



# Anesthesiologist Assistant Program

SCHOOL OF MEDICINE

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

## Student Handbook

Master of Medical Science in Anesthesiology Program

University of Colorado School of Medicine

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Aurora, CO 80045

*This handbook does not constitute a contract, either expressed or implied, with the Master of Medicine Science in Anesthesiology Program or the University Of Colorado School Of Medicine (SOM), and the University reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the University to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. March 2016*

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## STUDENT HANDBOOK

- The Student Handbook for the Master of Medical Science in Anesthesiology provides information, rules, regulations, and policies of the Program, the Department of Anesthesiology, and the University of Colorado. A copy of this Student Handbook is provided to each matriculant during orientation. Each student is responsible for reading, understanding, and complying with all rules, regulations, and policies stated in these publications. Students are expected to be familiar with and abide by all rules and regulations presented in this manual. Other resources that contain valuable information that will not be repeated in this document include: The Anesthesiologist Assistant Program Student Clinical Handbook
- University of Colorado Denver Policies

A revised copy of this Handbook is provided to each student annually. Addenda to the Handbook may be published as necessary. Current information pertaining to communications with faculty, staff, students, and clinical sites is available in the Program Office. A student directory, including a list of current class officers, is distributed separately by the Program Office.

Issues not covered specifically in this Handbook will be dealt with by the Program Directors in consultation with appropriate individuals, as needed.

The University, the Department of Anesthesiology, and the Master of Medical Science in Anesthesiology Program reserve the right to revise information, requirements, policies, rules, regulations, and financial charges at any time. Whenever changes occur, every effort will be made to notify students who may be impacted.

### **Title IX Notice of Nondiscrimination**

The University of Colorado does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual assault. Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance.

Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint; the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Campus Title IX Coordinator:

Nelia Viveiros

Special Assistant to the Provost and Acting Title IX Coordinator

1380 Lawrence Street Center, Ste. 1441, Denver, CO 80204

Phone: 1-844-CU-TITLE (1-844-288-4853)

Email: [TitleIX@ucdenver.edu](mailto:TitleIX@ucdenver.edu)

William Dewese

Deputy Title IX Coordinator

1380 Lawrence Street, Ste. 1443, Denver, CO 80204

Email: [TitleIX@ucdenver.edu](mailto:TitleIX@ucdenver.edu)

Additional information regarding Title IX is available at:

<http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx>

### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION**

The University of Colorado Denver | Anschutz Medical Campus does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.



Students may report allegations of discrimination or harassment to Karey Duarte, Employment Rights Compliance and Investigation Manager, 303-724-9694, Karey.Duarte@ucdenver.edu.

## **ANESTHESIOLOGIST ASSISTANT PROGRAM**

The Master of Medical Science Program in Anesthesiology accepts qualified individuals into a 28-month clinical master's degree program and provides the direction, motivation, didactic and clinical opportunities necessary to facilitate students becoming knowledgeable, skilled, safe anesthetists with sound clinical judgment. In addition, the Anesthesiologist Assistant Program imbues professionalism, including commitment to patients and the community, and instills a life-long desire for learning.

The Program's obligation to the public, to employers, and to the profession is such that awarding a Master of Medical Science Degree indicates that the Anesthesiologist Assistant Program's faculties agree that the student has attained proficiency in the delivery of anesthesia and has exhibited excellence in ethical and moral behavior.

The Program has an obligation to students to provide high quality learning experiences in the classroom and in the clinical environment. The Program is continually reevaluating the methods and people responsible for teaching, and students are encouraged to provide feedback on their educational experience. The Program expects that students will take the initiative and assume responsibility for optimizing their own educational experience and will avail themselves of the opportunities that exist in the University, the School of Medicine, the Department of Anesthesiology, the Program, and the clinical sites.

The Program has an obligation to the faculty to provide the most qualified students through a fair and impartial admissions process and to provide the facilities, instructional equipment, and other resources necessary to support the teaching process.

### **Facilities**

The School of Medicine and the Department of Anesthesiology offer facilities that include faculty and staff offices, classrooms, libraries, a learning resources center, instructional laboratories, and a variety other facilities. An Anesthesiology Library is available in the Anesthesiology Program Office. Medical libraries are available on the main University of Colorado Anschutz Medical Campus and in many of the hospitals at which students rotate.

## **Committees**

The Department of Anesthesiology has created three committees, with the primary purpose of aiding the administration of the Master's of Medical Science in Anesthesiology program. The committees are as follows:

**Curriculum Committee:** This committee will meet to discuss the curricula of the program, as proposed by the faculty and administration. This committee will also provide guidance and recommendation on appropriate testing activities for the students throughout the duration of the Program.

**Advisory Board:** Comprised of multiple stakeholders from the University, as well as the community, this committee will meet on an annual basis to assist and advise the administration of the program with items related but not limited to: admission standards, accreditation standards, student activities, and faculty and staff integration.

**Progress and Promotions Committee:** This committee is charged with reviewing the academic and clinical progress of each student in the program. Meeting periodically throughout the semester, this committee will review academic performance, as well as clinical performance, to evaluate student progress in the program.

## **ATTENDANCE, OPERATIONAL TIME, AND ABSENCE**

### **Operational Time and Activities**

Operational time for the Anesthesiologist Assistant Program is from 5:30 AM until 6:00 PM Monday through Friday, and for any hours during nights and weekends for clinical assignments or other activities scheduled by the Program. University holidays and Program break periods are excluded from Program operational time.

Program activities include, but are not limited to, lectures, labs, practica, workshops, examinations, and clinical assignments.

Students are expected to attend all scheduled Program Activities.

### **Clinical Hours**

The Master of Medical Science Program in Anesthesiology offers a clinical master's degree without thesis. Award of the master's degree is based upon the student's successful completion of didactic, laboratory, and simulation courses; development of techniques and motor skills necessary to complete the tasks that are integral to anesthesia practice; development and use of sound clinical judgment; good conduct and ethical practice; completion of a MINIMUM of 2,500 clinical hours in clinical rotations assigned by the Program. Please refer to the Student Clinical Handbook that you have been provided regarding the Clinical Hour policies and procedures, also available at [www.virtue.edu](http://www.virtue.edu).

### **Attendance**

Attendance to and availability for all Program activities during Program operational days as outlined above is mandatory.

If a student must be absent, then he/she must submit a Request to be absent form to the Assistant Program Director for approval. The student will be responsible for making up any Program activities that are missed during the time of absence. The Program monitors attendance on a daily basis. Excessive tardiness or absences will be addressed by the Program Director in accordance with program disciplinary procedures.

### **Personal Leave Days**

Each student has one day available during each academic semester of the educational program to use as Personal Leave Days under the following rules:

- An academic year runs from August through the following July, unless extended by leave of absence or probation.
- Days not used during one semester do not carry over into the following semesters.
- Students must make up any Program activities that are missed due to Personal Leave.
- The policy regarding personal leave days in no way affects the minimum clinical hour requirement of 2500 hours necessary to graduate from the Program.

