

Wegmans School of Nursing Nurse Anesthesia Handbook

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1. Introduction

1. Welcome to the St. John Fisher University Wegman School of Nursing Nurse Anesthesia Program. The next three years will be some of the most challenging you have faced but at the end you will be joining a great profession with one of the highest job satisfaction ratings in healthcare. This handbook will go over the expectations of the program and be your guide to the next three years.
2. At the conclusion of the program, our graduates will have the necessary skills, knowledge, and experience to provide high quality anesthesia care in any clinical and practice setting. Graduates will demonstrate professional behavior, compassionate care, effective communication, critical thinking and leadership qualities in anesthesia and the community. Graduates will be able to deliver anesthesia care in an independent practice environment. Graduates will assure patient safety by remaining vigilant during anesthesia care, refraining from distractions (reading, texting, emailing, internet searches) while providing direct patient care and protecting patients from iatrogenic complications. Graduates will meet all requirements to sit for board certification administered by the NBCRNA.
3. For policies and procedures not explicitly covered in the Nurse Anesthesia Program Handbook please refer to the Wegmans School of Nursing (WSN) Graduate Handbook.
<https://www.sjf.edu/schools/school-of-nursing/student-resources/documents-and-forms/>

2. The Fisher CRNA

- The Fisher CRNAs will be some of the best trained CRNAs in our community with our diverse clinical sites, focus on simulation learning and the expectation of excellence from our students, faculty, and clinical preceptors. This alone will not set us apart from other CRNA schools in the nation. Fisher CRNAs will be involved in community outreach which will allow students to build positive relationships in the community. Through these activities, the Fisher CRNA will model professional behavior, leadership, and commitment to their community.

3. Student Nurse Anesthesia Association (NASA)

- The committee will have three members and one member who is a faculty advisor from the anesthesia program. There will be one member from each class that will be voted on as the class representative. These members will hold the position until they resign or graduate from the program. Voting will take place the first Monday in February each year, the committee will meet at least once a semester, but can meet more frequently if necessary. The committee will be structured .
- The committee will be tasked with fundraising for student nurse anesthesia related events, community outreach initiatives, interacting with other student groups on campus, and bringing any class concerns to either the program director or assistant program director.
- Please note that individual concerns can be brought directly to the program director or assistant program director at any time.

- A representative from the Student Nurse Anesthesia Committee will be invited to the monthly anesthesia faculty meeting to discuss any issues and give a student perspective to any issues within the nurse anesthesia program.

6. National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA)

- To practice as a nurse anesthetist, you must be board certified as a nurse anesthetist and graduate from an accredited program. St John Fisher University Wegman School of Nursing Nurse Anesthesia Program will prepare you and allow you to sit for your board certification. Please review the NBCRNA Student Handbook utilizing the link provided below.
- <https://www.nbcrna.com/about-us/media/handbooks>

7. Weekly Time Commitment by Semester

(Approximate Hours per Week)

	First Year			Second Year			Third Year		
Semester	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall
Class (Hours)*	12	12	11	12	9	9	9	7	5
Clinical Hours**	0	0	10	10	32	28	28	32	28
Clinical Meetings***			1	1	1	1	1	1	1
Total Per Week	12	12	22	23	42	38	38	40	34

* Class (Hours) does not include clinical courses credits, they are accounted for in Clinical Hours/Meetings

** Clinical Hours are based on 16 weeks in Spring, and Fall. 14 weeks in the Summer to achieve minimum clinical hours for each clinical class.

** Clinical Hours include both AGACNP and NAP clinical hours. These are minimum weekly clinical hours to meet expectations.

*** Clinical Meetings on a weekly basis account for less than 1 hour

This is an estimation of required hours on a week to week basis.

8. Licenses and Certification Requirements

- St John Fisher University Wegman School of Nursing Nurse Anesthesia Program students are required to maintain their NYS RN license along with their BLS, ACLS and PALS certifications. Students will be enrolled in the American Heart Association RQI Program and are expected to maintain their certifications throughout the program.

- Students who let their certifications or license lapse will be immediately removed from clinical practice until they renew their certifications and/or license. This removal from clinical practice can lead to unsatisfactory performance or inability to achieve the required hours which may lead to a failing clinical grade.
- It is the responsibility of the student to monitor and maintain certification and licensure.

