in anesthesia, including the concentration, dosing, absolute contraindications, and how to calculate the required dose for a particular patient

INDUCTION

1. Demonstrates the ability to follow the routine steps of induction with assistance in an organized and accurate manner
2. Exhibits knowledge of patient safety during anesthesia

MAINTENANCE

1. Demonstrates an awareness of the importance of utilizing all senses in gaining a complete assessment of the patient's condition
 - Monitors BP, EKG, ETCO₂, breath sounds, and temperature routinely on each patient
2. Begins to demonstrate a working knowledge of intra-anesthetic management with the following agents/techniques, utilizing preceptor for assistance.
 - Inhalation Agents
 - Balanced Anesthesia technique
 - Monitored Anesthesia care
 - Regional Anesthesia
3. Utilizes the written fluid management plan and considers urine output and blood loss

EMERGENCE

1. Performs the routine steps of emergence with appropriate assistance, demonstrating:
 - Proper sequencing of emergence activities
 - Safe extubation technique with guidance and assistance as needed
 - Safe transport of the patient to the designated post-anesthesia recovery area
2. Communicates a concise, accurate and organized handoff report to the receiving recovery area nurse, including all pertinent patient, anesthetic, surgical and postoperative information to ensure continuity of care

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates an understanding of the process a patient undergoes during their surgical experience.
2. Demonstrates an understanding of the importance of effective communication in promoting safe, efficient and patient-center surgical care.
3. Exhibits an awareness of the responsibilities of the nurse anesthetist in the clinical setting and recognizes their role as an integral member of the operating room team.
4. Demonstrates sincere willingness to collaborate and communicate professionally with preceptors, anesthesiologists, surgeons and other members of the perioperative team.
5. Accepts constructive feedback and critiques in a professional, respectful and receptive manner, demonstrating openness to learning, self-reflection and continuous professional improvement.
6. Demonstrates ability to work effectively within the operating room environment and maintaining adaptability to changing patients, procedures and clinical demands.

Year 1, Semester 3

At the completion of the third semester, the student registered nurse anesthetist will be able to meet the following objectives through simulation and clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Makes a pre-anesthesia visit on each assigned case
 - Evaluates each patient through a comprehensive assessment that includes a patient interview, review of patient history, physical examination, psychological assessment, consideration of culture, review of current chart, and previous medical records
 - Evaluates laboratory results, EKG's, CXR's, and medical consultations, recognizing pertinent abnormalities that may impact perioperative risk and anesthetic management
 - Obtains informed consent, if required by the institution's protocol
 - Determines the appropriate ASA classification
 - Records a pre-anesthetic note on care plan
 - Discusses care plan with preceptor and orders appropriate pre-anesthetic medications
2. Utilizing pre-anesthetic assessment, prepares an anesthesia plan for each patient, including choice of anesthetic and technique, fluid requirements and type of airway management
3. Formulates an anesthetic plan based on didactic knowledge and independent research, correlating theory to clinical practice
 - Researches the information obtained during pre-anesthetic assessment, and the anesthetic considerations of the proposed surgical procedure
 - Develops an alternative plan
 - Considers the position of the patient and the anesthetist during anesthetic management
4. Discusses plan with preceptor in an organized and knowledgeable fashion
5. Assembles routine and special equipment and appropriate drugs prior to starting each anesthetic
 - Cart is clean, organized and stocked
 - Has suction available and functioning for each anesthetic
6. Checks all equipment for proper function and is familiar with its use

7. Exhibits a knowledge of commonly used drugs in anesthesia

INDUCTION

1. Prepares the patient for induction with minimal assistance
 - Positions the patients on the operating room table
 - Applies appropriate monitors and assesses, interprets and communicates relevant patient data to guide anesthetic management
2. Performs or assists in placement of regional anesthetic utilizing appropriate sterile technique
3. Follows the routine steps of inductions with assistance from preceptor
4. Initiates an organized, time efficient, and accurate induction
5. Determines the proper time for intubation
6. Positions patients for optimum safety and surgical accessibility

MAINTENANCE

1. Monitors the BP, pulse, EKG, respiratory rate, breath sounds, ETCO₂, temperature and general appearance of each patient, utilizing all senses to gain a complete assessment of the patient's condition
 - Monitors systolic, diastolic, pulse pressure, and mean pressure
 - Monitors the rate, quality and rhythm of the pulse utilizing precordial or esophageal stethoscopes
 - Monitors and interprets EKG rhythms
 - Monitors the ETCO₂ pattern and value
 - Monitors the temperature by the appropriate method (oral, nasal, rectal axillary or skin)
 - When utilized, monitors the bispectral index (BIS) and understands its application to the anesthetic process
2. Remains vigilant in the delivery of patient care
3. Recognizes changes in the monitored parameters

4. Correlates the information obtained through monitoring to the depth of anesthesia, the surgical procedure, the effects of the various anesthetic agents the principles of physiology, and pathophysiology
5. Calculates the fluid requirements based on a sound didactic knowledge of fluid replacement therapy, for the surgical patient
 - Monitors urine output and correlates it with the amount of fluid infused, state of hydration and type of surgery to maintain fluid and electrolyte balance
 - Monitors blood loss and recognizes the need for replacement when indicated, and collaborates with the surgical team
6. Tailors replacement therapy to the individual patient
7. Maintains an appropriate level of anesthesia for general, regional or monitored anesthesia care utilizing inhalational agents, narcotics, local anesthetic, muscle relaxants, and accessory anesthetic agents, alone or in combination
 - Correlates degree of neuromuscular block with twitch, tetanus, fade and post-tetanic facilitation
8. Recognizes significant events during intra operative management and discusses these with instructor
9. Provides an accurate chart for the patient's record
10. Completes the total anesthetic record by the end of the case
 - Emphasizes legibility, accuracy and completeness in charting

EMERGENCY

1. Follows the routine steps of emergence in the appropriate sequence
 - Times emergence to correlate with the completion of the surgical procedures
2. Assesses the level of consciousness and respiratory adequacy
3. Administers neuromuscular and narcotic reversal drugs
4. Extubates with proper technique
5. Recognizes and initiates treatment of emergence complications
6. Determines proper and safe time for transport of patient to the designated recovery area (i.e., PACU, SDS)
7. Gives accurate and concise report to the designated recovery area nurse

8. Conducts a post-anesthesia visit on patients
 - Notes the post-anesthesia course in the chart including anesthetic complications not evident at the termination of the anesthetic
 - Communicates the progress of the patient to the CRNA and/or MDA for follow up if necessary

COMMUNICATION AND PROFESSIONALISM

1. Functions effectively as a member of the surgical team
 - Communicates professionally and effectively with preceptors, physicians, members of the perioperative team, faculty and patients
 - Displays appropriate confidence level, while recognizing limitations and seeking assistance when needed
2. Prioritizes the patient's comfort, safety, dignity and emotional well-being throughout the perioperative experience
3. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that abandon or minimize vigilance such as texting, reading, emailing, or other activities not related to patient care
4. Provides an accurate, organized verbal report to the preceptor
 - Asks appropriate questions
 - Seeks guidance and assistance as needed
5. Cooperates and accepts constructive critiques with a positive, receptive and professional attitude, demonstrating a commitment to continuous improvement and openness to new approaches and techniques
6. Can adapt to changes in routines and functions effectively under stress
7. Makes decisions based on current evidence, theoretical knowledge and clinical experience
8. Demonstrates a professional commitment by good attendance, punctuality, preparedness and accountability for assigned responsibilities

Year 2, Semester 4

At the completion of the fourth semester, the student registered nurse anesthetist will be able to meet the following objectives through simulation and clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Perform a pertinent health history, thorough chart review, and a physical examination during the pre-anesthetic visit
2. Reviews the information obtained and confers with preceptor
3. Develops an individualized anesthetic plan based on the pre-anesthesia assessment and the type of surgical procedure
 - Identifies patient and procedure specific factors relevant to anesthetic management
 - Applies theoretical knowledge to the development of the anesthetic plan
 - Considers risks, benefits and appropriateness of regional anesthesia
4. Chooses an appropriate anesthetic technique and agent for the individual patient based on theoretical knowledge of anesthesia and knowledge of the particular surgical procedure
5. Applies a theoretical knowledge of the various types of intubations in determining the appropriate techniques for the individual patient
6. Demonstrates a beginning skill in managing increasingly complex cases and is aware of the specific needs of each type of case
7. Begins to identify potential problems and hazards for a particular case
8. Develops a plan for emergence and post anesthesia management of the individual patient
9. Selects the appropriate equipment and is familiar with its use
 - Organizes the cart and equipment set-up
 - Checks the equipment for proper functioning
10. Prepares the necessary anesthetic and accessory drugs
 - Exhibits a working knowledge of all the common anesthetic agents

INDUCTION

1. Organizes the induction of anesthesia and initiates a smooth anesthesia with speed, accuracy and minimal assistance on ASA I and II patients

- a) Recognizes the relative priorities for the various aspects of induction
 - b) Asks for assistance during induction if indicated
- 2. Individualize drug dosages in accordance with patient requirements
- 3. Assists with placement of arterial catheter for continuous blood pressure monitoring
- 4. Demonstrates the ability to safely place regional anesthetic with assistance from clinical instructor

MAINTENANCE

- 1. Provides an appropriate level of anesthesia throughout the procedure
- 2. Remains vigilant in the delivery of patient care
- 3. Skillfully monitors routine parameters of the patient requirements
- 4. Utilizes various types of anesthetic agents
 - a) Recognizes and responds to the physiological effects of anesthesia
 - b) Recognizes and responds quickly to adverse patient responses to anesthesia
- 5. Seeks assistance when indicated
- 6. Determines when accessory drugs are indicated and employs these agents based on theoretical knowledge
- 7. Applies a knowledge of drug interactions in utilizing drug combinations
- 8. Demonstrates an understanding of fluid and electrolyte management in anesthesia based on the needs of the individual patients
 - a) Calculates fluid replacement and correlates IV's, UO, and blood loss
 - b) Alters fluid management plan to correspond with individualized patient requirements and surgical events
- 9. Demonstrates an understanding of charting principles by accurate and complete documentation on the anesthetic record
- 10. Handles maintenance of ASA I and II patients with little assistance

