



# THE UNIVERSITY OF IOWA

College of Nursing

and

Roy J. and Lucille A. Carver College of Medicine  
Department of Anesthesia

DNP Program in Anesthesia Nursing

## Graduate Student Handbook Addendum

## University of Iowa College of Nursing Student Registered Nurse Anesthetist (SRNA) contract

I, \_\_\_\_\_ (name), have received and read a copy of the University of Iowa College of Nursing Anesthesia Nursing Program (UI-CON-ANP) Graduate Student Handbook Addendum.

I have also read the University of Iowa College of Nursing Graduate Student Handbook <https://nursing.uiowa.edu/current-students/handbooks>.

I have also read the UI Graduate College handbook <https://grad.uiowa.edu/academics/manual> .

I agree to abide by the policies and procedures in the UI-CON-ANP handbook addendum, the UI College of Nursing Graduate Student Handbook, the UI Graduate College Handbook, and all other University of Iowa Policies and Procedures while I am a Doctor of Nursing Practice student in the Anesthesia Nursing Program at the University of Iowa.

I am aware that the policies and procedures may change throughout my education at the university and it is my responsibility as a student of the University of Iowa to be aware of policy and guideline changes that will affect me.

I have also read the University of Iowa College of Nursing Graduate Student Code of Honor <https://nursing.uiowa.edu/current-students> and agree to abide by its principles during my time at the University of Iowa.

Upon my graduation, I agree to register for and take the National Certification Exam administered by the National Board on Certification and Recertification of Nurse Anesthetists within 6 months of my graduation.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Faculty name printed

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date:

Form to be completed and returned to the UI-CON-ANP program office (C607-GH, UIHC) after reading the referenced handbooks. Form is due in the UI-CON-ANP office within 21 days of starting the program.

---

**GRADUATE STUDENT HANDBOOK ADDENDUM  
TABLE OF CONTENTS**

---

<b>Section</b>	<b>Page(s)</b>
<b>I. General Information</b>	
Introduction	1
Nondiscrimination Statement	1
<b>II. Anesthesia Nursing Program (ANP) Overview</b>	
ANP Administrative Organization	2
Mission of the ANP	2
Philosophy of the ANP	2
Accreditation of the ANP	2
Goals of the ANP	3
Requirements of the ANP	3-6
1. Enrollment criteria	3
2. Progression criteria	3
3. Outcome criteria	4
4. Terminal Objectives for Graduates of the DNP in Nurse Anesthesia Program	4-5
5. Graduation Requirements of the ANP	5-6
Deferral of graduation	6
<b>III. Tuition, Fees and Financial Aid</b>	
Tuition, fees, and other programmatic costs of attendance	7-8
Financial Aid	8
Scholarships and Loans	8
Military Commitment	8
Hospital and Health System Stipend Options	8
Career placement resources	8
<b>IV. Performance and Progression</b>	
Evaluation and Grading Criteria for Academic Courses	9
Evaluation and Grading Criteria for Clinical Courses	9
Good Standing	9
Satisfactory Performance Criteria	9
Unsatisfactory Performance Criteria - Probation Procedure	9-10
Academic or Clinical Probation and Dismissal from the Program	10-11
Grievance Procedure	11
Assistance Available to Students	11
Additional Student Services	11-12
Withdrawal Criteria from the Anesthesia Nursing Program	12
Comprehensive Examinations	12

<b>Section</b>	<b>Page(s)</b>
<b>V. Anesthesia Nursing Program Policies</b>	
Academic Calendar	13
Time Commitment	13
Non-Program related Employment	13
Professional Anesthesia Organization Membership	13
Recommendation for Certification Examination Eligibility	13
Program Extension	14
Sequenced Phase Progression	14
Holidays	14
Time Off During Program	14-15
• Time Off During Academic Phase	14
• Time Off During Clinical Phase	14-15
SRNA Clinical Time Off Policy	15-16
Sick Days	16
Reporting Illness During Academic Phase	16
Reporting Illness During Clinical Phase	17
Maternity Leave	17
Emergency Leave	17
Military Leave	18
Professional Meeting Participation	18
<b>VI. Specific Clinical Policies</b>	
Clinical Practicum	19
Professional Conduct	19
Patient Confidentiality	19
Patient Safety	20
Professional RN Licensure	20
Anesthesia Professional Liability Insurance	20
Cardiac Life Support Certification	20
Health Immunizations	20
Health Insurance	20
Annual Training	20
Clinical Orientation	21
Dress Code	21
UIHC Pagers	21
Clinical Practicum Hours	21-22
Anesthesia Care Plan	22
Case Assignment	22
On-Call Assignment	22-23
Clinical Case Conferences	23
Controlled Substances	23

# Section I: General Information

## Introduction

Welcome to the University of Iowa College of Nursing Doctor of Nursing Practice program with a specialization in Anesthesia Nursing. For over one hundred years, the University of Iowa has held a leadership position in nursing education, producing expert clinicians, educators, executives, and scientists who have shaped the nursing profession throughout the nation and the State of Iowa. Deans, faculty and staff are pleased that you have chosen to continue your education at Iowa and are eager to help facilitate your time with us as a student. The anesthesia nursing program began in 1994 at the request of the Iowa Hospital Association and the Board of Regents to provide remarkable CRNAs to Iowa hospitals and has been producing highly qualified CRNAs to Iowa and the nation with a focus on rural and independent practice since inception. Since 2010, the program has offered the Doctor of Nursing Practice (DNP) degree. A copy of the current general plan of study is located at <https://www.nursing.uiowa.edu/academics/dnp/plans-of-study> (refer to Nurse Anesthetist plan). Some students may have a slightly different plan of study due to their coursework prior to admittance. All students have an individual plan of study on file in the College of Nursing Office of Student Service.

This handbook is designed to acquaint students with various aspects of their education specific to the nurse anesthesia program at The University of Iowa. It provides some general and specific policies, procedures, and standards related to graduate education in the College of Nursing. Students should be aware that they also are subject to the policies and standards established by the Graduate College which is set forth in the Manual of Rules and Regulations of the Graduate College which is available in electronic version at: <https://grad.uiowa.edu/academics/manual>. Pay particular attention to Section XII. Doctor's Degrees.

Students are also responsible for knowing the content of the College of Nursing Graduate Student Handbook located at the following link: <https://nursing.uiowa.edu/current-students/handbooks>. Note that the undergraduate handbook is located at the same site; make sure to read the Graduate Student Handbook, Sections I (general information), and III (specific to DNP students).

Insofar as is reasonably possible, Graduate College and College of Nursing regulations are not repeated in this addendum to those handbooks. Content in this handbook is meant to serve as a guideline specifically for nurse anesthesia graduate students. From time-to-time policies or requirements will change during the academic year. Changes will be communicated by the Program Director and/or the College of Nursing Office of Student Services.

**All Nurse Anesthesia Graduate Students are responsible for knowing the applicable content in the Graduate College Handbook, the College of Nursing Graduate Handbook, and this Anesthesia Nursing Program Handbook Addendum.**

## Nondiscrimination statement

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associated preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705.

## Section II: Anesthesia Program Overview

### Anesthesia Nursing Program Administrative Organization

Name	Office	Contact information
<b>Director</b> Cormac T. O'Sullivan, Phd, CRNA, ARNP	C607A GH	319-353-8069 <a href="mailto:Cormac-OSullivan@uiowa.edu">Cormac-OSullivan@uiowa.edu</a>
<b>Associate Director</b> Heather Bair, DNP, CRNA, CHSE, ARNP	C607B GH	319-384-7531 <a href="mailto:Heather-Bair@uiowa.edu">Heather-Bair@uiowa.edu</a>
<b>Clinical Coordinator</b> Michael Anderson, DNP, CRNA, ARNP	C607B GH	319-356-4278 <a href="mailto:Michael-Anderson@uiowa.edu">Michael-Anderson@uiowa.edu</a>
<b>Faculty</b> Kathleen Fear, DNP, CRNA, ARNP	41107 PFP	319-356-7697 <a href="mailto:kathleen-fear@uiowa.edu">kathleen-fear@uiowa.edu</a>
<b>Program Coordinator</b> Paul Schulte	C607 GH	319-384-7354 <a href="mailto:Paul-Schulte@uiowa.edu">Paul-Schulte@uiowa.edu</a>
<b>Assistant Dean for Graduate Practice Programs</b> Mary Dirks, DNP, RN, ARNP, CPNP-PC, FAANP	336 CNB	319-335-7045 <a href="mailto:Mary-Dirks@uiowa.edu">Mary-Dirks@uiowa.edu</a>

### Mission of the Anesthesia Nursing Program

The mission of the Anesthesia Nursing Program (ANP) is congruent with the University's mission "To serve the people of the State of Iowa and the nation." The ANP was established to provide highly qualified anesthesia practitioners for the state's many hospitals. The primary mission of the ANP is to provide an educational program that prepares bachelor's educated registered nurses to become Certified Registered Nurse Anesthetists. The goal of the ANP is to provide the didactic and clinical experiences needed to successfully complete the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) National Certifying Examination and enter into practice in the State of Iowa or the nation as a CRNA. Since the people in the State of Iowa have identified a lack of anesthesia practitioners interested in rural practice as a critical concern, students participate in mandatory clinical rotations in rural and critical access hospitals.

