





UNIVERSITY
of MOBILE

SCHOOL OF NURSE ANESTHESIA

GRADUATE NURSING
STUDENT HANDBOOK

DOCTOR
OF
NURSE ANESTHESIA
PROGRAM

2025-2026

Revised 4.2.26

PREFACE

The School of Nurse Anesthesia at the University of Mobile is a school under the College of Health Professions. This handbook was developed for DNAP students and faculty to define the philosophy and mission of the graduate programs and to provide a comprehensive document about the Doctor of Nurse Anesthesia Practice program. Information on requirements and coursework; advising, financial aid, professional organizations, and policies and procedures are included. It is essential that students understand the information presented in this handbook to facilitate their progression through the DNAP program. All students in the UM Doctor of Nurse Anesthesia program are responsible for the information contained in this handbook which details practices, procedures, and provisions of the school pertaining to academic progress, professional expectations, and related matters.

The School of Nurse Anesthesia Student Handbook is reviewed annually and as needed. The faculty in the School of Nurse Anesthesia reserve the right to revise the requirements and policies, as deemed necessary at any time, to prepare students for new and emerging roles in nurse anesthesia. Disseminations of revisions will be made via class and online announcements, and/or notices or posted on the designated School of Nurse Anesthesia website. An electronic copy is available to all students via the School of Nurse Anesthesia website. In addition, the School of Nurse Anesthesia Student Handbook will be incorporated into the UM online Graduate Catalog and Student Handbook. Students will be notified of any changes made to the School of Nurse Anesthesia Student Handbook.

The School of Nurse Anesthesia Student Handbook is not all-inclusive; rather it includes basic information regarding the mission, goal, and expected outcomes of the Doctor of Nurse Anesthesia Practice program, as well as the school policies and procedures that reflect national standards and guidelines for the education of doctoral students in the nurse anesthesia profession.

Each student must sign a DNAP Student Handbook Acknowledgement (See Appendix A) indicating the student has read and is responsible for the information contained in the School of Nurse Anesthesia Student Handbook.

UM endorses the intent of all federal and state laws created to prohibit discrimination. does not discriminate on the bases of race, color, national origin, gender, sexual orientation, religion, veteran status in admissions or the provision of services.

Students are held accountable for information and policies published in official UM documents, including the online Graduate Catalog and Student Handbook.

Dear DNAP Students:

Thank you for choosing the University of Mobile School of Nurse Anesthesia. On behalf of the faculty and staff, I am pleased and humbled that you chose to study with us at the University of Mobile.

To become a Certified Registered Nurse Anesthetist is to master the intersection of science and art. The pathway to become a CRNA is a challenging and rewarding pursuit. As a CRNA, you will be responsible for guiding a patient through their most vulnerable, perhaps terrifying, experiences. You will take children from their parents' arms, provide superior anesthesia care, and return them safely. You will celebrate with new families upon the birth of a child and grieve alongside those with loss. The opportunities to help all humankind lie ahead of you and I believe that you will leave the University of Mobile prepared to make a profound impact.

The School of Nurse Anesthesia Student Handbook provides you with information on policies, procedures, and other guidelines that govern your doctoral education as a student in the School of Nurse Anesthesia at the University of Mobile. You should use this handbook as your first point of reference when you have questions regarding your program of study and/or academic policies within the Doctor of Nurse Anesthesia Practice program. I hope that you find this to be a valuable resource during your study at the University of Mobile.

I commend you on reaching this milestone in your career and thank you for trusting the University of Mobile School of Nurse Anesthesia as we form a partnership in preparing you for the career ahead.

Best wishes!

Hunter Speeg, DNP, CRNA
Dean and Program Director
Assistant Professor
School of Nurse Anesthesia
University of Mobile

Faculty and Staff Directory

The following faculty are available to assist you in understanding the curriculum, policies, and procedures in completing the Doctor of Nurse Anesthesia Practice degree.

Hunter Speeg, DNP, CRNA

Dean and Program Director
Assistant Professor
School of Nurse Anesthesia
mspeeg@umobile.edu

Lauren Roberts, DNP, CRNA

Assistant Program Director and Director of Clinical Education
Assistant Professor
School of Nurse Anesthesia
lroberts@umobile.edu

Brad Hooks, MSNA, CRNA, NSPM-C

Assistant Professor
School of Nurse Anesthesia
bhooks@umobile.edu

Heather Joiner, MSN, CRNA

Assistant Professor
School of Nurse Anesthesia
hjoiner@umobile.edu

TABLE OF CONTENTS

PREFACE	1
<ul style="list-style-type: none"> History of The University of Mobile History of the School of Nurse Anesthesia Administrative Structure of the College of Health Professions School of Nurse Anesthesia Mission Statement School of Nurse Anesthesia Philosophy School of Nurse Anesthesia Goals University Core Values University Biblical Worldview 	
SECTION II: PROGRAM DESCRIPTION	4
<ul style="list-style-type: none"> Accreditations and Approvals Graduate Program Options Graduate Program Descriptions Graduate Program Expected Outcomes School of Nurse Anesthesia Expected Outcomes Curriculum Plan for Doctor of Nurse Anesthesia Practice 	
SECTION III: ADMINISTRATIVE POLICIES AND PROCEDURES	8
<ul style="list-style-type: none"> Address/Name Changes Americans with Disabilities Act/Student Disability Services CoreScreening/Magnus Commencement Confidentiality and HIPAA Communicating with Faculty Core Performance Standards CPR-AED/BLS Certification Criminal Background Check Policy and Procedure Disclosure of Legal/Criminal Convictions and Arrests Drug Screen Policy and Procedure E-Mail Policy Graduation Application and Requirements Health History Immunizations Lost and Found Netiquette Examity Exemplify Professional Conduct Program Vacation Policy Purpose of a Syllabus School of Nurse Anesthesia Location and Hours of Operation Social Media/Networking Policy Standard Precautions Student ID Badges Student Leave of Absence 	

Technology and Computer Requirements
 Tobacco Use and Smoking Policy
 Transportation Requirements
 Typhon Electronic Student Tracking System
 Unicheck Plagiarism Detection
 University Rules and Regulations for Conduct

SECTION IV: ACADEMIC POLICIES AND PROCEDURES.....27

Academic Integrity Policy
 Academic Misconduct
 Academic Probation
 Adding, Dropping, or Withdrawing from Classes
 Admission Paths
 Admissions Standards and Requirements
 Advising Responsibilities
 Evaluation of DNAP Program
 Grading
 Grading Scale
 Grievance Policy and Process
 Incomplete Grade Policy
 Limitation in Completion of Requirements
 On-Campus Intensives for DNAP
 Progression
 Readmission after Dismissal/Appeal
 Readmission After Voluntary Withdrawal or Transfer
 Registering for Classes

SECTION V: CLINICAL POLICIES AND PROCEDURES.....36

Administrative Drop Policy for Failure to Submit Clinical Practice Requirements
 Clinical Agency Agreements
 Clinical Practice Preparation
 Clinical Attendance and Absence Policy
 Clinical Course Expectations
 Clinical Hour Requirement for DNAP
 Clinical Practice Experience
 Clinical Practice Preparation
 Clinical Site Assignment and Matriculation
 Illness or Injury at Clinical Site
 Nurse Anesthesia Competencies
 Daily Clinical Performance Observation
 Summative Clinical Evaluation
 Professional Behavior in the Clinical Setting
 Professional Dress in the Clinical Setting

SECTION VI: STUDENT RESOURCES AND SERVICES.....40

The U
 Campus Security
 Center for Excellence in Healthcare Practice

Library
Parking and Traffic Regulations
Postal Services
Registrar’s Office
Student Success Center

SECTION VII: STUDENT RESPONSIBILITIES43

Ethical Practice
Liability Insurance
Licensure
Safe Clinical Practice
Student Conduct

SECTION VIII: APPENDICES.....45

Appendix A – Nurse Anesthesia Program Student Handbook Acknowledgement

SECTION I: INTRODUCTION

History of The University of Mobile

The university is a church-related institution of liberal arts and sciences chartered in 1961 as Mobile College and affiliated with the Alabama Baptist State convention. The university is the creation of people with a Christian Vision. It's students are encouraged to become confident Christian men and women who have mastered the body of knowledge required by the degree they hold; who know how to think; who know what they believe and why they believe it; who possess the courage to live and work according to those beliefs; and who possess the willingness and skill to use their influence in appropriate and effective ways to change the world. The intent of the university is reflected in the preamble statement, "changing lives to change the world." As stated in the mission statement, the university strives to establish and maintain a tradition of excellence in graduate programs.

History of the School of Nurse Anesthesia

The School of Nurse Anesthesia at the University of Mobile is a newly formed training program. The Doctor of Nurse Anesthesia Practice (DNAP) degree is the first of its kind in the state of Alabama. The School of Nurse Anesthesia was founded in 2020 by UM President Lonnie Burnett, PhD and the Board of Trustees with former interim President Fred Wilson as Chairman. The inaugural Program Director of the Nurse Anesthesia program, Todd Hicks, DNP, MNA, BS Ed, CRNA. Dr. Hicks was integral in the development of the DNAP curriculum. The UM School of Nurse Anesthesia graduated its first class in August, 2024.

Administrative Structure of the School of Nurse Anesthesia

The School of Nurse Anesthesia is currently incorporated under the University of Mobile College of Health Professions.

Within the School of Nurse Anesthesia there is a single degree pathway, the Doctor of Nurse Anesthesia Practice (DNAP). The DNAP program is a 36-month, doctoral program culminating in the student being made eligible to attempt the National Certification Examination (NCE) in order to become a Certified Registered Nurse Anesthetist.

The School of Nurse Anesthesia has three administrative roles: Program Director (PD), Assistant Program Director (APD), and Director of Clinical Education (DCE). These faculty form the Administrative Team that manages the Nurse Anesthesia Program from admission to graduation as well as the Nurse Anesthesia Leadership Council. The APD and the DCE report to the PD. The PD reports to the President.

The Administrative Team has the responsibility of the daily management of the Doctor of Nurse Anesthesia Practice program, including didactic and clinical training, student progression, student remediation, budget, service, scholarship, etc. This team also ensures that professional and accreditation standards are met by the School of Nurse Anesthesia and Nurse Anesthesia program.

The Nurse Anesthesia Leadership Council is a larger group who govern the Nurse Anesthesia program. It includes the Administrative Team as well as two representatives from each cohort and an at-large member. The Council meets regularly and as needed to discuss and issues pertaining to the governance of the Doctor of Nurse Anesthesia Practice program that are not of protected nature.

School of Nurse Anesthesia Mission Statement

The UM School of Nurse Anesthesia is to produce superior quality nurse anesthesia providers who deliver safe, efficient anesthesia services to the population of the gulf coast, Alabama, and beyond.

School of Nurse Anesthesia Philosophy

The School of Nurse Anesthesia provides exemplary, timely educational services and mentorship to highly qualified nursing leaders in a personalized, family setting. Opportunities for didactic education, clinical training, scholarship, scholarship, and service prepare students to provide anesthesia care across the perioperative continuum to all populations in all settings.

