

INTRODUCTION

The Middle Tennessee School of Anesthesia, Inc. (MTSA), is a non-profit Tennessee corporation qualified as a 501(c)3 organization in accordance with the Internal Revenue Code of 1986. Middle Tennessee School of Anesthesia is owned by Middle Tennessee School of Anesthesia, Inc. and is operated by a Board of Trust. Trustees represent the medical, health care, education, church, and legal industries. The Board of Trustee members contribute broad and varied interests, abilities, and experience. The Board is charged with policy decisions and ensuring the future advancement of the Middle Tennessee School of Anesthesia. It delegates interim authority to the Administrative Committee of the Middle Tennessee School of Anesthesia. Operational authority is delegated to the President/Medical Director and Vice-President/Dean.

The Board of Trustee members are as follows:

Nevin H. Downs, MD
Chairman (Presiding Officer)

Mark Westlake, JD
Secretary

Andrew Boskind, MD

Larry Boughman, PhD

Jimm Bunch, MBA, MDV

Ken Crawford, CRNA, MS

Doug Hilliard, BA, BS

Nila Sherrill, MA

Marc Siegel, MD

David Whitten, MBA

The officers of the Middle Tennessee School of Anesthesia are as follows:

William O.T. Smith, M.D.
President/Medical Director

Mary Elizabeth DeVasher
CRNA, MEd, MS
Vice-President/Dean

Patsy Logue
Secretary/Treasurer
Business Manager

MISSION STATEMENT

The Middle Tennessee School of Anesthesia functions to provide graduate education specific to anesthesia, in both academic and clinical areas, to qualified registered nurses holding a baccalaureate degree. These nurses wish to earn the Degree of Master of Science with a focus in Nurse Anesthesia, and complete the academic and clinical requirements to become eligible to take the Certification Examination, to become Certified Registered Nurse Anesthetists. It also provides a mechanism whereby Certified Registered Nurse Anesthetists can complete the degree requirements. Graduates will be able to teach anesthesia related subjects, should they desire, and assist in the preparation of the next generation of anesthesia providers.

In harmony with a broad overall mission of reflecting Christ in its educational program, and in keeping with its Seventh-day Adventist heritage, the Middle Tennessee School of Anesthesia conducts its academic classes with an exposure to Christian, Seventh-day Adventist beliefs.

By this educational effort, it is the mission of the Middle Tennessee School of Anesthesia to contribute to filling the community needs for anesthesia providers in Nashville, Middle Tennessee, Central South, regionally, and nationally.

Reviewed 2002. Revised 2000.

ACCREDITATION

Middle Tennessee School of Anesthesia is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA)

Middle Tennessee School of Anesthesia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501) to award the degree of Master of Science with a focus in nurse anesthesia.

NONDISCRIMINATORY POLICY

Middle Tennessee School of Anesthesia admits students without regard to race, color, sex, age, disability, marital status, religion or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, gender, age, disability, marital status, religion, national or ethnic origin, in administration of its educational policies, admission policies, grant and loan programs or any other School-administered programs. The School will make reasonable accommodation wherever necessary for all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the academic and clinical requirements of the curriculum.

HISTORY OF THE SCHOOL

Madison Hospital School of Anesthesia for nurses was founded in 1950 by Bernard Bowen, CRNA, under the sponsorship of Madison Hospital. It has been in continuous operation since that time. The program got its start when Mr. Bowen was invited to Madison by Dr. James D. Schuler, a surgeon, and Dr. Julian C. Gant, who was the Medical Director of the hospital. Since that time, more than 900 graduates have gone out from Madison to provide high quality anesthesia service throughout the United States and in many parts of the world.

Through the years, all persons connected with the School, students, academic and clinical faculty, administrative staff, Board of Trustees, and all committee members, have contributed to the success of the School and to the growth of nurse anesthesia as a profession. Middle Tennessee School of Anesthesia is proud to carry on the tradition of excellence that was so firmly established by Bernard Bowen, his staff, and students.

As of July 1, 1980, the School of Anesthesia changed from Madison Hospital School of Anesthesia to Middle Tennessee School of Anesthesia. Tennessee Christian Medical Center, formerly Madison Hospital, continues to provide strong support for the School in the form of a leased building, and operative facilities, but no longer functions as the controlling body. That function passed to Nashville Anesthesia Services, a partnership of physicians. In 1983 the institution was changed to a non-profit organization, School of Anesthesia, Inc., dba Middle Tennessee School of Anesthesia, Inc., under the guidance of a Board of Trustees composed of leading businessmen involved in the financial, legal, and medical industries. In addition to specificity accreditation in anesthesia through the Council on Accreditation of Nurse Anesthesia Educational Programs of the American Association of Nurse Anesthetists, in December of 1994, MTSA first received regional accreditation through the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The latter enabled the School to grant a master's degree.

SCHOOL PHILOSOPHY

Middle Tennessee School of Anesthesia recognizes the expanded role that Certified Registered Nurse Anesthetists (CRNA) fill as contributing members of the health care team. It is no longer enough that nurse anesthetists be skilled in anesthesia administration, as important as that is; but, in addition, they must be able to assess their patients' medical status, and plan a comprehensive anesthetic management program that encompasses both the pre and post-anesthetic periods, as well as the operative period. To this end, the School aims to provide the facilities an academic climate necessary for the student to attain the body of knowledge and technical skills consistent with high standards of practice.

In recognition of the important role played by CRNAs in the nation, but more specifically in the southeastern region of the United States, the School is historically constituted and strategically located, so as to play a vital part in meeting continuing needs for well prepared anesthetists, regionally and nationally.

It is the philosophy of the School that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, the faculty seeks to provide a balanced program between the academic and clinical phases, so that knowledge and skills may be developed concurrently. Thus, it offers an integrated curriculum with academic and clinical experience occurring simultaneously. The acquisition of both intellectual and technical skills should start with the basic and simple and progress in logical steps to the more complex and advanced; each step building on the previous ones. Throughout the entire educational process, Christian values, like a golden thread, should be emphasized in the daily lives of both faculty and students; for both their benefit and that of their patients.

It is the philosophy of the School that the role of the student is one of an active participant in the educational process. This means students may participate in seminars, present case studies, write term papers, and maintain an outside reading program.

It is the philosophy of the School that the body of knowledge that constitutes the art and science of anesthesia is ever growing and ever changing. In keeping with this belief, the School endeavors to foster in both faculty members and students a thirst for knowledge and an intellectual curiosity that will promote a lifelong of professional growth and a desire for excellence. Graduates will be able to teach anesthesia-related subjects, should they desire, and to assist in the preparation of the next generation of anesthesia providers.

It is the goal of the School that graduates be well qualified to fill first level positions, and be capable of working with other CRNAs or MDAs; or if necessary, to be able to function under the direction of a surgeon only.

Furthermore, it is the philosophy of the School that it be operated as a freestanding, single purpose, anesthesia specific, graduate degree granting institution; rather than be enveloped by a multi-disciplinary university.

OUTCOME CRITERIA FOR STUDENTS UPON GRADUATION

Graduates of this program shall have demonstrated the attitude, knowledge, skills, and judgments consistent with the safe and effective practice of anesthesia; and will demonstrate competence in the following:

1. Performing and documenting a pre-anesthetic patient assessment and preparation
2. Evaluating patient history, physical indices, and diagnostic data
3. Preparing a comprehensive anesthetic care plan based on all pertinent data
4. Conducting a comprehensive and appropriate equipment check
5. Administering general anesthesia to a broad population, utilizing a wide variety of agents and techniques
6. Administering and managing regional anesthetic techniques, including:
 - a. Spinal blocks (hyper and hypo baric); this includes actual insertion of the spinal needle and all other related skills
 - b. Intravenous blocks (Bier block)
 - c. Epidural blocks
7. Evaluating the patient's fluid and electrolyte levels, and administering appropriate replacement therapy
8. Using and interpreting data from a wide variety of current invasive and non-invasive monitoring modalities
9. Recognizing abnormal patient response during anesthesia, and implementing safe and effective corrective action; and knowing when to seek appropriate consultation in situations that exceed the capacity of the nurse anesthetist to respond unaided
10. Utilizing anesthesia related equipment, identifying and taking appropriate action when confronted with anesthetic equipment-related malfunction
11. Positioning or supervising positioning of patients to assure optimal physiologic function and safety
12. Acting as a team leader or member in cardiopulmonary resuscitation and possessing both advanced cardiac life support (ACLS) recognition and pediatric advanced life support (PALS) recognition
13. Performing arterial cannulation for blood gas determinations and taking appropriate action with reference to screening pulmonary function and blood gas determinations
14. Serving as a resource person for respiratory and airway management care of patients
15. Using appropriate principles of basic and behavioral sciences in protecting patients from iatrogenic complications
16. Utilizing universal precautions and appropriate infection control measures

17. Teaching selected anesthesia related concepts to patients and health-related personnel
18. Having awareness of, and responding to personal and professional strengths and limitations
19. Knowing and functioning within the appropriate legal requirements as a licensed professional, and accepting responsibility and accountability for their own actions
20. Functioning in a crisis in dealing with patients and their families, as members of the health-care team
21. Interpreting anesthesia related research data
22. Completing a research or education project
23. Participating in quality management activities
24. Demonstrating personal and professional integrity and the ability to interact on a professional level

Reviewed 2002, Revised 2001

GRADUATION REQUIREMENTS

- Satisfactory completion of all academic courses, Valley Review, and the comprehensive examination requirements. (For complete information regarding the comprehensive examination, please refer to page 32 of this Handbook.)

- Satisfactory completion of all categories of clinical procedures required by the Council on Certification of Nurse Anesthesia Educational Programs.

- Satisfactory completion of practicum at assigned affiliates, and senior electives including the MTSA required care plans and clinical case records.

- Completion of the 28-month program with absences in excess of twenty-five days vacation, twelve holidays, and seven personal/sick days must be made up prior to graduation.

- Completion of any financial obligations to the School.

- Participation in the graduation exercise, unless specific prior permission for graduation in absentia is granted by the Administrative Committee. Exceptions generally will not be made unless the circumstances preventing attendance are beyond the control of the student.

CREDENTIAL AWARDED

Upon satisfactory completion of the program at Middle Tennessee School of Anesthesia, the student is awarded a diploma with the degree of Master of Science with a focus in nurse anesthesia. The student is then eligible to take the Certification Examination under the direction of the Council on Certification of Nurse Anesthetists, an autonomous council of the American Association of Nurse Anesthetists. Upon successful completion of this exam, the graduate will bear the title of Certified Registered Nurse Anesthetist (CRNA).

LOCATION AND FACILITIES

ACADEMIC FACILITIES

Middle Tennessee School of Anesthesia has offices and classroom facilities located on the campus of the Tennessee Christian Medical Center, Madison, Tennessee. Teaching facilities include two modern well-equipped classrooms, the Nelda Fay Ackerman Learning Resource Center, and clinical facilities of the parent and affiliate hospitals. The academic courses are conducted at the School on the campus of the Tennessee Christian Medical Center.

CLINICAL FACILITIES

The desirability of providing students enrichment to their learning experience through affiliations with other health care institutions, is recognized by Middle Tennessee School of Anesthesia. Accordingly, students should be prepared to affiliate at institutions in the Nashville area and elsewhere. Currently, affiliations are conducted at the following institutions:

HOSPITAL

*Blanchfield Army Community Hospital
Bowling Green Medical Center
Centennial Medical Center
Columbus Children's Hospital*
Crockett Hospital
Gateway Medical Center
Hendersonville Community Hospital
Horizon Medical Center
Metro Nashville General Hospital
Maury Regional Hospital
Skyline Medical Center
Summit Medical Center
Tennessee Christian Medical Center
Tennessee Christian Medical Center, Portland
Vanderbilt University Medical Center*

LOCATION

*Ft. Campbell, KY
Bowling Green, KY
Nashville, TN
Columbus, OH
Lawrenceburg, TN
Clarksville, TN
Hendersonville, TN
Dickson, TN
Nashville, TN
Columbia, TN
Nashville, TN
Hermitage, TN
Madison, TN
Portland, TN
Nashville, TN*

**When students go on affiliation to the Columbus Children's Hospital, they will receive a "one time travel expense" (\$125) to help cover the cost of the trip to and from this institution. Living quarters are provided by the anesthesia staff at no cost to the student while on affiliation at Columbus. A \$200 per month dislocation allowance plus meal tickets for days on call are provided to the student by this facility. The dislocation allowance and meals are subject to change as they are donated by the facility anesthesiologists.*

***Students are provided a room and a dislocation allowance while affiliating at Crockett Hospital, Lawrenceburg, TN.*

Any other travel expenses and living expenses at out-of-town affiliations are the responsibility of the student.

The School retains the right to change affiliations or length of rotations at any time.

OPTIONAL AFFILIATES

MTSA recognizes that there are hospitals and anesthesia groups willing to give clinical instruction to students that cannot accommodate the entire student body of MTSA. For this reason, "Senior Electives" have been developed. Each student must participate in a Senior Elective taken during the last **three months** (last quarter) of the program. There is a Senior Elective fee that must be paid by either the affiliate or the student. The actual fee for the quarter depends on the location chosen: \$3,000 if in the Nashville area, or \$3,750 if outside the Nashville area and not already a full-time affiliate. The affiliate hospital agrees to have the position for a limited number of MTSA students. These facilities have the right to approve or disapprove student participation in the affiliation. Students seeking additional time, or time other than the last three months, must submit a special request. Those requests made first, and with the hospitals already having contracts with MTSA, will be considered first. Permission to participate in alternate or additional times depends on all full-time affiliates having a full complement of students, and the student meeting pre-determined criteria for participation. Additional facilities have participated in the "Senior Elective" program in the past:

HOSPITAL	LOCATION
<i>Anesthesiology Medical Group</i>	<i>Nashville, TN</i>
<i>The Women's Center</i>	
<i>Centennial Medical Center</i>	
<i>St. Thomas Hospital</i>	
<i>Summit Medical Center</i>	
<i>Baptist Hospital of East Tennessee</i>	<i>Knoxville, TN</i>
<i>Baptist Hospital</i>	<i>Nashville, TN</i>
<i>Baptist Medical Center</i>	<i>Little Rock, AR</i>
<i>Baptist Medical Center South</i>	<i>Montgomery, AL</i>
<i>Baptist Memorial Hospital – Golden Triangle</i>	<i>Columbus, MS</i>
<i>Baptist Memorial Hospital – North Mississippi</i>	<i>Oxford, MS</i>
<i>Baptist Memorial Hospital – Union County</i>	<i>New Albany, MS</i>
<i>BMC Montclair & Princeton</i>	<i>Birmingham, AL</i>
<i>Brackenridge Hospital</i>	<i>Austin, TX</i>
<i>Candler Hospital</i>	<i>Savannah, GA</i>
<i>Claremore Regional</i>	<i>Claremore, OK</i>
<i>Cookeville Regional Medical Center</i>	<i>Cookeville, TN</i>
<i>Cardiovascular Anesthesiologists</i>	
<i>St. Thomas Hospital</i>	<i>Nashville, TN</i>
<i>Crestwood Hospital</i>	<i>Huntsville, AL</i>
<i>Crockett Hospital</i>	<i>Lawrenceburg, TN</i>

<i>DCH Regional Medical Center</i>	<i>Tuscaloosa, AL</i>
<i>Decatur General Hospital</i>	<i>Decatur, AL</i>
<i>DeKalb Medical Center</i>	<i>Decatur, GA</i>
<i>Dr. Dan C. Trigg Memorial Hospital</i>	<i>Tucumcari, NM</i>
<i>Eliza Coffee Memorial Hospital</i>	<i>Florence, AL</i>
<i>Florida Hospital</i>	<i>Orlando, FL</i>
<i>Fort Sanders Regional Medical Center</i>	<i>Knoxville, TN</i>
<i>Frank T. Rutherford</i>	<i>Carthage, TN</i>
<i>Grant Medical Center</i>	<i>Columbus, OH</i>
<i>Greenwood Leflore Hospital</i>	<i>Greenwood, MS</i>
<i>South Sunflower County Hospital</i>	
<i>Harton Regional Medical Center</i>	<i>Tullahoma, TN</i>
<i>Helen Keller Hospital</i>	<i>Sheffield, AL</i>
<i>Horizon Medical Center</i>	<i>Dickson, TN</i>
<i>Huguley Memorial Medical Center</i>	<i>Fort Worth, TX</i>
<i>Huntsville Hospital</i>	<i>Huntsville, AL</i>
<i>Jackson Clinic</i>	<i>Jackson, TN</i>
<i>Jackson Madison County General Hospital</i>	
<i>Jewish Hospital</i>	<i>Louisville, KY</i>
<i>LeBonheur Children's Medical Center</i>	<i>Memphis, TN</i>
<i>Lourdes Hospital</i>	<i>Paducah, KY</i>
<i>Marymount Medical Center</i>	<i>London, KY</i>
<i>Medical Center at Bowling Green</i>	<i>Bowling Green, KY</i>
<i>Methodist Hospital of Memphis</i>	<i>Memphis, TN</i>
<i>Memorial Mission Hospital</i>	<i>Asheville, NC</i>
<i>Miami Valley Hospital</i>	<i>Dayton, OH</i>
<i>Middle TN Medical Center</i>	<i>Murfreesboro, TN</i>
<i>Morton Plant Hospital</i>	<i>Clearwater, FL</i>
<i>North Mississippi Medical Center</i>	<i>Tupelo, MS</i>
<i>Our Lady of Bellefonte</i>	<i>Ashland, KY</i>
<i>Providence-Yakima Medical Center</i>	<i>Yakima, WA</i>
<i>Riley Memorial Hospital</i>	<i>Meridian, MS</i>
<i>Sparks Medical Center</i>	<i>Ft. Smith, AR</i>
<i>St. Joseph Hospital</i>	<i>Memphis, TN</i>
<i>St. Thomas West End Anesthesia</i>	<i>Nashville, TN</i>
<i>The Surgery Center of Huntsville</i>	<i>Huntsville, TN</i>
<i>United Hospital</i>	<i>St. Paul, MN</i>
<i>University Hospital</i>	<i>Jackson, MS</i>
<i>Western Baptist Hospital</i>	<i>Paducah, KY</i>
<i>Yakima Valley Memorial Hospital</i>	<i>Yakima, WA</i>

The student must meet the following criteria to be eligible for consideration for a Senior Elective:

1. Maintained an overall 3.0 GPA
2. No failures in any class
3. Above average clinical evaluations
4. Met or have the potential to meet all case requirements
5. No Administrative Committee action preventing student's participation
6. Specific permission from the Administrative Committee if the student has been placed on probation for any cause

Students not meeting these criteria will be assigned at one of the traditional affiliates and are responsible for the cost of the Senior Elective.