### Philosophy of the Anesthesia Nursing Program

The faculty and staff of the program believe that life-long education, expert clinical practice, research, and service are the foundation of professional nurse anesthesia practice. Students in the program will be educated in the classroom and the clinical arena to the full scope of practice of a nurse anesthetist. Graduates will be prepared to enter into clinical practice in any area of their choosing and care for patients across the lifespan and encompassing a wide range of needs including but not limited to surgical anesthesia and analgesia, obstetrical analgesia and anesthesia and pain management. Graduates will also be prepared to serve in leadership positions throughout anesthesia departments and healthcare systems, seek out professional offices, and educate patients, other nurse anesthetists, healthcare colleagues, the public, and legislators as to the practice of a CRNA and the benefits CRNAs bring to the lives of the patients for whom they provide remarkable care.

### Accreditation of the Anesthesia Nursing Program

The University of Iowa College of Nursing programs are approved by the Iowa Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE) of the American Association of Colleges of Nursing (AACN). The Anesthesia Nursing Program received a ten-year accreditation for the Doctor of Nursing Practice with a Specialization in Anesthesia Nursing on May 21, 2010 from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). The program received another ten-year accreditation from the COA on May 19, 2021.

## Goals of the Anesthesia Nursing Program

1. To produce highly competent nurse anesthetists that meet the health needs of their communities.
2. To provide superior didactic and clinical experiences that enhance the student's development into high quality CRNAs who think critically and apply current evidence to their practice.
3. To promote the delivery of culturally competent, ethical, patient centered care in any setting.
4. To instill a positive attitude towards life-long learning and continuous professional development.
5. To develop leaders who advance the practice of nurse anesthesia, and lead the future of nursing and healthcare.

## Requirements of the Anesthesia Nursing Program

Goals of programs of study in the College of Nursing emanate from the College's philosophy, assumptions and conceptual framework. They direct the student through the program toward outcomes that will contribute to the needs of society and to the advancement of the profession. Course objectives and clinical objectives demonstrate which components of the curriculum emphasize achievement of the program goals. All students in the Anesthesia Nursing Program must meet the following admission requirements and performance standards.

1. Enrollment Criteria: Students in the Anesthesia Nursing Program must provide evidence of the following prior to the first day of class:
  - Possession of current and valid licensure as a professional Registered Nurse (RN) in Iowa.  
Address:  
Iowa Board of Nursing  
RiverPoint Business Park  
400 S.W. 8<sup>th</sup> St., Suite B  
Des Moines, IA 50309-4685  
(515) 281-3255  
<https://nursing.iowa.gov>
  - Completion of at least one year of full-time acceptable critical care nursing experience (post-ADN or post-BSN) as an RN prior to application to the program.
  - Possession of current certification for Basic Cardiac Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS).
  - Possession of required health insurance <https://hr.uiowa.edu/benefits/ui-student-insurance/grad-students-and-health-science-majors-benefits>.
  - Complete health screening (health questionnaire and consent form, physical examination, urine analysis, rubella, rubeola, tetanus diphtheria, polio, TB skin test, Hepatitis B immunization).
  - All necessary information must be in the electronic verification system.
  - Completed and verified background check performed by the designated vendor of the University of Iowa College of Nursing.
2. Progression Criteria: Students in the Anesthesia Nursing Program demonstrate progression by:
  - Receiving a minimum grade of 2.67 (B-) in every course within the DNP anesthesia nursing program curriculum and maintain a minimum cumulative GPA of 3.0 in all UI graduate courses.
  - Obtaining a satisfactory (S) grade in each of the clinical courses in sequence. Each clinical course builds on the prior courses and therefore must be completed in order. If a student does not successfully complete one of the clinical courses they will be required to step out of the program until that course can be repeated.
  - Exhibiting critical thinking, clinical decision making, and diagnostic reasoning skills;
  - Demonstrating interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds, as well as with peers, colleagues, anesthesia personnel and other members of the health care team;
  - Communicating sufficiently for interaction with others in oral and written form;
  - Possessing physical abilities sufficient to move from room to room and maneuver in small spaces;
  - Possessing gross and fine motor abilities and dexterity sufficient to provide safe and effective anesthesia nursing care;

- Possessing auditory ability sufficient to monitor and assess health needs;
  - Possessing visual ability sufficient for observation and assessment necessary in anesthesia nursing care;
  - Possessing tactile ability sufficient for physical assessment and therapeutic interventions;
  - Demonstrating the cognitive, psychomotor, and affective skills required for nurse anesthesia practice.
3. Outcome criteria for the DNP program: refer to the College of Nursing web site which lists the DNP outcomes: <https://nursing.uiowa.edu/academics/dnp#outcomes>.
4. Terminal Objectives for Graduates of the DNP with Specialization in Nurse Anesthesia program. Upon completion of the program of study, graduates will:
- **In the area of patient safety, the graduate must demonstrate the ability to: \***
    - Be vigilant in the delivery of patient care.
    - Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (e.g., texting, reading, e-mailing, etc.).
    - Conduct a comprehensive equipment check.
    - Protect patients from iatrogenic complications.
  - **In the area of peri-anesthesia care, the graduate must demonstrate the ability to: \***
    - Provide individualized care throughout the peri-anesthesia continuum.
    - Deliver culturally competent peri-anesthesia care.
    - Provide anesthesia services to all patients across the lifespan.
    - Perform a comprehensive history and physical assessment.
    - Administer general anesthesia to patients with a variety of physical conditions.
    - Administer general anesthesia for a variety of surgical and medically related procedures
    - Administer and manage a variety of regional anesthetics
    - Maintain current certification in ACLS and PALS
  - **In the area of critical thinking, the graduate must demonstrate the ability to: \***
    - Apply knowledge to practice in decision-making and problem solving.
    - Provide nurse anesthesia services based on evidence-based principles.
    - Perform a pre-anesthetic assessment prior to providing anesthesia services.
    - Assume responsibility and accountability for diagnosis.
    - Formulate an anesthesia plan of care prior to providing anesthesia services.
    - Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
    - Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
    - Calculate, initiate, and manage fluid and blood component therapy.
    - Recognize, evaluate, and manage the physiological responses coincident to the provision of anesthesia services.
    - Recognize and appropriately manage complications that occur during the provision of anesthesia services.
    - Use science-based theories and concepts to analyze new practice approaches.
    - Pass the national certification examination (NCE) administered by NBCRNA.
  - **In the area of communication, the graduate must demonstrate the ability to: \***
    - Utilize interpersonal and communication skills that result in the effective exchange of information and collaboration with patients and their families.
    - Utilize interpersonal and communication skills that result in the effective inter-professional exchange of information and collaboration with other healthcare professionals.
    - Respect the dignity and privacy of patients while maintaining confidentiality in the delivery of inter-professional care.
    - Maintain comprehensive, timely, accurate, and legible healthcare records.
    - Transfer the responsibility for care of the patient to other qualified providers in a manner that assures continuity of care and patient safety.
    - Teach others.
  - **In the area of leadership, the graduate must demonstrate the ability to: \***
    - Integrate critical and reflective thinking in his or her leadership approach.
    - Provide leadership that facilitates intra-professional and inter-professional collaboration.



- **In the area of professional role, the graduate must demonstrate the ability to: \***
  - Adhere to the *Code of Ethics for the Certified Registered Nurse Anesthetist*.  
<https://www.aana.com/practice/clinical-practice-resources/code-of-ethics-for-the-CRNA>
  - Interact on a professional level with integrity.
  - Apply ethically sound decision-making processes.
  - Function within legal and regulatory requirements.
  - Accept responsibility and accountability for his or her practice.
  - Provide anesthesia services to patients in a cost-effective manner.
  - Demonstrate knowledge of wellness and chemical dependency in the anesthesia profession through completion of content in wellness and chemical dependency.  
<https://www.aana.com/practice/health-and-wellness-peer-assistance>
  - Inform the public of the role and practice of the CRNA.
  - Evaluate how public policy making strategies impact the financing and delivery of healthcare.
  - Advocate for health policy change to improve patient care.
  - Advocate for health policy change to advance the specialty of nurse anesthesia.
  - Analyze strategies to improve patient outcomes and quality of care.
  - Analyze health outcomes in a variety of populations.
  - Analyze health outcomes in a variety of clinical settings.
  - Analyze health outcomes in a variety of systems.
  - Disseminate research evidence.
  - Use information systems/technology to support and improve patient care.
  - Use information systems/technology to support and improve healthcare systems.
  - Analyze business practices encountered in nurse anesthesia delivery settings.

