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The policies covered in this handbook are subject to change at the discretion of The University of Pennsylvania, the School of Nursing, the Nurse Anesthesia Program, or by recommendation of any standing committees.
Part I: GENERAL INFORMATION

A. PROGRAM PHILOSOPHY, GOALS, AND OBJECTIVES

The Nurse Anesthesia program at the University of Pennsylvania School of Nursing provides students with the didactic information and clinical experience to become a professional nurse anesthetist. A nurse anesthetist is an advance practice nurse who may provide services in a variety of settings. Nurse anesthetists can either work alone or in teams to provide safe anesthesia care. The nature of the work is critical and the standards are high. The profession of nurse anesthesia maintains a strong commitment to quality education and lifelong learning. The nurse anesthesia curriculum is a rigorous combination of didactic and clinical modules. These modules incorporate biological, behavioral, and humanistic principals that emphasize critical thinking, scientific inquiry, and effective interpersonal and psychomotor skills. Students in the nurse anesthesia program function within a team model and collaborate with physicians, other nurses, and various interdisciplinary team members in the care of the patient. Students are ethically and legally accountable for the quality of care they provide.

Nurse anesthesia education respects the uniqueness of the learner and encourages commitment, accountability, leadership, self-awareness, and continued professional development. Faculty of the Nurse Anesthesia program at Penn Nursing recognize their responsibility to provide students with the basic didactic and supervised clinical instruction necessary for the provision of safe anesthesia practice. Students are encouraged to recognize their responsibility to seek as much knowledge as possible from didactic, simulation, and clinical experiences.

Penn Nursing maintains the security and confidentiality of records relating to educational activities, as defined by federal law and accepted practices of post-secondary education.

The purpose of the Nurse Anesthesia Program is:

a. To promote the clinical education of nurse anesthesia students at the clinical affiliates of the University of Pennsylvania Nurse Anesthesia Program.

b. To provide guidance to the clinical affiliates as to the nature of the level of clinical supervision required by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and the University of Pennsylvania Nurse Anesthesia Program.

c. To promote the achievement of the desired outcomes of the program as recommended by The COA.

B. ACCREDITATION STATUS

The Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). The length of the program at Penn Nursing is 36 months.

The COA requires:

a. The clinical curriculum provides students with experiences in the perioperative process that are unrestricted and promote their development as competent nurse anesthetists.

(See: Standards for Accreditation of Nurse Anesthesia Educational Programs; Standard E, criterion C.9)

b. The clinical curriculum prepares the graduate student for the full scope of current practice in a variety of work settings and requires a minimum of 600 clinical cases and 2,000 clinical hours, including a variety of procedures, techniques and specialty practice (2015 Standards for Accreditation of Nurse Anesthesia Educational Programs. p. 28)

c. The clinical site, where applicable, provides opportunities for students to obtain clinical experiences outside the regular clinical schedule by a call experience or other mechanism.

(Standards for Accreditation of Nurse Anesthesia Educational Programs; Standard E,
criterion C.10)

d. The curriculum requires the student to complete scholarly work that demonstrates knowledge and scholarship skills within the area of academic focus (Standards for Accreditation; Standard E, criterion C.8)

Definitions:
All of the following definitions are found in the glossary of the Council on Accreditation of Nurse Anesthesia Educational Programs 2015 Standards for Accreditation of Nurse Anesthesia Educational Programs

a. Anesthesia services - Anesthesia and anesthesia-related care represent those services that anesthesia professionals provide upon request, assignment, and referral by the patient’s healthcare provider authorized by law, most often to facilitate diagnostic, therapeutic, and surgical procedures. In other instances, the referral or request for consultation or assistance may be for management of pain associated with obstetrical labor and delivery, management of acute and chronic mechanical ventilation, or management of acute and chronic pain through the performance of selected diagnostic and therapeutic blocks or other forms of pain management.

b. Clinical hours - Clinical hours include time spent in the actual administration of anesthesia (i.e., anesthesia time) and other time spent in the clinical area. Examples of other clinical time would include in-house call, pre-anesthesia assessment, post-anesthetic assessment, patient preparation, operating room preparation, and time spent participating in clinical rounds. Total clinical hours are inclusive of total hours of anesthesia time; therefore, this number must be equal to or greater than the total number of hours of anesthesia time.

c. Clinical Supervision: Clinical oversight of graduate students in the clinical area must not exceed (1) 2 graduate students to 1 CRNA, or (2) 2 graduate students to 1 anesthesiologist, if no CRNA is involved. There may be extenuating circumstances where supervision ratios may be exceeded for brief periods of time (e.g., life-threatening situations); however, the program must demonstrate that this is a rare situation for which contingency plans are in place (e.g., additional CRNA or anesthesiologist called in, hospital diverts emergency cases to maximize patient safety).

d. Credentialed expert: An individual awarded a certificate, letter or other testimonial to practice a skill at an institution. The credential must attest to the bearer’s right and authority to provide services in the area of specialization for which he or she has been trained. Examples are: a pulmonologist who is an expert in airway management; an emergency room physician authorized by an anesthesia department to assume responsibility for airway management; or a neonatologist who is an expert in airway management.

e. Counting clinical experiences - Students can only take credit for a case where they personally provide anesthesia for critical portions of the case. A student may only count a procedure (e.g., central venous catheter placement, regional block, etc.) that he or she actually performs. Students cannot take credit for an anesthetic case if they are not personally involved with the management of the anesthetic or only observe another anesthesia provider manage a patient’s anesthetic care.