School of Nurse Anesthesia Goals

- Didactic
 - The DNAP student will obtain specialized academic preparation that provides the necessary knowledge base to: (1) Assess patients; (2) Develop, implement and evaluate individualized perioperative anesthesia plan; (3) Continually review and improve upon the practice of nurse anesthesia
 - The student will develop strong critical thought and problem solving skills for use in the perioperative setting during the delivery of individualized anesthesia services
- Clinical
 - The student shall design and implement an individualized anesthesia care plan for all patient populations among all clinical settings
 - The DNAP student will demonstrate clinical skills necessary for the full scope of nurse anesthesia practice with fluency
 - The student employs the use of outcomes evaluation to identify needed quality improvement and develop strategies to make informed clinical decisions
- Scholarship
 - The DNAP student will translate evidence and evaluate treatment outcomes among all populations and all clinical settings
 - The student will develop, implement, and disseminate a scholarly project with a specific and meaningful goal in order to foment positive quality improvement in the delivery of anesthesia care.
- Service
 - The student will participate in professional organizations at the local, state, and national levels in order to support the nurse anesthesia field and serve their members and the public
 - The DNAP student will develop as a healthcare leader by fully integrating their knowledge base, clinical skills, scholarship, and service into the practice of nurse anesthesia

University Core Values

The University of Mobile is a Christ-centered academic community providing professional programs to renew minds through intellectual and spiritual development for the fulfilling of one's professional calling. The core values of the university are supported by the nurse anesthesia faculty and reflected in how we work and interact with others. The core values:

- Christ-centered
- Academically-focused
- Student-devoted
- Distinctively-driven

University Biblical Worldview

The faculty in the School of Nurse Anesthesia embrace the concept of teaching a biblical worldview to our students. The biblical worldview serves as a pathway by which students are prepared to fulfill the Great Commission as noted in God's Word through:

"The fear of the Lord is the beginning of wisdom..." | Describes our calling to Him. (Proverbs 9:10)

"Then God said, Let Us make man in Our image, according to Our likeness;..." | Describes who we are in Him. (Genesis 1:26)

"And do not be conformed to this world, but be transformed by the renewing of your mind, that you may provide what is that good and acceptable and perfect" | Describes our transformation in Him. (Romans 12:2)

SECTION II: PROGRAM DESCRIPTIONS

Accreditation and Approvals

The University of Mobile is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of UM.

The DNAP curriculum offered by UM is accredited and approved by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 222 South Prospect Avenue, Park Ridge, Illinois 60068; Telephone: (847) 655-1160; URL: <http://www.coacrna.org>. The program is accredited and approved by the Alabama Board of Nursing and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Graduate Program Options

The Doctor of Nurse Anesthesia Practice is the only graduate program of study available.

Graduate Program Descriptions

The graduate nursing programs build on the knowledge and competencies of baccalaureate nursing education. The structure and process of the graduate programs provide for the attainment of advanced knowledge and the skill in the practice of nursing.

The University of Mobile School of Nurse Anesthesia has one program option:

1. Doctor of Nurse Anesthesia Practice (DNAP)

Doctor of Nurse Anesthesia Practice Degree

The Doctor of Nurse Anesthesia Practice program is designed to prepare future Certified Registered Nurse Anesthetists to provide safe and effective anesthesia care for all populations in all settings at full scope of practice. It is designed to prepare tomorrow's leaders with knowledge and skills to provide an evidence-based clinical practice. The DNAP program also ensures that graduates have strong ethics, understand business practice, know their value to the healthcare system, and are able to behave professionally in all settings.

The DNAP is offered in a hybrid format, with some courses taught face-to-face while others are online, but still with live interface. On-campus intensive experiences and high and low-fidelity simulations are components of the curriculum. Daily clinical matriculation, in the final two years, affords students the opportunity to practice newly learned clinical skills.

Graduate Program Expected Outcomes

Doctoral study builds upon prior baccalaureate education (BSN required) and is designed to prepare scholarly nurse anesthetists who are capable of assuming leadership roles while providing safe and efficient evidence-based anesthesia care. The DNAP provides students with diverse theoretical, clinical, and leadership learning experiences, allowing them to develop skills inherent to the safe provision of

anesthesia care. DNAP students will develop specialized competencies and greater capacity to make high-stakes decisions in highly stressful environments.

The curriculum guiding the University of Mobile School of Nurse Anesthesia Doctor of Nurse Anesthesia Practice adheres to the requirements set by the Council of Accreditation of Nurse Anesthesia Educational Programs (COA).

Doctor of Nurse Anesthesia Practice Program Outcomes

Upon completion of the Doctor of Nurse Anesthesia Practice program, the learner will:

1. Build upon prior nursing education and clinical/professional experiences to develop a sound didactic knowledge base necessary to provide evidence-based, individualized, safe anesthesia care for all populations and all settings.
2. Think critically and express themselves clearly and correctly.
3. Develop nurse anesthesia clinical skills in a variety of settings among all populations.
4. Develop physically, socially, spiritually, and professionally.
5. Provide culturally appropriate perianesthesia care.
6. Function as a leader in intra- and interprofessional settings.
7. Adhere to all AANA Standards of Care.
8. Interact professionally with integrity and of sound professional ethics, including providing cost-effective care, displaying accountability, and analysis of outcomes to improve quality of care.
9. Disseminate scholarly work, including the DNAP Project.

School of Nurse Anesthesia Expected Outcomes

1. To prepare students with appropriate preparation to provide an opportunity of obtaining appropriate credentials.
2. To provide students with an education broad enough to assure a career in nurse anesthesia.
3. To prepare DNAP graduates who are able to think critically and to express themselves clearly, correctly, and succinctly both orally and in writing.
4. To provide opportunities for students to develop fully in areas including physical, social, spiritual, and professional, as a leader and a team member.
5. To provide opportunities for DNAP students to develop nurse anesthesia skills among all populations in a variety of settings.
6. To provide opportunities for the DNAP student to integrate evidence-based review into clinical practice.
7. To prepare students to practice ethically and with integrity, focusing on both micro- and macroscopic issues, such as diversity, population health and disparity, healthcare policy, professional practice, and sound medicolegal decision-making.

Curriculum for Doctor of Nurse Anesthesia Practice

SEMESTER 1 (FALL)		
NA700	Healthcare Systems for the Nurse Anesthetist	3
NA701	Ethics and Economics of Nurse Anesthesia Practice	3
NA710	Scientific Foundations of Anesthesia	4
Total Semester Hours		10

SEMESTER 2 (SPRING)		
NA703	Evidence-based Decision Making in the Practice of Nurse Anesthesia	3
NA750	Advanced Health Assessment	3
NA777	Faith & Science	2
NA720	Advanced Pharmacology 1	3
Total Semester Hours		11

SEMESTER 3 (SUMMER)		
NA721	Advanced Pharmacology 2	3
NA730	Advanced Physiology and Pathophysiology 1	3
NA740	Principles of Anesthesia 1	4
NA775	Introduction to Clinical Practice	1
Total Semester Hours		11

SEMESTER 4 (FALL)		
NA703	Organizational Leadership and Quality Improvement in Healthcare	3
NA731	Advanced Physiology and Pathophysiology 2	3
NA741	Principles of Anesthesia 2	4
NA780	Anesthesia Practicum 1	2
Total Semester Hours		12

SEMESTER 5 (SPRING)		
NA704	Health Information Systems	2
NA705	Research Methods and Evidence-based Practice	3
NA742	Principles of Anesthesia 3	3
NA781	Anesthesia Practicum 2	4
Total Semester Hours		12

SEMESTER 6 (SUMMER)		
NA770	Project Development 1	2
NA706	Health Policy	2
NA743	Principles of Anesthesia 4	2
NA782	Anesthesia Practicum 3	4
Total Semester Hours		10

SEMESTER 7 (FALL)		
NA771	Project Development 2	2
NA790	Anesthesia Immersion 1	5
NA797	Anesthesia Seminar 1	1
Total Semester Hours		8

SEMESTER 8 (SPRING)		
NA772	Project Implementation	2
NA791	Anesthesia Immersion 2	5
NA798	Anesthesia Seminar 2	1
Total Semester Hours		8

SEMESTER 9 (SUMMER)		
NA792	Anesthesia Immersion 3	5
NA799	Review & Synthesis	1
Total Semester Hours		6

SECTION III: ADMINISTRATIVE POLICIES AND PROCEDURES

Address/Name Change

It is important for the university to be able to locate and to send official correspondence to students. Students are required to notify the School of Nurse Anesthesia of address and name changes through the School of Nurse Anesthesia administrative coordinator. It is the student's responsibility to keep address, telephone numbers, and other directory information current.

Americans with Disabilities Act/Student Disability Services

The University of Mobile provides accommodations to enable students with disabilities to access the university community, in compliance with Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794(a)] and the Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. 12101, et seq.]. Reasonable accommodations are determined based on current documentation and are made on a case-by-case basis. Adherence to academic standards that are essential to a course of study is generally considered non-discriminatory. Students with disabilities are required to maintain the same level of responsibility for their education as other students attending UM. These responsibilities including maintaining levels of academic performance expected of all students, meeting class requirements, maintaining appropriate behavior, and following the university's policies and procedures.

Students requesting accommodations from UM must self-identify by contacting the Center for Student Success. The university encourages students to request accommodations before the semester begins. If the student chooses to delay providing documentation and/or making a request for accommodations, UM will not provide accommodations in a retroactive manner but will upon the student's request begin the procedure for approving and implementing future accommodations. A reasonable amount of time will be necessary and expected in order for the university to implement these accommodations. Submitting an application for accommodations does not ensure that the student qualifies to receive accommodations.

The Center for Student Success determines the student's eligibility for accommodations and, for eligible students, determines appropriate accommodation. UM will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program. In the event that a student is unable to fulfill admission and progression standards, with or without reasonable accommodation, the student will not be admitted into, or be allowed to progress in the School of Nurse Anesthesia.

The Doctor of Nurse Anesthesia Practice program in the School of Nurse Anesthesia at UM is a mentally and physically rigorous and places certain demands on the students enrolled in the program. All students are expected to maintain a requisite GPA, pass all clinical competencies, and meet all standards for graduate education as established by the COA. Additionally, DNAP students must complete all of the academic and clinical requirements of the DNAP curriculum before they are eligible to graduate and attempt the National Certification Examination provided by the National Board of Credentialing for Nurse Anesthetists, allowing practice as a CRNA. The confidentiality of all documents will be maintained by UM in accordance with all applicable law.

CoreScreening and Magnus

The University of Mobile has contracted with CoreScreening for background checks and Magnus to gather and maintain records and other required documentation for graduate nursing students. All students must present documentation of all School of Nurse Anesthesia requirements to Magnus, the designated non-affiliated vendor for the UM School of Nurse Anesthesia.

Students will receive an email from the School of Nurse Anesthesia with registration instructions for CoreScreening before orientation. After, students will receive an email from CoreScreening with instructions to complete the background check with an expiration date of 7 days from receipt of the email. Additionally, students will be provided information regarding how to log on and activate an account with Magnus. Within the Magnus account, students will be able to manage the requirements of the graduate program, complete tasks as directed to meet deadlines, upload and store important documents and records.

For assistance with Magnus, students should contact the Magnus Service Desk at 919.800.0356 or service@magnushealthportal.com. For assistance with CoreScreening, students should contact Customer Support at 208.813.1122 or support@corescreening.com.

Commencement

Degree-seeking DNAP students are expected to complete all requirements for graduation in order to participate in commencement activities. Doctor of Nurse Anesthesia Practice degrees are awarded to all School of Nurse Anesthesia students who have completed all required courses in their curriculum and are students in good standing at the University of Mobile.

Students must submit an application for graduation to the Registrar's Office during the semester prior to graduation (Semester 2, Year 3). The deadline for this application is published each semester on the UM website.

Confidentiality and HIPAA

The faculty and staff of the University of Mobile School of Nurse Anesthesia recognizes the importance of protecting the private and confidential information of patients/clients, their families, employees, staff and peers as well as the operation(s) of agencies within which the faculty and students' practice.