\* *Standards for Accreditation of Nurse Anesthesia Educational Programs; Practice Doctorate*. Approved by the Council on Accreditation of Nurse Anesthesia Educational Programs, January 2021:  
<https://www.coacna.org/wp-content/uploads/2021/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-revised-January-2021.pdf>

5. Graduation requirements for students in the Anesthesia Nursing Program include:
- Successful completion of all academic and clinical requirements as prescribed by the 2021 Standards for Accreditation of Nurse Anesthesia Programs by the Council on Accreditation of Nurse Anesthesia Educational Programs.
  - Receive a minimum grade of 2.67 for all courses in anesthesia nursing track, maintain a 3.0 cumulative grade-point average in DNP courses, and complete all course work on the plan of study before graduation.
  - All clinical experience courses must be passed with a satisfactory “S”. A student who receives an unsatisfactory “U” mark in a clinical experience will need to retake that specific clinical course before they proceed in the program.
  - Successful defense of the DNP project according to College of Nursing guidelines.  
<http://www.nursing.uiowa.edu/current-students/handbooks>; Graduate handbook, section III.VI-VII.
  - A score of 425 on the NBCRNA Self Evaluation Exam (SEE) must be achieved by two months prior to the end of their third year in the program. A student may retake the comprehensive SEE Exam up to three times at their own expense.
  - A current, unencumbered license as a registered nurse in the state of Iowa.
  - Current Certification of Basic Cardiac Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) at graduation.
  - Payment of the appropriate fee required by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) in order to write the National Certification Examination (NCE).
  - Completion of any time extensions necessitated by leaves of absence, extended illness or other absences that are beyond program allowances.

The completion date for all students in the Anesthesia Nursing Program will be 36 months from their start date (approximately mid-May to mid-May). Commencement ceremonies for the Graduate College occur mid-May on the UI campus. An extension of the completion date may be enforced if the student’s absences (other than for vacations and holidays) exceed the allocations or there are deficiencies in the student’s academic and/or clinical

requirements. Students with a program extension due to such deficiencies will have their graduation delayed until the next date at which the University confers degrees. Student's will not be eligible to sit for the NBCRNA certification exam until their degree is conferred by the University.

### **Deferral of Graduation**

A student may be deferred from graduation if he/she has not met the terminal objectives of the program or if he/she is on academic or clinical probation. The student will be apprised of the deferral in writing and of his/her rights to appeal such a decision according to University and Collegiate grievance procedures.

If a student is absent for more clinical practicum days than the time allowed, the student will receive an incomplete "I" in their final clinical course and be required to make up those days before their degree will be conferred.

If a student defers graduation and later completes all the required work, they will graduate the next time the University confers degrees (Spring—May; Summer—August; Fall—December).

## Section III. Tuition, Fees, and Financial Aid for Graduate Education

Tuition and fees at the University of Iowa are set by the Iowa Board of Regents and are subject to change per Regent's policy and Iowa legislature budget commitments.

1. Tuition and fee tables for the current semester may be found at the office of the registrar website <https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>. NOTE: You must select "Graduate College" and then filter by the College of Nursing under the "curricular college" dropdown menu. Applicable tuition and fees for DNP students can be found at <https://nursing.uiowa.edu/academics/dnp/tuition-funding>. Residency status is determined by the UI Office of the Registrar <https://registrar.uiowa.edu/tuition-residency>. There is one-time fee assessed for simulation lab consumables and miscellaneous fees. This fee amount is listed with the academic course information in MyUI (<https://myui.uiowa.edu/my-ui/courses/dashboard.page>). Refer to the plan of study for the course number.
2. Additional living expenses projections for the Iowa City community area can be found at: <http://admissions.uiowa.edu/finances/estimated-costs-attendance>.
3. AANA Student Associate Membership Fee  
Students are required to become an associate member of the American Association of Nurse Anesthetists (AANA). This includes a subscription to the AANA Journal and AANA news bulletin.
4. Textbook Fees  
Textbooks for the program (required + recommended) typically cost about \$2,500-\$3,000 for the entire program. Many of the required reference textbooks are available on reserve and in electronic format through the University of Iowa Hardin Library for Health Sciences <http://www.lib.uiowa.edu/hardin/>.
5. Health Insurance Fee  
Every University of Iowa student is required to maintain health insurance coverage to ensure that students have health insurance coverage in the event of injury in the clinical environment. Upon initial registration in the program and annually thereafter the student is required to provide Proof of Coverage. Until acceptable documentation is provided, the student will be automatically enrolled in and charged for participation in the University's Student Health Insurance Plan (SHIP). More information on insurance requirements and available plans is located at <http://hr.uiowa.edu/benefits/health-insurance-graduate-students>.
6. Professional RN Licensure Fee:  
Students are required to obtain and maintain RN licensure for the state of Iowa at all times.
7. Anesthesia Professional Liability Insurance Fee:  
Individual student liability coverage, \$1,000,000 each occurrence / \$3,000,000 general aggregate for one year, may be purchased through AANA insurance Services. Proof of insurance will be required during the Clinical portion of your education in the University of Iowa ANP. Failure to obtain the required liability insurance will result in your not being able to participate in Clinical experience and/or register for classes.
8. Certification Examination Fee:  
In order to enter practice as a Certified Registered Nurse Anesthetist (CRNA), program graduates are required to write the National Certification Examination (NCE) administered by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA). The nurse anesthesia program is required to register its student graduates for this examination just prior to graduation and to collect the appropriate examination fee. The student will be responsible for paying the exam fee.
9. Travel Reimbursement:  
Long-distance mileage reimbursement is provided for traveling to and from certain clinical sites. Students receive a travel day prior to beginning and completing their rotations to the distant (greater than 150 miles) off-campus sites. When returning from travel to an affiliate site for offsite rotations, a "Travel Expense Voucher", will be submitted online and verified by the student through the University's online system (ProTrav). TEV's submitted later than 60 days following travel may not be processed by the University and the student may not be reimbursed for this travel.

10. **Other Fees:**

External rotations to cooperating affiliated agencies outside of Iowa City, Iowa involve additional student expenses for room and board. These expenses may be passed on to the students as a clinical or rotation housing fee if necessary.

### **Financial Aid**

A variety of funding sources are available to help students pay for graduate education. The University of Iowa has a comprehensive Office of Financial Aid <http://financialaid.uiowa.edu/> with a section specifically for graduate students: <http://financialaid.uiowa.edu/graduate>. The Graduate College also has financial aid resources at <https://grad.uiowa.edu/funding>. There may also be other sponsorship opportunities available through the University of Iowa Foundation, College of Nursing, Graduate College, and federally-supported traineeship grants. None of the funds listed above are guaranteed and each student is individually responsible for completing the necessary application and paperwork.

### **Scholarships and Loans**

The AANA foundation is a charitable organization devoted to anesthesia research, education, and development. Various opportunities available include general research grants, office-based and Veteran's Administration grants, doctoral and post-doctoral fellowships, and a variety of scholarships. A complete listing of these opportunities along with their requirements and due dates can be found at: <https://www.aana.com/about-us/aana-foundation>. The program also has a AANA Foundation student advocate who will present additional information about available scholarships.

The College of Nursing also offers a variety of scholarships. The scholarship committee screens applications. A list of available scholarships and their requirements is available at <http://www.nursing.uiowa.edu/alumni-friends/scholarships>.

### **Military Commitment**

This is not an endorsement for or against the U.S. military or any of their individual branches. This section is simply to make students aware that the military does provide monies to help pay for graduate education as a nurse anesthetist. The United States military branches have long used CRNAs to provide anesthesia services in times of military action and peace. The U.S. Army, Navy, and Air Force all have their own anesthesia nursing programs. In addition to these programs, the different branches of the military recruit significant numbers of civilian health care students annually to fill their requirements. The Office of Student Services in the College of Nursing has more information about these opportunities. There will also likely be representatives of different military branches present at the Iowa Association of Nurse Anesthetists (IANA) state meetings.