Two learners should not be assigned to the same case, except when the case provides learning opportunities for 2 students, and 2 anesthesia providers are necessary due to the acuity of the case. The program will need to justify any deviation from this requirement.

f. Reasonable time commitment - A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours (see Glossary, “Clinical hours”) averaged over 4 weeks. Students must have a 10-hour rest period between scheduled clinical duty periods (i.e., assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 continuous hours.
g. **Call experience**: Call is a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 5 p.m. and before 7 a.m., Monday through Friday, and on weekends. Assigned duty on shifts falling within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases. Although a student may be assigned to a 24-hour call experience, at no time may a student provide direct patient care for a period longer than 16 continuous hours.

D. **REQUIREMENTS FOR GRADUATION**

a. Council on Accreditation of Nurse Anesthesia Educational Programs (COA) Certification Requirements:

   The COA requires each student to complete an accredited course of study for certification examination eligibility. The minimum requirements include:

   1. Completion of required total cases (600) and total clinical hours (2000).
   2. Completion of specific case requirements per COA standards
   3. Completion of a minimum of 36 months
   4. Graduation from an accredited program
   5. Student membership in the American Association of Nurse Anesthetists (AANA)

b. Each candidate must certify on both the student enrollment form and the application for the National Certification Examination, that they **have not been placed on probation** or dismissed from a program for **ethical or integrity issues or documented evidence of cheating**.

   Penn Nursing Nurse Anesthesia Program Requirements:

   1. Achievement of all Terminal Behavioral Requirements in the Clinical Area
   2. Completion of all academic courses with a minimum GPA of 3.0
   3. Consistent satisfactory performance in clinical evaluations
   4. Satisfactory completion of all academic assignments, clinical assignments, and required experiences
   5. Student membership in the AANA
   6. Completion of a final clinical performance evaluation demonstrating consistent ability to perform as a competent nurse anesthesia provider as determined by the faculty.
   7. Completion of all DNP related coursework.
   8. Completion of all records as required by Penn Nursing and the Council on Accreditation of Nurse Anesthesia Educational Programs.
   9. Attendance within the framework of the 36-month program excluding approved time off.
   10. Successful completion of the Self Evaluation Examination (SEE). Please refer to the SEE Policy – Section J.

D. **CALENDAR ADDENDUM AND VACATION POLICY**

In order to ensure student progression toward completion of the case studies required to test for certification, additional days have been added to the Nurse Anesthesia program calendar. In addition to the official University of Pennsylvania calendar published in the MSN/DNP Student Handbooks, which is available online at: [http://www.upenn.edu/almanac/3yearcal.html](http://www.upenn.edu/almanac/3yearcal.html), the Nurse Anesthesia program may hold clinical days **on any day** other than:

- Martin Luther King Day
ii. University sanctioned Reading Days

Students will receive a total of 18 days off from clinical during the 36-month program.

   a. Students will be allotted 6 vacation days each year. Vacation days cannot be carried over from year to year.
   b. All vacation must be approved by the appropriate program faculty. Students who take vacation without approval will be considered for clinical probation.
   c. These days will encompass any time off requested by the student including: sickness, vacations, personal days, or any medical leave of absence.
   d. Any days used beyond the 18 allotted must be made up prior to graduation. This is to be arranged by the student and clinical coordinators and communicated in writing to program administration.
   e. Students are expected to attend all classes. Course directors must be made aware in advance of any vacation days taken during class time. Course directors are not obligated to adjust assignments or schedules to accommodate a student vacation. Students are responsible for any missed assignments. See individual course syllabi regarding attendance policy.
   f. In the event it is not possible to make up missed time prior to graduation, the student will return upon graduation for make-up.
   g. The student will not be eligible to take the National Certification Exam until all clinical hours are completed.
   h. If a student does not have any available vacation days, they will not be permitted to take vacation. No negative balances are permitted at any point in the program. In cases of extenuating circumstances, time off will be coordinated with the appropriate program faculty.
   i. Vacations lasting more than 5 consecutive class/clinical days will not be allowed.
   j. No vacation will be permitted during the initial clinical experience (August-October, year 1).
   k. Vacations during specialty rotations are highly discouraged. Vacation requests submitted during a specialty rotation will be subject to the approval of the institution and the appropriate program faculty.
   l. No terminal vacation lasting longer than 5 days will be allowed at the end of the program.
   m. Vacation requests should be submitted prior to schedule release. Vacation requests made after the release of the schedule will be honored at the discretion of the clinical site and program faculty.