It is the legal and ethical responsibility of every student to abide by the laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. HIPAA regulations require providers to protect patient confidentiality in all forms – oral, written, and electronic. All information pertaining to patients/clients is considered confidential. Students must agree to abide by the regulations promulgated by the American Recovery and Investment Act of 2009 (HITECH or Health Information Technology for Economic and Clinical Health Act) as applicable to each clinical agency used for clinical laboratory experience.

HIPAA regulations provide serious civil and criminal penalties for violation. Civil penalties can be as high as \$25,000 per violation. Even unintentional disclosure can involve serious penalties.

All School of Nurse Anesthesia faculty and DNAP students agree to:

- Adhere to HIPAA and HITECH guidelines.
- Read, understand, and comply with confidentiality and privacy policies in each clinical experience.
- Access, use or share confidential information only as it is essential and allowed by law. All printouts, photocopies, written and electronic information produced for use during a clinical shift must be secured at all times and destroyed prior to the end of that clinical shift. Notes and work products, necessary for academic requirements, must have all identifiers removed.
- Never release protected health information to any unidentified source.
- Avoid discussion or disclosure of patient information outside of the academic setting. This includes, but is not limited to, areas of public and social gatherings, on-line social networking, social media, blogs, and any areas specified by the policy of the clinical setting. Students should never talk about patients/clients in public, avoiding conversations in elevators, dining facilities, and in situations where others may overhear.
- Avoid leaving patient/client records or information where unauthorized persons might see them. No part of the medical record, or duplication thereof, may be removed from the clinical setting. At all times, the medical record must be secured according to the clinical setting's policy.
- Avoid the use of patient/client's names using initials only.
- Immediately report to the clinical and course faculty any incident or suspected incidents of unauthorized access and/or disclosure of protected health information.

Communicating with Faculty

Students are encouraged to stay connected to their faculty advisors and course faculty. Faculty members are available to provide assistance with concerns related to course content, examinations, and writing assignments.

Several resources are available for students to communicate with faculty. All SNA faculty and staff maintain a University of Mobile email account. Students are encouraged to email faculty and staff as a primary means of communication. Faculty and staff will make every effort to respond to email rapidly, but faculty are afforded 24 hours for response to routine email. Likely, responses will be much faster. Appropriate faculty email addresses are published in the faculty directory on the School of Nurse Anesthesia website.

If there is an urgent or emergent issue or request, students may use the UM voicemail system, which is regularly accessed by SNA faculty and staff. If the individual you are attempting to contact does not answer the telephone, the voicemail system is activated, and students may leave a succinct message regarding the purpose of the call. In addition, student name, telephone number, and a time that may be convenient for returning the call. It will be important that you speak slowly and distinctly as you leave your information. A listing of appropriate telephone numbers is provided in the faculty directory on the School of Nurse Anesthesia website.

In case of clinical urgency or emergency, students must contact the Director of Clinical Education or the Program Director on their personal cell phone as soon as possible. These numbers are provided in the DNAP program orientation and are to be used when appropriate.

CPR-AED/BLS/ACLS/PALS Certification

Basic Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support certifications must be maintained during enrollment and submitted after each renewal process. The copy of the card must include the front and back, with appropriate signature. The course must be the American Heart Association Healthcare Provider. The proof of CPR certification must be uploaded to and approved by Magnus in order for the student to participate in graduate clinical learning experiences.

Once the student begins clinical matriculation, all certifications must be uploaded to TYPHON Clinical Tracking System for review by clinical site coordinators prior to clinical embarkation.

An opportunity for these certifications will be provided during the preclinical period at the end of year one of the curriculum as well as in the graduating semester to ensure that DNAP student certification will extend throughout clinical training.

Criminal Background Check Policy and Procedure

The School of Nurse Anesthesia recognizes its role in maintaining a safe environment for students and patients/clients. Health care agencies require employees and students to meet local and state regulations. Therefore, a background check is required for all graduate nursing students enrolled in the School of Nurse Anesthesia. Certain arrests or convictions, which could jeopardize the health and safety of patients, may render a student ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform anesthesia care for completion of clinical objectives will result in course failure and dismissal from the nurse anesthesia program.

The Joint Commission guidelines mandate criminal background checks on all employees, volunteers and students. Additionally, healthcare agencies require background checks and drug testing for DNAP students working in clinical settings. Therefore, all graduate students entering the School of Nurse Anesthesia will consent to and complete a certified criminal background check. Failure to submit a certified criminal background check will prevent enrollment in any DNAP courses as well as suspend clinical matriculation which may encumber the DNAP student's ability to graduate on time.

The criminal background check will include a local and national review of relevant records including county of residence criminal records, residence history, Social Security alert, nationwide sexual offender registry, and nationwide healthcare fraud and abuse scan.

Background Checks

- New students: Matriculation will be conditional on completion of a criminal background check. Students may also be required to have additional checks once enrolled in the program. The School of Nurse Anesthesia must certify to clinical agencies, where students participate in clinical activities, that each student has had a background check with no adverse findings.
- Matriculated students: Supplemental or additional background checks may be required to meet the requirements of a clinical agency. Once enrolled in the DNAP program, students are compelled to disclose any legal or criminal convictions or arrests within a three (3) day period.

Consequences for a Criminal History

- If a criminal background report indicates any criminal history, the Program Director and the School of Nurse Anesthesia will send a letter to the student requesting a written explanation of the indicated incident(s).
- If the student challenges the information in the report as erroneous, the Program Director of the School of Nurse Anesthesia will ask CoreScreening to investigate further to determine whether the information is accurate.
- If the student responds that the criminal history report is accurate, the Program Director will notify the student in writing that they will be unable to attend the School of Nurse Anesthesia and withdrawal from the DNAP program is mandated.
- Students who have been convicted of a felony or have pleaded *nolo contendere* to a felony or a crime involving moral turpitude are ineligible for clinical placement and are deemed unable to complete program requirements and will not gain admission or achieve progression towards graduation.

A student who engages in illegal and/or immoral activities and/or who exhibits unprofessional conduct which directly or indirectly endangers the health or well-being of another will be subject to immediate dismissal from the DNAP program.

The criminal background report will be held in the strictest confidence; only those individuals who have a need to know related to the student's enrollment and academic progress (e.g. clinical agency placement) will have access to this information.

Disclosure of Legal/Criminal Convictions and Arrests

Students enrolled in the DNAP program must report any arrests or legal/criminal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions, or government sanctions. If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to the criminal background check(s) obtained under this policy, the student is required to report the incident within three (3) days after such conviction to the Program Director of the School of Nurse Anesthesia supplying the date, nature of the conviction, and the court location. Failure to report arrests or legal convictions will result in automatic and immediate dismissal from the School of Nurse Anesthesia. The student will be ineligible for readmission to any University of Mobile DNAP program cohort.

Drug Screen Policy and Procedure

Alcohol and/or drug use/abuse can adversely influence the learning environment and impair an individual's judgment and decision-making capabilities preventing safe delivery of care in any healthcare setting. The School of Nurse Anesthesia has a vital interest in maintaining a safe and healthy environment for its students as well as the clients it serves. Any student under the influence of a drug or alcohol during clinical may pose serious safety and health risks, not only to themselves, but to the patients/clients they are providing care to.

As a result of The Joint Commission guidelines, healthcare agencies require drug testing for graduate students working in clinical settings. Therefore, all graduate students entering the School of Nurse Anesthesia will consent to and complete random drug testing. Failure to submit a drug screen will

prevent enrollment in any DNAP courses as well as suspend clinical matriculation which may encumber the DNAP student's ability to graduate on time.

Admitted students will not be allowed to progress in coursework without completion of a negative drug screen. (A negative drug screen is defined as absence of any cannabinoids, cocaine, opiates, phencyclidine, or amphetamines in the student's urine and/or blood.)

Drug Screening

- New students: Matriculation will be conditional on completion of a urine drug screen. Students may also be required to have additional checks once enrolled in the program. The School of Nurse Anesthesia must certify to clinical agencies, where students participate in clinical activities, that each student has had a negative drug screen.
- Matriculated students: Supplemental or additional urine drug screens may be required to meet the requirements of a clinical agency.
- Drug screen route: The presence of legal and illegal drugs may be assessed via obtaining urine, hair, or saliva in an appropriate manner by a qualified professional in a professional setting. Typically, a urine drug screen is employed, but for confirmation or refutation an alternate test modality may be ordered.

Consequences for Positive Drug Test

- If the student's drug screen is positive, the laboratory medical director will contact the student requesting written proof of a prescription for drugs present, when appropriate. When detected drug use is illicit or the student is unable to produce a prescription to substantiate legal usage of the drug, the student will be dismissed from the School of Nurse Anesthesia DNAP program and will not be eligible for readmission to any School of Nurse Anesthesia degree program cohort.

Students Found to be Under the Influence of Illicit Drugs and/or Alcohol

Each student is expected to uphold and demonstrate professional and personal moral standards. The faculty subscribes to the intent of the university policy prohibiting the illegal possession, use or distribution of drugs and/or alcohol by students on university property or as a part of any university activity (on or off campus). Underage drinking is illegal.

Students manifesting behaviors in clinical settings including but not limited to, alcohol on breath, pupillary changes, slurred speech, motor incapacities, or other signs and/or physical symptoms suggesting impairment, will be questioned by nursing faculty or preceptor. If, in the faculty member's or preceptor's judgment, it is reasonable to believe that an impairment exists, then the student will be asked to leave the clinical setting immediately. The student may be asked to submit a random drug screen at the time of the incident. A family member or friend will be contacted to provide safe transportation for the student away from the clinical site.

Students in the School of Nurse Anesthesia must comply with the legal, moral and legislative standards in accordance with the Alabama Board of Nursing Administrative Code. A student who engages in illegal and/or immoral activities and/or who exhibits unprofessional conduct which

directly or indirectly endangers the health or well-being of another will be subject to dismissal from the program.

Reasonable Suspension of Drug/Alcohol Use

In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, the School of Nurse Anesthesia has the right to require a student to submit to testing for substance use/abuse at the student's expense when a faculty member or preceptor has reasonable cause to believe the student is under the influence of alcohol or other drugs including:

1. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance.
2. Evidence of tampering with an ordered drug test.
3. Information that the student has caused or contributed to harm of self, visitors, staff, or a patient/client while under the influence of drugs.
4. Evidence of involvement in the use, possession, sale, or solicitation of drugs.
5. An odor of alcohol on breath, pupillary changes, slurred speech, motor incapacities, or other signs and/or physical symptoms suggesting impairment.

Confidentiality

The criminal background report and/or status of the drug screen will be held in the strictest confidence; only those individuals who have a need to know related to the student's enrollment and academic progress (e.g. clinical agency placement) will have access to this information.

E-Mail Policy

All University of Mobile official communications with the student will be provided through the university email address that is assigned to the student upon official admission and enrollment. All official information including but not limited to, student billing, faculty-student communications, course registration, financial aid information, student handbook changes, etc. will be sent to the students email address representing official notification.

The university accepts no responsibility, for any forwarding of email that the student may choose from their official university email account. The university is only responsible for ensuring that email gets to the student's email account that is maintained by the university. All students are responsible for monitoring their university email account at least twice daily and respond to communication expediently.

Only official UM email addresses will be used for communication by the School of Nurse Anesthesia.

Graduation Application and Requirements

The Doctor of Nurse Anesthesia Practice (DNAP) degree is awarded to graduate students who have completed all required courses in the DNAP curriculum and are in good standing at the university.

Students must submit an application for graduation form to the Registrar’s Office the semester prior to graduation (Semester 2, Year 3). The deadline for this application is published each semester on the university website and/or is available in the Registrar’s Office.