### **Hospital and Health System Stipend Options**

Certified registered nurse anesthetists (CRNAs) are a valuable part of any healthcare team. In order to ensure the ability to meet demand for services, some hospitals are willing to either stipend a student up front or retire certain amounts of a graduate student's loan debt in return for guaranteed service provision. Such contracts typically require a payback rate of clinical service in exchange for support received during education. Students are free to enter into such contracts with a hospital of their own identification. The anesthesia nursing program, College of Nursing, and University of Iowa has no input into or receives any benefits from any such contracts. The program does not have a list of hospitals or facilities that might be willing to offer a student such a contract.

### **Career Placement Resources**

The Anesthesia Nursing Program forwards inquiries from employers to the program's students as they approach graduation and certification. Program faculty, as well as the administrative staff also forward materials from healthcare recruiters. Program staff is available to help students with employment searches.

## Section IV. SRNA Performance and Progression

### Evaluation and Grading Criteria for Academic courses:

Regular academic courses are graded per the policies of the College of Nursing as outlined in the Graduate Handbook in sections I and III <https://www.nursing.uiowa.edu/current-students/handbooks>. Individual course instructors assign grades.

### Evaluation and Grading Criteria for Clinical Courses:

Students in the ANP will receive clinical course grades based on the following criteria:

A CRNA or anesthesiologist mentor at the student's clinical site will give an objective daily evaluation to the SRNA using the ANP *Anesthesia Care Plan/Student Clinical Evaluation*.

- Students are responsible for preparing a Care plan for each case for which they are assigned to provide anesthesia and presenting those care plans to their clinical mentor.
- The clinical mentor has the option to reduce the number of care plans requested if multiple similar anesthetics are being performed.
- The clinical mentor will provide daily feedback to the SRNA via the Medatrax evaluation link that will be created and sent to the mentor electronically.
- If the mentor wishes to fill out a paper evaluation form, one will be provided to the mentor and should be signed and returned to the program clinical coordinator.

Clinical evaluations will be submitted electronically and reviewed by the clinical coordinator who will provide a summative evaluation to the SRNA at the midpoint and end of each semester.

The course director for each clinical course, typically the clinical coordinator, will review submitted evaluations at the end of each semester and assign a mark of satisfactory "S" or unsatisfactory "U" based on their review of the student's daily evaluations.

Student's may be required to complete a written examination or assignment covering objectives for the student's assigned clinical area per the course director's discretion.

Student's must complete the learning objectives and case requirements for the assigned clinical area as described in the [Anesthesia Nursing Program Student Clinical Evaluation Progression Form \(Timeline for Performance Standards\)](#).

### Good Standing:

SRNAs will remain in good standing in the anesthesia nursing program if, in the collective judgment of the faculty and program administration, the student has exhibited satisfactory academic performance, satisfactory clinical progress, and appropriate professional conduct.

### Satisfactory Performance Criteria

Students in the Anesthesia Nursing Program must obtain a minimum grade of 2.67 for all courses in anesthesia nursing program plan of study and maintain a 3.0 cumulative grade-point average in the graduate nursing program. Grades are based on the four-point marking system, where an A=4.00, A(-)=3.67, B(+)=3.33, B=3.00, B(-)=2.67, C(+)=2.33, C=2.00, C(-)=1.67, D(+)=1.33, D=1.00, D(-)=0.67, and F=0. Graduate College rules dictate that no graduate credit will be given for any course that receives a letter grade of less than a "C" (2.00). Any course that receives less than a "C" must be retaken. There is no second-grade option in graduate school so the grades from both attempts at the course will be averaged and figured into the cumulative GPA calculation.

### Unsatisfactory Performance Criteria - Probation Procedure

Following the Rules and Regulations of the Graduate College, section IV-E: Academic Progress, Departmental Probation, and Dismissal Procedures <https://grad.uiowa.edu/academics/manual/academic-program/section-iv-academic-standing-probation-and-dismissal>: "If a student is failing to meet departmental standards, the department shall warn the student of this fact in writing. The notification shall specify in what

way(s) the student is failing to meet the standards. The student shall be provided a reasonable amount of time to meet the standards prior to dismissal.”

Students who chronically exhibit a lack of aptitude for the intellectual and/or manual skills required to perform successfully as a nurse anesthetist, or who demonstrate a lack of character and discipline, will be formally counseled about these facts. Ultimately, if a student fails to demonstrate satisfactory performance, he/she will be dismissed from the program. This dismissal will take place only after a student has been made aware of the deficiencies in writing and has failed to improve.

The decision to place a student on probationary status or recommendation for dismissal of a student will be made by a committee of the ANP director, associate director, clinical coordinator, and clinical site coordinator if appropriate. The student will be formally notified by the Program Director of their placement on academic or clinical probation. Probationary status will be reviewed at one-month intervals with one of the following recommendations: lifting of probation and return to good standing; continued probation; or move for dismissal from the program. The student will be notified of the committee’s recommendation by the Program Director.

In the event that the student contests the probation or dismissal, the student has the right to appeal to the ANP committee. The student will have the right to appear before the ANP Committee with witnesses (at student's expense) for a hearing. The ANP committee will notify the student of the decision within seven (7) business days after the hearing. Should the decision be contested, the student has the right to appeal through the College of Nursing grievance procedure <https://www.nursing.uiowa.edu/current-students/handbooks> (Section I.V.F) and the Graduate College review process <https://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal> (section IV.G).

### **Academic or Clinical Probation and Dismissal from the Program**

#### Academic Probation

- If a student receives a grade below a 2.67 (B-) for any basic science or anesthesia principles course on the anesthesia program plan of study the student will be placed on academic probation.
- If a student’s UI graduate cumulative grade point average (GPA) is less than a 3.0, the student will be placed on academic probation. Two consecutive semesters of academic probation will result in dismissal from the program. <https://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal> (Section IV).

#### Clinical Probation—Removal of Clinical Privileges

A student may be removed from the clinical practicum and placed on clinical probation for the following:

- Judgement of a CRNA or Anesthesiologist mentor that patient safety was compromised
- Discretion of the clinical site coordinator, program director, associate director, or clinical coordinator
- Patient safety concerns from a clinical anesthesia or healthcare practitioner with direct knowledge of the suspected violation
- Poor judgment or failure to meet the accepted standards of anesthesia care
- Failure to demonstrate satisfactory clinical progress
- Failure in a clinical course
- Policy violation at a clinical site
- Investigation of violation that a student is providing anesthesia services for pay.
- Failure to maintain current licensure as a Registered Nurse (RN).
- Investigation for violation of substance abuse outside the hospital
- Investigation for stealing medications, hospital, or departmental property
- Investigation of action that may lead to a felony conviction
- Failure to comply with the AANA Code of Ethics for the CRNA.

<https://www.aana.com/practice/practice-manual>

A student is NOT permitted to go on vacation or outside rotations during a probationary period, and will remain assigned to clinical rotations at the UIHC. The clinical coordinator will notify affiliate rotations if any student will not be completing an affiliate rotation due to probationary status. The student may participate in the affiliate rotation missed once probationary status is removed if time permits. A student’s program completion date may be delayed if they need to complete a clinical affiliate rotation to meet Council on Accreditation clinical case requirements.

A student may face immediate dismissal if they are involved in actions so egregious that they jeopardize patient safety, constitute unsafe clinical practice, or violate accepted standards of anesthesia care. As such, a single event may warrant immediate probation with suspension of privileges and may be grounds for dismissal.

#### Dismissal from Program:

A student may be dismissed from the Anesthesia Nursing Program for the following reasons:

- Employment as a nurse anesthetist by title or function (Violation of COA standard G8).
- Failure to comply with terms for removal of probationary status communicated to the student in writing
- Jeopardizing patient safety or unsafe clinical practice
- Failure to demonstrate satisfactory clinical progress
- Failure to maintain a minimum grade of 2.67 (B-) for all courses in basic sciences and anesthesia principles and 3.0 (B) cumulative GPA for all graduate courses.
- Violation of substance abuse laws outside the hospital
- Stealing medications, hospital or departmental property
- Failure to maintain current licensure as a Registered Nurse in Iowa
- Revocation of or ineligibility for licensure as a Registered Nurse in Iowa
- Conviction of a felony
- Receiving a "U" in any clinical course
- Being placed on academic probation for two semesters
- Dismissal from the University or College for any reason
- Failure to comply with the AANA code of Ethics for the CRNA.

### **Grievance Procedures**

Due Process Policy: A student who feels their case has not been handled satisfactorily by program personnel may refer to the College of Nursing Graduate Handbook, section 1.V.F—Grievance procedure:

<https://nursing.uiowa.edu/sites/nursing.uiowa.edu/files/2021-08/Section%20I%20%20General%20Information%20for%20all%20Graduate%20Students.pdf>.