E. DIDACTIC ASSIGNMENTS

Comprehensive requirements and activities for didactic courses can be found in the course syllabus for each class. Below is an overview of basic requirements of the didactic portion of the Nurse Anesthesia Program.

   a. Students will attend all scheduled classroom lectures, events, and other designated educational or clinical meetings. Students are expected to be on time for all classes and meetings.
   b. Evaluation of coursework will include written examinations, presentations, manuscripts, etc. during and/or at the end of a specific course, and will be given at the discretion of the instructor. Quizzes may be given at any time.
   c. Courses are not permitted to be taken as pass/fail.
   d. If a student fails or withdraws from a core course, nurse anesthesia course and/or a nurse anesthesia clinical course, the student is not guaranteed admission into the next cohort.
F. CLINICAL ASSIGNMENTS AND RESPONSIBILITIES

Comprehensive requirements and activities for clinical will be presented to students at the beginning of each clinical course. Minimum requirements and responsibilities for the Nurse Anesthesia Program are:

a. All students are required to be licensed in Pennsylvania, New Jersey, and Delaware upon entry into the Nurse Anesthesia program. The student is required to maintain current licensure throughout the program.

b. Students must disclose all states in which they have or have had a license.

c. All licenses must remain unencumbered throughout the entirety of the program.

d. If at ANY time during the course of the program a license is found to be limited in any way, the student will be immediately dismissed from the program.

e. All students must maintain current BLS, ACLS, and PALS certifications for the entirety of the program. Students will be allotted one day to recertify for ACLS/PALS. Students are discouraged from scheduling recertification during class days. If the recertification class conflicts with on-call days, the student is responsible to find coverage for that day or reschedule their recertification class. Students will not be allowed to take more than one day off from clinical to attend recertification. If students require more than one day to recertify for ACLS/PALS, students will be required to make up the clinical day or use a vacation day. Students are responsible for the cost of classes, licenses, and certifications.

f. Students will prepare a written care plan for each clinical case they are assigned and will come to clinical prepared to discuss all cases. This preparation will include reviewing the patient's chart whenever it is available. Students are encouraged to routinely make postoperative visits to evaluate the patient for any anesthetic complications and assess the quality of the anesthetic that was provided. Students must notify the preceptor if there are any recognized anesthetic complications.

g. Students will conduct a preoperative assessment to develop an anesthesia care plan. Students will be discussing the plan with the supervising anesthesiologist/CRNA prior to surgery to assure that all necessary pre-anesthetic requirements are met.

h. It is the student’s responsibility to keep daily records of clinical work. Students are required to log their cases and information into Typhon or CEP no less than weekly.

i. Students are responsible for preparing the operative suite each clinical day. Set up will follow the recommendation of the clinical site and will be completed at least 30 minutes prior to the scheduled start of the case. Students who do not meet these requirements may receive an unsatisfactory evaluation in room preparation for the clinical day.

j. Dismissal times from clinical sites will vary (7-3; 7-5; 7-7; 3-11) and are dependent upon the rotation and semester. Students are expected to complete cases that will finish within a reasonable timeframe of their expected release from the clinical day. Emergence from anesthesia and handoff to PACU are critical skills to acquire.

k. Early dismissal from clinical for any reason requires permission from the student’s immediate supervisor and the Clinical Coordinator. Program faculty must be notified via email of any request for early dismissal from clinical.

l. When students complete their assigned OR cases prior to 3:00 pm, they must notify the Clinical Coordinator and obtain permission to leave early. Failure to follow this policy may result in an unsatisfactory clinical evaluation for the day.

m. Breaks will be provided as per the clinical site. Any concerns related to inadequate break time should be immediately addressed with the clinical coordinator and program faculty.

n. Students are expected to adhere to Universal Precautions at all times in the clinical setting. In the event a student is injured or exposed to bodily fluids during the clinical experience, the
student must immediately notify their preceptor, the clinical coordinator, and appropriate program faculty. Students and faculty must adhere to the University's policy concerning exposure which can be found in the MSN/DNP Student Handbooks under Management of Body Fluid Exposure.

o. Students are permitted and encouraged to attend state and national AANA conferences. Students will be excused from class and clinical to attend the conference, but will not accrue banked days for attending conferences. Students who attend conferences may be expected to share their experiences with faculty and/or other nurse anesthesia students when they return. Students who plan to attend a conference must obtain prior approval from the Program Administrator/Assistant Program Administrator. Students who plan to attend a conference while on a specialty rotation must obtain prior approval from the clinical coordinator. Permission will be subject to the discretion of the specialty rotation site and Program Faculty. All expenses associated with the conference are the responsibility of the student.

p. Fraternization: Faculty who have personal or business relationships with students beyond the normal faculty role will not directly supervise these students in classroom or clinical. These faculty members must disclose any outside relationships to the Program Administrator or Penn Nursing administration. They will be excused from any deliberations on the student's academic progress.

q. The program forbids the employment of nurse anesthesia students as nurse anesthetists by title or function.