EMERGENCE

- 1. Utilizes appropriate sequence and timing of emergence to correspond with completion of the surgical procedure

2. Accurately assesses the level of consciousness or level of sensory block based on response to verbal and painful stimuli
3. Accurately assess respiratory adequacy based on respiratory rate, tidal volume, chest movement and the effects of the anesthetic agents
4. Recognizes and treats emergence complications
5. Safely transports patients to the designated recovery area (i.e., PACU, SDS)
6. Assesses patient's needs in the designated recovery area including mechanical ventilation, respiratory adequacy, need for pain medication and laboratory tests
7. Makes a post-anesthesia evaluation on each patient and completes accurate documentation.
 - a) Recognizes and reports post-anesthesia complications appropriately

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates the ability to function effectively as a team member by displaying a mature and professional attitude, effective communication skills, appropriate confidence and sincere willingness to cooperate and accept instruction
2. Recognizes capabilities and limitations and asks for assistance appropriately to ensure safe and effective patient care
3. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that could compromise patient safety or distract from clinical responsibilities, such as texting, reading, emailing, or other nonessential activities
4. Makes appropriate decisions that are based on sound anesthetic principles and patient specific considerations
5. Works effectively under stress and maintains professionalism, composure and patient focus during challenging or rapidly changing clinical situations
6. Demonstrates a professional commitment by good attendance, punctuality, preparedness and accountability

Year 2, Semester 5

At the completion of the fifth semester, the student registered nurse anesthetist will be able to meet the following objectives through clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Performs a pertinent health history, completes a thorough chart review, and a relevant physical examination during the pre-anesthetic visit
2. Reviews the information obtained and confers with preceptor
3. Develops an anesthetic plan taking into consideration the pre-anesthetic findings and the type of surgical procedure
 - a) Identifies patient and procedure specific factors relevant to anesthetic management
 - b) Applies theoretical knowledge to the development of the anesthetic plan
4. Chooses an appropriate anesthetic agent for the individual patient based on theoretical knowledge of anesthesia and knowledge of the particular surgical procedure.
5. Applies a theoretical knowledge of the various types of intubations in determining the appropriate techniques for the individual patient
6. Demonstrates the ability to manage increasingly complex cases and is aware of the specific needs of each type of case
7. Identifies potential problems and hazards for a particular patient/case
8. Develops a plan for emergence and post anesthesia management of the individual patient and follows through with that plan in an organized and smooth method
9. Selects the appropriate equipment and is familiar with its use
 - a) Organizes the cart and equipment set-up
 - b) Checks the equipment for proper functioning
10. Prepares the necessary anesthetic and accessory drugs
 - a) Exhibits a working knowledge of all the common anesthetic agents

INDUCTION

1. Organizes the induction of anesthesia and initiates a smooth anesthesia with speed, accuracy and minimal assistance on ASA I, II, and III routine and emergent patients
 - a) Recognizes the relative priorities for the various aspects of induction

- b) Requires little or no assistance during induction though seeks it as necessary
- 2. Individualized drug dosages in accordance with patient requirements
- 3. Places intra-arterial monitoring lines with minimal assistance
- 4. Places CVP lines with assistance from preceptor

MAINTENANCE

- 1. Provides an appropriate level of anesthesia throughout the procedure
- 2. Remains vigilant in the delivery of patient care
- 3. Skillfully monitors routine parameters of the patient requirements
- 4. Monitors and understands ABP and CVP monitoring as it relates to surgical case type and patient ASA status and underlying pre-existing conditions
- 5. Utilizes various types of anesthetic agents
- 6. Recognizes and responds to the physiological effects of anesthesia
 - a) Recognizes and responds quickly to adverse patient responses to anesthesia
 - b) Seeks assistance when needed
- 7. Determines when accessory drugs are indicated and employ these agents based on theoretical knowledge
- 8. Applies a knowledge of drug interactions in utilizing drug combinations
- 9. Demonstrates an understanding of charting principles by accurate and complete documentation on the anesthetic record
- 10. Demonstrates an understanding of fluid and electrolyte management in anesthesia based on the needs of the individual patients
 - a) Calculates fluid replacement and correlates IV's, UO, and blood loss
 - b) Alters fluid management plan to correspond with individualized patient

EMERGENCE

- 1. Utilizes appropriate sequence and timing of emergence to correspond with completion of the surgical procedure
- 2. Accurately assesses the level of consciousness or level of sensory block based on response to verbal and painful stimuli
- 3. Accurately assess respiratory adequacy based on respiratory rate, tidal volume, chest movement and the effects of the anesthetic agents

4. Recognizes and treats emergence complications
5. Safely transports patients to the designated recovery area
6. Assesses patient's needs in the designated recovery area including mechanical ventilation, respiratory adequacy, need for pain medication and laboratory tests
7. Makes a post-anesthesia evaluation on each patient and completes accurate documentation
 - a) Recognizes and reports post-anesthesia complications appropriately

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates increasing professional and personal accountability, intra and inter-professional collaboration, patient advocacy and effective written and oral communication skills
2. Demonstrates appropriate confidence and sincere willingness to cooperate and accept instruction
3. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that could compromise patient safety or distract from clinical responsibilities, such as texting, reading, emailing, or other nonessential activities
4. Recognizes capabilities and limitations and asks for assistance appropriately
5. Makes appropriate decisions that are based on sound anesthetic principles
6. Works effectively under stress and maintains composure, professionalism, adaptability and patient focus during challenging or rapidly changing situations
7. Demonstrates a professional commitment by good attendance, punctuality, preparedness, accountability and active engagement in clinical and educational responsibilities

Year 2, Semester 6

At the completion of the sixth semester, the student registered nurse anesthetist will be able to meet the following objectives through clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Performs a complete and pertinent health history, thorough chart review, and a relevant physical examination during the pre-anesthetic visit
2. Analyzes the information obtained and confers with preceptor
3. Develops an individualized anesthetic plan based on the pre-anesthesia assessment and the type of surgical procedure
 - a) Identifies patient and procedure specific factors relevant to anesthetic management
 - b) Applies theoretical knowledge to the development of the plan
4. Chooses an appropriate anesthetic agent for the individual patient based on theoretical knowledge of anesthesia and knowledge of the particular surgical procedure
5. Applies a theoretical knowledge of the various types of intubations in determining the appropriate techniques for the individual patient
6. Demonstrates an ability to manage increasingly complex cases and is aware of the specific needs of each type of case and anticipating the perioperative needs, potential complications and required interventions
7. Develops a plan for emergence and post anesthesia management of the individual patient and follows through with that plan in an organized and smooth method
8. Selects the appropriate equipment and is familiar with its use
 - a) Organizes the cart and equipment set-up
 - b) Checks the equipment for proper functioning
9. Prepares the necessary anesthetic and accessory drugs
 - a) Exhibits a working knowledge of all the common anesthetic agents

INDUCTION

1. Organizes the induction of anesthesia and initiates a smooth anesthesia with speed, accuracy and minimal assistance on ASA I, II, III, and IV patients and with special emphasis on the patient undergoing cardiac surgery
2. Recognizes the relative priorities for the various aspects of induction
3. Requires little or no assistance during induction or placement of regional block

4. Individualized drug dosages in accordance with patient requirements
5. Places intra-arterial lines with minimal assistance
6. Places CVP catheters with assistance from clinical instructor

MAINTENANCE

1. Provides an appropriate level of anesthesia throughout the procedure
2. Remains vigilant in the delivery of patient care
3. Skillfully monitors routine parameters of the patient's requirements
4. Monitors and understands ABP, CVP, PA, LVEDP, and other invasive monitoring techniques, particularly as they relate to the cardiac patient
5. Utilizes various types of anesthetic agents
6. Recognizes and responds to the physiological effects of anesthesia
 - a) Recognizes and responds quickly to adverse patient responses to anesthesia
 - b) Seeks assistance when indicated
7. Determines when accessory drugs are indicated and employ these agents based on theoretical knowledge
8. Applies a knowledge of drug interactions in utilizing drug combinations
9. Demonstrates an understanding of fluid and electrolyte management in anesthesia based on the needs of the individual patients
 - a) Calculates fluid replacement and correlates IV's, UO, and blood loss
 - b) Alters fluid management plan to correspond with individualized patient requirements and surgical events
10. Demonstrates an understanding of charting principles by accurate and complete documentation on the anesthetic record
11. Handles maintenance of ASA I, II, III, and IV patients for routine and emergent cases with little assistance

EMERGENCY

1. Utilizes appropriate sequence and timing of emergence to correspond to completion of the surgical procedure

2. Accurately assesses the level of consciousness based on response to verbal and painful stimuli
3. Accurately assess respiratory adequacy based on respiratory rate, tidal volume, chest movement and the effects of the anesthetic agents
4. Recognizes and treats emergence complications
5. Safely transports patients to the designated recovery area (i.e., PACU, SDS, critical care unit)
6. Assesses patient needs in the designated recovery area including mechanical ventilation, respiratory adequacy, need for pain medication and laboratory tests
7. Makes a post-anesthesia evaluation on each patient and completes accurate documentation.
 - a) Recognizes and reports post-anesthesia complications appropriately