Personal leave must be scheduled in advance, should be considered in the context of conflicting with Program clinical learning responsibilities, and cannot accrue from one year to the next. **Personal leave time cannot interfere with scheduled rotation assignments or scheduled examinations.**

### **Illness Based Absences**

Illness based absences shall be granted on a case-by-case basis. If a student is absent from school due to illness for more than three (3) consecutive days, or has excessive sick days throughout a semester, a physician's clearance statement from the primary treating physician must be presented to the Program office. Leave due to an extended illness (over 2 weeks) will be considered a Medical Leave of Absence and will be considered on a case-by-case basis. A Medical Leave of Absence will require coordination of reentry into the Program and, depending on the length of the leave, may require repetition of significant portions of the Program.

### **Bereavement Leave**

Bereavement leave of three (3) days shall be given per death of an immediate family member. An immediate family member includes a parent, grandparent, sibling, child, spouse or domestic partner. The student is required to notify the Program Director. Additional leave may be granted on a case-by-case basis.

### **Military or Jury Duty**

A leave of absence due to military or jury duty may be granted under special circumstances and will be handled on an individual case-by-case absence by the Office of Academic Affairs or the Program Director.

### **Religious Accommodations**

While the University is a public institution governed by secular policies, instructors have a legal and moral obligation to accommodate students who must miss class because of religious observances. Instructors are encouraged to plan examinations and graded assignments to minimize conflicts with major religious holidays. Students must notify instructors at the beginning of each academic period about religious conflicts with exams and graded assignments. Students and instructors are encouraged to exercise sound judgment pertaining to absences associated with the observance of religious, or ethnic, holidays.

If an individual student has special needs or concerns about course requirements or clinical rotations related to religious beliefs or cultural issues, the student must contact the Program with a request for accommodation.

### **Pregnant and Parenting Students**

School of Medicine, Master of Medical Science in Anesthesiology Program, does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from Disability Resources and Services and the Title IX Coordinator.

The Program has an obligation not to discriminate against students based on their parental, family, or marital status, or exclude pregnant or parenting students from participating in any educational program, including extracurricular activities. The Program encourages students to take short term absences for parenting purposes (i.e. a child's illness or medical appointment). Such requests must be handled without regard to a student's sex or gender. Students who are parenting must be allowed to make up any work missed due to pregnancy or child care related absences, including any points of attendance. However, such accommodations need not be provided if they would fundamentally interfere or alter the curricular requirements of the program.

Please contact the Title IX Coordinator to coordinate any absences related to pregnancy or parenting responsibilities.

## **Requests to be Absent**

If a student must be absent during Program operational hours, then he/she must submit a Request to be Absent form per the following rules:

- For each Program operational day that a student is absent from Program activities, the student must submit a Request to be Absent form to the Assistant Program Director for approval.
- A personal leave day not for illness must be requested at least one business day in advance of the day of absence (i.e., weekends and holidays excluded). That is, the Program Office must receive the request during office hours at least one business day before the day of absence. Failure to request a non-illness personal day in advance will result in a penalty of one point being deducted from that semester's clinical grade.
- By submitting a Request to be Absent, the student acknowledges that he/she is responsible for any Program activities that are missed during the time of absence.

## **CALENDAR**

A current calendar for the Anesthesiologist Assistant Program is posted on the Program's website, and updated as often as needed. Each student is responsible for keeping up to date with events scheduled on this calendar. The calendar is available at:

<http://www.ucdenver.edu/academics/colleges/medicalschool/departments/Anesthesiology/aa-program/Pages/aapadmissions.aspx>

## **CASE RECORDS**

### **Anesthesia Case Record**

Each student is required to input an accurate daily log of clinical activities into the electronic case log system. Each semester students will meet individually with the Program Director to review completed procedures and clinical cases.

## **CERTIFICATION IN THE UNITED STATES**

The National Commission for Certification of Anesthesiologist Assistants [NCCAA] provides the certification process for anesthesiologist assistants in the United States. Initial certification is obtained by successfully completing the Certifying Examination for Anesthesiologist Assistants. Because employment as an anesthesiologist assistant is contingent upon certification, it is recommended that each student applies for and takes the Certifying Examination in his/her year of graduation. Information regarding certification and examination is available on NCCAA's web site, [www.aa-nccaa.org](http://www.aa-nccaa.org).

## CLASS OFFICERS AND COMMITTEE MEMBERS

The students in the Program will have the opportunity to represent their cohort on one of two committees. The first will be the University of Colorado Anschutz Medical Campus student senate. The others will be as a representative, as needed, for the American Academy of Anesthesiologist Assistants (AAAA).

Each class elects officers and representatives:

Student Senate Representative (two per class year)

AAAA Representative (two per class year)

Class President (one per class year)

Philanthropy Lead (two per class year)

## CONDUCT EXPECTATIONS, POLICIES, AND DISCIPLINARY PROCEDURES

### Conduct

It is the expectation of the Program and the clinical rotation sites that students will conduct themselves in a professional manner at all times, including being primarily focused on patient care and the well-being of the patients. To this end, cell phones, computers, PDAs, and other electronic devices are **NOT** to be used for personal reasons in operating rooms or other patient care locations. Use of any of these devices for personal reasons in the operating room or other patient care location is grounds for dismissal from the clinical rotation with resulting grade penalty. Any clinical use of electronic information devices must be approved by the clinical preceptor at the time of use.

**All students are expected to maintain a level of professionalism in alignment with the goals of the Program. Any student who is found to act in a demeanor that does not reflect professionalism or is contrary to Program and University policy may be subject to discipline, in accordance with the University's discipline process.**

### DRUG TESTING

The University of Colorado Master of Medical Science in Anesthesiology Program will require, as a matter of routine, all matriculating students assigned to an experiential site to submit to a drug test. The student will comply with directions given regarding the designated vendor and any appropriate follow up that may be required. Although variable, most required panels test for: amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, meperidine, methadone, oxycodone, opiates, phencyclidine, and propoxyphene.

Students will be asked to submit to drug test prior to admission, and at the beginning of each academic year. In addition, any student may be requested to submit to a drug test based on reasonable suspicion of drug use and/or concerns of safety in the clinical environment. The designated vendor will provide the drug screening results to the Program Director.

Students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug test provided are correct. Prior to making a final determination that may adversely affect the applicant or student, the program will inform the student or applicant of his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and that the designated vendor was not involved in any decisions made by the program. Students or accepted applicants who do not pass a required drug screen or refuse to submit may be dismissed from the program.

#### **A. RATIONALE**

All health care providers are entrusted with the health, safety and welfare of patients, have access to controlled substances and confidential information and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's possible impairment that could diminish the student's capacity to function in such a setting is imperative to promote the highest level of integrity in patient care.

Clinical facilities that serve as educational and training sites for students increasingly require drug screening for individuals who provide services within the facility and particularly for those individuals who provide patient care. Clinical rotations are an essential element of all curricula and are required of School of Medicine Students in the MD, PT, AA and PA degree programs. In addition, many licensing agencies require that individuals pass a drug screen as a condition of licensure and/or employment. It is thus in the interests of both students and the School of Medicine to identify and resolve potential issues where a student may not be allowed to participate in a clinical rotation due to use of controlled or illegal substances.