r. NURSE ANESTHESIA PROGRAM POLICIES
   1. These policies are considered as the minimum standard to be followed by each clinical affiliate. Sites may create a higher level of supervision to remain in compliance with hospital bylaws and department guidelines, provided that the students are not deterred from clinical development, or such supervision affects the program’s accreditation status.
   2. The clinical site restricts clinical supervision in anesthetizing areas to CRNAs, physician anesthesiologists, or physician anesthesiologists in fellowship with institutional staff privileges who are immediately available in all clinical areas. Instruction by nurse anesthetists who have not attained initial certification or recertification status or physician residents is never appropriate if they act as the sole agents responsible for the student.
   3. Clinical supervision in non-anesthetizing areas is restricted to credentialed experts who are authorized to assume responsibility for the student.
   4. The clinical supervision ratio of students to instructors must be coordinated to insure patient safety by taking into consideration: the student’s knowledge and ability; the physical status of the patient; the complexity of the anesthetic and or surgical procedure; and the experience of the instructor.
   5. Call may begin after six months of clinical experience. An earlier call experience may occur at the collective discretion of program faculty and clinical faculty with consideration to the student’s level of comfort. The same supervision policies (see below, item ii through iv) are to be applied to students while on call.
   6. The following are minimum requirements: a site may apply a more stringent policy but not one that is less stringent.
      i. First year students shall be supervised on a 1:1 ratio by either a CRNA or physician anesthesiologist who is physically available at all times for a minimum of six months.
      ii. Students in the final year of the program should be afforded the opportunity to function as independently as possible, typically under the supervision of a physician anesthesiologist who may be directing or supervising other anesthesia providers.
G. ON-CALL EXPECTATIONS

Reasonable Time Commitment
a. A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. Students must have a 10-hour rest period between scheduled clinical duty periods (i.e., assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 continuous hours.
b. Call experience as defined by the Council on Accreditation of Nurse Anesthesia Educational Programs:
   1. Call is a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 3 p.m. and before 7 a.m., Monday through Friday, and on weekends. Assigned duty on shifts falling within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases.
   2. Although a student may be assigned to a 24-hour call experience, at no time may a student provide direct patient care for a period longer than 16 continuous hours.
   3. These added responsibilities will provide students with experience in emergency situation case studies.
c. Call experiences will begin in the Spring semester of the 1st year and continue throughout the program.
d. Call shift times will vary according to clinical site. See site handbook for call expectations.
e. Post call days are required. Students will have the day immediately following a call day off. Friday and Saturday calls will get a post-call day the following week at the discretion of the clinical site. Post call days may not be banked or accumulated.
f. Students will not take call the night before class days.
g. Students scheduled for call during class days will be required to report to call 2 hours after the end of class.
h. Students on call must establish methods of emergency communication at the beginning of each call shift.
i. Students on call must be prepared for all surgical emergencies, codes, emergency airway management, and schedule changes.
j. It is the responsibility of the student to obtain a clinical evaluation from the on-call MD or CRNA.
p. Call shifts are made at the discretion of the clinical site. Students are responsible for covering all calls for which they are scheduled.

H. STUDENT CLINICAL OUTCOMES

Student clinical outcomes are the clinical accomplishments and skills that students are expected to achieve at certain time periods during the program. Students are expected to gain proficiency in each area of clinical performance as they progress through clinical training. Failure to exhibit the expected level of proficiency at any given time during the program may result in the student failing that particular clinical course and/or being placed on probationary status.

a. Policies Related to Clinical Assignments
   1. Students must complete missed clinical time within the applicable semester as directed by the appropriate program faculty.
   2. Reporting late (≥ 3 occasions) for any clinical experience or failure to report to any clinical assignment will be cause for disciplinary action. Disciplinary action will proceed as follows:
      1. Written warning
b. Procedure for calling out:
   1. Students who plan to miss a required program component must email the
      anesthesiaschedule@nursing.upenn.edu prior to the expected absence.
   2. Students must also contact appropriate clinical faculty as required by the specific site.
   3. In the event that a student anticipates missing a clinical day for personal reasons, the student
      should follow the vacation request policy listed in section D. If the student has no available vacation
      time, the clinical day must be made up before the end of the semester.

c. **Failure to comply with the policies listed above will result in a disciplinary action.**

d. Uniforms & Attire:
   1. Students will follow all rules and regulations pertaining to dress code at each clinical site.
   2. Students will wear scrubs in all simulation exercises.
   3. Students are responsible for completing all mandatory site training including EMR,
      medication dispensing systems, and Joint Commission requirements.

e. Warnings for clinical deficiencies
   1. All matters of academic discipline are acted upon through the [Academic Standards and Progression Committee of the Penn Nursing](#). The Academic Standards and Progression Committee meets three times a year at the close of the fall, spring, and summer semesters, and as needed, to rule on specific academic problems. The Committee deliberations may result in issuing a warning, placing students on probation, or withdrawing students from the Penn Nursing.
   2. Special problems also may be brought to the Academic Standards and Progression Committee for action. A student may petition the Committee in writing to be reviewed during the Committee meeting. The petition should be submitted to the Associate Director of Graduate Academic Affairs.
   3. The Academic Standards and Progression Committee reserves the right to make decisions in the best interest of the student and the Penn Nursing.
   4. If a student’s performance is not acceptable, they will receive a written notice identifying the nature of the problem. The student will be required to meet on a regular basis with the Program Administrator or their designee per instructions from the Academic Standards and Progression Committee. A remedial plan of study will be developed in collaboration with the student.

f. **Disciplinary action will progress as follows:**
   1. **Verbal Warning:**
      The first time a student fails to meet the clinical requirements as listed in this handbook and the course documents, a verbal warning will be given by either the Program Administrator or Assistant Program Administrator.
      Examples of reasons for receiving a verbal warning include but are not limited to:
      - failure to progress during any clinical level
      - a critical clinical outcome not met during a clinical experience
      - inability to meet any of the behavioral outcomes listed for the semester in which the student is enrolled
   2. **Written Warning:**
      If after receiving a verbal warning the student’s clinical behavior does not improve, or if the student violates another policy, the student will receive a written warning. Both the student and the Program Administrator or Assistant Program Administrator will sign the written warning. The written warning will be given to the student and a copy will be placed in the student’s file. A student may automatically receive a written warning
without a verbal warning.