MTSA is willing to develop a Senior Elective with any large anesthesia department willing to offer specific clinical experience to students, and whose CRNAs and anesthesiologists are capable and desirous of becoming clinical instructors and are willing to enter into our senior elective contract agreement. The School does not provide living accommodations for students, the affiliate or the student is expected to cover this.

TUITION AND FEES

While these are current, the student can expect some changes prior to enrollment and as the program progresses.

- ◆ \$35 Application fee (include with application).
- ◆ \$35 Reapplication fee (for each year your file remains active). Students who have interviewed repeatedly and have not been accepted (after three to four times) are encouraged to apply elsewhere.
- ◆ \$3,000 non-refundable deposit – (fee set each year by the Board of Trustees) (To be submitted upon receipt of acceptance letter). This deposit verifies your position in the class and applies toward Period I tuition.
- ◆ Text Books* -- Students will purchase textbooks upon entrance into the program after the School sends the list of textbooks for the school year in which the student is accepted. Current approximate retail value of required textbooks is \$1,000 (prices subject to change).
- ◆ \$8,000 (minus the non-refundable deposit already paid) for Period I. This amount is due and payable upon entry into the School.
\$7,000 tuition for Period II, collected May 1.
\$5,500 tuition for Period III, collected February 1.

While it is projected the tuition will be as stated above, MTSA reserves the right to change tuition and fees on a year-to-year basis.

- ◆ \$1,000 Equipment Fee - In addition, the anesthesia student will purchase an earpiece and protective eyewear.
- ◆ \$20 American Association of Nurse Anesthetists (AANA) Associate Membership*.

Associate membership in the AANA is required by MTSA. Membership entitles the student to a subscription to the Association Publications, a card designating associate membership, and the privilege of attending AANA functions, workshops, and meetings. Students are required to attend local district TANA educational meetings, educational workshops and projects. Students may select to attend Saturday or Sunday on the TANA weekend meetings or any required weekend educational meeting, depending on their choice for a day of worship.

- ◆ \$100 Library Fee per year (This fee does not cover the cost of personal photocopying or overhead transparencies).
- ◆ \$100 Laboratory Fee - first year only.
- ◆ \$110 Self Evaluation Examination (SEE) Fee* year one only.
The SEE is a computer examination administered by the Council on Certification of Nurse Anesthetists of the American Association of Nurse Anesthetists through the Sylvan Learning Center.
- ◆ \$110 Board Review Exams year two only.
- ◆ \$500 EKG/ACLS/PALS Combined Course Fee* - (first year only).
- ◆ \$550 Boards Review Seminar (first year students)
\$480 Boards Review Seminar (second year students)
This is an external course brought to MTSA.

Juniors and seniors will complete two anesthesia seminars administered by a professional external board review organization. As one group of seniors will be on outside affiliations when the seminar is conducted, it will be videotaped and presented to this group as a Video Review Seminar and one-half of the seminar fee will be refunded. It is felt that these seminars administered by non-MTSA faculty will provide broad exposure in preparation for the MTSA comprehensive examinations and both the Self Evaluation Examination and the certification examination.

- ◆ \$600 (effective 01/03) Certification Examination Fee* - Students are to take the computer generated Certification Examination prepared by the Council on Certification of Nurse Anesthetists (CCNA) at the first opportunity following their course completion. The \$600 fee for this examination must be paid in advance with Period III tuition. In the

event a student fails all or part of the certifying examination, the student must reapply to retake the examination, **and pay the fee again.**

In order for applicants to take the Certification Examination, all transcripts are sent to the Council on Certification prior to the deadline set by this Council. This exam is administered by computer; and graduates are allowed to take the exam more than twice in one year. These exams are scheduled by the student through the Prometrics Candidate Services Call Center.

MTSA will prepare the official CCNA transcript using clinical hours and totals from the Clinical Experience Record form. The final Clinical Experience Record will be retained in the student's file should actual totals be needed by the student, the school, or future employers.

- ◆ \$300 Graduation Fee.
- ◆ \$200 Possible Liability Insurance Fee.
A portion of tuition is directed toward liability insurance. This fee will not be charged unless there is an increase in the second year liability insurance premium. If the increase is greater than \$200 MTSA will bear the increase.
- ◆ Ohio Nursing License* - After the student has been enrolled, late in the first year of school and before the student is scheduled to affiliate at Columbus Children's Hospital, an Ohio RN license must be obtained. Obtaining this license, and meeting all the continuing education requirements for such licensure is the student's responsibility. The student is encouraged to obtain information about the licensure prior to enrollment. However, as a cost containment measure, the student should wait until the latter part of the first year (March, 2003) to actually apply for licensure. The student must have obtained this license and a copy must be given to the School before the student affiliates at Columbus Children's Hospital.

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-3413
Phone (614) 466-3947

- ◆ Nursing License in Other States* - Should the student desire to participate in any other out-of-state affiliate, or in a Senior Elective in any other state, licensure in that state must be presented to the Middle Tennessee School of Anesthesia prior to full approval of that elective.

****As these fees are mandated by parties other than MTSA, the student will be responsible for payment of any fee increases.***

The School operates on a relatively tight, fixed budget. Its primary source of income is tuition. The tuition for each class is set in advance and is apt to fluctuate from year to year. Student selection policy is designed to accept only those students the Admissions Committee believes have the ability and desire to complete the academic and clinical components of the program.

NO TUITION OR FEES WILL BE REFUNDED TO ANY STUDENT WITHDRAWING FROM THE PROGRAM OR TERMINATING AFTER REGISTRATION.

SUMMARY OF TUITION AND FEES
(subject to change prior to admission)

	<i>Period I</i>	<i>Period II</i>	<i>Period III</i>
<i>Tuition</i>	\$8,000	\$7,000	\$5,500
<i>Fees:</i>			
<i>Equipment</i>	\$ 1000		
AANA dues	\$ 20		
EKG/ACLS/PALS	\$ 500		
<i>Laboratory</i>	\$ 100		
<i>Library</i>	\$ 100	\$ 100	
SEE	\$ 110		
Board Review Exam		\$ 110	
Valley Review	\$ 550	\$ 480	
<i>*Senior Elective</i>			\$3,000/3,750
<i>Graduation</i>			\$ 300
Certification Exam			\$ 600 <i>eff. 01/03</i>
**Comp Exam (4th)			\$ 100
<i>Deposit Paid</i>	<\$ 2,500>		
TOTAL	10,380/7,880	\$7,690	\$9,500/10,2506

THOSE ITEMS LISTED IN BOLD PRINT ARE PROVIDED BY EXTERNAL AGENCIES THAT MAY ALTER THE COST.

Each student must select or be selected by an affiliate site during the last quarter (three months**) of the program. If the student does not choose, or is not accepted at a chosen site, MTSA will assign the student. The last three months is called a Senior Elective, and the fee for this must be paid by either the student or the affiliate. The actual fee depends on the location chosen: \$3,000 if in the Nashville area, or \$3,750 if outside the Nashville area and not already a full-time affiliate. If the affiliate selects not to pay, it is the student's responsibility to pay for the experience whether it is selected or assigned. All contracts between the school and affiliate have the suggested fee stated in them, and the affiliate is encouraged to pay. All Senior Elective affiliate sites will be encouraged to pay for students' housing and a dislocation allowance.*

*** Only if required to take a 4th comprehensive exam.*

OTHER EXPENSES (areas of expense or related expenses not covered by tuition or school fees)

1. Each student is required to have a physical examination and provide the School with all information required on the Health History form including:

The actual lab reports (within the past year) showing evidence of either immune or non-immune for the titers Rubella, Rubeola, and Varicella.

A TB skin test within the past year prior to entry and an **annual** lab report for the TB skin test. If results are positive, an annual negative chest x-ray is required. (Students must show evidence of TB skin test both upon admission and in the second year.)

Record of hepatitis immunization series.

2. Each student must provide evidence of medical insurance coverage. The office needs such evidence current at all times in the student's file.
3. Uniforms - For most hospitals, the student needs to furnish their own scrub clothing, appropriately laundered. At a few sites, appropriate operating room apparel will be furnished by the hospital. Necessary alterations are the responsibility of the student. Each student is required to own a white lab coat with his or her name and the word "Anesthesiology" in blue lettering on the upper left-hand pocket. This is to be worn any time the student makes rounds for pre-op or post-op visits to patients' rooms.
4. Parking - All students will park only in authorized parking lots both at Tennessee Christian Medical Center and at affiliating institutions.
At the school: The parking places on each side of the parking lot next to the School of Anesthesia are primarily intended for the MTSA employees on the side nearest the church and for the employees of the building adjacent to MTSA. Students may use the parking spaces of the Madison Campus Seventh-day Adventist Church above the school. Parking on the grass and in "No Parking" areas is not allowed.

Parking at Tennessee Christian Medical Center: Students may park in the visitors parking lot **on the third row in front of the hospital (closest to the school)**. They are not to park in the first two rows closest to the hospital or they will be subject to ticketing by security. For safety purposes, TCMC has provided two "Doctors Park Cards" which allows the call students access **at night** to the Doctors parking area behind the hospital. These cards will be issued to the first two call students of the month/affiliation. Students are responsible to pass these cards to the call students for the next day, etc. and are to be returned to the office at the end

of the affiliation. If a student is parked at a distant site and leaves the hospital after dark, they may request switchboard to ask for security escort to the car.

Parking at Vanderbilt - The School pays Central Parking for a limited number of Vanderbilt parking cards and tags. These cards/tags are kept at the School by the Clinical Assistant. They are to be signed out by students only if they have a Vanderbilt scheduled rotation.

After the student's rotation at Vanderbilt ends, the student must sign the card/tag back in to the Clinical Assistant at the School. She will then give the card/tag to the next student scheduled to be at Vanderbilt. The student is not to pass the card/tag on to another student, but must turn it in personally. Failure to return the card/tag will result in a replacement fee (\$10.00) added to the student's graduation dues.

Parking at General Hospital is by parking pass. These passes are available only during the rotation and are distributed and collected by the General Hospital Anesthesia Department. Failure to return the parking pass will result in a replacement fee, which if not paid immediately will be collected before graduation.

5. Scrubs at Vanderbilt - Vanderbilt uses scrub vending machines. Each student scheduled there will be assigned an ID number by Vanderbilt. If the scrubs are not returned the student may be charged for them.
6. Meals - Meals are not provided. Arrangements for meals vary at each affiliation for seniors. Juniors returning to class from affiliates will be given adequate time for meals.
7. Housing - It is the students' responsibility to find housing. It is advisable, but not mandatory that they live within ten minutes of the Tennessee Christian Medical Center. The student is required to live within ten minutes of TCMC, or to stay at TCMC overnight when on call there. In the past, students have found it much easier when they can stay at their home while on call.
8. Molded earpiece -- for ear in which your hearing is the best. Traditionally the School has a company come the first week and make earpieces. The charge is approximately \$40.00. If hearing is equal in both ears, you may be better served to get your primary earpiece for the right ear, as your instructor in the clinical area usually stands on your left side, allowing you to better hear instructions.
9. Protective eyewear.

10. Technology requirements:

- a. Calculator -- Texas Instruments 50 is the calculator the statistics instructor uses. (The calculator must have the ability to do square roots and percentages.) Purchase is recommended prior to the first quarter. It is further recommended that the student utilize it on general calculations in order to be familiar with it prior to statistics.

- b. Nerve stimulator – the approximate cost is \$100-200 (7100 Microstim Plus, 1-800-638-7689 or H-1600 Ministim, www.hullanesthesia.com, 1-800-400-4484).

- c. Beeper. The student must wear his/her beeper during clinical, call, and class times.

- d. A cellular phone is required. As students travel to several affiliates, a cellular phone may be needed for emergency use.

- e. All students are required to have a functioning answering machine on their home telephone.

- f. A home computer or laptop with high-speed Internet access with the following specifications: recommended processor speed >500 MB, operating system Windows '98 or higher (Windows XP is strongly recommended), MS Office '98 or higher (including Word '98 and Excel '98, a CD burner. Because of the incompatibility with existing school computers, Microsoft Works is **NOT** acceptable. Additionally, while MTSA recognizes that students may prefer Apple computers, please be aware that MTSA only has PC's with Microsoft programs. We cannot, therefore, support any usage of Apple technology within the school.

The computer must also have the capability to “hot sync” with the student’s PDA (see item g., below).

- g. Portable Digital Assistant (PDA) with the following specifications: Palm O/S 4.1 or higher and 16-32 MB memory. A list of programs that the school purchases for the students at a substantial savings will be discussed and distributed upon entry into the school.

In addition to call at Tennessee Christian Medical Center, students will take non-inhouse call at Vanderbilt University Medical Center, Hendersonville Hospital, Skyline Medical Center, and Metropolitan Nashville General Hospital at some time in the program. Housing should be easily accessible to these institutions as well.

The School does not pay student stipends. Dislocation allowances may be provided by affiliations in some distant Senior Elective sites.

While students are on rotation at the Children's Hospital in Columbus, Ohio, they take call and are given meal tickets **when on call**. They are also provided free lodging while rotating there. This free lodging is for the student only, and will not accommodate the student's family. Additionally, students may be required to share apartments/lodging facilities with a classmate. Students will also receive a dislocation allowance of \$200 per month provided by Columbus Children's Hospital. Both the meal tickets and the dislocation allowance are subject to change as both are donated by the anesthesiologist group.

Students on rotation in the Crockett Hospital, Lawrenceburg, TN are given free lodging and a dislocation allowance. Students may be required to share the apartments/lodgings with a classmate.

Should any provided lodging not be acceptable to students, they may provide their own lodging at their own expense within a reasonable distance from the affiliate.

HEALTH

If accepted, each applicant is required to undergo a complete physical examination using forms furnished by the School. These forms are mailed to applicants once they have been accepted into a class. The physical examination form must be completed and returned to the School by late June. A letter will notify the selected applicant of the exact date of the deadline. **Please note that the School reserves the right to refuse admittance of a student if the physical examination and health information deems that the person would be incapable of completing the program.**

If accepted, each applicant must have a recent (within one year) complete physical examination and be in a state of satisfactory health. **The physician's report must include lab reports documenting titers for varicella, rubella, and rubeola.** This report must show evidence of either immune or non-immune for these titers. The actual report for the TB skin test, not just the results, must also be included with the forms. (The student is required to have another TB Skin Test at his/her expense during the second year of enrollment).

The health history, physical exam, a list of all medications prescribed and/or taken by the student, and all lab reports must be submitted prior to entering the program.

All student health records may be shared with any clinical affiliate if requested. Students must sign a release of information form.

In keeping with MTSA's drug free environment, applicants will be asked to sign a statement relative to substance abuse prior to interview and enrollment and are expected to refrain from substance abuse as students. Students are expected to be good citizens, consequently, all applicants are asked to sign a form indicating any conviction of a felony

other than a minor traffic violation. The School reserves the right to request unplanned drug testing should it be necessary.

The student will be required to complete an “Emergency Information” form upon entry into the program and must keep the school informed of **all** changes in the listed information.