The University of Colorado School of Medicine has the responsibility to attend to factors that may adversely affect the security of the clinical environment and thus increase liability exposure. As a result, the school seeks to enhance its scrutiny of students involved in patient care activities and who are in clinical settings.

#### **B. Policy on Marijuana**

The limited possession and use of marijuana recreationally or for certain medical conditions consistent with the requirements of the Colorado Constitution, is no longer a crime in the State of Colorado. **This circumstance does not apply to University of Colorado's Master of Medical Science in Anesthesiology students.** It is unacceptable for a CU MMSA student to be in possession of or use marijuana in any form, be under the influence of or have any detectable levels of marijuana in their system at any time or location, ever, during the student's multi-year

tenure in the program. Possession or use of marijuana in any amount and in any form is a violation of the school's student ethics and conduct code, technical standards, substance use policy, state law as it applies to Anesthesiologist Assistant licensing including intern licensure, and federal laws including the Controlled Substance Act and the Drug-Free Schools and Communities Act. Students must also take responsibility for actively avoiding passive or inadvertent exposure to marijuana in any form, e.g., second hand smoke. Any reported observation of marijuana possession or use, positive result associated with a drug test for marijuana, or criminal conviction associated with such, including but not limited to the result of use of marijuana in countries where it is legal or use associated with a medical marijuana card, may be considered a violation of the school's student ethics and conduct code and substance use policies and may result in a student being subject to disciplinary action, up to and including dismissal from the program.

### **C. Positive Drug Screening Results**

Students who do not pass a required drug screen may face disciplinary action, including administrative withdrawal from courses, placement on a leave of absence, or dismissal from the program. Students may be referred for evaluation and treatment through the Colorado Physicians Health Program (CPHP) or another designated program as a condition for remaining in the program. Any treatment recommended or required to remain in the program will be at the expense of the student.

### **D. Additional Policy/Procedure Information**

The Master of Medical Science in Anesthesiology program takes patient safety very seriously. The Technical Standards for students require that all students be able to meet the physical and cognitive demands of the clinical setting as well as exhibit sound judgment at all times. Students who are seriously ill, injured or taking medication that impairs judgment (including, but not limited to, lawfully prescribed medications and Medical Marijuana) may not be able to meet the Technical Standards, and therefore may not be suitable for the clinical environment where patient safety is the topmost concern. A determination of any conditions on a student's ability to participate in clinical experiences or to otherwise proceed in the program will be handled by the progress and promotions committee.

Additionally, the School of Medicine is very concerned about alcohol and drug abuse. A student may be required to undergo evaluation and treatment through the Colorado Physicians Health Program (CPHP) or by another designated evaluation source in order to remain in the program. Any evaluation or treatment required as a condition for remaining in an educational program is to occur at the student's expense.

### **Misconduct: Clinical**

In the practice of anesthesia, the safety and well-being of patients is every practitioner's first and foremost concern. The confidential acquisition and maintenance of patient data are also of



paramount importance. To these ends, students must always appropriately interact with patients and patients' families, review medical records, and obtain and honestly record data.

The student is responsible for his/her conduct at all times. Conduct can be reviewed and the privilege of working with patients can be withdrawn at any time.

Examples of clinical misconduct include but are not limited to the following:

- commission of a felony under local, state, or federal laws
- deceit in verbal or written communications
- drug abuse
- failure to maintain patient data in an appropriate, honest, confidential manner
- falsifying or intentionally misreporting data in a drug-reporting form, including but not limited to DEA forms for scheduled substances
- falsifying or intentionally misreporting patient data in any medical record, including but not limited to the anesthesia record and preoperative consultation
- falsifying clinical attendance records, including the timekeeping system
- falsifying evaluation records or case logs
- forging data or signatures in a medical record or healthcare document
- inappropriate behavior in a clinical setting
- inappropriate interaction with a patient or patient's family
- vandalism
- violation of the Health Insurance Portability and Accountability Act
- violation of conduct regulations of a healthcare facility while on rotation
- conduct which compromises patient safety or well being, or conduct which falls below the minimum standards expected in the clinical setting.

### **Misconduct: Nonclinical**

Examples of nonclinical misconduct include but are not limited to the following:

- cheating
- commission of a felony under local, state, or federal laws
- deceit in verbal or written communications, to include falsification of documents, as well as plagiarism in written documents.
- falsifying attendance or evaluation records
- falsifying or manipulating data in academic or research documents
- forging data or signatures on any Program or University document
- neglecting mandatory requirements for program and university compliance
- sabotage
- theft
- vandalism

### **Process**

Upon receipt of a report of misconduct, the Program Director will take appropriate action based on the type and severity of the alleged misconduct. Pending investigation, the Program Director will suspend the clinical activity of any student whose conduct in the opinion of the Program Director poses a threat to health, safety, or welfare of others.

All conduct matters will be referred to the Program's Progress and Promotions Committee for investigation and review. At the time that a conduct matter is referred to the Progress and Promotions Committee, the Program Director will inform the student of the conduct matter and its referral to the Progress and Promotions Committee.

The Progress and Promotions Committee will initially review the conduct matter and determine whether the allegation, if true, constitutes misconduct. If warranted, the Progress and Promotions Committee will conduct a thorough investigation, during which the student will be asked to appear before the Progress and Promotions Committee. The student may choose to be accompanied by an advocate, which may be a faculty member, a staff person, or a fellow student. A student may be accompanied by an attorney; however, an attorney may not speak for or on behalf of the student. At the conclusion of the review, including interview of the student, the Progress and Promotions Committee will determine what action is warranted and recommend the same to the Program Director. The student will have the opportunity to respond to the allegations in writing and submit the documents to the Progress and Promotions Committee. The Program Director will impose an action. Possible actions include continuation, continuation with warning, probation, extension of time in the degree program, or dismissal.

Dismissal from the Program may occur regardless of academic standing in the event that a serious conduct violation has been determined to have occurred.

The student will be informed in writing by the Program Director of the action being taken. The student will have the right to appeal any action taken by the Program Director before it becomes final, per the appeals process outlined below. A summary of the review, recommendations, action, and appeal will become part of the student's permanent file and may be used when the student requests letters of evaluation or recommendation.

### **Appeals**

A student may appeal a decision of the Program Director within 10 calendar days to the Chair of the Department of Anesthesiology. The appeal must be submitted in writing to the Vice Chair of Education, and must include the basis for appeal and provide sufficient and detailed information to support the appeal. New evidence may not be presented during the appeal unless the student can prove that the evidence was unavailable during the investigation. Failure to meet these conditions shall be sufficient cause to deny an appeal, in which case the finding(s) or sanction(s) of the Program Director shall be final. The Vice Chair of Education shall make the determination as to whether these conditions have been met.

The Chair of the Department of Anesthesiology will not reconsider the facts and statements on which the original decision was based but will only consider:

1. Whether the student has presented new information which, if known by the Committee, could result in a different determination.
2. Whether there is evidence of discrimination
3. Whether there is evidence of a material procedural error in the Committee's review that may have prejudiced the student's ability to receive a fair decision
4. Whether there is evidence that the committee acted in an arbitrary or capricious manner.