3. **Placement on Probation:**
   A student may be automatically placed on probation.
   Examples for automatic probation include but are not limited to:
   - multiple drug errors in the clinical area
   - critical clinical outcomes not met which are directly related to patient-safety
   - multiple critical outcomes not met during any of the clinical levels
   If after receiving a written warning, a student’s behavior does not improve to an acceptable level or the student violates another policy, the student will be placed on clinical probation for a period of time specified in the probationary document. If the student does not meet the terms of the probation in the specified time frame, they will be referred to the Academic Progression and Standards Committee. If the student's behavior or clinical judgement poses reasonable concern for patient safety and/or the student is subject to critical errors or deficiencies in the clinical setting, they will be removed from the course and referred to the Academic Standards and Progression Committee for review.

   g. **Probation for clinical deficiencies**
   1. During the probationary period, the student will be required to meet regularly with the Program Administrator and/or Assistant Program Administrator to monitor progress. A written document outlining the terms of the probation will be created, signed by all parties, and copies will be given to all those involved. If after the remedial plan has been put in place the student has not demonstrated marked improvement, the student will be removed from the clinical course and the case will be referred to the Academic Standards and Progression Committee. Once the student has been placed on probation, they may appeal the decision directly to the Committee. The Academic Standards and Progression Committee reserves the right to withdraw a student on probation from the School.
   2. The Office of the Ombudsman at the University of Pennsylvania is available to provide services to the student. See the section on the *Role of the Ombudsman* in the MSN/DNP Student Handbook for more information.
   3. The student may also contact the Council on Accreditation of Nurse Anesthesia Educational Programs to lodge a grievance if they believe the program is in breach of the standards for accreditation of nurse anesthesia educational programs. If this option is chosen, the COA will investigate the issue in dispute and inform the Program Administration, the Associate Dean for Academic Programs, and the Progressions Committee of their findings.
   4. The COA does not have the authority to overturn any decisions made by designees of the University.

   The COA can be contacted at:
   Council on Accreditation of Nurse Anesthesia Educational Programs
   222 South Prospect Avenue
   Suite 304
   Park Ridge, IL 60068-4010
   (847) 655-1168

For more information regarding the University’s Code of Student Conduct, Code of Academic Integrity, and the grievance process, please refer to the University of Pennsylvania PennBook online at [https://catalog.upenn.edu/pennbook/student-grievance/](https://catalog.upenn.edu/pennbook/student-grievance/)

I. **ORIENTATION TO CLINICAL COURSES**
a. Expectations for each clinical level will be delineated in the clinical course syllabus.
b. Any student concerns should be brought to the immediate attention of program faculty and the clinical coordinators at the site.
c. Students will be given a clinical evaluation tool for each clinical day.
d. The clinical evaluation tool was designed to assist students, preceptors, and program faculty in the assessment of developing clinical proficiencies. It is meant to help both the student and faculty recognize excellence, encourage professional growth, solve clinical problems and challenges, and identify ongoing clinical goals.
e. The clinical care plans and the evaluation forms for each day must be submitted to the Program Coordinator of the Nurse Anesthesia program each month for distribution to the faculty mentors. Students must ensure that all paperwork is submitted on a timely basis in order to receive credit for the clinical experience.
f. Each area in the evaluation tool contains behavioral or performance statements of competence. Clinical preceptors use the area descriptions to evaluate important aspects of student achievement. All evaluations will be based on length of time in the program. As students progress through clinical courses, they will be evaluated on each competency for non-critical and critical clinical expertise. By the fall semester of year two, all behavioral competencies will be considered critical.
   iii. Students must present a clinical evaluation form to their preceptors for every clinical day spent in the OR and/or on-call. It is the responsibility of the student to ensure that it is completed. In the event a clinical preceptor is unable to fill out the evaluation form, students should attempt to obtain one from the attending anesthesiologist. If students are unable to obtain adequate supervisory feedback, they should indicate on the evaluation form who the preceptor was for that particular clinical day and the reason they were unable to fill out the evaluation.
   iv. If an unsatisfactory evaluation (unsafe practice) is received, the student must notify the Program Administrator or Assistant Program Administrator immediately.
   v. All objectives must be met in order to proceed to the next clinical level. Unsafe practice may result in a failing grade for that clinical course and referral to the Academic Standards and Progressions Committee.
   vi. A sample evaluation tool with clinical objectives is located in Attachment B.
   vii. Students must log their clinical hours and cases into Typhon for reporting to the National Board for the Certification and Recertification of Nurse Anesthetists. Clinical hours and cases must be logged within 7 days of occurrence to maintain an accurate account of clinical progression.
   viii. In addition to the daily clinical evaluation, students will be evaluated each semester beginning in the spring of the first year by the Program Administrator, Assistant Program Administrator or faculty mentor. This evaluation will be prepared using input from faculty meetings and student evaluations.

