



MIDDLE TENNESSEE
SCHOOL OF
ANESTHESIA

Reflecting Christ in Anesthesia Education

ADMINISTRATIVE MANUAL



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315 Hospital Drive, P.O. Box 417, Madison, TN 37116

UPDATES

Reviewed: 8/20/2024, 11/12/2024, 12/17/2024, 2/13/2025

Revised: 12/13/2023, 2/12/2024, 8/20/2024, 9/25/2024, 11/12/2024, 12/17/2024, 2/13/2025, 5/27/2025

DATE	POLICY #	POLICY NAME	REVISIONS	HANDBOOKS	COMPARE REVISIONS
6/25/2025	5.12.106	Refund Policy/ Withdrawal Procedures	Language clean up and added Administrative Withdrawal language	Administrative Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
6/25/2025	5.1.118	Student Representation in Committees Policy	Removed "DNAPC" from Screening Committee & added Library Committee under post-graduate and added Library Committee to the PD list	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP-PD Handbook	Compare Revisions
6/25/2025	5.1.304	Student Recruitment Information Policy	In reference to "yearly" career fair, removed the word "yearly" as there is a plan to have multiple career fairs	Administrative Manual	Compare Revisions
5/27/2025	5.4.101	Attendance Policy & Expectations	Added "attendance is mandatory for all in-person, didactic classes, associated labs, and simulation activities" in place of "students are to refer to individual course syllabi for class attendance policies...And all students are encouraged to attend all classes."	Administrative Manual, DNAP PD Handbook	Compare Revisions
5/27/2025	3.3.117	Misrepresentation Policy	Added a statement explaining that omission constitutes misrepresentation, as this is required by the Department of Education regulations.	Admin Manual and Employee Handbook	Compare Revisions
3/25/2025	3.3.120	Anatomy Lab Care, Maintenance, and Safety Policy	Added: daily cooler temperature checks must be performed to ensure the temperature remains within the recommended range of 34-40 degrees Fahrenheit. Any cooler malfunction or deviation from the temperature range must be promptly reported to the facilities manager for resolution.	Administrative Manual	Compare Revisions
3/25/2025	5.1.106	Refund Policy/ Withdrawal Procedures	Program contact information updated and UCNAP removed - not a program	Administrative Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
2/13/2025	4.2.116	Approved Interchangeable Words/Phrases for All Handbooks	Removed "faculty" and "instructor" as it will now be referred to only as "faculty", added "Clinical Preceptor" and "Voluntary Clinical Faculty"	Administrative Manual, Faculty Handbook	Compare Revisions

2/13/2025	4.2.113	Ownership of Intellectual Property	Updated per recommendations from legal counsel	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.112	Development, Programs, & Services for Students - RETIRED	RETIRED New list of student services approved and will be added to student handbooks	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.111	Observation of Applicant Interviews - RETIRED	RETIRED - no longer applies	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.110	Selection, Elimination, & Preservation of LRC Resource Materials	Updated to reflect current processes and procedures	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.109	Non-Faculty Presentations to Students	Updated to reflect current processes and procedures	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.108	No Credit Awarded for Non-Credit Courses - RETIRED	RETIRED	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.107	Information Regarding Class Preparation & Syllabi	Updated to reflect current processes and procedures	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.106	Evaluation of Continuing Education Credit - RETIRED	RETIRED	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.105	Development of Library Collections	Updated to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.104	Curriculum Planning, Review & Revision	Updated to reflect current processes and procedures	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.103	Clinical Clock Hours to Academic Credit	REVIEW ONLY - no change	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.2.102	Clinical Affiliate Contracts	Updated to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.116	Academic Governance Policy	Updated committee descriptions	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.114	Faculty Workload	REVIEW ONLY - no change	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.113	Separation of Faculty	Corrected Language: The policy said that "faculty must give at least ninety (120) days' notice..." This should be 120 days.	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.112	Faculty Member Termination	Removed duplicate language	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.111	Faculty Input for Student Support Services	Updated to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.110	Faculty Input into the Budget	REVIEW ONLY no changes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.109	Faculty Standards of Communication (previously Faculty/ Student Relations)	Change name to Faculty Standards of Communication, update to clarify expectations of faculty communications, include that email is the official form of communication. Expectations for faculty members to communicate through their MTSA email address and do not text students. This is for FERPA regulations compliance.	Administrative Manual, Faculty Handbook	Compare Revisions

2/13/2025	4.1.107	Faculty Member Responsibilities	Rewrote policy to include clear expectations of faculty responsibilities	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.106	Academic Faculty Evaluation	Updated to include the current items on faculty evaluations and updated procedure to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.105	Faculty Rank & Promotion	RETIRED Language added to 4.1.101 Faculty Appointments. Faculty are classified as either full-time or part-time and may have assignments in the academic and/or clinical areas. There is no tenure, and there are no designated ranks or promotions.	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.104	Faculty Onboarding (previously Faculty Development/ Orientation) name change	Policy name change, and updated to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.103	Faculty-Criteria for Non-Anesthesia Instructors	Updated to reflect current processes and faculty. Removed Director of Institutional Effectiveness & Learning Resources - position no longer exists	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.102	Faculty Agreements	Updated to reflect current processes	Administrative Manual, Faculty Handbook	Compare Revisions
2/13/2025	4.1.101	Faculty Appointments	Updated to reflect current processes, retired 4.1.105 Faculty Rank and Promotion and add the language to this policy. Updated description of Course Collaborators.	Administrative Manual, Faculty Handbook	Compare Revisions
1/21/2025	5.3.111	Performance Improvement Plan Policy (DNAPC & NAEP) New Policy	This policy has been established, in part, to ensure equity in group projects and to uphold accountability among students participating in collaborative academic work. It aligns with the expectations of professional conduct for doctoral-level scholars and serves to maintain the integrity of the scholarly process within the Doctor of Anesthesia Practice Completion & Nurse Anesthesia Educator Programs at MTSA.	Administrative Manual, DNAP-C Handbook	Compare Revisions
1/21/2025	5.1.110	Student Lines of Communication	Email is the official form of communication between students and MTSA. Partial sentence removed that was not applicable.	Administrative Manual, ASPMF, DNAP-C, DNAP-PD Handbooks	Compare Revisions

12/17/2024	5.1.114	Student Standards of Conduct	Self-report language added, timeframe policy applies to students/applicants added, standards 29 & 30 added	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
12/17/2024	5.4.102	Clinical Evaluation Policy	Updated to reflect current processes and/or procedures	Administrative Manual, DNAP PD Handbook	Compare Revisions
12/17/2024	5.1.114	Student Dress Code Policy	Minor revisions to language to increase clarity	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
11/12/2024	3.3.120	Anatomy Lab Care, Maintenance, and Safety Policy	NEW - Policy lays the groundwork for rules and regulations for the lab	Administrative Manual	Link to new policy
11/12/2024	5.2.113	Self Evaluation Examination (SEE) Policy	Updated to match language in the PD Handbook	Administrative Manual, DNAP PD Handbook	Compare Revisions
11/12/2024	5.3.108	Attendance & Absentee Policy - DNAPC	Policy retired - no longer in use	Administrative Manual	Link to old policy
11/12/2024	5.3.107	Continuation Status Plan for DNAP Completion Program - Student Withdrawal	Policy retired - no longer in use	Administrative Manual	Link to old policy
11/12/2024	5.1.305	Enrollment Deferral Policy	New Policy - Policy was created as there is no information in the handbooks regarding enrollment deferrals. Deferrals are occasionally granted to accepted applicants prior to enrollment for extenuating circumstances.	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Link to new policy
10/15/2024	3.3.118	Catastrophic Event and Continuity of Operations Policy	Changes were mostly grammatical or typographical	Administrative Manual	Compare Revisions
9/24/2024	3.3.111	Suspected Substance Abuse Protocol	policy RETIRED	Administrative Manual	Link to old policy
9/24/2024	3.2.301	Drug Free Workplace	policy RETIRED	Administrative Manual	Link to old policy
9/24/2024	3.2.404	Drug Free Workplace & Substance Abuse	This new policy combines 3.2.301 and 3.3.111 with updates for HR compliance. Added employee assistance section and sanctions for employees. Resources were updated to what we offer.	Administrative Manual and Employee Handbook	Link to new policy
9/24/2024	5.1.110	Student Lines of Communication	Text messages added as an additional line of communication for some deadlines and reminders. Students must opt in/out. It was noted not to send any confidential or sensitive information in SMS messages.	Administrative Manual, ASPMF Handbook, DNAPC Handbook, DNAP PD Handbook	Compare Revisions
9/24/2024	3.2.304	Employee Protection (Whistleblower)	Last policy update was 2013. There was an overhaul of the policy with HR consultation and input from our legal department to bring practices up to date, with approval from	Administrative Manual and Employee Handbook	Compare Revisions

			Executive Administration (EA) and PRC.		
9/24/2024	3.2.105	Recruitment, Employment, & Evaluation of Non-Faculty Employees	Last policy update 2019. Policy was updated with HR consultation and input from Executive Administration (EA) and approval by EA and PRC.	Administrative Manual	Compare Revisions
8/20/2024	5.1.118	Student Representation in Committees	Language changes: Updated name of School Life Committee to School Life and Wellness Committee, changed DNAP-C to "post-graduate", and added School Life and Wellness Committee to post-graduate	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024	4.1.101	Faculty Appointments Policy	Faculty members must have a terminal degree. Remove "[or are engaged in completing terminal degrees]"	Admin Manual and Faculty Handbook	Compare Revisions
7/25/2024	5.1.119	Student Dress Code Policy	Added statement about Nurse Educator Track (NET)	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024 6/17/2024	5.1.110	Student Lines of Communication	Updating to current or best practice Language change Change "email-only" to "limited access" Add a statement about evaluations being a good place to submit feedback and statement about class reps (explains each class rep position) Added paragraphs at the end updating current practice for student Microsoft Office accounts.	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
7/25/2024	5.3.109	Grading Policy (DNAPC & ASPMF)	Changed name to "Grading Policy from "Completion and Fellowship" to "Post-Graduate" Change wording to apply to all post-graduate programs.	Admin Manual, ASPMF and DNAP-C Handbooks	Compare Revisions
6/17/2024	5.1.303	Accommodations Request Policy	Added email address for test accommodations and requests are reviewed by the Office of the Executive Vice President.	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
6/17/2024	3.3.109	Sabbath (Saturday) Scheduling	Wording changed to current practice in the clinical area.	Admin Manual and DNAP-PD Handbook	Compare Revisions

5/20/2024	5.1.113	Honor Code	Updated language to incorporate current processes. Changed "incorporate" to "integrate".	Admin Manual, DNAP-PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
4/16/2024	5.1.116	Student Appeals	Some content was relocated within the policy to the appropriate order.	Admin Manual, DNAP PD Handbook	Compare Revisions
2/8/2024	5.5.102	ASPMF Late Policy	A new policy was created as assignments are being turned in late or not at all. It states, assignments submitted after the due date without prior approval will receive a grade no higher than 80%. Failure to submit any assignment by the end of course without a request for an extension will result in a failing grade.	Admin Manual, ASPMF Handbook	Compare Revisions
2/8/2024	5.6.102	Non-Degree Course Grading Policy	Name change to Non-Degree, and statement "No grades, including final grades, will be rounded up.	Admin Manual	Compare Revisions
1/16/2024	5.6.101	Community Course Refund Policy	Changed name from "Community Course" to "Non-Degree Course." Removed the Pro-rata refund section. Added section about administrative withdrawals.	Admin Manual	Compare Revisions
1/16/2024	5.4.103	Policy of MTSA Clinical Standards	Correcting grammatical errors/ reflecting current practices.	Admin Manual, DNAP PD Handbook	Compare Revisions
1/16/2024	5.4.101	Attendance Policy and Expectations	Correcting grammatical/ and reflecting current practices.	Admin Manual, DNAP PD Handbook	Compare Revisions
1/16/2024	5.1.303	Accommodations Requests	Updated language to include a statement about complying with ADA regulations.	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions
12/13/2023	5.1.113	Honor Code Declaration of Honor	Updated to match current processes.		Compare Revisions
12/13/2023	5.4.108	Grading Policy DNAP-PD	Changed rounding statement to "no grades, including final grades, will be rounded up."	Administrative Manual, DNAP-PD Handbook	Compare Revisions
12/13/2023	5.3.109	Grading Policy DNAP-C and ASPMF	Changed rounding statement to "no grades, including final grades, will be rounded up."	Administrative Manual, ASPMF Handbook, DNAP-C Handbook	Compare Revisions
11/16/2023	5.1.303	Accommodation Request	This policy had a duplicate statement that has been removed. Also	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions

			removed language “that you are requesting” as it did not make sense.		
11/16/2023	5.3.109	Grading policy (DNAP- C and ASPMF)	<p><i>No final course grades will be rounded up. Grading scale was updated accordingly.</i></p> <p>An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed, <i>in the form of an Incomplete Contract.</i></p>	Admin Manual, ASPMF and DNAP-C Handbooks	Compare Revisions
11/16/2023	5.4.108	Grading Policy DNAP PD Practice Doctorate	<p><i>No final course grades will be rounded up. Grading scale was updated accordingly.</i></p> <p>If a student is unable to meet all the requirements of a course by the end of the semester because of circumstances beyond his or her control, a temporary grade of Incomplete (I) may be awarded by an instructor, at the instructor's discretion.</p>	Admin Manual, DNAP PD Handbook	Compare Revisions
10/17/2023	4.2.105	Development of Library Collections	<p>Library position title changed to <i>Research and Library Assistant.</i></p>	Admin Manual, Faculty Handbook	Compare Revisions
10/17/2023	4.1.111	Faculty Input for Student Services	<p>Title change from Academic Schedule Coordinator to <i>Registrar.</i></p> <p>Revised the following to current practice:</p> <p>Providing the School with a list of <i>required</i> textbooks prior to enrollment each semester so a list can be distributed to students.</p> <p>Upload course syllabi to Learning Management System prior to each semester start date.</p>	Admin Manual, Faculty Handbook	Compare Revisions
10/17/2023	5.1.101	Hooding Policy for Graduation	<p>Instead of listing titles such as President or Vice-President, the language was changed to <i>two people from Administration.</i></p>	Admin Manual	Compare Revisions
10/17/2023	5.1.110	Student Lines of Communication	<p>There was a discrepancy in the</p>	Admin Manual, DNAP PD Handbook, ASPMF and DNAP-C Handbooks	Compare Revisions

			<p>amount of time students must respond to emails from MTSA Staff and Faculty.</p> <p>The Technology page in each states the following:</p> <p>"Failure to respond to emails from MTSA faculty and staff within two MTSA business days is considered unprofessional conduct, which is addressed in the Standards of Conduct".</p>		
9/19/2023	5.1.305	Animals on MTSA Property	NEW policy stating that no animals are permitted on campus with the exception of service animals (dogs).	Admin Manual, DNAP PD Handbook	N/A
9/19/2023	5.1.304	Minor Children on MTSA Property	NEW Policy stating that no children are allowed in class/lab, etc., and addresses students bringing children on campus for brief school business with guidelines.	Admin Manual, PD Handbook	N/A
9/19/2023	5.4.109	PD Program Student Drug Testing	<p>Changed wording to include "additional" testing.</p> <p>If a student is unable to complete their drug screening within 24 hours or provide urine, hair <i>additional</i> testing may be performed at the student's added expense.</p>	Admin Manual, PD Handbook	Compare Revisions
8/14/2023	5.6.101	Community Course Refund Policy	Updated language indicating that the withdrawal date is the date a student submits the signed withdrawal form to the Registrar's Office and update the Internal Withdrawal Procedure language to reflect the current procedure.	Admin Manual	Compare Revisions
7/25/2023	5.3.109	Grading Policy (DNAP-C & ASPMF)	References to special circumstances were removed in the incomplete grades section.	Admin Manual, ASPMF Handbook, DNAP-C Handbook	Compare Revisions
7/25/2023	5.3.103	Course Audit Policy	Approval to add language indicating only students enrolled in the Nurse Educator Track program may audit course in the Nurse Educator Track program.	Admin Manual, DNAP-C Handbook	Compare Revisions
7/25/2023	5.4.105	Evaluating and Awarding Academic Credit Policy (Formerly Transfer Policy)	Approval to add language indicating that no transfer credits are accepted in the Nurse Educator track.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions

7/25/2023	5.1.106	Refund Policy/Withdrawal Procedures	Approval for change in the determination of the withdrawal date to the date the student signs the withdrawal form and update the withdrawal procedure to include the current procedure for the withdrawal form.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
7/25/2023	5.4.103	Admission Requirements Across All Programs (RETIRED)	Approval was given to retire this policy. Information is duplicated in other places in each student handbook.	Admin Manual, ASPMF Handbook, DNAP-C Handbook, DNAP-PD Handbook	Compare Revisions
6/23/2023	5.4.109	Practice Doctorate Program Student Drug Testing	Policy change allows this to be a truly random drug testing policy, with random selection throughout the year. A confirmation drug screening test will be done after a failed medical review. Red cards receive constitute drug testing.	Admin Manual DNAP-PD	Compare Revisions
3/23/2023	5.1.106	Refund Policy/Withdrawal Procedures	Program contacts were updated for DNAP-C and ASPMF	Administrative Manual, DNAP PD Handbook, DNAP C Handbook, ASPMF Handbook	Compare Revisions
2/20/2023	5.1.304	Student Recruitment Information Policy	New policy created in response to the Solomon Amendment, a federal law mandating that institutions receiving certain Federal funding must fulfill military recruitment requests for access to campus and lists containing student recruiting information.	Administrative Manual, DNAP PD Handbook	New Policy
1/17/2023	5.4.109	Practice Doctorate Program Student Drug Testing	For Cause Drug Screening change: Language change to show that any listed reasons listed in the policy will result in a required drug screen.	Administrative Manual, DNAP PD Handbook	Compare Revisions
1/17/2023	5.1.119	Student Dress Code Policy	Request was made in a Faculty meeting in December. The policy was amended to exclude workout clothes from the classroom.	Administrative Manual, DNAP PD, DNAP C, ASPMF Handbooks	Compare Revisions
1/17/2023 & 2/20/2023	5.1.114	Student Standards of Conduct	Policy (#24) was updated to include that each student participating in clinical rotations must submit a current copy of any prescription to the Clinical Support Coordinator, and if there are changes to the prescription, notification is also required.	Administrative Manual, DNAP PD, DNAP C, and ASPMF Handbooks	Compare Revisions
1/17/2023	5.4.101	Attendance Policy and Expectations	Changes were made related to compensatory time,	Administrative Manual and DNAP PD Handbook	Compare Revisions