Formal Grade Appeals: A grade may be reviewed to determine whether the grading procedure was communicated to students at the beginning of the semester and to determine whether the communicated grading procedure was followed. To make such a determination, the course director may be asked to:

- explain the basis or criteria for a grade;
- show that the basis or criteria were communicated at the beginning of the semester;
- show that the grading procedure was not indiscriminately applied.
- In the appeals proceedings, the burden of proof is on the student to demonstrate that a change in grade is warranted.

Formal Grievance Process: Steps in the formal grievance process for a student in the program include:

- Review by Course Director or Clinical coordinator involved
- Review by Program Director
- Review by Director of DNP Programs in the College of Nursing
- Review by Executive Associate Dean for Academic Affairs in the College of Nursing
- Review by Dean of the College of Nursing
- Review by Dean of the Graduate College (Associate Provost for Graduate Education)

### **Assistance Available to Students**

The ANP administration and program director are available for discussion of academic or clinical issues at UIHC. In addition, at any time, the student may access the Associate Dean of Academic Affairs in the College of Nursing who serves as the collegiate ombudsperson. The student may contact also The University of Iowa ombudsperson at <https://ombudsperson.org.uiowa.edu/>. The University of Iowa, Manual of Rules and Regulations of the Graduate College may be found at: <https://grad.uiowa.edu/academics/manual>.

### **Additional Student Services**

The University of Iowa Counseling Services (UCS) <https://counseling.studentlife.uiowa.edu/> provides licensed psychologists and psychology interns, who are qualified to address topics concerning psychological, emotional, behavioral, personal, or interpersonal concerns. UCS staff members are also trained as consultants to work with

students to identify and to work toward more effective personal, interpersonal, and organizational/group functioning.

UCS program offerings include:  
Academic Study Skills Programs  
Career Choice Programs  
Communication Skills Programs  
Diversity Issues  
Personal Issues  
Relationship Issues

### **Withdrawal Criteria from the Anesthesia Nursing Program**

Any student requesting withdrawal from the ANP will be asked to meet with the ANP administrative staff to discuss the student's options once they withdraw. A student may elect to resign from the program at any time, except after the student is dismissed from the program. If, at the time of resignation, the student is on probationary status, faculty action is not necessary. Notification of the student's withdrawal will be sent to the College of Nursing, Graduate College upon the student's decision and the COA, and NBCRNA within thirty (30) days of the withdrawal.

### **Comprehensive Examinations**

A comprehensive exam will be given to all SRNAs at the end of each year in the program covering information presented prior to the exam date. The first-year students will take an exam covering one year of content. Second-year (junior) and third-year (senior) students will take the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) Self Evaluation Examination (SEE) by January 1<sup>st</sup>. Third-year students will be required to demonstrate satisfactory performance on the SEE exam as evidenced by receiving a minimum scaled score of 425. Failure to achieve a score of 425 or greater will result in the student being required to retake the SEE exam at the student's expense. Failure to achieve a score of 425 on the SEE by April 1<sup>st</sup> of the final semester in the program will result in a delay of graduation until the score of 425 can be achieved. Students failing to achieve a score of 425 will be placed in a remedial study plan and meet with program faculty members weekly to review progress.



## Section V. Anesthesia Nursing Program Policies

The policies listed in this section pertain to students enrolled in the University of Iowa College of Nursing Doctor of Nursing Practice degree program with a sub-track specification of nurse anesthesia. Throughout this policy section, these students will be referred to as student nurse anesthetists or SRNAs. The policies in this section are specific to SRNAs during BOTH the didactic and clinical portions of their education. Some of the requirements delineated in these policies are more restrictive than general College of Nursing or Graduate College policies due to the requirements of the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) and the Council on Accreditation of Nurse Anesthesia Education (COA).

### Academic Calendar

The academic calendar for the university can be found on the Registrar's website at: <https://registrar.uiowa.edu/academic-calendar>. The semester start and end dates and university holidays and time off will be followed during the first year of the program. During the second and third years of the program, meeting the graduate standards of the COA requires SRNAs to be present for clinical education during evenings, off-shifts, nighttime, weekends and holiday hours. SRNAs will be expected to work a variety of all of these shifts during their time in the program. Therefore, the time commitment is year-round for the second and third years.

### Time Commitment

Students are required to attend all scheduled didactic and clinical activities during the 36-month Anesthesia Nursing Program. Academic credit hours of didactic and clinical vary from semester to semester throughout the program. Students receive the required clinical practicum experience under the direct mentorship and supervision of CRNAs and anesthesiologists. The clinical correlation courses offer a variety of experiences to enable the student to correlate theory and practice and to prepare for employment upon graduation. In addition to the clinical cases, students must also reserve time for preoperative and postoperative visits, case planning, interdisciplinary conferences, independent study and DNP project activities. According to COA standard F9 (<https://www.coacrna.org/wp-content/uploads/2021/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-revised-January-2021.pdf>), student time commitment will not exceed 64 hours per week total time committed to class and clinical activities. This time commitment will be averaged over 4 weeks.

### Non-Program related Employment

Employment is **strongly discouraged** because of the intense nature of the program. If a student chooses to work, they must not be scheduled during the ten (10) hours prior to any class or clinical assignment/activity. SRNAs are **NOT** permitted to miss any academic commitments (class or clinical) due to a scheduled "work" shift.

ANESTHESIA NURSING STUDENTS (SRNAs) MAY NOT PARTICIPATE IN ANY EMPLOYMENT AS A NURSE ANESTHETIST BY TITLE OR FUNCTION OR RECEIVE PAYMENT FOR NURSE ANESTHESIA SERVICES DURING THE DURATION OF THE ANESTHESIA NURSING PROGRAM.  
**DOING SO WILL RESULT IN IMMEDIATE DISMISSAL.** (COA standard G8).

### Professional Anesthesia Organizational Membership

Students are required to become associate members of the American Association of Nurse Anesthetists (AANA) and Iowa Association of Nurse Anesthetists (IANA). Associate membership permits the student to attend AANA and IANA meetings at reduced cost.

### Recommendation to the NBCRNA for NCE Eligibility

The recommendation for the student to write the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA) National Certification Examination (NCE) must be made by the Program Director. This recommendation will *not* be made prior to completion of *all* required didactic and clinical assignments, including successful defense of the DNP project, and achievement of a score of 425 on the SEE exam.

## Program Extension

The Anesthesia Nursing Program requires 36 months of intensive study coupled with an extensive clinical experience. The program will be extended if a student does not complete requirements for stated clinical cases; academic course work; record keeping, successful defense of the DNP project, or achievement of a score of 425 on the NBCRNA SEE exam.

Extended absences during the initial academic portion of the program may result in the student being required to withdraw from the program depending on their academic performance. Any combination of leaves/absences that exceed time off allowance during the clinical phase of the program will require a program extension. Students who miss clinical time will receive an incomplete "I" for their last clinical course and will remain in a mentored clinical environment until they complete their CO requirements. Once those requirements are complete, the "I" will be changed to the appropriate grade. Students with a program extension due to any deficiencies will have their official graduation date delayed until the next date at which the University confers degrees. This is typically at the end of the next academic semester (summer—August; fall—December; spring—May).

## Sequenced Phase Progression

SRNAs must successfully complete all courses during the first 3 academic semesters before they progress to the clinical phase (semesters 4-9). Students must successfully complete each clinical course in sequence to progress to the next subsequent clinical course. Clinical courses must be taken in order and none may be skipped. The program will do everything within reason to make available to the student all COA required clinical experiences but there is no guarantee. If a student is asked to leave a clinical site for any reason and that site's experience cannot be obtained elsewhere, the student may not meet the required experiences necessary to meet the COA requirements for graduation. The program will attempt to place the student at an alternative clinical site but if one cannot be found, the student will not graduate from the program and will not be eligible to sit for the NCE.

## Holidays

The University of Iowa five-year calendar may be found at <https://registrar.uiowa.edu/five-year-calendar>. This calendar lists recognized holidays; the date the university will observe the holiday; and dates when University offices are closed each year. University holidays may or may not be recognized by affiliate clinical sites and it is the individual student's responsibility to verify with the clinical coordinator at the site whether or not they have clinical assignments during a given holiday when assigned to an affiliate clinical site. **Students may have assigned in-house call experiences on any holiday.** The SRNA must confirm time off during various holidays prior to making any travel plans. Students will **NOT** be reimbursed for travel expenses incurred due to them being made without receiving approval for time off.

## Time Off during the Program

Student time off is divided into two distinct portions of semesters 1-3 (academic phase) and semesters 4-9 (clinical phase).