J. SELF EVALUATION EXAMINATION (SEE) POLICY
   a. The SEE must be completed twice during the last year of the program, initially by August 31 Summer III and again by January 15 Spring III. The score on these exams will be counted as a percentage in the clinical course in the summer and the spring semester in which they occur. The course director will scale the letter grade for the corresponding course. Students will be given the grading scale at the beginning of the clinical course.
   b. A score of 425 on the SEE exam correlates strongly with a passing NCE score. Successful completion of the SEE requirement is achieving a score of 425 or greater on at least one attempt.
   c. Students who do not achieve a score of 425 on either the first or second attempt will be required to take the SEE until a score of 425 is achieved.
   d. The student is responsible for covering all costs associated with the SEE. Refer to NBCRНА
K. NATIONAL CERTIFICATION EXAM
   a. Recommendation for NCE eligibility is made by the Program Administrator.
   b. The student is responsible for all fees associated with the NCE.

L. CHANGE OF AREA OF STUDY
   a. Students may transfer from the Nurse Anesthesia program to a different program within Penn Nursing. Students requesting a program change must complete a Change of Program form. The Nurse Anesthesia Program Administrator, the Program Director from the new program, and the Associate Dean for Academic Affairs must approve this transfer. The Program Administrator of the Nurse Anesthesia program is responsible for notifying the Council on Accreditation of Nurse Anesthesia Educational Programs of any student transfers or withdrawals.
   b. Please refer to the the MSN/DNP Student Handbook for more information regarding program change policies.

M. ACCESS TO STUDENT RECORDS
   a. All Nurse Anesthesia program-related student records will be maintained in secured locations in the School of Nursing.
   b. All Nurse Anesthesia program-related records are confidential. Access to records is limited to the Associate Dean of Academic Affairs, the Program Administrator, Associate Program Administrator, and their designees.
   c. All official University files are maintained in the Office of Student Information. Access to these files is limited to authorized faculty and staff members at Penn Nursing. The University and the Penn Nursing reserve the right to disclose student information as outlined in the Pennbook, located in the Confidentiality section regarding Student Records.
   d. Please refer to the Pennbook policy on Student Records regarding the ability of students to view records. https://catalog.upenn.edu/pennbook/confidentiality-student-records/

N. PROGRAM EVALUATION
   a. Student feedback is integral to the success of the Nurse Anesthesia program. Success is dependent upon the open flow of communication between students and faculty.
   b. Evaluations are completed by each student at the conclusion of all courses and clinical rotations. Evaluation sources for the program include feedback on individual course content and instruction, clinical site rotations, clinical faculty, and primary hospital rotation.
   c. The Nurse Anesthesia program is evaluated by each student at the completion of the program. The evaluation process includes all didactic and clinical courses, clinical and didactic program faculty, and the overall program itself.
   d. Any substantial changes made to the Nurse Anesthesia program must be presented to the Graduate Professional Curriculum Committee for approval. Once the Graduate Professional Curriculum Committee has approved the changes, a report is provided to the Faculty Senate for final approval or further action. It is the responsibility of the Program Administrator to inform the Council on Accreditation of Nurse Anesthesia Educational Programs of any substantive programmatic changes and submit all changes for approval.

PART II: ADDITIONAL POLICIES
A. Code of Conduct

a. As with all students at the University of Pennsylvania, conduct is guided by the standards identified within the Code of Academic Integrity and the Code of Student Conduct. In addition, Nurse Anesthesia students are governed by the AANA Code of Ethics and the ANA Code of Ethics for Nurses. Students are expected to conduct themselves in a reasonable, professional, and ethical manner in their relationships with patients, faculty members, fellow students, preceptors, and hospital personnel staff, so as to foster an atmosphere conducive to learning and overall cooperation within the health care team.

b. School of Nursing Social Media Policy Any public social media posts brought to the attention of program leadership will be subject to review and possible disciplinary action. #PennAnesthesia is currently in use by the Perelman School of Medicine Anesthesia Residency Program, please refrain from using it.

B. Drug and Alcohol Policy

a. The University Alcohol and Drug Policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of the University of Pennsylvania. The University is committed to fostering an environment that promotes the acquisition of knowledge and nurtures the growth of the individual. Each member of the University’s intellectual community is responsible for his or her own actions and is expected to contribute to the Penn community and to respect the rights of others to participate in the academic and social life of the University. The alcohol and drug policy, with its emphasis on individual and shared responsibility, healthy and informed decision-making, maintenance of a caring environment, and the promotion of genuine dialogue, is adopted in this spirit. For the complete University policy please see: https://catalog.upenn.edu/pennbook/alcohol-drug-policy/.

b. The ANA Code for Nurses requires the professional nurse to safeguard the patient from harm; to assume responsibility and accountability for all of their actions; to maintain competency and to participate in the profession’s efforts to establish and maintain conditions of employment conducive to the delivery of high quality nursing care. You are held to the standards of this Code for Nurses as a student nurse anesthetist.

c. Your clinical affiliate site(s) abide by the Drug Free Awareness Act of 1988 that mandates a drug free workplace. Our sites are committed to maintaining a safe workplace free from influence of drugs or any other controlled substances.

d. Please be advised that drug testing as a result of reasonable suspicion may require that a nurse anesthesia student undergo an immediate hair, blood and/or urine drug screen and possibly a physical body examination under any of the following circumstances (but not limited to):

1. When there is reasonable suspicion that the nurse anesthesia student is under the influence of intoxicants, non-prescribed narcotics, hallucinogens, marijuana or other non-prescribed controlled substances.