9. Estimated Student Cost Projections

- St John Fisher University Wegman School of Nursing DNP graduate students are charged \$1,670 per credit hour and that number is projected to increase by at least 4.95% each year while enrolled in the Nurse Anesthesia Program. Additional fees related to anesthesia program specific equipment, library resources and accreditation fees may be passed along to the students. Below is a table of the total for each year the student should expect to pay including SEE exam, AANA student membership, disposable equipment, RQI for ACLS, BLS and PALS and Typhon. Please note that these costs do not include living expenses, gas, and car maintenance which need to be calculated into your personal budget for school. Each class will have a different number due to increases year to year, the table reflects projected cost for the most recently admitted students. See link below:

[AGACNP/CRNA Program Estimated Costs](#)

10. Simulation Experiences

- St John Fisher University Wegman School of Nursing Nurse Anesthesia Program will have simulations experiences with both low-fidelity and high-fidelity. Students will have the opportunity to utilize an open lab to practice skills. The schedule for open labs will be posted at the beginning of each semester and be supported by faculty members. Simulation will include the use of mannikins, skills trainers, virtual reality, and porcine products. Porcine products will be used for difficult airway training, nerve block training and epidural and spinal training. Porcine products offer the unique ability to simulate actual tissue feel and sensation during training.
- Anesthesia Crisis Resource Management simulation will focus on creating an environment as real as possible. When able, the program will try to have roles staffed by nurses, providers, and scrub techs to enhance the experience.
- Link to grad sim policies and google form
<https://www.sjf.edu/schools/school-of-nursing/student-resources/documents-and-forms/>

11. Student Advising

Nurse Anesthesia students will meet with their advisor at the beginning of the program and have a signed long range plan (LRP). Students will meet with their advisor yearly and as needed to ensure proper progression through the program. Students flagged for being “at risk for failure” will need to meet with their advisor.

Please see Academic Advising in the WSON Handbook for additional details.

<https://www.sjf.edu/schools/school-of-nursing/student-resources/documents-and-form> page 20

12. DNP Projects

- DNP projects must be based in nurse anesthesia and cannot be based on your experience in the AGACNP program.
- Please refer to the DNP Handbook for more information and details on the projects.
[DNP Scholarly Project Handbook.pdf](#)

13. AANA Student Membership

- St John Fisher University Wegman School of Nursing Nurse Anesthesia Program students are required to join the AANA as a student while enrolled in the program. Student membership comes with many benefits, scholarship opportunities and resources for students.
- AANA Student Membership is paid with student fees

14. Student Advocacy

- St. John Fisher University Wegman School of Nursing Nurse Anesthesia Program students are highly encouraged to advocate for nurse anesthesia practice at both the state and national level.
- Students will be excused from clinical activities, if needed, to attend these events.

15. AANA Code of Ethics

- St John Fisher University Wegman School of Nursing Nurse Anesthesia Program students are required to read, understand and adhere to the AANA Code of Ethics for Certified Registered Nurse Anesthetists.
- Log into your AANA student account may be necessary. See link below.
- [AANA Code of Ethics Link](#)

16. Exit Interview

- Two weeks prior to the end of the program students will be distributed an exit survey where they can evaluate the program strengths, weaknesses and provide any feedback they feel would help the program grow.
- After the submission of the survey an exit interview with the program director and assistant program director will be scheduled. During this meeting the survey will be discussed and any additional information or feedback will be gathered.
- The program will compile all exit surveys and interviews to create a summary document.

17. Nurse Anesthesia Clinical Scheduling

- Nurse Anesthesia students will be scheduled in clinical settings by the clinical coordinator. All schedules will be completed 40 days prior to the start of a clinical rotation and entered into the Typhon scheduling system. Nurse Anesthesia students will be notified when the schedule is

complete and have 5 days to request any changes to the schedule and/or clinical site. All requests must be made in Typhon, **email or verbal requests will not be accepted**. After five days the clinical coordinator will review all schedule change requests and approve or deny requests. 30 days prior to the start of a clinical rotation the schedule will be finalized, requests for changes will not be considered and schedules will be sent out to all the clinical sites. The link to Typhon is <http://typhongroup.com/>

