Doctor of Nursing Practice
Nurse Anesthesia Degree Program Handbook

2018-2019
Spring 2019 Edition
Franciscan Missionaries of Our Lady University
School of Nursing
Doctor of Nursing Practice-Nurse Anesthesia Degree Program Handbook

This handbook serves as a guide to inform students of the Doctor of Nursing Practice-Nurse Anesthesia (DNP-NA) degree program policies, procedures, and expectations of DNP-NA students at Franciscan Missionaries of Our Lady University. Failure to read this handbook, the University Student Handbook, and the University Catalog does not excuse the student from any of the policies described in these publications. In the event that policies and procedures in this DNP-NA Degree Program Handbook are different from those posted in University publications, this handbook supersedes those in other publications.

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

Further information can be obtained from personnel in the following offices:

Doctor of Nurse Anesthesia Program
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Graduate Clinical Education Building
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Baton Rouge, Louisiana 70808
225-214-6971

School of Nursing
Franciscan Missionaries of Our Lady University
School of Nursing Building
7500 Hennessy Boulevard
Baton Rouge, LA 70808
225-768-1750

Office of Student Affairs
Franciscan Missionaries of Our Lady University
5421 Didesse Drive, Suite A
Baton Rouge, LA 70808
225-490-1620

The University assures free and equal access for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status in the admission to, participation in, or employment of its programs and activities. The University will provide reasonable accommodations for students with learning, emotional, or physical disabilities. Students wishing to self-identify are required to contact the Office of Student Affairs.
Table of Contents

Franciscan Missionaries of Our Lady University History and Mission ..........5
School of Nursing History, Mission and Accreditation ............................6
DNP-NA Program History and Mission ..............................................7
DNP-NA Program Administration and Faculty ........................................8
Educational Philosophy .......................................................................10
Program Purpose ..............................................................................10
Program Graduate Learning Outcomes ...............................................10
Program Outcome Measures .............................................................11

Degree Requirements ........................................................................12
Deferral of Graduation ......................................................................12
Withdrawal from the Program ............................................................12
Readmission to the Nurse Anesthesia Program ......................................12

Requirements for Admission ...............................................................13
Program Core Performance Measures ................................................14
Students with Disabilities ..................................................................15
Student Code of Conduct ..................................................................16
Jurisdiction .......................................................................................16
Licensure and Certifications ..............................................................17
Clinical Privileges ............................................................................17
Student Health Requirements ............................................................17
Judicial Declarations ........................................................................17
Social Media Use ............................................................................18
Student Liability Insurance ...............................................................19
AANA Membership ..........................................................................19
Employment .....................................................................................19
Visitors ............................................................................................19
Student Leadership ...........................................................................19

Curriculum Plan ...............................................................................21
Course Descriptions .........................................................................23
Program Design ...............................................................................28
Copyright .........................................................................................28
Textbooks ........................................................................................29
Travel, Housing and Meals ...............................................................29
Communication ................................................................................29
Academic Advising ...........................................................................29
Grading ............................................................................................29
Transfer of Credit .............................................................................30
Laptop Requirements .........................................................................31
Examinations .....................................................................................31
Examination Day Testing Procedures ...............................................32
Examination Reviews ......................................................................32

Revised 1.11.2019
Grade Appeal Policy ................................................................. 33
Academic Grievance Policy ....................................................... 33
Record Retention Policy ............................................................ 34
Dress Code ................................................................................. 35
Tape Recording ........................................................................... 35
Time Commitment ...................................................................... 35
Tardiness ..................................................................................... 35
Leave Policy.................................................................................. 36
Illness/Injury Policy ...................................................................... 38

Controlled Substances Policy ....................................................... 38
Substance Abuse Policy ............................................................... 38
Clinical Incident Reporting .......................................................... 39
Clinical Accident Insurance and Health Insurance ......................... 40
Time Log and Clinical Case Documentation .................................... 41
Anesthesia Management Plans ...................................................... 42
Clinical Education Overview ....................................................... 43
HIPAA Regulations ...................................................................... 43
Student Behavior in a Clinical Setting ............................................ 44
Procedural Guidelines for Clinical Remediation and Probation .......... 44

APPENDICES
Appendix A: Student Acknowledgement of Policies and Procedures .... 49
Appendix B: Estimated Additional Program Expenditures ................ 50
Appendix C: Class of 2020 Booklist .............................................. 51
Appendix D: ExamSoft Examplify Specifications ............................. 53
Franciscan Missionaries of Our Lady University

History: When the Franciscan Missionaries of Our Lady ventured to Louisiana from France early in the twentieth century, they had no idea just how profound an impact they would have on the people of Louisiana. Today, Our Lady of the Lake Regional Medical Center employs over 4,000 people and serves 125,000 patients each year. The foundation of this, which has blossomed into the largest hospital system in the state, had its beginnings with the work of the missionaries who came here in 1913.

The delivery of health care has changed dramatically since 1913, when the first Sister, Mother deBethany, arrived to attend to the needs of the afflicted. Realizing the need to educate employees in the innovations of health care, the Sisters founded a nursing training program in 1923, and Franciscan Missionaries of Our Lady University is the result of those early (as well as more current) efforts of the Sisters who make up the Franciscan Missionaries of Our Lady.

Franciscan Missionaries of Our Lady University, then, is founded on the work of those Franciscan Missionaries who empowered the University to prepare health care practitioners who can share in the Sisters' life dedication to providing health care to this community. Seeking to be faithful to the ideals of this heritage, Franciscan Missionaries of Our Lady University is committed in all of its policies and practices to the pursuit of truth, to a respect for differing points of view, and to the ethical and human values inherent in the philosophy of the Franciscan Missionaries of Our Lady. Compassion, Understanding, Respect, and Dignity are Christian virtues we hope to share with you so that you may share them with others. "Grant that we may not so much seek to be understood as to understand" St. Francis said, (My Favorite Quotations, Peale, 1990.) This is at the very heart of this institution, and it has been since the beginning when the first Sisters showed a willingness to sacrifice for the sake of others.

Your education here, though steeped in the specifics of your professed health care discipline, will also exemplify the spiritual obligations we have as human beings, both to one another and to God. We pray and hope that when you leave, you take with you not only the health education required for employment, but the deep understanding of the spiritual foundation from which you are given the gift of healing. It is also true that it will be much later in your life when you will become fully aware of just how much an affect you have had on your patients, both in ministering to the body and to the spirit. The reward for treating others with respect and tenderness is often not apparent at first and is usually manifested in ways that surprise us. For as Jesus stated, "Whatever you did for one of the least of these brothers of mine, you did for me." (Mathew 25:40) In healing others, we heal ourselves as well, or, at the very least draw closer to God who has compelled us to undertake this edifying task.

A solid educational foundation in health care can serve as a powerful tool in working with those with whom you come in contact. As life presents us with the many opportunities and challenges, that it invariably does, this foundation is of the utmost importance; for it provides us with the learning and security that will assist us in moving ourselves forward, enabling us to offer the best possible care.

The history of Franciscan Missionaries of Our Lady University has taught us what it means to be willing to meet new challenges. When Franciscan Missionaries of Our Lady University began
its journey as a diploma school of nursing, few could have predicted the phenomenal growth and expansion that has occurred, particularly in the last few years. Whereas once enrollment was less than 100, today the University enrolls over 1,300 students. We have gladly accepted the responsibilities that have come with expansion in order to find out our full identity at a time when health care is in as great a demand as ever. It has been a journey of enormous importance and we are grateful for having been able to be of help to so many.

Your educational journey and our institutional journey continue together. Discoveries wait which will reveal more about our faith and our values and roles in a larger society. Your journey is not undertaken alone, but in concert with the students, faculty, administration, and staff of our University. "Come to me confidently whenever you want," St. Francis once remarked, "and feel free to speak to me with the utmost familiarity." We sincerely hope you will risk the kind of journey afforded you through enrollment in Franciscan Missionaries of Our Lady University, one that will yield up many discoveries about yourself and those with whom you come in contact. How often we refuse to go through the door that is opened for us. Our hope is that you will find it in your heart to cross this threshold, as the first Franciscan missionaries did. We offer a solid foundation in learning, a tradition of success in helping others and a legacy of service to God's people.

Mission: The mission of the Franciscan Missionaries of Our Lady University is to educate and form Franciscan servant leaders of all faiths. We honor and preserve the legacy of our founders by preparing highly skilled professionals, integrated thinkers, and faith-filled citizens. Inspired by the Franciscan Missionaries of Our Lady to be a living witness to Jesus Christ and the Gospel message, the University is in communion with the teachings of the Catholic Church.

School of Nursing

History: The School of Nursing originated as a diploma program at Our Lady of the Lake Hospital in 1923. In 1990, Franciscan Missionaries of Our Lady University, formerly Our Lady of the Lake College was established based on the recommendation of the nursing faculty. The diploma program was transitioned to an Associate of Science in Nursing program. The first class was admitted in 1990. In 2003, Franciscan Missionaries of Our Lady University began offering the accelerated Associate of Science in Nursing program. As a result of changes in health care, the nursing faculty proposed transitioning the associate degree program into a Bachelor of Science in Nursing program. The BSN program admitted its first class fall 2012. In 2005, the University begin offering graduate level nursing programs with three degree tracks at the Masters level to include: Nurse Anesthesia, Educator and Administrator degree programs. In 2015, the Master of Science in Nursing - Nurse Anesthesia degree program transitioned to a Doctor of Nursing Program degree program. In 2017, the Master of Science in Nursing, Family Nurse Practitioner program track was added to the School of Nursing graduate degree offerings.

Mission: In keeping with the spirit of the Franciscan Missionaries of Our Lady University, the School of Nursing prepares exceptional, innovative, reflective nursing professionals to assume leadership roles addressing the needs of individuals, families and diverse communities in the dynamic healthcare system. Graduates demonstrate service, scholarship, collaboration and lifelong learning while advancing the profession of nursing.
Accreditation: Franciscan Missionaries of Our Lady University and the Doctor of Nursing Practice Nurse Anesthesia Program are accredited as follows:

Franciscan Missionaries of Our Lady University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Franciscan Missionaries of Our Lady University.

Franciscan Missionaries of Our Lady University Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 S. Prospect Ave., Park Ridge, IL 60068-4001 and can be reached at 847-655-1160, via fax at 847-692-7137 or by email: accreditation@coa.us.com. The program received 10 years of continued accreditation in October of 2018 and is scheduled for its next consideration of continued accreditation in Fall 2028.