### A. Time Off during Academic Phase

- For the first twelve months of the program (semesters 1, 2, and 3) students have scheduled time off according to The University of Iowa academic calendar and/or course schedule requirements. Refer to the university academic calendar on the Registrar's web site: <https://registrar.uiowa.edu/academic-calendar>.
- Additional time off must be cleared with the faculty of each course where time will be missed and the anesthesia program director. Students are responsible for academic work missed during any time off.

### B. Time off during Clinical Phase

- For the final twenty-four months of the program (semesters 4-9, or the clinical phase), students will be granted eighteen (18) days of time off per twelve (12) months of clinical enrollment, for a **total of thirty (36) days for the 24 months of clinical experience**. 5 days may be borrowed or rolled over from the previous or following 12-month period. Absences in excess of 23 days (18 + 5 carried over) in a 12-month clinical period (May – May) may result in time being added to the end of the program.

While the program does not assign vacation time, there are periods during the clinical phase when vacation time is not permitted. Decisions about vacation at affiliate clinical sites are at the discretion of each site's Clinical Coordinator, Chief CRNA or designee. Vacation requests must be coordinated with the clinical site.

Requests for vacation or planned absences must be made in advance and approved by: the program coordinator and either the clinical coordinator, associate program director, or program director.

- Student vacation is granted solely on the basis of availability.
- Students may not take more than five (5) *consecutive clinical experience days* off as vacation.
- Student vacation is limited during the fourth semester (Summer II—Introduction to Clinical Anesthesia).
- Vacation requests must be made a minimum of 10 weeks prior to the start of the vacation being requested. Vacation time is not guaranteed and is only finalized once granted by the program / clinical site.
- For Jury Duty, please request a deferral due to clinical commitments. If the deferral is not granted, please provide written notice of jury duty to the program director, who will request that you be excused from clinical duties at the appropriate site.
- Requests for vacation after a student has been assigned to CALL duty or off-shift coverage will not be granted. The student assigned to the shift is responsible for the shift unless suitable alternative arrangements can be made. If a change of schedule is necessary, the assigned student is responsible for coordinating the changes through the Chief SRNA and the Clinical Coordinator.
- All students are strongly encouraged to take 3-5 days of vacation during the fifth semester (Fall II). These days are in addition to University holidays during that semester. Coordination of vacation with holidays is at the discretion of the Clinical Coordinator and will be determined on an individual basis.
- Students may take vacation days while on advanced clinical rotations but are encouraged to limit total days missed at any given rotation site to 2-3 days per month of rotation time.
- A maximum of 3 vacation days may be taken during the last month (30 days) of the program. Vacation days in excess of 3 will **ONLY** be granted if the schedule permits.
- No Vacation is allowed during the final week of the program.

Clinical evaluations must be submitted to the program office as follows:

- One clinical evaluation per day spent in clinical.
- Summative evaluations from the advanced rotation coordinators at the end of each rotation.

If clinical evaluations are NOT filed with the program office within two weeks of rotation completion, one day will be deducted from the student's vacation allotment for each incident.

Students are NOT allowed to take vacation while they are on probation.

**No vacation is allowed during the American Association of Nurse Anesthetists Annual Congress, American Society of Anesthesiologists Annual meeting, AANA Mid-Year Assembly, or the Iowa Association of Nurse Anesthetists bi-annual meetings. See <https://iowacrnas.com/> for dates of IANA meetings; and <https://www.aana.com/meetings> for dates of AANA meetings.**

Students attending professional meetings will **ALWAYS** be given preference for time off over vacation requests if requested on time per vacation request policy. Student vacations granted during a professional meeting time slot will **NOT** be rescinded after the fact to enable someone to attend the meeting.

### **SRNA Clinical Time Off Policy**

SRNAs are allotted 36 days off during the 24-month clinical period (semesters 4-9). These days are divided between the two clinical years, with 18 days each year. The "year" resets at University graduation in May.

#### Vacation Requests:

- Vacation will be granted by seniority and then a first-come-first-serve basis.
- Seniors will have priority for requesting vacation during the final 3 months of their program (February, March & April).
- Vacation may be requested up to 6 months prior to the desired date of vacation. For example, if you want

to take vacation in October, you may request for it June 1. Special circumstance, >6 months away, can be worked out with the Program Coordinator and/or Clinical Coordinator.

- Vacation requests must be submitted to the Program Coordinator at least **10 weeks prior** to the requested start date of the vacation. Shorter notice vacation requests may be considered if dates are available.
- If multiple people desire the same time off and are unable to compromise, a drawing will be conducted by the Program Coordinator, in the presence of the involved individuals, if possible, to decide who gets the time off.
- First priority will be given to those SRNA's requesting a full week of vacation (i.e., Monday thru Friday). Requesting partial weeks limits the amount of available vacation time when both junior and senior classes are in clinical. Partial weeks will be considered, only after priority has been given to those requesting a full week.
- **Three exceptions:**
  1. Christmas holiday season (see Holiday Vacation section);
  2. Four-day "work-weeks" (in which case you would take the four days)
  3. If there is a week where nobody is taking vacation, a partial week may be taken.

#### Holiday Vacation:

Each Saturday day, 07:00AM-19:00PM, and night 19:00PM-07:00AM and Sunday day 07:00-18:00, one SRNA is responsible for fulfilling a call-shift as assigned. Although few holidays fall on a Saturday, every student will take call involving a holiday weekend. There is no fool-proof method of making everybody happy, but a lottery drawing seems to be the most fair and unbiased way of assigning holiday call and holiday vacation.

Holiday call shifts **MUST** be covered on Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day and July 4<sup>th</sup> weekends whether or not the holidays fall on those "weekends". The Senior class and Junior class Chief SRNAs will determine a fair and equitable method for assigning call for all required holiday shifts.

One junior and one senior will be allowed to take vacation simultaneously during the Christmas holiday. If more than one student from each class requests vacation during the Christmas holiday, a lottery drawing will determine who gets this time off. If a student receives a week off during the holiday season one year, they will **NOT** be eligible for that time the following year so that all students may have an equal chance to spend time with their families.

#### Applying for Vacation:

Submit vacation requests to the program coordinator electronically through QGenda.

**Vacation is NOT confirmed until it appears in QGenda and on the Department of Anesthesia e-schedule. No exceptions will be made.** If you purchase airline tickets, etc. without prior approval for the time off, do not expect to be granted the vacation time.

Feel free to contact the program coordinator, clinical coordinator, or program director for any questions or concerns regarding this policy.

#### **1. Sick Days:**

Sick days are not recorded during the first year of the program. The student is responsible for all classwork and must make arrangements with instructors to make up any work missed due to illness. Sick leave days are provided during the clinical phase but will be deducted from the 36 days off allotted. The student is required to notify the appropriate site clinical coordinator when utilizing sick leave while on rotation.

A student may use sick leave during an absence due to a personal medical issue, personal or family emergency, funeral, service as a pallbearer, adoption, or on-the-job-injury. **If the time away exceeds the time off allotment, the excess time must be made up at the end of the program.**

#### **2. Reporting Illness during the Academic Phase:**

As a professional courtesy, students should contact their course instructor, per the instructor's preferred method, as soon as possible if they are ill or plan on being absent from class. The student is responsible for providing requested confirmation of illness to the instructor if requested. If the absence has been planned in advance, the student is requested to indicate this in advance to the course instructor. There is no limit on sick

days during the first year of the program but the student may be required to repeat a course if an instructor determines that the student missed too much time due to illness.

### 3. Reporting illness during Clinical Phase:

Attendance for all scheduled clinical experiences is mandatory. While at UIHC, if a student is unable to attend clinical for scheduled Monday through Friday daytime shifts, the student must **call 319-384-7357 no later than 06:00AM and report their absence**. At the time, the student should clearly state their name, role, pager number, and date for which they will be sick. When their absence is processed, they will receive a text page back indicating the message was received.

For absences during night, weekend, holiday, and other on-call shifts, the student should call the anesthesia day coordinator 319-356-1158, the OR charge desk 319-353-6400, or through the UIHC hospital operator 319-356-1616 and leave a message about their inability to cover the call shift.

It is imperative the student communicate their unplanned absence to the care team no later than 4 hours before the scheduled start of their shift so adjustments can be made and staff are aware of the student's status.

Not notifying the program of time off will result in the loss of 1 day from the student's allotment.

It is the responsibility of the student to contact their designated clinical coordinator at any off-campus affiliate clinical rotation site. Off-campus illness days are also deducted from the allowable sick time. The student must notify the program office of time off when at an off-campus site.

A physician's note is required for a student to return to the clinical phase if an illness is greater than three days, or if the student is on any medication that may impact judgment or clinical performance. Concerns for HIPAA will be honored but the student must place patient safety above personal concerns.