Health History

Each student must complete a health history form through Magnus annually. Students without a complete health history form will not be permitted to begin clinical rotations matriculation, resulting in immediate course withdrawal, likely impacting timely graduation.

Immunizations

Healthcare workers, including students participating in clinical experiences, are at risk for contracting a variety of communicable diseases. The Center for Disease Control (CDC) has specific recommendations for healthcare workers, in addition to the usual adult immunization requirements, to better protect healthcare workers and the populations they serve.

The University of Mobile School of Nurse Anesthesia requires its DNAP students to provide validation of certain immunizations and/or immunities prior to the start of the clinical component and prior to clinical placements. All clinical sites require proof of immunizations and/or immunities prior to clinical placement.

Students who fail to provide proof of required immunizations and/or proof of immunity will not be permitted to participate in clinical experiences that are necessary for program completion. Furthermore, some clinical agencies may require additional immunizations in addition to those required by the School of Nurse Anesthesia.

REQUIRED IMMUNIZATIONS

Measles, Mumps, & Rubella (MMR)	One of the following is required: two (2) vaccinations or positive antibody titer for all 3 components or documentation by a medical provider of an allergic reaction. If the titer is negative or equivocal, vaccinations are required.
Tetanus, Diphtheria, and Pertussis (Tdap)	Documentation of Tdap within the last ten (10) years or documentation by a medical provider of an allergic reaction. The next action date will be set for ten (10) years from the administered date of the vaccine.
Hepatitis B series	One of the following is required: <ol style="list-style-type: none"> 1. Three (3) vaccinations or 2. Positive antibody titer or 3. Documentation by a medical provider of an allergic reaction. If the series is in process, the next action date will be set accordingly. <ul style="list-style-type: none"> • If the titer is negative or equivocal, additional vaccinations are required.
Varicella	One of the following is required:

	<ol style="list-style-type: none"> 1. Two (2) vaccinations or positive antibody titer or 2. Documentation by a medical provider of an allergic reaction. <ul style="list-style-type: none"> • If the titer is negative or equivocal, additional vaccinations are required.
Tuberculosis	<ul style="list-style-type: none"> • A PPD-Mantoux test (one step) is required annually. • A 2-step PPD test will be required if there is no evidence of a negative PPD within the past 12 months. • If PPD is positive, or student has previous history of a positive tuberculin skin test, a normal chest x-ray is required within 12 months, unless history of INH therapy is documented. • Repeat chest x-rays are not needed unless student displays symptoms or signs of TB or a health care practitioner recommends a repeat chest x-ray. • The health care provider performing the annual physical should screen for signs and symptoms of TB. <p>A student may choose to do a blood test, QuantiFERON Gold, instead of a PPD. If the blood test is positive for TB, the student must provide written documentation from a healthcare provider defining treatment and release to work in a clinical setting.</p> <p>This is an annual requirement for all DNAP students.</p>
Annual influenza (Flu) vaccine	Submission of documentation of a flu shot administered for the current flu season or documentation by a medical provider of an allergic reaction. The next action date will be set for one (1) year.
COVID Vaccination	<ul style="list-style-type: none"> • <u>COVID vaccine OR documentation by a medical provider of an allergic reaction.</u> • The UM School of Nurse Anesthesia policy regarding annual renewal of vaccination/booster will be updated in adherence with CDC guidelines when those recommendations are made public.

Waiver of Receipt of Required Immunizations

If a student is unable to receive the required immunizations due to a medical contraindication, they must provide documentation by a licensed healthcare provider that they are unable to fulfill the requirement. Students may not provide waiver documentation from a family member or a close relative. Receipt of a waiver due to medical contraindication to vaccination does not necessarily permit a student to matriculate in a clinical site and can affect clinical placement(s), as clinical sites maintain their own requirements.

Uploading Relevant Information to Magnus

Students are supplied with detailed instructions on how to submit the completed documents to the online service known as Magnus where student information and health records are confidentially maintained. Submitted materials are reviewed to verify that the student is eligible for participation in clinical courses. No student will be permitted in a clinical agency without submission of a waiver or completely fulfilling the immunization requirements.

Lost and Found

Any articles found in the School of Nurse Anesthesia should be surrendered to the SNA administrative coordinator. If a DNAP student has lost any item, an inquiry should be made to Lynnelle Kahalley at (251) 442.2295 or email lkahalley@umobile.edu.

Netiquette

Netiquette describes professional communication and behaviors for online communication and interaction, email, discussion board postings, chats, blogs, etc., to ensure a forum for dynamic and engaged learning. The expectations for netiquette are that all students are respectful and courteous in all communications. Teaching and learning processes work best with free and open exchange of ideas, yet in an electronic setting, without the benefit of facial expressions, body language or tonal cues, miscommunication and misunderstanding may occur. Students should demonstrate respect and courtesy by welcoming dissenting opinions, respecting personal privacy, and/or creating or maintaining a culture of civility.

Conduct in the online setting is as important as face-to-face interaction. Appropriate communication contributes to the perception of professionalism. Students should:

- Have honest and kind communication.
- Use clear, concise, and appropriate language.
- Use proper titles to address others (for example, Dr. Smith or Professor Jones), unless otherwise requested by the person you are addressing.
- Be thoughtful, judicious, and professional about the use of emotions, sarcasm, jokes, or humor.
- Re-read, proof, and edit communications and discussion board postings before uploading and sending.
- Compose written communication, discussion board posts, or other online assignments offline before posting.

Examity

Students enrolled in courses with examinations are required by the School of Nurse Anesthesia to take proctored exams online through an online exam proctoring service called Examity. The University of Mobile has selected this company for all on-line testing.

Examity is an easy and effective way to maintain academic integrity in the classroom. The software provides a scalable, online, on-demand exam proctoring service that can be accessed by test takers at any time. Examity authenticates the student using facial recognition and maintains continuous identity verification throughout the exam. The software monitors for a variety of events, behaviors, and patterns typically associated with cheating referred to as anomalies.

The cost for a one-hour exam is fifteen (15) dollars and for a two-hour exam is twenty- two (22) dollars. If for some reason, your exam had to be extended beyond the designated time, the cost would be an additional seven (7) dollars for each hour extended. Although there is a window to take the exam, you must schedule the time you would like to take the exam. You can take the exam without scheduling, however, there is a five (5) dollar charge added for not scheduling your exam in advance.

After students complete their examination, a detailed and optimized report of the proctor session is emailed to the faculty member or test administrator for review. Highlighted in the report are the minute and second where cheating-like behaviors occurred and allow the faculty member to determine if the student was involved in a cheating behavior.

Examity® system requirements are:

- Desktop computer or laptop (not tablet)
- Webcam and microphone (built-in or external) – test your webcam at www.testmycam.com
- Connection to network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload – test internet speed at www.speedtest.net
- Operating systems: Windows XP or newer, Mac OS X 10.8 (Mountain Lion) – or newer browser with pop-up blocker disabled: Google Chrome v39 or later, Mozilla Firefox v34 or later, Internet Explorer v8 or later, Microsoft Edge, Apple Safari v6 or later

If you have any questions or concerns, contact Examity’s technical support team 24/7 via email at support@examity.com or phone at (855)-392-6489.

Exemplify

Exemplify® is the student interface for Exam Soft®, The School of Nurse Anesthesia’s computer- based testing software. Students complete all exams using Exemplify®. Each student must have a personal laptop that meets the minimum system requirements below. Each student must then download Exemplify® on to his/her personal devices.

Students are expected to install Exemplify® on their personal laptop prior to attending orientation.

Exemplify: Minimum System Requirements for Windows

Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

For exam taking best practices:

- Operating System: 32-bit and 64-bit Versions of Windows 7, Windows 8, and Windows 10.
- All Windows 10 Creators versions, including the Spring 1803 update are now supported with Exemplify version 1.5.0.
- *Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.*
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for Exemplify Download, Registration, Exam Download and Upload

- For technical troubleshooting, account passwords, including BitLocker keys, maybe required.
- Screen Resolution must be 1024x768 or higher

Surface Pro Requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- An external keyboard (USB or Bluetooth) is required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1920x1080

Exemplify: Minimum System Requirements for Mac OS X

Exemplify can be used on most modern Mac OS X based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

In order to use Exemplify on your Apple Macbook, Macbook Air, or Macbook Pro natively, you must have:

- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- For onsite support, a working USB port is required (Newer devices may require an adapter)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server version of Mac OS X is not supported
- Screen Resolution must be 1024 x 768 or higher
- Operating System:
 - Mac OS X 10.9 Mavericks
 - Mac OS X 10.10 Yosemite
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra is supported!
- Hard Drive = 1 GB or higher free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported

Professional Conduct

Professionalism is comprised of behaviors, practices, and communication styles that demonstrate core values of nurse anesthetists working to achieve optimal health outcomes in patients, families, and

communities. This includes conduct that applies the principles of excellence, caring, ethics, respect, communication, and accountability. Students learn these principles through self-assessment, responsible learning, effective communication, and continuous professional engagement.

A student who engages in illegal and/or immoral activities and/or who exhibit unprofessional conduct which directly or indirectly endangers the health or well-being of another will be subject to dismissal from the Doctor of Nurse Anesthesia Practice program.

Program Vacation Policy

Policy Statement: Vacation time is an essential aspect of maintaining student well-being and work-life balance during the Nurse Anesthesia Program. This policy outlines the guidelines and procedures for requesting and utilizing vacation time during the program.

Policy Details:

Vacation Allotment: Students will be allotted a total of 10 vacation days throughout the duration of the program.

Approval Process: All vacation requests must be submitted in writing for approval to the Program Director/Associate Program Director. Students who take vacation without prior approval will be placed on clinical probation.

Utilization of Vacation Days: Vacation days encompass any time off requested by the student, including sickness, vacations, personal days, or medical leave of absence.

Discretion of Program Leadership: The allocation of any time off is subject to the discretion of program leadership.

Exceeding Allotted Days: Any days used beyond the 10 allotted vacation days must be made up prior to graduation. This arrangement should be communicated in writing to program administration and coordinated between the student and clinical coordinators.

Class Attendance: Students are expected to attend all classes. Course directors are not obligated to adjust assignments or schedules to accommodate student vacations. Students are responsible for any missed assignments as per individual course syllabi.

Vacation Balances: Students are not permitted to take vacation if they do not have available vacation days. Negative balances are not permitted at any point in the program. In cases of extenuating circumstances, time off will be coordinated with appropriate program faculty.

Duration of Vacations: Vacations lasting more than 5 consecutive class/clinical days will not be allowed, including days allotted during the intersession. No vacation will be permitted during the initial clinical experience (August-September, year 1).

Specialty Rotations: Vacations during specialty rotations are highly discouraged. Vacation requests submitted during a specialty rotation will be subject to approval by the institution and the Program Director/Associate Program Director/Director of Clinical Education.

Submission Timeline: Vacation requests should be submitted prior to schedule release. Requests made after the release of the schedule will be honored at the discretion of the clinical site and the Program Director/Associate Program Director/Director of Clinical Education.

Implementation and Enforcement: This policy will be implemented at the beginning of each academic year and will be enforced by the Program Director/Associate Program Director/Director of Clinical Education. Any violations of this policy will be subject to disciplinary action as outlined in the program's policies and procedures.

Review and Revision: This policy will be reviewed annually and revised as necessary to ensure alignment with program goals and objectives, as well as any changes in accreditation standards or institutional policies.

Purpose of a Syllabus

The course syllabus is designed by the instructor as a course guide and learning aid for the student. The syllabus is not intended to be construed as a contract, either expressed or implied. The instructor reserves the right to alter the syllabus as indicated. Students will be notified by email of any changes or modifications to the course calendar or course requirements as specified in the syllabus.