The Chair may affirm or reject the Program Director's decision or refer the matter back to the Program Director for further consideration.

The Chair's decision is final except in the case of dismissal. A student may appeal a decision of dismissal to the Dean of the School of Medicine.

## **CONTINUATION, INTERRUPTION AND PROGRAM TERMINATION**

Students with poor performance in academics, clinical, or conduct issues will be carefully monitored by Program faculty for suitability to continue in the Program. Students must meet the academic standards of the Program and University of Colorado, in order to continue in the Program. Students who are performing well in the classroom but are having difficulty with clinical assignments may be required to perform remedial clinical work in order to continue in the Program. Students who are performing well in the classroom and with clinical assignments but fail to meet Program standards of professionalism and conduct will not be permitted to continue in the Program. Students must perform satisfactorily in all three areas in order to graduate from the Program. Deficiencies in any area must be resolved in order for a student to continue in the Program.

### **Continuation**

The faculty's judgment of a student's suitability and fitness for continuation in the Program is based upon academic performance, clinical competence, and standards of conduct appropriate for a health professional, including: trustworthiness, responsibility to duty, appropriate interaction with patients, patients' families, and other healthcare professionals, and professional demeanor.

### **Advancement**

The Progress and Promotions Committee reviews the grades and academic conduct of each student during each semester. The Clinical Review Committee reviews the clinical performance and clinical conduct of each student during each semester. Throughout the degree program,

each student's advancement to the next semester must be approved by the Progress and Promotions Committee and the Clinical Review Committee.

### **Continuation Requirements**

In order to continue in the Program to the next semester or to graduate from the Master of Medical Science in Anesthesiology Program at the end of the seventh semester, a student must:

- Receive a letter grade of C or above in every course AND maintain a minimum 3.0 GPA for each semester
- Exhibit satisfactory clinical performance and development of core clinical skills as determined by the faculty of the Program by meeting specific criteria as outlined in the Student Clinical Handbook;
- Exhibit conduct and professional behavior that meet the required Technical Standards essential for an anesthesiologist assistant practitioner.

### **Dismissal**

A student may be dismissed from the Program for academic deficiency, for clinical deficiency, or for violation of the Program's Standards of Conduct (see section on CONDUCT), or University policies and procedures. Students who are dismissed from the Program are not entitled to a refund of tuition or fees. A student may appeal the dismissal decision by sending a written letter to the Vice Chair of Education.

A student at any point of study during the Program shall be dismissed if one of the following events occurs:

- Receipt of a grade below C in any didactic course;
- Clinical performance judged to be unsatisfactory by the Progress and Promotions Committee and determined by the faculty of the Program;
- Failure to meet Program Technical Standards;
- Conduct or professional behavior that, in the judgment of the Program Director, does not meet the standards essential for an anesthesiologist assistant practitioner.
- Overall semester GPA falls below a 3.0

### **First Year: Leave of Absence for Academic Reasons**

The didactic curriculum of the Program is tightly integrated and scheduled over the twelve continuous months of the first year. The senior clinical year of the educational program is comprised of clinical rotations. Anesthesiology didactic courses and basic science didactic courses are scheduled on an annual basis. All didactic courses must be successfully completed before a student may advance to the senior year.

A first-year student may be offered a leave of absence for academic reasons if one of the following events occurs:

- Receipt of a grade below C in any didactic or clinical course;
- Overall semester GPA falls below a 3.0
- Failure of any clinical competency as outlined in the student clinical handbook

In order for the student meeting the above criteria to be offered a leave of absence for academic reasons, that student must complete all course work in the semester in which he/she meets the criteria for the leave of absence for academic reasons.

The leave of absence will begin at the end of the semester in which the student receives the failing grade. The student may then return to the Program with the next matriculating class at the beginning of the semester that was failed the previous year.

If the student elects to return to the Program, then he/she must meet the Program's academic and professional requirements for continuation in all subsequent semesters and courses. Granting an academic leave of absence in the degree program is solely at the discretion of the Program.

### **Financial Aid Implications**

Within three days of taking a leave of absence as described above, the student must contact the Financial Aid Office to make all necessary arrangements concerning financial aid and repayment of same.

#### **Financial Aid Office, Anschutz Medical Campus**

Education 2 North, 3<sup>rd</sup> Floor  
 Student Services Suite  
 303-724-8039  
[Financial.Aid@ucdenver.edu](mailto:Financial.Aid@ucdenver.edu)

#### **Financial Aid Mailing address:**

Financial Aid Office  
 CU Anschutz Medical Campus  
 13120 E. 19<sup>th</sup> Ave, Box A088  
 Aurora, CO 80045

### **Senior Year: Probation and Extension of the Educational Program**

For senior students, receipt of a grade lower than a C in any clinical competency or course will result in probation and automatic extension of the educational program by one semester. In order to continue in the Program beyond the semester in which the failing grade was received, or in order to graduate from the Program, that student must meet all of the following requirements:

- Receive a letter grade of C or above in all subsequent clinical courses;
- Maintain a semester GPA of 3.0 or higher in all subsequent semesters;

- Meet all other Program requirements for continuation.

## **Interruption of Degree Program**

### **Medical Leave of Absence**

A student may petition, in writing, to the Progress and Promotions Committee for interruption of his/her degree program for a serious medical problem. In the petition, the student must provide evidence from a licensed health care practitioner that the student is under the care of the practitioner. Granting the petition for interruption in the degree program is solely at the discretion of the Program and Vice Chair of Education.

To return from a Medical Leave of Absence, a student must submit a written request to the Program including documentation that the student is fit to return to the Program. All leaves of Absence are evaluated on a case-by-case basis, and are approved by the Vice-Chair for Education.

### **Personal Leave of Absence**

#### **First Year**

A student in good standing may petition the Program for a leave of absence for academic, professional, personal, or administrative reasons by submitting the request in writing, including a complete explanation for the leave. If a leave of absence is granted, leave shall be for the balance of that academic year. The student must return as a full-time student in the next academic year at the beginning of the semester in which he/she was granted leave. Tuition refund for the semester in which the leave of absence is granted shall follow University guidelines for cancellation and withdrawal. Granting a petition for a leave of absence is solely at the discretion of the Program.

#### **Senior Year**

A student in good standing may request a leave of absence by submitting the request in writing which must include a complete explanation for the leave. Following review of the request, the Program Director may grant a leave of absence for one to six months at the end of which the student must return as a full-time student at the beginning of an approved clinical rotation. The full one to six months of absence must be satisfactorily completed on approved clinical rotations in order for the student to meet academic and residence requirements for degree eligibility. Tuition refund for the semester in which the leave of absence is granted shall follow University guidelines for cancellation and withdrawal. Registration and payment of tuition and fees for the extended clinical time in the degree program shall follow University guidelines. Granting a petition for a leave of absence is solely at the discretion of the Program.