The Franciscan Missionaries of Our Lady University Doctor of Nursing Practice- Nurse Anesthesia program is fully approved by the Louisiana State Board of Nursing (17373 Perkins Road, Baton Rouge, Louisiana 70810, (225) 755-7500, http://www.lsbn.state.la.us).

Doctor of Nursing Practice Program in Nurse Anesthesia

History: The Master of Science in Nursing, Nurse Anesthesia (MSNA) Program enrolled its first cohort of students in August 2005. The MSNA degree program was designed as a 28-month continuous program of study with curriculum requiring the completion of 80 credit hours and 2800 clinical hours.

In January 2015 the MSNA degree program transitioned to a Doctor of Nursing Practice in Nurse Anesthesia (DNP-NA) program. The DNP-NA program requires the completion of 100 credit hours, including a final DNP project, anesthesia lab experience with high fidelity simulation and task trainers, and 2500 clinical hours over 36 months of continuous full time study at Franciscan Missionaries of Our Lady University with no provision for part time study. The first two semesters of the program are delivered via distance education in order to allow the registered nurse the ability to continue practice in the critical care setting. After the first two semesters the program requires continuous didactic and clinical instruction to provide the requisite number of anesthesia cases, classroom hours, and clinical hours for each student. The program is composed of sequential and integrated courses designed to facilitate achievement of its terminal objectives and outcomes.

Mission: The mission of Franciscan Missionaries of Our Lady University’s Nurse Anesthesia Program is to provide diverse learners with the knowledge and skills necessary to deliver safe, equitable and evidence-based patient-centered care at the highest level of advanced nursing practice. The program develops leaders and scholars who transform systems of care by improving quality of care and patient outcomes in a variety of healthcare settings. The Program achieves this mission through the creation of an environment that promotes professional socialization, embraces diverse cultures and learning styles, recognizes achievement and promotes excellence while exemplifying the mission and traditions of the Franciscan Missionaries of Our Lady.
Program Administration and Faculty: The administration, faculty, and staff of the DNP-NA degree program are listed below along with their office telephone numbers and email addresses.

Doctor of Nursing Practice Nurse Anesthesia Degree Program

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Albert Swafford, PhD
Albert.Swafford@franu.edu
PROGRAM EDUCATIONAL PHILOSOPHY

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

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

PROGRAM PURPOSE

The purpose of the DNP-NA program is to prepare the baccalaureate registered nurse for the highest level of advanced nursing practice with a specialization in nurse anesthesia to provide safe and equitable patient centered care. The graduates of the program are prepared to meet state, regional and national needs as doctorally prepared advanced practice nurses in leadership positions in health-related organizations to improve systems of care, patient outcomes, and quality of care.

PROGRAM GRADUATE LEARNING OUTCOMES

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

1. Integrate nursing science, advanced levels of systems thinking, and accountability in designing, delivering, and evaluating evidence-based practice to improve healthcare quality;
2. Demonstrate leadership by applying principles of organizational and systems theory, to envision, design, evaluate and manage health organizational systems;
3. Translate research and generate evidence to guide improvements in practice and outcomes of care;
4. Incorporate healthcare information systems and patient care technologies to improve and transform programs of care and care systems;
5. Influence healthcare systems through the design, implementation and evaluation of healthcare policies;
6. Collaborate interprofessionally in the development and implementation of practice models, peer review, practice guidelines, healthcare policy, standards of care and scholarly projects;
7. Generate, implement and evaluate health promotion/disease prevention interventions and strategies to address gaps in care of individuals and populations; and
8. Apply critical thinking and requisite knowledge to provide safe, ethical, evidence-based anesthesia care services to culturally-diverse individuals across the lifespan.
PROGRAM OUTCOME MEASURES

1. Graduates of Doctor of Nursing Practice in Nurse Anesthesia program will be adequately prepared for the NBCRNA NCE as evidenced by:
   a. Cohort Pass Rate
      i. Pass rate equal to or greater than the national average for first time test takers.
      ii. Eventual pass rate of 100% for all test takers on all attempts.
   b. Cohort Mean NCE Total Score
      i. Cohort Mean Total Score equal to or greater than the national average for first time test takers.
   c. Cohort Mean NCE Sub Scores
      i. Mean sub scores equal to or greater than the national average for first time test takers in all domains.

2. The Doctor of Nursing Practice in Nurse Anesthesia program will admit, retain and graduate students who have the ability to benefit from a nurse anesthesia education as evidenced by:
   a. Admission Standards
      i. 100% of students admitted to the program will demonstrate the ability to benefit from a nurse anesthesia education.
   b. Graduation Rate
      i. The program will retain 90% of admitted students per cohort with a target graduation rate of 90%.
      ii. Program attrition will not exceed 10% per cohort.

3. The Doctor of Nursing Practice in Nurse Anesthesia program will graduate students who are prepared to enter into nurse anesthesia practice as a DNP prepared APRN as evidenced by:
   a. Employment Rate
      i. Of those graduates seeking employment, 100% will be employed as a CRNA within 1 year of graduation.
   b. Alumni Evaluation
      i. At 1 year post-graduation, 100% of responding alumni will report preparedness to enter anesthesia practice upon graduation of the nurse anesthesia educational program.
      ii. At 1 year post-graduation, 100% of responding alumni will evaluate the quality of the nurse anesthesia program as favorable in relation to their preparedness to enter into nurse anesthesia practice upon graduation of the nurse anesthesia educational program.
      iii. At 1 year post-graduation, 100% of responding alumni will report the acquisition of refined communication and research skills necessary to make contributions to appropriate knowledge bases.
      iv. At 1 year post-graduation, 100% of responding alumni will report active participation in at least one professional organization.
   c. Employer Evaluation
      i. At 1 year of employment, 100% of responding employers will report that graduates are able to administer safe, compassionate care through a variety of anesthetic techniques.
REQUIREMENTS FOR DNP-NA DEGREE

In order to meet DNP-NA degree requirements, students must:

1. Satisfactory complete of all courses;
2. Satisfactory complete a DNP Project; and
3. Satisfactory complete all requirements of the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).

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

DEFERRAL OF GRADUATION

In very unusual circumstances, a student may be granted a deferral of graduation. Every requirement for graduation must be met before graduation. If a deferral is needed, it must be approved by the DNP-NA Program Director and the Dean of the School of Nursing. This deferral may be granted in the following circumstances:

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

In the case a student is granted deferral of graduation, the student will have one academic semester after the original graduation date fulfill all graduation requirements.

WITHDRAWAL FROM COURSES

Students wishing to withdraw from course(s) must submit the required University Course Withdrawal form, which can be obtained in the Nurse Anesthesia Program office.

A student leaving the University without following these procedures will receive a grade of “F” for the courses. If the proper procedure is followed, the student will receive a “W” in all courses.

A student who withdraws from course(s) will be considered out of progression and will be dismissed from the Program.

READMISSION TO THE PROGRAM

A student who has withdrawn from the program (withdrawn from all courses) during the first or second semester and is in good standing with the University may reapply to the nurse anesthesia program. Students who wish to reenter the program must meet with the admissions committee. Readmission is contingent on committee recommendations, availability of positions in the
Upon acceptance into the program, students must meet the following criteria prior to enrollment:
1. Current unencumbered Louisiana registered nurse license; and
2. American Heart Association Pediatric Advanced Life Support (PALS) certification
**Program Core Performance Standards**

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

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

**STUDENTS WITH DISABILITIES**

Franciscan Missionaries of Our Lady University complies with the 1973 Rehabilitation Act Section 504, and the 1990 Americans with Disabilities Act (ADA) to ensure equal opportunity for qualified individuals with disabilities. Franciscan Missionaries of Our Lady University makes reasonable accommodations and provides services to access (to receive and give) information. Please contact Student Affairs for additional information.

Nurse Anesthesia applicants must be able to meet core performance standards for admission and progression. In the event that a nurse anesthesia student is physically or mentally unable to administer safe patient care in all aspects of anesthesia administration, the program reserves the right to dismiss the student from the program.
STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct at Franciscan Missionaries of Our Lady University is to review potential violations of the University community standards. Further, the code of conduct represents the concept that a disciplinary process should, in fact, be an educational experience that fosters responsibility for individual actions, as well as for the way the community functions. The prevailing rule in student discipline must be that of fundamental fairness and education.

All Franciscan Missionaries of Our Lady University students are responsible for abiding by the standards of the University community, and those who violate them are subject to disciplinary action. Moreover, the University recognizes and respects local, state, and federal laws and statutes. The University may pursue enforcement of its own rules, whether or not legal proceedings are under way or forthcoming, and may use information from third-party sources, such as law enforcement agencies and outside media, to determine whether University rules have been violated. The standards of behavior should be read broadly and are not designed to define misconduct in exhaustive terms. A conduct officer will find a student responsible for a conduct code violation if the violation is proven by a preponderance of the information presented.

JURISDICTION

The Student Code of Conduct applies to conduct that occurs on Franciscan Missionaries of Our Lady University owned or leased property and at University-sponsored events. In addition, the University reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety, and welfare of others and/or adversely affect the University and/or the pursuit of its mission. Each student shall be responsible for their conduct from the time of their application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment and leaves of absence or suspension.

A student who is alleged of a Student Code of Conduct or Academic Honesty violation will retain all University rights until due process is completed, unless there is evidence that the student has done any of the following:

- Has been convicted of a felony.
- Has been formally charged with the commission of a felony of such nature that the student’s presence on campus or clinical locations is potentially dangerous to the health and safety of the University or clinical locations.
- Engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the University or clinical communities. In these situations, the student may be temporarily banned from the campus and clinical locations until due process is completed.

Please refer to the *Franciscan Missionaries of Our Lady University’s Student Handbook* for additional information related to conduct procedures, sanctions and appeals.
**Licensure and Certifications**

All DNP-NA students must maintain a current, unencumbered license as a registered nurse issued by the Louisiana State Board of Nursing at all times while attending Franciscan Missionaries of Our Lady University. All DNP-NA students must maintain American Heart Association Advanced Cardiovascular Life Support (ACLS), Basic Life Support (BLS) and Pediatric Advanced Life Support (PALS) certifications while enrolled in the program. It is each student's responsibility to submit, in person, their original nursing license and copy of their certifications. A copy will be placed in the student’s file. If the student has not provided evidence of current licensure to the Academic Support Coordinator, clinical privileges will be immediately suspended. All clinical time missed as a result of such a suspension shall be counted against personal leave time or made up, at the Director of Clinical Education’s discretion.