School of Nurse Anesthesia Location and Hours of Operation

The School of Nurse Anesthesia is located on the second floor of Weaver Hall. The School of Nurse Anesthesia is open from 7:30 AM until 5:30 PM, Monday through Thursday.

Social Media/Networking Policy

The definition of social media is broad and constantly evolving. The term generally refers to internet-based tools that allow individuals to communicate; to share information, ideas, personal messages, images and in some cases, to collaborate with other users in real time. Social media is also referred to as social networking. Social media and networking include but are not limited to:

- Blogs, and micro-blogs such as Twitter
- Social networks, such as Facebook
- Professional networks, such as LinkedIn
- Video sharing, such as YouTube, Second Life, and vlogs (video logs)
- Audio sharing, such as podcasts
- Photo sharing, such as Flickr, Instagram, and Photobucket
- Social bookmarking, such as Digg and Redditt
- User created web pages such as Wikis and Wikipedia, and
- Any other internet-based social media/social networking application similar in purpose or function to those applications described above.

All University of Mobile School of Nurse Anesthesia graduate students must adhere to regulations provided by HIPAA, HITECH, AANA Code of Ethics, and assigned clinical agencies policies regarding any usage of electronic devices in or out of the clinical or classroom setting.

- Permission may be granted by nursing faculty or assigned preceptors to use electronic devices for enhancing learning in the classroom or patient care environment.

Some electronic communication, networking and/or postings are subject to public view; therefore, students are responsible for all content and are subject to disciplinary action if they engage in misuse or abuse. Misuse of electronic devices includes but may not be all inclusive:

- Patient information
- Communication or postings of illegal, obscene, defamatory and/or slanderous statements
- Postings of obscene photos or videos
- Discrediting of any person(s) or group(s)

Students enrolled in the School of Nurse Anesthesia DNAP program are expected to be compliant with the social media/networking policy. Appropriate and professional behaviors include:

- Maintain ethically prescribed professional boundaries surrounding the nurse- patient relationship in the online environment in addition to the classroom.
- Follow HIPAA guidelines at all times. Identifiable information concerning patients/clinical rotations must not be posted in any online forum or webpage.
- Report promptly any identified breach of confidentiality of privacy to faculty or other appropriate authority. Avoid transmitting or placing online individually identifiable patient information.
- Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about the university, staff, students, patients/clients, clinical facilities, or others with whom one has contact in the role of a University of Mobile nursing student.
- Practice restraint when disclosing personal information on social networking sites. Even seemingly innocuous pictures and comments can impact the respect and trust patients and others have for UM graduate nursing students.
- When posting your point of view, neither claim nor imply that you are speaking on UM's behalf, unless you are authorized to do so in writing.
- Understand that patients/clients, colleagues, peers, institutions, and employers may view postings.

Standard Precautions

Due to the nature of the practice of nurse anesthesia, students may come in contact with patients or specimens capable of causing disease. It is imperative that appropriate infection control techniques and precautions be followed. Appropriate standard precautions and needle and sharp precautions, as defined by the Centers for Disease Control are adhered to by the School of Nurse Anesthesia. In order to limit transmission of blood borne diseases, students are not permitted to perform invasive procedures on themselves or other students in the Anesthesia Skills Lab. Invasive procedures include, but not limited to, any form of injection or venipuncture. Additionally, students may not practice invasive procedures on themselves, other students, faculty, or agency staff in the clinical setting. Students are permitted to perform invasive procedures only in clinical care settings on patients with supervision by licensed personnel.

Despite careful and conscientious practice of standard precautions, it cannot be guaranteed that students will not be exposed to blood or body fluids.

All students should read and adhere to the Centers for Disease Control and Prevention (CDC) Basic Infection Prevention and Control and Worker Guidelines at www.cdc.gov/infectioncontrol/guidelines/index.html.

General Procedure Following Exposure, Illness, or Injury

If an exposure/illness/injury occurs during student experiences, the student is responsible for immediately reporting the incident to clinical faculty and to the agency where the incident occurred. The initial care following any injury, illness, or exposure to blood or body fluid should be the same procedure used for employees of the clinical agency. Regardless of the place for providing initial care, agency or private medical provider, the student or the student's insurance carrier will be responsible for any and all charges incurred. The post-exposure or follow-up care should be conducted by the student's choice of private medical provider. All students are encouraged to maintain health insurance.

Student ID Badges

All students are required to have an official University of Mobile School of Nurse Anesthesia photo I.D. badge as a means of identification. The photo ID badge should be worn and be visible on the student's person in all classroom, simulation, and clinical experiences.

Student Leave of Absence

The faculty recognizes the nature and the pace of the graduate nursing programs are rigorous and demanding. There may be times when the student's personal, family, financial, medical, or work situation may require an interruption in the planned course of study. The student requesting a leave of absence must 1) submit a written request for a leave of absence, 2) confer with the course faculty and the Graduate Program Chair, and 3) follow readmission application policy for the graduate nursing program.

There is no guarantee that a student will be readmitted to the nurse anesthesia program, however with any leave of absence or readmission that is granted by the University of Mobile School of Nurse Anesthesia, the student must reclassify with the subsequent cohort.

Technology and Computer Requirements

All graduate nursing programs are distance-mediated programs offered online through a learning management system (LMS). The University of Mobile currently utilizes Canvas as the university's online learning platform.

The mechanism of delivery for the nurse anesthesia program will be via live lectures, both on-campus and distance, as well as pre-recorded podcasts, and live remote classroom sessions. There are required on-campus intensives.

Participation in online courses requires the student to have access to a computer and the ability to send and receive email. UM provides an email account for every student. Your professors must be able to correspond with you through email and may require you to communicate with your classmates through email. Course faculty and clinical preceptors will use your university student email account for all email communication unless otherwise specified.

By enrolling in an online course, the student is granting the faculty permission to post their name and email address on the course website and otherwise distribute that information to other students in the class.

University of Mobile's network enables access to external facilities, systems, and other networks over which UM has no control, including capabilities, which are incidental to providing such access. Some of these resources may not support UM's goals and objectives. Although UM does not exercise editorial or censorship control of such external resources, UM expects that technology will not be used for purposes, which are immoral, illegal, or inconsistent with the university's mission. The UM Information Technology Department monitors faculty and student for spam email.

Inappropriate uses of technology include but are not limited to those specifically prohibited by local, state, or federal law. Without limitation, examples of inappropriate uses of technology include:

- Sending of harassing, threatening, or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives.
- Random or unauthorized bulk sending or mailing of messages.
- Inappropriate use of access.
- Unauthorized release of information and viewing of UM'S data outside of institutional objectives.
- Any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- Malicious transmission of a computer virus.

Students are expected to:

- Utilize the university email system as the primary means of communication for university issues between the student, faculty, and staff. To ensure a quality learning experience, students are expected to check their email at least twice daily and respond to faculty with 24 hours of an initial email.
- Practice good netiquette throughout each course by demonstrating respect.
- Assure that computer hardware and required software is installed.
- Assume a self-motivated, independent, and engaged learning role.
- Meet course deadlines.
- Maintain confidentiality regarding information communicated related to patients, employers, and other students.
- Obtain course work missed due to interruption in internet service or technology failure. Extension of assignment deadlines will be considered at the discretion of the faculty.

Given the nature of online learning, and in consideration of the software programs required for students in the graduate nursing program, the following is a list of minimum computer specifications. Please ensure that your computer meets or exceeds these requirements, and that you have access to all required software and hardware components.

COMPONENT	MINIMUM REQUIREMENT
PC User OS	Windows 10 or higher
Mac User OS X	Intel processor, OS X version 10.11.6
Internet	Broadband connection
RAM	4GB RAM
Compatible Web Browser	Google Chrome
Hardware	Speaker, Webcam
Desktop Software (for PC or Mac Hardware)	MS Office 2010 or higher, Word, PowerPoint, Excel, Adobe Reader

UM emphasizes the ability to utilize computer skills along with various software packages in the educational setting. Computer skills needed to succeed in the nursing program include word processing along with the use of internet and email. Microsoft Word and Google Chrome are recommended.

Tobacco Use and Smoking Policy

The School of Nurse Anesthesia has a vital interest in maintaining a safe and healthy environment for its students as well as maintaining safe and healthful conditions for its patients/clients. Nurse anesthesia students are not permitted to use tobacco products, including electronic cigarettes, when acting as a representative of the School of Nurse Anesthesia. This includes, but is not limited to, any clinical function and/or any time the student is in professional dress wearing SNA Scrubs or monogrammed lab jackets. Students are not permitted to smoke or use tobacco in any form when attending a professional function required by the School of Nurse Anesthesia.

Transportation Requirements

Students are responsible for arranging their own transportation to all required on-campus interface, including on-campus intensives, and to all clinical practice sites. Additionally, releasing the University of Mobile and the School of Nurse Anesthesia and/or affiliated institutions from liability for any accidents in which they may be involved while traveling to and from these learning experiences.

TYPHON Clinical Tracking System

Students enrolled in graduate nursing programs are required to purchase and utilize the TYPHON Nurse Anesthesia Student Tracking System (NAST) software in all clinical courses as well as some didactic courses. Typhon NAST system is web-based, HIPAA compliant and allows students to quickly and easily document: 1) Clinical time logs; 2) Patient encounter information such as demographics, clinical information, anesthesia type, case type, various case descriptors; 3) Achievement of program competencies (<https://www.typhongroup.net/anesthesia>).

The necessary clinical and patient information should be entered into TYPHON within three (3) days following each clinical day. TYPHON is set to lock students out from entering any information after the three (3) day time period. Faculty will monitor the TYPHON logs regularly to ensure that students are completing their clinical hours and have appropriate clinical experiences. Late entries will not be accepted (<https://www.typhongroup.net/anesthesia>).

At the end of each semester, students must provide a summary of their clinical time to the course faculty member.

Unicheck Plagiarism Detection

The University of Mobile's School of Nurse Anesthesia highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our students. UM uses Unicheck software as a formative process to help students develop and improve scholarly writing skills, while promoting academic honesty. This product is used to identify plagiarism and to help students write academic papers more skillfully (<http://www.unicheck.com>).

In addition to determining the percentage of "originality" and "similarity" in the submitted paper, the software also has other important features such as spell checker, grammar checker, online editing, and automatic tips for proper citation (<http://www.unicheck.com>).

Appropriate references for the use of Unicheck Plagiarism Detection will appear in the course syllabus.

University Rules and Regulations for Conduct

The Graduate Student Handbook explains the rules and regulations of the university, defines standards of personal and academic conduct expected of students, describes disciplinary procedures and actions, and explains how students may have grievances heard and remedied.

SECTION IV: ACADEMIC POLICIES AND PROCEDURES

Academic Integrity Policy

The University of Mobile has established a policy for students regarding academic integrity. The School of Nurse Anesthesia adheres to this policy as it relates to academic dishonesty by nurse anesthesia students.

Graduate students attending UM are expected to reflect a high standard of academic integrity and conduct themselves in alignment with basic Christian principles and the mission of the university. Any student found to be disruptive in class, copying, plagiarizing (with or without an intent to deceive), cheating, engaging in unauthorized use of a test, forging or falsifying records (self or patient; university, or clinical agency), or lying to a faculty member in order to complete a course assignment will be subject to disciplinary action.

The following are violations of Academic Integrity Policy.