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates increasing professional and personal accountability, effective intra and inter-professional collaboration, patient advocacy and effective written and oral communication skills
2. Demonstrates appropriate confidence, professionalism and sincere willingness to cooperate and accept instruction
3. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that could compromise patient safety or distract from clinical responsibilities, such as texting, reading, emailing, or other nonessential activities
4. Recognizes capabilities and limitations and asks for assistance appropriately to ensure safe and effective patient care
5. Makes appropriate decisions that are based on sound anesthetic principles and patient specific considerations
6. Works effectively under stress and maintains composure, professionalism, adaptability and patient focus during challenging or rapidly changing clinical situations
7. Demonstrate a commitment to teaching, mentoring and sharing knowledge with others where appropriate

8. Demonstrates a professional commitment by good attendance, punctuality, preparedness, accountability and active engagement in clinical and educational responsibilities

Year 3, Semester 7

At the completion of the seventh semester, the student registered nurse anesthetist will be able to meet the following objectives through clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Performs a complete and pertinent health history, thorough chart review, and a relevant physical examination during the pre-anesthetic visit
2. Reviews the information obtained and confers with preceptor
3. Develops an individualized anesthetic plan taking into consideration the pre-anesthesia finding and the type of surgical procedure
 - a) Identifies patient and procedure specific factors important to anesthetic management
 - b) Applies theoretical knowledge to the development of the anesthetic plan
4. Chooses an appropriate anesthetic agent for the individual patient based on theoretical knowledge of anesthesia and knowledge of the particular surgical procedure
5. Applies a theoretical knowledge of airway assessment and management in determining the appropriate intubation techniques for the individual patient
6. Demonstrates an ability to manage increasingly complex cases and is aware of the specific needs of each patient and procedure
7. Identifies potential patient and procedure risks, complications and develops appropriate strategies to prevent or manage them
8. Develops a plan for emergence and post anesthesia management of the individual patient and follows through with that plan in an organized and smooth method
9. Selects the appropriate equipment and is familiar with its use

- a) Organizes the cart and equipment set-up
 - b) Checks the equipment for proper functioning
10. Prepares the necessary anesthetic and accessory drugs
- a) Exhibits a working knowledge of all the common anesthetic agents

INDUCTION

1. Organizes the induction of anesthesia and initiates a smooth anesthesia with speed, accuracy and minimal assistance on ASA I, II, III, and IV patients and with special emphasis on the patient undergoing cardiac surgery
 - a) Recognizes the relative priorities for the various aspects of induction
 - b) Requires little or no assistance during induction or placement of regional block
2. Individualized drug dosages in accordance with patient requirements
3. Places intra-arterial lines with minimal assistance
4. Places CVP catheters with assistance from preceptor

MAINTENANCE

1. Provides an appropriate level of anesthesia throughout the procedure
2. Remains vigilant in the delivery of patient care
3. Skillfully monitors routine parameters of the patient requirements
4. Monitors and understands ABP, CVP, PA, LVEDP, and other invasive monitoring techniques, particularly as they relate to the cardiac patient
5. Utilizes various types of anesthetic agents
6. Recognizes and responds to the physiological effects of anesthesia
 - a) Recognizes and responds quickly to adverse patient responses to anesthesia
 - b) Seeks assistance when indicated
7. Determines when accessory drugs are indicated and employ these agents based on theoretical knowledge
8. Applies a knowledge of drug interactions in utilizing drug combinations
9. Demonstrates an understanding of fluid and electrolyte management in anesthesia based on the needs of the individual patients
 - a) Calculates fluid replacement and correlates IV's UO, and blood loss

- b) Alters fluid management plan to correspond with individualized patient requirements and surgical events
- 10. Demonstrates an understanding of charting principles by accurate and complete documentation on the anesthetic record
- 11. Handles maintenance of ASA I, II, III, and IV patients for routine and emergent cases with little assistance

EMERGENCY

- 1. Utilizes appropriate sequence and timing of emergence to correspond to completion of the surgical procedure
- 2. Accurately assesses the level of consciousness based on response to verbal and painful stimuli
- 3. Accurately assess respiratory adequacy based on respiratory rate, tidal volume, chest movement and the effects of the anesthetic agents
- 4. Recognizes and treats emergence complications
- 5. Safely transports patients to the designated recovery area
- 6. Assesses patient needs in the designated recovery area including mechanical ventilation, respiratory adequacy, need for pain medication and laboratory tests
- 7. Makes a post-anesthesia evaluation on each patient and completes accurate documentation.
 - a) Recognizes and reports post-anesthesia complications appropriately

COMMUNICATION AND PROFESSIONALISM

- 1. Demonstrates increasing professional and personal accountability, effective intra and inter-professional collaboration, patient advocacy and effective written and oral communication skills
- 2. Demonstrates appropriate confidence and professionalism, and a sincere willingness to cooperate and accept instruction
- 3. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that may compromise patient safety or distract from clinical responsibilities, such as texting, reading, emailing, or other nonessential activities

4. Recognizes capabilities and limitations and asks for assistance appropriately
5. Makes appropriate decisions that are based on sound anesthetic principles and patient and procedure specific considerations
6. Works effectively under stress, and maintains composure, professionalism, adaptability and patient focus during challenging or rapidly changing clinical situations
7. Demonstrate a commitment to teaching, mentoring and sharing knowledge with others where appropriate
8. Demonstrates a professional commitment by good attendance, punctuality, preparedness, accountability and active engagement in clinical and educational responsibilities

Year 3, Semester 8

At the completion of the eighth semester, the student registered nurse anesthetist will be able to meet the following objectives through clinical experiences:

READINESS/PREPARATION FOR CLINICAL

1. Performs a complete and pertinent health history, thorough chart review, and a relevant physical examination during the pre-anesthetic visit
2. Reviews the information obtained and confers with preceptor
3. Develops an individualized anesthetic plan based on the pre-anesthesia assessment and the type of surgical procedure
 - a) Identifies patient and procedure specific factors relevant to anesthetic management
 - b) Applies theoretical knowledge to the development of the anesthetic plan
4. Chooses an appropriate anesthetic agent for the individual patient based on theoretical knowledge of anesthesia and knowledge of the particular surgical procedure

5. Applies a theoretical knowledge of the airway assessment and management in determining the appropriate intubation techniques and airway approach for the individual patient
6. Demonstrates increasing autonomy, skill, and efficiency in the perioperative management of patients receiving all types of anesthesia
7. Identifies potential patient and procedure related risks, complications and develop appropriate strategies to prevent or manage them.
8. Develops a plan for emergence and post anesthesia management of the individual patient and follows through with that plan in an organized and smooth method
9. Selects the appropriate equipment and is familiar with its use
 - a) Organizes the cart and equipment set-up
 - b) Checks the equipment for proper functioning
10. Prepares the necessary anesthetic and accessory drugs
 - a) Exhibits a working knowledge of all the common anesthetic agents

INDUCTION

1. Organizes the induction of anesthesia and initiates a smooth anesthesia with speed, accuracy and minimal assistance on ASA I, II, III, and IV patients and with special emphasis on the patient undergoing cardiac surgery
 - a) Recognizes the relative priorities for the various aspects of induction
 - b) Requires little or no assistance during induction or placement of regional block
2. Individualized drug dosages in accordance with patient requirements
3. Places intra-arterial lines with minimal assistance
4. Places CVP catheters with assistance from preceptor

MAINTENANCE

1. Provides an appropriate level of anesthesia throughout the procedure
2. Remains vigilant in the delivery of patient care
3. Skillfully monitors routine parameters of the patient requirements

4. Monitors and understands ABP, CVP, PA, LVEDP, and other invasive monitoring techniques, particularly as they relate to the cardiac patient
5. Utilizes various types of anesthetic agents
6. Recognizes and responds to the physiological effects of anesthesia
 - a) Recognizes and responds quickly to adverse patient responses to anesthesia
 - b) Seeks assistance when indicated
7. Determines when accessory drugs are indicated and employ these agents based on theoretical knowledge
8. Applies a knowledge of drug interactions in utilizing drug combinations
9. Demonstrates an understanding of fluid and electrolyte management in anesthesia based on the needs of the individual patients
 - a) Calculates fluid replacement and correlates IV's, UO, and blood loss
 - b) Alters fluid management plan to correspond with individualized patient requirements and surgical events
10. Demonstrates an understanding of charting principles by accurate and complete documentation on the anesthetic record
11. Manages maintenance of ASA I, II, III, and IV patients for routine and emergent cases with little assistance

EMERGENCE

1. Utilizes appropriate sequence and timing of emergence to correspond to completion of the surgical procedure
2. Accurately assesses the level of consciousness based on response to verbal and painful stimuli
3. Accurately assess respiratory adequacy based on respiratory rate, tidal volume, chest movement and the effects of the anesthetic agents
4. Recognizes and treats emergence complications
5. Safely transports patients to the designated recovery area. Assesses patient needs in the designated recovery area including mechanical ventilation, respiratory adequacy, need for pain medication and laboratory tests

6. Completes a post-anesthesia evaluation on each patient and completes accurate documentation
 - a) Recognizes and reports post-anesthesia complications appropriately

COMMUNICATION AND PROFESSIONALISM

1. Demonstrates increasing professional and personal accountability, intra and inter-professional collaboration, patient advocacy and effective written and oral communication skills.
2. Demonstrates appropriate confidence and professionalism and a sincere willingness to cooperate and accept instruction
3. Recognizes capabilities and limitations and asks for assistance appropriately
4. Maintains continuous vigilance while providing patient care and refrains from engaging in extraneous activities that may compromise patient safety or distract from clinical responsibilities, such as texting, reading, emailing, or other nonessential activities
5. Makes appropriate decisions that are based on sound anesthetic principles and patient specific considerations
6. Works effectively under stress and maintains composure, professionalism, adaptability and patient focus during challenging or rapidly changing clinical situations
7. Demonstrate a commitment to teaching, mentoring and sharing knowledge with others where appropriate
8. Demonstrates a professional commitment by good attendance, punctuality, preparedness, accountability and active engagement in clinical and educational responsibilities

Year 3, Semester 9

At the completion of the final semester of clinical experience, the student registered nurse anesthetist will be able to meet the following objectives of the program through clinical experiences:

1. Formulate an individualized, physiologically sound, evidence based and culturally competent anesthesia plan of care for patients from diverse populations across the lifespan, while taking into account the surgical procedures and comorbid conditions.
2. Implement a formulated anesthesia plan of care in a safe, efficient and cost-effective manner to ensure the best possible patient outcome.
3. Analyze physiologic responses to the anesthetic and implement scientifically sound interventions.
4. Evaluate nurse anesthesia care to positively impact patient outcomes, reduce complications, and improve the safety and quality of nurse anesthesia care.
5. Demonstrate the highest legal, ethical, and practice standards for nurse anesthesia while accepting responsibility and accountability for one's own actions as a healthcare professional.
6. Demonstrate personal and professional excellence by working to advance the profession of nurse anesthesia and recognizing the importance of remaining a life-long learner.