- Nurse anesthesia students may be assigned to clinical hours and shifts that include 16 hour shifts, 24 hours shifts with call, holidays, weekends and night shifts. The COA does not allow students to perform anesthesia care for greater than 16 hours. Anesthesia care is time in the operating room and does not include time during breaks, downtime, on call (not in cases), or room turnover.
- Clinical is scheduled for 16 weeks in the Fall and Spring Semester and 14 weeks in the Summer semester. Clinical schedule does NOT follow University start and end times. A projected clinical schedule will be published for each incoming class. Use this schedule to schedule any vacations, appointments or trips.
- The COA currently requires 2000 hours but students are strongly encouraged to stay late and complete additional case experiences. Anesthesia is not shift work and in order to best acclimate to future practice students should follow staffing patterns and end times of the clinical sites to which they are assigned. The program strongly believes that clinical time is one of the most important aspects of your clinical training and increased time gives you additional opportunity to explore different anesthesia techniques and master more difficult skills, such as epidurals.
- Students who exceed the minimum hours per semester can accumulate the extra time to use if they have to miss clinical for any excused reasons. The students can save up to 40 total hours. The clinical coordinator will be responsible to manage and track any extra hours on a semester to semester basis. If the student has remaining time near the end of the program, they can use the extra time to end clinical requirements early to have additional time to study for boards.

18. Nurse Anesthesia Clinical Site Expectations

- Each clinical site can have different student expectations related to the need of a care plan, scheduling preferences and student preparation expectations, for example. These expectations will be clearly stated in the clinical site onboarding process.
- All clinical site expectations and onboarding process need to be approved by the program director prior to implementation.
- Each clinical site has an affiliation agreement with St John Fisher University, in this agreement it is stipulated that all nurse anesthesia students in our program are to be supervised in a 1:1 ratio by either a CRNA or an anesthesiologist. This is to be in compliance with NYS law Section 405.13 - Anesthesia services.

19. Student Expectations at Nurse Anesthesia Clinical

- Nurse anesthesia students are expected to arrive at clinical on time, well rested and ready to provide safe anesthesia to their patients. Students who have jobs outside of school are required

to have an 8-hour rest period from the end of their job shift to the arrival time at the clinical site. For example, if you need to arrive at clinical at 630am, you cannot work past 1030pm the day prior. Violation of this policy will be considered unprofessional behavior and subject to remediation for unprofessional behavior in the clinical setting policy.

- Nurse anesthesia students are expected to remain vigilant while providing anesthesia care with minimal distractions. Students are expected to minimize use of electronic devices such as tablets or cell phones during the care of patients under anesthesia. Any use of electronic devices should be directly related to patient care while providing anesthesia care. You may use electronic devices for other activities during designated breaks and lunch periods. Violation of this policy will be considered unprofessional behavior and subject to remediation for unprofessional behavior in the clinical setting policy.
- Students are expected to complete patient specific care plans as assigned by the clinical site. If the site does not require patient specific care plans then the student must be ready to discuss case specifics for assigned cases.

20. Nurse Anesthesia Clinical Coordinator Expectations

- St John Fisher University Wegmans School of Nursing Nurse Anesthesia Program Program Director will appoint a clinical coordinator who is responsible for overseeing all students in the clinical setting. The clinical coordinator will be an existing Nurse Anesthesia Program faculty member who is at least part time at the University.
- The clinical coordinator responsibilities include making the clinical schedule, approving any schedule adjustments, making performance improvement plans as needed, monitoring student progress, reviewing daily evaluations and time logs, reviewing end of semester evaluations, reviewing clinical site evaluations, and are the first point of contact for any issues in the clinical setting.
- The clinical coordinator role can be shared among multiple Nurse Anesthesia Program Faculty Members, if needed.