1. Cheating:
 - Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise. No hats, cell phones, calculators, computers, or other electronic devices (including smart watches) allowed during exams.
 - Unauthorized assistance of a person, other than the course faculty during an academic exercise.
 - Unauthorized viewing of another person's work during an academic exercise.
 - Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the faculty.
2. Fabrication/Falsification – the unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record, client record, or other professional documentation.
 - Failure to report errors in the clinical area.
 - Falsifying patient/client records by charting incorrect data or removing data.
 - Releasing confidential information about patients/clients to persons who do not have the right to such information.
 - Rude, abusive, or unprofessional language to patients/clients, agency personnel, faculty.
 - Jeopardizing a patient's/client's safety.
3. Plagiarism – submitting one's own work or creating any material or an idea wholly or in part created by another. This includes, but it not limited to:
 - Oral, written, and graphical material.
 - Both published and unpublished work.
 - Any material(s) downloaded from the internet
4. Complicity – helping or attempting to assist someone to commit an act of academic dishonesty.
 - Conveying exam information to other students.
 - Reproducing information in duplicate for course assignments.
5. Unprofessional behavior (verbal, written, virtual, or live):
 - Disrespectful to faculty, staff, or peers.
 - Use of inappropriate language.
 - Lack of accountability or responsibility for actions.

- Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g. medication errors, failure to provide safe and appropriate care, failure to follow preceptor/faculty instructions, breach of client confidentiality.
6. Academic Performance – any reason that may place the student at risk for dismissal such as:
- Insufficient or lack of academic skills to support successful completion of graduate program of study.
 - Inconsistent or minimal participation in coursework.
 - Poor writing or verbal communication skills.
 - Frequent requests for exceptions or special accommodations not related to a documented disability.

Each faculty member has the responsibility of defining academic expectations at the beginning of each session. If a faculty member discovers a student violating the academic integrity code, they must either: 1) Assign a grade of “0” for the test or assignment if the infraction relates to an academic assignment; and/or 2) Refer the incident to the Graduate Faculty Committee. After committee members complete the investigation, the incident, along with supporting evidence, is to be reported in writing to the Vice-President for Academic Affairs with a copy mailed to the student.

The office of the Vice-President for Academic Affairs determines whether the incident is the student’s second offense and, if so, refers the matter to the Academic Affairs Committee for disciplinary action. A student found guilty of a second offense is subject to academic suspension for up to one academic year, which requires re-application and matriculation with a subsequent cohort. No guarantees are made that this student will be readmitted. A third offense will result in academic dismissal and will not be eligible for program reapplication. The student is entitled to appeal any case involving allegations of academic dishonesty or misconduct, in keeping with the appeal process as outlined.

Falsification of medical records may have legal consequences for which the student may be held accountable.

Academic Misconduct

Academic integrity is a responsibility of each student attending the University of Mobile. Plagiarism, cheating, falsifying records (self or patient, university, or clinical agency), lying and any other of academic dishonesty are intolerable. The Graduate Faculty Committee will discipline any student, participating in any form of academic dishonesty, after a thorough review.

Academic Probation

All graduate students must maintain a GPA of at least 3.0 to be considered in good standing and to be eligible for graduation. A student whose GPA falls below 3.0 is subject to program dismissal.

DNAP students must make grades of B or higher to maintain their position in the cohort. Grades below B are considered course failures. Course failure results in eligibility for program dismissal.

The School of Nurse Anesthesia reserves the right to require withdrawal from the graduate nursing program of any graduate student whose health, academic record, clinical performance, or behavior is judged unsatisfactory or potentially unsafe.

Adding, Dropping, or Withdrawing from Classes

During specified periods each semester, students may add, drop or withdraw from a course (see the Academic Calendar page from the Registrar's Office). Students must consult with the academic advisor prior to adding, dropping, or withdrawing from a course.

If a student chooses to drop a course after the last official day to drop a course, a grade of "F" will be recorded on the student's transcript.

Admission Paths

- Regular Admission: Admission is granted to students who have completed all requirements of the application process and who have demonstrated an acceptable level of academic achievement in their undergraduate degree program, including meeting program specific, minimum GPA requirements and demonstrating preparedness for work at the graduate level in their field of specialization.

Admission Standards and Requirements

Applicants to the graduate programs must meet all university program requirements and be accepted for admission to graduate study by the School of Nurse Anesthesia. Admission to the School of Nurse Anesthesia is competitive and will be based on evaluation of the applicant's overall academic qualifications, clinical experience, personal references, and interview.

The University of Mobile and the School of Nurse Anesthesia accept students on the basis of academic qualifications, character, personal interview, and evidence of the potential to benefit from the university experience. The university accepts all qualified applicants without regard to race, religion, place of national origin, sex, age, or ethnic group.

Admission requirements for the Doctor of Nurse Anesthesia Practice (BSN-DNAP) program.

- Application for admission must be complete by **September 1** (or other appropriate date determined by the Program Director) for each application cycle
- Submission of official transcripts for all academic work attempted and all institutions attended must be submitted prior to **September 1** (or other appropriate date determined by the Program Director) in order for the application to be complete.
- Qualifying GRE score
- International students:
 - Students with international transcripts must provide evaluation from World Educational Services (<http://www.wes.org/>) for previous non-nursing coursework.
 - International students must show proof of English proficiency. Applicants should request that official TOEFF test scores be sent directly to Enrollment Services.
- Completion of BSN from a regionally accredited educational institution.

- Transcripts must show successful completion of
 - Anatomy (4 semester hours)*
 - Physiology (4 semester hours)*
 - College Chemistry with Lab (3 semester hours)^
 - Microbiology (3 semester hours)
 - College statistics (2 semester hours)

*This requirement can be met by taking a two-course sequence of Anatomy and Physiology that totals 8 semester hours
 ^This course must be of college level
- Grade point average requirements:
 - Overall = > 3.0/4.0
 - Last 60 hours attempted = > 3.0/4.0
 - Nursing school courses = > 3.0/4.0
 - Science and math prerequisites = > 3.0/4.0
- Must hold and maintain an unencumbered license to practice as a registered nurse in a state or territory of the United States
- Must hold and maintain or be eligible for license to practice as a registered nurse in Alabama.
- Minimum of one (1) year of critical care nursing experience, subject to approval from the SNA Program Director. This experience must include managing acutely and critically ill patients that require advanced monitoring, titration of vasoactive substances, and/or care for a patient undergoing mechanical ventilation.
- Submission of a clear background check and absence of criminal conviction.
- Submission of health history and record of required immunizations.
- Submission of record of American Heart Association BLS, ACLS, and PALS Healthcare Provider Certification.
- A personal interview with the School of Nurse Anesthesia Admissions Committee, which may include Program Director, Associate Program Director, Director of Clinical Education, other SNA faculty, other UM faculty, clinical site coordinators, and public stakeholders, when appropriate.
- Submission of current personal health insurance coverage.
- Three reference forms from:
 - Current critical care work supervisor or nurse manager who has direct knowledge of the applicant's skills in the clinical setting and how they will translate into the DNAP role.
 - A professor, faculty member, or academic advisor who can provide a meaningful assessment of the applicant's academic record.
 - A practicing CRNA who has served as a mentor and can speak about the applicant's ability as a nurse anesthetist and potential to become a DNAP.
- If the applicant has been dismissed from a nurse anesthesia training program, an additional letter of reference is required from the program administrator of every program attended
- Current Curriculum Vita or resume is required. This document should include:
 - Educational background including institutions, degrees awarded, degrees in progress, dates of degrees awarded and/or anticipated date of receiving degrees.
 - Relevant employment history, including:
 - Job title, job description, and relevant duties performed.
 - Employment dates of each position.
 - Community service and/or volunteer experience.
 - Awards, publications, presentations, memberships, and honors.
 - Evidence of leadership and career progression.

- Personal statement of no more than two pages discussing:
 - How your previous education, experience, and professional interest have prepared you to be successful in the DNAP program.
 - Your professional goals and how completing the DNAP program will help you achieve your professional goals.
 - Your understanding of the DNAP role and your intentions regarding service as a DNAP professional.
 - Steps you have taken to prepare for success in this program.
 - Your essay must be clear, succinct, and double-spaced.

Advising Responsibilities

Advising is an integral part of the student experience at the University of Mobile. It is a collaborative process in which students are expected to assume primary responsibility for their academic planning while faculty advisors provide expertise and support in the process.

Upon enrollment, each student is assigned a faculty advisor to assist the student with academic concerns, execution of the program of study, and assuring that the DNAP timeline and all graduation requirements are met.

Responsibilities of the faculty advisor include:

- Review the DNAP course of study and the DNAP timeline with the student.
- Communicate with the student to facilitate registration and registration deadlines.
- Keep informed of student progress through:
 - Regular/routine communication with the student.
 - Communicating and discussing concerns and problems with other School of Nurse Anesthesia faculty.
 - Monitoring grades, academic, and clinical (when applicable) progress at each semester midpoint and conclusion.
 - Referring the student to appropriate campus resources if requested.
 - Communicating with university leadership when necessary.
- Completion of the midsemester and end-of-semester student evaluations/formative evaluations.

Responsibilities of the DNAP student advisee:

- Clarify with the faculty advisor their contact information and virtual or in-person office hours.
- Communicate with the faculty advisor any concerns regarding course registration.
- Communicate with the faculty advisor in case of academic difficulty, interruption in program, or potential change in academic status.
- Contact the faculty advisor if they fail an exam or if they suspect they have earned less than a B for the course grade.
- Contact the faculty advisor for questions about campus resources to assist them with their academic work.
- Maintain regular contact with the faculty advisor via email, telephone, face-to-face meetings.

When a student is recommended for dismissal from SNA, the Program Director will provide a written notification of dismissal. Students will be recommended for dismissal from the nurse anesthesia program under the following conditions:

- Earning a grade less than a B in any course
- Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the classroom or clinical settings as outlined by the American Association of Nurse Anesthetists Code of Ethics and/or School of Nurse Anesthesia clinical policies.
- Cheating on course examinations, plagiarism or improper documentation or falsification of clinical records or activities.
- The School of Nurse Anesthesia retains the right to permanently dismiss from the program any student who is deemed to violate the policies and procedures of the School of Nurse Anesthesia; policies and procedures of clinical and affiliating facilities; professional behavior; and/or policies of confidentiality.

Evaluation of DNAP Program

The faculty believes that a systematic ongoing evaluation is essential to the development of an educationally sound academic program. Methodical evaluation promotes the search for effective, efficient, and innovative approaches to learning and results in the continuing improvement of the educational program. It provides a basis for making decisions regarding program modifications and changes, resulting in the continuing improvement of the education program. The purposes of program evaluation are to:

1. Determine to what extent students are prepared to meet the objectives of the professional program.
2. Promote continuous improvement in the overall program.
3. Encourage personal/professional growth and responsibility of faculty and students through participation in the evaluation of the educational program.

DNAP students participate in the evaluation process by providing electronic evaluations of all nurse anesthesia courses. Additionally, DNAP students are provided opportunities to share information through student representatives with the Graduate Faculty Committee and through other informal channels of communication. Students complete anonymous program evaluations at regular intervals (6, 12, 18, 24, 30, and 36 months).

Grading

Grades are earned through completion of course requirements. Points are awarded based on the level of achievement of expected outcomes. Earned points for each learning activity (examination, written assignment, presentation, etc.) and are posted on the Canvas Gradebook within the course. Students are responsible for tracking their own progress. Questions or concerns regarding grades earned should be addressed to the course faculty within one week of the grade posting. No grades will be reviewed after the grades have been posted for one (1) week.

There is no rounding of test/exam grades in the nurse anesthesia program. All grades will be recoded to the one hundredth (e.g 85.43). Upon course completion, grades will be averaged as specified in the

course syllabus with the final grade determined to the nearest one hundredth (79.98 would not be considered a passing grade). Extra credit opportunities are not available at the graduate level.