**Clinical Privileges**

All nurse anesthesia students must continually meet the standards of care promulgated by the Louisiana State Nursing Practice Act and the rules and regulations of Louisiana State Board of Nursing (LSBN). The Program Director will investigate and take appropriate action regarding any information suggesting that a student is failing to meet these or any other regulatory requirements. In accordance with regulatory law, the School of Nursing Dean will report to the LSBN (and/or other appropriate authorities) any conduct that violates statutory or regulatory laws of the state of Louisiana or the United States.

In the event that the Program Director determines that a student’s conduct has presented concerns regarding patient safety, substandard care, or unprofessional conduct, the student’s clinical privileges will be immediately suspended. The matter will then be forwarded to the School of Nursing Dean for further consideration and action. Following the suspension of clinical privileges by the Program Director, the student is prohibited from any patient care activities pending the outcome of the deliberations of the School of Nursing Dean.

**Student Health Requirements**

After being accepted into the DNP-NA program, students receive a health packet detailing all health and safety requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health and safety requirements each semester will result in the student's inability to attend the clinical portion of their program and may result in dismissal from the program. Students should contact the Office of Health and Safety if they have any questions regarding these requirements or view the policy for Clinical Student Health Requirements. In the event of pregnancy, the Director of Clinical Education should be notified immediately and clearance from an obstetrician must be submitted to the Office of Health and Safety to continue the clinical portion of the program.

**Judicial Declarations**

Upon acceptance to Franciscan Missionaries of Our Lady University Nurse Anesthesia Program, arrests, charges, convictions, no contest or guilty pleas related to a criminal offense must be reported to the Program Director. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the
arrest or charges lead to conviction. Nurse anesthesia students arrested for other criminal offenses may be immediately suspended from the program until the charges are resolved.

**SOCIAL MEDIA USE**

The DNP-NA program acknowledges that social networking sites are a popular means of communication. Students who choose to use these websites must be aware that posting certain information is illegal. Violations of administrative policies and regulations may expose the student to criminal and civil liability. Offenders may be subject to probation, suspension, and possible dismissal from the program. The nurse anesthesia program prohibits the following actions:

1. Students may not disclose the personal health information of other individuals. Removal of an individual’s name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual.

2. Students may not report private (protected) academic information of another student.

3. Students may not represent themselves as an official representative or spokesperson for the program or Franciscan Missionaries of Our Lady University.

4. Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent any prohibitions listed in the School of Nursing Graduate Student Handbook.

Other violations of the policy pertaining to the use of social media would include but are not limited to:

1. Knowingly distributing false evidence, statements, or charges against another student or faculty/staff member.

2. Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty or staff.

3. Verbal, written or electronic insults to, or verbal attacks on, Franciscan Missionaries of Our Lady University, the nurse anesthesia program, clinical facilities, faculty, staff, or students.

4. Threats or acts of physical violence against Franciscan Missionaries of Our Lady University, the nurse anesthesia program, clinical facilities, faculty, staff, or students.

5. Harassment, in any form, of Franciscan Missionaries of Our Lady University, the nurse anesthesia program, clinical facilities, faculty, staff, or students.

6. Violating the confidentiality of a faculty committee by an elected student representative serving on that committee.

Students violating the Franciscan Missionaries of Our Lady University Nurse Anesthesia Program’s social media use policy may face disciplinary action including but not limited to dismissal from the nurse anesthesia program. It is important to note that all students engaging in the conversation or responding to any postings will be held accountable.
Violations will be forwarded to the Provost/Vice President for Academic Affairs for further review and may lead to dismissal from the University. Additionally, all occurrences regarding the violation of this policy will be forwarded to the Louisiana State Board of Nursing.

**STUDENT PROFESSIONAL LIABILITY INSURANCE**

Students are required to carry professional liability insurance at all times during their enrollment. Professional Liability Insurance must be purchased by the student through American Association of Nurse Anesthetists (AANA) Insurance Services. Students must comply with all policies, procedures, and guidelines required by the Office of Health and Safety and the individual clinical site.

**AANA MEMBERSHIP**

Students are required to maintain membership in the American Association of Nurse Anesthetists throughout the program. The cost of membership shall be the responsibility of the individual student.

**EMPLOYMENT**

The time commitment for nurse anesthesia education is significant and therefore, employment is discouraged during DNP-NA Program enrollment after the first two semesters.

Employment in the anesthesia field by nurse anesthesia students is prohibited by law, Program and University policy. At no time should a student nurse anesthetist be employed as a CRNA. Under no circumstances shall a student anesthetist seek employment as a Nurse Anesthetist by title or function until successful graduation from the DNP-NA Program.

**VISITORS**

Visitors are not allowed to attend or observe any class, academic activity, or social function unless specifically invited by the Program. All invitations require the approval of the Program Director.

**STUDENT LEADERSHIP**

**Elected Positions**

1. President- Each class elects their own president. The president is responsible for providing leadership to the class, serving as a liaison to other organizations without specific representatives, communicating class requests or concerns to the DNP-NA director, etc.

2. LANA Representative- Each class elects a student to serve as a Louisiana Association of Nurse Anesthetists (LANA) student board member. The LANA representative is expected to attend monthly LANA BOD meetings, annual LANA fall meetings and other events as requested by the LANA BOD.

3. Social Vice President- Each class elects a social vice president. The social vice president organizes class social events/functions and communicates with program faculty regarding social events.
**Appointed Committees**

1. **Nurse Anesthesia Program Curriculum Committee** - The DNP-NA Program Curriculum Committee Chairperson appoints two representatives from each class to the Nurse Anesthesia Program Curriculum Committee. The representatives attend the committee meetings to offer their perspective on the activities of the committee.

2. **Nurse Anesthesia Program Community Advisory Board** - The DNP-NA Community Advisory Board Chairperson appoints two representatives from each class to the Nurse Anesthesia Program Community Advisory Board. The representatives attend the committee meetings to offer their perspective on the activities of the board.

**Student Leadership Advisory Meetings**

Cohort student leadership is encouraged to meet on a regular basis and at a minimum of once a semester to discuss program related matters.
# Curriculum Plan

Franciscan Missionaries of Our Lady University  
School of Nursing  
Doctor of Nursing Practice in Nurse Anesthesia (DNP-NA) Program Curriculum Plan  
2018-2019

<table>
<thead>
<tr>
<th>Course Number</th>
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**Didactic courses = 1 credit hour = 15 contact hours**  
**Clinical courses = 1 credit hour = 120 contact hours**  
**Lab course = 1 credit hour = 45 contact hours**

**Course Descriptions**

NURS 6315 *Advanced Practice Nursing Research and Evidence-Based Practice* (Online-3 credit hours). This course reviews the traditions of inquiry, including research designs and methods and an introduction to using research to guide evidence-based practice for advanced practice and health care. It includes application of theory and research to improve practice and patient outcomes. It incorporates legal and ethical foundations relevant to the protection of research participants.

NURS 6320 *Applied Biostatistics and Epidemiology for Advanced Practice Nursing* (Online-3 credit hours). This course focuses on the examination and application of statistical methods, research designs and epidemiologic principles used in healthcare research. It provides a
A comprehensive overview of frequently used descriptive and inferential biostatistical methods. Major topics include contingency table analysis, simple and multiple linear regression, analysis of variance, and logistic regression. The course includes application of theories of measurement, statistical inference and identification of evidence-based guidelines for disease prevention, health promotion and improved patient outcomes.

**NURS 6345 Professional Aspects of Advanced Practice Nursing** (Online-3 credit hours). This course reviews past and current issues pertaining to advanced practice nursing. Topics for discussion will be the history of advanced practice nursing; the professional role of APRNs; practice issues in advanced practice nursing; regulation of clinical practice, the legal system and the APRN; and practice challenges for advanced practice nursing.

**NURS 7340 Decision Science and Informatics** (Online-3 credit hours). This course introduces students to concepts related to health information system management and provides an overview of the role of information systems in health care organizations. Coursework emphasizes the integration of evidence-based research into clinical decision-making and the influence of information systems on health outcomes. This course explores technical, organizational, and cost-benefit issues related to health care information systems, including clinical decision-support, integrated networking, and distributed computing technologies, and telemedicine applications. The course will provide the DNP-NA student with advanced understanding of the ethical and legal issues associated with the use of technologies within acute care settings, private industry, and web-delivered services.

**NURS 7360 Leading and Managing Health Care Systems** (Online-3 credit hours). This course provides an in-depth analysis and synthesis of the health care delivery system emphasizing improvement of health care delivery and access. It examines the complex organizational dynamics and structures that predicated the interaction among major components of the health care system. Individual strategies for effective leading and managing organizational change, building strong organizational culture, developing effective teams, resolving conflicts, implementing effective motivational systems and nurturing a learning organization are examined.

**ANES 7425 Advanced Anatomy, Physiology and Pathophysiology I** (Classroom-4 credit hours). This course provides an in-depth knowledge of the microscopic and macroscopic structure of the human body with emphases on the nervous, musculoskeletal, cardiac, and renal systems. The relationship between structure, function, dysfunction and integration of these body systems and anesthetic management across the lifespan will be assessed and evaluated.

**NURS 6410 Pharmacology for Advanced Practice Nursing** (Classroom-4 credit hours). This course provides a systematic approach to the study of pharmacology and its relevance to perioperative anesthetic care. In-depth presentation of the processes of pharmacodynamics, pharmacokinetics, and chemistry of drug therapy provide a basis for comprehensive understanding of drug actions, adverse reactions, interactions and anesthetic considerations.

**ANES 7310 Physical Science in Nurse Anesthesia** (Classroom-3 credit hours). This course focuses on chemistry and physics relative to nurse anesthesia practice. It includes an emphasis on organic and biochemistry principles, medical mathematics and physics with application of these
principles to nurse anesthesia practice. Gas laws, chemical structure of anesthetics, vaporizers, and principles related to monitoring modalities in anesthesia will be included.

**ANES 7435 Principles of Anesthesia Practice I** (Classroom-4 credit hours). This course provides an introduction to the basic principles of anesthesia practice and the perioperative setting. Focus of the course includes patient assessment, physiological monitoring, anesthetic techniques, interventions, and associated equipment with an emphasis on safety and standards of care for anesthesia practice. Laboratory experience is provided for students to develop beginning level airway and anesthesia management skills.