Simulation Deficiencies

The student registered nurse anesthetist must meet specific simulation objectives to progress in the program. These objectives are outlined in the syllabi of courses with a simulation component. Failure to meet or consistently achieve any of the simulation objectives could result in the following: not being able to attend clinicals as scheduled, Clinical Non-Progression and/or an unsatisfactory grade for the corresponding course. Please refer to UND CNPD Graduate Student Progression Policy #606 and the course syllabi.

Clinical Deficiencies

Clinical faculty may suggest/request that a student receives a clinical performance evaluation at any time if they feel it is indicated. If a student is experiencing difficulty, he/she should be observed by the clinical coordinator and selected preceptors to evaluate the student's performance individually and make recommendations to the

clinical coordinator. Early identification of concerns (deficiencies) is important, as is immediate attention to developing strategies to confront such matters. Corrective processes, including appropriate documentation, are initiated whenever necessary, and students are afforded adequate time to correct identified deficiencies

The Assistant Program Director and/or Program Director are informed of and involved in this process. They work in collaboration with the clinical coordinator and CRNA faculty to identify and articulate perceived problems and participate during meetings with the student to formulate a Student Performance Plan.

Please refer to UND CNPD Graduate Student Progression Policy #606 and the course syllabi.

Student Performance Plan

The Student Performance Plan (SPP) includes the development of objectives and strategies to accomplish specific goals and establish a time frame for resolving deficiencies. Clinical preceptors will be asked to complete daily formative evaluations, including specific notes regarding performance on each case. As established at the onset of the process, specific areas of concern should be indicated in these records. Daily records will be thorough, accurate, and concise so that counseling of the student is clear. The clinical coordinator and program faculty will meet with the student at the predetermined intervals providing feedback and counsel. The student will also be responsible for completing self-evaluations as requested by the Assistant Program Director. SPPs may be started at any point in a semester and at the discretion of the Program Director or Assistant Program Director, may be carried over to subsequent semesters.

Clinical Non-Progression & Clinical Probation

Failure to meet or consistently achieve any clinical objectives will be considered *Clinical Non-Progression* and could result in an unsatisfactory grade for the corresponding

course. At the discretion of the Program Director, a student who receives an Unsatisfactory grade may:

1. Placed on probation and a probationary contract will be implemented (*See Nursing Policy 603 and Procedure 603A*)
2. Repeat the course in the next academic term the course is offered.

Note: The decision to allow a student to repeat a portion of the curriculum is conditional. The ultimate decision lies with the Graduate Chair and is dependent on the availability of resources.

Recommendation for Graduate Student Dismissal (*See Nursing Policy 606 and Procedure 606A*)

Clinical Removal Policy

A student exhibiting behaviors in the clinical setting which are deemed by the responsible clinical faculty member or clinical coordinator/designee to be unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others shall be immediately removed from the clinical site.

After removal from the clinical setting, a meeting with the clinical coordinator/designee and program administration is scheduled. The student will not be allowed to continue clinical rotations or have patient contact until the student, clinical coordinator, and faculty meet. A professional decision is made regarding whether the student's behavior is such that the student should be permanently removed from any patient contact and/or the clinical site permanently. Such removal will result in immediate failure of the clinical course and/or dismissal from the program.

Following the meeting, a program faculty member will place all appropriate documentation in the student's academic file (under clinical evaluations). The Program Director will inform the Graduate Nursing Chair, Manager of the Office of Student Services, Associate Dean, and the Dean of the removal.

An agency has the right to request program administration remove the student from the clinical agency because of performance, which is deemed unprofessional or unsafe to

the mental, emotional, or physical welfare of patients, staff, self, or others. In addition, the agency may independently decide to remove the student from patient contact and will notify the program administration. The aforementioned situation may result in the student being dismissed from the program.

Program Dismissal

Immediate dismissal from the Nurse Anesthesia program may occur for the following reasons:

- Unethical or unprofessional conduct or actions
- Behaviors or actions that threaten patient safety and well-being
- Violation of professional and ethical standards
- Cheating or Plagiarism
- Any violation of the substance abuse policy; reporting for duty under the influence of any substance which impairs the student's ability to perform his/her clinical tasks
- Violation of policies, rules and regulations of the hospital or anesthesia department to which the student is assigned for clinical practice
- Fraudulent documentation or falsification of documents including but not limited to medical records and/or academic records (i.e., Typhon- case records, clinical time, clinical case type, procedures, etc.)
- Unexplained or unexcused absences or tardiness.
- Temporary or permanent removal from the clinical site as determined by faculty members or the clinical site and/or designee.

In addition to the above mentioned, dismissal is also determined by *Department of Nursing Procedure #606a*. Department of Nursing policies regarding program dismissal will be followed.

Clinical Affiliations

Students rotate to various hospitals throughout the program. Affiliations are designed to provide a variety of clinical experiences and to increase the breadth and depth of the clinical learning experience. Clinical affiliates include:

- Abbott Northwestern Hospital, Minneapolis, MN
- Altru Health System, Grand Forks, ND
- Altru Specialty Center, Grand Forks, ND
- Aspirus St. Luke's Hospital, Duluth, MN
- Astera Health, Wadena, MN
- Avera St. Luke's Hospital, Aberdeen, SD
- Avera McKennan Hospital, Sioux Falls, SD
- Brainerd Lakes Surgical Center, Brainerd, MN
- Center for Special Surgery – Fargo, ND
- CHI St. Alexius Health Williston Medical Center, Williston, ND
- CHI St. Francis Health Care Campus, Breckenridge, MN
- Cuyana Regional Medical Center, Crosby MN
- Essentia Health West, Fargo, ND
- Essentia Health – St. Mary's Regional Medical Center, Detroit Lakes, MN
- Essentia Health/St. Mary's Medical Center, Duluth, MN
- Essentia Health – St. Joseph's Medical Center, Brainerd, MN
- Grand Itasca Hospital, Grand Rapids, MN
- Jamestown Regional Medical Center, Jamestown, ND
- Lakewalk Surgery Center – Duluth, MN
- Mercy Hospital – Coon Rapids, MN
- New Ulm Medical Center, New Ulm, MN
- RiverView Hospital, Crookston, MN
- Sanford Bemidji Medical Center, Bemidji, MN
- Sanford Medical Center Bismarck, Bismarck, ND
- Sanford Medical Center Broadway, Fargo, ND
- Sanford Medical Center West, Fargo, ND
- Sanford Orthopedic Special Surgery, Fargo, ND
- Sanford Medical Center, Sioux Falls, SD
- Sanford Thief River Falls Medical Center, Thief River Falls, MN

- Sidney Health Center, Sidney , MT
- Trinity Health, Minot, ND
- Veteran's Administration Medical Center – Fargo, ND

Clinical Supervision of Students

The College and University maintain written agreements with all clinical agencies regarding scheduling students to obtain clinical experience. These contracts are reviewed on a regular basis, their currency being the responsibility of the Dean of the College of Nursing and Professional Disciplines. In the clinical environment, students are supervised, mentored, and directed by individuals as established in the agency agreement. Individuals that may be utilized to meet the program's educational objectives may include anesthesiologists, certified registered nurse anesthetists, and other credentialed professionals.

While practicing in anesthetizing areas, clinical supervision of SRNAs is restricted to CRNA's and/or anesthesiologists with institutional staff privileges who are immediately available in all clinical areas. Graduate Registered Nurse Anesthetists (GRNA's) who are not yet certified and physician residents may participate in the training of Nurse Anesthesia Students, but those individuals **may not** supervise a SRNA.

The clinical supervision ratio of students to instructors is 1:1 at all clinical sites affiliated with the UND Nurse Anesthesia Program. A CRNA clinical coordinator is assigned at each clinical affiliation to serve as the primary student contact person and student resource. A *UND Clinical Preceptor Handbook* is provided to each clinical affiliate site's clinical coordinator. Clinical coordinators have several responsibilities, which include but are not limited to:

- Serve as a liaison between the affiliate site and the UND Nurse Anesthesia Program
- Convey suggestions from their clinical site for program improvement or enrichment to the UND Nurse Anesthesia Program
- Participate as a member of the Admissions & Nurse Anesthesia Admissions Sub-Committee

- Provide on-going communication, guidelines, and feedback to students assigned to clinical sites
- Serve on the Nurse Anesthesia Program Advisory Committee
- Provide/assist in case assignments to students
- Monitor student professionalism, attendance, and clinical performance
- Inform program faculty of any student performance that is below average, unsatisfactory, or unprofessional

Function as second-line problem resolution if dispute arises between student and clinical faculty.