## **Termination Prior to Completion of Degree**

### **Cancellation**

Registration may be cancelled during the first five days of classes without transcript deficiencies or financial penalty other than loss of deposit.

### **Withdrawal**

A student may voluntarily withdraw from the Program at any time. Official withdrawal requires completion and approval of withdrawal forms, which are available from the Office of Student Affairs and the Registrar. No change of program or withdrawal is valid without the written consent of the dean or the dean's designee of the Program. Tuition and fee refunds for students who withdraw will follow University guidelines.

## **MENTORING and COUNSELING RESOURCES**

### **Academic Mentoring**

Students are advised to obtain an academic mentor as soon as they recognize or suspect that they are having academic difficulty. An appointment can be made with the Program Director through the Program Office.

### **Program Mentoring**

If at any time during a semester, a student receives a grade of D or lower on an examination or has a projected grade of D or lower in any course, then that student is required to meet with the Program Director.

### **Mental Health Counseling Resources**

All students enrolled in the Program have access to individual, couple, drug, alcohol, and other counseling services. For more information or for an appointment, call the Student Mental Health Center. All services are completely confidential, and are available to all Anschutz Medical Campus Students, even those that are not enrolled in the campus' Student Health Insurance. Resources include:

Student Mental Health Center: 303-724-4716

Office of Campus Student Services – for referral only: 303-724-7684 or 303-724-7686

University Mental Health Services – Outpatient Psychiatry: 303-724-1000

Colorado Physician Health Program – 303-860-0122

Student Health Insurance Office – 303-724-7674

### **DRESS CODE**

Attire when appearing in a professional capacity and representing the Program is business casual, which should be comfortable but not detract from the serious educational atmosphere or from the climate of patient care.

Each student must be dressed appropriately in business casual attire whenever he/she is in any patient care environment. For clinical rotations in the operating room, appropriate attire always includes clean scrubs. Program and University of Colorado identification/ID badge must be

visible at all times. In certain clinical facilities, clean scrubs with a white coat may be worn for short periods outside the operating room (i.e., breaks, patient transport). When scrubs and a white coat are being worn, you must NOT wear caps or shoe covers outside the operating room.

**Scrubs are not to be routinely worn outside the operating room.** If coming straight from the operating room to the classroom, scrubs may be worn. However, business professional attire is the expectation for most classroom settings.

For clinical rotations outside the operating room (i.e., Preop Clinic, Pain Service), appropriate attire is always business casual and white coat with Program and University of Colorado School of Medicine identification/ID badge visible.

This policy is in effect beginning with the first day of class and continuing throughout enrollment in the educational program. Some clinical rotation sites may have additional dress code requirements which must be followed at that site.

The spirit of the dress code is intended to nurture the professional image of the Program, students and the image of our school. In addition, the stated guidelines provide for both student and patient safety. It is hoped that all students will cooperate by complying with the code without enforcement being necessary. Recognizing that not all students share this point of view, enforcement shall be the responsibility of the supervising faculty who is authorized to take appropriate action in order to achieve compliance. These actions may include warnings; denials of access to clinics, classrooms, or laboratories; reduction of grades where appropriate.

Students have the right to appeal any disciplinary decisions to the school's Performance and Promotions committee.

## **EMPLOYMENT DURING THE PROGRAM**

The schedule of studies and clinical activities of the Program requires full-time engagement of each student. Employment during any part of the educational program may interfere with studies and clinical work and seriously jeopardize a student's ability to complete the degree program. For this reason, students are discouraged from seeking employment during the Program.

## **EQUIPMENT AND CLOTHING REQUIRED**

Clinical experience begins in the first weeks of the Program and continues throughout. Labs and practicum occur frequently during the first year.



Each student is required to have the following equipment with them every Program operational day:

- calculator with fractional exponents and parenthetical expression
- clean, short, white coat with University of Colorado Hospital badge identification prominently displayed at all times
- pen light
- stethoscope
- student identification from the University of Colorado

Failure to have all requisite equipment when use is required may result in grade penalty.

Each student must have scrubs available for Simulation labs and clinical environments.

## **EXAMINATIONS**

The Program administers examinations within courses, as well as comprehensive examinations. The purposes for these two types of examinations are distinctly different.

Examination formats include paper and pencil tests, computer based testing (CBT), objective structured clinical examinations (OSCE), and oral examinations.

No electronic devices (i.e., personal computers, PDAs, cell phones, electronic memory devices, other computing or communications devices) are permitted in the room in which examinations are being conducted, with the exception of the laptop or notebook computer prepared and approved for taking examinations .

### **Course Examinations**

Course instructors will publish their examination policy as part of their course syllabus, which will be distributed to all students no later than the first day of class.

### **Comprehensive Examinations**

Comprehensive examinations are an integral part of the education requisite to becoming a safe anesthesiologist assistant practitioner. Examinations contain objective and subjective items. The purpose of the comprehensive examinations is two-fold:

- Evaluate each student's progress in developing the knowledge, skills, and clinical judgment requisite to becoming an anesthesiologist assistant practitioner
- Help prepare the student for the national Certifying Examination

Coverage of each general comprehensive examination includes material from clinical task

objectives, a schedule of topic assignments, and the general fund of knowledge of the practice of anesthesia. Coverage of each specialty comprehensive examination includes material of that specialty – cardiac anesthesia, OB anesthesia, pediatric anesthesia, etc. A specialty anesthesia text is provided for each of the three specialty rotations, and students are encouraged to read each text during the rotation.

Following final scoring of a comprehensive examination, a score report and keywords will be provided to each examinee for those items missed on the examination. It is the expectation of the Program faculty that each student will utilize his/her keywords to read and review material, remediate deficiencies, and prepare for subsequent comprehensive examinations.

The comprehensive examinations are secure examinations. Prior to taking a comprehensive examination, each student must acknowledge his/her responsibility and agreement to maintain absolute confidentiality concerning the contents of the comprehensive examination. It is a conduct violation to reproduce, transmit, or store in any form or by any means – electronic, mechanical, or otherwise – any portion of a comprehensive examination. It is a conduct violation to receive or provide assistance for a comprehensive examination personally or via the use of any unauthorized aid or by impermissible collaboration.

Each comprehensive examination contains questions on critical clinical concepts. The critical concept questions are more heavily weighted questions on each examination.

### **First-year Comprehensive Examinations**

Three comprehensive examinations are administered each semester during the first four semesters of the program. If a student misses a comprehensive examination and has an approved request to be absent, then the student must make up that examination within seven (7) days of return to the Program. If a student misses a comprehensive examination and does not have an approved request to be absent, then the student will receive a grade of F on that examination.

### **Senior-year Specialty Comprehensive Examinations**

Specialty pre and post comprehensive examinations are administered during the senior year. Each examination should be taken within 30 days prior to starting or following the student's completion of the specialty rotation. The student must schedule administration of each specialty examination with the Program Office.

## **FACULTY AND STAFF**

A current listing of faculty and staff for the Program, as well as select faculty and staff for the Department of Anesthesiology and the School of Medicine, can be found on the Program's website located at:

<http://www.ucdenver.edu/academics/colleges/medicalschoo/department/Anesthesiology/clinicalcare/faculty/Pages/facultyintro.aspx>.