**NURS 7335 Advanced Health Assessment and Health Promotion** (Classroom-3 credit hours). This course provides a systematic approach to learning the skills necessary for advanced practice nursing assessment. Assessment skills include history and physical examination across the lifespan, and interpretation of preoperative data and tests. The importance of accurate, confidential, appropriate and complete documentation will be emphasized.

**ANES 7455 Advanced Anatomy, Physiology, and Pathophysiology II** (Classroom-4 credit hours). This course provides students with an in-depth knowledge of the microscopic and macroscopic structure of the human body with emphases on the endocrine, pulmonary and gastroenterology systems. The relationship between structure, function, dysfunction and integration of these body systems and anesthetic management across the lifespan will be assessed and evaluated.

**ANES 7445 Advanced Pharmacology for Nurse Anesthesia** (Classroom-4 credit hours). The course provides a systematic approach to the in-depth understanding of pharmacological principles and monitoring modalities underlying the use of anesthetic agents and adjuvants as well as the management of anesthetic complications. Implications of current drug therapy used in the treatment of various disease processes with attention to chemical properties, preparation, dosage, administration, and side effects will be emphasized.

**ANES 7465 Principles of Anesthesia Practice II** (Classroom-4 credit hours). This course builds upon knowledge acquired in Principles of Anesthesia Practice I while focusing on anesthetic delivery across the lifespan. Emphasis is placed upon the effects of age related changes in anatomy and physiology with implications for anesthetic management of pediatric, obstetric and geriatric population.

**ANES 7340 Anesthesia Skills and Simulation Lab** (Lab-3 credit hours). This course provides the opportunity for students to practice anesthetic techniques in the skills lab utilizing high fidelity simulation and task trainers. Each student is evaluated for readiness for clinical practice in the operating room. The hands-on practice correlates with the concepts covered in Principles of Anesthesia I and II with an emphasis on communication, safety and standards of care for anesthesia practice.

**NURS 7320 Health Care Policy and Policy Advancement** (Online-3 credit hours). This course provides an overview for understanding health care policy, organization, and economics within a systems analysis framework. The course examines current literature and research related to
health care policy development and health care delivery systems, and highlights the role of leadership in policy development in the health care delivery and health care education systems.

**ANES 7375 Principles of Anesthesia Practice III** (Classroom-3 credit hours). This course provides an in-depth study of selected advanced anesthesia concepts to include anesthetic implications and management of the neurologic and pain patient and techniques of regional anesthesia. Laboratory experience is provided for students to develop beginning mastery of regional anesthesia techniques and the use of ultrasound equipment.

**ANES 7710 Clinical Practicum I** (Practicum-4 credit hours). This practicum introduces the student to clinical practice with individualized preceptor-guided instruction in the management of patients receiving anesthesia with an emphasis on safety and monitoring modalities. Experiences include introduction to the role of the nurse anesthetist, development of basic nurse anesthesia skills, preparation of patients and equipment, pre- and post-operative evaluation, planning and implementing individualized anesthesia care plans, and airway management techniques. The clinical practicum requires the integration of knowledge learned in the nursing core, anesthesia specialty and science courses. DNP-NA students are also required to participate in journal club and clinical correlation conferences to promote role responsibility.

**NURS 6350 Theoretical and Philosophical Foundations of Nursing Science** (Online-3 credit hours). This course examines the philosophical, historical, and theoretical underpinnings of the discipline of nursing through analysis of nursing theories and concepts, integration of knowledge from biological and social sciences, translation of knowledge into the practice and application of professional nursing standards as a basis for the highest level of nursing practice.

**ANES 7450 Principles of Anesthesia Practice IV** (Classroom-4 credit hours). This course provides an in-depth study of selected advanced anesthesia concepts to include the anesthetic implications and management of the cardiovascular, pulmonary and transplant patient. Laboratory experience is provided for students to refine ultrasound guided and central venous cannulation techniques.

**ANES 7720 Clinical Practicum II** (Practicum-5 credit hours). This practicum provides clinical experiences across the lifespan with increasing integration and application of knowledge and skills. Particular attention is given to anesthetic management of the pediatric, obstetric and geriatric patient. DNP-NA students are also required to participate in journal club and clinical correlation conferences to promote role responsibility.

**NURS 7370 Translational Research** (Hybrid-3 credit hours). This course builds on principles of Nursing research and Evidence Based Practice (NURS 7310) and applies principles of research utilization to refine the DNP-NA student’s ability to integrate research and knowledge into practice. Specific skills of research utilization will be appraising evidence, translating evidence into practice, and predicting potential evaluation methods for evidence-based practice. Students will learn to conceptualize clinical practice problems, transform these problems to answerable clinical research questions, search for the best clinical evidence, and assess clinical evidence using basic epidemiological, bio-statistical and scientific principles. Additionally the student will learn to integrate the research results using critical appraisal and research synthesis to increase
their understanding of models used to guide implementation of evidence-based improvements to 
begin formulation of the DNP Project.

**ANES 7390 Principles of Anesthesia Practice V** (Classroom-3 credit hours). This course 
provides an in-depth study with application of advanced anesthesia concepts, focusing on the 
anesthetic management of the obese and trauma patient populations with additional areas of 
study include the care of patients with endocrine, liver, kidney and gastrointestinal dysfunction.

**ANES 7730 Clinical Practicum III** (Practicum-5 credit hours). This practicum continues and 
advances clinical skills and progression of decision-making skills for anesthesia practice. The 
hands on practice correlates with the concepts covered in Principles of Anesthesia II & III, which 
focus on the neurosurgical patient and procedures, regional anesthesia, and pain management. 
DNP-NA students are also required to participate in journal club and clinical correlation 
conferences to promote role responsibility.

**ANES 7800 DNP Project** (Independent- 1-3 credit hours). The DNP scholarly project 
demonstrates mastery of the DNP curricular content. The scholarly project demonstrates the 
student’s ability to identify a practice or system related problem through clinical immersion, 
synthesize and critically appraise the evidence related to addressing that practice problem, 
negotiate within the system to implement sustainable evidence-based change within an 
organization, implement that change, and systematically measure the results of the practice or 
system related change initiative. The DNP scholarly project documents outcomes of the student’s 
educational experiences, and summarizes the student’s growth in knowledge and expertise.

**ANES 7740 Clinical Practicum IV** (Practicum-5 credit hours). This practicum continues and 
advances clinical skills and provides more complex clinical experiences in a variety of areas. 
Concepts taught in Principles of Anesthesia IV to include anesthetic management of the 
cardiovascular, pulmonary and trauma patient will be emphasized. Students are also required to 
participate in journal club and clinical correlation conferences to promote role responsibility.

**ANES 7750 Clinical Practicum V** (Practicum-5 credit hours). This practicum provides the 
opportunity for advancing clinical practice in specialty areas with an emphasis on synthesis of 
information acquired throughout the program. While supervision continues, evolution of 
independent thinking and autonomy is required. DNP-NA students are also required to 
participate in journal club, clinical correlation conferences and mentorship of junior students to 
promote professional role responsibility.

**ANES 7380 Anesthesia Seminar** (Traditional-3 credit hours). This course provides a 
comprehensive review in preparation for the certification exam and includes physical science, 
physiology and pathophysiology, pharmacology and principles of anesthesia. Formal Capstone 
presentations by the students will contribute to the synthesis of information acquired throughout 
the nurse anesthesia program and encourages inter-professional collaboration and dissemination 
to improve patient and population health care outcomes.
**PROGRAM DESIGN**

The program occurs in two phases and is integrated in nature. The first 18 months of the program primarily focuses on the didactic education while the second 18 months of the program focuses on both didactic and clinical education. The DNP-NA Program consists of 100 semester credit hours, with 18 semester credit hours offered via distance education. Due to the rigorous nature of nurse anesthesia education and the requirements for degree attainment, DNP-NA students do not follow the academic calendar and may not follow the emergency closure plan based on clinical obligations.

The DNP-NA Program faculty members make every attempt to arrive in a timely manner and hold class as scheduled. Program faculty members reserve the right to reschedule class/clinical days to meet learning objectives. Occasionally, changes in class times and days may be necessary. Students will be notified by the instructor and are responsible for adhering to class schedule changes.

**COPYRIGHT**

All course materials, including online content, are property of Franciscan Missionaries of Our Lady University and may not be shared, distributed, or published outside the University. Students are authorized to view, copy, and print documents as needed for successful completion of coursework. Contents may not be copied for personal, commercial, or non-commercial use.

Course participants retain copyright of all course assignments and posts; however, these materials may be used for educational purposes within the given course, or future courses. In group projects, only the portion of the work completed by that individual is copyrighted by that individual.

Students must observe all applicable restrictions when obtaining copyrighted material from libraries and other sources. The copyright law of the United States (Title 17, United States Code) limits the use of photocopying and reproductions of copyrighted material. Copies may not be used for any other purpose than private study, scholarship, or research. Materials may not be shared, posted, or otherwise distributed without permission from the copyright holder.

**TEXTBOOKS**

DNP-NA students are required to purchase textbooks for each course as listed in the course syllabus, to include required, recommended and supplemental textbooks. Purchase is as the student’s cost.

**TRAVEL HOUSING & MEALS**

Travel, housing, and meals are the sole responsibility of the student.

**COMMUNICATION**

Communication to nurse anesthesia students is via:

- *Franciscan Missionaries of Our Lady University* email
- The *Franciscan Missionaries of Our Lady University* website
- Telephone
• Text messaging
• Written notification
• In class or conference notification

Students are required to inform the Academic Support Coordinator of any changes in email address, home or cell numbers, and address. Students are responsible to check their email daily (except for those on authorized absence) for any memos or changes in policy or schedule. All communication from the DNP-NA Program administration has the same importance as the Program policies and will be instituted as such.

STUDENT ADVISING
Program faculty members engage in ongoing formal and informal advising activities, providing students with continual feedback. Formal advising occurs via academic, DNP project and clinical advising procedures. Informal advising occurs via daily scheduled and unscheduled interactions with Program faculty members.

GRADING
The grading scale for the Franciscan Missionaries of Our Lady University DNP-NA Program is as follows:

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All graded course work is calculated to the second decimal place (hundredths column). Only the final course grade is rounded to the nearest whole number with only the first decimal place (tenths column) rounded. For example, a final course grade of 79.5 is rounded to 80 whereas a final course grade of 79.49 is not rounded to 80.