The School does not assume the student's medical care nor provide health insurance. **The student must provide evidence of basic health insurance to the School within the first week of school.**

MALPRACTICE INSURANCE

Students are required to participate in the program for student malpractice coverage carried by the School with The State Volunteer Mutual Insurance Company underwriters, which provides basic limits of liability of \$1,000,000 per incident with an aggregate of \$3,000,000. The cost of the basic premium can fluctuate. For the first year, a basic premium has been included in the tuition. Should the second year basic premium increase, the student will be charged a fee in the amount of the increase only, up to \$200. Should the increase be greater than \$200, MTSA will cover the additional increase. Should it be determined that the actual limits of this basic insurance need to be increased, the student will be asked to cover the actual cost of this increase.

STUDENT FINANCIAL PLANNING

The School urges applicants to consider carefully all financial aspects of enrollment in the 28-month program. Although the Admissions Committee prefers that the applicants be financially stable, the following information should provide assistance to students in planning financially for the program of studies.

There is a local anesthesiologist group that sponsors a limited number of students in the School. Students who are planning to seek employment in a specific geographic area following graduation are encouraged to seek sponsorship from anesthesiologists and/or hospitals in that area.

Part-time employment by a student is permissible if prior approval has been obtained from the Dean. Failure to maintain satisfactory grades and clinical performance levels will give cause for permission for part-time employment to be denied or withdrawn. It is advised that students do **not** work during the first three quarters. After this period, a suggested maximum is two shifts per week.

Anesthesia students may not be employed by title or function as nurse anesthetists during the 28-month program.

Enrollment in a **28-month** continuous course of study during a period of limited financial income may place great strain on students and their families. Further financial difficulties can have an adverse effect on academic endeavors. Applicants are advised to plan their sources of financial support very carefully prior to entry into the program.

There are several programs of assistance available to students planning to attend MTSA. Limited information regarding these programs is detailed below. Students should contact the Director of Financial Aid if they have additional questions or concerns regarding funding during their studies at MTSA.

Following acceptance, students are invited to attend a financial planning workshop in the spring, usually at the beginning of May. During the workshop the Director of Financial Aid will discuss the process for financial assistance through the various Federal loan programs, as well as other possible funding alternatives for students. Lender representatives are also invited to assist in answering loan questions.

The workshop also covers the required Entrance Interview process for students who are wishing to obtain Federal student loan assistance. Students can complete this process through the *www.mapping-your-future.org* website. The website will notify the Financial Aid Office via email as each student completes the required Entrance Interview.

Completing the Free Application for Federal Student Aid

Any student wishing to be considered for need-based assistance while attending MTSA is required to complete the Free Application for Federal Student Aid (FASFA) two times during their 29-months of studies. The first FASFA must be completed prior to the beginning of the first 9-month period of enrollment. The second FASFA is to be completed prior to the beginning of the second 9-month period and will cover both the second 9-month period and the final 10-month period of enrollment. Financial assistance will not be awarded until all required documentation has been completed and received by the Financial Aid Office for each FASFA application.

Students can complete this process through ***www.fafsa.ed.gov***. After providing the required demographic and financial information on the FAFSA, students are assigned a PIN identifier to allow them to access their personal information in various U.S. Department of Education systems. Students can then file an on-line Renewal FAFSA for their second 9-month period of enrollment, or make on-line corrections. Additional information regarding this process will be provided to students at the time of their admittance to MTSA. When completing the FAFSA the MTSA school code is 007783.

Scholarships and Grants

Admitted students should contact the Director of Financial Aid regarding possible scholarship and grant funds which may be available on a limited basis to MTSA students.

Loans

MTSA urges students to borrow conservatively. Students are encouraged to pursue grants, scholarships and sponsorships to the fullest extent possible before seeking either the Federal loan or alternative loan programs listed below. Students should plan carefully for their expenses and borrow only what is needed to cover expenses for each of the enrollment periods.

Students should be aware that there may be an origination fee and a guarantee fee deducted each time a check is disbursed.

➤ Federal Stafford Loans

Subsidized Federal Stafford Loans are variable rate low-interest loans made by lending institutions. Eligibility for these loans is based on financial need determined from the results of the FAFSA. Students may not borrow more than the Cost of Education less Estimated Family Contribution (EFC) and any other financial assistance awarded. Depending upon financial need and enrollment status, a student may borrow up to \$8,500 annual maximum for graduate/professional for each of the three enrollment periods at MTSA.

Unsubsidized Federal Stafford Loans are also available for students who do not qualify or qualify for only partial subsidized Federal Stafford Loans. The unsubsidized loan operates under the same terms and conditions as the subsidized loan except that the student is responsible for interest during periods of enrollment. This interest can be deferred until the student graduates from MTSA. Depending upon financial need and enrollment status, a student may borrow up to the \$18,500 minus any subsidized Federal Stafford Loan eligibility for each of the three enrollment periods at MTSA.

➤ Alternative Loans

These are private loan funds offered to students through certain lenders. Alternative loans cannot exceed the Cost of Attendance, minus Federal Stafford loan eligibility, minus any other sources of financial assistance the student may have received. The student is responsible for interest on the alternative loan from the time of disbursement. This interest can be deferred until the student graduates from MTSA. Students should borrow alternative loan funds through the same lender from whom they have borrowed their Stafford loan funds.

The maximum amount that can be borrowed while attending MTSA is \$55,500.00.

The maximum that a student can borrow through the Federal Stafford Loan program is \$138,500. This amount includes any subsidized/unsubsidized Federal Stafford Loan made at the undergraduate level or during previous graduate studies.

A preferred lender list will be furnished to newly admitted students during the Financial Aid workshop. Students are strongly urged to select a lender from this list in order to assure timely disbursement of their loan funds.

Prior to the disbursement of Stafford funds, the student must have completed the Entrance Interview process as discussed earlier in this section.

Under Federal regulations, the lender must send the loan proceeds directly to the school, and each disbursement of a Stafford or Alternative loan is made in two equal payments for each period of enrollment. The first disbursement is made at the beginning of the applicable enrollment period, and the second is approximately four months later.

The Financial Aid Office notifies the student by phone of receipt of funds. Following verification of the student's continued eligibility; checks are released directly to the student.

Before a student who has borrowed through the Stafford Loan program while in attendance at MTSA can be determined eligible for graduation, the student must complete the Exit Interview process through www.mapping-your-future.org. The website will notify the Financial Aid Office via email as each student completes the required Entrance Interview.

MTSA is very proud of its extremely low default rate of 0%. This default rate indicates that previous graduates of MTSA have paid their student loans in the timely manner upon which they agreed when they obtained the loans. In connection with this, the Exit Interview stresses loan repayment for students who are recipients of Stafford and/or Alternative loans. MTSA is also notified by lenders if a student should become delinquent on their loan repayment. At that time the Financial Aid Office will notify the student to determine ways in which the student may resolve the issue.

ENROLLMENT PROCEDURES

Within the first two days of class, the Dean will review and summarize all costs, schedules, and obligations; and issue and discuss the Student Handbook. The student will sign the Enrollment Contract and pay the **non-refundable** first year's tuition. Late enrollment is not permitted without special Administrative Committee approval. The student will also be asked to review the Release of Information Policy and sign the consent form.

Each student should be aware that there will be two student handbooks issued during the program, one at the beginning at the program and one at the beginning of the second year. While changes are rare, except slight tuition increases or changes, **students are expected to abide by the most current student handbook, unless otherwise noted.**

WITHDRAWAL PROCEDURES

Anyone considering withdrawal from the School must meet with a faculty committee prior to withdrawal to retain the option of possible readmission. The Dean is to be notified of intent to withdraw and will assemble a committee of faculty members to discuss the withdrawal with the student. Any withdrawal without a prior meeting with a special faculty committee will be considered permanent.

REFUND POLICY

THERE ARE NO REFUNDS OF TUITION OR FEES TO STUDENTS WITHDRAWING OR TERMINATING AFTER REGISTRATION.

RELEASE OF STUDENT RECORD INFORMATION

The Middle Tennessee School of Anesthesia (MTSA) shall comply with all provisions of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) pertaining to the release of student records. No information, except directory information contained in the record of a student shall be released to persons outside MTSA or to unauthorized persons on campus without a written, notarized release from the student. It shall be the responsibility of the student to provide the office of the Vice President/Dean of the School with a release in proper form if file information release is requested.

Directory information at MTSA shall include the following student information:

- ◆ name
- ◆ home address
- ◆ local address
- ◆ telephone listing
- ◆ pager listing
- ◆ major field of study
- ◆ dates of attendance
- ◆ the institution from which the baccalaureate and/or nursing degree was earned
- ◆ clinical schedule
- ◆ degrees and/or awards received

As completion of affiliations is a graduation requirement, students are asked to sign a pre-release consent form. The following information shall have limited release (primarily to health care providers) at the discretion of MTSA.

- ◆ evidence of health insurance
- ◆ evidence of liability insurance
- ◆ letters of recommendation/reference
- ◆ copies of health history including vaccinations
- ◆ academic record
- ◆ clinical record
- ◆ emergency information form

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent unless a written notice barring disclosure is filed quarterly in the office of the Vice President/Dean of the School.

No official academic or clinical information concerning a student shall be released until all MTSA forms and records are updated and in proper form for release. Prior to the release of information, all currently enrolled students shall have no outstanding debt with MTSA. A health-related entity financially supporting a student during enrollment at MTSA may request/require periodic academic and/or clinical reports. MTSA shall release the information to such entities only after receiving a written release from the student specifying the entity to which information is to be released. The releases must be filed with the Office of the Vice President/Dean of the School.

Clinical affiliates may request that students complete an application for hospital privileges. MTSA may act as a facilitator by providing the form and mailing it when completed by the student. This activity shall not constitute a release of records and no prior approval shall be required.

Requests for letters of reference by students or graduates shall be reviewed on a case-by-case basis. Responses to such requests shall not constitute a release of records and no prior approval shall be obtained from the student before a requested letter of reference is mailed. Additionally, reference forms sent by prospective employers of students shall be completed and returned to the institution requesting the information unless specific written instruction is given to MTSA asking that such forms not be completed.

MTSA requests that students execute written release of record forms so that information can be dispatched to prospective employers without delay. If a prospective employer requests record information and the release forms are on file, then the school shall provide the requested information. Copies of CCNA Clinical Record transcript and the MTSA transcript may be included in the return of the information request when determined necessary for verification of the information provided.

RETENTION OF STUDENT RECORDS

Listed below are the items maintained by the Middle Tennessee School of Anesthesia (MTSA) constituting the permanent record for each student.

- ◆ completed original application form
- ◆ correspondence, including the student's letter of acceptance
- ◆ enrollment contract
- ◆ health history form (physician signed and self reported)
- ◆ verification of current health/hospitalization insurance
- ◆ current State of Tennessee Registered Nurse license
- ◆ liability insurance information on the master policy of MTSA
- ◆ reference letters for admission (minimum of five)
- ◆ documentation of OSHA/AIDS in-service training conducted by Tennessee Christian Medical Center
- ◆ tuition payment verification (photocopies of checks, money orders, etc.)
- ◆ official transcripts from all other institutions previously attended by the student
- ◆ academic correspondence, if any
- ◆ transcript cards (photocopied and updated quarterly)
- ◆ CCNA transcript (inserted as student nears graduation)
- ◆ Veteran's Administration enrollment certification (VA Form 1999), if applicable
- ◆ current and non-current financial aid work papers with award notice, if applicable
- ◆ summary clinical evaluation forms from the hospital affiliates
- ◆ interim Clinical Case Record (August totals) as submitted to CCNA showing completion of clinical requirements to expedite certification examination permit and final Clinical Case Record (November)
- ◆ clinical worksheet
- ◆ academic worksheet (used to combine MTSA grades for CCNA transcript)

Files are updated, and information is added as necessary. Personnel of the institution having reason to review and/or maintain records, including the legal counsel for MTSA, and other persons possessing a written notarized authorization from the student shall be the only persons to have access to the records.

Prior to graduation, some of the records identified above may be located at the work-site of MTSA personnel having official supervision over aspects of the record (e.g., financial aid records are maintained by the staff assistant for financial aid, clinical evaluations are maintained by the staff assistant for evaluations, etc.)

The documents listed above are combined into one file at the time of the student's graduation. Upon passage of the national certification examination, certain records contained in the files shall be discarded (e.g., daily/case evaluation sheets, monthly clinical records, etc.) Summary sheets of clinical evaluations will be retained on a permanent basis as part of the permanent record. These files are maintained in fire-retardant cabinets in the

record room of MTSA. Additionally, for security purposes, photocopies of the graduate transcript card and the CCNA transcript are maintained by the office of the President of MTSA in a separate building. Photocopies of transcript cards for current students are also kept in the office of the President and are updated quarterly.

Because entrance into MTSA is highly competitive, application materials of applicants who are not accepted may be maintained for consideration for later enrollment in another class. Retention of this information must be requested by the applicant. If requested, the materials will be maintained for a period of two years from the date of the request. All requests to maintain files must be made in writing. References provided by the individuals as part of the application process are not to be copied and submitted to other schools or agencies.

Periodically MTSA performs time studies regarding the number of hours students spend in selected affiliates. Such records are not kept as part of the individual student record. However, these records may be periodically reviewed to ascertain institutional effectiveness. The disposal of these records shall be at the discretion of MTSA.

In the current history of MTSA, increased attention has been directed toward the collection and maintenance of student records. Although what constitutes the contents of a student permanent record may have changed since the founding of the institution, MTSA continues to maintain files on each student beginning with the School's first class of students in 1950.

It shall be the express policy of MTSA to continue the practice of retention of student files on a permanent basis. However, as technology advances, MTSA reserves the right to amend the format in which these files shall be kept.

TRANSITION FROM NURSE TO NURSE ANESTHETIST

While all students accepted into the School have had acute care nursing experience, this experience has been received in a wide variety of hospital settings. Traditionally, in the settings students have come from, hospitals schedule nurses on shifts with each nurse reporting to the oncoming nurses at the end of their shift, and then being able to leave at a predictable time.

Because most surgery schedules vary in number of cases on a daily basis and on the varying length of cases, most anesthesia scheduling is not handled as it has been in other nursing environments. Typically a CRNA, much like an anesthesiologist (MDA), accepts a job, not a shift. It is expected that the anesthesia provider (CRNA or MDA) will work until the job for the day is done, or until the surgery schedule has reached the point that the "late" or "call" team can cover the cases.

As a CRNA or MDA, if the cases are finished by 10:00 in the morning, unless you are designated as the "late" or "call" person, your job for the day is completed. On the other hand, if more cases last late into the night, than the "late" or "call" person(s) can handle, the other anesthesia providers are expected to stay until the work is done.

Employers are cognizant of the actual number of anesthesia providers needed to complete the tasks in a reasonable number of hours.

As described, in your transition from RN to CRNA, students will be adjusting to having hours patterned after the physician's hours, rather than after the nurse's hours. Also, when students are at selected affiliates such as Vanderbilt University Medical Center and Columbus Children's Hospital, they will be working with anesthesia residents who have never had the scheduling of hours nurses have. Their expected hours will still be longer than MTSA students. Students should be patient with them if they are envious of the hours. Junior students should maintain a relatively fixed schedule of coming to clinical every other morning and class every afternoon. The expectation is that students will be able to come to class. If a junior student ever needs to be late or miss any part of a class due to unforeseen clinical times, the absence will be excused and any tests or quizzes will be rescheduled.

As seniors, the class load decreases, and clinical expectations increase where they function more as the CRNA described in the above paragraphs. If students are assigned to a hospital and the cases are finished early, most likely they will be dismissed early. On the other hand, if students are assigned to a facility and the cases last longer than an assigned block of time, they are expected to function as a CRNA until relief is available.

In the past years, the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) suggested that an average of 60 hours per week be maintained. Today's COA requirement is that the hours be "reasonable." Students are going to affiliate in some sites where they have long hours; however, they will also be assigned to sites where the hours are much shorter.

MTSA and its affiliates make schedules for students with their monthly time randomly averaged in each affiliate (time taken from the CCNA CLINICAL RECORD), to assure that hours are reasonable. At Vanderbilt, the students actually clock in and out to keep track of their time.

As it is MTSA's aim to prepare students both in academic and clinical knowledge and experience to become a CRNA, MTSA also chooses to orient the student to the time commitment and expectations of the CRNA. These time commitments will be different from typical nursing hours.

ACADEMIC AND CLINICAL STANDARDS

ACADEMIC STANDARD

- ◆ High academic standards must be maintained. A minimum of 70% scholastic achievement in each academic course is required. Students must maintain a minimum cumulative GPA of 3.0.
- ◆ Students must successfully complete all assigned affiliations.

- ◆ There will be three comprehensive examinations regularly administered to assist in the evaluation of the student's knowledge in the field of anesthesia. The student is required to attain a passing score of 70% on two out of the three regularly scheduled comprehensive examinations and attain an average score of 70% on all three regular examinations.