Course grades are earned by the student based on the criteria delineated by each course syllabus. If there are questions or concerns, the student should refer to the course syllabus and consult the course faculty member.

The instructor makes the final decision on a test/exam grade. If the student believes a course grade is unfair, this may be discussed with the instructor, the Graduate Program Chair, and the Program Director. The student appeal process should be followed in the appropriate sequence and is outlined in the School of Nurse Anesthesia Student Handbook.

Grading Scale

Final grades are computer according to the following standard based on a total of 100%

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F < 60

The Grade Point Average (GPA) is calculated by the Registrar's Office, and the following quality points are assigned:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Grievance Policy and Process

The School of Nurse Anesthesia follows a Grievance Policy for the resolution of formal student complaints or concerns. Formal complaints must be made in writing to the Program Director. The formal complaint must include specific information, including the nature of the complaint and evidence supporting the complaint. An investigation is initiated within seven (7) days of receipt. In cases of alleged arbitrary, inconsistent, or discriminatory grading, the following review process will be followed in the School of Nurse Anesthesia:

1. In on-campus courses, the student will request a meeting within (1) week with the course faculty to review the basis for the grade. In online courses, the student will request an online or telephone conference with the faculty to review the basis for the grade.
2. If the student perceives the outcome of meeting with the faculty is not appropriate, the student may appeal to the Program Director within 14 days after the course faculty decision. The Program Director will seek to mediate the issue between the student and the course faculty.

3. If the student is unsatisfied with the findings and recommendations by the Program Director, the student may appeal to the senior university administration within 14 days of the Program Director's decision. The Program Director will meet with the student, confer with the course faculty member, and then make the final decision. The student should be notified of the decision within fourteen (14) days of submission of their formal complaint.

Incomplete Grade Policy

A written request for a grade of incomplete ("I") is initiated by a student when students are unable to complete the work for a course due to reasons beyond their control (hospitalization, serious physical and mental health issues, death of spouse/child/parents), etc.). The grade of "I" is only given in cases where the incomplete is unavoidable and legitimate. Students may be required to provide formal documentation to support an incomplete grade request. Students may not request an incomplete due to failing course grades or poor course performance.

An Incomplete Grade Form that includes the reason for the incomplete, the work that must be completed to earn a final course grade and the required completion date is generated when an "I" is submitted as a course grade. The completion date must be no later than the last day of the next scheduled academic term. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next scheduled academic term. Extensions beyond one scheduled term are not allowed for graduate courses. Students who seek an incomplete grade will not be permitted to continue in their curriculum sequence until the incomplete grade is converted to a numerical grade.

Limitation in Completion of Requirements

DNAP students must complete the DNAP curriculum in 3 years (36 months), following sequential course progression.

Progression

DIDACTIC

Students matriculated in the School of Nurse Anesthesia will be dismissed from the DNAP program with a grade of "C", "D", "F", or "W" in any course.

Faculty will be assigned as student advisors. Faculty advisors and program administrators will monitor student's grades, and clinical performance at regular intervals; they will also initiate and manage remediation and performance improvement plans for students identified with low performance.

Students will take the Self-Evaluation Examination (SEE) twice during the program: in the sixth and eighth semesters. They must achieve an overall scaled score for the total test at or above the 50th percentile for second-year examinees in the sixth semester and for third-year examinees in the eighth semester. If the benchmarks are not met, the student will be placed on a remediation plan, which may result in postponement of graduation in some cases.

All DNAP students will take NA 799 Content Review & Synthesis during their final semester. As an outcome of this course, DNAP students must score an 80% or greater on the Oral and Written Comprehensive Final in order to earn a passing grade.

CLINICAL

Students matriculated in the School of Nurse Anesthesia take clinical practicum courses pass/fail. Students who receive the grade of "F" in a clinical practicum will be dismissed from the DNAP program.

Faculty will be assigned as student advisors. Faculty advisors and Pathway administrators will monitor student clinical performance at regular intervals; they will also initiate and manage remediation and performance improvement plans for students identified with low performance.

Readmission after Dismissal/Appeal

Students who do not meet the criteria for progression and are dismissed from the DNAP program are not eligible for re-admission among any cohort in the SNA.

Readmission after Withdrawal

A graduate student who voluntarily withdraws from the DNAP program may be eligible for re-admission to a subsequent cohort in SNA. This decision is left to the discretion of the Program Director.

Registration for Classes

Newly admitted DNAP students should register for the appropriate classes for their cohort and semester during the designated registration period. Students are responsible for contacting their faculty advisor each semester to ensure they are enrolling for the correct courses, according to the DNAP curriculum. All graduate students must register using Colleague Self-Service.

SECTION V: CLINICAL POLICIES AND PROCEDURES

Administrative Drop Policy for Failure to Submit Clinical Practice Requirements

It is imperative that all graduate students are in compliance with clinical practice requirements for Code of Conduct, immunizations, RN licensure, CPR certification, criminal background check and drug screen. Students enrolled in a course that contains a clinical component are required to ensure all requirements are submitted and are up to date. Students who fail to submit or update evidence of compliance with required items within the first week of the semester will not be allowed to attend clinical and may be administratively dropped from the clinical course for which they are registered.

The course instructor or School of Nurse Anesthesia Program Director may initiate the administrative drop process if a student does not upload all required documents into Magnus and Typhon.

The process for administratively dropping a student for failure to submit evidence of the above requirements will be as follows:

1. The Director of Clinical Education will provide a report to the Program Director the week before the semester term commences. If a student has failed to submit the documents required by the School of Nurse Anesthesia (complete and up to date), the Director of Clinical Education will contact the student via university email, reminding the student of the submission requirement and notifying the student they are out of compliance. The student will be given seven (7) days to submit the required documents.
2. If the student fails to respond to the email directive, fails to submit the required documents or fails to notify the clinical coordinator of their intent to rectify the situation, the instructor will notify the Program Director of the School of Nurse Anesthesia requesting that the student be administratively dropped from the course and that their access to the course be removed.

Clinical Agency Agreements

The School of Nurse Anesthesia has a legal responsibility to have written agreements with each agency used for clinical practice. The Clinical Agency Affiliation Agreements are established and maintained through the office of the School of Nurse Anesthesia.

The agreements delineate the university's responsibility from the clinical agencies when students and faculty are present. The School of Nurse Anesthesia and clinical agencies assume shared responsibilities for the students' educational experiences in the clinical setting.

Selected portions of the clinical agreement directly related to student responsibility are as follows:

- The university will instruct all DNAP students assigned to the clinical agencies to maintain strict confidentiality of medical records and patient/client data imparted during the educational experience.
- The university will not allow students to participate in clinical experiences who have not documented their proof of immunization for tetanus, diphtheria, and polio; Hepatitis B series;

Tuberculin skin test (chest x-ray if appropriate); QuantiFERON Gold blood test; influenza; proof of immunity to rubella, chickenpox, MMR and COVID.

- If the clinical agency deems a student's performance to be unsatisfactory and detrimental to its healthcare responsibilities, the clinical site may suspend the student from utilizing the clinical agency for clinical experience. The clinical site coordinator will communicate the student's unsatisfactory performance and the Program Director will investigate.
- The nature of this cooperative agreement is such that each party undertakes obligations to the other without passage of funds between the university and the clinical agency or between the personnel of their respective staffs.

Clinical Practice Preparation

Student enrolled in the School of Nurse Anesthesia, upon clinical matriculation in Year 2, will be assigned to clinical sites on a typical 8-week rotational schedule. Assignments are made by the Director of Clinical Education, under the review of the Program Director to ensure equity.

Each student will be assigned general surgical, obstetric (4 weeks), pediatric, cardiovascular (4 weeks), and regional anesthesia (4 weeks) clinical rotations. The Director of Clinical Education, the Program Director, and the student's faculty advisor will monitor TYPHON Clinical Tracking System to ensure that students are receiving adequate clinical opportunities. Adjustments to clinical schedule may be made at any point and will be communicated to appropriate students.

Nurse anesthesia students are prohibited from employment as nurse anesthetists by title or function at any institution or clinical site while enrolled in the program.

Clinical Attendance and Absence Policy

Students are expected to exemplify professional behaviors at all times in clinical sites, and timely attendance is a component of proper professional behavior. Attendance to clinical experiences is mandatory and unexcused absences can lead to program failure. Each unexcused absence is treated as a vacation day.

Students are required to notify the Director of Clinical Education, SNA administrative coordinator, and clinical site coordinators prior to any absence for illness, etc. Certain absences may be considered for preapproval, but this is an exception, not the standard. If a student does not attend clinic, the clinical site coordinator will notify the Director of Clinical Education, who will investigate. Decisions regarding the outcome of absences, both excused and unexcused, are at the discretion of the Program Director.

Clinical Course Expectations

The DNAP student is expected to behave professionally, as if he/she is already practicing independent of training program construct. Expectations of clinical performance is along a continuum and each course in the clinical education series (NA780, NA781, NA782, NA790, NA791, & NA792) contains expectations listed as a component of the course syllabus.

Clinical Hour Requirements for DNAP Program

All DNAP students are required to serve a minimum of 2000 clinical hours, when they are involved in direct patient care. This time shall not include simulation time, down-time during evening or call shifts, or time spent on didactic/DNAP project pursuits. It is a COA standard that students receive 2000 hours of clinical training along with 500 hours logged in scholarly pursuit, which occurs with the completion of the DNAP project.

The clinical hour requirement is met via completion of the clinical course series in which 1 credit hour equates to 80 clinical hours served.

Student time commitment, inclusive of clinical, didactic, academic, and call-related activities, is designed to be reasonable and does not exceed 64 hours per week.

Illness and/or Injury at Clinical Sites

Students who are injured or become ill while providing patient care completing clinical hours must:

1. Notify the preceptor, clinical site coordinator, and Director of Clinical Education. (If the DCE is not available, the student will report to the Program Director any illness or injury.)
2. Follow the agency's policy and procedure for injury or illness, if appropriate.

Students should refrain from reporting to the clinical site when ill, experiencing an elevated temperature, experiencing nausea/vomiting, diarrhea or any other symptom indicative of illness or disease. Students should notify the clinical site coordinator and DCE of their clinical absence at least two (2) hours prior to their assigned clinical time.

Clinical agencies are not compelled to provide medical care, free of charge for students who become ill during the clinical experience. Students are responsible for any expense(s) incurred.

All students must maintain personal health care coverage.

Professional Behavior in the Clinical Setting

DNAP students present themselves as ambassadors of the University of Mobile, the School of Nurse Anesthesia, and the DNAP program. Students are expected to be respectful to preceptors, faculty, staff, patients and their families.

Reports of unprofessional behavior will result in the student being counseled and is subject to review by the School of Nurse Anesthesia Program Director. Examples of unprofessional behaviors include disorderly conduct, inappropriate or offensive language, damage or theft of property, disruption, discrimination, behavior or conduct adversely reflecting upon the nursing profession or the School of Nurse Anesthesia.

Students are permitted to have a cell phone, but they should remain in a pocket in their lab coat, or otherwise stored, and on vibrate. Personal telephone calls shall not be made in patient rooms or received in the presence of patients or families – violation will not be tolerated.

Each student is required to send their clinical site a thank you note using a School of Nurse Anesthesia notecard (notecards can be obtained from the School of Nurse Anesthesia administrative coordinator). A copy of the letter must be sent electronically to the Director of Clinical Education and will be included with the final course evaluation.

Professional Dress in the Clinical Setting

Students are expected to comply with dress code policies established by the School of Nurse Anesthesia, as well as the policies of individual clinical facilities where they are assigned for clinical practice. Dress code requirements will vary among healthcare agencies.