PROGRESSION POLICY
In order to maintain progression status and be in good academic standing, the student must:
• Maintain a current, unencumbered license to practice as a registered nurse (RN) in Louisiana;
• Achieve a minimum final grade of "B" in all clinical courses in the DNP-NA curriculum;
• Achieve a minimum final grade of “B” or higher in all didactic courses in the DNP-NA curriculum;
• Maintain continuous enrollment in the DNP-NA curriculum sequence;
• Meet the University and School of Nursing health and safety requirements; and
Meet the Core Performance Standards and expectations for behavior outlined in the University Student Handbook and DNP-NA Program Handbook.

**NON-PROGRESSION POLICY**

A student is considered out of progression if the student fails to meet one or more of the requirements for progression as outlined above. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program.

Students will be out of progression for the following:

- Failure to obtain and maintain a current, unencumbered license to practice as a registered nurse (RN) in Louisiana;
- Failure to achieve a minimum grade of "B" in all courses in the DNP-NA curriculum;
- A student who earns a “C” in a didactic course, will be allowed to progress in the program, provided the student’s GPA is a 3.0 or higher. If the student earns a second “C” in a didactic course, the student will be dismissed from the DNP-NA program.
- A student who fails a clinical course (as indicated by a final grade of “C”, “D” or “F”), will be dismissed from the DNP-NA program.
- A student who fails a didactic course (as indicated by a final grade of "D" or "F"), will be dismissed from the DNP-NA program;
- Failure to maintain continuous enrollment in the DNP-NA curriculum sequence;
  - Students who are voluntarily or involuntarily withdrawn from a DNP-NA course are considered out of progression;
- Failure to meet the University and School of Nursing health and safety requirements
  - Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by the Office of Health and Safety;
  - Students who are withdrawn will not be automatically re-enrolled once they have met the requirements.
- Failure to meet the Core Performance Standards and/or expectations for behavior outlined in the University Student Handbook and DNP-NA Program Handbook.
  - Students must meet the Core Performance Standards for admission and continue to meet these standards throughout enrollment in the DNP-NA program.
  - The handbooks outline behavioral expectations including, but not limited to, respect for others, respect for the learning environment, and academic honesty.
  - A student will be withdrawn from courses and/or dismissed from the DNP-NA program for failure to meet behavioral expectations and Core Performance Standards described in the handbooks.

**TRANSFER OF CREDIT**

No coursework may be transferred or substituted for credit into the DNP-NA curriculum.
Laptop Requirements
Listed below are the minimum required laptop specifications. The wireless network at Franciscan Missionaries of Our Lady University is currently 802.11 and is available throughout the campus.

PC minimum requirements:
1. CPU = 2GHz Intel® Core™/Celeron™ (Core i5 or i7) or equivalent processor
2. RAM = highest recommended for the operating system or 4 GB (8 GB recommended)
3. Hard Drive = 500 GB (750 GB recommended)
5. Internet connectivity with 802.11 compatibility
6. Software = Microsoft Office (Professional recommended)

Mac minimum requirements:
1. CPU = Intel processor
2. RAM = 4 GB (8 GB recommended)
3. Hard Drive = 500 GB (750 Gb recommended)
4. Operating System = OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), OS X 10.11 (El Capitan), mac OS 10.12 (Sierra).
5. Internet connectivity with 802.11 compatibility
6. Software = Office for MAC (Professional recommended)

Examinations
ExamSoft is a secure testing product that is used for in class examinations via the exam taker’s laptop. The following policies must be followed for all exams:
1. The student must download and install the latest version of the ExamSoft Examplify product prior to the scheduled examination. Examplify download instructions and updates will be provided by the program.
2. Exams must be downloaded prior to posted exam download deadline. Students who fail to download exams by the posted exam deadline will not be allowed to take the exam.
3. Each exam is password protected. The password will be provided at the beginning of the exam.

Examination Day Testing Procedures
1. Students must bring the following items in order to be allowed entry into the testing environment:
   a. Laptop:
      i. Should be fully charged and able to operate on battery for at least 3 hours of normal activity (i.e., web browsing, word processing, wireless).
      ii. May not have access to power for charging during testing.
   b. Privacy Screen:
      i. Are filters that attach over the student's laptop display to make information visible to only to the exam taker. The privacy screen must be well-fitted.
and appropriate to the student’s laptop device and are required for all computer-based exams.

ii. Students will not be allowed to take a computer-based examination without an attached privacy screen.

c. Calculators (as allowed per course instructor)
   i. Scientific and graphing calculators may be allowed at the discretion of the course instructor for testing. Sharing of calculators during the quiz or examination is not permitted.

2. Students may bring the following items:
   a. Noise cancelling ear plugs
   b. Keys

3. Students are prohibited from bringing the following items:
   a. Cellular phones/smart phones
   b. Smart watches
   c. Hats
   d. Food or drink
   e. Personal items (back packs, purses, bags, notebooks, books, etc.)
   f. Writing instruments
   g. Scratch paper

4. Paper, textbooks, notes or any other course documents may not be used during quizzes or examinations unless specified by the course instructor.

5. A white erasable note board will be provided by the proctor prior to the start of the examination.
   a. Only one note board is allowed per student.
   b. Erasable note boards may not be used prior to the start of the examination.

6. Students will be given the password to the examination and start the examination at the direction of the proctor. No talking or other communication is allowed once a testing session begins.

7. Each examination session has a prearranged duration and will be noted on the chalkboard.

8. Once an examination begins, all personnel should refrain from conversing with examinees. This includes clarification or interpretation of exam questions. The examination proctor has the discretion to provide critical information to the class when necessary.

9. Entering/Leaving the Testing Environment
   a. Late Arrivals
      i. Students arriving late for an examination are permitted entrance within 10 minutes of the start of the exam.
      ii. Students who arrive late for an examination are not allowed additional time to complete the exam.
      iii. ExamSoft timer will not be reflective of total time remaining. As previously stated, the start and end time will not be altered.
   b. Reentry
      i. If a student leaves the testing environment for any reason, the student will not be allowed to return to complete the examination.
   c. Examination Completion

32 Revised 1.11.2019
i. Prior to leaving the testing environment, students must show the gold screen, signifying examination completion. Students are to upload examinations prior to the published examination upload deadline.

10. In the event of a laptop malfunction:
   a. If a student experiences a laptop problem or malfunction prior to, during, or upon exiting an exam, he or she must immediately notify the proctor. If a student’s laptop fails during an examination, the student may be allowed to continue answering the exam by hand-writing it at the discretion of the proctor. No additional time will be allowed for attempting to resolve computer problems during the exam.
   b. After the examination has concluded, an attempt may also be made to retrieve exam answers from the student’s hard drive. The retrieved examination portion, together with the hand-written portion, will be submitted to the course instructor for grading. Only if exam answers cannot be retrieved within 24 hours, may the Program Director, in consultation with the instructor, determine any additional remedial options, if any. However, no consideration will be given to a student who failed to alert the proctor at the time of the difficulty.

11. Examination Absence
   a. Students must notify the course instructor if they will not be present for an examination.
   b. Make-up examinations will be given at the discretion of the course instructor.

**EXAMINATION REVIEWS**

The purpose of an examination review is to provide students with an opportunity to identify patterns of mistakes or subject content deficiencies. The examination review is not an opportunity for students to challenge the validity of exam items or debate scores. Examination reviews are an optional service and are not guaranteed nor required but administered at the prerogative of each course instructor. Students should remain collegial at all times during the examination review.

In order to maintain the integrity of exam items, the DNP-NA program secures its test item bank. Therefore the following procedures have been instituted to assist in maintaining item security while providing a sound educational experience for students. Students who do not follow the procedure outlined below will be asked to leave the exam review and his/her actions may result in disciplinary action. The following policies apply for all examination review sessions:

1. Exam review sessions will be scheduled by the course faculty.
2. An exam review session will not be rescheduled for students who do not attend the scheduled session.
3. Students who do not attend the exam review session forfeit their right to review the exam.
4. Inquiries about examination questions will not be permitted.
5. Students are not permitted to take a break nor leave the room during an exam review session.
6. Students will be allowed to review only the exam items answered incorrectly (question, correct response, and the given response) for an amount of time as determined by the course instructor.
7. Students are not allowed at any time or under any circumstances to discuss exam items with peers.

8. Unauthorized distribution or receipt of test questions, attempts to access the exam or the exam review outside of the scheduled administration period, or any attempts to copy, photograph, or otherwise distribute or duplicate exam items is considered cheating and as such, will be subject to disciplinary action and/or dismissal from the program.

9. The following materials are prohibited during the exam review session:
   a. mechanical or electronic devices such as cellular telephones, laptops, electronic tablets, calculators, digital watches, watches with computer communication and/or memory capability, recording or filming devices, notebooks, textbooks, writing utensils, radios, hats, book bags, backpacks, briefcases, and purses.
   b. Any item that has the potential to undermine exam security will be seized, or the student will be instructed to secure the item in another location.

10. The Nurse Anesthesia Program reserves the right to discontinue all exam review sessions for students who violate policies related to exam review and/or the entire class should large-scale attempts to undermine exam security be identified. Attempts by students to undermine the secure examination policy may result in dismissal from the program.

GRADE APPEAL POLICY

Please refer to the Grade Appeal Policy within the Franciscan Missionaries of Our Lady University Student Handbook.

ACADEMIC GRIEVANCE POLICY

An academic grievance refers to any student complaint relating to academic issues associated with course or classroom instruction with the exception of grade issues. Please refer to the Franciscan Missionaries of Our Lady University Student Handbook for more information.

Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved. If, following the discussion with the faculty member, the situation is not satisfactorily resolved, the student should discuss the grievance with:

Dr. Aimee L. Badeaux
Program Director, DNP-NA Program
Email: Aimee.Badeaux@franu.edu
225-490-1624

If the matter has not been resolved at that level, the student should take the issue to the Dean, School of Nursing. If discussion at the Decanal level still leaves the issue unresolved, a written statement of the grievance may be submitted to complaints@franu.edu. Please refer to the Franciscan Missionaries of Our Lady University Handbook for more information.

RECORD RETENTION POLICY

Student records are confidential and only those faculty members whom are directly responsible for the student’s progress will have access to student files. All student records including
admission applications, NBCRNA transcripts and summative evaluations are stored in a locked cabinet inside a locked room within the DNP-NA Program Office and are retained until the student passes the National Certification Examination or is dismissed from the nurse anesthesia program. For additional information on students’ rights concerning educational records please see the academic catalog. Examinations and assignments are kept for one year from the date of administration.

**DRESS CODE**

Students are required to wear Franciscan Missionaries of Our Lady University Nurse Anesthesia Program scrubs to class and the clinical setting. These will be purchased at the student’s expense during the third semester of the program. Students will change into the scrubs mandated by the individual clinical sites and are prohibited from taking scrub attire from a clinical site.