Student Supervision Outside Anesthetizing Areas

Students may participate in educational activities outside the anesthetizing environment that supports the development of comprehensive anesthesia practice skills. These activities may include, but are not limited to: preoperative patient assessments, postoperative rounds and follow-up evaluations, vascular access procedures, such as IV starts, central lines and arterial line placement, pain management services, airway management assistance, emergency response and resuscitative services. Students working in non-anesthetizing areas may be supervised by credentialed experts who are authorized by their institution to assume responsibility for the SRNA. Students responding to cardiac or respiratory arrests are required to do so under the direct supervision of a credentialed expert who is physically present. Individual clinical affiliate policies/procedures will dictate appropriate supervision of students for other activities, such as IV starts, etc.

Clinical Site Review

To ensure high quality clinical experiences for students, annual visits by Program faculty, Assistant Program Director and/or Program Director will be made to evaluate clinical sites. Evaluation tools will be utilized, and results shared with the site clinical coordinator. Documentation of these visits will be maintained electronically in the Nurse Anesthesia Program folder on Microsoft Teams folder.

Clinical Assignments & Rotations

Students gain clinical anesthesia experience across a diverse range of settings, including surgical, obstetrical, radiological, and outpatient services. During the first year, semester three and four, students participate in approximately four days of clinical experience at one clinical facility.

During the second and third years of the program, the student will rotate through a minimum of three and typically not more than six clinical sites to obtain the clinical experiences necessary to achieve program outcomes and graduation requirements. Individual clinical rotations are determined by the Program faculty, with assignments made to maximize the student's opportunity to experience as wide a range of surgical cases and anesthesia techniques as possible. A semester clinical assignment may be split, which entails a student being assigned at two clinical sites for the semester. Students are responsible for obtaining suitable housing at each clinical assignment.

Preoperative Consultation by CRNA or Physician

A comprehensive preanesthetic evaluation must be completed prior to the administration of any anesthetic. Except for the administration of pre-induction medications in accordance with established institutional policies and accepted clinical practice, students shall not initiate or conduct a general or regional anesthetic without first consulting with and receiving approval from a qualified CRNA or physician anesthesiologist.

Postoperative Patient Assessments

Students are required to complete a postoperative assessment on all patients they anesthetize, with the exception of ambulatory care patients and those discharged early. When feasible, students are encouraged to assess ambulatory and early discharge patients postoperatively as well. Individualized, problem-oriented assessments are essential to support optimal postoperative recovery and provide students with valuable feedback regarding their anesthesia management. Postoperative assessments should be noted on the anesthesia care plan when appropriate, discussed with the clinical preceptor, and documented in the student's Typhon Group NAST clinical case tracking record.

Reporting Complications

During the administration of anesthesia or participation in other program-related activities, students may encounter situations that pose potential risks to patients or members of the healthcare team. In the event that any untoward incident occurs, whether during the conduct of anesthesia or in any other program-related activity, that presents an actual or potential threat to the well-being of a patient or healthcare team member, the student is required to immediately notify their assigned preceptor.

Any patient death, major complication involving a student, or any injury incurred by a student must be reported immediately through verbal notification to the Nurse Anesthesia Program Director or Assistant Program Director. Upon request, students are expected to promptly and accurately document the occurrence, which may include completing incident reports or other required documentation by the University and the clinical affiliate.

Safe Learning Environment

The UND Nurse Anesthesia Program is committed to providing a safe, supportive, and respectful learning environment for students. The environment will be free of belittlement, humiliation and/or hostility. Examples of student mistreatment may include, but not limited to:

- Verbally abusing, belittling, or humiliating a student.
- Deliberately subjecting a student to arbitrary or differential treatment that may be perceived as punitive or unjustified.
- Unwanted exclusion from reasonable learning opportunities.

Students are encouraged to report any concerns regarding perceived mistreatment within their learning environment to their clinical site coordinator, Assistant Program Director and/or Program Director.

Call Experience

As part of clinical practicum, students are assigned to call experiences during Semesters 5-8. The purpose of such assignments is to provide students with opportunities to gain experience in the management of emergency surgical cases, to

further develop critical thinking and decision-making skills, and to participate as an anesthesia team member in a surgical setting unique from day-to-day practice.

Assignment to call typically begins early in Semester 5 and is assigned by the clinical coordinator in conjunction with program faculty.

Weekday (Monday – Thursday) Call

Starting in Semester 5 (Spring), students will need to complete the following number of weekday (Mon-Thurs) call shifts:

- Fall & Spring semesters – **5 shifts**
- Summer semester – **3 shifts**.

Weekend (Friday or Saturday) Call

- In addition, students will need to complete a total of **eight weekend (Fri or Sat) call shifts** during semesters 5-8. One weekend shift must be during the student's rural clinical rotation.
- Sunday is considered the day off after a Saturday call shift. Sunday call is not assigned
- Students will not have weekday or weekend call shifts in semester 9.

Students are assigned on call with a CRNA or anesthesiologist who is responsible for determining the level of independent practice allowed the student. At no time are students allowed to be the sole anesthesia caregiver, meaning that a CRNA or anesthesiologist preceptor must be immediately available in the operating area for consultation.

Based on varied department policies regarding CRNA call, students may stay in-house, be provided with a beeper, or called in from home. If a student is on call, they will be provided with the day off after call. This reflects a safety concern for students working late in the evening or night and then performing clinical activities the following morning.

Students are limited to a maximum of 24 hours for a scheduled on-call shift. In addition, at no time may a student provide direct patient care for a period longer than 16 continuous hours.

Out of concern for patient safety and respect for student welfare, if at any time the student or clinical preceptor questions the student's ability to provide safe and effective

anesthesia care to patients due to an extended time commitment or due to fatigue, the student will be immediately removed from patient care and released from the clinical experience for the day.

There will be **no** call shifts assigned during clinical weeks that are 3 days or less. The exception would be if the student chooses to take call on a Saturday of a short week. Considerations unique to anesthesia department call that may impact the student's role and responsibility during the call experience are clarified through discussions between the clinical coordinator and the Director or Assistant Director of the program.

Care Plans & Daily Evaluations

During semesters 3 and 4, each student must complete a comprehensive anesthesia plan of care for the largest assigned case of the day. The student's clinical preceptor will review and discuss the care plan with the student prior to the administration of anesthesia.

Clinical care plans requirements are as follows:

- Semester 3 (Summer) and Semester 4 (Fall): Daily
- Semester 5 (Spring): 20
- Semester 6 (Summer): 15
- Semester 7 (Fall): 10
- Semester 8 (Spring) and Semester 9 (Summer): No care plans

When possible, care plans during semesters 5 - 7 should be completed on complex and unusual cases. **Five cardiac care plans are required during the student's heart rotation.** The cardiac care plans are not in addition to the semester requirement. For example, if the student's heart rotation is scheduled in semester 5, the student is required to complete 15 care plans and 5 cardiac care plans.

Care plans are to be developed utilizing appropriate references and information, including patient pre- anesthetic assessment and interview, when possible. It is required that the plan includes the application of basic and advanced principles of anesthesia and reflects the student's current level of didactic knowledge and clinical experience, as set forth in the clinical objectives. Students who do not provide a written care plan may be removed from the clinical setting until requirements are met.

When the student is assigned an operating room where the scheduled cases are known in advance and the student has access to the patient for interview and assessment, the student is expected to develop a comprehensive care plan for one case and discuss their anesthesia plan for each additional case with the preceptor. For all additional cases, the student must be prepared to discuss the proposed anesthetic management, including patient specific considerations, anticipated challenges, and alternative approaches, with the clinical preceptor.

A daily evaluation is required for *every* clinical day utilizing the daily evaluation form located in Typhon. Daily evaluations provide the student with written and/or verbal feedback regarding their clinical performance and progression toward achieving the program's clinical objectives. The evaluations are intended to promote student development, clinical competency, patient safety and professional growth. Clinical preceptors are encouraged to use the clinical objectives corresponding to the student's year and semester, as outlined in the Nurse Anesthesia Program Student and Faculty Handbook when completing daily evaluations. It is the student's responsibility to provide the clinical preceptor with the evaluation form to complete.

The student is responsible for submitting their completed care plans and daily evaluations in Typhon at mid-semester and end-of-semester. The required forms, care plans, daily clinical evaluations, and evaluation of student clinical performance evaluations are accessible within the Typhon system.

Clinical Evaluation Procedure

Students receive their first end-of-semester (summative) clinical performance evaluation at the conclusion of semester 3. This evaluation assesses the student's achievement of the clinical objectives and expected competencies for that level of training. Beginning in semester 4, as students assume increased clinical responsibilities and participate more extensively in patient care, students will receive mid-semester (formative) clinical evaluations, followed by an end-of-semester (summative) clinical evaluation. Formative evaluations are intended to provide feedback regarding strengths, areas for improvement, and progress toward achieving clinical objectives, while summative

evaluations assess overall clinical performance and competency attainment at the end of the semester.

A student self-evaluation and a clinical coordinator evaluation are required each time a formative and summative clinical evaluation is completed. Mid-semester and end-of-semester clinical performance evaluations are based on clinical objectives consistent with the student's level in the program. The clinical coordinator evaluation should integrate feedback noted in the daily evaluations, verbal communications, direct observation and personal interactions with the student. Clinical coordinators should reference the clinical objectives corresponding to the student's year and semester as outlined in the Nurse Anesthesia Program Student and Faculty Handbook when completing formative and summative evaluations. As stated above, CRNA preceptors complete daily clinical evaluations utilizing the daily evaluation form. The daily evaluations are kept on file by the student electronically.

At mid-semester and end-of-semester, the student and clinical coordinator complete the evaluation of student progress and schedule a meeting to discuss the evaluations. The evaluations should include specific examples of clinical performance, strengths, weaknesses, suggestions, and goals for improvement during the student's next evaluation period.