21. Nurse Anesthesia Clinical Site Coordinator Role and Expectations

- Each clinical site will appoint a clinical site coordinator who is responsible for being a point of contact for the students who are assigned to the clinical site. The clinical site coordinator does not need to be present at the site daily but does need to work with the students to ensure they have a positive experience at the clinical site. They can choose to schedule students in rooms daily, or have students choose their own rooms. A copy of each student's Typhon report will be provided at the beginning and end of each rotation to the clinical site coordinator. At the end of the rotation the clinical site coordinator will talk with each student, provide overall feedback, and complete the end of the rotation evaluation. All completed daily evaluations will be available to the clinical site coordinator through Google Drive Folder.
- Clinical site coordinators are not expected to make schedule changes to the student's schedule, and they are not expected to authorize days off for students. An exception to this is if the student unexpectedly works past 1030pm, with an assumed 630am student arrival time, and the

student is scheduled the next day. It is expected, in this scenario, that the student will be given the next day off. Please email the clinical coordinator if this occurs. Call shifts and off shifts will be scheduled accordingly.

Nurse Anesthesia Clinical Site Coordinator Yearly Meeting

- In May or June of each year there will be a required clinical site coordinator meeting. During this meeting clinical site coordinators will be able to discuss any issues or problems related to students in the clinical setting. Also any changes in clinical class size, in University policy or COA requirement changes will also be discussed.

22. Nurse Anesthesia Clinical Preceptor Role and Expectations

- Clinical Preceptors are anesthesiologists or CRNAs at that clinical site willing to take on students in the clinical environment. It is expected that feedback is provided in real time and that any issues related to the student will be directed to the clinical site coordinator and clinical coordinator. Preceptors are encouraged to watch the “How to Evaluate Nurse Anesthesia Students in the Clinical Setting” video available on the University’s CRNA Program private YouTube channel. This will give helpful tips and tricks to help improve the clinical precepting experience for both the preceptor and the student. This will also help standardize feedback to the students and improve responsiveness to critical feedback.
- Daily evaluation of the student must be completed in a timely manner. Ideally that day, and reviewed together at the end, or near the end of the day. Evaluations should be completed by the preceptor who spent the most time with the student that day. Feedback should be honest and direct, and a student who does not do well on one or two daily evaluations will not fail the course, but instead hopefully take constructive feedback to be better for future days.
- Preceptors can dismiss the student early from clinical if one or more of these scenarios exist. The student is unprepared for clinical, is sick, is not acting in a professional manner, or is engaging in activities or behaviors that put the patient at significant risk of harm. If this occurs, please email the clinical site coordinator and clinical coordinator as soon as possible. The student will be removed from clinical until a meeting with the clinical coordinator and/or program director occurs.
- If the removal from clinical was due to an illness the student must be symptom free for 24 hours prior to returning to clinical and a health provider note may be required, to be decided by clinical coordinator and/or program director.
- If the removal from clinical was due to unprofessional conduct, the student will be subject to the Unprofessional Conduct and Remediation Plan below.
- If the removal from clinical is due to students suspected to be under the influence of drugs or alcohol, the program will follow Wegman School of Nursing Nursing Handbook policy and procedures.
 - “WSO Policy to Manage Students Suspected to be Under the Influence of Drugs or Alcohol in the Clinical Setting” pg 25.

Performance Improvement Plan

- If clinical preceptors or clinical site coordinators find a student to be performing poorly in certain skills or aspects of anesthesia care a performance improvement plan can be implemented for the

student. The performance plan will be individualized to the student and include remediation steps to improve student performance. The remediation steps can include simulation time, reading, helpful videos with tips and tricks or increased focus during clinical on the deficient skill or process. A Performance plan is written by the clinical coordinator with input from the clinical site coordinator and/or clinical preceptor.

23. Unprofessional Conduct and Remediation Plan

- Professional Conduct and Behavior Standards are outlined in the WSON Nursing Handbook <https://www.sjf.edu/schools/school-of-nursing/student-resources/documents-and-forms/>
- Remediation for unprofessional behavior in the nurse anesthesia clinical setting is a three-step process.
 - Students are initially referred to the clinical coordinator for unprofessional behavior. During the referral period the student can present any written evidence that will support the student's side if the student disputes the claim of unprofessional behavior. After a fact-based investigation of the allegations the program director and assistant program director will determine if the student's behavior was unprofessional.
 - If the student's behavior is deemed unprofessional a written warning is issued to the student first and the student will be required to return the warning letter signed.
 - If another violation occurs, and is deemed unprofessional from the above process, then the student will be removed from the clinical setting until a meeting with the program director, clinical coordinator and clinical site coordinator can occur.
 - At the conclusion of the meeting the student will sign a written remediation plan.
 - If the remediation plan is not satisfactorily completed the student will be dismissed from the program.
 - If a third violation occurs, and is deemed unprofessional from the above process, the student will be dismissed from the program.