**TAPE RECORDING**

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

**TIME COMMITMENT**

Students are expected to attend all clinical rotations, clinical conferences, journal club meetings, Our Lady of the Lake Regional Medical Center Morbidity and Mortality conferences, didactic lectures, and Louisiana Association of Nurse Anesthetists (LANA) Annual meetings as outlined in courses syllabi. All students must attend at least one LANA or AANA meeting prior to graduation.

All students are required to complete off shift and/or call rotations during the clinical portion of the program and must submit time logs as instructed.

In accordance with the Council on Accreditation for Nurse Anesthesia Educational Program standards, student time commitment should not exceed 64 hours per week. It is the student’s responsibility to log time via Typhon. Refer to the Standards for Accreditation of Nurse Anesthesia Educational Programs definition of “Reasonable time commitment.”

**TARDINESS**

It is the expectation of the DNP-NA Program that all students arrive to commitments on time. Responsibility and accountability for meeting course, clinical, and program obligations is a fundamental component of professionalism. Tardiness includes reporting late for classes, didactic commitments, journal club, clinicals, and/or any other required program obligations. It also includes taking excessive time for lunch or breaks in the clinical area. The graduate nursing academic support coordinator will maintain documentation of all tardiness infractions.

If a student has knowledge that he/she will be late, he/she should make every effort to notify the course instructor, graduate nursing academic support coordinator, and the Program Director via University email. For clinical tardiness the student must also notify the clinical site coordinator.
Unscheduled Leave due to Illness:

Students calling in sick on clinical days must call the clinical coordinator of the site no later than 1 hour before the scheduled start time of the shift and an email must be sent to the Director of Clinical Education and the graduate nursing academic support coordinator.

1. Unscheduled absence will be recorded as follows:
   a. Absence from a scheduled 8 hour shift: 1 vacation day and 1 clinical make-up day
   b. Absence from a scheduled 12 hour shift: 1 vacation day and 2 clinical make-up days

LEAVE POLICY

Students are expected to attend all scheduled didactic classes, clinical rotations and conferences and educational commitments as notified by the Program Director.

Vacation: During the DNP-NA program, a total of 15 days of vacation will be allowed. Vacation will not be granted during the first five semesters of the DNP-NA Degree Program. Vacation time should be evenly distributed during the remaining semesters.

1. All vacation must be requested via the vacation request form and submitted via Moodle by the published deadline. Students should not schedule vacation or travel plans prior to approval. Vacation requests received after the published deadline may not be granted.
2. Vacation must be scheduled in block time with no less than two (2) days at a time and are limited to one week (5 days) during any one-month (30 days).
3. Due to the increased number of requests during holidays, not all requests will be granted, with priority given to those students who request off one week of clinical time.
4. Vacation is not allowed during enrichment site rotations.
5. Vacation is not allowed during off shift rotations at Our Lady of the Lake Regional Medical Center.
6. Vacation will not be granted during scheduled didactic time or during the last 30 days of the program.
7. Students exploring practice opportunities (e.g., interviews) must use vacation time for their absence(s).
8. After vacation time has been approved, it may not be cancelled.

Vacation Time for Absence:

- Students who are absent due to illness or personal emergency have the following options for vacation time.
  - Absence from a scheduled 8 hour shift: 1 vacation day and 1 clinical make-up day
  - Absence from a scheduled 12 hour shift: 1 vacation day and 2 clinical make-up days
  - Absence due to illness: 1 vacation day and 2 clinical make-up days

Tardiness During the Administration of an Exam:
The tardiness disciplinary matrix is as follows:

1. First offense: Documented written warning from course instructor.
2. Second offense: Conference with the course instructor and Program Director, and charged one vacation day.
3. Third offense: Conference with the course instructor and Program Director, charged one additional vacation day, and a 3% deduction in the final course grade.
4. Fourth offense: All of the above disciplinary actions and the student will be placed on academic probation.
5. Any further tardiness may lead to dismissal from the Nurse Anesthesia Program.

Unexcused Absence:

Absence will be handled in accordance with the testing policy.

Vacation Day:

Vacation will not be charged on their absence(s).
c. Absence from a scheduled 16 hour shift: 2 vacation days and 2 clinical make-up days
2. Any student missing clinical time due an illness with less than 24 hours notice will be required to make up the missed clinical day. Clinical Make-Up days will be decided upon by the Director of Clinical Education in between semesters and may include holidays and/or weekends.
3. Any student missing clinical time due to illness may be required to provide the Office of Health and Safety documentation prior to returning to the clinical area.
4. Students calling in sick on didactic days are required to notify the course director and Program Director of intended absence and send an email to the Academic Support Coordinator no later than 1 hour prior to class. This unscheduled absence will be recorded as one vacation day.
5. Students should refer to the DNP-NA Degree Program Handbook and the University’s “Illness/Injury Policy” for absences exceeding three or more days.
6. Excessive absences may result in disciplinary action.
7. Students that exceed the allotted 15 vacation days will be required to make up the clinical days during the final semester as scheduled by the Director of Clinical Education.

Scheduled Leave due to Illness: Students that call in ahead of time -greater than 24 hours (example: doctor’s appointment) will be charged one vacation day, not two vacation days.

Unscheduled Leave due to Inclement Weather: Students in Clinical Practicum courses may not follow University campus closures due to the geographical diversity of our clinical sites.

Additional Leave:
1. Holidays:
   a. Students are required to observe the holiday schedule of the clinical site they are rotating, unless directed otherwise by the Director of Clinical Education. Students must notify the Director of Clinical Education and the Academic Support Coordinator of their holiday schedule 72 hours prior to the scheduled holiday.
2. Educational Leave:
   a. Time used for educational purposes is granted at the discretion of the Program Director.
   b. A maximum of 10 educational leave days will be granted.
   c. If approved, educational leave may be used to attend the AANA, LANA conferences, and/or other educational conferences.
   d. During these conferences, the student will be required to attend specified components of the conferences as designated by the Program Director.
   e. Failure to attend required components will result in the student being charged one vacation day for each missed component.
3. Jury Duty:
   a. Students are responsible to notify the Program Director upon notification of jury duty.
4. Military Leave:
   a. DNP-NA students who belong to the National Guard and reserves of the U.S. Armed Forces may be granted up to two weeks of military duty leave.
   b. To be granted military leave, the student must be in good standing with the program.
   c. The student is responsible for didactic course work while on leave.
d. The student is required to coordinate their training so as not to interfere with their clinical commitment.
e. The student is required to present official military orders to the program director at least 60 days prior to the assigned leave.
5. Bereavement Leave:
   a. Students may be granted bereavement leave for the death of family members or significant others at the discretion of the Program Director.
   b. Students are eligible for two (2) consecutive bereavement days to attend the funeral of an immediate family member. Immediate family is defined as father, mother, legal guardian or other person who stands in the place of a parent, brother, sister, spouse, child, and grandchild. One (1) bereavement day is provided to attend the funeral of a grandparent and an in-law (father, mother, brother, sister, son, daughter).
   c. Should a student wish to attend the funeral of a family member or a close friend not defined herein as "immediate family," the student must use vacation days.
6. Leave of Absence:
   a. A leave of absence may be granted in unusual circumstances to anesthesia students. Approval is at the discretion of the Program Director, or her designee. All course work must be completed during the leave of absence. Clinical time must be made up at the end of the program. The Program’s administration reserve the right to dismiss any nurse anesthesia student who requires an extended period of leave.

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

If a student has been absent due to flu like symptoms (fever, cough, sore throat, and body aches), the student must be cleared by their primary healthcare provider to return to class. The student must provide medical documentation to the Office of Health & Safety for a return to class authorization.

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

CONTROLLED SUBSTANCES POLICY
Franciscan Missionaries of Our Lady University DNP-NA Program’s controlled substance policy guides students in the safe and professional handling of all controlled substances while in the
clinical setting. The purpose is to ensure patient care remains safe and students are protected against potential harm or allegations.

As a licensed LA Registered Nurse, students are bound by the Louisiana State Board of Nursing Nurse Practice Act regarding the handling and administration of narcotics and other controlled substances. These guidelines are designed to provide additional guidance and are not meant to replace the LSBN’s regulations. Students are responsible for reviewing LSBN Nurse Practice Act to clarify student responsibilities regarding these substances. Failure to follow these Guidelines may result in dismissal from clinical and/or the program.

1. Students should access controlled substances only for their patients after discussing the anesthesia plan with their preceptor.
2. Students should only withdraw controlled substances in the presence of the CRNA or physician anesthesiologist assigned to the case.
3. Students may not “waste” or “witness” a waste of any controlled substance for another anesthesia student or non-anesthesia provider.
4. Students are not allowed to “waste” any controlled substance with a non-anesthesia provider or another nurse anesthesia student.
5. Students should label all medications appropriately and should not administer any medication not properly labeled.
6. Students must create a “free text” or “quick note” in the electronic health record indicating how much medication is being left with the anesthesia provider prior to leaving each clinical day.
7. Students should report any suspicious activity related to controlled substances to the clinical coordinator and the Director of Clinical Education. Likewise, students are required to notify the clinical coordinator and the Director of Clinical Education if he/she is involved in a controlled substance discrepancy.

SUBSTANCE ABUSE POLICY
All students are required to perform in accordance with the professional standards and ethical codes as outlined by the AANA Code of Ethics and University Code of Conduct. Violations of these guidelines may be grounds for dismissal from the program.

Students are required to comply with random or scheduled substance testing. The DNP-NA program reserves the right to randomly test students for illicit substances. Should a student be considered high risk or concerns expressed by clinical faculty over possible illicit substance use or alcohol use, the program reserves the right to test the student in accordance with University policy. Positive test results may be grounds for immediate dismissal.

CLINICAL INCIDENT REPORTING
Student Injury Reporting and Treatment: To ensure maximum protection for the student and Franciscan Missionaries of Our Lady University in the event of an accident resulting in injury while a student is on the University campus or any assigned Clinical agency, the following applies:

1. The student will immediately notify the clinical coordinator, the Director of Clinical Education and the Director of Campus Health & Safety.
2. If medical attention is required, the student will report to the Emergency Department.
as directed by the clinical coordinator, assistant program director, program director, or Director of Campus Health & Safety. In conjunction with the Director of Campus Health & Safety the student must submit a Quantros Report. The student must follow clinical agency protocol as determined by the agency.