			<p>as shown: Only one student at a time may take an earned comp day in any affiliate, and then only with approval from the Coordinator of Clinical Support. Typically, one student is scheduled as a relief student, and this person can assume another student's position in an assigned affiliate on the weekday they request off (weekends and MTSA approved holidays excluded.) No Comp Days can carry over to another year, unless earned late in the calendar year and approved by the Program Administrator.</p>		
12/14/2022	5.1.104	Student Exam Taking Policy	Language changes not recorded in all the necessary places were added to make the policy consistent.	Administrative Manual and DNAP PD Handbook	Compare Revisions
12/14/2022	5.1.103	Accommodations Requests (new)	This addresses that accommodation requests for courses and examinations will now be directed to the Office of the Executive Vice President.	Administrative Manual and DNAP PD Handbook	New Policy
12/14/2022	5.3.110	DNAP-C Program Student Evaluations (new)	Policy was updated because it was discovered that the DNAP-PD Student Evaluations policy was copied and used for the DNAP-C program.	Administrative Manual and DNAP C Handbook	New Policy
12/14/2022	5.5.101	ASPMF Program Student Evaluations (new)	Policy was updated because it was discovered that the DNAP-PD Student Evaluations policy was copied and used for the ASPMF program.	Administrative Manual and ASPMF Handbook	New Policy
10/13/2022	5.1.106	Refund Policy/ Withdrawal Procedures	Updated language per decision in PRC on 9/20/2022 to change deadline to drop from 72 hours to 5 MTSA business days. Also updated language for withdrawal procedures - students are now required to complete a withdrawal form instead of sending an email to their Program Director with their intent to withdraw. Program Directors will send the students a copy of the form, as needed.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
10/12/2022	5.3.103	Course Audit Policy	Updated language to 5 MTSA business days to drop the class being audited.	Administrative Manual and DNAPC Handbook	Compare Revisions

9/20/2022	3.3.113	Annual Security Report Availability Policy	Title change from "Vice President of Academics" to "Executive Vice President"	Administrative Manual	Compare Revisions
9/20/2022	4.1.101	Faculty Appointments Policy	Title change from "Vice President of Academics" to "Executive Vice President" and "Program Administrator & Director Institutional Effectiveness" to "Assistant Program Administrator"	Administrative Manual	Compare Revisions
9/20/2022	5.1.108	Student Temporary Leave of Absence	Title change all "Coordinator of Academic Support" to "Registrar"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	3.3.116	Distance and Correspondence Education Policy	Changed "Office of Academic Support" to "Registrar's Office"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.4.104	Admission Requirements Across All Programs	Updated language from "two degrees over two programs" to "one degree with two routes of entry"	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.3.109	Grading Policy (DNAPC & ASPMF)	Changed title from "Doctorate Completion Program" to "DNAP-C & ASPMF" since this is used for both programs. Changed deadline to drop course without a grade from 72 hours to 5 MTSA business days.	Administrative Manual, DNAP C & ASPMF Handbooks	Compare Revisions
9/20/2022	5.4.108	Grading Policy (DNAP PD)	Policy name changed from "Student Grading Policy" to "Grading Policy DNAP Practice Doctorate" to be consistent with the DNAP-C & ASPMF grading policy.	Administrative Manual, DNAP PD Handbook	Compare Revisions
9/20/2022	5.4.105	Evaluating and Awarding Academic Credit Policy (Formerly Transfer Policy)	Added headings for each program and language stating that ASPMF does not accept transfer credits.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
9/20/2022	5.1.102	Student Complaint/Grievance Policy	Changed title "Vice President of Academics" to "Executive Vice President"	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
9/20/2022	5.1.110	Student Lines of Communication	Added the following statement: "Failure to respond to emails from MTSA faculty and staff within one MTSA business day is considered unprofessional conduct, which is addressed in the standards of conduct." Also changed title "Vice President of Academics" to "Executive Vice President"	Administrative Manual, DNAP PD	Compare Revisions

9/20/2022	5.1.301	Release of Student Record Information	Language changed to reflect the following: Current position names of "Coordinator of Academic Support" to Registrar", "VP of Academics" to Executive VP", "Office of Advancement & Alumni" to "Administration/ Administrative Office"; Responsibilities - language changed to indicate that the Registrar maintains a list of all staff and faculty that have access to student records; Practices - MTSA no longer facilitates applications for privileges; The Registrar's office no longer sends an education verification letter to all prospective employers upon graduation.	Administrative Manual, DNAP PD, DNAP-C & ASPMF Handbooks	Compare Revisions
8/22/2022	3.3.119	Full-time Enrollment Status	Title changed to Defining Enrollment Status for clarity	Administrative Manual	New policy
8/18/2022	5.1.119	Student Dress Code Policy	Removed Practice Doctorate from the title and added "Student" for clarity	Administrative Manual, DNAP-PD Handbook	Compare Revisions
8/18/2022	5.1.113	Honor Code	Revised to current practice: Practice Doctorate students must sign the Honor Pledge before starting the program.	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook	Compare Revisions
8/10/2022	5.4.103	Policy of MTSA Clinical Standards	Administrative Change: Updated Disciplinary Actions link to pull from the PD handbook so that students do not have link to Admin Manual.	Administrative Manual, DNAP-PD Handbook	Compare Revisions
7/1/2022	5.1.203	Consumer Protection Policy	Link to complaint policy updated for SACSCOC	Administrative Handbook, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
7/1/2022	5.1.111	Student Drug & Alcohol	Link revised to the list of controlled substances as defined by Tennessee state law	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
6/30/2022	5.4.105	Evaluating and Awarding Academic Credit Policy Practice Doctorate	This policy was updated to include Kettering College, stating that transfer credit will only be accepted for students to the DNAP-PD MTSA/ Kettering College Joint Academic Award program from Kettering College for designated courses taught by Kettering College.	Administrative Manual, DNAP-PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
6/28/2022	4.1.114	Faculty Workload	Changed to "semester" and delete quarter hours	Administrative Manual, DNAP PD Handbook	Compare Revisions

			portion from prior to 2018. (pending BOT approval)		
6/28/2022	4.2.104	Curriculum Planning, Review & Revision	Replace CCNA with NBCRNA	Administrative Manual, DNAP PD Handbook	Compare Revisions
6/28/2022	4.2.106	Evaluation of Continuing Education Credit	Remove reference to master's program & change "CRNA DNAP Completion Program" to be "DNAP Programs"	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.1.106	Academic Faculty Evaluation	Wording changed to MTSA Programs from program specific names	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.2.103	Clinical Clock Hours to Academic Credit	Clarify that CRNA isn't a licensure	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	4.2.112	Development, Programs & Services for Students	Removed item related to housing in mandatory distant affiliates, other language changes, reference to first quarter program removed	Administrative Manual	Compare Revisions
6/28/2022	4.2.116	Approved Interchangeable Words/ Phrases for all Handbooks	Replace Council on recertification of NA with AANA for CE credit authorization	Administrative Manual	Compare Revisions
6/28/2022	4.2.115	Definition of Credit Hours	Policy retired and merged with policy 3.3.115	Administrative Manual, Faculty Handbook	Compare Revisions
6/28/2022	3.3.109	Sabbath (Saturday) Scheduling	AANA name change: From American Association of Nurse Anesthetists to American Association of Nurse Anesthesiology	Administrative Manual, Faculty Handbook, DNAP- PD Handbook, DNAP-C Handbook, ASPMF Handbook	Compare Revisions
6/27/2022	3.3.115	Policy For Awarding Credit	Policy 4.2.115 was retired and combined with this one, 3.3.115 (pending BOT approval)	Administrative Manual, DNAP PD Handbook	Compare Revisions
4/19/2022	5.4.103	Clinical Standards Policy	Language added about licensure lapsing consequences	Administrative Manual, DNAP PD Handbook	Compare Revisions
3/14/2022	5.6.103	Course Audit Policy	New policy	Administrative Manual, DNAP Completion Handbook	New policy
3/14/2022	5.6.102	Course Grading Policy	New policy	Administrative Manual	New policy
3/14/2022	5.6.101	Course Refund Policy	New policy	Administrative Manual	New policy
1/18/2022	3.2.104	Nondiscriminatory Policy	Language changed from "part time" to "half time"	Administrative Manual, Student Handbooks	Compare Revisions
1/18/2022	5.4.108	Student Grading Policy	Any student who makes a C in a single clinical rotation will be placed on clinical probation and meet with Progressions Committee.	Administrative Manual, Student Handbooks	Compare Revisions

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CHAPTER 1: GENERAL INFORMATION

HISTORY OF THE SCHOOL

Reviewed: 6/22/2022

Madison Hospital School of Anesthesia for nurses was founded in 1950 by Bernard Bowen, CRNA, under the sponsorship of Madison Hospital. It has been in continuous operation since that time. The program got its start when Mr. Bowen was invited to Madison by Dr. James D. Schuler, a surgeon, and Dr. Julian C. Gant, who was the Medical Director of the hospital. Since that time, more than 1000 graduates have gone out from Madison to provide high quality anesthesia service throughout the United States and in many parts of the world.

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

As of July 1, 1980, the School of Anesthesia changed from Madison Hospital School of Anesthesia to Middle Tennessee School of Anesthesia. Nashville Anesthesia Services, a partnership of physicians, agreed to temporarily shepherd the School until a corporation could be formed. On January 5, 1982, the institution was incorporated as an independent, 501 (c)(3), non-profit organization, Middle Tennessee School of Anesthesia, Inc., under the guidance of a Board of Trustees composed of community leaders involved in the business, educational, financial, legal, and medical industries.

Tennessee Christian Medical Center, formerly Madison Hospital, continued to provide strong support for MTSA in the form of a leased building and operative facilities until 2005. In 2005, MTSA initiated a capital expansion project, constructing a new state-of-the-art classroom and student lounge facility, while renovating two existing buildings. In early 2006, MTSA purchased three acres and the two existing buildings from the parent company of Tennessee Christian Medical Center, Adventist Health System. Later that year, students first occupied the innovative lecture hall and began using the newly designed and equipped Simulation Skills Center. In 2012, MTSA purchased the P. T. Magan building located across the street, and the early renovations led to the addition of a large collaborative classroom and relocation of the institutional administrative offices there. The east end of the P. T. Magan building was later renovated to create a new Learning Resource Center with multiple comfortable spaces conducive for small group study, as well as a kitchenette for students and a shaded courtyard, which opened in 2022.

In addition to specificity accreditation in nurse anesthesia through the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) in December of 1994, MTSA first received regional accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). These accreditations enabled the School to grant a master's degree between 1994 and 2018 and a doctoral degree since 2012.

MISSION

Middle Tennessee School of Anesthesia exists to provide a Christian, Seventh-day Adventist learning environment that fosters the pursuit of truth, excellence in and access to graduate nurse anesthesia education, and a life of service.

VISION

Reviewed: 6/22/2022

Revised: 3/3/2025

Reflect Christ in a culture of service, inclusion, and diversity

Deliver an exceptional student experience that attracts premier applicants, promotes individual achievement, and results in a clinically excellent practitioner

Advance CRNA clinical practice, pedagogy, and professional development through education, strategic partnerships, and distinguished scholarship

CORE VALUES

- Christian, Seventh-day Adventist values-driven curriculum and program
- Academic and clinical excellence that fosters a life of service
- Wholistic approach to education, health care, and a balanced lifestyle

- Graduate education that prepares nurses and CRNAs to complete their educational goals and enter the workplace with confidence

HISTORY & HERITAGE

MTSA's quiet beginning has roots from more than a century ago. In 1904, a group of Seventh-day Adventist pioneers committed to health, wellness, and temperance traveled south from Battle Creek, Michigan to initiate a health care education institution among the poor and founded Nashville Agricultural and Normal Institute. This School developed and transformed through name changes and maturity including an elementary school, high school, junior college, and eventually a full college. Concurrently on the campus, a health work began with Madison Sanitarium which developed into Madison Sanitarium and Hospital, Madison Hospital, and finally nearly a century later, Tennessee Christian Medical Center. The hospital provided a site for clinical training as the college educated scores of health care professionals. Since its beginning, the School regularly provided anesthesia at rural hospitals across the region as a service – which is the basis for the multiple clinical instruction locations today.

These ancestor institutions laid the groundwork for MTSA which began as the Madison Hospital School of Anesthesia for nurses in 1950 as part of Madison College. This rich history began more than 70 years ago when Bernard V. Bowen, CRNA, DSc, founded the School to facilitate nurse anesthesia education within the framework of Seventh-day Adventist beliefs, which included no Saturday classes. MTSA started with just two students in a 12-month program, but soon expanded to 18-months, admitting 16 students annually. On July 1, 1980, the school changed its name from Madison Hospital School of Anesthesia and officially formed as it is known today—the Middle Tennessee School of Anesthesia – the last vestige of Madison College and Madison Hospital that remains to this day.

CHRISTIAN SEVENTH-DAY ADVENTIST LEGACY

The Christian spirit of dedication and work that led to MTSA's development is very much alive today. The School continues to foster a learning environment encouraging strong moral principles and a close relationship with God. The Institution celebrates the diversity of faiths represented in the student body, faculty, and staff, and respects the differences of persuasion that are present. It operates with a wholistic, balanced approach to life which includes the physical, mental, emotional, moral, and spiritual – while encouraging a relationship with God as the Creator.

As a Christian church, Seventh-day Adventists are a faith community rooted in the beliefs described by the Holy Scriptures (both Old and New Testaments). In harmony with a broad overall mission to reflect Christ in its educational program, and in keeping with its Adventist heritage, the Middle Tennessee School of Anesthesia conducts classes with an exposure to Adventist beliefs.

Many of these beliefs are foundational and common to Protestant Christians from a variety of faith traditions and include -- *The Trinity; the Divinity of Jesus; a literal six-day creation; and, Salvation through faith in Jesus*. Yet, there may be some belief differences, including a 24-hour Sabbath rest from work and school beginning Friday evening sundown and concluding Saturday evening sundown, when no school-sponsored activities, classes, or events take place. You too may notice food choices limited to a diet exempt of certain options as a commitment to health and temperance.

Jesus Christ exemplified a life of service. It is MTSA's desire to follow His pattern and honor the Bible, while exhibiting this through learning, scholarship, and ministry. For more information regarding the SDA church visit www.adventist.org.

MTSA'S UNDERLYING EDUCATIONAL PRINCIPLES

MTSA recognizes the expanded role CRNAs fill as contributing members of the health care team. It is no longer enough that nurse anesthetists be skilled in anesthesia administration. They must also be able to assess their patients' medical status and plan a comprehensive anesthetic management program that encompasses the pre- and post-anesthetic periods, as well as the operative period.

MTSA aims to provide the academic climate and facilities necessary for the student to attain the body of knowledge and technical skills consistent with high standards of practice. In recognition of the important role played by CRNAs in the nation, and specifically in the Southeastern region of the United States, MTSA is historically constituted and strategically located, so as to play a vital part in meeting continuing needs for well-prepared anesthetists, both regionally and nationally.

MTSA believes that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, faculty members seek to provide a balanced program between the academic and clinical phases, so that knowledge and skills may be developed concurrently. The curriculum is integrated with academic and clinical experience occurring simultaneously. The acquisition of both intellectual and technical skills

should start with the basic, then progress in logical steps to the more complex and advanced; each step building on the previous one. Throughout the entire educational process, Christian values should be emphasized in the daily lives of both faculty and students, for both their benefit and that of their patients.

MTSA believes that the student's role is one of an active participant in the educational process. This means students may participate in seminars, present case studies, write papers, and maintain independent study.

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

It is the goal of MTSA that graduates be well qualified to fill first level positions and be capable of working to their full scope of practice with other CRNAs or physician anesthesiologists.

It is the philosophy of MTSA that it be operated as a freestanding, single purpose, anesthesia specific, graduate degree granting institution.

CAMPUS LOCATION AND ACADEMIC/STUDENT FACILITIES

Revised: 6/24/2024

The MTSA campus has offices and classroom facilities located in Madison, Tennessee. The academic and simulation classes are held on campus. There are three main buildings on campus. Applicants are invited to contact the Admissions Coordinator to make an appointment to visit the School (615-732-7662, info@mtsa.edu).

The Bernard V. Bowen Academic Center teaching facilities include The Center for Simulation, a technological state-of-the-art lecture hall, as well as two seminar rooms for study, small group use, and static simulation classes. The offices of the Program Administrator and the Director, and Center for Simulation are located in this building.

The Center for Simulation houses two realistic operating rooms with three computerized human patient simulators (Two Laerdal SimMan 3G and SimBaby) to enhance both academic and clinical education.

The Anatomy Lab, constructed in 2024, is used for student learning and cadaveric workshops.

The outdoor patio area was converted into a year-round study area in 2024 and is available for group and individual study.

There is also a student lounge in this building, equipped with a dining area, refrigerator, microwave, dishwasher, ice machine, and vending machines. Students are responsible for their food, and clean-up of the lounge, and are to notify staff if there is a problem. Drinks taken out of the lounge must have a cap or lid when going into classrooms.

Practice Doctorate students have mailboxes located at the back of the classroom of the Bernard V. Bowen Academic Center during semesters 1-3. At the start of semester 4-9, student's mailboxes are moved to a metal filing cabinet within the student lounge labeled by cohort.

The M.E. "Ikey" Devasher Student Support Center houses the administrative support staff and faculty offices. On the first floor, there are student study rooms, as well as an area designated for a Mother's Room. The Board Room, which was renovated and opened in 2024, is also located on this floor. This room is used for Board of Trustees and other meetings, and doubles as a student study area when not in use by staff and faculty. The second floor includes the Heritage Room, a small conference room designed with online learning technology.

The Percy T. (PT.) Magan Building houses a large collaborative classroom that can be divided into 2 separate rooms or divided into multiple small group areas, each with state-of-the-art technology access. The student Learning Resource Center includes a 3204 square foot open space, with individual and group study areas, whiteboards, access to technology for presentations, as well as an adjacent outside covered patio, which is designed for small group interaction and celebration events. An additional area is available for quiet individual and small group study, along with state-of-the-art video conference technology.

The student Learning Resource Center/Library also includes a kitchenette with a dining area, refrigerator, microwaves, dishwasher, ice machine, and vending machine for student body use. There is additional seating on the back and side patios. Students are responsible for their food and clean-up and are to notify staff of additional needs. A copy/print center is also available in the student Learning Resource Center, free of charge.

A school fitness center is also available in this building with 24-hour, secure ID access. There are separate male and female shower facilities, as well as daily lockers for those using the fitness center. Fitness equipment requiring service should be reported to the Coordinator, Plant Operations.

The Office of the President, Executive Vice President, Vice President of Finance and Administration, and Administrative Personnel are housed in this building.

Facility Access: During the student's first semester, students are given electronic keycards which enable secure access to all buildings on campus. For security purposes, all doors to campus buildings are locked 24/7 and require keycard access.

School Hours: Campus buildings are open Monday - Thursday from 8:00 am to 6:00 pm. Outside of regular operating hours, students may access all buildings using their student ID keycards.

Wireless Internet Access: The MTSA Campus buildings and the outdoor covered patio areas are equipped with wireless internet service dedicated exclusively to students' use, to enable an entire class to work online simultaneously. The WIFI password is provided to students during the first semester.

Parking: Students must use the adjacent parking lots of TriStar Skyline Madison Campus and the Madison Campus Seventh-day Adventist Church. The parking lot behind the M.E. "Ikey" Devasher Student Support Center and adjacent to the Bernard V. Bowen Academic Center is for staff, faculty, and visitors only. There is one handicap spot available in the staff lot for anyone who has a placard or license plate that needs this service. The P.T. Magan building student and staff parking is noted with signage. This parking lot has two handicap spots available.

INSTITUTIONAL CALENDAR

Reviewed: 6/22/2022

Each year MTSA updates the calendar and publishes it in the *MTSA Student Handbook*, which is available on the website, www.mtsa.edu.

Students do not attend class or clinical on MTSA-observed holidays, unless the student is scheduled on call. If the student is on call, a compensatory day is given to the student.