In the event that a student fails to attain a passing score of 70% on two of the three regularly scheduled comprehensive examinations and/ or fails to attain an average score of 70% on all three regular examinations, he/she may be allowed to take a special examination. The cost for taking the special examination is \$100. This examination will be administered after the last regular examination and before the student's scheduled graduation date.

If the option of the special examination is granted, the student must either:

- a. pass both the final special examination and one of the regular examinations with a score on both not less than 70%; or,
- b. make a passing average of 70% calculated by averaging the two highest regular examination scores and the score on the special examination.

Failure to attain a passing score on the comprehensive examination under any method outlined above will result in the dismissal of the student from the school. Such dismissal is final and cannot be appealed.

- ◆ Each student is carefully evaluated for academic achievement and clinical performance on a regular and continuing basis. Academic grades are published quarterly. Clinical practicum evaluations are received from each affiliation, reflected on the official transcripts as letter grades, and used in tabulating grade point average. Students shall be advised concerning their academic and clinical progress no less than three times per year.
- ◆ Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by the Administrative Committee, with faculty recommendation.
- ◆ Each student will receive a quarterly grade sheet (MTSA Transcript) reflecting academic and clinical progress, with current and cumulative GPAs. Comprehensive examinations will be reflected on the transcript. Additionally, graduating seniors' grades and/or hours will be transferred to the official transcript form, as requested by the Council on Certification of Nurse Anesthetists.

[Note: This form does not correspond directly with the MTSA grade sheet. Some grades and/or hours from the MTSA grade sheet must be combined or separated into more than one category in order to complete the six categories on the academic record, as required on the official Council on Certification of Nurse Anesthetists transcript.]

- ◆ MTSA Grading Scale is based on a 4.0 grading system:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 50-59%

I = Incomplete*

GS Good Standing

W Withdrew

WP Withdrew passing

WF Withdrew failing

Prob/C Probation due to unsatisfactory Clinical Performance

Prob/A Probation due to unsatisfactory Academic Performance

Prob/O Probation due to Other Considerations

S Suspension

(Involuntary withdrawal from either the Academic or Clinical program for a period determined by the School.)

T Terminated

(Involuntary withdrawal from the School indefinitely.)

*An incomplete may be given if:

1. A course is scheduled to begin in one quarter and to end in another.
2. An instructor or a student is unable to complete a course in one quarter and must complete the course at a later time. This requires special permission from the Dean.
3. Any Incomplete on the transcript must be completed before graduation. No student may graduate with an Incomplete on the transcript.

- ◆ Transcripts are given to students on a quarterly basis. The **target dates** for these transcripts for **juniors** is expected to be no later than the end of the month following the end of each academic quarter. The target dates for **seniors** may vary slightly due to seniors' deadlines for submission of case studies. (Case studies are expected to be turned in by the end of the month following the end of the rotation.)
- ◆ Attendance at graduations, announced TANA meetings, specific group functions, and evening lectures by guest speakers is mandatory for all students, unless the student is on vacation, call, or at an out-of-town affiliation.
- ◆ Students must keep a current Tennessee nursing license on file in the School's office.

CLINICAL STANDARDS:

◆ Clinical Evaluations of Students by Instructors:

Juniors:

Clinical evaluations are used to determine advancement to the next clinical level, and primarily, to give the student immediate feedback on his/her progress. While students may do more than one case each day they are assigned in clinical, each clinical day, all students are expected receive an evaluation from a clinical instructor on **one** case utilizing the School's official Daily Evaluation Tool. Students may choose to be evaluated on more than one case, or the instructor may wish to evaluate the student on more than one. The tool is color-coded according to the student's level in the program. The reverse side of the tool lists the expectations for students at each level. This tool will be used all month. The tool is reviewed and revised periodically.

Student evaluations by instructors of clinical performance is subjective; however, instructors are aware of the expectations of students at each level and are able to judge students by those expectations and by comparing performance of students within a given class, and within classes at the same level in the past. Students should be aware that the purpose of the tool is not just to log how well the student is doing (as important as positive feed back is), but specifically where they need to improve. Students should utilize every opportunity to seek advice about how to improve.

The tool is simple. Each color-coded sheet has room for ten cases to be evaluated, each containing only Case number and date which the student fills out, and a place for instructors to give general comments and to list specifically any areas where improvements are needed and an area for the instructors signature. More than one sheet per month will likely be needed.

The completed sheets should be stapled together and returned to the MTSA Evaluation Assistant at the end of each month. **Students should make two copies of these sheets, one to leave with the affiliate coordinator at the end of the affiliation, and the other to retain for their records prior to turning them in.**

When the affiliate clinical coordinator, who is responsible for submitting a clinical numerical grade to the school, completes the monthly summary (Narrative Evaluation of Performance - green sheet), they will return it to the School. The daily evaluation tool sheet will contain all instructors' comments about the student's clinical performances while rotating with the instructors and is very beneficial in determining the students' final evaluation grade for the month.

The clinical coordinator in most institutions get the summary green sheet completed after the student leaves, and they send it to the School for the student to read and sign. However, should students question the summary evaluation or wish to talk to the instructor who completed the summary, they may call him/her. Students are also free to make their own comments on the back of the summary sheet.

Seniors:

Seniors are expected to turn seek evaluations on the MTSA daily evaluation tool as above, with the exceptions of in the following sites where MTSA has approved an alternate evaluation system:

Columbus Children's Hospital
Vanderbilt Medical Center
Vanderbilt Medical Center O.B. (provide an alternate tool the student keeps and turns in a copy of the completed alternate tool to MTSA).

Refer to the section under penalties for not adhering to this policy.

Special Card System:

MTSA has developed a "card system" to assist in the evaluation process. Giving these cards is the prerogative of the instructor. The following are suggestions regarding when and why these cards may be given.

The first card developed is the "Commendation Card" (green card). These cards are to be completed by an instructor to acknowledge outstanding performance in any area. These are to be submitted directly to the School and are to be discussed at the quarterly clinical faculty meeting.

The next card developed is the an "Area Needing Improvement Card" (yellow card). From time to time a student's performance may not be quite as advanced as the instructor feels it should be for the students' level the program. Also, if the instructor has seen several students at the same level and their performance is significantly better than the student being evaluated, the instructor is asked to identify specific areas in writing where the student can improve. These yellow cards are to be submitted directly to MTSA, and will be discussed at the quarterly clinical faculty meeting.

The final card developed is a "Critical Incident Card" (red card). Instructors, determining that the student's level of performance is below that level acceptable for this stage in the program according to the Quarterly Objectives on the back of the sheet, and that the performance could or would have caused significant morbidity or mortality without intervention, are asked to complete this card. They must have the student sign it, and **send it directly to the School**. To receive a Critical Incident Card is very serious. At the Quarterly Clinical Faculty Meeting all Critical Incident Cards will be discussed. Each affiliate is invited to have a representative present at this meeting. Each student's quarterly performance at each affiliate is discussed.

Faculty from the institution where the student is to affiliate during the next quarter will likely be there as well. If faculties from the student's next affiliate are not present, the committee identifies areas of significant weakness and these faculties are made aware of the area and are asked to devise methods of helping the student improve. **Receipt of Critical Incident Cards can lead to probation or in extreme cases, termination.**

All cards will become part of the student's file. A letter grade for clinical performance will be recorded on the transcript. Information used in tabulating this grade follows the section regarding Clinical Case Records because clinical evaluations, care plans, paperwork, and faculty review of performance are utilized in this grade.

During the quarterly Clinical Faculty meeting, the daily case evaluations, any cards, and general observations about each student are discussed. Any recommendations by the members of that committee are given to the Administrative Committee. The Administrative Committee makes the final decision relative to any action regarding clinical performance. Furthermore, should it be determined that there may be a negative decision by the Administrative Committee (ie. a probation) the student will be offered the opportunity to discuss his/her performance with the committee, prior to any decision.

◆ Clinical Care Plan Submission:

Juniors:

Students are required to do care plans on all patients. Depending on the level of the student, these plans may vary from complete written plans to verbal plans. All care plans must be submitted as directed.

For first and second quarters, juniors are expected to do an in-depth care plan (written) on all patients for whom the assignment is made ahead of time. If a junior only receives the assignment the morning they arrive in clinical, they are expected to do a "modified written care plan" to include review of systems, blood volume and tolerated loss, fluid calculations and drug calculations (front of the sheet). At a minimum, all junior students must run a verbal care plan by the instructor prior to the beginning of the case.

During the first and second quarters, juniors must submit **one care plan per clinical day to the Associate Clinical Coordinator of MTSA for a grade.** If the care plan for the case has only been a modified plan (front of the page) or verbal plan, it must be converted to a complete written care plan.

During the third and fourth quarters, each student will turn in a complete written care plan **once per week.** They will continue to have a minimum of a verbal care plan on all cases.

The care plans may be submitted to the Evaluation Assistant at MTSA anytime during the month. It will be forwarded to the Associate Clinical Coordinator for

grading. The final deadline for turning in care plans for any one-month is the 15th of the following month. All students not adhering to this deadline will receive a ZERO for the care plan portion of the clinical grade for the month. Failing to submit these plans on a timely basis can seriously impact the clinical grade for the quarter.

The grades on these plans will be factored into the clinical grade received each quarter. After the fourth quarter is completed, juniors become seniors.

Seniors:

As seniors the student will submit eight case studies for grades rather than submitting care plans.

A case study is an in-depth analysis of an anesthetic administered by the student at a specialized rotation during their year at MTSA. This is to be a typewritten, double-spaced paper of no more than 5 pages. References should be included.

All case study papers must be submitted by the end of the subsequent month after the specialized clinical rotation. If the case study is not submitted on or before the deadline, the student will receive a ZERO for the assignment.

The following 8 case study papers are required:

One heart (valve or CABG) and **one Thoracotomy** .. completion preferable at Centennial Medical Center, although alternative affiliates include Memorial, VUMC, or VA Nashville.

One C-section and **One Vaginal Delivery** ...completion preferable at VUMC OB, although the alternative affiliate is Hendersonville.

One Pediatric ..completion preferable at Columbus, although an alternative is VUMC.

One Trauma...completion at VUMC

One Neuro...completion preferable at Memorial, VUMC, VA Nashville, or Hendersonville.

One Regional... (excluding IV Regional Block).

The format of the Case Study is as follows:

Patient History, including age, sex, height, weight, ASA classification, planned surgery and planned anesthetic.

Past Medical History (PMH)

Past Surgical History (PSH)

Medications and Drug Allergies

Relative and Absolute Contraindication for Anesthesia

Summary of the Anesthetic course including preoperative, intraoperative, and postoperative management and any events or incidents with appropriate treatment.

For all other anesthetic cases, it is required that the students at least complete a verbal Care Plan, although it is recommended that the student complete a written Care Plan. These written care plans will not be submitted to MTSA for grading purposes.

◆ Clinical Case Records:

Each student is required to keep a daily clinical log on the official form provided by the Council on Certification of Nurse Anesthetists (CCNA). On each case the student performs, a detailed record must be kept of specific information regarding that case. The student must total the cases at the end of each month. The total for that month is used as the beginning total on the next monthly Clinical Case Record. The Council requires that students fulfill a given number of experiences, and the accurate keeping of this log is the student's proof he/she has met and/or exceeded these requirements. This clinical record also includes the students committed time hours in the school of anesthesia. The record must be completed in its entirety and turned in to the Library Assistant by the 15th of the following month. **(Refer to the section on penalties for not adhering to this policy.) These are periodically submitted to the Associate Clinical Coordinator and the Dean for review.**

MTSA reserves the right to spot check for accuracy with the affiliate to which the student was assigned. MTSA uses this record to perform time studies periodically at selected affiliate sites. **This record is very important as it is submitted as a part of the student's final transcript to the CCNA for their determination of the student's eligibility to take the Certification Examination.** Instruction on the accurate completion of this form will be included in Broadfields Orientation.

◆ Completion of Time Segment of Monthly Student Clinical Case Records:

The Clinical Case Record form of MTSA is to be carefully and meticulously completed. The ideal time to complete each day's record is at the end of each clinical day. The completed month document must be submitted to the MTSA office no later than the 15th of the next month. MTSA is in close contact with the affiliates regarding the students assigned clinical days, and can check with the affiliates for accuracy of these records.

The "time" segment of the record, Section XVI, is of importance in documenting theV obligated or committed time to the program of anesthesia, and specifically in documenting numbers of clinical hours. MTSA is interested in:

- a. the actual time the student spends doing a case (anesthesia time)
- b. The time the student spends making pre and post anesthesia visits
- c. the time obligated in the clinical area but not doing a case, not doing pre/post visits, and not assigned to a call shift (non-anesthesia time),
- d. call time (differs in affiliates – 24hour call shifts, 3P –11 P shifts, 7P-7A shifts. etc.)
- e. study time
- f. class time

While Council on Accreditation (COA) expects contracts with affiliates to be generally “reasonable”, MTSA assumes that the original COA suggested standard of 60 hours is reasonable. Therefore, the MTSA/Affiliate contracts specify 60 hours per week. MTSA assumes this to be an average time of 60 hours. In some affiliates with specific learning experiences the call time may be non-in-house, every other day for a short period (one month). In some affiliates the assignments vary in such a pattern as to have some weeks heavy and some light, but the general monthly balance is expected to approximate the stated 60 hours. Using the students’ logged time MTSA conducts time studies to assure that the general time commitments are reasonable.

Due to the affiliation nature of the program, students will spend more time in some affiliates than others. Not all affiliates will have the same time obligation. It is the intent that the overall hours shall not be excessive.

◆ Other Paperwork:

All paperwork must be kept up-to-date, including Vanderbilt parking passes, TB skin tests, proof of insurance, and nursing licenses (TN & OH). All of these are kept on file with the Clinical Assistant.

◆ Clinical Grade:

Clinical Evaluations (Daily/Summary) (The average of the percentile score listed on the summary sheets from each affiliate each the quarter.)	75%
Care Plans/Case Studies (Continuous delinquent submission of Care Plans will be reflected in the Clinical Grade)	25%

The grades will be recorded on the transcript under Clinical Performance. They will be recorded as GS (Good Standing) or Prob/C (Probation Clinical) and accompanied by the letter grade earned, as described above, for that quarter.

Penalty for delinquent paperwork is found under the penalties section.

STUDENT EVALUATION OF THE PROGRAM **(ACADEMIC AND CLINICAL)**

Students are asked to evaluate the clinical and academic portions of the program on a regular basis. These evaluations are part of the program's evaluation of institutional effectiveness. In many instances, these evaluations have led to changes.

Graduates of the Class of 2001 were asked to evaluate their total MTSA experience. The two major strengths they cited about MTSA continue to be the multiple and varied affiliates, and the Columbus Children's Hospital affiliation. Other positives centered on the variety of techniques of anesthesia, including regional anesthesia, strong emphasis on academic and the "family atmosphere" of MTSA.

INTEGRITY AND PERSONAL BEHAVIOR **(DRUG FREE SCHOOLS AND COMMUNITIES ACT)**

Middle Tennessee School of Anesthesia endorses the Drug-Free Schools and Communities Act Amendment of 1989, and, in compliance with that Act, presents the following information:

The Middle Tennessee School of Anesthesia prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus proper, or on the campus of any affiliate site.

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration, up to and including life imprisonment, and imposition of substantial monetary fines.

The use of alcohol can lead to serious health risks:

- loss of muscle control, poor coordination, slurred speech
- fatigue, nausea, headache
- increased likelihood of accidents
- impaired judgment
- possible respiratory paralysis and death

Heavy use of alcohol can lead to:

- alcoholism
- damage to brain cells

- increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
- hallucinations
- personality disorders

Health risks associated with the use of illegal drugs include:

- increased susceptibility to disease due to a less efficient immune system
- increased likelihood of accidents
- personality disorders
- addiction
- death by overdose
- anemia
- poor concentration

Additional information about how use of drugs and/or alcohol affects your health is available at the Tennessee Christian Medical Center, Center for Addictions.

Middle Tennessee School of Anesthesia does not provide drug/alcohol counseling, treatment, or rehabilitation programs, for employees, teachers, or students. Upon request, or in appropriate situations the school may recommend the Center for Addictions at the Tennessee Christian Medical Center.

Middle Tennessee School of Anesthesia will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation, and in appropriate cases, suspension or dismissal from the School. Referral for criminal prosecution may be made in appropriate cases.

Individuals involved in the sale or distribution of illegal drugs will be suspended from the School and referred to the appropriate authorities for criminal prosecution.

All employees, teachers, and students agree, as a condition of hire, contract, or admission respectively, to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the work place include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the work place, no later than five days after conviction.

ADDITIONAL STANDARDS SPECIFIC TO THE MIDDLE TENNESSEE SCHOOL OF ANESTHESIA

Middle Tennessee School of Anesthesia, at its inception in 1950 as Madison College School of Anesthesia, was established as a Seventh-day Adventist School. It has always upheld Christian ideals and standards. While it is the policy of the School to freely accept students regardless of religious persuasion, it is the philosophy of the School that both students and faculty serve as public representatives of the School and are expected to avoid any conduct that would conflict with its Christian standards.