2. After the occurrence of a work-related injury, illness, or accident while on school/hospital property.

3. Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized or had the potential to jeopardize the safety of others, or resulted or had the potential to result in damage to equipment.

4. Any investigation of missing controlled substances from an area where a student is
practicing and had access to the missing substances.

5. **Nurse anesthesia students who refuse to undergo an immediate drug and alcohol screen will be subject to immediate disciplinary actions, up to and including dismissal from the program.**

6. Nurse anesthesia students are held accountable for controlled substances per department policy for controlled substances at all clinical sites. Failure to comply may result in a failure in the coursework and/or dismissal from the program.

C. Sexual Harassment Policy

The University of Pennsylvania community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the University is essential to the mission. It is the responsibility of each person on campus to respect the personal dignity of others. The University expects its members to demonstrate a basic generosity of spirit that precludes expressions of bigotry. Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence. All students of the Nurse Anesthesia program at Penn Nursing will be expected to abide by the University of Pennsylvania’s sexual harassment policy, located at: [http://www.upenn.edu/affirm-action/introsh.html](http://www.upenn.edu/affirm-action/introsh.html).

All faculty are expected to adhere to this policy. If at any time you have a concern regarding treatment of yourself or your colleagues, please bring those concerns to the attention of program leadership. Your safety and wellbeing is paramount.

D. Work Regulations

a. Students are not permitted to work administering anesthesia in any other hospital, medical, or dental facility at any time during the Nurse Anesthesia Program. There is no exception to this rule and violation will be a cause for immediate dismissal.

b. Students may not work as a registered nurse during the full time study portion of the program. COA standards mandate a maximum of 64 hours of work in a week, including clinical and didactic work. Due to the rigors of the program, we cannot guarantee the safety of students or patients when students are working outside of the program. Students are permitted to work as an RN during the intercessions when there is significant time off from clinical with no didactic responsibilities. Failure to comply with this policy will result in disciplinary action.

E. Distractions in the OR

a. Students are expected to avoid distractions to patient care in accordance with the Council on Accreditation of Nurse Anesthesia Educational Programs.

b. These standards require students to be vigilant in the delivery of patient care and refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g. texting, reading, emailing, game playing etc.)

b. Students found to be using devices for anything other than communication with preceptors while in the operating room will be subject to disciplinary action. Disciplinary action will proceed as:

   1. Immediate removal from the clinical site for the day
   2. Placement on clinical probation
   3. Subsequent transgressions will result in probationary action with intent to dismiss
PART III: ATTACHMENTS

A. Plan of Study

First Year

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Advanced Physiology and Pathophysiology</td>
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<td>Advanced Physical Assessment and Clinical Decision Making</td>
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<td>Advanced Pharmacology and Therapeutics for Nursing Practice</td>
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<td>Basic Principles of Nurse Anesthesia Practice II</td>
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<td>Principles of Patient Safety &amp; Quality Improvement in Healthcare</td>
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<td>Adv. Principles of Nurse Anesthesia Practice: Obstetrics, Pediatrics, &amp; Women of Childbearing Age</td>
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<td>Professional Aspects &amp; Leadership for Nurse Anesthesia Practice</td>
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### B. Daily Clinical Evaluation Tool

*University of Pennsylvania*
*Nurse Anesthesia Program*

**DAILY CLINICAL EVALUATION TOOL**

**Student:** [cell]
**A. Pre Anesthetic Preparation and Patient Assessment**

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**Preceptor**

**Student**

**Faculty Comments:** [cell]  **Student Comments:** [cell]

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**KEY**

0. **Unsafe Practice**
   Needs constant guidance, but practice is safe.

1. **Novice**
   Needs assistance establishing priorities. Able to provide basic anesthesia care with low level of guidance.

2. **Advanced Beginner**
   Able to provide safe and effective anesthesia care to uncomplicated patients who experience predictable problems. Able to identify gaps in knowledge and is proactive in seeking help.

3. **Nearly Competent**
   Able to provide comprehensive, individualized care with minimal direction; anticipates and seeks assistance for extraordinary situations.

4. **Competent**
   Able to provide comprehensive, personalized care to complex patients, demonstrates ability to manage complex situations independently.