ACCREDITATION

Reviewed: 6/22/2022

COUNCIL ON ACCREDITATION OF NURSE ANESTHESIA EDUCATIONAL PROGRAMS (COA)

MTSA's Doctor of Nurse Anesthesia Practice (DNAP) degree and the ASPM Fellowship are accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), which is a specialized accrediting body recognized by both the United States Department of Education and Council for Higher Education Accreditation (CHEA). The next accreditation review by the COA is scheduled for 2027 for the DNAP degree and 2026 for the ASPMF. For questions specifically about the professional specialty accreditation of MTSA, contact the COA at the following address:

10275 W. Higgins Rd., Suite 906
Rosemont, IL 60018-5603
Phone: (224) 275-9130
Website: <https://www.coacrna.org>

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC)

Middle Tennessee School of Anesthesia (MTSA) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the degree of Doctor of Nurse Anesthesia Practice (DNAP) and a Nurse Anesthesia Educator Program. Questions about the accreditation of MTSA may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at the following address or by using information available on SACSCOC's website:

1866 Southern Lane
Decatur, Georgia 30033-4097
(404)679-4500
<https://www.sacscoc.org>

The next reaffirmation review by SACSCOC is scheduled for 2029.

TENNESSEE BOARD OF NURSING (TBON)

MTSA has approval for the degree of Doctor of Nurse Anesthesia Practice (DNAP) from the Tennessee Board of Nursing (TBN). For questions about the Tennessee Board of Nursing's approval of MTSA, contact the Tennessee Board of Nursing at the following address:

State of Tennessee
Department of Health
Bureau of Health Licensure and Regulation Division of Health Related Boards
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, TN 37243
www.Tennessee.gov/health
1-800-778-4123

CHAPTER 2: GOVERNANCE, ORGANIZATION, AND PERSONNEL

INTRODUCTION TO GOVERNANCE

Section I of the Board of Trustees Handbook includes an Introduction to MTSA, the History of the School, Mission, Vision, Core Values, History & Heritage, and Christian Seventh-day Adventist Legacy.

A distinctive feature of higher education in America is its form of governance. An important legacy in American higher education is the use of lay governance. Because centralization of power is a threat to the public good and because education is of vital concern to the public interest, lay governance fosters a system of checks and balances for accountability – checks on the power of administration and faculty, and checks on undue influence of government and other bodies on the School. In the situation of distinctly Christian institutions, checks and balances must be maintained between the community it serves and the role and function of its board members.

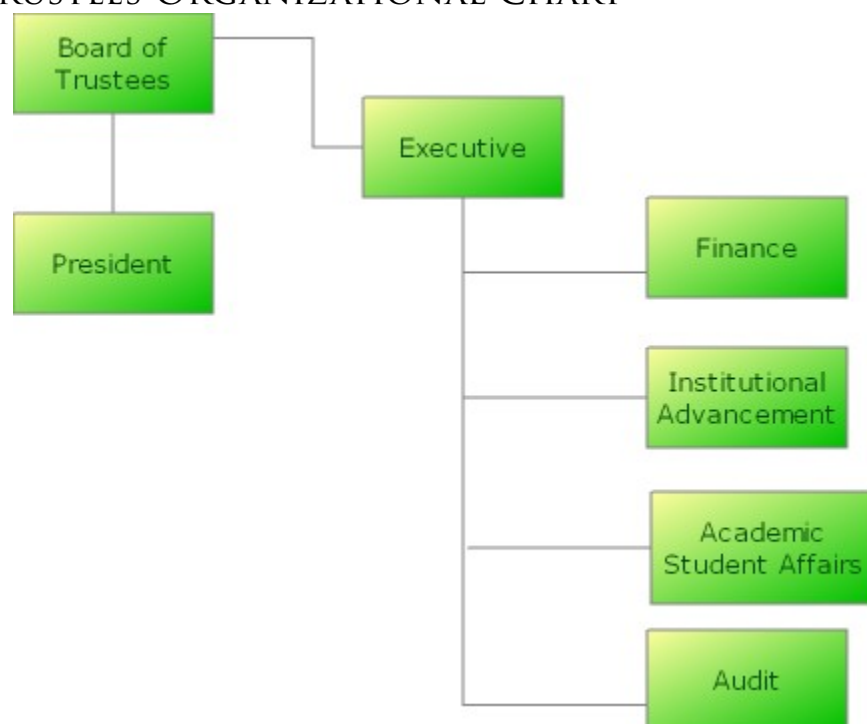
ORGANIZATION AND BOARD OF TRUSTEES ORGANIZATIONAL CHART

ORGANIZATION

Middle Tennessee School of Anesthesia owes its origin and early development and direction to Bernard Bowen, CRNA, DNSc, who founded the school in 1950 and was its director until he retired in 1980. The purpose for founding the School was to offer a place where Seventh-day Adventists could be assured they would not have to attend classes on the seventh day Sabbath, which is Saturday. In keeping with this heritage and legacy, individuals representing MTSA are expected to be respectful of the Sabbath hours, (sunset Friday to sunset Saturday), when participating in any events. Those of other faiths always have been and will continue to be welcome in this environment.

Currently, the School is a 501(C)(3) non-profit, religious, public benefit corporation. The School as a corporation will have members made up of incumbent Board of Trustees of the School (See Charter, Section 8). The Board of Trustees is the highest level of institutional authority and the legal voice of the institution and as such, maintains oversight of the operation of the School to fulfill the purposes for which it was created. The Board of Trustees is organized as follows:

BOARD OF TRUSTEES ORGANIZATIONAL CHART



The MTSA Organizational Chart depicts the flow of information, communication, and direct lines of authority from the Board of Trustees to all faculty, staff, and employees. This organization facilitates effective and timely decision-making and communication among all individuals responsible for educating the next generation of CRNAs.

MTSA BOARD OF TRUSTEES SUBCOMMITTEES

The Chairman of the Board and the President of MTSA serve as *ex officio* non-voting members of all Board subcommittees. A description and the composition of BOT Subcommittees is found in Appendix H.

BOARD OF TRUSTEES MEMBERSHIP

As a private institution, Middle Tennessee School of Anesthesia's governance is grounded in its Corporation Bylaws ([Appendix C](#)). Complete stipulations of Board membership are outlined in Article III of the Bylaws. As specified in Article III, the maximum number of Trustees shall be fixed at eleven (11) which number shall include nine (9) Trustees and, in addition thereto, the Chairman and Vice Chairman of the Board. No more than three (3) of the nine (9) Trustees shall be licensed, practicing certified registered nurse anesthetists (hereinafter "CRNA" or "CRNAs") which number shall include the president of the MTSA alumni association. No more than three (3) of the nine (9) Trustees shall be licensed, practicing anesthesiologists. Either the Chairman or the Vice Chairman of the Board of Trustees shall be an anesthesia practitioner from the following choices: A CRNA (at either the master or doctoral degree level) or an Anesthesiologist. No more than three (3) Trustees shall be private citizens representing business, education, and/or medical providers. It is desirable that the Board include members of the Seventh-day Adventist faith.

The Board shall be self-perpetuating. Each member of the Board shall be elected for a three (3) year term and may be reelected for two (2) additional terms. Former Trustees shall be eligible for re-election to the Board after a one-year's absence from service as a Trustee. One-third of the membership of the Board shall be elected each year at the annual meeting of the Trustees.

A list of members and officers follows as [Appendix D](#).

In the event of a vacancy on the Board, the Nominating Committee shall recommend, and the Trustees shall give final approval of a person to fill the vacancy for the remainder of the term of office. Persons elected to fill vacancies shall be eligible for reelection to additional terms of office consistent with this policy. It is the policy and practice of the Board to minimize potential conflicts of interest and/or undue external influence by appointing a majority of members who do not have contractual and/or employment relationships.

The President of MTSA shall serve as an *ex officio*, non-voting member of the Board.

REMOVAL OF A BOARD MEMBER

Any member of the Board may be removed by the Board at any time for just cause and through the use of a fair process. Reasons for removal shall include, but shall not be limited to: failure of any Board member to attend four (4) consecutive regular meetings without good and valid reason, indication of a lack of interest in the activities of the Corporation, any act of an individual Trustee that results in a charge of a felony, or any act of a Trustee that has the direct effect of bringing disrepute upon the Board or the institution. A Trustee recommended for removal shall be afforded the opportunity to appear before the Board and respond to the reasons propounded for removal. A majority vote of the membership of the Board shall be required for removal of a Trustee.

The vacancy created by the removal of a trustee under the foregoing provisions may be filled by a vote taken at the time of the meeting at which the removal of the trustee was accomplished, or at such later meeting, regular or special, as the trustees may decide.

BOARD OF TRUSTEES MEETINGS

Board of Trustee meetings are stipulated in the Corporation Bylaws, Article IV. Trustees should make necessary arrangements to be present for the entirety of each Board meeting. Members must be willing to invest time and effort as necessary between sessions to adequately prepare for the meetings. Actively seeking accurate information prior to each meeting helps ensure intelligent, informed dialogue and decision-making during the meeting.

ROLES AND RESPONSIBILITIES OF TRUSTEES

Higher education literature is rich in the discussion of roles and responsibilities of Trustees. A trustee is one to whom something of value has been entrusted. As guardian of the institution, the Board of Trustees protects the autonomy of the institution while simultaneously holding it accountable. The Board is charged with furthering the School's welfare within the context of the broader public welfare and with fulfillment of its mission to its internal and external constituencies.

To this end, Middle Tennessee School of Anesthesia Trustees must be committed to the institution, holding their position of sacred trust. With institutional welfare foremost, they neither serve their own agenda nor that of some other group. Trustees are expected to bring valuable personal and professional skills and experiences to the group, including integrity, sound judgment, effective interpersonal skills, sensitivity to diversity and varying perspectives, the ability to consider all aspects of an issue, and competence to contribute positively to the committee process.

Board members must realize that authority lies in the corporate body, and Board decisions are binding on the entire board, regardless of individual opinions and positions. Actions on behalf of the institution are vested only in the Board as a corporate body, and no individual member or committee, except the Executive Committee when authorized by the Board of Trustees (Bylaws, Article III, Section 6), may take official action for the Board.

Trustees must possess an adequate understanding of the institution, its mission, vision, strategic direction, and philosophy, as well as its operations and challenges, so that informed, prudent decisions can be made. It is essential that Trustees understand the issues facing higher education, including current and potential educational, political, social, and religious developments that may impact the School and its future. Additionally, familiarity with other agencies and organizations interfacing with the School is valuable.

Of critical importance is that Trustees distinguish between governance and administration.

Whereas *governance* refers to the power to create the School, to give legitimacy to its continued existence, and to provide oversight and support, *administration* deals with the leadership and operational management of the School. For example, the Board approves governance policies, and the School administration develops and implements daily operational policies and procedures.

The Middle Tennessee School of Anesthesia Board of Trustees has been vested by the Bylaws of the Corporation as the final authority of the institution. In addition to the general responsibilities established by the state statute, the Board of Trustees is charged with the following responsibilities and duties:

- Safeguard the School operating under the values of a Christian, Seventh-day Adventist institution of higher education in the fulfillment of its educational ministry.
- Establish the approved institutional mission, vision, values, philosophy, and goals, including size and character of student body.
- Support and assist internal constituents in ensuring the welfare of the institution.
- Develop broad institutional policies.
- Appoint and evaluate the president.
- Establish and/or discontinue the offering of degrees.
- Review and evaluate the performance of the School.

- Provide oversight for resource management.
- Approve annual budgets and audited financial statements.
- Secure resources to further the mission and vision of the School.
- Form contracts related to borrowing of funds, acquisition and disposition of property, stocks, and securities.
- May serve as liaison between the School and its external constituencies.
- Serve as the legal voice for the School.
- Fill any vacancy on the Board of Trustees.
- Undertake appropriate self-limitation.

In discharging duties as a trustee of a nonprofit corporation, Tennessee law requires that a trustee discharge all duties, including duties as a member of a committee, (i) in good faith, (ii) with care an ordinarily prudent person in a like position would exercise under similar circumstances, and (iii) in a manner the trustee reasonably believes to be in the best interest of the corporation. A trustee has a duty to be free from the influence of any conflicting interest when he/she represents the School in dealings with third parties. When dealing with such third parties, the trustee shall deal on a basis that is best for the School without favor or preference to third parties or personal considerations. If a conflict arises from a trustee's substantial interest in a transaction that might reasonably affect his/her judgment, the trustee shall notify the School president's office in writing and verbally declare such conflict when in a decision-making process.

In discharging his duties, the trustee is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by persons the trustee believes to be reliable and competent in the matters presented.

The Charter and Bylaws protect Trustees when they act in good faith by limiting or eliminating personal liability for monetary damages to the full extent permitted by Tennessee law. Personal liability will not be limited or eliminated (i) for any breach of the trustee's duty of loyalty to the School or its members, (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, or (iii) for unlawful distributions.

The Charter and Bylaws allow the School to indemnify Trustees to the extent permitted by Tennessee law. Indemnity may be granted if (i) the trustee's conduct was in good faith, and (ii) the trustee reasonably believed that the trustee's conduct was in the best interest of the School, and (iii) in the case of criminal proceeding, the trustee had no reasonable cause to believe that his/her conduct was unlawful.

The School may not indemnify a trustee when the trustee was adjudged liable to the School.

Trustees of the School will be asked to review and sign memoranda describing in greater detail their statutory obligations. The Board of Trustees Handbook contains examples of documents relating to duties, liabilities, indemnity and conflict of interest.

GOVERNANCE POLICIES

1. *Chief Executive/President Transition*

Preamble

There are two types of chief executive (President) transitions and, although they share some key elements, they differ in the challenges they present to the board and in how they are implemented. One is the planned transition in which the President notifies the board of intent to leave, enough in advance to allow the board and the organization to prepare. The second is a sudden departure, whether by sudden change in circumstances, illness, death, or termination by the board.

In either case, the School needs to be prepared. Selecting a new President may well be the most important task ever undertaken by the board. It is a pivotal opportunity that has a direct impact on implementing the mission and goals of the School. Maintenance of the School's mission and goals make it highly desirable that the President be familiar with and supportive of Seventh-day Adventist principles.

Statement

Annually, as part of the President's performance review, the President discusses his or her succession plan with the executive committee. The President, through this discussion, advises the executive committee what they should do in the event of a sudden departure in order to ensure organizational stability until a new President is appointed.

In addition, the President and Executive Committee ensure the School always has in place:

- An up-to-date chief executive position description

- A current strategic and operating plan
- An operating budget that includes adequate salary and benefits to attract a competent successor
- Access to information of best practices in executive recruitment.

2. ***Chief Executive/President Evaluation***

The board monitors the President to ensure that he or she is competent and effective, including conducting an annual review and appraisal of the President's performance

The annual goals should be mutually discussed and agreed upon and should serve as the basis for performance evaluations. The Executive Committee and Chief Executive should mutually agree on the process of formal performance reviews. The primary purpose of performance evaluations is to help the President perform more effectively. Compensation increases and contract renewal decisions should not be the primary purpose for conducting the evaluation. The Board Chairman makes recommendations for compensation increases and contract renewal to the board.

3. ***Board Self-Assessment***

Rationale

The MTSA board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

While the board sees its role of assessing its performance as ongoing, it sets aside time at its annual retreat to conduct a self-evaluation among its members.

Purpose and Process

The purpose of the MTSA board self-evaluation is to identify those areas of board functions that are working well and those that may need improvement. The MTSA board self-evaluation speaks to the board as a whole, not to individual members. It is the evaluation process of the overall effectiveness of the board as a decision-making group.

The following process will be used:

- A self-evaluation form will be distributed to all MTSA board members annually.
- The completed self-evaluation forms shall be submitted to the President's office at least four (4) weeks prior to the regularly scheduled board meeting at which the self-evaluation will be discussed.
- The self-evaluation results shall be included as an agenda item for review at a regularly scheduled board meeting.
- The board will develop a remediation plan during a future board meeting within six (6) months from the date of the initial approval of this self-assessment procedure.

4. ***Fundraising Responsibilities Individual Board Member Duties***

- Board members are encouraged to assist MTSA administration to identify and evaluate prospects, cultivate and solicit gifts, actively support fundraising programs by their presence, and offer personal acknowledgments to donors and volunteers.
- Board members are to engage in personal gift support to their level of ability.
- Board members are encouraged to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by appropriate representation on the Advancement Committee, and by attending major fundraising events.

Corporate Board Duties

- The board is encouraged to assist the President and Vice President for Advancement & Alumni in attracting significant resources for the School.

5. ***Donor Relations***

All printed or recorded materials and all oral representations made by authorized representatives of the Middle Tennessee School of Anesthesia in its efforts to solicit funds, gifts, and donations shall comport to the highest standards of ethics, honesty and transparency.

MTSA shall respect the privacy concerns of individual donors to the maximum extent allowed by law.

In raising funds from the public, MTSA will respect the rights of donors and will inform donors of:

- The mission and Christian values of MTSA, the way the resources will be used, and capacity to use donations effectively for their intended purpose

- The identity of those serving on MTSA's governing board and of the board's exercise of prudent judgment in its stewardship responsibilities
- Their abilities to access to MTSA's most recent financial reports
- The Board's policy that the gift, once accepted, will be used for its intended purpose
- Their ability to receive appropriate acknowledgment and recognition
- Information regarding confidentiality of the gift to the maximum extent provided by law
- The continuing right to be acknowledged in a courteous and professional manner
- The status and capacity of those seeking donations whether volunteers, employees of MTSA, or contracted solicitors
- The right to have their names to be deleted from mailing lists that MTSA may intend to share
- The right to ask questions when making a donation and the commensurate duty of the solicitor to provide prompt, truthful, and forthright responses.

6. **Gift Acceptance Policy**

Middle Tennessee School of Anesthesia actively solicits gifts and grants to further the mission of the School. In an effort to avoid accepting a gift that could potentially compromise the ability of the school in fulfilling its mission and goals or, in the alternative, jeopardize its tax-exempt status, the following gift acceptance policy shall apply:

- A. The President, Vice President of Advancement and Alumni and the Board of Trustees of MTSA shall have the authority to solicit and/or accept gifts on behalf of the School. All solicitations shall be coordinated by the Vice President of Advancement and Alumni.
- B. Persons authorized to pursue gifts in the name of MTSA shall insure that the solicitation as well as the resulting donation will further MTSA's mission, goals, and objectives.
- C. The primary consideration in the pursuit of gifts is the benefit derived to the organization, the terms and conditions that may apply upon acceptance, and the perils of inadequate due diligence. To that end, the following caveats must be considered:
 1. *Core Values.* Is the gift one that is consistent with the School's Christian standards, principles, and core values?
 2. *Compatibility of Cause.* Will the gift unnecessarily challenge the School's ability to further its mission, goals, or objectives?
 3. *Public Relations.* Does the acceptance of the gift present the School in an unfavorable light? Does it appear that a conflict of interest may exist between the donor and the School?
 4. *Motivation.* Are there clear charitable intent and a commitment to MTSA?
 5. *Consistency.* Will the acceptance of the gift be compatible with other fundraising activities or gifts of the School?
 6. *Credibility.* Has the solicitation and/or offer of the gift been subjected to the highest levels of due diligence to assure defense if later questions should arise?
 7. *Form of Gift.* Will the nature of the in-kind contribution create problems, such as encumbrances, advertising, or sponsorships?
 8. *Source of Gift.* Who is the donor? Is the gift from an individual or a corporation? Does the donor represent a perceived conflict of interest or a perceived conflict with the mission and/or Christian values of the School?