Students should expect that MTSA may perform random drug testing.

Actions and conduct not in harmony with the Christian philosophy of the School include:

- ◆ Reporting for duty at any hospital or for any class while under the influence of alcohol or any mood altering substance.
- ◆ The use of addicting drugs or any drugs, which would impair judgment or function, unless, prescribed by a physician. (Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions.) If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine and/or blood analyses to document their non-use of drugs. The School also reserves the right to do routine analysis to rule out substance abuse. Students placed on probation may expect at least one random drug test.
- ◆ The use of **any** illegal drugs.
- ◆ The use of tobacco in any form on the premises of Tennessee Christian Medical Center or its affiliates, other than in properly designated smoking areas.
- ◆ The use or demonstrated effect of any alcoholic beverage on the premises of Tennessee Christian Medical Center or affiliates of the School.
- ◆ Participation in or conviction of any criminal activity. This includes theft or pilferage of hospital or school supplies, equipment, or drugs.
- ◆ Cheating or lying involving any clinical, academic, or school endeavor.
- ◆ Talking or moving about the room during any tests or quizzes.

Any conduct or action that could bring dishonor or discredit on this School or would reflect unfavorably on its reputation as a Christian institution.

Sponsorship of Alcoholic Beverages **By Pharmaceutical Companies Policy**

Middle Tennessee School of Anesthesia welcomes pharmaceutical representatives to the School of Anesthesia. It is requested that any activities sponsored by these drug representatives be in harmony with the School philosophy.

Pharmaceutical Companies are asked not to sponsor any activity for the students of MTSA where alcoholic beverages are paid for by the pharmaceutical representative.

In keeping with the Christian philosophy of the School, and the danger of substance abuse in anesthesia, MTSA believes this policy to be in the best interest of MTSA and its students.

Educational materials, speaker sponsorships, meals, snacks, and related activities are welcomed and much appreciated.

When students are in attendance at meetings not sponsored by the School (such as the Tennessee Association of Nurse Anesthetists or the American Association of Nurse Anesthetists) and drug representatives sponsor activities where alcohol is involved, students are encouraged to remember the philosophy of the School.

(This policy was first written and approved by the Administrative Committee 3/10/94.)

Reviewed 2002

NON-REPAYMENT OF LOANS

It is expected that students accepted into the Middle Tennessee School of Anesthesia are good citizens and individuals of high integrity, who fully expect to repay all student loans, whether privately or federally sponsored. Middle Tennessee School of Anesthesia graduates historically have had a very low default rate on these loans.

SEXUAL HARASSMENT POLICY

Personal Conduct: Employees of Middle Tennessee School of Anesthesia are to exemplify the Christ-like life and will avoid all appearance of wrongdoing. They will not indulge in sexual behavior that is harmful to themselves or others.

Mutual Respect: Employees will respect and uplift one another. They will never place another employee in a position of embarrassment or disrespect due to sexual overtones.

Definitions: Sexual harassment by the employer, supervisor(s), and coworker(s) and, in some instances, non-employee(s) includes but is not limited to the following:

- ◆ Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which affects an individual's employment status or the terms, conditions, or benefits of his or her employment. Such advances constitute sexual harassment when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or,
 2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such an individual; or,
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or,
 4. Where threats or suggestions are made that the individual's job, future promotions, wages, etc. depend on whether or not he/she submits to sexual demands or tolerates harassment.
- ◆ Unwelcome sex-oriented comments (e.g., kidding, teasing, joking, and degrading or offensive sexual comments, sexual tricks).
- ◆ Requests or pressure for sexual activity.
- ◆ Unnecessary or inappropriate touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another person's body).
- ◆ Suggestions, threats or demands for sexual favors.
- ◆ Inappropriate visual conduct that creates embarrassment or suggests an interest in sexual activity.

Harassment on account of age, race, ethnicity or disability includes, but is not limited to, the following:

- ◆ Subjecting employees to derogatory remarks, insults, slurs, jokes or tricks based on age, race ethnicity or disability.
- ◆ Denying employees' opportunities to participate in training or education on account of their age race ethnicity or disability.
- ◆ Limiting opportunities for promotion, transfer or advancement on account of age, race, ethnicity, or disability.
- ◆ Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

Working Environment – Middle Tennessee School of Anesthesia will inform their employees that harassment in the workplace will not be tolerated. All employees are expected to avoid any unwelcome behavior or conduct toward any other employee that could be interpreted as harassment.

Reporting Incidents – If an employee encounters sexual harassment or harassment on account of age, race, ethnicity or disability from supervisors, fellow employees, clients, or non-employees, the following steps will be taken immediately:

1. Make it clear that such behavior is offensive and must be stopped immediately.
2. Report the incident(s) to the appropriate person. The complaint shall be in written form.
3. The person to whom the complaint is made will conduct all discussions in an objective and thorough manner, and shall advise the complainant not to discuss the matter elsewhere due to the sensitivity of the complaint. The person to whom the complaint is made shall keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

Third Party Reports – All employees who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability in the workplace are responsible for reporting such incidents to the appropriate person for investigation.

Investigation- Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability will be made from the facts on a case-by-case basis. The person who is authorized to direct the investigation will inform the insurance company covering Middle Tennessee School of Anesthesia for insurance purposes. The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results will be reviewed with the complainant and accused employee with an explanation of any corrective action to be taken. All individuals will be cautioned to maintain the investigation and results in strict confidence.

Corrective Action – If the investigation indicates that harassment has not occurred, the complainant and accused employee will be notified of the results and cautioned regarding future compliance with the organization’s harassment policy. All persons, entities or organizations which were notified of the indication of these proceedings will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the accused.

No Retaliation – Supervisors and coworkers are prohibited from retaliating, intimidating, or harassing employees who complain of sexual harassment or harassment on account of age, race, ethnicity, or disability.

Middle Tennessee School of Anesthesia recognizes its responsibility to all employees in maintaining an environment free from harassment and endeavors to prevent harassment by publishing this policy, by development of appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

To maintain a work environment free of harassment and to assist in preventing inappropriate workplace conduct, Middle Tennessee School of Anesthesia will endeavor to take the following actions:

- ◆ Each employee will receive a copy of this harassment policy and complaint procedure.
- ◆ Each employee will acknowledge receipt of this harassment policy and complaint procedure that will be maintained in the employee’s personal file.
- ◆ Middle Tennessee School of Anesthesia has designated the Assistant Dean as the individual to whom complaints can be made.
- ◆ Employees who make harassment complaints will not be subjected to retaliation by supervisors or co-workers.
- ◆ Although Middle Tennessee School of Anesthesia urges individuals to report alleged harassment, malicious allegations can irreparably harm an employee’s reputation and limit his/her ability to fulfill responsibilities. Employees, who bring malicious, spiteful, false allegations of harassment will be subject to appropriate disciplinary action.

STUDENT RIGHTS

The School maintains a grievance and due process protocol. Complaints are addressed to Mary E. DeVasher, CRNA, MEd, MS, Vice-President/Dean, P.O. Box 6414, Madison, Tennessee 37116.

Student representatives sit as full members on the School Administrative Committee, the Appeals Committee, and the Curriculum Committee.

Students involved in a disciplinary action by the Administrative Committee have the right to speak on their own behalf. The student has the right to appeal decisions of the Administrative Committee to the Appeals Committee, the highest appellate body in the School.

The Appeals Committee has the right to review the entire issue, and may support the Administrative Committee's action or may render a judgment that may be more lenient or more severe. The student and the Administrative Committee are expected to abide by the decision of the Appeals Committee.

STUDENT REPRESENTATION

Each class elects student representatives as voting members of the Administrative Committee, Admissions Committee, Academic Faculty Committee, Social Committee, and the Appeals Committee. A Library Committee representative is appointed by the School. Student representation for the Institutional Review Board is appointed. Should any committee member be out of town on an affiliation, the alternate for the position or any other committee member or class member may be appointed to fill the position. Students from each class nominate a representative to the Tennessee Nurse Anesthetist Association (TANA).

PENALTIES

Penalties may range from a simple verbal warning to dismissal from the program; and may include, but not be limited to the following:

- ◆ A student having less than an 80% academic or clinical average (grade of B) may receive verbal counsel from the Dean.
- ◆ A student whose GPA in academic or clinical falls below 3.0 in any one quarter will be placed on academic probation. Even though the cumulative GPA may be above 3.0 at the end of that quarter, the student will still merit probation. Academic probation will continue until the cumulative GPA reaches or exceeds 3.0. Should the GPA not show significant improvement in the next quarter, the student may be terminated from the program.
- ◆ Failure in any one academic course will result in academic probation, with the course being repeated the next year when it is offered. Such repeats are expected to result in an extension of time in the program, commensurate with the amount of time for the repeat course (one quarter). The charge for such extension will be prorated per quarter.
- ◆ Any student who fails the same course a second time will be terminated. The student can appeal this decision to the Appeals Committee. Both the student and MTSA will abide by the decision of the Appeals Committee.

- ◆ Students will receive certain penalties for late paperwork in documentation that includes, but is not limited to, care plans, clinical records, daily evaluations and CRNA reviews (seniors only). **If this paperwork is not turned in by the 15th of the month following that clinical rotation, a penalty will be enforced. Students may be asked to appear before the Administrative Committee for late paperwork, placed on probation, and/or fail the quarter in which it occurs, and need to extend one quarter in the program.** Delinquent paperwork must be completed at the School, with each day beyond the deadline resulting in the loss of one vacation day, or personal day from the student's bank. The student who uses up the entire bank of such days will then graduate one day late for each additional day of delinquency. The student will not receive a diploma until all paperwork is completed and the extended days are made up in clinical.
- ◆ Students who have not received satisfactory clinical evaluations may be placed on a probation designed to help improve their clinical skills, at the recommendation of the Clinical Faculty Committee to the Administrative Committee, or the Administrative Committee independently. This probation will be reflected on the student's transcript.
- ◆ The probationary status for clinical performance will be a minimum of one quarter. The Clinical Faculty Committee, at its next quarterly meeting will review performance evaluations from all affiliates where the student has rotated and determine if the student is eligible to be removed from probation. The Clinical Faculty Committee may recommend that the student be removed from probation or that probation continue. For charges of inconsistent performance, the student may receive probation for the duration of the program. In this instance, the Administrative Committee must determine if the student's clinical performance has been consistently satisfactory prior to a recommendation for graduation.
- ◆ Seniors having been placed on a clinical probation may of necessity extend a minimum of one quarter in the program. Seniors participate in specificity rotations (i.e., cardiovascular, pediatrics, obstetrics, trauma) and if their clinical progress prohibits their full participation in specialty areas, they will need to extend in the program to complete these rotations.
- ◆ Should a student be placed on clinical probation, the student's status will be made known to each clinical affiliate where the student is likely to affiliate. If aware of the cause of probation, the affiliate will be better able to assist the student in remediation.
- ◆ Students whose clinical performance warrants an extended time in the program will be charged for the extension. The extension cost will be prorated per quarter.
- ◆ A student with a combination of unsatisfactory clinical and academic performance may be terminated without probation.

- ◆ A student may be placed on a general probation if conduct or health fail to meet acceptable levels. The duration of this probation is determined by the Administrative Committee and is expected to be between one and three months. Upon completion of the probationary period, the student may be restored to full student standing, have probation continued (the duration is at the discretion of the Administrative Committee), or, in extreme cases, be dismissed from the program.
- ◆ A student may be placed on suspension if conduct in any clinical or academic area fails to meet acceptable levels. The duration of the suspension will be determined by the Administrative Committee. Upon completion of the suspended period, the student may be restored to full standing with no probation, or allowed to re-enter the program and placed on probation for a duration that will be determined by the Administrative Committee.
- ◆ In extreme cases, a student may be dismissed from the program without probation or suspension.
- ◆ Disciplinary sanctions for violations of the standards of academic, clinical, or personal conduct shall include, but not be limited to, the following or any combination thereof: verbal reprimand, written reprimand, probation, suspension (including suspensions from classes and/or clinical rotations), and expulsion from the School.
- ◆ The Administrative Committee has the authority to require the student to spend extended time in the program as an alternative to dismissal.
- ◆ Occasionally the Administrative Committee meets to discuss specific issues that involve individual students. In this instance, the Administrative Committee invites the individual student(s) to speak to the issue before rendering a decision. Should students not agree with this decision, they may appeal the issue to the Appeals Committee, the highest appellate body of the School.
- ◆ There may be times the Administrative Committee, in its discussion of students' performance in general determines that an action should be taken related to individual students. Upon notification of the decision, any students who feel extenuating circumstances existed which may have impacted on any decision of the Administrative Committee, and was unable to speak on their own behalf before the original decision was rendered, may give a written request to the Administrative Committee to speak on their own behalf to appeal the decision. The Administrative Committee will meet to allow a student to speak to the issue. The Administrative Committee may decide to alter its original decision or to stand by it. Should a student still not be in agreement with the final decision, the student may address the issue to the Appeals Committee.

- ◆ Students must give a written notice to the Dean if they desire to have a decision heard by the Appeals Committee. The Dean will assemble an Appeals Committee according to policy. The Appeals Committee has the right to review the entire issue and may support the Administrative Committee's action or may render a judgment that may be more lenient or more severe. The student and the Administrative Committee are expected to abide by the decision of the Appeals Committee.
- ◆ Upon completion of a probationary period, the student's situation will be reviewed by the Administrative Committee and his or her status determined. Depending on the student's progress, he or she may be restored to full student standing, have probation continued, or, in extreme cases, be dismissed from the program.
- ◆ Students must complete the comprehensive examination requirements detailed in the "Academic Standard" section of this catalog. Failure to attain a passing score on the comprehensive examination under any method outlined in that section will result in the dismissal of the student from the School. Such dismissal is final and cannot be appealed.
- ◆ As a portion of the Professional Adjustment Class, the instructor requires the junior students' attendance at any TANA meetings held in Nashville. Student research is presented at this meeting. Non-attendance is considered a personal day, and is subtracted from the bank of sick/personal days granted. These occasions will be announced in advance. A limited number of students will be able to attend state and national meetings and such attendance will be at the student's expense, with clearance from the clinical coordinator. Students in each class will nominate representatives to sit in the student positions on TANA committees.
- ◆ Attendance at graduations, specific group functions, and evening lectures by guest speakers is mandatory, unless the student is on vacation, call, or out-of-town affiliation. Non-attendance is considered a personal day and is subtracted from the bank of sick/personal days granted. These occasions will be announced in advance.
- ◆ Students will keep a current Tennessee nurses license, and current licenses for any state in which the student affiliates, on file in the School's office. Failure to do so will lead to suspension from school until a current license is obtained. Any suspended time must be made up prior to graduation.

Students will submit a copy of their Ohio license before the beginning of the second year. (This means making application late in the first year and at least two months before scheduled to affiliate there.) Students desiring to participate in a full affiliation or a Senior Elective in any state other than Tennessee or Ohio will present evidence of licensure in that state prior to full approval of that elective. Not having current licensure prior to these affiliations will result in withdrawal from the clinical site and may lead to an extension in the program.

SPECIAL CONSIDERATIONS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS:

- ◆ Any veteran placed on academic probation for a period of one quarter and not successfully removed from that probation at the end of the quarter will lose VA benefits.

- ◆ Any veteran placed on clinical or general probation and not successfully removed from that probationary status in the stated probationary time will lose VA benefits.

- ◆ Any veteran who has lost VA benefits may be considered for renewal of VA benefits in the Middle Tennessee School of Anesthesia at the discretion of the Administrative Committee.

TRANSFERS (to include credit granted for previous education)

Transfers to and from other anesthesia schools will be considered on the merits of each individual case in accordance with guidelines established by the Council on Accreditation of Nurse Anesthesia Educational Programs, MTSA, and schools accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The transfer of credit from MTSA to another institution is controlled by the receiving institution. Accreditation does not guarantee transferability. Many institutions will accept credit which applies to their specific degree program.

Students seeking to transfer to Middle Tennessee School of Anesthesia must meet the following criteria before making application for admittance:

1. The same accrediting bodies which accredit MTSA must accredit the anesthesia school in attendance at the time of request: COA, state accreditation or approval, and regional accreditation.
2. Transcripts of course work completed must be transferable from the school in attendance.
3. Clinical experiences must be documented and verified by transferring school.
4. Recommendations are required from the school administrator and educational and clinical instructors.
5. All other policies and procedures for acceptance into MTSA must be met before review for admissions by the Administrative Committee of MTSA.

The Middle Tennessee School of Anesthesia may consider applicants for admission who have been terminated from other programs of nurse anesthesia. The same steps and process will be followed for this applicant as for any applicant wishing to transfer from another school to MTSA.