The self-evaluation and clinical coordinator evaluation of the student are discussed simultaneously at the evaluation conference. This conference meeting allows the student to self-reflect and gain another's perspective, enhancing self-awareness and growth. The student and clinical coordinator are required to sign *both* evaluations after reading and discussing them. The student is free to provide additional written comments after the meeting. As required by the COA, these evaluations become a permanent part of the student's record.

The *original* student self-evaluation and clinical coordinator student evaluation are submitted in Typhon at mid-semester and end-of-semester for review and filing in the student's permanent file.

Students will maintain electronic copies of each mid-semester and end-of-semester evaluation from all clinical experiences. The evaluations should be readily available

when requested by a clinical coordinator. The information on the evaluations is confidential and should only be viewed by the clinical coordinator for assessment and planning purposes should the need to focus on specific clinical concerns exist. Students sign a consent form titled *Intersite Communication Release* permitting student clinical evaluative information sharing amongst clinical coordinators.

Student Clinical Case Records

As required by the National Board of Certification and Recertification for Nurse Anesthetists, the graduating student is required to have fulfilled specific clinical requirements, including, but not limited to, a minimum number of anesthetics administered. Each student is therefore required to track their daily cases using the Typhon Group NAST. Students are strongly encouraged to enter their case data daily to maintain accuracy and completeness. At a minimum, all case data must be entered at least once every 15 days. Failure to input case data in a timely manner may result in removal from clinical until the data is up to date. Case types and clinical information will be reviewed frequently by program faculty. To enhance consistency with tracking clinical experiences, students will utilize the most current version of the *COA Guidelines for Counting Clinical Experiences* document.

Students will be oriented to this tracking system at the beginning of their program and will be afforded ongoing technical support from Typhon Group. There is a small monthly cost associated with this tracking system that the student will be responsible for. More information will be provided to the students regarding Typhon Group.

Fraudulent documentation and recording of case records including but not limited to clinical time, clinical case type and procedures, is in violation of standards for professional and student ethics. This may be grounds for dismissal from the program.

In-Service Conferences

Clinical case conferences, quality assurance meetings and/or continuing education programs are held regularly at most affiliate institutions. Students are encouraged to attend if clinical obligations permit.

NDANA State Educational Meetings: *Students* are required to attend the Spring North Dakota Association of Nurse Anesthetists (NDANA) state educational meeting (either held in April or May) while enrolled in the nurse anesthesia program. Professional behavior and attendance at all educational sessions during this meeting is mandatory. The NDANA may provide some financial assistance for students to offset the costs associated with student attendance, but students are responsible for complying with all program and meeting requirements.

Special permission for an excused absence from these meetings must be requested prior to the required commitment from the Program Director. Students absent from any of the above meetings will be required to complete additional assigned readings and/or other written work as determined by the Program Director.

AANA Educational Meetings: *Students* are allowed and encouraged to attend the Spring AANA Mid-Year Assembly meeting that is held in Washington D.C. each year. Some financial assistance may be available from the NDANA and from the Nurse Anesthesia Program. Students are also allowed to attend the AANA Annual Congress held at various locations in August or September of each year. Financial support may be available through the AANA for this meeting. Students are excused from clinical and class for the scheduled meeting days plus one travel day prior to and following the meeting. Professional behavior and attendance at the educational sessions is mandatory.

Absence from Clinical

Excused Absence: Students are required to attend their assigned clinical site at all times, Monday-Friday, except following a call experience and/or during determined breaks and holidays. These determined breaks and holidays will be indicated to students on a calendar provided by the Program Administrators at the beginning of each semester. In addition, students will be granted **18 clinical release days** to be used during the second and third year of clinicals as follows:

- Semester 3: No clinical release days
- Semester 4: No clinical release days
- Semester 5: 5 clinical release days

- Semester 6: 3 clinical release days
- Semester 7: 5 clinical release days
- Semester 8: 5 clinical release days
- Semester 9: No clinical release days

These clinical release days are to be used for DNP project work, review course attendance, sick days, or personal days that the student may use at their discretion. Students may not “bank” clinical time and need to use their clinical release days when absent from clinical experiences. Students may not take off more than 7 days (inclusive of weekend) without prior approval of the Assistant Program Director or Program Director.

Students are required to complete a Clinical Release request form prior to a planned absence from clinicals and must obtain approval for their planned absence from their clinical coordinator. In the event of an illness, the form may be completed after the student returns to the clinical site. All clinical request forms must be submitted in Typhon.

Any further absences, above and beyond the original 18 days, may not be approved by the clinical coordinator and must be approved by Assistant Program Director or Program Director. Failure to follow this process may result in an unexcused absence. If the student requires additional days off above and beyond the original 18 days, the student will be required to make-up those clinical hours at the discretion of the Program Director or Assistant Program Director. This may result in a program extension if this occurs in the final semester of the program.

Unexcused Absence: One unexcused or unapproved absence will result in a formal warning and will be counted as one of the student’s clinical release days. If the student’s clinical release days have already been used, a program extension may be necessary to complete the missed clinical days. A second unexcused or unapproved absence will result in failure of the course and subject the student to dismissal from the program in accordance with program policies. Depending on the circumstances and the student’s progression status, continuation in the program may require completion of additional clinical requirements and may result in a program extension.

Pregnancy Related Accommodations: Students requiring leave related to pregnancy, childbirth, or recovery from childbirth should notify the Program Director and Assistant Program Director. The program will work collaboratively with the student to develop an individualized plan to address missed clinical experiences and academic requirements. The plan may include use of clinical release days, slight adjustments to clinical rotation schedules or timelines and other reasonable accommodations consistent with University policy and applicable law. All students remain responsible for meeting all program, clinical and accreditation requirements for graduation.

Please see [Pregnancy and Pregnancy-Related Protections for Students and Employees](#) regarding Civil Rights & Title IX policies regarding pregnancy, childbirth and reasonable accommodations.

Leave of Absence: In the case of an illness that depletes the student's clinical release days, or for other reasons, a personal leave of absence may be granted at the discretion of the Program Director. A leave of absence is designed to cover a short and unexpected illness or emergency. Due to the cumulative nature of the curriculum, in the case of longer illnesses or elective procedures it may be necessary for the student to resign and reapply to the program. Criteria for returning to the program after a leave of absence will be determined by the Program Director and the student's treating physician. However, the leave of absence shall extend no longer than a single calendar year. A student will normally be readmitted to the Program at the end of his/her leave of absence if the faculty believes the purpose of the leave of absence has been achieved. The student may be required to do preparatory work before reentry after a prolonged leave or demonstrate current knowledge through examination or through other means upon re-entry. A leave of absence will require additional class and clinical days to meet graduation requirements. Therefore, the student will not graduate on time or participate in the Program's graduation ceremony. The student must deplete their clinical release days prior to beginning a leave of absence. All missed time will be made up at the end of the program. Program Director must recommend LOA to the Department Chair, and

will be approved or denied by the Chair. *Please refer to CNPD Department of Nursing Policy 606 and Procedure 606a.*

Clinical Site Injuries/Exposures

Any industrial accident or accident on hospital grounds must be reported immediately to the proper CRNA or physician supervisor, as well as program administration, including completion of a Variance Report in accordance with CNPD Policy. If required, the student should seek immediate medical attention from the hospital in which the event occurred. Students must report any exposure to tuberculosis, meningitis, hepatitis, or other infectious/communicable diseases to the Assistant Program Director and clinical affiliate, as follow-up may be required.

It is mandatory that students report all needle stick injuries to both clinical affiliate and program administration immediately and follow through with appropriate medical treatment. Written documentation will be required following any injuries or exposures during clinical experiences. Any documentation required by the clinical affiliate or university must be completed promptly. All required paperwork will be placed in the students program file. *Please refer to CNPD Department of Nursing Policy 128 and Procedure 128a.*

VI. Non-Clinical Student Concerns & Procedures

Financial Aid Options

(See also UND Academic Catalog and College of Nursing and Professional Disciplines Master's Programs in Nursing Student Handbook) Currently the federal government is supporting the education of nurse anesthetists through the Nurse Anesthesia Traineeship Grant. Funds from this federal grant are available for use by anesthesia students only. Students are directed to the Program Director for the Nurse Anesthesia Program for eligibility and application information. Information relating to the availability of other federal aid programs, as well as sources of funding which are available from the university, is available in the Financial Aid Office.

Tuition and Fees

(See also UND Academic Catalog) Current university tuition and fees information (including current program fees) can be found at: [Tuition and Payment](#). Tuition and fee rates may change at any point during the program

Educational Resources

The university offers a wide range of support for both undergraduate and graduate students. Within the College of Nursing and Professional Disciplines (CNPD), the Office of Student Services is available to students for assistance with registration, progression, and student programs. In addition to computer labs located at various sites across campus, state-of-the-art computers are housed in the CNPD. Student Health and Counseling Services, the UND School of Medicine and Health Sciences (SMHS) Library and the Chester Fritz Library are accessible to students. The SMHS Library also has branches in Minot, Fargo, and Bismarck, which are all cities in which the program has primary clinical sites. Contact information for these branches can be found at: [UND Campus Libraries](#).

The Clinical Resource and Simulation Center (CRSC) houses a wide variety of models, audio-visual resource materials, and reserve texts, which are available for student use. All anesthesia-related equipment, models, resource texts, and audio-visual learning resources are indexed and cataloged, with a copy of the information provided to anesthesia students. The CRSC Manager and staff are readily available to assist faculty and students.

Student Employment Policy for Work Outside the Program

Students are highly discouraged from working while enrolled in the Program. **Under no circumstances are SRNAs permitted to work as nurse anesthetists, by title or function, during enrollment in the Nurse Anesthesia Program** as this is expressly forbidden by the North Dakota Nurse Practice Act.

Violation of this policy will subject the SRNA to discipline, which may include dismissal from the Nurse Anesthesia Program and reporting of the incident to the North Dakota Board of Nursing.