7. **Conflict of Interest Policy**

Personal interest of officers prohibited. It shall be the policy of the Board of Trustees for the Middle Tennessee School of Anesthesia that any trustee, officer, committee member, or other person whose duty it is to vote for, let out, overlook, or in any manner to superintend any work or any contract, shall not be directly interested in any such contract. "Directly interested" means any contract with the official personally or with any business in which the official is the sole proprietor, a partner, or the person having the controlling interest. "Controlling Interest" includes the individual with the ownership or control of the largest number of outstanding shares owned by any single individual or corporation.

These provisions shall not be construed to prohibit any trustee, officer, committee person, or any person from voting on the budget, appropriations, resolutions, fee resolutions, or amendments thereto, unless the vote is on a specific amendment to the budget or a specific appropriation that directly benefits the officer or the agency with which the officer is directly interested.

It shall be the policy of the Board of Trustees for the Middle Tennessee School of Anesthesia that any trustee, officer, committee member, or other person whose duty is to vote for, let out, overlook, or in any manner to superintend any work or any contract to be indirectly interested in any such contract unless the officer publicly acknowledges the interest. "Indirectly interested" means any contract in which the officer is interested but not directly so. Any officer possessing an indirect interest in such contract shall declare as follows:

Because I am (state title and agency relationship), I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to the Middle Tennessee School of Anesthesia, its officers, students, and the community it serves.

The vote of any such trustee having a conflict of interest who does not so inform the Board of Trustees of such conflict shall be void if challenged by another trustee in a timely manner.

"Timely manner" shall mean during the same meeting at which the vote was cast and prior to transaction of any further business pending before the Board of Trustees.

Any trustee who deems himself/herself to have a conflict of interest in a matter to be voted upon by the Board of Trustees may abstain for cause by announcing the decision to abstain to the presiding officer. Any trustee who abstains from voting for cause on any issue coming to a vote before the body shall not be counted for the purpose of determining a majority vote.

8. *Agreement, Conflict of Interest and Disclosure Statements*

Each Trustee must understand and agree to act responsibly, individually and corporately on behalf of the School. Board Member Agreements and Conflict of Interest and Disclosure Statements must be signed annually by all Trustees at the first regularly scheduled board meeting of each calendar year.

All Trustees and officers have a duty to be free from the influence of any conflicting interests when they represent Middle Tennessee School of Anesthesia in negotiations or make representations with respect to dealings with third parties, and are expected to deal with all persons doing business with the School on a basis that is for the best interest of Middle Tennessee School of Anesthesia without favor or preference to third parties or personal considerations.

A conflict of interest arises when a trustee or an officer of Middle Tennessee School of Anesthesia has such a substantial personal interest in a transaction or a party to a transaction that it reasonably might affect the judgment he/she exercises on behalf of Middle Tennessee School of Anesthesia. A Trustee should always avoid harsh practices and faithfully follow the established policies of Middle Tennessee School of Anesthesia.

In the Commission on Colleges of the Southern Association of Schools and Colleges, Principles of Accreditation, 2008 Edition, page 16, the following standard establishes that:

"The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution."

9. *Board/Administration Distinction*

Purpose: The purpose of this policy is to provide a clear distinction between the policymaking functions of the Board of Trustees (BOT) and the responsibility of administration and faculty to administer and implement policy.

The BOT is responsible for matters of governance, i.e., give legitimacy to MTSA's continued existence and to provide oversight and support by creating governance policies. The BOT is responsible for safeguarding MTSA's institutional mission and fulfillment of its educational mission. Conversely, the administration and faculty are empowered to develop, administer, and implement daily operational policies and procedures.

Procedures:

It is the responsibility of MTSA's President to implement BOT-created policy. Administration and faculty are responsible for policy that affects their immediate domain of activity. It is incumbent upon all MTSA constituencies to carry out all policies and procedures with integrity.

MTSA's BOT are informed of any new policies created through review of President's Council meeting minutes. MTSA's administration and faculty are informed of new governance policies from the BOT through the President's Council or Nurse Anesthesia Program Council meetings, or as needed.

Governance and operational policies are developed upon need and relevance.

BOARD COMMITTEES

Reporting to the Board are the Executive, Finance, Audit, Academic/Student Affairs, Institutional Advancement Committees and the President. The Board may create other committees, delegating such authority as the Board deems desirable.

FINAL WORD

Involved Trustees who seek truth by asking difficult questions, even in the face of dissent and conflict; who demand excellence and accountability, even in the face of painful consequences; who speak up and speak out, even in the face of unpopularity – these are the Trustees to whom the School is indebted for its future.

ADMINISTRATIVE POSITIONS—(APPENDIX F)

Listed are administrative positions for those individuals currently employed at MTSA. Complete MTSA Personnel Position Descriptions are found in each individual personnel file and as compiled in [Appendix E](#).

AFFILIATE CLINICAL COORDINATORS

Supervise and/or delegate supervision of the administration of anesthesia by students, to include daily evaluation of student performance. Perform summary evaluation of student performance at the end of each month. Serve on MTSA Committees and participate in First Quarter Orientation clinical practice (formally Broadfields), as requested. Participate as guest lecturer in clinical focus topics as mutually agreed upon between the Affiliate Clinical Coordinator and the Executive Vice President and Program Administrator.

MIDDLE TENNESSEE SCHOOL OF ANESTHESIA COMMITTEES

COMMITTEE ORGANIZATIONAL CHART

[See Appendix G](#)

COMMITTEE DESCRIPTIONS, STRUCTURE, AND COMPOSITION

For informational purposes, a description and the composition of all MTSA committees is found in [Appendix H](#).

CHAPTER 3: ADMINISTRATIVE, PERSONNEL/ SUPPORT SERVICES, & GENERAL POLICIES

3.1 — ADMINISTRATIVE

STRATEGIC PLAN DOCUMENT REVIEW & UPDATE

Policy Number: 3.1.101

Date: 1998

Reviewed: 2014

Revised: 2000, 2003, 2007, 9/13/11, 2014, 2016, 2018

The Strategic Plan Document, a five-year document, is regularly reviewed in a Strategic Planning Session of the President's Council with annual reports to the Board of Trustees.

Strategic Priorities, Strategic Goals, and Strategic Objectives are reviewed and modified annually or as needed. Any reports from the President's Council or the Nurse Anesthesia Program Council identifying opinions of strengths and weaknesses are reviewed.

The President's Council will meet in a Strategic Planning Session prior to the annual session of the Board of Trustees meeting to review the document and provide updates.

In any area of review, if the President's Council, Nurse Anesthesia Program Council, or other appropriate committee has made recommendations for future development, these recommendations will be referred to the Strategic Planning Session of the President's Council. It is expected that the Strategic Plan will be a five-year document; however, revisions can occur anytime during the five years. These revisions may be in the form of a written or verbal annual report, formulated by the President's Council in a Strategic Planning Session and directed to the Board of Trustees.

Should the Strategic Planning Session of the President's Council determine the need for major revisions, prior to the designated annual Board of Trustees meeting, members of the Board of Trustees are sent a draft of the revised Strategic Plan document by mail or electronic transmission. Discussion and approval of major revisions are the responsibility of the Board of Trustees.

Evidence that the institution is abiding by the above processes is evaluated by the Institutional Effectiveness Session of the Nurse Anesthesia Program Council and during self-study reviews for either regional or specialty accreditation.

REVIEW OF THE MISSION STATEMENT & PROGRAM OUTCOME CRITERIA

Policy Number: 3.1.102

Date: 1998

Reviewed: 2014

Revised: 2000, 2003, 2007, 2011, 7/2012, 2014, 2016, 2018, 2021, 2023

The Executive Vice President, in conjunction with appropriate committees, will annually review the mission, vision, and values of the Middle Tennessee School of Anesthesia (MTSA) and the associated Program Outcome Criteria for graduates. She/he will compare MTSA Program Outcome Criteria with objectives for graduates of nurse anesthesia educational programs as published or revised in the *Standards for Accreditation* by the Council on Accreditation of Nurse Anesthesia Educational Programs.

Faculty members are directed to www.mtsa.edu to review the most recent *MTSA Catalog & Student Handbook*, to include the Mission Statement and Program Outcome Criteria, annually. The members are asked to review it and are encouraged to offer an opinion to the Executive Vice President, Nurse Anesthesia Program Council, and/or President's Council relative to any possible changes needed. Recommendations will be sent to the President's Council for review.

The President's Council reviews the proposed changes of the mission, vision, values and program outcome criteria in all published manuals, handbooks and catalogs, specifically the Mission Statement, and considers recommendations from the Academic and Clinical Faculty Committee members. The President's Council determines if changes are indicated, based on its review and the input of these committees. Should change be necessary, the President's Council drafts a proposed Mission Statement to the Board for final review, revision and approval.

At each level, the purpose of the evaluation of both the Mission Statement and the Program Outcome Criteria is to assure that both are in harmony with the direction of the School. It is expected that this Mission and the Program Outcome Criteria may have some alteration in course as either the community needs change, or changes in either the *Standards for Accreditation* by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs or the *Principles for Accreditation* by the Commission on Colleges of the Southern Association of Colleges and Schools directs.

REVIEW & REVISION OF ADMINISTRATIVE POLICIES

Policy Number: 3.1.103

Date: 1994

Reviewed: 2014

Revised: 1998, 2000, 2003, 2007, 2011, 2014, 2018

The President's Council is responsible for updating and maintaining all School publications, to include the *Administrative Manual*, which contains chapters outlining significant policies. Other publications include the *Faculty Handbook*, *MTSA Catalog & Student Handbook (MS)*, *MTSA DNAP Catalog & Student Handbook*, and the *Strategic Plan Document*. Board approval is sought for any major changes in policy; however, the President's Council has interim authority to make minor modifications to policies.

SUBSTANTIVE CHANGE POLICY

Policy Number: 3.1.104

Date: 2/28/12

Reviewed: 2014

Revised: 7/2012 (SACSCOC liaison title updated 4/2020), 9/2023

POLICY

The Middle Tennessee School of Anesthesia (MTSA) is responsible to comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change policy as a condition of its continued accreditation by SACSCOC. Substantive change is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution."

INSTITUTIONAL OBLIGATIONS:

1. MTSA is required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
2. MTSA is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

RESPONSIBILITIES OF SACSCOC LIAISON:

The SACSCOC Liaison will:

- provide the Executive Vice President with information about the SACSCOC substantive change policy.
- work with the Executive Vice President to determine whether a proposed change is substantive;
- determine what action with respect to SACSCOC is needed when a change is substantive;
- file the appropriate notice or prospectus with SACSCOC;
- coordinate with SACSCOC and the Executive Vice President about any required follow up action

PROCEDURE:

If a change is substantive, SACSCOC must be notified as much as 12 months in advance of implementing the change. Upon becoming aware of a proposed change that may be substantive, the Executive Vice President should notify the SACSCOC Liaison.

POINT OF CONTACT:

Every SACSCOC member institution has an Accreditation Liaison whose charge is to ensure compliance with accreditation requirements. The current SACSCOC Liaison for MTSA is:

Executive Vice President

REFERENCES:

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *The Principles of Accreditation*, Section 3.12 <https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAccreditation.pdf>
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), *Substantive Change for Accredited Institutions of the Commission on Colleges* <https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

REPLACEMENT OF MTSA ADMINISTRATORS (OTHER THAN THE PRESIDENT)

Policy Number: 3.1.201

Date: 11/10/08

Reviewed: 2011, 1/15/19, 2023

Revised: 2023

The replacement/succession, recruitment and hiring process for Middle Tennessee School of Anesthesia (MTSA) administrative personnel (other than the president) are to be conducted via a focused, intentional and thorough process designed to hire the most qualified individual who will support the mission, vision, values and goals of the School. The **General Provisions and Conditions of Employment** statement in the *MTSA Administrative Manual* states:

It is highly desirable that the administrative positions: President, Executive Vice President, Program Administrator, and the Vice President for Finance and Administration be held by Seventh-day Adventists with appropriate credentials to complete the tasks outlined in their respective job descriptions. If these positions are held by other than Seventh-day Adventists, they will be individuals whose lifestyle is in harmony with Christian beliefs and values. If a vacancy exists in one of these positions, notice of the vacancy may be initially advertised in SDA professional publications and other national publications as necessary.

This policy encourages the input and participation of selected Board members in the selection process of MTSA administrators, with the understanding that it is the responsibility of the President to make the final selection.

The mission, vision, values, and goals of MTSA require that administrative positions be occupied by individuals who are committed to academic excellence, have the appropriate amount of experience and education necessary to fill the position. Whether the position is filled by promotion from within the School, or recruited from without, the best candidate shall be selected. An appropriate amount of time should be allowed for thoughtful and careful planning to replace an employee who holds an administrative position.

PROCEDURE:

In the event a new administrative position is deemed appropriate or when a vacancy occurs or is anticipated in a current administrative position, the following procedures will be followed in the advertisement for and selection of a new administrative employee.

1. The President shall form an ad hoc Search Committee, which may consist of the following individuals (depending on the position to be filled), each of whom must be willing and able to commit to the considerable time required of a search committee:
 - a. The President of MTSA (committee chair).
 - b. Two members from the MTSA President's Council.
 - c. One current MTSA academic faculty member (non-Board).
 - d. One current MTSA clinical faculty member (non-Board).
 - e. Two current Board members (cannot be from the same discipline).
2. The primary responsibility of the committee is to generate, interview, and recommend high- quality candidates for the position.
3. The committee reports to the President and is responsible for recommending one to three (1-3) qualified candidates (may or may not be rank ordered).
4. All potential candidates should be interviewed in person on the MTSA campus.
5. The interviews will be conducted by the ad hoc Search Committee members at a time that is convenient to a majority of the committee members and the interviewees.
6. Under normal and usual circumstances, the committee will complete its work within six (6) to nine (9) months.
7. Review current job description so committee members clearly understand role expectations/responsibilities, educational qualifications, and experience desired.
8. Review compensation package for the position.
9. Identify plausible avenues/methods for attracting high quality applicants
10. Determine which professional SDA journals, magazines, and/or publications to initially advertise for the position.
11. Unsuccessful results from advertising in SDA publications will necessitate advertising in non-SDA professional publications that will attract qualified applicants (listing must include commitment to mission, vision, values of MTSA).
12. Advertising content must clearly emphasize the critical information that accurately describes job requirements, minimum education required, and desired experience.
13. The interview process will not be initiated until there are a sufficient number (determined by the President) of qualified applicants.
14. A scoring form with appropriate categories will be used to provide consistency and uniformity in the way interviewees are rated (i.e. unacceptable, minimally acceptable, and desirable) by committee members.
15. The final selection of the candidate will be the responsibility of the President.

ADMINISTRATOR-ON-CALL

Policy Number: 31.202

Date: 3/16/09

Reviewed: 2014, 2023

Revised: 1/24/12, 7/12, 2/14, 2016, 6/2023, 9/2023

The purpose of this Administrator-On-Call (AOC) policy is to ensure that an authorized and trained administrator of the School is always available during regular business hours to help coordinate the School's response during an emergency situation and to maintain appropriate administrative supervision over the operation of the School.

In the absence of both the President and the Executive Vice President from the MTSA campus for prolonged time periods (more than one or two days), the following procedures will be followed.

PROCEDURE

Emergency Situations:

- All MTSA administrative personnel and the designated AOC should have the Emergency Response Plan and emergency contact information available at all times.
- Should an emergency situation arise during normal operating hours, the President, or highest-ranking administrator who is on-site at the School, will implement the Emergency Response Plan and be responsible for appropriately notifying all students, faculty and staff, and administration.
- Should an emergency situation arise after regular School hours (i.e. other than Monday through Thursday, 8:00 AM to 6:00 PM), the individual first aware of the emergency situation will immediately notify both the President and the Executive Vice President.
- If both the President and Executive Vice President are absent from the Nashville area and an emergency situation develops, the MTSA staff, or other individual, who becomes aware of the emergency situation, will immediately notify the AOC.
- In a non-emergency situation and when appropriate, the AOC will notify MTSA administration in the following order:
 - President
 - Executive Vice President
 - Vice President for Finance and Administration
- In an emergency, the senior MTSA administrator or the AOC, will proceed to the School and remain there until the immediate emergency is resolved
- Types of situations the AOC should be contacted for are:
 - Natural disaster (flooding, tornado)
 - Fire
 - Violent crime
 - Bomb threat
 - Hazardous material spill
 - Utility failure
 - Sexual assault
 - Suicide attempt/gesture
 - Psychotic break/mental health problem
 - Bizarre behavior
 - Hospitalization of a student (potentially life-threatening)
 - Serious accident involving student/staff
 - Unusual student/staff behavior/attitude
 - Death of a student/staff
 - Major vandalism
 - Major fight/disturbance
 - Student arrest
 - Racial incident
 - Criminal act (i.e. breaking and entering, destruction of property, etc.)
- Once the AOC is aware of the emergency situation, he/she will then notify the other MTSA administrator(s) of their assessment of the emergency and steps taken to implement the Emergency Response Plan.
- The AOC must notify the appropriate local, state, and/or Federal authorities of emergency situations involving any perceived or real criminal activity.
- The Administrator-On-Call (AOC) is responsible for reporting to and/or contacting the President and/or the Executive Vice President for the following broad areas:
 - Initially report/contact the President if the situation/incident is administrative in nature, for example:
 - Natural disaster during non-operating hours/days
 - Fire during non-operating hours/days
 - Violent crime (non-student related)
 - Bomb threat (no interruption of class schedule)
 - Hazardous material spill (no threat to students)
 - Utility failure during non-operating hours/days
 - School break-in or vandalism
 - Initially report/contact the Executive Vice President if the situation/incident is academic and/or program-related, for example:
 - Sexual assault of a student
 - Suicide attempt/gesture by a student
 - Student psychotic break/mental health problem
 - Accident and/or hospitalization of a student

- Missing student
- Student arrest
- Major student incident (i.e. stealing tests or cheating on tests, etc.)

It is only prudent and responsible for the AOC to inform the appropriate administrative personnel regarding any major incidents that have direct or indirect impact on the School and its operations as outlined in the above examples.

ADVANCEMENT ACTIVITIES

Policy Number: 31.301

Date: 1998

Reviewed: 2000, 1/15/19, 5/2020

Revised: 2002, 2007, 1/24/12

The Middle Tennessee School of Anesthesia (MTSA) President maintains ultimate accountability for all fund-raising programs. All grant requests and fund-raising will be coordinated by the Vice President for Advancement and Alumni, and subject to the President's Council and the Board of Trustees. All fund-raising will meet the following criteria:

- MTSA will adhere to a strict code of integrity and honesty regarding all contributed funds. All contributed funds will be used for the intended purpose for which they were given.
- No monies will be raised from organizations or individuals that are involved in discriminatory practices, abuse of employees or citizens, involved in illegal activities, or questionable practices or behavior.
- When directed, funds raised will be used only as stipulated by the donor; all undesignated funds will be utilized at the discretion of the Advancement Committee and/or the Board of Trustees to fulfill the non-profit objectives and mission of MTSA.
- Appropriate recognition and appreciation will be extended to the donor.
- All MTSA policies governing the processing of funds will be adhered to with donated monies.
- Other than usual and customary salary, no additional personal financial gain will be awarded the individual requesting or receiving contributions on behalf of MTSA.