All students accepted into MTSA from other programs, whether transfer or termination, will be expected to meet the same criteria for graduation as traditional MTSA students and will receive the Master of Science degree. The time commitment for completion of the program for these students will be determined on an individual basis. These students will be evaluated in their clinical rotations to determine how their performance compares to MTSA traditional students at the same level. The academic curriculum design of MTSA may be different from the previous program; therefore, time spent in academics at MTSA prior to graduation will need to be determined on an individual basis.

Steps in transferring are:

- ◆ The student will notify the initial Program Director in writing for the reason of transfer.
- ◆ The Program Director to whom the student is making application will request a transcript of all experiences.
- ◆ The Program Director of the current school will remit the transcript of all experiences and other appropriate data within 30 days.
- ◆ The accepting program will determine the transfer credit, and will notify in writing the transferring student and the Council on Accreditation of the decision within 30 days.

The term, Program Director, as used above would indicate the Vice-President/Dean for the Middle Tennessee School of Anesthesia.

PROGRESSION POLICY

Advancement of each student to the next higher level of anesthesia training and responsibility is made at quarterly intervals by recommendation from the Clinical Faculty Committee and is a function of the Administrative Committee. Students must meet all clinical objectives for the current level and pass all academic classes for advancement to the next level.

ATTENDANCE POLICY

Students are expected to attend all scheduled classes and meet all assigned clinical schedules. Any absences must be arranged with the instructor, with the Dean informed.

Any unexcused absences from assigned classes will be considered as personal days. Recently MTSA has noticed a trend that a few students, whose clinical schedule allows for them to be off on Friday, attempt also to make arrangements to miss classes on Thursdays before breaks. These days off are considered as vacation days. Exams and quizzes missed these days, where vacation days are taken, may be rescheduled. (Students must remember that the pre-scheduled vacation weeks between breaks are days Monday through Sunday.)

Any absence from clinical obligation will be considered a personal day. An absence from a clinical assignment when the student is assigned to take **call** will be considered as **two personal days**. This includes weekend and daily 16-hour "call" shifts at Vanderbilt. Any absences in excess of specified vacation, holidays, sick, or personal days will result in a delay in graduation of an equal number of days. Any time a student is unable to go to a clinical assignment, the School, affiliate, and the Dean must be notified. Any clinical absence while on affiliation at Vanderbilt will be made up at Vanderbilt. This will be arranged with the Vanderbilt coordinator and may be scheduled on weekends.

INCLEMENT WEATHER POLICY

There are no days off for inclement weather. Students are expected to use their judgment regarding travel, either to affiliations or to class. However, should students elect not to attend clinical or class, they will be charged a personal day for the absence. In the event the student is unable to travel to a clinical assignment, the School, affiliate, and the Dean must be notified.

ABSENCES

Twelve holidays are granted each student for the 28-month program. If a student is scheduled on a holiday, a compensatory day will be granted. Vacation time of 15 days the first year and 10 days the second year, is granted during the course. Vacations during the first year are scheduled by MTSA, prior to the students' entrance, and are granted during designated breaks in the academic schedule. The first week of senior vacation is scheduled by MTSA at the beginning of the second year. There is a "relief student" assigned in the senior year to cover for vacations. This is coordinated by the Clinical Assistant. **Vacation days and holidays for the first year must be taken during that year. No vacation or holidays from the first year may carry over to the second year.**

A bank of seven (7) days of sick/personal leave shall be granted each student during the 28-month course. These days may be taken for true illness, emergencies and/or inclement weather. Students may be requested to submit a physician's report documenting illness. Any other use of these days must be pre-scheduled with permission from the affiliate where the student is assigned during the time the absence occurs. If they are requested any less than 48 hours in advance, two days will be subtracted from this bank of sick/personal days.

These days may not be taken during exam weeks to study for exams. Sick days during exam week will be evaluated carefully. The student may be requested to submit a physician's report and/or be required to use two sick/personal days for time taken during exam week.

Students affiliating at sites where they are scheduled 24 hours on and 48 hours off are charged two days for each personal or compensatory day taken while at that affiliation.

Absences in excess of authorized time off must be arranged with the Dean and be made up at the end of the course (example: maternity leave, personal leave, military leave). If the absence has been longer than one month, the faculty will evaluate the returning student's clinical performance to determine if a "re-orientation" to clinical practice is needed. If re-orientation is determined to be necessary, the time will be added to the time absent. Completion of time absent, re-orientation time, and time remaining will be necessary for graduation. Absences from meetings that require attendance (e.g., graduation and guest lectures) will be charged as personal days unless the student is at an out-of-town affiliation.

SABBATH (SATURDAY) SCHEDULING POLICY

Middle Tennessee School of Anesthesia originated in 1950 in a Seventh-day Adventist College and later was enveloped by a Seventh-day Adventist Health Care facility to give students in attendance the opportunity to observe the seventh-day Sabbath (Saturday). No academic classes were scheduled during the hours of Sabbath, which is from sundown Friday until sundown Saturday. The primary clinical facility did not schedule elective surgical cases on Saturday. However; students were expected to care for emergency surgical and obstetrical cases every day of the week including the hours of Sabbath.

Today, MTSA is independently operated, however it remains housed in partially leased and partially donated space on the same campus of the Seventh-day Adventist health care institution of its origin. The Board of Trustees Chairman, the President/Medical Director, Vice President/Dean, and Assistant Dean/Education Coordinator, are Seventh-day Adventists, and the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the school relative to observance of the Sabbath.

No attempt is made to determine whether an applicant is a Seventh-day Adventist or not. Over the years the mix of various religious affiliations of students has fluctuated. In most instances the majority of students are not Seventh-day Adventist. Paramount in the policy on Sabbath observance is the element of choice.

◆ Regarding the Academic Area:

The Middle Tennessee School of Anesthesia and none of its faculty will schedule any academic class between sundown Friday until sundown Saturday. As the CRNA Masters Completion Program has evolved and students request weekend classes, this policy is still enforced. It is recognized that not all students will choose Saturday as the day of worship. MTSA has had a few requests to have the CRNA Masters Completion classes on Sunday. Any classes in either the generic program or the CRNA Completion program scheduled on Sunday will be scheduled only for those who choose to attend. These classes will be video taped for students who attend worship on Sunday. Students missing those classes are responsible for scheduling, viewing the videos, and making up these missed lectures.

On occasion MTSA will expect students to attend one day of a local weekend conference organized by the Tennessee Association of Nurse Anesthetists or the American Association of Nurse Anesthetists. Students may choose the day they attend, either Saturday or Sunday.

◆ Regarding the Clinical Area:

Clinical affiliates have evolved over the years to support the clinical base of the program. It is not the intent of MTSA to control whether or not an affiliate hospital schedules elective surgery on Sabbath. Neither is it the intent of MTSA to force any student to worship on Sabbath. However, the Middle Tennessee School of Anesthesia supports the choice of the student. Students are expected to do elective and call cases Monday through Friday and to take call for emergency cases on weekend days. However, should any student choose not to participate in **elective** surgical cases performed on Sabbath (Saturday), MTSA supports this decision.

Students who are conscientious observers of the Seventh-day Sabbath are expected to be available for extra non-Sabbath weekend work, or take extra call to be eligible for these benefits. However, those students observing Sunday are not expected to request exemptions from Saturday assignments.

COMPENSATORY DAYS

Compensatory days (comp days) are those days earned for working on a scheduled holiday. Usually one student is scheduled as a relief student, and this person can assume another student's position in an assigned affiliate on the day they need off (weekends excluded). Comp days may be earned only when requested by the MTSA clinical scheduling office. Earned comp days may be taken off as the schedule permits. Earned comp days off must be scheduled in advance and coordinated through the MTSA Clinical Assistant, with signed approval from the affiliate where the student is assigned when the absence occurs. Only one student at a time may take a comp day in any affiliate, and then only with permission from the affiliate. If comp days are requested any less than 48 hours in advance, two days will be subtracted from this bank of sick/personal days.

PROCEDURES

Change in the Daily/Monthly Schedule

A change in the daily/monthly schedule is highly discouraged and is usually only done in emergency cases where the student cannot work the day that he/she is scheduled.

A form to request a change in the daily/monthly schedule can be obtained from the Clinical Assistant. The procedure for requesting a change in the daily/monthly schedule is as follows:

1. Obtain the form from the Clinical Assistant in the School's office.
2. The student wanting to make a change in the daily/monthly schedule will need to find another student who is willing to change days with him/her.
3. Take the form to the affiliate where the rotation will occur. This form should be submitted to the Clinical Affiliate Representative at that particular site. The representative will be the one to approve or disapprove the request. This form must be filled out completely, signed by both of the students and the approving/disapproving individual. The date that the student submits the form to the affiliate must also be completed. (Vanderbilt requires that the form be submitted two weeks in advance for change.)
4. The student will be responsible for getting the form back to the Clinical Assistant at the School before the date the change is to occur. The "loop" is not complete until the completed approved form has been returned to the School.

Request for a Personal/Compensatory Day(s)

Personal/compensatory days may be taken for illness, emergencies, or inclement weather. Any other use of these days must be pre-scheduled with permission of the affiliate where the student is assigned during the time the absence is to occur. These are to be scheduled

ten days prior to the day(s) requested. If they are requested any less than 48 hours in advance, two days will be subtracted from the student's bank of six days. **They may not be taken during exam weeks to study for exams.**

Procedure for taking Personal/Compensatory Days in case of illness, emergencies or inclement weather:

The student must:

1. Call the Dean at home (865-8664) between the hours of 5:45 a.m. and 6:00 a.m. She will know if a relief student is available and will contact that person.
2. Call the affiliate and ask to speak to the Student Coordinator. Announce their absence and inform them whether or not the Dean has indicated relief is available.
3. Call the School (868-6503) and leave a message on the answering machine regarding the specifics of the absence.

Procedure for taking Personal/Compensatory Days

The student must:

1. Obtain the proper form from the Clinical Assistant in the School's office. At that time check with her to determine if there may be a relief student available to cover the day(s) being requesting off. If the student has already obtained these forms, they must call the Clinical Assistant to see if the School has relief available. If relief is available, the student may ask her to tentatively schedule that day off.
2. After obtaining the form, the student takes it to the affiliate where they will be rotating at the time being requested to have Personal/Compensatory Day(s) off, and give it to the Clinical Affiliate Representative; they may be interested in whether or not the School has available relief. The Clinical Affiliate Representative at the affiliate will be the one to approve or disapprove the request. This form must be signed by the approving/disapproving individual and list the date the student submitted the form to the affiliate. The form must be returned to the Clinical Assistant at the School, before the date the student has requested off.

RELIEF STUDENT

Each month the school attempts to have a senior relief student available, whose function is to replace senior students at an affiliate who have gone through the appropriate channels to be able to take compensatory day(s) off. When these relief students are not occupied replacing students for comp days, they are available to replace students who may call in sick. When neither of these needs arise, the relief student will go to the pre-assigned base affiliate.

For example:

Mary Jones is assigned to “Relief”. Her base affiliate is Tennessee Christian Medical Center. If another senior student has gone through the appropriate channels and has three comp days approved, December 2, 3, and 4; and that student is at Vanderbilt, the Clinical Assistant will call the relief student and notify her that her assignment is at Vanderbilt on December 2, 3, and 4.

If the relief student has no prior assignment, they must wait at home until 6:15 a.m. to leave for the base affiliate. This is in the event a student may call in sick. Example: a student calls in sick (must call the Dean between 5:45 and 6:00 a.m.) and is stationed at Skyline. The Dean will tell the student who calls, they are to call the clinical affiliate (Skyline) and tell them they are sick, and notify the affiliate that the **relief student is available** and will be sent as a replacement. The Dean will then call the relief student and tell them to replace the sick student at Skyline. (If the relief student is pre-scheduled, the student who is sick will be instructed to tell the clinical site there is no relief available).

A relief student not called by 6:15 a.m., is to proceed to the assigned base affiliate.

Relief students may be in many clinical sites in one month. They may also have a number of varying shift assignments, according to the schedule of the student they are replacing. Should they be replacing a student with a morning shift or a 3-11 shift, they assume the shift. If they are replacing a student who is either on call (24 hours in most affiliates) they too, will have the day off after call during the week. During this month the daily case records will be reviewed in lieu of a summary sheet, since the student is apt to be at several sites. Therefore, a student assigned to “Relief” should not expect to have a summary sheet for that month.

STUDENT SERVICES

The goal of Student Services at MTSA is to help new students make the transition into life in a rigorous 28-month program of nurse anesthesia easier and more enjoyable.

MTSA has a Prayer Board in the classroom where students and alumni place names needing special prayer. These are remembered in prayer as part of the Religion class.

While the Council on Accreditation notifies graduates they have “passed” or “failed” the National Certification Examination, the school receives actual scores twice a year. The school notifies each graduate of his/her actual scores (total and in each area) compared to national scores in each area.

ORIENTATION AND ADVISEMENT

- ◆ A "Big Sibling" program is operational at MTSA where upper-class students choose new enrollees as "Little Siblings." The "Big Sibling" is then available to answer questions and give advice about life at MTSA to the "Little Sibling." For this reason, as soon as an applicant is accepted, a passport photo is required, helping current students identify individuals they may have met at interviews or during a "shadowing" experience.
- ◆ During the two days set aside for interviewing applicants that will make up the next year's class, junior classes are re-scheduled in order that all juniors may be present to welcome these applicants and be available to answer questions they may have about the School.
- ◆ MTSA sends accepted students information relative to apartments in the vicinity of the School.
- ◆ The School provides a personal school related accidental/injury insurance policy, however it does not assume the student's medical care nor provide health insurance. This coverage applies only to school related activities. The student must carry health insurance. The School interviews and invites selected health insurance representatives to Broadfields Orientation to discuss individual and family insurance coverage with new students.
- ◆ Complete daily schedules of class and clinical assignments for the first year are given each student upon entry. Vacations for the first year are listed on this schedule.
- ◆ All new students will complete a five week Broadfields Orientation program which introduces them to both the academic and clinical segments of the School. This prepares them for entrance into the clinical area.
- ◆ The Evaluation Coordinator reviews progress with each student in both the academic and clinical areas. These evaluations are summaries of the Daily Case Evaluations, the Quarterly Evaluations, and the Academic Record.
- ◆ The Dean of the School is the primary advisor. The Dean is available for informal discussions with the student. Her office is in close proximity to the classrooms, and dialogue is encouraged.
- ◆ The School completes applications for Nurse Anesthesia Traineeship Grants, Faculty Fellowship Grants, and Educational Program Grants, for the school, faculty, and students benefit.

LEARNING RESOURCE CENTER (LRC)

The Nelda Faye Ackerman Learning Resource Center has a collection of textbooks and anesthesia-specific journals for student use. The LRC is equipped with four student computers, and subscribes to two indexes on CD ROM - Excerpta Medica's anesthesia section, and ERIC. The LRC is open during the business hours of the School, as well as all times that classes are in session. The schedule of classes varies from quarter to quarter, and the LRC hours are adjusted accordingly. It is closed on Saturdays, and open by appointment on Sundays.

PROCESS AND DEADLINE FOR SEEKING SENIOR ELECTIVES

There are two initial considerations when seeking an affiliation:

1. When the School already has a contract with the affiliate/anesthesia group:
 - a. Is the affiliate willing to participate in the Senior Elective program?
 - b. Will the affiliate accept the specific student?
 - c. Is a housing/dislocation allowance available, and the terms acceptable to the student?
 - d. Is the affiliate willing to pay the fee? If not, the student will be responsible for it.
2. If the School does not have a contract with the affiliate/anesthesia group:
 - a. The affiliate and anesthesiology group in the affiliate must be willing to sign a contract with MTSA.
 - b. The affiliate (or the student) must be willing to pay the Senior Elective fee.
 - c. The affiliate or the student must be willing to provide housing.

The School has some major interests in where students seek Senior Elective affiliates, including but not limited to, amount of valid experience available, qualifications of the clinical instructor, and monitoring available. These are partially discovered by the questionnaire the affiliate must complete for the School and the CVs the potential clinical instructors supply to the School. Funding to the School must be agreed to in writing from the student or the affiliate. Living arrangements must be satisfactory to the student. The student must meet the criteria to participate in a senior elective. A portion of the fee is directed toward legal advice regarding the contract and to cover the expense of the Dean of MTSA or a designee paying a personal visit to the affiliate at some time during the process of seeking or participating in the elective.

In both the School Catalog and Student Handbook, MTSA publishes lists of those affiliates that were participating in the Senior Elective Program at the time of publication or in the recent past. These affiliates may again choose to participate in Senior Electives; however, they will be able to accommodate only a few members of any given class.

If students determine they would like to be considered for positions in one of these, they are to come to the Clinical Assistant and get the name of the contact person in the affiliate (usually the chief anesthesiologist). The student must contact that person and determine if they wish to have a student during September and October of the year that the student is expected to graduate. If they wish to participate, students are to tell them they are exploring the possibility and wish to apply for the position. Students then are to follow up with a letter and CVs.