3. The student will present their primary insurance card to the healthcare provider.

4. The Director Campus Health & Safety will assist the student in filing a claim with the claims company for the secondary accident insurance.

Patient Incident Reports (Quantros Report): Any injury or unusual occurrence involving any persons (e.g. patient, patient family, visitors, etc.) in the clinical area, must be reported to the clinical coordinator and the Director of Clinical Education immediately. The student will notify the Director of Clinical Education via telephone within 12 hours of occurrence. Failure to notify the Director of Clinical Education may result in dismissal from the program. A University Incident Report form must be completed and submitted in the online course learning system within 24 hours. The Director of Clinical Education will determine if a Quantros Report is required for submission. If the incident occurs during a clinical rotation, the protocol of the clinical agency must also be followed.

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

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

Clinical Accident Insurance & Health Insurance

The University provides Accidental Injury Insurance for all students enrolled in a clinical program or science laboratory course. This insurance only covers injuries resulting from an accident occurring while participating in assigned clinical activities. Expenses incurred from injuries resulting from such an accident that require medical care or treatment and are provided at an emergency room, hospital outpatient department, clinic or doctor's office, will be payable at 100% of the Reasonable and Customary charges up to a maximum of $5,000 per accident. Please note that this is a secondary policy and will only pay claims after the student's primary insurance has paid. The student must submit an incident report to the Health and Safety Office within 24 hours of the accident. The Director of Campus Health & Safety will assist the student in filing a claim with the claims company for this secondary insurance. This insurance is for an injury sustained during a laboratory or clinical assignment only. All DNP-NA students are required to carry health insurance during enrollment in the program.

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**TIME LOGS AND CLINICAL CASE DOCUMENTATION**

Students are required by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) to maintain an accurate record of clinical experiences. Documentation in the electronic student tracking system is an important method to quantify and qualify the student’s clinical experience, learning activities and time commitment. The student is responsible to log their activity in a timely manner using Typhon Group's NAST Student Tracking System at https://www.typhongroup.net. This system enables the program administration to monitor clinical and learning experiences of each student. Additionally, students are required to manually log clinical experiences into the University DNP-NA Clinical Case Log Pocketbook on a daily basis. It is imperative students maintain a current case and time log record. Students who fail to maintain accurate records in a timely manner may face an unsatisfactory clinical practicum grade, disciplinary action, and/or dismissal from the program. Falsification of the student’s record is grounds for dismissal from the program. It should be noted that these case counts are used to ensure that each student will be eligible to graduate and sit for the National Certification Exam.

**Time Log Definitions:**

1. **Preamesthesia visit time:**
   - a. Time spent performing preoperative anesthetic evaluations. The time spent discussing (in person on via telephone) your preanesthetic assessment / anesthesia plan with faculty is included.

2. **Postanesthesia visit time:**
   - a. Time spent performing postoperative anesthetic evaluations. The time spent discussing (in person on via telephone) your postanesthetic assessment / anesthesia plan with faculty is included.

3. **Class time:**
   - a. Time spent during scheduled lecture time.

4. **Conference Time:**
   - a. Time spent attending presentations, conferences, M&M, or monthly anesthesia meetings.

5. **Study Time:**
   - a. Time spent reading and studying while at home.

6. **Research Time**
   - a. Time spent on conducting research unrelated to the DNP project (i.e. Journal Club, Hospital presentations, etc.)

7. **DNP Project Time:**
   - a. Time spent working on DNP project.

8. **Clinical Preparation Time:**
   - a. Time spent preparing to administer anesthesia care. This time includes preparation of care plans and time spent preparing the clinical area for anesthesia care (e.g. room set up).

9. **Sick:**
   - a. Time absent from scheduled shift.

10. **Vacation:**
    - a. Time 8 hours for each day of vacation you are granted.
11. Anesthesia Time
   a. Clinical hours in which the student delivers anesthesia.

12. Clinical Time
   a. The total hours the student is present at the clinical site for a clinical shift.
   b. Clinical Hours and Anesthesia Time are distinctly different, and are reported
differently in Typhon. For example, if an assigned shift is 05:45 to 15:15, and the
student participated in a case from 08:00 to 13:30, the Clinical Time would be 8.5
hours (30 minutes deducted for lunch); however, the Anesthesia Time would be
only 6 hours in a case from 08:00 to 13:30 (5.5 hours for the case and 0.5 hours
for the preoperative and postoperative care).

Guidelines for Counting Clinical Experiences:

Students are required to adhere to the COA Guidelines for Counting Clinical Experiences, which is
available in each Clinical Practicum Moodle course page. In order to count a case on the
Cumulative Case Count Record the following conditions must occur:
   1. The student has performed the induction or
   2. The student has conducted the emergence or
   3. The student has participated in the case for at least one hour.

The student shall not count coffee breaks or lunch relief as a case. Two students may not count
the same case, unless both students meet the above criteria. All students will receive an
orientation to the electronic tracking system prior to matriculation into the clinical portion of the
program.

Anesthesia Management Plans

Anesthesia Management Plans are an important part of providing safe patient care. The
anesthesia management plan is a patient and case-specific plan for the anesthesia care of a patient
that is designed to reinforce didactic and clinical knowledge. Each student is responsible to
complete a management plan for each assigned case including cases that are assigned the day of
surgery. The plan may be written or verbal. The management plans are to be submitted and/or
discussed with the clinical preceptor prior to the case. Failure to do so may result in a clinical
unsatisfactory day. Management plan submission and grading are delineated in each practicum
syllabus. Students should refer to their corresponding course syllabus for a more detailed
description.

Management plans are not to be simply copied from one source. Doctoral education requires
synthesis of information from a number of sources to formulate comprehensive knowledge of
anesthesia implications. Although collaboration is encouraged among student regarding
anesthetic implications, each student is expected to provide original work on his/her
management plan. Plagiarism, of any form, is not tolerated and may lead to program dismissal.
Student should refer to the “Academic Dishonesty” policy located in the Franciscan
Missionaries of Our Lady University Student Handbook.
CLINICAL EDUCATION OVERVIEW

The Nurse Anesthesia Program seeks to enter into partnerships with clinical sites that enhance student learning. Clinical sites are obtained to provide students with unique clinical experiences and are designated as a “Required” or “Enrichment” Clinical Site.

Required: A required site is a primary clinical site that meets one or both of the following criteria: An institution (1) where students receive 50% or more of their total clinical experience and/or (2) that is necessary to enable a program to meet the Council's standards.

1. Our Lady of the Lake Regional Medical Center, Baton Rouge, LA
2. Lane Regional Medical Center, Zachary, LA
3. Woman’s Hospital, Baton Rouge, LA

Enrichment: An enrichment site is a non-primary clinical site that meets one or more of the following criteria: an institution (1) where students receive less than 50 percent of their total clinical experiences; (2) that is not necessary to enable a program to meet the Council’s standards; (3) that is unlikely to have a significant impact on a program’s ability to continue complying with accreditation standards and policy/procedural requirements; and/or (4) that is utilized solely as an enriching experience.

1. Acadia General Hospital, Crowley, LA
2. East Jefferson General Hospital, Metairie, LA
3. Garden Park Medical Center, Gulfport, MS
4. Lafayette General Regional Medical Center, Lafayette, LA
5. Iberia Medical Center, New Iberia, LA
6. Merit Health Central, Jackson, MS
7. New Iberia Surgical Center, New Iberia, LA
8. Our Lady of the Lake Perkins Surgical Center, Baton Rouge, LA

Student rotations are assigned by the Program Director and the Director of Clinical Education, centered on enhancing the student’s clinical learning experience. Clinical sites and rotations are subject to change. All students will not rotate to all sites. Out of state sites will require that the student acquire a nursing license in that state. Licensure costs, additional background checks, as well as housing expenses, are at the student’s expense. The varying clinical sites are necessary to fulfill the clinical requirements as set forth by the Council on Accreditation of Nurse Anesthesia Educational Programs requirements. Rotations outside the city of Baton Rouge are required of each student.

Clinical Shifts: The majority of the clinical shifts are day shifts. However, students are also required to attend clinical during evening shifts, night shifts, weekends, and holidays. Every attempt is made to rotate off shifts and holidays in an equitable fashion. In order for students to not exceed hours in a reasonable work week, students asked to stay late for shifts should be compensated by earlier time off during the week. Student must arrive at the clinical site with sufficient time to adequately prepare for their clinical cases. Student clinical hours are tracked daily in the electronic student tracking system as described above.

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

Clinical Coordinator: The Standards for Accreditation of Nurse Anesthesia Programs require that the Nurse Anesthesia Program appoint a CRNA coordinator for each clinical site who possesses a Master’s degree (Doctoral preparation preferred) to guide student learning. The Program maintains communication with the coordinator and provides them with information pertaining to student expectations, rotations, schedules, and program level updates.

Clinical Advising Expectations: Students are assigned a faculty advisor. Each student must meet with his/her advisor at midterm and at the end of each semester during ANES 7710: Clinical Practicum I. Students are required to complete a summative evaluation and meet with their clinical advisor at the end of each semester for all subsequent clinical practicums. It is the student’s responsibility to schedule a meeting with their assigned adviser. The faculty and student will review daily evaluations, Typhon records, and case log numbers. The faculty advisor will complete an “Evaluation of Clinical Performance” form. The faculty Evaluation of Clinical Performance form and Typhon log will be saved as part of the student’s record.

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

HIPAA Regulations

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

Student Behavior in the Clinical Setting

DNP-NA students are expected to honor the University’s Community Creed, Student Code of Conduct, and Honor Code. For more information, please see the Franciscan Missionaries of Our Lady University’s Student Handbook.