24. Nurse Anesthesia Time Logs and Cases in Typhon and Daily Evaluations

- Time logs and cases are expected to be completed at the end of the clinical day. If they are submitted late, it will be considered unprofessional behavior and subject to remediation. Daily Evaluations are to be completed at the end, or near the end, of the clinical day. If there are extenuating circumstances and it cannot be completed that day please document why.
- Time logs and cases need to be entered accurately in Typhon.
- Inadvertent errors do occur and need to be rectified upon discovery of the error.
 - Students who are found to be willfully entering false information or adding procedures without performing them will be immediately removed from clinical pending an investigation and a meeting with the program director and clinical coordinator. After the meeting it will be determined if the student can return to clinical after remediation.
 - If the student cannot return to clinical practice, they will be dismissed from the program.

25. End of Rotation Evaluation

- End of Rotation Evaluations are to be completed in the last week of the rotation. It is both the students and clinical site coordinators responsible for accurate completion of the end of the rotation evaluations.

- Summative Evaluations Clinical Course Progression Grading Policy
 - Students are expected to have satisfactory evaluations from every summative evaluation. In the event a student's clinical performance is evaluated to be unsatisfactory in the summative evaluation the student will be immediately placed on a performance improvement plan. The performance improvement plan will include the following language, "The student agrees to the performance improvement plan and understands that if they receive another unsatisfactory at any point in their clinical progression that they will be permanently removed from clinical and dismissed from the program". The student can pass the clinical course and continue clinical course progression once the performance improvement plan is signed. If it is not signed the student will receive a grade of fail and be unable to progress in the program.
- Unsatisfactory Summative Evaluation Appeal Process
 - Any student who receives an unsatisfactory summative evaluation has the right to appeal the unsatisfactory evaluation. The appeal must be submitted within 72 hours of the receipt of the summative evaluation from the clinical site coordinator. The program director and/or clinical coordinator will meet with the student and the clinical site coordinator. All documents will be reviewed including daily evaluations, Typhon case logs and time logs. We will evaluate how many preceptors gave unsatisfactory daily evaluations and will consider any written documentation such as emails or text messages. Verbal conversations and any hearsay will not be considered. A decision will be made within one week of the appeal and a decision letter will be issued to the student and clinical site coordinator.

26. Clinical Site Evaluation

- Clinical Site Evaluations are expected to be completed at the end of the rotation by the students. These evaluations are anonymous and will be sent to the clinical sites at the end of each semester.

27. Incident Reports

- An incident report will be created in Typhon for any medication error, unexpected patient outcomes or injuries that occur while the patient is under the care of a nurse anesthetist student. The student is required to put in all information that occurs in the incident report. This incident report must be completed within 24 hours of any unexpected event. The clinical coordinator and clinical site coordinator must also be notified as soon as possible.
- If the unexpected event included an unexpected or unanticipated patient death, the student should be excused from clinical practice for the rest of the day. After being excused the student should notify the clinical coordinator and schedule a debriefing with the program director.
 - St John Fisher University offers confidential counseling services for free to all Fisher students.
 - The "Counseling Request Form" is located in the Patient Portal under "Forms"

28. Additional Resources

- Please see the Wegmans School of Nursing Handbook for Nursing Program for details related to appeals process, testing policy, academic integrity policy, procedures, and appeals process, academic dismissal and leave of absence policies.