If NO CONTRACT EXISTS, and this is a site where the student would like to have an elective developed, they must do the initial contact with the site. Usually the anesthesiologists are the best person to contact first to discuss participation in the elective. An anesthesiologist who sees merit in the program can be a great facilitator in moving it through administration at the facility. In fact, many times, once convinced to participate, the anesthesiologist will take care of getting the signatures of approval from all involved at the facility. This may be a lengthy process as the three party contracts between MTSA, the anesthesiology group and the affiliate hospital is apt to be reviewed by all three sets of attorneys. Any changes in the sample contract MTSA supplies to the affiliate/anesthesia group are subject to review by MTSA's attorney. Students should be very serious about accepting the affiliate before the contract expenses start. Only unusual circumstances should keep a student from completing the process and actually deciding to participate there.

Sample contracts for the affiliate/anesthesia group agreeing to have students with them and a letter of explanation about the Senior Elective are available with the Clinical Assistant at MTSA. The student is responsible for sending these contracts. This Assistant will take the name of the site the student is contacting and have them give the Assistant any subsequent feedback regarding meetings or conversations they have had with the anesthesiologists.

When the students have sent the sample contracts, they need to give the Clinical Assistant the phone numbers and addresses of those individuals contacted. Students who have not heard back from them in a reasonable amount of time may ask the Clinical Assistant to follow up on the initial contact. If the Clinical Assistant has no response from her effort to contact them, she will notify the student. The School is not responsible to continue to seek responses.

Once the student decides on an affiliate, there is a final contract the student and the affiliate must sign in order to confirm both the student and affiliate's decision to participate in the elective. The school must have a copy of this signed and dated agreement. Signing the contract indicates a decision is permanent.

Honoring any agreement made is very important. It is not unusual for students to initially explore more than one area. Students should tell each site this is an initial exploration. Students may make final arrangements at any time early in the program, if they are sure this is where they wish to do the elective and wish to “lock in” their choice. Students must make the decision by the deadline (see below) or they will be assigned. Once students have officially agreed, the school will consider this their final choice and schedule it for them. Changes are not expected to be made, and will only be considered if the Dean and/or the Administrative Committee, after review of the situation, determine the circumstances are unusually extenuating.

If the student has been exploring more than one site, it is not only the student’s responsibility to sign the contract with the one they have decided to accept, they must also notify those alternate sites not chosen. Many students may be contacting the same affiliate, yet the affiliate has limited room. **It is unprofessional behavior to allow them to hold a position for a student if that student has already made the choice for another affiliate.**

DEADLINE FOR FINALIZING THE AGREEMENT:

In respect for both the scheduling processes at the School and the participating affiliates, **July 3** of the senior year is the deadline for the students and the affiliates to have made choices and have all contracts official. If students have not chosen by then, the school will assign them to a site. Again, if the assignment is at an affiliate willing to pay the fee, the student is not responsible for this fee; however, if the affiliate to which a student is assigned does not pay the fee, the student will be responsible. The School makes every attempt to make this assignment within driving distance of the school.

Requesting a Senior Elective with a regular full time affiliate where limited experience is available is **not likely to be approved by MTSA** because it would dilute the experience for the other two classes.

Vanderbilt University Medical Center, while a regular affiliate may be an exception. In the past they have allowed residents to take some vacation and are able to have more residents attend the ASA meeting due to the presence of nurse anesthesia students participating in the Senior Elective. If a student wishes to participate with Vanderbilt, as with any other elective, they must apply and be approved by them.

As with any other affiliate, MTSA must have a signed contract with Vanderbilt to have this elective as a choice before the deadline of July 3, or as early as both student and affiliate have signed that contract. After July 3, and/or after signing with one affiliate, there will be no changing of electives.

Revised February 24, 1998 – MTSA Administrative Committee

CAREER OPPORTUNITIES AND SALARIES

All graduates of the Middle Tennessee School of Anesthesia have found employment as graduate registered nurse anesthetists upon completion of the program. Continued employment in many practice settings is determined upon successful completion of the Certifying Exam to become a Certified Registered Nurse Anesthetist. There is every indication that the placement outlook for our graduates will continue to be favorable.

Beginning salary levels for Certified Registered Nurse Anesthetists vary considerably, depending on institutional policies, fringe benefits, and call pay. In Middle Tennessee, recent graduates are receiving beginning salaries in the range of \$90,000 annually, plus call pay. Some sites offer significant "sign-on bonuses", as well as reimbursement for tuition charges.

STUDENT PLACEMENT POLICY

Middle Tennessee School of Anesthesia does not have a student placement service, however, it welcomes any information regarding position openings or job opportunities. When contacted by hospitals, anesthesia practice groups, or recruiters regarding positions open, the School copies the information and places it in all the seniors' school mailboxes and on the bulletin board in the hall. The school retains a copy in a binder for any future references a student or graduate may need. All graduates seeking employment have been employed upon graduation.

SPIRITUALITY

From time to time, applicants ask if “it helps” to belong to the Seventh-Day Adventist Church. MTSA does a “Spirituality Evaluation” in the fourth quarter in which students are asked to list their church affiliation. The results of that are printed here to help answer that question.

Religion	2001	2000	1999	1998	1997
Baptist	9	11	8	9	6
Catholic	2	5	5	1	1
Church of Christ	3	3	1	3	2
Latter Day Saints	0	0	1	0	0
Methodist	3	2	1	0	0
Seventh-Day Adventist	5	2	7	1	0
Unitarian	0	0	1	0	0
Non-denominational	4	2	4	0	0
“Protestant”	1	3	4	0	0
Other	3	1	0	7	14
No reply	5	8	4	15	12

INSTITUTIONAL STATISTICS

<i>CLASS OF 99-01</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1999	38
Withdrawals	3
Graduated	35
Immediately Employed Upon Graduation	35
Passed Certifying Examination 1st Time	*27
Passed A Subsequent Examination	0
<p>At the printing of this Catalog, the 2001 graduates have taken their national certification examination. We have officially been notified that 27 passed. We have unofficially been notified that the remaining 8 have also passed their examination, indicating a 100% pass rate on first attempt!</p> <p>To date, four graduates have had perfect scores of 600.</p>	

<i>CLASS OF 98-00</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1998	36
Transfer	1
Withdrawals	0
Graduated	37
Immediately Employed Upon Graduation	37
Passed Certifying Examination 1st Time	33 (89%)
Passed A Subsequent Examination	4 (100%)
Six had perfect scores of 600	

<i>CLASS OF 97-99</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1997	36
Withdrawals	2
Graduated	34
Immediately Employed Upon Graduation	34
Passed Certifying Examination 1st Time	30
Passed A Subsequent Examination	4
One had a perfect score of 600	

<i>CLASS OF 96-98</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1996	41
Withdrawals	0
Graduated	41
Immediately Employed Upon Graduation	35
Passed Certifying Examination 1st Time	38 (92%)
Passed A Subsequent Examination	3 (100%)
28 students scored 600	

<i>CLASS OF 95-97</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1995	36
Withdrawals	1
Graduated	35
Immediately Employed Upon Graduation	35
Passed Certifying Examination 1st Time	33 (94%)
Passed A Subsequent Examination	2 (100%)
Note: Three graduates made a "top score" (600) in all categories, and several made 600 in one or more categories.	

<i>CLASS OF 94-96</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1994	34
Withdrawals	3
Graduated	31
Immediately Employed Upon Graduation	31
Passed Certifying Examination 1st Time	29 (94%)
Passed A Subsequent Examination	2 (100%)
Note: Several students made a "top score" (600) in several categories, and one made 600 in all categories.	

<i>CLASS OF 93-95</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1993	32
Withdrawals	0
Graduated	32
Immediately Employed Upon Graduation	32
Passed Certifying Examination 1st Time	32 (100%)
Passed A Subsequent Examination	NA

<i>CLASS OF 92-94</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1992	28
Withdrawals	3
Graduated	25
Immediately Employed Upon Graduation	25
Passed Certifying Examination 1st Time	24 (96%)
Passed A Subsequent Examination	1 (100%)

<i>CLASS OF 91-93</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1991	20
Withdrawals	1
Graduated	19
Immediately Employed Upon Graduation	19
Passed Certifying Examination 1st Time	16 (84%)
Passed A Subsequent Examination	3 (100%)

<i>CLASS OF 90-92</i>	<i>NUMBER OF STUDENTS</i>
Enrolled in 1990	20
Withdrawals	1
Graduated	19
Immediately Employed Upon Graduation	19
Passed Certifying Examination 1st Time	16 (84%)
Passed A Subsequent Examination	3 (100%)

CURRICULUM AND CLINICAL PRACTICUM

The program consists of **nine quarters - a 28-month program**. The first four quarters are devoted to classroom studies and a carefully supervised, graduated introduction to performance of clinical practice. The following five quarters provide a period of advanced clinical experiences, and as the major academics are completed, full participation at clinical affiliations. The total program provides an unusually rich variety of anesthetic experiences and cases. Seminars and case studies are held throughout the **28-month program**.

SCHEDULING OF CLASSES AND SCHOOL

No class will be scheduled from sunset Friday through sunset Saturday, in keeping with the Seventh-day Adventist belief that this is the time set aside as the Sabbath. MTSA recognizes that many students choose another day (typically Sunday) as a day of worship. In respect of students' religious choice, class functions scheduled on Sunday are held to a minimum, being reserved for approximately two seminars in the program. Any class scheduled on Sunday will be video taped. The student may select to not attend the Sunday scheduled class, but is responsible for viewing the video and making up any assignments missed.

CHANGES

The Middle Tennessee School of Anesthesia, in keeping with its philosophy of offering a program of the highest quality, continually evaluates its educational program via its institutional effectiveness process, and reserves the right to make changes in the curriculum and practicum at any time to include any fees or costs related to these changes. Such changes are expected to be minimal. Students will receive notification of these changes and are expected to abide by them.

SCHOOL ORGANIZATION; ACADEMIC AND CLINICAL PROGRESSION

The School is organized on an academic quarter basis for a total of 9 quarters and one month (28 months).

The first month is devoted almost entirely to academic studies, with limited progression into the clinical practicum. An every other morning clinical schedule is maintained, with every other morning reserved for study.

During the first through fourth quarters, the students continue academic studies while increasing their involvement in the supervised anesthesia practicum. During this time, the every-other-morning clinical schedule with every-other-morning reserved for study is continued. During quarters one through three the student will participate in call at TCMC and General Hospital.

During the fourth quarter, as the number of class hours decline, the clinical hours will increase. However, an approximate every-other-day clinical schedule will be maintained. Most of the time the every-other-morning schedule for study will be reserved. Also during this quarter, students will begin to take call at Hendersonville Hospital.

The fifth through the ninth quarters are devoted to clinical practicum in a variety of affiliating hospitals, with limited academics. The final quarter (three months) is the Senior Elective. The students' rotation through the various hospitals is planned to provide a logical progression for continuing professional growth and maturity. Clinical case studies are held throughout the 28-month program.

***COURSE
DESCRIPTIONS***

***ACADEMIC
AND
CLINICAL***

PHYSIOLOGY

ANAP 500 Physiology I

2 Qtr. Hrs.

This course focuses on concepts foundational to an understanding of human physiology, including functional systems of the cell, cell metabolism, transport across the cell membrane, membrane potentials, action potentials, and cell receptors. Understanding these concepts is prerequisite to a comprehension of all cell, tissue, organ, and system physiology and pathophysiology.

ANAP 505 Respiratory Anatomy, Physiology, and Pathophysiology ***3 Qtr. Hrs.***

Presents the anatomy which is associated with the respiratory tract as well as the normal physiology of the respiratory organs. Basic and advanced concepts of respiratory physiology and pathophysiology as they relate to patients likely to receive an anesthetic are also discussed. Effect of anesthetics and anesthesia on the control and function of the respiratory organs is presented.

ANAP 510 Physiology II

5 Qtr. Hrs.

This course focuses on concepts related to anatomy and physiology of the nervous system, including the brain, vertebral column, spinal cord, peripheral nervous system, autonomic nervous system, neurotransmitters, receptors, synapses, pain pathways, and pain modulation, and physiology of skeletal muscle contraction, neuromuscular synapse, and smooth muscle contraction. Clinical assessment of neurologic status and selected pathophysiologic examples are integrated.

ANAP 520 Physiology III

4 Qtr. Hrs.

This course focuses on concepts related to physiology of the heart; systemic and pulmonary circulations; microcirculation, hematopoietic system; leukocytes/inflammatory-immune response; hemostasis/blood coagulation; and renal physiology/maintenance of fluid and electrolyte balance. Selected pathophysiologic examples are integrated.

ANAP 530 Physiology IV

3 Qtr. Hrs.

This course focuses on concepts related to physiology of blood pressure regulation; acid-base balance; selected electrolytes balance (i.e., sodium, potassium, calcium, and magnesium); endocrine system; gastrointestinal system, including nutrient digestion and absorption, the liver and the pancreas. Selected pathophysiologic examples are integrated.

PHARMACOLOGY

ANPH 500 Pharmacology I (Anesthetic Drugs)

3 Qtr. Hrs.

Presents general physiological properties of individual anesthetic agents and their absorption rate and excretion. Principles governing uptake and distribution of inhalation agents are covered along with specific effects of the agents on organs and systems. Signs and stages of the depth of anesthesia are included.

ANPH 510 Pharmacology II (Accessory Drugs)

3 Qtr. Hrs.

The applied science of the use, action, and effects of medicinal agents, particularly as related to anesthesia. Information is designed to acquaint the student with relationships between the medications utilized and physiologic and biochemical actions of the medications. Intravenous induction agents, narcotics, muscle relaxants, and vasoactive drugs are included as well as interactions with prescription and non prescription drugs the patient may be currently taking.

ANPH 520 Cardiovascular Pharmacology

2 Qtr. Hrs.

This course provides a study of the effects of drugs commonly used in anesthesia on patients with ailing hearts. It also reviews the drugs with specific benefit in patients with altered hemodynamic states.

ANPH 530 Pharmacology III

3 Qtr. Hrs.

A continuation of Pharmacology II.

PRINCIPLES OF ANESTHESIA

ANPR 500 Broadfields Orientation

5 Qtr. Hrs.

This class is the introductory class in anesthesia. It covers principles of pre-anesthetic assessment, airway management, monitoring, charting, equipment function, and intravenous cannulation. Practicing skills on models is required prior to hands-on in the clinical area.

The practicum orientation is geared to have a laboratory experience where students can become familiar with charting procedures, equipment use, and basic anesthesia skills.

Introduction to Departmental Organization is designed to introduce the student to the physical plant of the operating room and anesthesia department. The importance of stocking anesthesia supplies, drugs, and equipment is stressed. The student is introduced to the duties of the call person, and participates in the call experience with the senior students as a "third call" student.

ANPR 510 Basic Arrhythmia/12-Lead EKG/ACLS/PALS

5 Qtr. Hrs.

Basic Arrhythmia course presents an overview of cardiac arrhythmias, beginning with a review of basic electrophysiology. The course present a systematic method for interpreting disturbances in cardiac rhythm including sinus, atrial, junctional, and ventricular arrhythmias and conduction abnormalities.

Twelve-lead Electrocardiography interpretation of the lead systems and normal QRS morphology in the various leads.

(ACLS) Advanced Cardiac Life Support course presents essential aspect of emergency cardiac care including airway support, treatment of acute myocardial infarction, treatment of life-threatening arrhythmias, cardiac drugs, and defibrillation.

(PALS) Pediatric Advanced Life Support course present aspects of pediatric emergency care including airway management, recognition of respiratory failure and shock, newborn resuscitation, fluid therapy, emergency medications, and prevention of cardiopulmonary arrest.

ANPR 520 Principles of Anesthesia (Fundamentals)

4 Qtr. Hrs.

Basic concepts of anesthetic management are stressed. Anesthetic equipment, its proper function, operation, and maintenance are stressed. Patient safety and anesthetic effectiveness are integrated into the theory and practice of pre-anesthetic, anesthetic, and post-anesthetic management. The course spans two quarters.

ANPR 525 Applied Principles of Anesthesia (Fundamentals)

3 Qtr. Hrs.

This course is an extension of ANPR 520, utilizing simulated learning to reinforce topics learned in the first two quarters. Students will experience fiberoptic intubations, jet ventilation, and pulmonary decompression utilizing SimMan.

ANPR 530 Advanced Principles of Anesthesia (Obstetrical)

2 Qtr. Hrs.

The unique aspect of administering anesthesia to the pregnant female is discussed with special emphasis on alterations in physiology in the pregnant state, common pathophysiologic states seen in the pregnant state, and the effects on the neonate of labor, delivery, and anesthesia. Specific techniques are outlined for all of the alternative courses that may be required in the anesthesia care of the pregnant female and techniques for emergency care of the newborn are outlined.

ANPR 540 Advanced Principles of Anesthesia (Regional Anesthesia) 2 Qtr. Hrs.