SPONSORSHIP & ENDORSEMENT BY MTSA

Policy Number: 31.302

Date: 1/6/09

Reviewed: 1/24/12, 3/13/19

Revised: 3/19

DEFINITION

A sponsorship is a mutually beneficial exchange whereby the sponsor receives value in return for cash or goods or services-in-kind provided to the School.

GENERAL PRINCIPLES GOVERNING SPONSORSHIP

- The relationship requires a formal written agreement or confirmation setting out the terms of the sponsorship, including any recognition to be provided to the sponsor
- The agreement shall be signed by an authorized representative of the sponsor and by MTSA's President or Vice President for Advancement & Alumni.
- Sponsorships must comply with MTSA's policy on conflict of interest.
- The School reserves the right to refuse or decline any offer of sponsorship or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.
- Sponsorships do not imply endorsement of products or services by the School and shall not imply any exclusive arrangement with MTSA.
- MTSA's President, in coordination with the Vice President for Advancement & Alumni, is responsible for determining whether a sponsorship will be solicited and/or accepted.
- Approval of any sponsorship shall be based on an assessment of its perceived effect on the interests of the School, its administration, and Board of Trustees.
- MTSA's President or Vice President for Advancement & Alumni may refuse any sponsorship deemed at variance with the School's Seventh-day Adventist Christian values, mission, goals, policies, and best interests.
- No preferential treatment for a sponsor will result from the sponsorship
- Generally, sponsorships should be solicited after publicly seeking expressions of interest to ensure there is no disadvantage to any individual or business. Special purpose sponsorships are available to targeted individuals, groups, and corporations under the guidelines specified herein.
- Individual staff should not receive any substantial benefit from association with sponsors nor receive any commissions, major gifts, or other financial benefits.

- MTSA shall retain control over all of its sponsored programs. Sponsors may be consulted but shall not have final authority to dictate to MTSA on any aspect of the operations relating to a sponsored project.

WHO CAN BE A SPONSOR?

- Sponsorship arrangements shall be sought out from individuals, groups, and corporations of highest integrity in the community and in keeping with the ethical considerations of the school, its religious heritage, and its mission
- Sponsorship should be avoided with any industry or organization that has a real or perceived conflict of interest and does not support the way MTSA conducts its programs and services.

GENERAL GUIDELINES ON SPONSORSHIP ADVERTISING

In order to ensure editorial integrity, MTSA has established the following principles to guide the acceptance and display of sponsorship advertising in association with its content:

- All sponsored programs and/or activities will be recognized as such.
- All sponsorship or advertising shall comply with the laws and regulations of the United States, including the Food and Drug Administration (FDA).
- MTSA shall have sole discretion for the display of sponsor advertising.
- Acceptance of sponsorship advertising shall in no way indicate MTSA's endorsement of the sponsor's products and/or services.
- MTSA shall review all sponsorship and advertising claims to therapeutic benefit and shall reject any unsubstantiated claims. Similarly, MTSA will not knowingly advertise any forms of products or services that are harmful to the health and wellbeing of participants.
- Sponsors shall not dictate the form or substance of any content appearing on a sponsored program for MTSA.
- MTSA shall be directly responsible for communicating and ensuring compliance of its sponsorship advertising policy to all of its participants.

GIFT / CONTRIBUTION ACKNOWLEDGEMENT / RECEIPTING

Policy Number: 31.303

Date: 1/26/09

Reviewed: 1/15/19

Revised: 1/24/12

PURPOSE:

To ensure MTSA responds promptly, professionally, and accurately to our donor constituency as contributions are received.

PROCEDURE:

1. Mail is retrieved from the Post Office and distributed to appropriate individuals.
2. Gift and contribution business reply envelopes should be placed in the "mail inbox" for VP of Advancement.
3. The VP for Advancement will review the gifts and give to the Business Office.
4. The business Office will copy the cash gifts, checks, carrier envelopes, and pledge card (if applicable), and gift documentation and forward to the Administrative Assistant for Advancement.
5. The bank deposit will be made by the Business Office designee.
6. The Advancement Office will enter gifts/pledges into the appropriate fund in the donor software (eTapestry) in "batches" which correspond to the daily bank deposits. A notebook with monthly dividers will be used to keep record of all gifts/checks/cash copies.
7. The Business Office will post the deposits to the appropriate fund in MTSA financial records.
8. The Administrative Assistant for Advancement will generate the receipt/acknowledgement/ thank you letters

GENERAL NOTES:

- Gifts should be processed (entered and deposited) within a 24-48 hour period. Exceptions to this should only be during a holiday period.
- The only time it is appropriate to "hold" a gift/check for processing is due to a holiday schedule; if further research or information is needed or, if the gift is received at month end. The gift can be held so the donor records (date of gift posted by the Advancement Office) match the month of entry into the MTSA financial records (Business Office).
- Personal notes to the donor from faculty and staff – in addition to the "official thank-you letter – are encouraged.

PUBLIC INFORMATION POLICY

Policy Number: 3.1.304

Date: 2018

Reviewed: 8/6/2018

Revised: 8/6/2018

MTSA provides complete, accurate, timely, accessible, clear and sufficient information to its students, constituents, and the public. The MTSA Office of Advancement & Alumni is the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways Newsletter*, etc.) This Office is responsible for updating and maintaining the MTSA website with current and accurate information, as well as responsibility of all communications to the media. This Office provides a uniform, coordinated and professional presence in the community served. The Advancement Office representative coordinates newsmen's interactions with students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

This policy encompasses the following information:

- MTSA's current student handbooks, which includes MTSA's mission and obligations and responsibilities of both students and the institution, as well as current academic calendars, grading policies, cost of attendance, and refund policies. These handbooks are provided on the MTSA website (www.mtsa.edu). Archival versions for up to 10 years of these handbooks are available to alumni upon request.
- All forms of print and electronic communications officially representing MTSA are consistent with handbook content and accurately portray the operations of MTSA.
- MTSA publishes statements of its goals for student achievement and the success of students in achieving those goals. This information on student success includes retention and graduation rates, NBCRNA first time and subsequent pass rates, job placement rates and other measures of student success appropriate to MTSA's mission and Council on Accreditation (COA) requirements.
- MTSA maintains valid documentation for statements regarding such matters as program excellence, learning outcomes, success in placement, and achievements of graduates and faculty. This information on the website and/or MTSA student handbooks.

ANNUAL OPERATING BUDGET DEVELOPMENT

Policy Number: 3.1.401

Date: 6/30/08

Reviewed: 3/2019

Revised: 1/24/12, 3/2019

The annual operating budget of MTSA will initially be developed by the Vice President of Finance and Administration in collaboration with the President and President's Council. Specific steps and timeline of the process include:

September:

- Early September the VP of Finance and Administration notifies staff and faculty that the budgeting process has begun and requests input on inclusions in the budget for the upcoming fiscal year.

October:

- The VP of Finance and Administration discusses the information that was gathered from staff and faculty with appropriate department directors.
- The VP of Finance and Administration brings a first draft of the budget to PRC for further additions or changes.
- Next the VP of Finance and Administration reviews previous and current year budget data, departmental suggestions, and creates a final draft of the budget.
- The final draft is presented to the President and PRC for final internal approval.

November

- The VP of Finance and Administration presents the budget to the Finance Committee for their recommendation to the Board of Trustees
- The budget is presented and discussed by the Board of Trustees.
- If approved, implementation takes place at the beginning of the next fiscal year.

FINANCIAL EXIGENCY

Policy Number: 3.1.402
Date: 9/2/08
Reviewed: 1/24/12, 1/15/19

Financial exigency is defined as an urgent demand for immediate action by the School to relieve a financial emergency. Financial exigency may result from various actions or events, such as a decline in enrollment or a reduction in governmental or private funds for scholarships, grants, etc. The term "financial exigency" is not to be construed that the School is likely to default on any obligations or that any creditors should be notified of the action.

- **Mandatory Notification**

Financial information supporting a declaration of financial exigency is to be presented by the President on behalf of the President's Council to the Board of Trustees. The Board of Trustees shall have the sole authority, upon consideration of compelling evidence supporting the recommendation, to declare that a financial exigency exists. The declaration of a financial exigency shall be effective for the remainder of the fiscal year. Should the need arise to extend the declaration to a succeeding fiscal year, the Board of Trustees shall consider the evidence supporting the recommendation and shall have the authority to extend the declaration based on the evidence presented.

- **Emergency Measures – Administration and Board of Trustees**

During the fiscal year in which the financial exigency has been declared, the School Administration and the Board of Trustees shall implement emergency measures to reduce institutional operating costs. Recommendations from study groups, committees, and administrative personnel shall be reviewed by the President, the President's Council, and the Board of Trustees.

- **Termination of Services or School Closure Due to Financial Exigency**

Termination of services or closure of the School due to financial exigency shall be implemented only upon specific action of the Board of Trustees.

- **Use of School Assets Due to Financial Exigency**

In a situation where it becomes necessary to discontinue the operation of the School, all assets of the School will be utilized to assure that all currently enrolled students are able to complete their program of study, graduate, and be eligible to sit for the CRNA certification examination.

INVESTMENT OF NON-OPERATING FUNDS

Policy Number: 3.1.403
Date: 1998
Reviewed: 2009, 1/15/19
Revised: 2000, 2003, 2007, 2012, 2017

- All investment funds should be placed in accounts which are within the scope of the investment policy and under the direction of the Board of Trustees
- Middle Tennessee School of Anesthesia (MTSA) administration is instructed to update the Board of Trustees at each quarterly meeting concerning the placement of funds. This may be included with the presentation of the financial statements.

TRAVEL & EXPENSE REIMBURSEMENT

Policy Number: 3.1.405
Date: 2/6/12
Reviewed: 2014, 7/2019
Revised: 2014, 7/2019 BOT Approved

1. 1 STATEMENT OF PURPOSE AND RESPONSIBILITIES:
 2. This document establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of MTSA business, as well as the issuance and use of credit cards. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, (c) procedures are followed to be IRS compliant, and (d) a uniform and

consistent approach is provided for the timely reimbursement of authorized expenses incurred by MTSA employees. It is the policy of MTSA to reimburse employees for ordinary, necessary, and reasonable expenses when directly related (see 1.2) to the transaction of MTSA business.

3. Directly related means:

- There is the expectation of deriving some current or future benefit for MTSA
- There is a clear business purpose for entertainment
- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties.

4. Employees are expected to exercise prudent business judgment regarding expenses covered by this policy.

5. Requests for exceptions to this policy or reimbursement for expenses that are not in compliance with this policy should document extenuating circumstances and must be approved by the President or a member of President's Council and the Vice President of Finance and Administration.

6. MTSA employees are responsible for complying with this policy. Employees submitting expenses that are not in compliance with this policy risk having delayed, partial, or forfeited reimbursement.

2. 1 DOCUMENTATION

2. Requests for reimbursement of business expenses and requests for payment of credit card transactions must be submitted on the "Employee Business Expense Report Form." The Expense Report shall be submitted no later than four (4) weeks after incurring the expense.

3. While original receipts are recommended for all expenses submitted for reimbursement, duplicates or copies may be used on an occasional basis. The request for reimbursement of an expense for which there is no receipt (taxi, shuttle, tolls, etc.) must be accompanied by a written explanation of the event which led to the employee not being able to produce a receipt. It is generally understood that there will not be a receipt given for tips.

4. MTSA strives to comply with IRS regulations, which require that all business expenses be substantiated with adequate and properly submitted documentation.

This substantiation must include information relating to:

1. the amount of the expenditure
2. the time and place of the expenditure
3. the business purpose of the expenditure
4. the names and the business relationships of individuals (if six or less) other than yourself for whom the expenditures were made. If there are more than six in attendance, show the number of individuals for whom the expenditures were made.

3. 1 APPROVALS

2. Expense reimbursement forms, together with required documentation, must be submitted to the Vice President for Finance and Administration for review and approval.

3. In the absence of the Vice President of Finance and Administration, approval from the President or his designee is required.

4. REIMBURSABLE EXPENSES

2. The following are reimbursable expenses, assuming they are in compliance with Section 1.0 of this policy (not an all-inclusive list):

- Hotel or motel and related tips (see Section 7.3)
- Travel expenses including airfare (see Section 7.3), train fare, bus, taxi, and related tips
- Meals (see Section 7.3), including tips between 15-20%
- Reasonable laundry and/or dry cleaning expenses during trips in excess of five (5) days
- Car rental (see Section 7.2)
- Personal mileage (at the annually approved rate)
- Tolls
- Conference and convention fees
- Business entertainment expenses
- Travel expenses for a spouse or friend if it can be shown that the person's presence was both essential and directly related to the effective accomplishment of company business. In these limited instances, the employee must obtain written approval IN ADVANCE from the President or a member of the President's Council and the Vice President for Finance and Administration.
- Parking

3. The following is a list of non-reimbursable expenses under this policy (not all-inclusive):

- Baby-sitter costs
- Airline club dues
- Barber/Hairstylist/Traffic fines
- Tips in excess of 20% and tips in addition to the pre-applied gratuity
- In-flight movies
- Hotel room movies and other forms of personal entertainment
- Alcohol and/or tobacco products
- Reimbursement for personal miles in excess of the cost of airfare or in excess of the cost of a car rental with accompanying expenses
- First class airfare

4. No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed in section 4.1, may be incurred. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under Section 1.0 of this policy.

5. Personal vehicle: Employees who utilize personal cars for business travel will be reimbursed at the per mile rate established annually by the IRS. Miles submitted for reimbursement should be net of any normal commuting miles. The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee.
5. 1 CREDIT CARDS
 2. Credit cards issued in the name of MTSA will be provided to those employees whose jobs require a sufficient amount of travel, entertainment, or purchases on the School's behalf. Credit cards represent an extension of credit to MTSA and, accordingly, may only be issued through the Business Office. Cards issued in the name of MTSA are a privilege for convenience and must not be used for personal expenses. See Credit Card Purchases policy (#3.1.406) for further information.
 3. Employees are expected to process credit card statement and present them to the Business Office no later than fifteen (15) MTSA business days after receipt of the statement.
 4. For employees who have a temporary need for a credit card, a loaner card may be available through the Business Office. As with all credit cards issued in the name of MTSA, loaner cards shall not be used for personal expenses.
6. 1 SALES TAX
 2. As a not-for-profit organization, MTSA is exempt from certain sales taxes and it is the employee's responsibility to be familiar with this exemption. It is the employee's responsibility to indicate to the vendor that MTSA is a tax-exempt organization. A Tax Exempt Certificate will be issued to vendors as needed.
 3. Use of the certificate to avoid sales tax on personal transactions is strictly forbidden.
7. 1 PROCEDURES
 2. **Cash Advances:** Since credit cards can be utilized for most expenses, it is unusual for a cash advance to be necessary. MTSA recognizes that some incidental expenses cannot be paid by credit card (i.e. tolls, tips, and taxis). Requests for cash advances (\$100 limit) must be submitted to the Business Office a minimum of two (2) business days prior to any known or expected expense. Generally, no subsequent advance will be made available if the accounting for a previous cash advance has not been completed.
 3. **Parking Tickets and Moving Violations:** The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets. In the situation of a rented car, if the driver is unverifiable, the person to whom the vehicle has been rented or signed out will be held responsible.
 4. **Instructions for Making Travel Arrangements:** Whenever possible, employees should purchase all airline tickets and secure car rentals through the use of the MTSA credit card.

AIR TRAVEL:

All employees are expected to travel coach class. Personal frequent flyer credits may be used to upgrade travel class. However, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of personal frequent flyer credits. Employees traveling on behalf of MTSA may retain frequent flyer miles and compensation for denied boarding for their personal use if there are no additional costs to MTSA because of the event (overnight stay expense, ticket change fees, etc.)

Unused Tickets/Cancellations: Unused airline ticket coupons are to be applied to the next MTSA business trip if applicable.

Delays/Layovers: If you are unable to make a connecting flight because the first flight has been delayed for any number of reasons including mechanical failure, weather, etc., the burden of responsibility in this case rests on the carrier whose flight has been delayed. Most carriers will book you on to your final destination on the next available flight even if it is not their airline; however, this is not a written regulation. If a mealtime and/or overnight stay is involved, they should provide vouchers for dinner and hotel room as compensation. This action is not a written regulation. Employees should seek to obtain as many services as possible through the carrier and are urged to inquire about these services should an event such as this occur. MTSA will cover those expenses not covered by the airline, if ordinary, necessary and reasonable.

LODGING:

Prudent judgment should be used when selecting a hotel. A single room in a moderately priced business class hotel or motel is the standard for MTSA.

If two persons, one of whom is not on MTSA business (spouse, friend), occupy a double room, only the single rate may be charge to the School. Always ask for corporate, conference, or educational discount.

OUT-OF-TOWN MEALS:

Employees traveling on behalf of MTSA are reimbursed for the actual cost of meals. There will be no reimbursement for meals paid for or provided by others. While reimbursement is for actual cost, employees should be prudent in meal expenditures. While traveling, the reasonable cost of snacks is allowed.

CAR RENTALS:

1. All ground transportation should be booked through the most moderately priced agency for the particular situation.
2. It is expected that reservations will be made for a compact or mid-size vehicle, depending on the type of travel.
3. When more than one employee will be using the vehicle, a full-size vehicle may be more appropriate.
4. The additional cost of full-size, premium, luxury, or four-wheel vehicles will be charged to the individual renting the vehicle.

Upon consultation with MTSA's auto insurance broker, the purchasing of additional coverage for Loss Damage Waiver (LDW) is recommended. It is also recommended that additional coverage be purchased when traveling internationally. An insurance package, including proof of insurance, contact information, etc., is available from the office of the Vice President of Finance and Administration. This package should be taken on international trips requiring automobile rental.

Employees are expected to refuel rental cars prior to returning them to the rental agency in order to avoid the car rental agency's excessive price for gasoline. The prepaid gas option should not be used.

5. **Method of Reimbursement:** All reimbursements will be made by check issued by the Business Office. In order for reimbursement of expenses to be made, a properly completed Employee Business Expense Report Form must be submitted.
8. **POLICY EXCEPTIONS:**
Generally, any exception to this policy must have the prior written approval of the President or a member of President's Council and the Vice President of Finance and Administration. Requests for exceptions should document extenuating circumstances or proposed overall savings to MTSA. At certain times, under unusual circumstances, exception may be made after the fact.

CREDIT CARD PURCHASES

Policy Number: 31.406

Date: 6/30/08

Reviewed: 2014, 2019

Revised: 1/24/12, 2014, 7/2019 BOT Approved

MTSA maintains a corporate account for the purpose of travel, travel related expenses, and select purchases. Corporate credit cards are issued through the Vice President of Finance and Administration and are limited to administrators and select employees. Personal charges are not to be made and may result in the cancellation of the card for that employee if abused.

Corporate cards have a locked function and cannot be used in certain areas (i.e., casinos, racetracks, ATM machines, or purchasing money orders). All credit cards issued to MTSA employees must be approved by the President's Council. Each of the following criteria must be met:

- A need for the corporate credit card must be established by the President's Council.
- The employee holding the corporate credit card must demonstrate fiscal responsibility.
- Historical purchases by the School will assist in determining where there is a need for a corporate credit card.
- All policies and procedures for use of the corporate credit card must be adhered to at all times.
- The Vice President of Finance and Administration and/or the President's Council will revoke the use of any corporate credit card for repeated infractions.
- Corporate credit cards are primarily used for travel, travel related expenses, and the usual and customary purchases for which the cards are used, i.e., Staples, Office Max, etc.