### 4. Maternity Leave

The student shall be granted a maternity leave of absence as follows:

- The student shall, whenever possible, submit written notification to the Program Director at least twelve (12) weeks prior to anticipated departure stating the probable duration of the leave. Earlier notification of anticipated time requirements is appreciated, but not mandated. Maternity leave shall be granted for a period of time up to but not to exceed three (3) months. Upon the request of the student, accompanied by a physician's statement, maternity leave may be extended for increments of thirty (30) days, not to exceed six (6) months. In no case shall the total period of leave exceed twelve (12) months. Courses in core areas of anesthesia principles and anesthesia clinical are offered once yearly and if a student leaves a course without completion, they may need to wait until the next time the course is offered. If absence from academic courses is extensive or substantial academic preparation is missed, the course will need to be repeated. This decision will be made by the Program Director in consultation with the director of DNP programs and College of Nursing Executive Associate Dean for Academic Affairs.
- If the maternity leave occurs during semesters 1, 2, or 3 of the academic phase of the program, but prior to the clinical phase (semester 4) the student may be required to repeat the first year of coursework prior to commencing clinical.

### 5. Emergency Leave

In the event of a death in the immediate family, three days funeral leave is allowed. Immediate family includes husband, wife, children (and their spouses), step-children (and their spouses), mother, father, mother or father-in-law, brothers or sisters (and their spouses), grandparents, grandchildren, foster children, aunts and uncles of the students; or other relatives residing in the student's immediate household.

Leave requests for other emergencies will be handled on an individual basis and granted at the discretion of the program director.

### 6. Military Leave

The student on active-duty military service shall be granted a military leave or provided time away under Section 29A.28 of the Iowa Code and the applicable Federal statutes.

It is recommended that a student complete any required annual military leaves of absence either prior to

program enrollment or during one of the scheduled class breaks (semester or spring breaks) if at all possible.

If a student is required to participate in annual military training, the student must submit the following to the program director prior to departure:

The student shall submit written notification from the commanding officer of the student's military headquarters that indicates dates the student has been ordered to active duty and travel dates. A copy of the orders must be submitted to the program director at least three (3) weeks prior to his/her anticipated departure or sooner if possible. If the student receives amended orders, the student is required to provide a copy of the amended orders to the program director in a timely manner prior to departure.

During the clinical phase of the program, an absence for more than two (2) weeks of military time during either clinical year may necessitate program extension to complete all clinical requirements.

## **7. Professional Meeting Participation**

SRNAs are expected to participate in professional associations (AANA and IANA) and attend professional meetings of those associations while in the program. Students will be free of clinical responsibilities in order that they may attend these meetings and are expected to attend the educational and professional networking opportunities available at the meetings. The cost of attending these meetings is the responsibility of the students. Every effort will be made to help reduce those costs but there is no guarantee that any costs related to attendance at these professional meetings will be paid. Students are still expected to attend for professional development and networking opportunities.

All absences from professional meetings must be pre-approved by the ANP administrative team. Unapproved absence from a required professional meeting will need to be made up through attendance at another appropriate professional meeting of the student's choice with approval from the ANP Administrative team.

Professional dress (business or business casual) and demeanor is expected at all meetings and meeting associated events. Social events associated with professional meetings are still professional events.

### Meeting Summary Reports:

SRNAs will be required to provide a brief summary report to the ANP Clinical Coordinator of the sessions they attend at the professional meeting(s). The report should include the title, speaker's name, a brief description of each session, and something that can be applied to anesthesia practice for every session attended during the meeting. The report is due in the CC's office or e-mail inbox within 5 days of the end of the meeting.

## SECTION VI. SPECIFIC CLINICAL POLICIES

### Clinical Practicum

Students are expected to know and abide by the Policies indicated in the Anesthesia Nursing Program (ANP) Graduate Student Handbook Addendum, the ANP Clinical Experience Manual that are applicable to clinical practicum experiences. The academic and clinical policies indicated serve to guide expected behaviors of students in the ANP at The University of Iowa. Primary clinical training for Iowa City based SRNAs will occur at The University of Iowa Hospitals and Clinics (UIHC) in Iowa City, Iowa. Alternative primary clinical training site for selected students will be at Spencer Hospital in Spencer, IA. Rural clinical training will occur as mandatory experience at various rural and critical access hospitals, ambulatory surgery centers, pain management clinics and other sites throughout Iowa.

Description of Program Clinical Time Commitments:

Semester I, II, III		None
Semester IV	UIHC, Spencer Hospital (includes on-call experience)	Mid-May start date 4 days per week
Semester V	UIHC, Spencer hospital	September 1 start date, 3-4 clinical days per week, 1 class day per week
Semester VI	Operating Room, Off-Site Rotations	4-5 days per week, early January start date
Semester VII	Operating Room (off-site)	Five days per week
Semester VIII	Operating Room (of-site)	Five days per week
Semester IX	Operating Room	3-5 days per week

### Professional Conduct

Anesthesia is delivered at The University of Iowa utilizing the team concept whereby the student is mentored by a department of anesthesia faculty anesthesiologist and/or staff Certified Registered Nurse Anesthetist. Good clinical care is dependent upon appropriate inter-professional relationships. These relationships are formulated via mutual respect and appreciation that all operating room personnel are colleagues who must work as a team to provide quality patient care. Students should address the faculty anesthesiologists as "Dr." and staff CRNA's as "Dr., Mr., or Ms." in front of the patient. Students will be addressed as "Mr. or Ms." by program staff. Conversation should be focused upon patient care activities. Conversation in the operating room not pertaining to the care of the patient should be minimized.

The student nurse anesthetist MUST contact the assigned staff CRNA mentor and/or faculty anesthesiologist mentor the evening prior to the delivery of anesthesia to formulate the anesthesia plan of care. If the assigned faculty/staff is unavailable and a critical patient care issue exists, the student should review the case with the "on call" CRNA or attending anesthesiologist.

### Patient Confidentiality-HIPAA

All students are required to complete HIPAA Privacy Rule Training at UIHC and conform to the Health Insurance Portability and Accountability Act (HIPAA). Violation of HIPAA regulations will result in probation and possible dismissal from the program.

## **Patient Safety**

The purpose of any clinical experience is to provide an education for students. The nature of the clinical experience is such that students are involved in the direct delivery of patient care services. When direct patient care is involved in the learning experience, patient safety is paramount.

Assigned CRNA or/and Anesthesiologist faculty mentors may make clinical decisions involving student participation in the care of assigned patients. Unsatisfactory clinical performance, which in the judgment of the assigned staff places the patient at risk, may result in the removal of the student from the clinical area.

If the assigned faculty/staff removes the student from the clinical area, the faculty/staff must provide an immediate verbal report to either the ANP clinical coordinator, director, or associate program director. Within 3 working days, a written/electronic report must be submitted to the clinical coordinator.

## **Professional RN Licensure**

Students are required to obtain and maintain RN licensure for the state of Iowa at all times. Each student must provide copies of current RN licenses to the program and College. The Iowa Board of Nursing guidelines for nursing compact states: if the student is from a compact state and this student becomes a “resident” of the state of Iowa, then the student must obtain an Iowa RN license to practice in the state of Iowa. If the student maintains residency status in the compact state, then that student can practice in Iowa with the compact state RN license. The Iowa Board of Nursing website is at <https://nursing.iowa.gov/>.

It is the student’s responsibility to ensure RN licenses and certifications are active at all times during program enrollment and at graduation.

## **Anesthesia Professional Liability Insurance**

Student must obtain anesthesia professional liability coverage prior to beginning clinical experience. Individual student liability coverage of \$1,000,000 each occurrence and \$3,000,000 general aggregate must be purchased. AANA Insurance Services offers this coverage. Students must provide copy of anesthesia professional liability coverage to the program office and College prior to commencing clinical experience.

## **Cardiac Life Support**

Students will be required to obtain and maintain Basic Cardiac Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) throughout the program. The student must provide copies of BLS, ACLS, and PALS certification to the program.

## **Health Immunizations**

The University of Iowa requires all health science students to provide documentation of the immunizations listed in the Compliance section of the College of Nursing Graduate Handbook and referenced at this web page: <https://nursing.uiowa.edu/academics/dnp/clinical-requirements>. In addition, all affiliate clinical rotation sites require proof of current immunizations and annual screening tests (TB skin test and Hepatitis B immunization) prior to commencement of rotation.

## **Health Insurance**

Students will be required to maintain and provide proof of health insurance coverage as developed for health profession students at The University of Iowa (or an equivalent alternative care plan sufficient to satisfy minimum standards of coverage). Refer to the University of Iowa Benefits page: <https://hr.uiowa.edu/benefits/ui-student-insurance>. Proof of coverage must be submitted to the UI Student Insurance Office and the Anesthesia Nursing Program office.