## **FINANCIAL AID**

Information about loans, scholarships, and deferred payments is available from the University of Colorado's Financial Aid Office:

Financial Aid Office

The Anschutz Medical Campus

Box A-088

13120 East 19th Avenue

Aurora, CO 80045

303-724-8039

Email: [financial.aid@ucdenver.edu](mailto:financial.aid@ucdenver.edu)

<http://www.ucdenver.edu/studentservices/resources/CostsAndFinancing/FA/Pages/FinancialAid.aspx>

Student financial aid requests must be made annually. Rejection for financial aid for the first year does not necessarily mean that financial aid will not be available during the second year. Likewise, an award of financial aid for the first year does not guarantee financial aid for the second year.

## **GRADING AND REPORTING**

### **Lecture Course Grades**

Each course instructor is responsible for calculating, assigning, and reporting grades for his/her course. If a student has a question about the grade assigned for a course, the student should send his/her question in writing or email to that course's instructor.

### **Laboratory and Simulation Course Grades**

The laboratory course faculty is responsible for assessing student performance and for calculating, assigning, and reporting grades for labs and simulation. Student performance in labs and simulation is based on the following:

- attendance, including tardiness and continued presence
- preparation for the scheduled exercise
- understanding and applying procedures
- understanding and operating equipment
- understanding and applying principles of physiology, pharmacology, monitoring, clinical methods
- desire to learn
- participation
- conduct

### **Clinical Course Grades**

Clinical anesthesia training begins during the first week and continues through the last week of the program. Clinical anesthesia training is a continuum during which evaluations occur daily, weekly, and monthly – depending upon the evaluation tools.

### **Daily Clinical Attendance and Evaluations**

Student performance in the clinical setting includes the following:

- attendance, including tardiness and continued presence
- knowledge
- skills
- multitasking
- problem solving
- desire to learn
- participation
- conduct
- professionalism
- overall performance

Clinical time, including call, is established for each rotation by agreement between the Program and the clinical site. Variance from an established clinical rotation schedule (hours per day, days per week, etc) must be submitted on an Alternate Clinical Attendance Form. If a student changes the format of a rotation without approved alternate attendance, the student's letter grade in clinical anesthesia for that semester will be decreased by one letter grade.

Clinical evaluations must be performed each day that a student is on a clinical rotation. The student evaluations will be delivered to preceptors on a daily basis via the electronic evaluation and case log system. The Program office staff will ensure timely delivery of these evaluations to the appropriate preceptors for each clinical rotation completed.

### **Reconciliation of Evaluation and Attendance Systems**

The Program uses daily evaluation data to monitor progress in clinical education and to monitor attendance. Each student must submit an evaluation for every day that he/she has a clinical rotation assignment. Failure to submit all daily evaluations by the last day of finals week will result in assignment of Incomplete (I) for that semester's clinical grade. Failure to rectify the Incomplete (I) by the end of the following semester will result in probation which automatically removes the student from clinical rotations until the evaluation deficiency has been resolved. If probation extends more than two weeks, then one or more months may be added to the student's degree program.

### **Comprehensive Examinations**

Comprehensive examinations are an integral part of clinical grading. Three comprehensive exams will be administered throughout each semester. These examination grades are computed into the Clinical Anesthesiology grade for each semester. A list of topics for each comprehensive exam will be distributed to students at the beginning of the program, as well as suggested reading materials.

### **Didactic Grade Scale**

Grades will be assigned based on the following scale:

A	93.5 and Greater
A-	89.5-93.4
B+	86.5-89.4
B	83.5-86.4
B-	79.5-83.5
C+	76.5-79.4
C	69.5-76.4
F	69.4 and Lower

### **Clinical Grades and Scoring**

The evaluation scores are entered into a program that averages them daily, weekly and over the semester, per category and on a whole. The evaluation comments are also entered into a program that weights negative and positive comments. The semester average is then weighted with the comments and the results of the clinical comprehensive examinations, which yields the final semester grade. Students will be given a printout of their evaluations every week to help identify areas needing focus, and will be discussed with the Clinical Director twice a month.

Items on the clinical evaluation are scored on a scale of 1 to 5, five being the best:

n/a = Not applicable to the case

1 = Unacceptable performance

2 = Performed below expectations

3 = Met expectations

4 = Exceeded expectations

5 = Exemplary performance

Student grades are determined by completed evaluations and averaged weekly. It is imperative that an evaluation is completed for every day a student is assigned to the OR. A composite grade is the result of averaging each item's weekly average score.

### **Grade Assignments**

The Anesthesiology Program reserves the right to have clinical grades assigned by the Program Directors and faculty based upon their review of a student's clinical evaluations, clinical comments, conduct, and other communications.

### **Grade Reporting**

Grades for the Program courses are reported to the Registrar from the Program Office. Course grades usually are available to each student within a week following the close of each semester. Students may log into the University online education system to view their grades after posting.

### **Grade Appeals**

The Program recognizes that students have the right to appeal a final grade or any other academic decision. The Program has a responsibility to respond to such an appeal in a judicious and timely manner.

### **Criteria for Appealing a Grade**

A student may appeal a final Clinic or Course grade on the grounds that:

1. The methods or criteria for evaluating academic or clinical performance, as stated in the Clinical/Course syllabus, were not applied in determining the final grade, and/or
2. The student believes that the faculty applied the grading criteria unfairly.

### **Procedures**

Any student wishing to appeal a grade must initiate the process within 30 calendar days of receiving the disputed grade. An appeal letter should be sent to the Program Director identifying the Clinic/Course and the grade being appealed, stating the reason(s) for the appeal, and specifying the requested change. Students are encouraged to discuss the appeal informally with the Program Director before submitting a formal appeal. The Program Director will meet with the student to discuss the appeal within 15 calendar days of receipt of the appeal letter. Before the meeting, the student should provide the Program Director with copies of all materials pertinent to the appeal, such as the Clinic/Course syllabus, papers, tests, write-ups, etc. If, after meeting with the student and consulting with faculty responsible for assigning the grade, the Program Director determines that a change of grade is warranted, then the Program Director will change the grade in a timely manner. If the Program Director determines that a change of grade is not warranted, s/he must notify the student within 5 calendar days.

The student may appeal the decision of the Program Director to the Chair of the Department of Anesthesiology, by forwarding copies of all correspondence related to the appeal to the Chair within seven (7) calendar days of the Program Director's ruling. The Chair, at his/her discretion, may meet with the student, the faculty, or the Program Director before making a ruling. The decision of the Chair is final.

### **Transcripts**

Official transcripts are available from the Office of the Registrar and may be requested utilizing the University of Colorado's online education system. The Program does not provide transcripts to students or to third parties.