Receipts **MUST** be saved for all purchases on MTSA credit cards. If one is unavailable, it is the responsibility of the purchaser to make every effort to obtain a copy of the receipt. Each month, receipts are to be matched to its corresponding statement and submitted to the Business Office no later than fifteen (15) MTSA business days after receipt of the statement.

The following items are not considered part of School business and therefore, may not be charged on the School's corporate credit cards:

- Dues for airline clubs
- Commuter travel
- Fines for traffic violations
- Donations
- Health club dues
- Medical/dental/optical expenses

- Personal grooming items
- Clothing and luggage
- Insurance for personal property or flight life insurance
- Damages to an employee's personal vehicle while on School business
- Loss for personal property, clothes, jewelry, etc.
- Loss of cash advance money, School paid airline tickets, or personal funds

Gifts of a personal nature, for example, in connection with holidays, birthdays, promotions, illness and retirement.

EQUIPMENT INVENTORY CONTROL

Policy Number: 3.1.407

Date: 2/2/09

Reviewed: 1/15/19, 11/19/19

Revised: 1/24/12, 11/13/13

This policy establishes a process for recording, identification, and accountability of all School owned equipment items having a minimum cost of \$5,000.00 each and a life expectancy of over one year.

It is the responsibility of the Business Office personnel, in cooperation with the Network & Simulation Support Specialist, to maintain proper equipment records and to ensure that all items of equipment meeting the \$5,000.00 and one-year criteria are identified by means of a School tag number. The responsibility for equipment accountability is assigned to the Vice President of Finance and Administration.

- Receipt of New Equipment
 - The Vice President of Finance & Administration or his designee will tag the equipment
- When equipment is ordered on a company credit card, a copy of the transaction receipt must be provided to the Business Office. The following information must be recorded:
 - Manufacturer's name
 - Serial number
 - Model number
 - Date received
 - Description of the item
 - Unit acquisition cost (if not already clearly identified)
 - Location: Building and room
- Equipment received as gifts through the Advancement Office are to be tagged with the assistance of the Vice President for Advancement. The necessary information required for the inventory records will be determined by the Vice President of Finance & Administration and the Vice President for Advancement.
- The equipment inventory report will available for review upon request of the President's Council, Finance Committee, or Auditors.

3.2 — PERSONNEL/SUPPORT SERVICES

GENERAL PROVISIONS AND CONDITIONS OF EMPLOYMENT

Policy Number: 3.2.101

Date: 1994

Reviewed: 1998, 2000, 2003, 2007, 2012, 2014

Revised: 08/2007, 7/2012, 2014, 9/2023

Individuals seeking employment at MTSA must submit a resume and supporting documents for vacancies that occur. Graduates of MTSA who wish to be considered for future teaching positions will maintain a current file with the School. Appropriate notice of vacancies may be given through professional publications.

It is highly desirable that the administrative positions: President, Executive Vice President, Program Administrator, and the Vice President for Finance and Administration be held by Seventh-day Adventists with appropriate credentials to complete the tasks outlined in their respective job descriptions. If these positions are held by other than Seventh-day

Adventists, they will be individuals whose lifestyle is in harmony with Christian beliefs and values. If a vacancy exists in one of these positions, notice of the vacancy may be initially advertised in SDA professional publications and other national publications as necessary.

EMPLOYEE HANDBOOK

The Employee Handbook is given to all new employees on the date they are hired.

(See [Appendix I](#))

NEPOTISM AND ASSIGNMENT

Policy Number: 3.2.103

Date: 2/22/05

Reviewed: 3/1/12, 12/13

Revised: Revised: 12/07, 1/10, 1/24/11, 3/11, 2/13, 2/14 11/23 BOT Approval

Middle Tennessee School of Anesthesia wants to ensure that its practices do not create situations that lead to a conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

If employees begin a dating relationship or become relatives, partners, or members of the same household, and if one party is in a supervisory or management position, such person is required to immediately inform their supervisor, Executive Administration, and the Director of Human Resources of the relationship.

Middle Tennessee School of Anesthesia reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved.

The Board of Trustees may review any exceptions to this policy.

NONDISCRIMINATORY POLICY

Policy Number: 3.2.104

Date: 6/30/16

Reviewed: 7/13/16, 9/23/2019, 1/18/2022

Revised: 7/13/16, 1/18/2022

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

RECRUITMENT, EMPLOYMENT, AND EVALUATION OF NON-FACULTY EMPLOYEES

Policy Number: 3.2.105

Date: 1/15/19

Reviewed: 09/2024

Revised: 09/24/2024 BOT approved 11/18/2024

PURPOSE

This policy establishes guidelines for recruiting, employing, and evaluating non-faculty employees of Middle Tennessee School of Anesthesia. Non-faculty employees, including administrative, technical, and support staff, play a vital role in supporting the school's academic and clinical missions. This policy ensures fairness, transparency, and consistency in these processes.

SCOPE

This policy applies to all non-faculty employees of MTSA, including full-time, part-time, and temporary staff in administrative, technical, and support roles.

RECRUITMENT

JOB POSTING AND ADVERTISEMENT

Vacant non-faculty positions are advertised internally and externally to attract a diverse pool of qualified candidates. All job postings outline the job description, qualifications, and responsibilities.

Recruitment advertisements are placed on the school's website, job boards, and relevant platforms for professionals to attract candidates with relevant experience.

APPLICATION REVIEW AND INTERVIEW PROCESS

All applications are reviewed based on qualifications and alignment with job requirements. Shortlisted candidates are invited for interviews, which may include panel interviews and skills assessments.

Interviews are conducted in compliance with equal opportunity guidelines, ensuring a fair and non-discriminatory process.

REFERENCE CHECKS

Reference checks are conducted for the final candidates to verify employment history, performance, and suitability for the position.

OFFER OF EMPLOYMENT

Upon successful selection, the candidate is issued a conditional formal offer of employment outlining salary, benefits, start date, and terms of employment. The conditional offer must be accepted in writing before the candidate can begin the pre-employment (background check) process.

BACKGROUND CHECKS

All newly hired non-faculty are subject to a background check prior to an official offer of employment. The background check includes verification of criminal history, employment history, educational credentials, and any other necessary screenings relevant to the position.

The results of the background check are reviewed in accordance with MTSA's policies and relevant legal guidelines. If any issues are identified, the candidate is given the opportunity to address or clarify them. Background check findings will be kept confidential and used solely for employment purposes. Official employment offers are contingent upon the satisfactory completion of the background check process.

EMPLOYMENT

ONBOARDING

All new employees undergo an onboarding process to familiarize them with school policies, roles and responsibilities, and institutional culture. During this time, HR will ensure that new employees complete the required paperwork, including tax forms, benefits enrollment, and emergency contact information.

PROBATIONARY PERIOD

New employees are subject to a probationary period of 90 days (about 3 months). During this time, performance is evaluated regularly, and feedback is provided to ensure a smooth transition into the role. At the end of the probationary period, the employee's supervisor will provide a formal evaluation to determine whether the employment will continue.

EMPLOYEE BENEFITS

Full-time employees are entitled to the school's benefits program, which includes health insurance, retirement plans, paid time off, and other benefits as specified in the employee handbook.

POST-EMPLOYMENT REFERENCES

MTSA's policy is to confirm dates of employment, job title, and eligibility for rehire only. Compensation details will be confirmed with written authorization. All official employment verification requests and communications must be directed to the Office of Human Resources.

In order to be listed as eligible for rehire, employees must provide written notice of termination to the Office of Human Resources no less than 30-days prior to the termination date.

EVALUATION

PERFORMANCE REVIEWS

Employees undergo regular performance evaluations at least annually, at the end of the calendar year. Evaluations assess job performance, goal achievement, professional behavior, and alignment with MTSA's mission and values. The employee's supervisor conducts the evaluation and provides feedback, highlighting strengths and areas for improvement.

MID-YEAR REVIEW

In addition to annual reviews, a mid-year performance review is conducted to provide ongoing feedback and support professional growth.

PERFORMANCE IMPROVEMENT PLANS (PIP)

Employees whose performance falls below the expected standard may be placed on a Performance Improvement Plan (PIP). The PIP will outline specific areas for improvement, performance goals, and a timeline for achieving these goals.

Failure to meet the PIP's objectives may result in further disciplinary action, including employment termination.

PROFESSIONAL DEVELOPMENT PLANS

Employees are encouraged to collaborate with supervisors to create professional development plans that support career growth and align with school goals. MTSA will offer resources to assist employees in reaching their professional goals, if applicable.

TERMINATION

1. **At-Will Employment:** Employment at MTSA is considered at-will, meaning the employer may terminate the relationship at any time, with or without cause or notice, in compliance with state and federal laws.
2. **Termination for Cause:** While employment is at-will, employees may be terminated for cause, including poor performance, misconduct, or violation of school policies, following appropriate documentation and review.
3. **Termination Without Cause:** MTSA reserves the right to terminate an employee without cause, without requiring prior notice.
4. **Exit Process:** Upon termination, the employee will return all school property and address outstanding financial matters. An exit interview may be conducted, and benefits status will be clarified.

EQUAL OPPORTUNITY

MTSA is committed to creating an inclusive and diverse work environment. All recruitment, employment, and evaluation practices will be conducted in accordance with MTSA's commitment to equal opportunity and affirmative action. Discrimination on the basis of age (40+), color, creed, disability, national origins, race, religion, sex, or any other protected class is prohibited.

EDUCATION EXPENSE PAYMENT/REIMBURSEMENT

Policy Number: 3.2.202

Date: 08/08

Reviewed: 12/15

Revised: 01/31/11, 12/15/15 BOT approval: 3/7/11, 5/12/15

The Middle Tennessee School of Anesthesia ("School") will reimburse eligible employees for job related tuition expenses from accredited schools, colleges and universities, as set forth in this policy. Reimbursement will be no greater than the average tuition charged at a state institution in Tennessee. All courses required and elective, which are related to an employee's work or which lead to a job-related degree will be considered.

COURSES AND PROGRAMS ELIGIBLE FOR REIMBURSEMENT

The School will determine, in its sole discretion, whether a degree program or course is job related. Furthermore, this policy is intended to cover only education costs that under income tax laws would be considered excludable from the employee's income as a working condition fringe benefit. As the Internal Revenue code is applied, the nature of specific courses may result in taxable income for the individual.

MAXIMUM REIMBURSEMENT

The School will reimburse employees at the conclusion of a successfully completed course, pursuant to the following schedule:

- Maximum reimbursement, regardless of the institution providing the credit, will be no greater than the average tuition charged at a state institution in Tennessee
- For a 3.5 or higher-grade point average, the School will reimburse 100% of the tuition cost
- For a 3.0 to 3.49 grade point average, the School will reimburse 75% of the tuition cost

No reimbursements will be made for grades lower than a 3.00 (based on a 4.00 scale) grade point average. The maximum reimbursement is subject to hours worked by the individual during the term of the course work. Employees working less than forty (40) hours per week will be reimbursed based on weekly hours worked as a percentage of forty (40) hours per week. For example: if an employee works 100 hours in a quarter in which a full-time person would have worked 200 hours, the maximum reimbursement rate will be 50% (100/200). So, if the employee has a 3.2 average grade point, he or she would receive 50% of the 75% reimbursement for that quarter.

Numerical equivalents of a letter grade may be accepted in lieu of a letter grade, provided the School receives adequate assurances from the accredited institution that the numerical grade is equivalent to a letter grade.

ELIGIBILITY

The following are eligibility requirements for tuition reimbursement under this policy:

- Employees are only eligible for reimbursement for education up to the preferred level specified on their job description
- Faculty
 - Must have completed a minimum of one year as a didactic instructor
 - Must be on the payroll when the course is completed
- Administrators and Staff
 - Must have completed a minimum of one year of service
 - Must be on the payroll when the course is completed
 - A maximum of one course per term will be considered for reimbursement, unless the academic program requires more than one course per term and has been approved by the President's Council.

APPLICATION FOR PRE-APPROVAL OF TUITION REIMBURSEMENT

Employees must obtain pre-approval for tuition reimbursement using the Educational Coursework Request form. This approval must be in writing from the employee and approved by the administrative supervisor and the MTSA President.

APPLICATION FOR REIMBURSEMENT UPON COMPLETION OF COURSE

Upon completion of the pre-approved course, the employee must submit a copy of the official transcript of grades and proof of payment (where applicable). Proof of payment can be established by either a bursar's receipt or a copy of a canceled check (front and back).

GRADUATE AND POST-GRADUATE DEGREE-SEEKING PROGRAM SERVICE REIMBURSEMENT

Employees receiving tuition assistance from MTSA for graduate and post-graduate studies will enter into an agreement with the School regarding the tuition assistance amount and duration of payback which will be determined on an individual and independent basis. Such employees will negotiate with their administrative supervisor who will propose the agreement to the President's Council for approval. Approval will be based on the following considerations, including, but not limited to, organizational needs, length of program, and cost of program.

If the employee ceases to work for MTSA prior to the completion of the agreed upon time, and the cessation of employment is initiated by the employee, then the employee agrees to personally repay the pro-rata amount unamortized. If the employee fails to complete the program while still in the employee of MTSA, the payback period as per terms of the individual agreement would begin.

PROFESSIONAL FEES & DUES REIMBURSEMENT

Policy Number: 3.2.203

Date: 5/5/10

Reviewed: 3/1/12, 5/2020

Revised: Revised: 3/1/12, 5/2020, 9/2023

Employee personal association/professional dues, certification fees, and/or professional licenses are covered expenses provided they meet the following requirements:

A. Association/Professional Dues

1. Memberships in professional associations related to one's position and job responsibilities at MTSA are covered expenses. Membership is reasonable, justifiable and necessary to benefit the School.
2. Approval for payment is required as follows:
 - Administrators – Approved by the President
 - Faculty – Approved by the Executive Vice President, or authorized designee
NOTE: for regularly scheduled faculty who work at least half time at MTSA and who do not have their fees and/or dues paid by their place of full-time employment.
 - Staff – Approved by the administrative supervisor

B. Personal Certification Fees/Professional Licenses

1. Personal certification and/or professional licenses that are reasonable, justifiable and necessary to benefit the School. Some valid reasons may be: to maintain appropriate benefit to MTSA, to preserve the health and safety of the School community, or to maintain the functioning of the School as required by directives.
2. Approval for payment is required as follows:
 - Administrators – Approved by the President
 - Faculty – Approved by the Executive Vice President or authorized designee
NOTE: for regularly scheduled faculty who work at least half time at MTSA and who do not have their fees and/or dues paid by their place of full-time employment
 - Staff – Approved by the administrative supervisor

PROCEDURE:

Requests for reimbursement of employee association/professional dues, certifications, or licensing fees should be submitted on an Employee Expense & Mileage Report with required documentation and turned into the Business Office for processing. When using an MTSA credit card, it is essential that all required documentation and approvals are in place prior to making the charge. Transaction receipts must be submitted with the appropriate credit card statement.

PAID TIME OFF

Policy Number: 3.2.204

Date: 8/14/13

Reviewed: 1/23/17
Revised: 10/10/23

All full-time employees working over 30 hours per week are eligible for Paid Time Off (PTO). Part-time employees, working 30 hours or less, are not eligible to receive PTO benefits. PTO may be used for vacation, personal time, illness, holidays not observed by MTSA, or time from work while caring for dependents. PTO is in addition to regularly scheduled MTSA holidays.

Accrual begins the employee's date of hire. Although paid time off is accrued during the first thirty (30) days of employment, employees are not eligible to take leave during this time except due to an emergency situation such as sudden illness or death in the family. Unpaid time within the first thirty (30) days of employment may be negotiated as part of the hiring process.

PTO accrual for full-time employees working over 30 hours per week is as follows:

<i><u>Years of Service</u></i>	<i><u>Hours Earned Per Month</u></i>	<i><u>Max Allowable Hours</u></i>
0-5 Years	18	350
5-10 Years	21.25	415
10-20 Years	23.75	480
20+ Years	26.25	545

NON-EXEMPT (HOURLY) EMPLOYEES:

- Full-time employees will be required to work a minimum of 38 hours each week, if these hours are not met then PTO must be used to fulfill this requirement.
- Employees working greater than 0.75 FTE are required to work a minimum of 28 hours each week, if these hours are not met then PTO must be used to fulfill this requirement.

EXEMPT (SALARIED) EMPLOYEES:

- Salaried employees earn 25 hours of PTO per month, with 600 maximum allowable hours.
- At fiscal year end, the maximum number of hours to be carried over is 320. Any hours over 320 will be paid out to the employee up to maximum of 60 hours. Hours over 380 will be forfeited.

APPROVAL

PTO must be requested and approved in advance, except for emergency situations and/or sudden illness. Employees should submit a request to their supervisor with as much notice as possible. In the event of an unexpected school closure, such as inclement weather, employees who are already scheduled and approved for PTO during a closure will be charged for the corresponding PTO time.

In the event of an unscheduled absence, employees must notify their supervisors no later than their scheduled time of arrival. If an employee is unable to reach their supervisor prior to or by the expected start time, the employee may leave a message for their supervisor. However, employees are required to personally speak to their supervisor as soon as possible that same day.

FUNERAL LEAVE

Policy Number: 3.2.205

Date: 7/3/07

Reviewed: 3/2019

Revised: 1/7/13, 3/2019 BOT approved 5/2019

A full-time employee will have 4 paid days available per calendar year, in addition to PTO, for their use in the event of the death of a family member. A family member is defined as spouse, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include stepparent, step-sibling, and step-child. Paid funeral leave days are subject to approval by the immediate Administrative supervisor.

DRUG FREE WORK PLACE (RETIRED)

Policy Number: 3.2.301

Date: 1994

Reviewed: 1998, 2000, 2003, 2009, 2020, 9/24/2024

Revised: 8/07, 3/12, 7/20, 8/24 , 9/24/2024 BOT approved 11/18/2024

STANDARDS OF CONDUCT AND PURPOSE

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug Free Workplace of 1988, MTSA prohibits the unlawful manufacture, possession, use, or distribution of illegal drugs, alcohol, and tobacco on the MTSA campus, any School owned vehicle, at any school sponsored activity or event, or on any campus of any affiliate site.

Alcohol and drug misuse poses a threat to the health and safety of MTSA employees and to the security of the School's equipment and facilities. For these reasons, MTSA is committed to the elimination of drug and alcohol use and misuse in the workplace.

SCOPE

This policy applies to all employees and all applicants for employment of MTSA. The Office of Human Resources is responsible for policy administration.

EMPLOYEE ASSISTANCE

MTSA will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other MTSA policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including termination.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to the Office of Human Resources.

WORK RULES

1. Whenever employees are working, are operating any MTSA vehicle, are present on MTSA premises or are conducting MTSA-related work offsite, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
 - Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. MTSA will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

REASONABLE SUSPICION

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least one member of administration and said supervisor. The Office of Human Resources should be consulted before sending an employee for testing. The reasonable suspicion observation checklist must be used to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the supervisor and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of administration or HR must transport the employee or arrange for a cab and arrange for the employee to be transported home.

POST-ACCIDENT

Employees are subject to testing when they cause or contribute to accidents that seriously damage a MTSA vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of administration or HR must transport the employee or arrange for a cab and arrange for the employee to be transported home.