## Annual Training

Students will be required to participate in safety, HIPAA, infection control, and other training to fulfill the annual clinical training and compliance requirements at UIHC and affiliate clinical partners.

## Clinical Orientation

Students entering the clinical phase in semester IV (Summer II) of the Anesthesia Nursing Program participate in orientation at the introduction of their clinical training. At this time students receive pagers, are fitted for UIHC laboratory coats, photographed for UIHC student identification cards, assigned anesthesia clinical identification numbers, assigned UIHC EPIC computer access, and assigned clinical lockers. SRNAs will be oriented to the various operating rooms, preoperative preparation facilities, pre-surgical care units, and post-anesthesia care units throughout the UIHC. In addition, each student is referred to the UIHC Operating Suites Policy Manual developed by the Surgical Services Subcommittee (SSSC), Operating Room Management Committee (ORMC), and Joint Practice Management Group (JPMG) of The University of Iowa Hospitals and Clinics.

During the student's clinical orientation, the program director or associate director will explain the clinical policies and procedures as described in the Anesthesia Nursing Program Student Graduate Student Handbook Addendum, Anesthesia Nursing Program Student Clinical Evaluation Process Manual, Anesthesia Nursing Program Affiliate/Rural Rotation Manual, and Anesthesia Nursing Program Student Clinical Evaluation Record.

Applicable policies in the UIHC Operating Room Policy and Procedure Manual will be reviewed. The students will be introduced to the staff CRNAs and the anesthesiologists who serve in the operating room Director and Associate Director roles.

## Dress Code

Dress code for operating room attire is described in the UIHC Operating Room Policy and Procedure Manual and students are expected to adhere to this dress code during their clinical operating room assignments. All personnel entering the operating room suite must wear:

- Clean, hospital-supplied and laundered apparel (scrubs).
- Clean, lint free, surgical hood, head covering, or cap completely covering the hair.
- A pair of shoes designated for use only in the OR can be used or shoe covers must be worn.
- UIHC photo ID badge with name and classification. (i.e. Jane Doe, BSN, RN, Student Registered Nurse Anesthetist).

Individuals wearing UIHC scrubs outside UIHC properties will face disciplinary actions.

Students are expected to present themselves to patients in professional manner and dress at all times. Laboratory coats with a visible nametag should be worn over business casual clothes (Professional Dress) when making patient care rounds or working in the Preoperative Evaluation Clinic (PEC). The nametag must identify the student as a Student Registered Nurse Anesthetist (SRNA). When outside the operating room/anesthesia office areas, students should wear either a lab coat or cover gown over scrubs.

When not wearing surgical scrubs, all students are expected to dress professionally.

## UIHC Pagers

Students will be assigned a pager from the Department of Anesthesia during the clinical phase. This pager is to be used throughout the remainder of the program. If this pager is lost or damaged, please notify the Program Coordinator for a replacement. The replacement cost (\$400) will be charged to the student.

## Clinical Practicum Hours

Students are expected to arrive at the hospital in sufficient time to prepare for daily clinical assignments. Students are expected to have set up the required anesthesia equipment, anesthesia machine, and prepared the room as needed for the cases that day. Students are expected to have their anesthesia equipment checked prior

to the patient entry into the OR. Consultation with the assigned clinical faculty Anesthesiologist and/or staff CRNA must be sought prior to transportation of the patient to the operating room to determine preoperative preparation. The medical/anesthesia/laboratory records must be reviewed the night before the scheduled surgery to prepare the anesthesia care plan and in preparation for consultation with assigned faculty. Students should allow ample time to introduce themselves to their patients and review the medical/anesthesia/laboratory records prior to transportation to the operating room. Students may need to meet their patient earlier if the patient is receiving a regional block from the acute pain service.

Following the operative procedure, the student will transport the patient to the appropriate postoperative unit and provide a detailed verbal report of the patient's medical history and intraoperative course to the unit nurse at the time of care transfer.

### **Anesthesia Care Plans**

An anesthesia care plan will be completed on all patients prior to a clinical assignment. The care plan will identify patient-specific history and clinical problems. Please refer to the [ANP Student Clinical Evaluation Form/Care Plan](#).

### **Case Assignment**

The Department of Anesthesia clinical director makes patient assignments. Every attempt is made to assign the student based upon the program clinical rotation. The OR schedule is completed and published by 2:00 PM each day and is available 48 business hours in advance of the surgical date (i.e. Thursday's schedule is available on Tuesday and Monday's schedule is available on Friday). Students are responsible for making pre-operative anesthesia visits on all assigned inpatients, and are expected to review the preoperative evaluations of outpatients seen in the Anesthesia Pre-Surgical Evaluation Clinic (APEC). Following the preoperative interview or review of records, the student is required to call the assigned faculty anesthesiologist and/or the assigned staff CRNA to discuss the physical findings and the anesthesia management plan. Evidence of failure to contact the faculty could result in disciplinary action. If neither the faculty anesthesiologist nor the staff CRNA assigned to the case can be reached, the student should speak with any available CRNA or faculty anesthesiologist to discuss patient care concerns.

Students are responsible for making postoperative visits on all of their patients who are admitted to the hospital. A notation on the condition of the patient must be made in the patient's record. If for any reason the patient is discharged before the post-operative visit, the student is still responsible for reviewing the chart. A note must be written in the patient record, which reflects that the patient was not seen or evaluated before discharge, but that the student reviewed the medical record. It is mandatory that students notify the faculty of any recognized or verbalized post-operative anesthesia complications. If the supervisory faculty is not available, it is necessary to notify the Day Call Faculty or Flex CRNA. Failure to see patients postoperatively could result in disciplinary action.

### **On Call Assignments**

Call is "a planned clinical experience outside the normal operating hours of the clinical facility, for example, after 5 p.m. and before 7 a.m., Monday through Friday, and on weekends. Assigned duty on shifts falling within these hours is considered the equivalent of an anesthesia call, during which a student is afforded the opportunity to gain experience with emergency cases." (COA Practice Doctorate Standards, revised 2021). <https://www.coacrna.org/wp-content/uploads/2021/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-revised-January-2021.pdf> )

At no time will the student have clinical responsibilities for more than 16 consecutive hours including call time. There must be a minimum of 10hrs of non-clinical time prior to assignment of additional clinical responsibilities.

Anesthesia Call experience is an essential part of the student's clinical practicum. Every student will have assigned night and weekend call responsibilities following their introductory clinical orientation. Scheduled call assignments will continue during the remainder of the clinical practicum. The Chief SRNAs will make the call assignments. The length of call shall not exceed twenty-four hours. Students will not be assigned clinical responsibilities the day following call. The student will be expected to complete pre- and post- anesthesia visits on all patients anesthetized by them and attend regularly scheduled classes or seminars.

Special requests of specific days or weekends of no call assignments will be honored to the extent possible. Changes in call assignments can only be made with the consent of the Chief SRNA and the Program Coordinator. The Chief SRNA will communicate changes in assigned call to the Program Coordinator who will notify the department of anesthesia scheduling office and update QGenda and the e-schedule.

- SRNAs will be scheduled for in-hospital call during one or more University holidays.
- SRNAs assigned to the VAMC may be assigned call shifts at UIHC.
- Call shifts at all affiliate clinical rotations will be assigned by the clinical coordinator at each site.

### **Clinical Case Conferences**

Attendance at UIHC DOA Clinical Case conferences is mandatory. Clinical Case conferences serve as the Department of Anesthesia's "Grand Rounds." This weekly interactive discussion is attended by anesthesia nursing students, medical students, anesthesia residents, faculty, and staff CRNAs. The only exceptions to the above are for clinical assignments, leaves of absence, off-site rotations, and vacation. Case conferences are held Tuesday mornings from 7:00 am – 7:45 am in the Pediatrics Conference Room on 2<sup>nd</sup> floor of John Colloton Pavilion. A secure Zoom link will be provided as necessary.

### **Controlled Substances**

The UIHC Pharmacy form 134 is completed to obtain controlled substances (Propofol, benzodiazepines, opioids, etc.) to provide anesthesia. At the end of the anesthetic, unused medications must be returned to the pharmacy with the details of the disposition of drugs recorded on form 134. Controlled substances that have been opened and not used for patient care must be discarded in the presence of an auditor (CRNA or staff anesthesiologist) or returned to the pharmacy. The Pharmacist will intermittently monitor the returned controlled substances to verify the substance is the actual drug labeled and the correct amounts are being documented in the electronic medical record.

Further specific clinical policies are also found in the "Clinical Site Handbook" which is introduced at the beginning of the clinical experience portion of the program.