29. Sample Curriculum and Course Progression is available via this [link](#).

Nurse Anesthesia Program Specific Policies and Procedures

6.0 NYS Dual Degree NP License Requirements Policy

Policy: The following policies pertain to New York State Department of Education requirements for the SJF WSON Nurse Anesthesia Program. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual

New York State Dual Degree NP License Requirements

- New York State Department of Education requires that all Nurse Anesthesia Programs have a dual degree of Nurse Practitioner to allow prescriptive rights to be a candidate for graduation with a Doctor of Nursing Practice (DNP) in New York State. New York State does not recognize Certified Registered Nurse Anesthesiologists (CRNAs) as advanced practice providers and the practice of anesthesia is through the RN license. All Nurse Anesthesia students enrolled without a prior Nurse Practitioner (NP) degree will be automatically enrolled in the Audit Gerontology Acute Care Nurse Practitioner (AGACNP) Program concurrently with the Nurse Anesthesia Program.
- For policies and procedures related to the Audit Gerontology Acute Care Nurse Practitioner (AGACNP) Program see the Wegmans School of Nursing (WSON) Graduate Handbook.
<https://www.sjf.edu/schools/school-of-nursing/student-resources/documents-and-forms/>
For questions and concerns related to the AGACNP portion of the program, please reach out to the AGACNP program director.
- Nurse Anesthesia students are required to complete all coursework for the AGACNP program and the Nurse Anesthesia students will be eligible to sit for AGACNP board certification and CRNA board certification upon successful graduation. Clinical hours cannot be applied to both the AGACNP and Nurse Anesthesia Program.

6.1 Employment Policy

Policy: The following policies pertain to the Council on Accreditation for Nurse Anesthesia Programs (COA) requirements for the SJF WSON Nurse Anesthesia Program. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual.

Employment Policy

- St. John Fisher University Wegman School of Nursing Nurse Anesthesia Program is an intense, time-consuming program that does not offer much time to engage in outside work. Working while enrolled in the program is highly discouraged and the program will not make any schedule change or accommodations for your work schedule if you choose to work. Students who decide to work cannot engage in work related activities within 8 hours of the start of a clinical assignment. The program will strictly enforce this policy. Students who violate this policy will be immediately removed from clinical activities and may be dismissed from the program.
- Nurse anesthetist students are forbidden from employment, in title, function or activities, that are related to nurse anesthesia or nurse anesthetist. Any students found in violation of this policy will be dismissed from the program.

6.2 Clinical Site Onboarding Process Policy

Policy: The following policies pertain to all Clinical Site Onboarding in the SJF WSON Nurse Anesthesia Program.

Clinical Site Onboarding Process Policy

- Each clinical site will have a published onboarding procedure and site-specific expectation for the nurse anesthesia students. The onboarding process should include any required training, documentation needed, and an orientation to the site. Clinical onboarding needs to include any required documentation, drug testing, ACLS/BLS/PALS and health information with a timeframe for submission.
- The orientation can be the first day of clinical or it can be prior to the start of clinical. Students are required to attend any new clinical sites orientation. Students who have been to a site prior, with the clinical site coordinator permission, can choose to not attend site orientation.
- Each clinical site is required to include the contact information for the clinical site coordinator does not need to be on site each day the clinical students are there.
- It is the program's expectation that students will have access to all information, equipment, and drugs to perform anesthesia safely. This includes access to electronic patient records, Pyxis, or its equivalent, access which includes narcotics and any online library resources.

6.3 Clinical Attendance Policy Wegmans School of Nursing Nurse Anesthesia Program

Policy: The following policy pertains to SJF WSON Nurse Anesthesia Program regarding Clinical Attendance Policy requirement. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual

Clinical Attendance Policy

- Nurse anesthesia students are required to attend clinical as scheduled in Typhon. Nurse anesthesia students are required to be at their assigned clinical site one hour prior to the start cases for routine cases. Students may elect to show up earlier and clinical sites with specialty cases may require students to be present earlier. Arrive late or unprepared will be considered unprofessional behavior and subject to remediation.
- Excused absences are times when you are sick, unable to safely travel or have extenuating circumstances and cannot attend clinical. Excused absences do not mean that the student does not have to make up missed time. All missed clinical hours must be made up and a signed action plan may be necessary to meet clinical hour requirements for each clinical course.
- Action plans are signed agreements with the clinical coordinator and/or program director and students to remediate any missed clinical hours. Each plan can be uniquely tailored to each individual student's needs. Failure to complete the action plan will result in failure of that clinical course and may result in dismissal from the anesthesia program. For example: if you need to arrive at clinical at 6:30 am, you cannot work past 10:30 pm the day prior. Violation of this policy will be considered unprofessional behavior and subject to remediation for unprofessional behavior in the clinical setting policy.
- Nurse anesthesia students are expected to remain vigilant while providing anesthesia care with minimal distractions. Students are expected to minimize use of electronic devices such as tablets or cell phones during the care of patients under anesthesia care. You may use electronic devices or other activities during designated breaks and lunch periods. Violation of this policy will be considered unprofessional behavior and subject to remediation for unprofessional behavior in the clinical setting policy.
- Students are expected to complete patient specific care plans as assigned by the clinical site. If the site does not require patient specific care plans then the student must be ready to discuss case specifics for assigned cases.