5. **Proficient**
   Able to provide comprehensive, personalized care to complex patients, demonstrates ability to manage complex situations independently.
C. Daily Clinical Objectives

SECTION A: Pre Anesthetic Preparation and Patient Assessment
1. Assures proper functioning equipment by assembling and testing all anesthesia equipment and notifying CRNA/MD of any defective equipment.
2. Maintains anesthesia table with an adequate supply of drugs and equipment for all assigned cases.
3. Prepares IV fluids, makes correct computations for uncomplicated cases.
4. Selects appropriate IV catheter, tubing, and solution for patient and procedure.
5. Assures the availability of the appropriate non-invasive monitoring equipment for patients of all ASA classifications.
6. Identifies patient by name and birth date verifying against identity wristband.
7. Performs a thorough pre-anesthetic patient assessment.
8. Integrates preoperative studies and patient physical conditions into anesthetic plan
9. Formulates a written anesthetic care plan and demonstrates the ability to articulate this anesthetic plan, which is appropriate for specific patient and operative procedure.

SECTION B: Anesthetic Induction
1. Uses judgment in applying appropriate monitoring equipment for patients of all ASA classifications.
2. Prepares the patient for induction in a reasonable length of time.
3. Selects the appropriate medications and demonstrates the ability to calculate the correct dosages of all medications to be used for induction.
4. Articulates an understanding of and demonstrates the ability to assess for adverse reactions to medications administered during the anesthetic induction.
5. Demonstrates the ability to recognize and intervene when adverse reactions occur.
6. Conducts safe, smooth anesthetic induction with direct supervision.
7. Demonstrates the ability to manually maintain a patent airway.
8. Demonstrates ability to safely insert oral airways and LMAs.
9. Identifies indications for intubation of the trachea.
10. Demonstrates ability to perform mask ventilation.
11. Demonstrates the ability to safely perform a direct laryngoscopy and intubate the trachea.
12. Demonstrates the ability to recognize inadequate ventilation; initiates step to correct situation.
13. Identifies signs of airway obstruction and demonstrates steps to correct obstruction.
14. Identifies and demonstrates appropriate technique for administration of regional anesthesia.

SECTION C: Anesthetic Management
1. Demonstrates the ability to maintain and safely adjust anesthetic agents to deliver a safe level of anesthesia during all types of surgery.
2. Identifies and resolves basic problems that arise during maintenance of anesthesia.
3. Demonstrates knowledge and application of anesthetic principles.
5. Articulates an understanding of and demonstrates safe administration local agents utilized in regional anesthesia while monitoring for adverse events.
6. Articulates and assess for adverse complications associated with administration of various anesthetic agents including inhalational, IV, and Regional types of anesthetics.
7. Demonstrates the ability to calculate IV fluid requirements.
8. Demonstrates the ability to record all vital information on all patients for elective and emergency surgery.
9. Anesthetic Records are maintained in a legible condition.

SECTION D: Anesthetic Emergence
1. Demonstrates judgment in planning a smooth, safe emergence from anesthesia.
2. Demonstrates the ability to terminate anesthetic and properly calculate and administer reversal medications.
3. Demonstrates level of consciousness, return of muscle strength, patency of airway and need of support and implements necessary interventions.
4. Demonstrates patient and demonstrates technique for extubation according to criteria with guidance and direct supervision from CRNA and Anesthesiologist.
5. Utilizes closed-loop communication to ensure the patient’s readiness for extubation prior to extubating a patient under direct supervision from CRNA and Anesthesiologist.
6. Demonstrates the ability to maintain sterile technique while administering a regional anesthetic.
7. Demonstrates the ability to insert various airway adjuncts to maintain a patent airway.
8. Demonstrates the ability to safely position a patient for various types of procedures.
9. Demonstrates the ability to insert and manage invasive monitoring devices (i.e. Art Line, central lines and PA catheters).

SECTION E: Technical Skills
1. Demonstrates the ability to insert an IV catheter using aseptic technique.
2. Demonstrates the ability to manually manage and maintain a patent airway.
3. Demonstrates the ability to manually ventilate a patient’s airway.
4. Demonstrates the ability to safely perform a direct laryngoscopy and intubate the trachea.
5. Demonstrates the ability to administer a spinal or epidural anesthetic.
6. Demonstrates the ability to maintain sterile technique while administering a regional anesthetic.
7. Demonstrates the ability to insert various airway adjuncts to maintain a patent airway.
8. Demonstrates the ability to safely position a patient for various types of procedures.
9. Demonstrates the ability to insert and manage invasive monitoring devices (i.e. Art Line, central lines, and PA catheters).

SECTION F: Professional Characteristics
1. Demonstrates punctuality and arrives at assigned clinical site within reasonable time to prepare for assigned anesthetic cases.
2. Arrives at clinical site prepared with an anesthetic plan of care for assigned cases.
3. Complies with anesthetic department and hospital rules, regulations and policies.
4. Complies with and delivers care in accordance with accepted guidelines and standards.
5. Accepts constructive criticism from preceptors.
6. Is able to incorporate and apply critical/constructive comments into practice.
7. Maintains appropriate demeanor in difficult situations.
8. Cares for patients and their families with dignity and respect.
10. Delivers culturally competent care to patients and their families.
11. Provides patient care in a safe and efficient manner.
12. Integrates and works collaboratively and respectfully within the perioperative care team.
13. Discusses patient and or clinical issues with preceptors in a timely fashion.