## **GRADUATION REQUIREMENTS**

The faculty's judgment of a student's suitability and fitness for graduation is based not only on scholastic achievement but also upon the student's character, technical abilities, and interaction with patients, patients' families, and other healthcare professionals. Eligibility to be awarded the Master of Medical Science in Anesthesiology degree from the University of Colorado includes the following:

- Residence of seven semesters.
- Satisfactory completion of all didactic and clinical work.
- Continued demonstration of ethical and moral behavior.
- Absence of any felony convictions.
- Adherence to the rules and regulations of all institutions at which the student has had clinical rotations, especially those rules and regulations pertaining to patient care and confidentiality of medical records.
- Attaining a minimum of 2500 clinical hours during the degree program.

## **Health Requirements**

### **Immunizations**

The University of Colorado mandates that all students in health care professions, whose training includes clinical settings and patient contact, complete standard immunization requirements. Program students have assignments throughout their didactic coursework which may require Program students to interact with patients. Therefore, newly admitted students will submit their immunization requirements within six (6) weeks of the start of the student's first semester enrolled in the Program; otherwise an academic hold will be placed on the student's account preventing the student from enrolling in courses. Also, Program students will be required to update the administrative immunization requirements one (1) semester prior to beginning the first experiential rotation. The required immunizations will be managed for each student by Certified Background Check, which will send notifications to students about their immunization status. The immunization policy may be found

at: <http://www.ucdenver.edu/facultystaff/employees/policies/Policies%20Library/Admin/Studentimmunizations.pdf>

### **Communicable Diseases and Infection Control**

At matriculation, each student must undergo education provided by the University Of Colorado School Of Medicine pertaining to infection control. Prior to beginning any clinical assignment, each student must have completed training and passed a quiz provided by the Program, that must be on file in the Program Office.

Throughout the degree program, each student is expected to utilize universal precautions and to comply with all OSHA-mandated safety requirements and always use OSHA-mandated protection equipment and disposables.

In the event of exposure to known or suspected pathogenic organisms, the student should do the following:

- Immediately inform your clinical preceptor of the exposure.
- Contact institution's employee health for specific instructions
- Report exposure to Program Office within 24 hours, and submit a Report of Infectious Disease Exposure document to the Program Office within 3 days.

## **HOLIDAYS AND PROGRAM BREAKS**

Dates for holidays, examinations, program breaks, and the beginning and end of each semester are posted in the Program Office and on the Program's website.

The schedule for the University of Colorado's Holidays can be found at [http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin\\_offices/dfa/humanresources/holidays/Pages/holidays.aspx](http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/dfa/humanresources/holidays/Pages/holidays.aspx)

New Years Day (during Winter break)

Martin Luther King, Jr. Day (during Spring Semester)

Memorial Day (during Summer Semester)

Independence Day (during Summer Semester)

Labor Day (during Fall Semester)

Thanksgiving (2 days during Fall Semester)

Winter Break (2 days during Winter break)

## **IDENTIFICATION**

Picture IDs are provided by the University of Colorado School of Medicine and University of Colorado Hospital. Both IDs must be worn at all times either on the student's white coat or on scrubs. The student's picture and name on the front side of the Program ID must be visible at all times whenever the student is on the Anschutz Medical Campus or at a clinical rotation site.

## **INSURANCE**

### **Health Insurance**

Students in the Program are required to have continuous health insurance coverage for the duration of their enrollment. Each student must have a copy of his/her health insurance coverage on file in the Program Office before beginning any clinical assignments, and a copy must be maintained with Certified Background Check. **No student will be allowed to begin or continue on clinical assignments without a copy of their current health insurance coverage being on file in the Program Office.**



### **Professional Liability Insurance**

Full-time students in the Program are covered by professional liability insurance while they are on assigned clinical rotations. Students do NOT have professional liability insurance coverage during clinical or nonclinical employment or during participation in programs that are not assigned as part of the educational requirements/curriculum requirements of the Program.

### **LETTERS OF RECOMMENDATION**

Upon written request by the student, a Program Director or other faculty member may provide a letter or complete a form of recommendation for a student. The Program Director will utilize, among other sources, the student's record, including written and transcribed evaluations. Misconduct may be reported in letters and forms of recommendation. All requests for letters and forms of recommendation require written authorization from the student or graduate making the request. Forms are available in the Program Office. The student's written request must include a statement concerning his/her providing or not providing a waiver for his/her right to access the letter or form of recommendation.

### **MEETINGS**

Students may attend approved professional anesthesiology meetings (AAAA, ASA, CSA) during the first and second years of the educational program. The student must be in good clinical and didactic standing, and will be required to make up all missed clinical hours and classroom material. All meeting requests must be submitted to the Program and approved by the Program Director at least one week prior to the meeting.

### **PRACTICE OF ANESTHESIA**

#### **Personal Risks Associate with the Practice of Anesthesia**

##### **Exposure to Pathogens**

Anesthesiologist assistants, physicians, nurses, and other healthcare providers that have direct contact with patients are at risk for occupational exposure to pathogenic organisms. Exposure can occur via contact with blood and other body fluids and tissues, air-borne and droplet transmission, and needle stick or other penetration of skin.

The Program promotes the safety and well-being of students as follows:

- The Program and other departments and divisions in the University of Colorado School of Medicine provide mandatory training in universal precautions and other work-safety practices.
- All clinical training sites provide students on rotation with the OSHA-mandated safety and protection equipment and disposables.

- In the event of exposure to known or suspected pathogenic organisms, the student is entered into a protocol established by the University of Colorado through the University Health Service and/or the protocol established by the clinical site at which the exposure occurred.

### **Exposures During Pregnancy**

Certain risks exist for pregnant women in healthcare environments, including exposure to communicable diseases (i.e., cytomegalovirus) and exposure to anesthetic gases and vapors.

### **Technical Standards**

To undertake and successfully complete the Program, as well as successfully function as an anesthesiologist assistant after graduation, students are required to meet certain fundamental physical, cognitive, and behavioral standards with or without a reasonable accommodation, for successful completion of degree requirements. The requisite technical skills for admission, promotion, and graduation include but are not limited to the following:

- Effectively communicating verbally with patients and their family members and with other healthcare professionals.
- Interacting with patients, including obtaining a history and performing a physical examination.
- Effectively communicating in writing and by record keeping those data and information essential to the practice of anesthesia and the care of patients, in general.
- Reading and comprehending written parts of the medical record and other patient care documents in order to safely and effectively participate in the practice of anesthesia.
- Having sufficient knowledge, motor skills, and coordination to perform diagnostic and therapeutic tasks, including invasive procedures, on patients in a timely manner so as to insure the safety and well-being of the patients. These tasks include but are not limited to peripheral and central venous catheterization, arterial puncture and cannulation, bag-and-mask ventilation, laryngeal mask airway insertion and management, and endotracheal intubation.
- Having sufficient strength, motor skill, and coordination to lift, move, and position patients as required for administration of anesthesia and performance of cardiopulmonary resuscitation.
- Having sufficient speed and coordination to quickly and safely react to emergent conditions throughout the hospital in order to assure patient safety.

It is the policy of the University and the Program to provide reasonable accommodations to qualified students with a disability so they can meet these required technical standards. Whether an accommodation is reasonable is determined on an individual case-by-case basis. Qualified students in need of accommodations must contact the University's Disability

Resources and Services Office for eligibility and accommodation determinations. More information may be found on the Disability Resources and Services website located at: <http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>.