Associate Membership in the AANA

Students are required to become associate members in the American Association of Nurse Anesthesiology (AANA) and to maintain membership throughout their educational program. Associate membership in the AANA entitles a student to receive the AANA Journal, and to attend national meetings at discounted costs. Application for membership in the AANA is processed during the Fall semester of the first year. The fee for this membership is paid by the student.

Professional Activities

Student attendance at meetings of the North Dakota Association of Nurse Anesthesiology (NDANA) is viewed as an essential component of professionalism and is required of all students unless previous arrangements have been made with Program Administration. Students are encouraged to attend national meetings of the American Association of Nurse Anesthesiology (AANA). Funds may be made available from a variety of sources to defray expenses. Students are also encouraged to consider membership in the North Dakota Nurses Association (NDNA) and specialty nursing organizations.

Professional Liability Insurance

The University of North Dakota College of Nursing and Professional Disciplines provides liability insurance for all students, on or off campus, each semester they are attending the College of Nursing and Professional Disciplines and involved in the clinical setting. Each student is covered up to \$1,000,000 for any one incident, and up to \$5,000,000 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay or during self-employment. Students may, at their discretion, purchase individual liability insurance coverage.

Registered Nurse Licensure

Prior to acceptance into the program students are required to provide the College of Nursing and Professional Disciplines with evidence of a current and unencumbered licensure as a registered nurse in any state. Verification of this licensure is the responsibility of the CNPD Office of the Student Services and may include the use of a

third-party vendor. After entry into the program, students are required to provide evidence of on-going current licensure.

Students enrolled in an approved, nationally accredited educational program within the state of North Dakota are exempt from the requirement for North Dakota licensure but must maintain a current RN licensure from any state. Students are responsible for obtaining Minnesota licensure when appropriate and for maintaining current licensure within their state and will not be allowed to attend clinical experiences without the appropriate current RN license. Expiration dates for RN licensure are tracked through the Office of Student Services and may include the use of a third-party vendor. Students are required to enter their expiration date into the Typhon Group NAST tracking system.

Verifications and Immunizations

All students admitted to the Nursing program, which includes Nurse Anesthesia, are required to provide documentation of current immunizations, verifications, and health insurance to the CNPD Department of Nursing approved vendor prior to beginning the program. Annual or periodic updates or re-certifications are required of all admitted students and must be completed prior to starting classes each semester and may not expire during the semester. If verifications and immunizations are not completed by the beginning of classes (including clinical experiences), the student will not be allowed to attend classes until they are completed.

In addition, students must maintain current American Heart Association certifications in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support throughout the duration of their program. This is a requirement of the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA). While enrolled in the program, students will be given time off to attend classes in order to maintain these certifications. The AHA does offer online versions of these courses. Please see their website for further information [American Heart Association-eLearning](#).

Current immunization and verification requirements can be found through the CNPD Office of Student Services [Office of Student Services Verifications](#)

Clinical agencies may have requirements which include verifications other than those required by the College of Nursing & Professional Disciplines. Many clinical agencies ask that these verifications be completed in advance of the students' clinical placement and may result in additional costs to students. To avoid any delays in beginning clinical experiences, students should inquire what needs to be completed and then complete these verifications at least 6-8 weeks in advance of their clinical experience.

Program Calendar

A program calendar will be provided to students and clinical coordinators each semester. The UND academic calendar is followed during the first year of the program. However, during the second and third years of the program, the calendar will vary from the UND academic calendar.

During the second and third year in the program, students are allowed a predetermined number of clinical release days to be used at their discretion as described under **Excused Absences**. Students are encouraged to use these days to complete their DNP Scholarly Project in a timely manner.

Tracking Student Committed Time

The Typhon Group NAST student tracking system will be used to monitor case information and student committed time while enrolled in the Nurse Anesthesia Program. Using this data, adjustments may be made to student workload to ensure that patient safety is never compromised and that student learning is optimized.

Information contained in this handbook undergoes periodic review and revision. Program faculty and students will be informed in a timely fashion of any amendments or changes.

VII. Appendices

Policy 603: Graduate Student Clinical Failure, Probation, and Reassessment Policy

UND CNPD Department of Nursing Policy Manual 603

Policy Number: 603

Policy Name: Graduate Student Clinical Failure, Probation, and Reassessment Policy

Reviewed by: Graduate Council

Last Review Date: 08/20/2021

Policy

1. A student may be placed on clinical probation by the Graduate Track Director for deficiencies in meeting clinical course objectives, as well as for violations of the University Code of Student Life and/or Nursing policies and procedures.
2. The student may be placed on probation at any point in the clinical course.
3. The decision to place a student on probation may include input from the graduate faculty, clinical instructor(s), and preceptors. The evaluation of the student's clinical performance is based on the professional judgment of the graduate faculty, clinical instructor(s), and/or preceptor.
4. The student will be evaluated during and at the completion of the probationary period. The Graduate Track Director may remove the student from probation, extend the probation period or recommend dismissal of the student from the program at any time.
5. The student performance plan contract may be terminated at any point by the Graduate Track Director before the probationary period is completed due to student clinical behaviors that threaten patient safety and well-being or violate professional standards. The procedure to dismiss the student from the program will then be initiated.
6. The student that does not successfully complete the student performance plan contract will receive a grade of "U" for the clinical course.
7. Decisions made by the Graduate Track Director will be based on student performance during probation, past performance in the academic program, results of

probationary meetings, and all student data relative to their graduate clinical performance.

8. A student may be placed on clinical probation only once during the program. If a student is determined to require a second clinical probation, the student will be dismissed from the program.

Approved by Nursing Graduate Council 04/29/16; R 02/14/2020; R 08/20/2021

Approved by Nursing Faculty 04/29/16

Procedure 603a: Graduate Student Clinical Failure, Probation, and Reassessment Procedure

UND CNPD Department of Nursing Policy Manual 603a

Procedure Number: 603a

Procedure Name: Graduate Student Clinical Failure, Probation, and Reassessment Procedure

Reviewed by: Graduate Council

Last Review Date: 08/20/2021

Procedure

1. The student will be notified verbally of the probation and the reason(s) for the probation.
2. Within five working days of verbal notification of probation the student will be sent the *Notification of Clinical Probation Form*.
3. A meeting will be held within seven working days with the student, Graduate Track Director and faculty upon notification of clinical probation. The student is expected to participate in the meeting and will be given an opportunity to present oral and written materials.
4. If a decision is made to place the student on probation a student performance plan contract will be developed to include a probationary period, required activities,

schedules for activities, and criteria for removal from probation and deadline for completion.

5. The student will be evaluated during and at the completion of the probationary period using the *Clinical Probation Reassessment Form*.
6. All documentation will be placed in the student's academic folder in the Office of Student Services at the College of Nursing and Professional Disciplines.
7. These are academic proceedings and legal representation is not allowed during these proceedings.

Reviewed by Graduate Council 04/29/16; R 08/20/2021

Approved by Nursing Faculty 04/29/16

Policy 606: Graduate Student Progression Policy

UND CNPD Department of Nursing Policy Manual 606

Policy Number: 606

Policy Name: Graduate Student Progression Policy

Reviewed by: Graduate Council

Last Review Date: 09/20/2024

Policy

Only students admitted in the UND graduate nursing major may enroll in a course with a NURS prefix or with written permission from the course instructor. This does not include non-degree students, who according to university policy can take up to nine semester credits in the following courses only (should there be space available after all admitted students have enrolled): NURS510, NURS511, NURS525, NURS565 and NURS577. Non-degree students will receive a permission number from the Office of Student Services to enroll in the aforementioned courses.

Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses and maintain a current and cumulative grade point average of 3.00 or better. See procedure 606a for additional information.

1. A student who receives a grade of “C”, “D”, “F” or “U” in a graduate nursing course may repeat that course only once, on a space-available basis
2. A student who withdraws from a graduate nursing course may repeat that course only once (with prior approval from their track/program director), on a space-available basis.
3. The student in scenario a or b above must meet with their track/program director to determine if there is space in the class and cohort. If space is not available in the ensuing academic term, the track/program director may place the student on a leave of absence up to one year; or recommend to the graduate nursing chair that the student be dismissed.

Students must adhere to all nursing policies and procedures.

Students admitted provisionally who have a course failure with a grade of C or less during the first 12 graduate credits may be dismissed from the Department of Nursing graduate programs.

Students who wish to withdraw from a course should see the current University Academic Catalog policy on withdrawal procedures and deadlines for instituting withdrawal procedures. Students who do not formally file withdrawal forms receive “F” grades.

Students who wish to take an “incomplete” grade in a nursing course should see the current University Catalog policy on incomplete grade. NOTE: a student who has an “I” in a prerequisite nursing course is not permitted to take further courses in the specified course sequence. An incomplete must be requested by the student to be considered.

Students who withdraw from the program, for any reason, should contact their academic advisor and formally withdraw from each course in which they are registered through the Registrar’s Office. The student must submit a letter of notification of their withdrawal to the track/program director of their program. Students must also withdraw from the

University. Please see the [Withdrawal from the University](#) procedures for further information.

Students must successfully complete all prerequisites before moving into the subsequent courses.

Students must follow either the full time or part time curriculum plan for the track in which they are admitted or obtain permission from the track/program director. See procedure 606a for additional information.

Students are admitted based on their location at the time of application. Students who relocate during their program of study may not be able to continue. Students must contact the Clinical Placement Manager for more information. This excludes the PhD in Nursing program.

Approved by Graduate Council R 04/29/16, R 11/18/16; R 12/13/19;
R 05/15/2020; R 09/11/2020; R 09/10/2021; R 09/20/24

Approved by Nursing Faculty 04/29/16, 12/09/16, 9/20/24

Procedure 606a: Graduate Student Dismissal

UND CNPD Department of Nursing Policy Manual 606a

Policy Number: 606a

Policy Name: Probation and Dismissal from the Graduate Nursing Program

Reviewed by: Graduate Council

Last Review Date: 05/10/2024

Procedure

Probation: Students who do not maintain minimum requirements will be placed on probation. Students will remain on probation for the duration of their academic nursing program.