A description of those regional blocks used in daily practice and methods of administration are described or demonstrated. Spinal anesthesia, epidural anesthesia, Bier block, and axillary block, etc., are included in this series. Four hours related to acute and chronic pain management are included in this course.

ANPR 550 Advanced Principles of Anesthesia (Pediatric Anesthesia) 2 Qtr. Hrs.

Unique aspects of administering anesthesia to children is discussed with special emphasis on alteration in physiology of the child. Specific principles for anesthetic management and maintenance of homeostasis in children is covered.

ANPR 560 Advanced Principles of Anesthesia (Cardiovascular Anesthesia) 2 Qtr. Hrs.

This course incorporates exposure to anesthesia for vascular, thoracic, and cardiac surgery, and up-to-date literature discussing vasopressors, cardiac, and respiratory physiology and hemodynamic monitoring. It serves as a foundation of knowledge necessary to administer anesthesia to patients with sick hearts for cardiac and non-cardiac surgery.

ANPR 570 Anesthesia and Co-Existing Disease (Path Management) I 2 Qtr. Hrs.

Presents advanced clinically oriented topics, including advanced principles of management and techniques. Application of these principles to patients with difficult or unusual conditions is covered.

ANPR 575 Anesthesia and Co-Existing Disease (Path Management) II 2 Qtr. Hrs.

A continuation of Anesthesia and Co-Existing Disease, (Path Management) I.

ANPR 580 Pain Management 2 Qtr. Hrs.

This course prepares the student for a role beyond the operating room to include the management of both acute and chronic pain. It focuses not only in the technical aspects of pain management, such as nerve blocks and epidural or subarachnoid catheter placement, but relates to utilization of diagnostic skills as well. It helps the student develop an understanding of the pharmacologic principles and broad medical knowledge in formulating a rational treatment plan for complex pain problems.

ANPR 590 Physical and Chemical Principles of Anesthesia I 2 Qtr. Hrs.

Relates the physical principles and laws of the universe to the science and practice of anesthesia. The student is then shown how the physical forces of matter and energy may be controlled, regulated, and applied in the form of scientific and efficient anesthesia administration. A review of drug related mathematics is a part of this class.

ANPR 595 Physical and Chemical Principles of Anesthesia II 2 Qtr. Hrs.

This class is a continuation and expansion of ANCH 500. It relates physical principles to selected equipment used in anesthesia. In addition, this class relates the study of the organic nature and structure of compounds to the drugs and agents used in the administration of clinical anesthesia.

ANPR 600 Comprehensive Examinations

There will be three Comprehensive Examinations regularly administered to assist in the evaluation of the student's knowledge in the field of anesthesia. The student is required to attain a passing score of 70% on two out of the three regularly scheduled Comprehensive Examinations and attain an average score of 70% on all three regular examinations.

In the event that a student fails to attain a passing score of 70% on two of the three regularly scheduled Comprehensive Examinations and/or fails to attain an average score of 70% on all three regular examinations, such student may be allowed to take a special examination. The cost for taking the special examination is \$100. This examination shall be administered after the last regular examination and before the student's scheduled graduation date.

If the option of the special examination is granted, the student must either:

- a. pass both the final special examination and one of the regular examinations with a score on both not less than 70%; or,
- b. make a passing average of 70% calculated by averaging the two highest regular examination scores and the score on the special examination.

Failure to attain a passing score on the Comprehensive Examination under any method outlined above will result in the dismissal of the student from the school. Such dismissal is final and cannot be appealed.

The Comprehensive Examination is considered to be a link between the academic and clinical practice. It is not realistic to believe that the students, with the number of anesthetics they perform during two years, will have the opportunity to use all the material presented in the academics. For this reason, the Comprehensive Examination has been constructed using clinical situations to assess how the student would respond to these situations if faced with them in real life, utilizing the formal study of the first year, and the formal and independent study of the second year.

SEMINARS

ANSM 500 Clinical Seminar (Case Conference)

3 Qtr. Hrs.

Presents clinically oriented topics with problem solving and demonstration format. Utilizes case review, morbidity and mortality reports, and journal reviews. Affords students the opportunity for literature review and class presentation. In addition, certain class periods will be spent with students discussing clinical experiences and their feelings about progress in the clinical area. This group interaction is encouraged with the belief that verbalizing stress is a mechanism to manage it.

ANSM 510 Seminars in Anesthesia

4 Qtr. Hrs.

Juniors and Seniors attend an external comprehensive anesthesia seminar brought to MTSA each year. These seminars are presented in the third and seventh quarters and are awarded two hours of credit for each quarter held. The hours for this seminar last year were 7:30 a.m. - 7:00 p.m. Sunday, 12:30 p.m. - 7:00 p.m. Monday and Tuesday, and 12:30 p.m. - 5:00 p.m. Wednesday. Those students who feel a strong burden not to attend the Sunday lectures must use an alternative time to view the videos. Attendance is mandatory for the Monday and Tuesday schedule; students will receive grades for their participation (sign in sheets will be monitored as a part of this grade.) These classes are video taped for students on out-of-town affiliations and copies of these tapes are made available for these students. These seminars are to affirm the basic and advanced anesthesia principles presented in the program, and in addition to focus on current trends in anesthesia. There is a separate fee for these seminars and it is the same for all students whether seen in person or on video.

ANSM 515 Senior Board Review

4 Qtr. Hrs.

Monthly reading assignments are made for seniors from the most current Valley Review and Mixed Review texts. At the end of each month a test will be given over the assigned material. Students must make a passing average on all tests. This fosters independent study, while preparing students for the national certifying exam.

ANSM 520 Directed Individual Study

4 Qtr. Hrs.

Affords students the opportunity to reinforce their knowledge and understanding of the principles and practices of anesthesia through a directed self-study program, with special permission from the CRNA REVIEWS, in the second year of the program. Pre-testing and examinations are included.

RELIGION

AREL 500 Religion

3 Qtr. Hr.

This course, in keeping with the School philosophy that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. It is designed to be a forum to assist in addressing the spiritual aspect. It is recognized that the intellectual progress of the student receives major attention throughout the curriculum. Students are encouraged to discuss their own exercise program.

The AREL 500 classes, held during Broadfields Orientation and the first three quarters, begin with a devotional reading/talk and thus expose the student to Christian philosophy from a Seventh-day Adventist perspective, in the ensuing three quarters. While relationship with Christ is a major topic, there will be discussion of Seventh-day Adventist doctrines. Many of these are held in common with most other churches, some will be held by only a few churches, and only one is unique to Seventh-day Adventists.

HISTORY

ANHS 500 Professional Aspects

2 Qtr. Hrs.

Historical, Ethical, and Legal Aspects of Anesthesia, & Professional Adjustments

Presents the course of development of relief from pain, for surgical and medical treatment, from the primitive ages to modern time. Included is the development and function of the American Association of Nurse Anesthetists and its four councils.

Presents the interrelationship of medicine and law with special emphasis on the impact of the law on all aspects of medical practice. Basic concepts of the legal responsibility of the medical practitioner, along with some of the problem areas and legal pitfalls of the practice of anesthesia, are presented.

Professional responsibility and ethical relationships with patients and peers is covered. Historical background and functions of local, state, and national professional organizations are presented.

Students attend one week-end professional meeting of the Tennessee Nurse Anesthesia Association (TANA). This meeting may not be coincident with the actual time the class is delivered. During this meeting students present research from MTSA and other Tennessee schools. Students are encouraged to participate in the discussions related to issues that are current within the profession.

Students are required to participate with TANA one day each year in a session geared to meet the Tennessee legislatures, as TANA schedules these sessions.

Professional Aspects lectures/topics are woven throughout the curriculum. During Broadfields Orientation an attorney visits with the students to discuss medical malpractice, and the State Volunteer Mutual Insurance Company lectures students regarding liability issues. Also major safety issues are covered to include, but not limited to, lectures on preoperative interview, informed consent, anesthesia safety in equipment and machine check out, and environmental safety. During ANED 520 Education, an ethicist gives a four hour lecture regarding ethics in anesthesia. MTSA invites individuals from insurance companies to speak to beginning students, students finishing their junior year and students finishing their senior year regarding financial management and disability insurance. MTSA conducts a seminar regarding financial planning and financial aid prior to enrollment for students accepted into MTSA.

EDUCATION

ANED 500 Research and Research Project

4 Qtr. Hrs.

This course introduces the student to the major methods employed in investigation and problem solving. It is designed to help health professionals evaluate research in their respective fields. The student will complete a research or educational project in partial fulfillment of the requirements of this course. This course continues through four quarters.

ANED 510 Statistics

4 Qtr. Hrs.

This is a comprehensive course in quantitative methods. Statistical methodologies will be provided to enable the student to generate, analyze, and develop quantitatively supported solutions for research questions. Students will be required to determine research questions, produce appropriate data, analyze data, and report conclusions based on quantitative concepts and calculations. Manipulation of a hand-held calculator and analysis of computer printouts will assist in data analysis and production of solutions to case studies.

ANED 520 Education

4 Qtr. Hrs.

This course focuses on several different areas of higher education, including professional ethics, accreditation, adult learners, curriculum development, individual and group personality types and differences, roles of anesthesia professionals in the community of scholars, plus a variety of counseling skills and techniques. This course also reviews the history of American Higher Education, trends in secondary and higher education, teaching methods, learning styles, classroom participation, management techniques, evaluation and supervision.

SPECIAL EVENING GUEST LECTURERS

These are announced in advance and are part of the program at Middle Tennessee School of Anesthesia. Attendance is required unless the student is on vacation or at an out-of-town affiliation. Failure to attend will result in Administrative Committee action, not to exceed a one day extension in the program for each missed event.

Special Notes

- ◆ Every effort is made to adhere to class and clinical schedules. Class hours, course sequencing, clinical seminars, and clinical practicum hours have been estimated with great care, but are dependent on day-to-day situations at Tennessee Christian Medical Center and affiliations, and should therefore, be recognized as estimates that are subject to alteration to meet daily situations. Many classes are taught by anesthesia providers who hold CRNA/MDA positions in other facilities. When obligations in these facilities, such as "call" prohibits the instructor from meeting class on any particular day, the class will be rescheduled. This rescheduling will be done as far in advance as the instructor receives their call schedule. All subject matter is subject to change when it benefits the student and/or the School. Students scheduled for class and not scheduled for clinical will be expected to adjust to the changes in academic scheduling.

CLINICAL PRACTICUM

50 Qtr. Hrs.

ANCL 500	Practicum I	2 Qtr Hr
ANCL 505	Practicum II	2 Qtr Hr
ANCL 510	Practicum III	2 Qtr Hr
ANCL 515	Practicum IV	4 Qtr Hrs
ANCL 520	Practicum V	8 Qtr Hrs
ANCL 525	Practicum VI	8 Qtr Hrs
ANCL 530	Practicum VII	8 Qtr Hrs
ANCL 535	Practicum VIII	8 Qtr Hrs
ANCL 540	Practicum IX	8 Qtr Hrs

These practica are designed to provide carefully supervised practice of anesthesia and patient management that corresponds closely to academic progression. They progress from simple to complex experience, allowing students to develop initiative and independent judgment in a progressive manner. Pre- and post-anesthetic patient management and emergency call are important elements of clinical practicum. The student's performance will be evaluated at each affiliation. The students usually have a conference with the Clinical Coordinator or designee at the affiliate during the last week of the month, or more frequently if indicated, to discuss their performance.

The students should expect to participate in all aspects of the anesthetic as assigned, and to complete all academic assignments made by the affiliate coordinator designee. If, at any time, the affiliate clinical faculty assesses clinical inadequacies relative to the student's level of training, they are asked to address this to the student and notify the School. It is the student's responsibility to keep accurate timely records of clinical experience on the forms provided. The Clinical Coordinator will check these records monthly. The student may be suspended from clinical participation for incomplete records. Suspended days will be made up terminally. It is imperative that the student successfully complete all assigned affiliations as a pre-requisite for graduation.

Students are expected to make written care plans in all affiliations as described on previously.

A letter grade for Practica I-VIII will be recorded on the transcript and will be factored into the cumulative grade point average. Practicum IX will receive clinical credit with a pass/fail grade.

LENGTH OF PROGRAM

The program is 28-month (9 quarters and one month) duration. Of these 28 months, 25 days are allotted for vacation, 12 for selected legal holidays, and 7 for sick/personal leave. For any other absences, the time will be made up terminally. For extended absences, there will be a reorientation period, with the length of time for this reorientation being determined by the Administrative Committee of the Middle Tennessee School of Anesthesia.

As graduation exercises occur only once in the program, students completing all aspects of the academic and clinical program are required to march in a graduation ceremony concurring with their completion of the program.

FULL-TIME ACADEMIC FACULTY

WILLIAM O.T. SMITH, BA, MD

PRESIDENT/MEDICAL DIRECTOR

BA, LaSierra College
MD, Loma Linda University

Board Certified Anesthesiologist

MARY ELIZABETH DEVASHER, CRNA, BA, MEd, MS ***VICE-PRESIDENT/DEAN***

Diploma, Nursing, Mountain San and Hospital School of Nursing
Certificate, Madison Hospital School of Anesthesia
BA, Ottawa University
MEd, Tennessee State University
MS, Middle Tennessee School of Anesthesia

Additional Study:
Andrews University
Tennessee State University

Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

ROBIN R. TAYLOR, BA, MD

INSTRUCTOR/CLINICAL ADVISOR

BS, Southern Adventist University
MD, Loma Linda University

Board Certified Anesthesiologist

MELISSA ROSE, AS, BA, MD

INSTRUCTOR/CLINICAL ADVISOR

AS, Southern Adventist University
BA, Southern Adventist University
MD, Loma Linda University

J. LEE RUTLEDGE, AD, BS, MS, CRNA ***ASSOCIATE CLINICAL COORDINATOR***

AD, Tennessee State University
BS, Belmont University
MS, Middle Tennessee School of Anesthesia

Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

RICHARD G. YOUNG, ADN, CRNA, BA, MS *EVALUATION COORDINATOR*

ADN, University of Tennessee
Certificate, Middle Tennessee School of Anesthesia
BA, Ottawa University
MS, Middle Tennessee School of Anesthesia

Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

AMY C. GIDEON, AS, BS, RHIA, MS

LIBRARIAN

AS, Jackson State Community College
BS, University of Tennessee - Memphis
MS, University of Tennessee - Knoxville

Registered Health Information Administrator

PART-TIME ACADEMIC FACULTY

JOHN P. BROWNLEE, AS, BS, CRNA, JD

INSTRUCTOR

AS, Southern Adventist University
BS, Old Dominion University
JD, Nashville School of Law

Licensed Registered Nurse (Tennessee and Kentucky)
Certified Registered Nurse Anesthetist
Attorney, licensed to practice in Tennessee

ALESCIA LEANN DEVASHER, BSN, MS, CRNA

INSTRUCTOR

BSN, Southern Adventist University
MS, Middle Tennessee School of Anesthesia

Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

BERNARD DEVASHER, BSN, MS, CRNA

INSTRUCTOR

BSN, Southern Adventist University
MS, College of William and Mary
ADN, University of Tennessee
Certificate, Madison Hospital School of Anesthesia
MS, Middle Tennessee School of Anesthesia

Additional Study:
East Tennessee State University
Western Carolina University
Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

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BSN, Western Kentucky University
MS, Middle Tennessee School of Anesthesia
Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

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AS, University of Kentucky Henderson Community College
BS, University of Evansville
MSN, Vanderbilt University
EdD, George Peabody College for Teachers of Vanderbilt University
Licensed Registered Nurse (Tennessee)

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BS, Mississippi State University
Certificate, Middle Tennessee School of Anesthesia
MS, Middle Tennessee School of Anesthesia
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Certified Registered Nurse Anesthetist

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BS, University of Tennessee
MEd, Auburn University
EdD, University of Tennessee
Additional Study:
Auburn University
University of Georgia

Certified Professional Counselor (Tennessee)

QUENTIN NEWHOUSE, JR., BA, MS, PhD *INSTRUCTOR*
BA, Marietta College
MS, Howard University
PhD, Howard University

Licensed Registered Nurse (Tennessee)
Certified Registered Nurse Anesthetist

LYNN SCHLISNER, BA, MDiv *INSTRUCTOR*
BA, Union College
MDiv, Andrews University

MARC N. SIEGEL, BS, MD *INSTRUCTOR*
BS, University of Texas
MD, University of Texas Health Science Center

Board Certified Anesthesiologist

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MS, Middle Tennessee School of Anesthesia

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Jessie Parsons, CRNA
Cleve Pitts, CRNA
Jessie Pollard, CRNA
Brad Rickett, CRNA
Wade Rippy, CRNA
Ella Robinette, CRNA
Nanci Russell, CRNA
Susan Schroeder, CRNA
Edward Silva, CRNA
Tip Sneed, CRNA
Kale Streetman, CRNA
Lori Taylor, CRNA
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Bernard DeVasher, CRNA
Wayne Allen, CRNA
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