Expectations Related to Student Behavior in the Clinical Setting: Clinical competency is an essential outcome of Franciscan Missionaries of Our Lady University Nurse Anesthesia
Program. Graduates must meet the performance levels for the program’s terminal objectives that are based on the entry requirements for safe practice as a nurse anesthetist. Each student is expected to meet behavioral criteria outlined in the Core Performance Standards for Admission and Progression for the Nurse Anesthesia Program and the policies outlined in the DNP-NA Program Handbook. Behaviors inconsistent with the Core Performance Standards may result in disciplinary action including unsatisfactory clinical or didactic evaluation, clinical remediation, clinical probation, or dismissal. Examples of behaviors that may warrant disciplinary action include, but are not limited to:

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

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

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

Unprofessional or uncaring behaviors:
1. Failure to follow-up on an anesthetic complication
2. Mistreatment of a patient
3. Failure to follow instructions or carry out assigned duties in clinical area
4. Behavior inconsistent with the “Community Creed”
5. Behavior inconsistent with the AANA’s “Code of Ethics”

Behaviors which may jeopardize patient safety:
1. Failure to perform machine check-out
2. Failure to notify supervisor of patient or equipment complication
3. Improper calculation of drug dose or fluid requirements
4. Failure to notify anesthesia faculty or course director of a clinical incident
5. Failure to obtain and report pertinent patient history or status to the preceptor.
6. Administering anesthesia without proper supervision in violation of COA supervision requirements
7. Failure to report a clinical incident or drug error
8. Medication error (selection/dosage/administration)
9. Administration of any drug without permission of a supervising clinical instructor
10. Failure to inform supervising clinical instructor of intra-operative changes or events
11. Failure to follow direct orders from clinical faculty in the clinical area
12. Failure to demonstrate clinical knowledge and skills in the clinical setting

PROCEDURAL GUIDELINES FOR CLINICAL REMEDIATION AND PROBATION

Student clinical progression is determined by successful completion of each clinical practicum. Students are continuously evaluated using the clinical objectives outlined for each clinical practicum. Student progression in each clinical practicum takes into account clinical performance, clinical evaluation scores, clinical preceptor feedback (verbal and written), faculty feedback (verbal and written), clinical site feedback, and Typhon log documentation.

In the event a student fails to comply with the Handbook Policies and/or the Standards of Clinical Performance (clinical event, unsatisfactory evaluation, etc.), the Director of Clinical Education, in conjunction with the Program Director, will examine the concerns cited, evaluate the merit, determine student status, and recommend one of the following courses of action: return to clinical in good standing, clinical remediation, clinical probation, or program dismissal. The purpose of remediation and probation is to help the student identify, accept, and treat the cause; learn from his/her weakness; and work to meet the standards of care.

Following a clinical violation, the student is required to contact the clinical coordinator immediately. Additionally, the student is required to contact the Director of Clinical Education within twelve hours of the incident. At the discretion of the Director of Clinical Education, a meeting may be scheduled with the student, Director of Clinical Education, and one additional faculty member and/or clinical coordinator. After the meeting, the Director of Clinical Education makes a decision regarding the student’s progression.

Clinical remediation may be initiated when a student’s performance is deficient in one or more components of the clinical practicum outcomes (ex: unsatisfactory in one or more domains of the clinical evaluation tool) or if the student demonstrates any of the clinical behaviors outlined above. Clinical remediation occurs when the deficiencies are substantial enough for formal documentation. A remediation status allows a student to continue clinical participation under certain criteria. During this status, students are counseled and guidance is provided for improvement. Students will receive and sign an individualized remediation plan with the purpose of improving clinical performance. Students in clinical remediation may be allowed to remain at off-site clinical rotations but at the discretion of Director of Clinical Education. Upon satisfactory completion of the clinical remediation terms, the student will return to good standing. Failure to meet the terms of the clinical remediation plan, students will be placed on clinical probation. Examples of ways in which a student fails to meet the terms include, but not limited to reoccurring written or verbal unsatisfactory reports/evaluations, actions that places a patient at risk for harm or injury, etc.,
Clinical Remediation Process: initiated when warning signs of problems exist and when a student performs below program expectations.

1. Unsatisfactory performance is reviewed and discussed with clinical coordinator, Director of Clinical Education, and the Program Director;
2. Student meets with Director of Clinical Education and one other faculty member;
3. The student’s deficiencies, expectations for clinical performance, performance improvement plan, and the observation period are identified. The DCE determines a remediation plan most appropriate for the student that focuses on the specific performance issue. Included in the remediation plan is a timeline for completion of remediation plan, next steps for failure to adhere to remediation plan.
   a. The remediation action plan may include one or more of the following interventions: individual faculty mentoring, increased and designated supervision, additional assignments, weekly meetings with the Director of Clinical Education, and targeted case assignments.
4. The student and Director of Clinical Education sign the formal documentation to acknowledge receipt and understanding of the clinical remediation terms.
5. If the student fails to improve clinical performance, the student will be placed on formal probation.

Clinical probation is initiated when a student is unsuccessful in meeting the terms of the clinical remediation or if the initial occurrence is significant enough to warrant immediate probation. Likewise, if clinical performance continues below the established Standards of Clinical Performance and/or if patient safety is at risk, the student may be placed on clinical probation.

Clinical Probation Process: initiated when student fails to correct deficiencies during clinical remediation or if problem is significant enough to warrant probation.

1. The clinical probation process is similar to the clinical remediation process.
2. Students may have limitations in clinical responsibilities.
3. The Clinical Probation period will be no less than 30 days.
4. Students placed on clinical probation sign a formal probation letter outlining the probationary conditions and the personal performance plan. Specific criteria will be prescribed that will assist clinical performance improvements over a 30-day period.
5. During the 30-day probation period, the student is prohibited from:
   a. rotating to off-site enrichment sites,
   b. off-shift rotations,
   c. 2:1 supervision,
   d. self-assignments (as applicable).
6. The student is informed of personalized performance plan and understands adherence to such plan is required to return to good standing. The remediation plan includes multiple strategies such as weekly meetings, care plans, reading assignments, case studies, faculty mentoring, increased supervision, designated preceptors, neuropsychometric assessments (ex: fit for duty evaluation), etc., to facilitate improvement in clinical performance.
7. Students may be placed on a second 30-day probation period for additional clinical performance issues at the discretion of the Director of Clinical Education and Program Director.
8. At the end of the probationary period, a recommendation is made to either return the student’s status to good standing, extend the probation term for an additional time period, or dismiss from the program.

Barring any exceptional circumstances, if additional performance issues continue to occur after the student has been granted (2) probationary periods, the student will be dismissed from the program. A student may be dismissed for a variety of reasons, including but not limited to 1) unacceptable clinical performance; 2) failure to be removed from probation status; or 3) an ethical violation. A student may be dismissed without a probationary period per discretion of the Director of Clinical Education and Program Director. Likewise, the program reserves the right to ask any student to withdraw from the program whose health, conduct, or clinical performance makes it inadvisable for him/her to remain in the program.

Not all incidents or subpar clinical performance warrants remediation or probation. The Nurse Anesthesia program reserves the right to make exceptions on a case by case basis, when it is deemed such a decision is necessary and appropriate.

Most information regarding clinical remediation and probation is kept confidential; however, there may be situations where confidentiality may not be expected but is limited to a need-to-know basis.
APPENDIX A
Franciscan Missionaries of Our Lady University
School of Nursing
Student Acknowledgement of Policies and Procedures

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

Student’s Printed Name: __________________________________________________

Student’s Signature: ______________________________________________________

Date: __________________________
APPENDIX B

Estimated Additional Program Expenditures

AANA Student Membership- $250.00
Books- $2000.00
Uniforms - $200.00
Laptop (for testing)- $2000.00
Laptop Privacy Screen- $50.00
National or State Educational Conferences- $2000.00 (All students must attend one state or national conference prior to graduation)

Housing during Clinical Rotations - all students travel at least 2 months outside the city of Baton Rouge with expenses estimated at $1000.00/month. Students may travel outside the city for up to 6 months during program attendance.

ACLS/BLS/PALS Certification- $150.00 every two years
Louisiana RN License - $100.00 (per year)
Mississippi RN License- $200.00
Urine Drug Screen/Background Check (Clinical Entrance) - $75.00
Annual TB Test/Flu Shot- $50.00 (3 years)
Graduation Fee- $150.00
NBCRNA Certification Exam Fee - $1000.00
DNP Project Poster- $100.00
Nurse Anesthesia Program  
Class of 2021 Cohort Booklist

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Summer 2020**

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Fall 2019**

   o **First Semester Required: Summer 2020**

   o **First Semester Required: Fall 2020**

    o **First Semester Required: Fall 2019**

    o **First Semester Required: Summer 2020**
   o First Semester Required: Fall 2019

   o First Semester Required: Fall 2019

   o First Semester Required: Fall 2019

   o First Semester Required: Fall 2019

   o First Semester Required: Fall 2019

Please note that the first semester that each textbook is required is listed on the booklist. However, many of the text will be used throughout the program after the original required semester.
Minimum System Requirements for ExamSoft’s Examplify

The following information is the system requirements to run ExamSoft's Examplify software used for exams. Examplify can be used on virtually any modern computer (i.e., purchased within the last three to four years). Specific system requirements are noted below.

System Requirements for ExamSoft's Examplify for PC

- **Operating System**
  - 32-bit and 64-bit Versions of Windows 7 and Windows 10.
  - Support for Windows 8 devices will be discontinued on July 27th, 2018.
  - Support for Windows 7 devices will be discontinued on December 31st, 2018.
  - Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.
  - Only genuine, U.S.-English versions of Windows Operating Systems are supported
  - ExamSoft does not support tablet devices other than Surface Pro as detailed below

- **CPU** = 1.86Ghz Intel Core 2 Duo or greater
- **RAM** = 2GB or highest recommended for the operating system
- **Hard Drive** = 1GB of available space or highest recommended for the operating system
- **Screen resolution** = 1024x768 or higher
- Internet connection for Examplify download, registration, exam download and upload
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.

Surface Pro minimum system requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- Screen resolution must be 1920x1080
- An external keyboard (USB or Bluetooth) is required. Bluetooth keyboards must be paired prior to launching exam
- **Hard Drive**: 1GB or higher available space
- Internet connection for Examplify download, registration, exam download and upload
- For onsite support, a working USB port is required (newer devices may require an adaptor)
System Requirements for Examsoft's Examplify for Apple Macintosh

- **Operating system =**
  - The new 2018 MacBook Pro (released on July 12, 2018) is compatible with Examplify version 1.6.2 and higher.
  - Support for Mac OS X 10.8 will be discontinued on July 27th, 2018.
  - Support for Mac OS X 10.9 will be discontinued on July 27th, 2018.
  - Support for Mac OS X 10.10 will be discontinued on July 27th, 2018.
  - Mac OS X 10.11 El Capitan
  - Mac OS X 10.12 Sierra
  - Mac OS X 10.13 High Sierra
  - Server versions of Mac OS X is not supported
  - Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

- **CPU =** Intel processor
- **RAM =** 2 GB
- **Hard Drive =** 1 GB or higher of free disk space
- **Screen Resolution =** 1024 x 768 or higher
- Internet connection for Examplify download, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adapter)
- For technical troubleshooting, account passwords, including device passwords, may be required.