CONSEQUENCES

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the employee will be subject discipline up to and including termination. Whether such employee is offered a last-chance basis to maintain their job is dependent on the circumstances and the employee's work history/record.

Employees will be paid for reasonable time spent in alcohol/ drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and one from Human Resources. If the results prove to be negative, the employee will receive back pay for the work hours/days of suspension.

CONFIDENTIALITY

Information and records relating to test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

INSPECTIONS

MTSA reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, faculty, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

All employees consent to and agree to inspections of themselves, their vehicles, lockers and personal property brought onto MTSA property that might conceal alcohol, drugs or other inappropriate material.

CRIMES INVOLVING DRUGS

MTSA prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on MTSA premises or while conducting School business. MTSA employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

MTSA does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, MTSA reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off MTSA premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to the Office of Human Resources within four business days. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension without pay to allow Executive Administration to review the nature of the charges and the employee's past record with the organization.

MTSA SANCTIONS

MTSA takes the problem of drug and alcohol abuse and the issue of health and welfare of its constituents seriously and is committed to providing a substance free workplace. Employees violating this policy including drinking alcoholic beverages or using drugs while working or reporting to work under the influence will be subject to disciplinary action up to and including termination. MTSA will impose appropriate sanction(s), consistent with local, state and federal law, on any employee who fails to comply with the terms of this policy. If criminal activity is involved, MTSA may notify local authorities for investigation and potential prosecution.

Taking legally prescribed medications or over-the-counter medications are permitted to the extent that use of such medications does not adversely affect your job performance or safety, or the safety of others. If you are using prescription or over-the-counter medications that may impair your ability to perform your job safely, you must report such use to your supervisor or HR representative before starting or resuming work. If you discover that such medication impairs or adversely impacts your ability to work, immediately stop working and report your condition to your supervisor. Working while affected by prescription or over-the counter medication is dangerous. Consult with your physician if you are impaired or affected by prescription or over-the-counter medications.

Affiliate Clinical Coordinators and preceptors/instructors administer controlled drugs daily and must meet institutional standards in record keeping, administration, and disposing of unused portions of controlled drugs. If circumstantial or other evidence renders any clinical staff a suspect of drug abuse, it will be reported to their employer. Any suspected violation of this policy may result in a request for the immediate removal from appointment as a clinical coordinator, preceptor, or instructor.

RESOURCES

MTSA does not provide on-campus drug/alcohol counseling, treatment, or rehabilitation programs for employees. Upon request or in appropriate situations, the Office of Human Resources may refer the employee to a counselor, center, or program for assistance with such needs.

LOCAL RESOURCES FOR HELP

Nashville Poison Control	615-936-2034	https://www.vumc.org/poisoncenter/
AANA Peer Assistance Resource	800-654-5167	http://peerassistance.aana.com/directory.asp
TANA Peer Assistance Resource	800-654-5167	https://www.tncrna.com/peer-assistance/

Alcoholics Anonymous	615-831-1050	http://www.aanashville.org/
Narcotics Anonymous	888-476-2482	https://nanashville.org/
Cumberland Heights Treatment Ctr	615-356-2700	https://www.cumberlandheights.org/
TN Professional Assistant Program	615-726-4001	http://www.tnpap.org/
JourneyPure Treatment Center	888-633-9588	https://journeypure.com
Celebrate Recovery	615-604-2210	https://www.celebraterecovery.com/
Foundations Nashville	615-994-7872	https://www.foundationsrecoverynetwork.com
TN Crisis Svs & Suicide Prevention	855-274-7471	https://www.tn.gov/behavioral-health/need-help.html

It is MTSA's policy to assist employees who suffer from drug or alcohol abuse who voluntarily seek treatment or rehabilitation. You may be eligible for payment for treatment in accordance with our group health insurance plan or a medical leave of absence. We encourage any employee to contact your manager for more information. MTSA will make every reasonable effort to ensure that any disclosures you make to MTSA concerning your participation in any drug or alcohol counseling program remain confidential. We are not obligated, however, to continue to employ a person whose job performance is impaired because of drug or alcohol use, nor are we obligated to re-employ simply because they have participated in treatment or rehabilitation if that person's job performance was below standard.

HEALTH RISKS

As a part of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students, staff and faculty of the health risks associated with the use of illicit drugs and the abuse of alcohol. MTSA recognizes that Substance Use Disorder of any sort is a major health problem.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

You can find more information on Substance Abuse and Health Risks in the Department of Justice's, *Drugs of Abuse* resource guide here https://www.dea.gov/sites/default/files/drug_of_abuse.pdf.

DRUG LAWS

A full list of controlled substances as defined by Tennessee state law can be found here:

http://www.lcle.la.gov/sentencing_commission/Resources/1%20C.%20TN%20drug%20laws.pdf
<https://statelaws.findlaw.com/tennessee-law/tennessee-drug-laws.html>
<https://discoveryplace.info/legal/drug-laws-tennessee/>

The Federal DEA guidebook of Drugs of Abuse can be found on the DEA website. For more information: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.

Cocaine Base (Schedule II)	28-279 grams mixture	280 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture	400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture	100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture	1 kg or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual. \$75 million if not an individual.
LSD (Schedule I)	1-9 grams mixture	10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture	50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 gm or more pure or 1 kg or more mixture	

PENALTIES

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Other than 1 gram or more	Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

LEGAL SANCTIONS UNDER STATE AND FEDERAL LAW

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life

imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

DRUG-FREE WORKPLACE ACT OF 1988

In compliance with the Drug Free Schools and Communities Act regulations, MTSA will notify employees of its Drug and Alcohol policy and drug awareness program on an annual basis. MTSA also will perform a biennial review of its program and retain the records of that review in accordance with the Department of Education's requirements.

GRIEVANCE PROCEDURE FOR MTSA EMPLOYEES

Policy Number: 3.2.302

Date: 7/5/07

Reviewed: 01/09

Revised: 3/1/12, 9/2023, 5/2024, 5/2025

The following grievance procedure is available to all MTSA employees who believe that their treatment at MTSA has not been in accordance with written policies of the School or its representatives. This procedure is also one of the methods by which concerns of sexual misconduct or harassment on account of race, color, sex, age, sexual orientation, ethnicity or disability may be presented to the School.

- **Membership of the Grievance Committee:** The membership of the Grievance Committee shall consist of the following members:
 1. Chair, appointed by the President's Council.
 2. MTSA President, Executive President, and Vice President of Finance and Administration.
 3. Two faculty members and/or one salaried staff approved by the Executive Committee of the BOT.
 4. One alternate faculty member and/or salaried staff approved by the Executive Committee of the BOT.
 5. The Director of Human Resource shall be an ex officio member of the committee.
 6. The Administrative Assistant to the President will be the non-voting secretary of the Grievance Committee.
 7. The School appointed attorney may be requested to attend any or all of the Grievance Committee meetings and will be an ex officio member.

The Grievance Committee shall be empowered to replace such members as may excuse themselves from involvement in a particular grievance due to any conflict of interest, up to a maximum of one from each category (faculty, salaried staff). In selecting replacement members, the committee shall avoid choosing individuals with any known reason for bias regarding the case at hand. In no case shall the committee function with fewer than five members, specifically including the chair. The President's Council will avoid electing a chair for the committee with any direct or potential conflict of interest.

Upon appointment or election, each committee member must sign a confidentiality statement. The signing of such a statement shall be understood to preclude discussion of the case outside of committee meetings, except as individual members of the committee may be directed to conduct necessary investigations. As a precaution, all personal notes taken during the meetings are to be left in the custody of the secretary of the committee between meetings.

At the initiation of the grievance process, all pertinent materials, including the written grievance, written responses to the grievance complaint, committee members' personal notes, and records of committee procedures and actions shall be kept in the grievant's personnel file in the Office of Human Resources for no less

than three years after the conclusion of the grievance process or for the duration of employment. The file containing these materials shall be sealed and shall have the name of the grievant and of the individual who chaired the committee through the process on the outside of the envelope.

- **Jurisdiction:** The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, color, national origin, handicap/disability, harassment, sexual misconduct, termination of employment, and non-renewal of employment agreement.

In no case shall a grievance petition be entertained by the Grievance Committee, until appropriate lesser forms of redress have been thoroughly explored, as follows:

1. The grievant may discuss directly with the respondent the allegations of the grievance and work with the respondent to resolve any concerns.
2. If the action suggested in paragraph 1 is unsuccessful, ill-advised, or otherwise inappropriate, the grievant is encouraged to first discuss his/her concerns with their direct supervisor who is responsible for taking appropriate action. If the grievance directly involves the supervisor, the grievant may go to the President, Executive Vice President, or the Director of Human Resources. If a grievance directly involves the President, Executive Vice President, or another Vice President, the grievant should bring the matter to the attention of the School attorney.
3. If there is no mutually satisfactory resolution at an earlier stage, or if the grievant does not wish to bring the matter directly to their immediate supervisor, the grievant must make a written request to the President's Council to form the Grievance Committee and to name a Chair.
4. If the matter is informally resolved at any point after the Grievance Committee has become involved, the grievant shall send written notice to the Grievance Committee that no further School action is needed or desired. In such event, the chair of the Grievance Committee shall place records pertaining to the grievance and its informal resolution in the Office of Human Resources, to be kept unsealed for a minimum of three years.
5. If the grievance is not resolved by any of the means described above, the grievant shall fill a written grievance with the Grievance Committee after termination of the informal process. Should the chair be temporarily unavailable, the grievance shall be presented to the President's Council of the School. The written grievance should include a clear description of the problem, a description of efforts at reconciliation already undertaken, supporting evidence and documentation, and a statement of the remedy, or remedies, sought by the grievant.

The President's Council shall, within eight (8) working days (M-Th) of receiving a written grievance, appoint a chair of the Grievance Committee. The Grievance Committee shall meet within 20 working days (M-Th) from the time the written grievance was delivered to the President's Council. At the first session of the Grievance Committee, the committee shall make an initial determination concerning the following:

1. Whether a prima facie grievance, in fact, exists.
2. Whether all lesser avenues of remedy have been appropriately explored.
3. Whether additional written documentation or information is needed.
4. Whether any persons not on the committee will be requested to attend future meetings.

If the Grievance Committee determines that a prima facie grievance does not exist, it shall notify the President and the School appointed attorney, in writing, of that determination. The written letter shall also specify the reasons that the committee reached that determination. The President will notify the grievant of that decision.

If the committee's determination favors the School, the President shall be free to implement the decision of the committee and shall notify the grievant in writing within four (4) working days (M-Th) of receiving the committee's report. If the committee's determination favors the grievant, the President shall meet with the grievant within four (4) working days (M-Th) and present in writing, the vote of the committee. This act shall mark the conclusion of the grievance procedure, at which point the School avenues of appeal shall be deemed to have been exhausted.

- **Time Limitations:** In no instance will a complaint made by a faculty or staff member receive consideration initiated later than one year of the occurrence.

MTSA, in compliance with the Violence Against Women Reauthorization Act, educates the students, faculty and staff of the dangers of violent acts.

MTSA is a Christian school committed to upholding standards which promote respect and human dignity. Sexual crimes, in any form, severely violate the trust and respect essential to the preservation of a Christian environment and directly threaten the safety and well-being of community members. MTSA will not tolerate acts of dating violence, domestic violence, sexual assault, or stalking committed by or against any member of the community. If any acts of dating violence, domestic violence, sexual assault, or stalking are reported or committed, MTSA assures a swift

response to an accusation while providing assistance to the alleged victim of such an offense. Definitions for these crimes, consent, and bystander intervention are listed in Appendix B as defined by the Clery Act. Steps will be taken to keep the parties involved as separated as possible (i.e. different clinical sites).

Please refer to page 10 of the Annual Security Report for more information.

DISCRIMINATION/HARASSMENT

Policy Number: 3.2.303

Date: 1998

Reviewed: 2000, 2003, 2007, 2009, 2016

Revised: 3/12, 6/16

Discrimination/Harassment will not be tolerated. Employees and students at MTSA shall be provided a work and learning environment free of discrimination/harassment per the MTSA Nondiscriminatory Policy. It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory. The basis of these complaints may arise, but not be limited to, the following provisions of law:

- Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.;
- Title VII of the Code of Federal Regulations; 29 CFR §1604.11;
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.;
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.;
- Claims of sexual harassment under Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

The following situations are examples of when employees and students should report possible discrimination / harassment to the Title IX Coordinator:

- Unreasonably interferes with the individual's work or performance;
- Feels intimidated, hostility or an offensive work environment;
- Explicit or implicit term threats to terms of employment or academic success;
- Encounters submission to or rejection of sexual conduct will be used as a basis for decisions affecting the harassed employee or student.

Alleged victims of sexual, racial, ethnic, sexual orientation, or religious discrimination/ harassment shall report these incidents immediately if they believe their rights as guaranteed by the State or Federal Constitution, State or Federal laws or School policies have been violated. This report should be made in writing to the Title IX Coordinator, except when the Title IX Coordinator is the offending party. If the Title IX Coordinator is the offending party, the report shall be made to the President of MTSA. All allegations of discrimination/harassment shall be reported in writing to and fully investigated by the office of the Title IX Coordinator or the President, as appropriate.

Reports should be addressed to:

Title IX Coordinator

Middle Tennessee School of Anesthesia

PO Box 417

Madison, TN 37116

titleIXcoordinator@mtsa.edu

An oral complaint may be submitted; however, such complaint shall be reduced to writing to insure a more complete investigation. The complaint should include the following:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses (if any); and
- Any other evidence available.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including removal from the School.

There will be no retaliation against any such person who reports discrimination/harassment or participates in an investigation. However, any employee/student who refuses to cooperate or who gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report shall itself be treated as a violation of this policy and shall result in severe repercussions to the maker of the report.

INVESTIGATION PROCEDURES

The privacy and anonymity of all parties and witnesses to complaints will be respected. The complaint and identity of the complaining party shall not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaining party. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations, legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed. This will occur only in appropriate circumstances and only to individuals deemed necessary to possess such knowledge.

The Title IX Coordinator, or a designated complaint manager appointed by them, shall address the complaint of discrimination/harassment promptly and equitably. The person conducting the complaint investigation shall file a written report within ten (10) MTSA business days with the

Title IX Coordinator. After receipt of the report from the person conducting the investigation, the Title IX Coordinator of MTSA, or the President, as appropriate, shall render a written decision within ten (10) MTSA business days.

EMPLOYEE PROTECTION (WHISTLEBLOWER)

Policy Number: 3.2.304

Date: 11/23/09

Reviewed: 7/2013, 9/2024

Revised: 7/2013, 9/2024 BOT approved 11/18/2024

Middle Tennessee School of Anesthesia requires all employees to observe high standards of business and personal ethics in their duties and responsibilities. As employees and representatives of MTSA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that MTSA can address and correct inappropriate conduct and actions. All MTSA personnel are responsible for reporting concerns about violations of MTSA's code of ethics or suspected violations of law or regulations that govern MTSA's operations.

NO RETALIATION

It is contrary to the values of MTSA for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of MTSA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

REPORTING PROCEDURE

MTSA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or not satisfied with their response, you are encouraged to speak with the Director of Human Resources or a member of Executive Administration. Supervisors must report complaints or concerns about suspected ethical and legal violations in writing to MTSA's Office of Human Resources, which is responsible for investigating all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Director of Human Resources.

ACTING IN GOOD FAITH

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any false allegations which prove to have been made maliciously and which the reporting employee knew to be false at the time that the employee made the allegations will result in the reporting employee being subject to discipline up to and including termination of employment.

CONFIDENTIALITY

Violations or suspected violations may be submitted confidentially by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. However, MTSA cannot guarantee the confidentiality of employees who submit complaints or concerns.

HANDLING OF REPORTED VIOLATIONS

MTSA's Director of Human Resources will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation. The employee submitting the complaint is not entitled to be kept informed of the status of the investigation or a full report regarding the investigation; however, the employee will be provided with any information about the investigation which MTSA determines is appropriate to share with the employee.

DRESS CODE

Policy Number: 3.2.305

Date: 2007

Reviewed: 3/12, 3/14, 10/2020, 7/2021

Revised: 6/21/10 , 5/11/22

As a representative of MTSA, you are required to always present a good appearance to the public and to our guests. Attire will be "professional dress." For the purposes of this policy, "professional dress" is defined as clean, neat, and appropriate for the type of work performed. If an employee's dress is determined inappropriate (i.e. too casual, provocative, unsafe, or solicitous), supervisors should contact the Office of Human Resources for further direction.

All employees are expected to practice good hygiene. Hair must be clean and neat, and if colored, a natural hair color is acceptable. Mustaches and beards are to be kept neat and in a professional manner. No more than two earrings may be worn on each ear while on duty. Facial piercings are prohibited, with the exception of 1 stud nose ring (no larger than 1.5 mm). In all campus areas, offices, classrooms or in professional meetings, employees will not have visible offensive tattoos. Any visible tattooing must be moderate in amount and nature. Repeated violations will result in disciplinary action up to and including termination of employment.

MTSA FIREARM AND WEAPONS POLICY (FORMERLY TITLED WEAPONS)

Policy Number: 3.2.306

Date: 2016

Reviewed: 5/18/2020

Revised: 10/10/16, 5/18/2020 (Approved directly by the BOT May 2020)

POSSESSION OF FIREARMS

Ensuring a safe work and learning environment and the prevention of workplace violence is of paramount importance to MTSA. Firearms inside the school pose a potential threat to the safety and security of our employees and students or while employees and students are engaged in the work or business of school, whether on-site or off-site.

The carrying of a firearm of any kind while inside any school building or leased space, on school property, inside a school-owned vehicle, or while school business, on or offsite, is strictly prohibited, and is a violation of school policy. Violation of this policy shall subject an employee or student to discipline. Forms of discipline may include, but shall not be limited to: reprimand, termination, suspension or expulsion.

The school may not restrict an employee or a student from transporting or storing lawfully possessed firearms in the employee's or student's privately-owned vehicle, while the vehicle is in school designated parking areas, if and only if *all* of the following requirements are satisfied:

1. The employee's or student's vehicle is operated or parked where it is permitted to be; and
2. The firearm is either:
 - a. kept inside the vehicle and out of sight, while the employee or student is attending the vehicle; or
 - b. kept out of sight, locked in a compartment, container, or in the interior of the vehicle or in a compartment or container securely affixed to the vehicle, when the vehicle is unattended; and
3. The employee or student has not been convicted of any crime of violence, nor is subject to a Domestic Violence Order, as those terms are defined by Tennessee law; and
4. The employee or student has no prior documented incidents of workplace threats or violence; and
5. The employee or student has not been committed to a psychiatric hospital or similar treatment facility for inpatient or outpatient treatment.

If employees and students do not meet requirements of the provisions above, they shall be prohibited from having a firearm in a vehicle on school property.

Neither Tennessee law nor school policy allows persons to possess and store firearms in vehicles owned by another individual.

INQUIRIES INTO FIREARM AND/OR WEAPON POSSESSION

In the event the school believes an employee or student poses a risk of danger to themselves or others, the school reserves the right to make further inquiry as to whether an employee or student has a firearm or weapon on school property. In the event the school learns that an employee or a student has a firearm in a vehicle, the school has the right to question any employee or student in order to determine that the above conditions are satisfied.

If it is found that the employee or student is not in compliance with the law and school policy, the employee or student may be subject to disciplinary action as herein defined.