6.4 Attendance Requirements, Professional Attire, Academic Integrity, and Testing Policy

Policy: The following policy pertains to Clinical Attendance Policy requirement for the SJF WSON Nurse Anesthesia Program. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual.

- St. John Fisher University Wegman School of Nursing Nurse Anesthesia Program follows the policies and procedures outlined in the Wegman School of Nursing Handbook for Nursing Programs regarding academic integrity, class attendance policy and testing policy.
- Nurse Anesthesia students are expected to attend all lectures and classes in person in business casual attire. This is a professional program and students are expected to dress and act in a professional manner when they are requesting the program.
- Simulation experiences will be operating room attire and students are expected to arrive 15 minutes prior to the simulation start time.
- For clinical attendance policy, please refer to the *St. John Fisher University Wegmans School of Nursing Nurse Anesthesia Program Clinical Expectations Handbook*.

6.5 Narcotics Administration, Documentation and Abuse Policy

Policy: The following policy pertains to Narcotics Administration, Documentation and Abuse. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual

- All nurse anesthesia students (residents) are working under their RN license while providing anesthesia care. Narcotic administration and documentation must be accurate per the clinical site's documentation standards. Any nurse anesthesia students (residents) who incorrectly document narcotic administration must rectify the error once it has been recognized. Any nurse anesthesia student (resident) who has narcotic privileges revoked from their assigned clinical site will be removed from clinical until successful remediation has been completed per the clinical site standards.
 - It is the responsibility of the student (resident) to make up any missed clinical time due to loss of narcotic privileges. Students will be placed on a signed performance improvement plan.
- At no time should nurse anesthesia students (residents) transfer narcotics to another anesthesia provider to administer if you are leaving for the day. All narcotic counts need to be accurate and wasted prior to leaving clinical for the day.
- Nurse anesthesia students who are suspected of diverting narcotics will be removed from the clinical settings until satisfactory resolution per the clinical site, University and the student has occurred.
- Nurse anesthesia students (residents) will not be assigned to another clinical site who are currently under active suspicion of narcotic diversion.
- Nurse anesthesia students who are suspected of being acutely intoxicated due to narcotic self-administration will be removed from patient care upon recognition. The clinical site coordinator, or their designee, will notify the program director or assistant program director immediately. Refer to Policy 5.6 WSON Policy to Manage Students Suspected to be Under the Influence of Drugs or Alcohol in the Clinical Setting.
- Nurse anesthesia students who are suspected of acute intoxication should not be allowed to leave the clinical site without a plan to safely get home.
- An individual plan will be implemented under Policy 5.6 WSON Policy to Manage Students Suspected to be Under the Influence of Drugs or Alcohol in the Clinical Setting.

6.6 Self-Evaluation Examination (SEE) Policy

Policy: The following policy pertains to Self-Evaluation (SEE) Policy. These are available to students in the SJF WSON Nurse Anesthesia Program Policy and Procedures Manual

Self-Evaluation Examination (SEE) Policy

- St. John Fisher University Wegman School of Nurse Anesthesia Program students are required to take the SEE exam and receive a score equal to or higher than 420. Registration for the SEE exam will open six months prior to graduation. During this time students will prepare and take the exam on their own time. SJF will pay for your first SEE exam through student fees, any subsequent exams will be taken at the students own expense. Adjustment in clinical schedules can be made to accommodate SEE exam times.
- Students will be given a maximum of three attempts to score above 420, any students who fail to score above 420 after three attempts will be dismissed from the program. Attempts must be completed prior to the end of the final semester.
- The score 420 is determined by the total mean score of all SEE test takers year 1 through 3 and is indicative of successfully passing the National Certification Examination (NCE)