### **SAFE BEHAVIOR IN THE PRACTICE ENVIRONMENT**

If a Program student is deemed to be unsafe in his/her performance in the practice environment due to an inability to meet the Technical Standards as outlined above, the Progress and Promotions Committee (PPC) and Program are required to take action to ensure a safe environment for students, patients, and other personnel. This action may require that the student be immediately removed from the practice environment. For any student observed to be unsafe due to a temporary or permanent inability to meet the Technical Standards, it is the duty of a qualified anesthesiologist, anesthesiologist assistant, or other healthcare personnel to report these observations to the program director.

The PPC, in collaboration with the Program, reserves the right to research the issues and modify the student's educational plan within the experiential program if deemed necessary. In addition, the PPC may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professional capable of assessing the situation. These professionals may include but are not limited to health care providers, mental health care providers, drug and alcohol counselors, English as a Second Language instructors, Disability Resources Services, or the Colorado Physician Health Program.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The Program will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the PPC as appropriate. The PPC will then respond to the evaluation report and responses may range from taking no action, modifying the student's education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from his/her education experience. For any of these situations, the student may request review by the Progress and Promotions Committee or other committee. If appropriate, the Program, in collaboration with PPC will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

### **PROFESSIONAL ORGANIZATIONS**

The American Academy of Anesthesiologist Assistants (AAAA) is the principal national professional organization for anesthesiologist assistants. AAAA offers a student membership,

which is currently \$200 for the lifetime of the program. Visit AAAA at [www.anesthetist.org](http://www.anesthetist.org) to apply.

The American Society of Anesthesiologists (ASA) offers membership to anesthesiologist assistant students and practitioners. Student membership is currently \$25 per year. Visit the ASA at [www.asahq.org](http://www.asahq.org) to apply.

The Colorado Society of Anesthesiologists (CSA) offers free membership to anesthesiologist assistant students. Please visit the CSA at <http://csa-online.org> to apply.

The Colorado Academy of Anesthesiologist Assistants (CAAA) offers student memberships for \$25 a year. Please visit CAAA <http://www.coloradoaaa.org> to apply.

Membership is highly suggested in both all of the above professional organizations while enrolled as a student in the Master of Medical Science in Anesthesiology Program.

## **SIMULATION**

Simulation is used in the Program both for instruction and for evaluation. Once instruction of a topic or skill has been completed, that topic or skill may be evaluated during any subsequent simulation session, or by the use of standardized evaluation tools, including but not limited to: computer based testing (CBT), written examinations, audiovisual recordings of task performance, and objective, structured clinical evaluations (OSCE). Evaluations are conducted uniformly across student cohorts. Evaluation scores may be used in the calculation of clinical grades, and may also be used in assessing students for advancement from semester to semester from the first year to the senior year.

## **STUDENT RECORDS AND FILES**

According to the Family Educational Rights and Privacy Act (FERPA), students may annually file written notification requesting the withholding of certain personal information from public inquiry. Such requests must be filed with the Registrar's Office. Without such filing, the Registrar's Office may provide identifying information regarding enrolled students, as permitted by law.

The official record of each student enrolled in the University of Colorado is maintained in the Office of the Registrar. To assist in evaluating each student's progress in the Program, records also are maintained in the Program Office. It is the policy of the Program that student records are to be maintained securely, and are not to be made available to anyone other than faculty and staff of the Program and those persons who hold a legitimate educational interest in the educational records of the student.

## **TRANSPORTATION**

Students are responsible for all transportation costs, including parking, for all educational activities and clinical rotations within the Program. Public transportation to the medical campus is available. The RTD College Pass is available for all active (enrolled) Anschutz Medical Campus degree seeking students. For more information, please access the following site: <http://www.ucdenver.edu/life/services/student-assistance/student-resources/Pages/Parking-Transportation.aspx>.

## **TUITION AND FEES**

A current listing of tuition and fees is available in the Office of the Registrar. Payment of tuition and fees is due at registration for each semester. Tuition and fees are subject to change and will affect all students, unless otherwise specified. Please refer to the University calendar for tuition payment deadlines.

### **Mandatory Confirmation of Payment**

Because every semester of the Program contains clinical assignments, and because tuition and fees must be paid at registration of each semester in order for liability insurance coverage to be in effect, no student will be permitted to participate in a clinical rotation or assignment in any semester until he/she has confirmation in writing in the Program Office that his/her tuition and fees have been paid for that semester. Students recognize that tuition and fees do not cover out-of-state clinical rotation assignments. All out-of-state clinical rotations are considered Program electives. If a student desires to pursue an out-of-state clinical rotation, that student must secure prior approval from the Assistant Program Director. All students who obtain approval for out-of-state clinical rotations are responsible for the cost of that elective rotation.

### **Criminal Background Checks**

As part of admission to the Program, all students are required to complete and pass a criminal background check. A letter attesting to having passed this check has been placed in student academic files and is sent to rotation sites when requested. A student who has passed a background investigation prior to beginning the Program will not be re-investigated except under the following conditions:

- the student has not participated in the program for more the one year
  - it is determined by the program that another background investigation is warranted
- Current students are required to report any criminal convictions to the Program Director within 30 days for any of the following types of offenses:
- Felony or misdemeanor convictions for drug use or distribution (including alcohol)
  - Felony or misdemeanor convictions for serious or violent crimes
  - Felony convictions for nonviolent offenses
  - Felony or misdemeanor convictions related to moral turpitude

Repeat background investigations will require a new consent/release form signed by the student prior to conducting the background investigation as well as the payment of the background check fee. Students who refuse to consent to additional background investigations will be subject to discipline, up to and including dismissal from the Program.

The Student Promotions and Progress Committee will review results of the criminal background investigation. The student may be subject to probation or dismissal.

## FORMS

### Forms to be Completed at Matriculation

Forms that must be completed by each student matriculating into the Master of Medical Science in Anesthesiology Program will be provided prior to matriculation. All forms must be completed and on file within three (3) days from the first day of class for the then current semester. Failure to complete all of the forms within the three-day limit will result in suspension. Separate copies of each required form will be provided at orientation for your signature and then will be placed in your student file. Your reference copy of each of the following forms is provided in this Handbook:

- Student Handbook
- HIPAA Confidentiality Statement

### Forms to be used During Enrollment

The following forms are available in the Program Office for your use. Your reference copy of each of the following forms is provided in this Handbook:

- Request to be Absent
- Report of Infectious Disease Exposure
- Attendance Exception Report
- Alternate Attendance Form

## MASTER OF MEDICAL SCIENCE IN ANESTHESIOLOGY PROGRAM

University of Colorado School of Medicine

### STUDENT HANDBOOK

Name of Student

I acknowledge that I have accessed, read, and understood the information, regulations, and requirements contained in this Student Handbook.

I agree to adhere to and abide by the regulations and requirements contained in the Student Handbook.

I acknowledge receipt of a copy of this form.

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STUDENT'S SIGNATURE

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
DATE