- Students are required to wear grey scrubs and photo University of Mobile ID name badge. Some clinical sites may require alternate attire.
- Shorts, jeans, open-toed shoes or low-cut shirts are not considered appropriate attire.
- Fingernails must be clean and neatly trimmed (no more than 1/4 inch long). Artificial or painted nails, gel nails, acrylic nails are not allowed.
- Visible jewelry in body piercings, including but not limited to nose, facial, or tongue studs, or multiple ear piercings including those in the upper ear and ear gauges are not permitted. No oral jewelry is allowed.
- Hair must be neat at all times. Hair of unnatural color, as well as, glitter spray, sequins and other similar artificial adornments are not permissible. Devices used to restrain hair are to be unobtrusive. Long hair should be pulled back or neatly restrained so it will not interfere with clinical activities. Trends such as multiple colors, shaved eyebrows, extremes in bleaching, dyeing or tinting, dreadlocks, mohawks, and long spiked hair (colored or natural) are not appropriate.
- Jewelry. Students may wear only a watch, wedding band, and/or engagement ring. No necklaces, chokers, or bracelets are allowed and an insult to proper sterile technique necessary for certain clinical tasks.
- Perfumes, scented lotions, aftershaves, body sprays and other scented products shall not be worn. Such products can cause iatrogenic injury to patient and other healthcare providers.
- Smoking, including the use of electronic cigarettes, is not permitted while the student is in professional dress before or during any clinical or laboratory activity.
- No fanny packs may be worn as they may interfere with the performance of clinical duties and scarves/neckties are not permitted for student safety.
- Personal cleanliness is a prerequisite for patient/client care. Regular bathing, hair washing and use of deodorant are part of personal cleanliness.

Students who fail to comply with the professional dress requirement will not be allowed to participate in clinical practice. Faculty members or clinical site coordinators will have the right to remove a student from a clinical area if, in their judgment, the student presents an unprofessional appearance or in any way is a threat to patient safety or comfort. The University of Mobile shall have no obligation to refund tuition, accommodate the student, or make any other special arrangements in the event the student is unable to meet the dress code requirements of the clinical agency.

SECTION VI: STUDENT RESOURCES AND SERVICES

Campus Store

The campus store, The U, is located in the J.L. Bedsole Library building on the first floor. Supplies such as university gear and snacks may be purchased in the The U. MasterCard and Visa are accepted for purchases. The hours of operation are 8:30 AM – 5:30 PM, Monday through Friday and 10:00 AM – 2:00 PM on Saturday.

For more information, students should call 251.307.1140 or email umstore@umobile.edu.

Campus Security

The University of Mobile maintains security guards on duty 24 hours per day. The security guard may be contacted at 251.510.4273.

Center for Excellence in Healthcare Practice

The School of Nurse Anesthesia maintains an operating room, nurse anesthesia skills laboratory, a health assessment laboratory, and simulation center for students located on the second floor of the Weaver Hall Building. These learning resources for the School of Nurse Anesthesia allow students to develop knowledge, skills, and attitudes necessary for applying theory to the practice of nurse anesthesia. This learning environment serves students in the School of Nurse Anesthesia by providing an excellent opportunity for self-directed independent learning and the practice of basic and advanced nursing skills. The simulation center is equipped with newborn, infant, child, adult, and maternal mid and high-fidelity human patient simulators as well as a wide selection of task trainers. The lab is equipped with cameras and recording equipment, which can be used for real-time, shared learning and in debriefing areas. Center hours vary and are posted on the School of Nurse Anesthesia website.

The Simulation Center contains seven simulation rooms and a control room. The simulation suite contains an adult medical-surgical simulator, a labor and delivery birthing simulator, an infant simulator, and a pediatric simulator. Other learning tools kept in the simulation rooms include: defibrillator, 12 lead EKG, crash cart, IV and feeding tube pumps, etc. Both rooms have audio-video recording capability.

Library

The J.L. Bedsole library is available for student use with a primary emphasis of establishing and maintaining library support of the academic curriculum. The library also seeks to provide instruction in research skills that serve students during their studies the university and in the career paths they choose after graduation.

Hours of Operation: 7:30 AM-12:00 AM, Monday-Friday; 10:00 AM-5:00 PM Saturday, and 1:00 PM-12:00 AM Sunday. The library can be accessed through <https://umobile.edu/library/> or by calling 251.442.2246.

Parking and Traffic Regulations

Any student who operates a motorized vehicle of any type on campus must register the vehicle with the Office of Campus Operations. Students will receive a “hangtag” parking permit. Vehicles are registered online via SelfService.

The university assumes no responsibility or liability for any vehicle on campus, whether or not school is in session. In the event of damage to or theft of a vehicle on the campus, if the person who caused the damage or committed the theft cannot be determine, the owner/operator of the vehicle and/or his insurance company shall be responsible for any damages or loss.

Postal Services

A contract station of the United States Post Office is located on the first floor of the J.L. Bedsole Building and offers all standard services. The post office is open to students from 8:00 AM until 5:00 PM Monday through Thursday and on Friday 8:00 AM until 4:15 PM. The mailroom is closed daily from 12:30 PM until 1:30 PM.

Registrar’s Office

The Registrar’s Office is located in the Rosemary Adams building. The office is responsible for maintaining official student records and verifying that students are eligible to site for licensure examinations. Official copies of transcripts are available from this office.

Student Success Center

The Student Success Center provides academic consulting services to students enrolled at University of Mobile. Academic consultants meet individually with students and provide assistance with developing the skills and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies.

Professional counseling is also available to students through the Student Success Center located in the Rosemary Adams Building. More specific contact information is located on the university webpage under the quick link, Student Life. Resources can be located on the UM website under Academics/Student Success.

Chora Godwin Learning & Writing Center (LWC)

The University of Mobile Learning Center helps students develop effective strategies related to studying, note taking, test taking, and more. Meet with a study-strategies group, make a one-on-one appointment with an LWC Tutor, or check out an upcoming Success Series session. Free peer tutoring is held in the Chora Godwin Learning & Writing Center Fall and Spring semesters. Tutoring services are offered the second week of classes and continue while classes are in session. Resources can be located on the UM website under Academics/Student Success.

UpToDate

Students are given free access to UpToDate. UpToDate is the only resource associated with improved patient outcomes and hospital performance, and studies show that clinicians who use UpToDate change their decisions 30 percent of the time. More than 6,900 world-renowned physician authors, editors, and reviewers use a rigorous editorial process to synthesize the most recent medical information into trusted, evidence-based recommendations. Every day, clinicians view topics covering 25 specialties over 1.5 million times.

SECTION VII: STUDENT RESPONSIBILITIES

Ethical Practice

The University of Mobile School of Nurse Anesthesia follows closely COA guidelines, which includes provided for an ethical practice of nurse anesthesia. Students receive learning opportunities during the didactic phase of the DNAP curriculum which help them develop sound ethical reasoning. See the AANA “CRNA Code of Ethics” for more information.

Liability Insurance

All DNAP students enrolled in clinical courses participate in the University of Mobile Nurse Anesthesia Student Liability Insurance Program. There are no additional fees related to this liability coverage.

Licensure

The School of Nurse Anesthesia requires that DNAP students demonstrate a level of competence commensurate with the educational and experiential prerequisites for admission and progression in the program. DNAP students are required to maintain licensure as a registered nurse in Alabama and in their state of residence to practice nursing as a registered nurse throughout their educational program at the University of Mobile. Additionally, students must hold licensure as a registered nurse in any state where the practice/practicum requirements are completed. The student is required to provide verification of licensure from the appropriate state board.

UM’s residential campus is located in the state of Alabama; therefore, our students and faculty must abide by the regulations of the Alabama Board of Nursing. Nursing courses with a clinical component may not be taken by any individual who has been denied licensure by the Alabama Board of Nursing; or whose license is currently suspended, surrendered or revoked in any United States jurisdiction; or whose license is currently suspended, surrendered, or revoked in another country due to any disciplinary action.

Safe Clinical Practice

The faculty and staff of the School of Nurse Anesthesia support the University of Mobile Preamble, Mission Statement, Vision Statement, Biblical Worldview, and Statement of Christian Affirmation. The faculty and administration have the expectation that learning, faith, and leadership will be reflected in the interactions and actions of all individuals involved with the activities of the School of Nurse Anesthesia. The intent of the university is reflected in the phrase, “Changing Lives to Change the World” and is evident in the core values of being Christ-centered, Academically-focused, Student-devoted, and Distinctively-driven. It is expected in clinical practice that these attributes be evident.

Safety in nurse anesthesia practice and research is required of all professional nurses and all students of professional nursing. In order to ensure safe practices students are expected to:

- Assume responsibility for their own actions.
- Demonstrate self-discipline in meeting commitments and obligations, submitting written assignments on time, keeping appointments, etc.

- Prepare in advance for clinical experiences.
- Function within the guidelines and policies of the institution, in which they are practicing, and within their scope of practice and according to all legal parameters.
- Communicate appropriately, accurately, and truthfully.
- Recognize own limitations and the need for appropriate supervision.
- Provide competent care for all individuals regardless of age, sex, race, or diagnosis.
- Obtain preceptor signature on all patient documentation, including charting.
- Notify the DNAP Program Director immediately of any change in licensure status, i.e. probation, suspension, or revocation.

The following situations are considered unsafe and are absolute grounds for course failure and may result in dismissal from the program:

- Preceptor or healthcare agency/institution refusal to continue working with the student due to clinical safety issues.
- Student is under the influence of alcohol, recreational drugs, or medications that impair judgment in the clinical, classroom, and/or research setting.
- Positive drug test for non-prescribed or illegal drugs; or refusal of drug testing.
- Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patients, staff, faculty, or other students.
- Fraudulent or dishonest behavior.
- Behavior or judgment that compromises the safety of a patient.
- Other unsafe clinical practice as deemed by faculty.
- Violation of rules of professional conduct established by accrediting or licensing bodies.
- Any act or behavior, which violates the objectives and/or policies of the School of Nurse Anesthesia, Clinical Agency, the Alabama Board of Nursing Nurse Practice Act, or the Board of Nursing Nurse Practice Act in the state where the student maintains licensure.

Student Conduct

As practicing professionals, students are responsible participants in their educational experiences at the University of Mobile. Students are expected to display professionalism, respect, kindness in all aspects of their work and study.

This includes, but is not limited to, email conversations, discussion board posts, phone calls and face-to-face encounters with fellow students, faculty, staff, preceptors, clinical agencies, and patients. Incidences of student incivility will be reported to the DNAP Program Director and the DNAP Administrative Committee for appropriate action. Students will be given a written warning and may face dismissal if episodes of incivility or inappropriate behavior continue.

SECTION VIII: APPENDICES**Appendix A – DNAP Student Handbook Acknowledgement**

The University of Mobile School of Nurse Anesthesia has distinct expectations of students that are outlined in the university Catalog and the School of Nurse Anesthesia Student Handbook.

The purpose of this form is to disclose and document:

- (1) I have been made aware of these official university documents,
- (2) I have read the School of Nurse Anesthesia Student Handbook in its entirety,
- (3) I have familiarized myself with the expectations contained in the document and all questions or concerns have been clarified to my satisfaction,
- (4) I will maintain responsibility for all updates to the Handbook each semester as a student in the graduate nursing program at the University of Mobile, and
- (5) I have read and understand the School of Nurse Anesthesia Student Handbook and agree to abide by all policies and procedures throughout my enrollment in the School of Nurse Anesthesia.

Student Name: _____

UM ID Number: _____

Student Signature: _____

Date: _____