NOTE: It is possible to be in good academic standing at the University and be on probation within their academic nursing program.

Repeating Courses:

1. A Student who receives a grade of C, D, or F in a course restricted to nursing majors may repeat that course only once, on a space available basis.
2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.

Probation:

A student is placed on probation if any of the following occur:

1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. Faculty must inform the Office of Student Services of the student's grade at the time of withdrawal.
2. Violation of the Graduate Nursing Student Conduct Standards Policy within nursing courses

Violation of the Graduate Nursing Student Conduct Standards Policy outside of nursing courses.

Dismissal:**Academic Dismissal:**

1. The recommendation to dismiss a student can be made by the track/program director. The final decision to dismiss a student can only be made by the graduate nursing chair. Dismissal may result from any of the following situations following admission to the graduate nursing program:
 - a) Receipt of a "C", "D", "F" or "U" in any two graduate courses.
 - b) Upon recommendation of the track/program director in the event a student receives a grade of "C", "D", "F", or "U" in a graduate course, or withdraws from a graduate course without prior approval from track/program director, and space is not available to repeat the course in the ensuing academic term (see Repeating Courses).
 - c) Failure to achieve a minimum of a "B" when repeating a graduate course.

- d) Withdrawing from any graduate course without prior approval from their track/program director.
- e) Two graduate course withdrawals following admission.
- f) Withdrawing from one graduate course and/or receiving a “C”, “D”, “F”, or “U” in the same course or another graduate course.
- g) Withdrawal from all graduate courses during a semester without an approved leave of absence.
- h) Failure to meet progression standards of 3.00 overall GPA.
- i) In the case of provisionally admitted students, receipt of a “C”, “D”, “F” or “U” during the first 12 graduate credits.
- j) Failure to return from a Leave of Absence at the approved date or to follow the LOA policy (615).
- k) Failure to follow the progression plan and not have an approved Leave of Absence in place.
- l) Revocation or suspension of a required license or unexcused ineligibility to participate in practicum.
- m) Failure to disclose to the graduate chair or track/program director any adverse action taken by a granting or disciplinary body on a required license.
- n) Failure to disclose to the graduate chair or track/program director a complaint to, or an investigation undertaken by, a granting or disciplinary body that, if found to be meritorious, would be more likely than not to result in a suspension or revocation of a required license. Provided, such disclosures shall be made in confidence and alone shall not in any event constitute separate grounds for dismissal.
- o) Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others.
- p) Failure to be compliant with the Verification Policy.
- q) Refusal or failure of a drug screen.
- r) Failure to participate in orientation and PhD intensives. A waiver may be issued for extenuating circumstances if approved by the track/program director in advance.

- s) Relocation to a different state after admission without prior approval from the clinical placement manager (excludes PhD in Nursing program).
- 2. Dismissal for a course related issue may be made by the graduate chair only after a reasonable attempt to resolve the issue has been made.
- 3. Although academic performance may lead to dismissal from the nursing program, the dismissal itself is not considered an academic circumstance for which a grievance or petition can be submitted.

Dismissal due to violation of the Graduate Nursing Student Conduct Standards Policy

- 1. A violation of Graduate Nursing Student Conduct Standards Policy while on probation will result in dismissal from the nursing program.
- 2. Violation of the Graduate Nursing Student Conduct Standards Policy deemed to have broader impact will be referred to the Dean for disciplinary sanction and may result in dismissal.

If a student is dismissed from a program, they are ineligible to return to the program from which they were dismissed.

Approved by Graduate Council R 05/15/2020; R 09/11/2020; 09/10/2021; 05/10/2024

Reviewed by Nursing Faculty 05/03/19; Approved/Converted to Procedure by Graduate Council 04/25/19

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Policy 623: Graduate Nursing Student Conduct Standards Policy

UND CNPD Department of Nursing Policy Manual 623

Policy Number: 623

Policy Name: Graduate Nursing Student Conduct Standards Policy

Reviewed by: Nursing Faculty

Last Review Date: 03/11/2022

Policy

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure professionalism among graduate students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics and the UND Code of Student Life

School of Graduate Studies Standards of Professional Conduct Policy

Conduct Standards:

To facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical settings, and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: respect, honesty, integrity, accountability, responsibility, confidentiality, and professional conduct. To create a positive learning environment and achieve high professional standards the following professional behavior in the classroom, laboratory, and clinical sites include:

1. Arrive or log-in to class/clinical on time. Attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty/preceptor that you cannot attend class/clinical, prior to the start of class/clinical. Attend class/clinical in its entirety, unless prior approval to leave early has been given by course faculty/preceptor.
2. Completion of preparation for class. Students are expected to participate in their own and others' learning by completing the assigned readings prior to class and by contributing ideas, experiences, questions, and opinions during class.
3. Active engagement in learning. Remain alert and attentive throughout class. Do not participate in other activities during class, etc. Side conversations or other disruptive behavior is unprofessional.
4. Sharing perceptions during group discussions.

5. Treating peers, colleagues, agency personnel, faculty, staff, and clients with civility. Respectfully listening to and honoring the contributions of others using appropriate professional verbal and non-verbal communication skills to include honesty, integrity, and respect in their interaction, including face-to-face, virtual conferencing, email, and course discussion.
 - a) Incivility, Bullying and Workplace Violence (American Nursing Association Position Statement Conduct Standards-Tab E)
6. Adhering to all course policies as stated in individual course syllabi.

Academic Misconduct:

Academic misconduct encompasses all kinds of academic dishonesty, deliberate or unintentional. Any suspected instance of misconduct will be investigated. The following list of examples is not exhaustive and occurrences of other types of suspected misconduct will be investigated.

Cheating

1. All examinations and other non-group assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
2. Assisting another student to cheat is academic misconduct. This includes providing another student with a paper or assignment, or any other form of assistance, where you know, or reasonably should know that the other student will use it to cheat or in an unauthorized manner to complete their own exam or assignment.

Intentional Dishonesty

1. Obtaining an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. under false pretenses is considered academic dishonesty.
2. It is academic dishonesty to steal, destroy, or alter another student's work.
3. Providing false information, withholding required information, or altering any information regarding coursework including but not limited to proctoring services is considered academic dishonesty.

4. Misrepresenting attendance in a course or practical experience is academic dishonesty.

Improper Collaboration and Collusion

1. *Collaboration* is the act of working together on a shared project. *Collusion* is a secret agreement for fraudulent purposes.
2. Study groups and working together is encouraged. However, each student must complete their own work that demonstrates their own individual efforts at meeting assignment and course objectives.
3. Collusion is reasonably suspect when a student's work is identical or very similar to another student's work when individual variations would be expected.

Plagiarism

1. Plagiarism is the most common form of academic misconduct. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work, regardless of intention. All types of work submitted by students are covered by this definition including written assignments, diagrams, and pictures.
2. The following rules apply:
 - a) Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
 - b) Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.
 - c) The close paraphrasing of another's work by simply changing a few words or altering the order of presentation without proper acknowledgement of the source.
 - d) Use of another student's work while representing it as your own.
 - e) Unauthorized submission of a paper as original work in one course when credit has been received in another course.
 - f) Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

Professional Misconduct:

Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professional-oriented component of their program of study. Examples of professional misconduct include:

1. Violation of professional code of ethics.
2. Falsifying information of any kind or misrepresenting information to the college or university.
 - a) This includes submitting altered, forged or counterfeit documents.
3. Theft, damaging, defacing or unauthorized use of university, college or clinical agency property.
4. Confidentiality: As part of your education, you may need to share specific patient data with the health care facility staff, course faculty, or other students. The sharing of patient data in verbal, written, and electronic formats is only appropriate when you do so as a part of your clinical training.
 - a) Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.
 - b) Unauthorized accessing or sharing confidential information regarding patients in clinical settings. Refer to HIPAA training.
5. Personal Responsibility: Students of the Department of Nursing are expected to conduct themselves in ways that will credit upon themselves, the College of Nursing and Professional Disciplines, the University of North Dakota, and the nursing profession. As a health professions program, the Department of Nursing has the responsibility to state nursing licensing boards to attest that student's professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Nursing students must take responsibility for their own actions. Examples of lack of personal responsibility are as follows:
 - a) Not showing up for a scheduled clinical interview, scheduled clinical hours, or scheduled meeting with faculty or staff.
 - b) Not meeting deadlines set forth by faculty or staff for submission of required regulatory paperwork, verification of immunizations, or background checks.
 - c) Not responding to emails or phone calls from faculty, staff or clinical agency in a timely manner (2 university business days).

6. Civility: Uncivil behaviors are disrespectful and devalue the person targeted. Behaviors and language that cause emotional harm and violates the dignity of an individual or group constitutes incivility. This includes, but is not limited to, peers, faculty, staff, clients and agency personnel. Examples are as follows:

- a) Demeaning language
- b) Yelling
- c) Gossiping
- d) Intimidation
- e) Threatening
- f) Bribing someone
- g) Instigating
- h) Inflammatory written communication
- i) Rudeness
- j) Ostracizing
- k) Violence or any other disrespectful behavior
- l) Cursing

7. Technology:

- a) Inappropriate use of electronic devices in the classroom and clinical setting.
Audio/video recording or taking photos in a classroom, lab, simulation or clinical setting is prohibited without prior approval from course faculty.
- b) Students may be audio/video recorded, or photographed in a classroom, lab, simulation or clinical settings for assessment and/or evaluation purposes only as part of the classroom learning.
- c) Social Media Guidelines: Refer to the Department of Nursing Student Handbook.

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