REPORTING FIREARMS AND/OR WEAPONS IN THE BUILDING

Any employee or student who is aware of a firearm and/or weapon of any type or form within the building or that an employee or student has a firearm and/or weapon in their possession while engaging in company business off-site has an obligation to report this information immediately to a MTSA administrator. It is the responsibility of everyone to do what is necessary to ensure the safety of all individuals in the company.

DEFINITIONS

For the purposes of this policy, "firearm" has the same meaning given such term in 18 U.S.C. § 921(a).

The term "weapon" shall include, but not be limited to the following: knives with a three (3) inch blade or longer, fighting weapons *i.e.* nunchuks, daggers, etc., brass knuckles, stun guns.

Such items are strictly prohibited inside a school owned building or school-leased space, on school property, inside a school-owned vehicle, or while conducting school business, on or offsite. Possession of such items is strictly prohibited and is considered an intolerable offense, subject to discipline as herein defined.

ALLOCATION & USE OF INFORMATION TECHNOLOGY RESOURCES

Policy Number: 3.2.401

Date: 1998

Reviewed: 2000, 2003, 2014, 2016

Revised: 8/07, 11/11, 3/12, 3/14, 2016

The Nurse Anesthesia Program Council reviews the availability, status, and usage of all technology. This includes the audiovisual technology in the Lecture Hall, Simulation Skills Center, Conference Rooms, Seminar Rooms, and all offices. Should it be determined that additional equipment is needed, this will be a recommendation to the President's Council. The Nurse Anesthesia Program Council will evaluate the number, evaluation of, and usage of anesthesia training models.

The Middle Tennessee School of Anesthesia (MTSA) administrative, faculty, and staff offices have current and standard technological equipment, including, but not limited to, computers, printers, photocopy, and facsimile machines. Access to appropriate information technology resources is also available to MTSA students.

VEHICLE USAGE (SCHOOL-OWNED VEHICLES)

Policy Number: 3.2.402

Date: 12/14/09

Reviewed: 3/12

Revised: 3/1/12

It is the policy of Middle Tennessee School of Anesthesia that all persons who are granted the use of any school-owned vehicle must abide by the following:

1. Operator of vehicle must possess a current and valid U.S. driver's license.

2. Operator must be approved by a member of MTSA administration.
3. Operator must submit driver's license name, number, state of issue and date of birth to MTSA administration prior to use.
4. Usage of vehicle is limited to within 50 miles of garaged location unless a written request is submitted to the Vice President of Finance and Administration and a written approval is received from a member of MTSA administration.
5. Any property damage or mechanical problem occurrence must be reported immediately to MTSA administration. In the event of an accident, the operator of the vehicle must notify local authorities before informing MTSA administration of the incident.
6. With the exception of use by students at distant clinical sites or with approval by MTSA administration, the usage of any school-owned vehicle is for business purposes only.
7. Operator must not transport any unknown or traveling persons.
8. The consumption of alcohol within 24 hours before or during operation of the vehicle is prohibited.
9. During operation of vehicle, the use of tobacco in any form by the vehicle operator or passengers is prohibited.

All necessary documentation must be on file in the office of Vice President of Finance and Administration prior to the use of the vehicle.

LEAVE OF ABSENCE

Policy Number: 3.2.403

Employees who require time off in addition to Paid Time Off (PTO) may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances on a case-by-case basis.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism, departmental requirements, and nature of request will all be taken into consideration before a request is approved.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from their employment.

POLICY

The purpose of this policy is to provide employees with a general description of their rights. In the event of any conflict between these guidelines and the applicable law, employees will be afforded all rights required by law.

Eligibility for leave will be determined in accordance with applicable state and federal laws. Depending on eligibility, employees may qualify for leave for a reasonable period of time as may be appropriate as a reasonable accommodation under the Americans with Disabilities Act. PTO and/or short-term disability benefits may be available to eligible employees for non-work-related disabilities. Additionally, unused PTO may be used for all or part of the employee leave period at MTSA's discretion. Paid leave will be counted toward the leave period.

When foreseeable, employees are required to give at least a 30-day written advance notice prior to taking a leave.

Unforeseeable circumstances do not require 30 days advance notice. In such case, employee must give notice as soon as practicable. Failure to give timely notice may affect their ability to take leave as requested.

Employee must notify their supervisor as soon as possible of when the employee is expected return to work. Generally, employees returning within three (3) months will be returned to their same position or an equivalent position with the same rights, benefits, pay, and other terms and conditions that existed prior to the leave. Modified duty may be available with a physician's written release stating physical limitation. If the medical leave extends beyond three (3) months, the employee's return to work following disability will be limited to availability.

During the unpaid leave, employees retain the same medical and dental coverage and still contribute the same amount toward medical benefits as paid before the leave began. If the premiums are not received by the due date, coverage may be terminated consistent with applicable law.

Any questions, concerns or disputes with this policy should be directed to the Director of Human Resources in writing.

DRUG FREE WORKPLACE AND SUBSTANCE ABUSE

Policy Number: 3.2.404

STANDARDS OF CONDUCT AND PURPOSE

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, MTSA prohibits the unlawful manufacture, possession, use, or distribution of illegal drugs, alcohol, and tobacco on the MTSA campus, any school-owned vehicle, at any school-sponsored activity or event, or on any campus of any affiliate site. Alcohol and drug misuse poses a threat to the health and safety of MTSA employees and the security of the School's equipment and facilities. For these reasons, MTSA is committed to eliminating drug and alcohol use and misuse in the workplace.

MTSA will notify employees of its Drug Free Workplace and Substance Abuse policy and drug awareness program annually. MTSA will also perform a biennial review of its program and retain the records of that review in accordance with the Department of Education's requirements.

SCOPE

This policy applies to all employees of MTSA. The Office of Human Resources (HR) is responsible for policy administration.

HEALTH RISKS

As part of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students, staff, and faculty of the health risks associated with the use of illicit drugs and the abuse of alcohol. MTSA recognizes that substance use disorders of any sort are a major health problem.

Alcohol and other drugs are associated with many health risks. The use and abuse of alcohol and other drugs may have negative effects on one's work performance and personal relationships. Some common health risks are addiction; damage to liver, heart, and to a developing fetus; accidents as a result of impaired judgment; and unwanted sexual activity that could result in sexual assault or sexually transmitted infections.

For more information about the health risks associated with particular types of drugs and alcohol, please visit the National Institute on Drug Abuse's page, [Commonly Abused Drugs Charts](#).

EMPLOYEE ASSISTANCE

MTSA will assist and support employees who voluntarily seek help for drug or alcohol addiction before becoming subject to discipline or termination under this or other MTSA policies. Such employees will be allowed to use accrued paid time off, be placed on leave

of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold safety-sensitive jobs, require driving, or have previously violated this policy. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face possible discipline, up to and including termination.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effects on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to the Office of Human Resources.

WORK RULES

1. Whenever employees are working, operating any MTSA vehicle, present on MTSA premises, or conducting MTSA-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing illegal drugs (including possession of drug paraphernalia).
- Being under the influence of alcohol or illegal drugs as defined in this policy.
- Possessing or consuming alcohol.

2. The presence of any detectable amount of illegal drugs, controlled substances, or alcohol in an employee's body while performing MTSA business or while in a MTSA facility is prohibited.

3. MTSA will also not allow employees to perform their duties while taking prescribed drugs that adversely affect their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

REASONABLE SUSPICION

Employees are subject to testing based on observations of apparent workplace use, possession, or impairment by at least one member of administration and the supervisor. The Office of Human Resources should be consulted before sending an employee for testing. The reasonable suspicion observation checklist must be used to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol.

EXAMPLES INCLUDE:

- Odors (smell of alcohol, body odor, or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted, or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both the supervisor and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances is an employee allowed to drive themselves to the testing facility. A member of administration or HR must either transport the employee directly or arrange for a cab and ensure that the employee is safely transported home.

POST-ACCIDENT

Employees are subject to testing when they cause or contribute to accidents that seriously damage a MTSA vehicle, machinery, equipment, or property, or result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury where an employee operating a motorized vehicle is found responsible for causing the accident. In these instances, the investigation and subsequent testing must occur within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment.

COLLECTION & TESTING PROCEDURES

When it is suspected that an individual is under the influence of substances or may be abusing substances, the following protocol must be followed: When the MTSA representative meets the suspected individual for the first time after an allegation, the representative must ensure that the suspected individual is not left unsupervised while on campus. The suspected individual must be transported to the drug testing facility. Once at the facility, the suspected individual is then supervised by the collection facility's personnel. Under no circumstances should a suspected individual be allowed to drive a vehicle at this point.

The first specimen collected by the facility will be unobserved by a witness (per the protocol of the specimen collection facility), giving the suspected individual the benefit of the doubt. If the personnel at the specimen collection facility determine that the first specimen submitted is not within normal limits (i.e., is "too hot" or "too cold") and they suspect it may have been tampered with or altered, a second specimen must be collected and witnessed.

After specimen collection, the suspected individual should be transported home, either by MTSA personnel or a taxi. If a taxi is utilized, the cost will be the responsibility of the suspected individual. By ensuring that the suspected individual did not drive but was transported safely home, MTSA has fulfilled its duty to protect the individual's safety and that of others. Even after ensuring the suspected individual has been safely transported home, they should be advised not to drive until at least 24 hours have passed or the results of the analysis are known. If the suspected individual refuses transportation arrangements provided by MTSA, the Executive Administration reserves the right to notify the proper authorities of the potential risk to the general public and could subject the individual to termination.

It will take at least 24 hours for initial specimen analysis and the return of results to the specimen collection facility. Per the specimen collection facility procedures, if a Medical Review Officer needs to be consulted regarding the results, this will occur before the return of official results to the specimen collection facility and may take a few days. After the specimen collection facility receives the final results, they will contact the MTSA Office of Human Resources to report the results.

The suspected individual may not return to work until the specimen results are known. If the specimen is negative AND no Medical Review was needed, the employee should be allowed to return to work without further action taken or loss of clock hours.

MTSA SANCTIONS FOR EMPLOYEES

CONSEQUENCES

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the employee will be subject to discipline up to and including termination. Whether such an employee is offered a last-chance basis to maintain their job depends on the circumstances and the employee's work history/record.

Employees will be paid for reasonable time spent in alcohol/drug testing and then suspended pending the results of the test. After the results are received, a meeting will be scheduled to discuss the results, including a member of administration and one from the Office of Human Resources. If the results are negative, the employee will receive back pay for the work hours/days of suspension.

INSPECTIONS

MTSA reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, faculty, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

All employees consent to and agree to inspections of themselves, their vehicles, lockers, and personal property brought onto MTSA property that might conceal alcohol, drugs, or other inappropriate materials.

CRIMES INVOLVING DRUGS

MTSA prohibits all employees from manufacturing, distributing, dispensing, possessing, or using illegal drugs on MTSA premises or while conducting School business. MTSA employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

MTSA does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may impact the workplace. Therefore, MTSA reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off MTSA premises. All employees convicted of, pleading guilty to, or sentenced for an illegal drug crime must report the conviction, plea, or sentence to the Office of Human Resources within four business days. Failure to comply will result in automatic termination. Cooperation in complying may result in suspension without pay to allow Executive Administration to review the nature of the charges and the employee's past record with the organization.

LEGAL SANCTIONS UNDER STATE AND FEDERAL LAW

The following is a summary of Tennessee and federal sanctions for the unlawful use of controlled substances and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is error-free or exhaustive.

Under state law, it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of their employment and over the age of 18), or consume alcoholic beverages, including wine or beer. It is also

unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under twenty-one years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than \$2,500, or both. (T.C.A. §§ 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by 11 hours of community service, possible revocation of driver's license, imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of 1/2 oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over twenty-one years of age to a person under twenty-one, and the older person is at least two years older than the younger, and the older person knows that the younger is under twenty-one years of age, then the offense is classified as a felony. Possession of more than 1/2 oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. (T.C.A. §§ 39-17-417, 39-17-418; 21 U.S.C. § 801, et seq.)

State penalties for possession of substantial quantities of a controlled substance or for manufacturing or distribution range up to a maximum of fifteen to sixty years of imprisonment and a \$500,000 fine. (Title 39, T.C.A., Chapter 17.) For example, possession of more than twenty-six grams of cocaine is punishable by eight to thirty years of imprisonment and a \$200,000 fine for the first offense.

The state may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

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The state may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

UNITED STATES PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE:

21 U.S.C. 844(a)

- First conviction: Up to one year imprisonment and fine of at least \$1,000.
- After one prior drug conviction: At least fifteen days in prison, not to exceed two years, and fine of at least \$2,500.
- After two or more prior drug convictions: At least ninety days in prison, not to exceed three years, and a fine of at least \$5,000.

21 U.S.C. §§ 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

21 U.S.C. § 881(a)(4)

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. [An automobile may be impounded in cases involving any controlled substance in any amount.]

21 U.S.C. § 844a

- Any individual who knowingly possesses a controlled substance in a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. § 862

- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

- Ineligibility to receive or purchase a firearm or ammunition.

CONFIDENTIALITY

Information and records relating to test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

RESOURCES

- Human Resources - (615) 732-7854
- Employee Assistance Program (EAP) - (800) 964-3577
- Tennessee REDLINE (Substance Abuse Referral Hotline) - (800) 889-9789
- Narcotics Anonymous - (800) 945-4673
- Alcoholics Anonymous (Middle Tennessee Central Office) - (615) 973-9898

DEFINITIONS

"MTSA premises" includes all buildings, offices, facilities, grounds, parking lots, clinical sites, places and vehicles owned, leased or managed by MTSA or any site on which the institution is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

REMOTE WORK POLICY

Policy Number: 3.2.405

Date: 3/3/2025 New Policy

OBJECTIVE

Remote work allows employees to work at home, on the road, or in a satellite location for all or part of their work week. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not a companywide benefit, and it in no way changes the terms and conditions of employment with Middle Tennessee School of Anesthesia.

PROCEDURES

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with consideration of the employee's health care provider, if appropriate.

Any remote work arrangement made may be discontinued at will and at any time at the request of either the telecommuter or the organization.

ELIGIBILITY

Individuals requesting formal remote work arrangements must be an exempt (salaried) employee with Middle Tennessee School of Anesthesia and must have a satisfactory performance record. Non-exempt (hourly) employees are not eligible for permanent remote work arrangements.

Remote work requests for extended periods of time or regularity must be submitted by the supervisor to the Executive Administration for approval.

Before entering into any remote work agreement, the employee and supervisor, with the assistance from the Office of Human Resources, will evaluate the suitability of such an arrangement, reviewing the employee's needs and work habits, the essential functions of the job, equipment needs, scheduling issues, and tax/legal implications. Final approval for remote work eligibility will in writing come from a member of Executive Administration.

GENERAL GUIDELINES

- The supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
- The expectation for availability applies to both exempt (salaried) employees and EA-approved non-exempt (hourly) employees, requiring adherence to MTSA's standard operating hours. Additionally, emails and phone calls should be answered or returned in a manner that reflects an onsite presence.
- On a case-by-case basis, the Director of Human Resources, Director of Educational Technology, and VP of Finance and Administration will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement.
- The employee will establish an appropriate work environment within their home for work purposes. Middle Tennessee School of Anesthesia will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- When attending virtual meetings, the employee must abide by the Personal Appearance standards set by MTSA. This includes maintaining a professional setting and wearing appropriate attire during traditional work hours to ensure readiness for any video calls. Employees should remain in a professional environment where they can promptly and appropriately respond to video calls as needed. Please see the [Dress Code](#) for additional information.
- Consistent with the organization's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Compliance with FERPA and other privacy laws are to be maintained at all times.
- Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable.
- Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.
- Employees are expected to abide by all MTSA policies as if they would when working in the office, with little to no interruptions.

For additional information, please see [Dress Code](#) Policy.

3.3 — GENERAL

COMPUTER AND NETWORK USE

Policy Number: 3.3.101

Date: 5/11/09

Reviewed: 12/2013, 11/12/2024

Revised: 11/28/11, 8/31/17, 3/13/19, 9/21, 11/12/2024 pending BOT approval

PURPOSE

Middle Tennessee School of Anesthesia (MTSA) provides computing, networking, and information services to all students, faculty, and staff. As this system often holds confidential, sensitive, and privileged information, MTSA expects all users to operate and maintain a secure environment, and to protect the system from misuse, unauthorized access, and potential corruption of the network infrastructure.

This policy applies to both school provided and personal devices that have interaction both internally and externally via the MTSA shared network, school provided e-mail accounts, school related software program/app, social media, and internet.

USER RIGHTS AND RESPONSIBILITIES

MTSA computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

MISUSE

Users will be held accountable for their conduct under current MTSA policies. Complaints alleging misuse of computing, networking, or information resources may result in the restriction of computing privileges and/or other internal disciplinary actions. Additionally, misuse can be prosecuted under applicable statutes. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of misuse include, but are not limited to, the activities in the following list:

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Using the Campus Network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws.
- Deliberately wasting computing resources.
- Using electronic mail to harass others (see *Computer Based Discrimination/Harassment* below).
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing laws or the University's codes of conduct.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

To report misuse of MTSA electronic resources, submit written communication to your immediate supervisor or the Director of IT.

ELECTRONIC BASED DISCRIMINATION/HARASSMENT

As per MTSA's [Discrimination/Harassment Policy](#) "It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee or student through disparaging conduct or communication that is inherently discriminatory." This includes, but is not limited to, discrimination in regards to race, color, sex, age, disability, marital status, full or part-time status, religion, sexual orientation, gender identity, or national origin (see [Nondiscrimination Policy](#)).

This policy covers employee and student communication using MTSA issued e-mail (sent by or received to), school-based online programs/apps, and all employee and student social media accounts during their tenure when used as a representative of MTSA.

To report the misuse of MTSA electronic resources in relation to possible discrimination/harassment, a complaint may be submitted either orally, in writing, or electronically to the MTSA Title IX Coordinator (titleIXcoordinator@mtsa.edu).

MTSA SHARED NETWORK

The MTSA shared network is for staff and faculty use only. Permission to access files on the shared network will be requested for staff and faculty by administration. Requests will be sent to the MTSA IT Department. Requests for access will be approved after consideration of HIPAA and FERPA regulations related to the sharing of privileged information in the requested files (see [Release of Student Record Information](#) & [Stakeholder's Rights](#)).

At no time shall the following types of files be stored on the shared network: personal photos, music, videos, files that contain harmful components including malware, spyware, viruses, and/or tracking programs, pornography, or

anything deemed harmful or illegal. The MTSA IT Department may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, IT may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

MTSA ISSUED E-MAIL ADDRESSES

MTSA currently issues each staff, faculty, and student an official MTSA e-mail account. This e-mail account is considered the official line of communication between these parties, as well as official MTSA communication outside of the school. This e-mail is not for personal use and is considered the property of MTSA.

This account is kept and maintained by the MTSA IT Department and is not considered a secure e-mail account to send privileged information across unless such attachments are encrypted or password protected.

If there is suspected abuse/neglect of MTSA issued e-mail accounts, MTSA IT can access any MTSA e-mail account with a written request from the Executive Committee and Director of IT to review and retrieve e-mails in relation to the claim. At least one-half of the Executive Committee must approve this request. These e-mails will then be shared with the Executive Committee and Director of IT and may result in disciplinary action by Progressions Committee for students and the Executive Committee for employees.

E-mail accounts converted to Alumni status after a student graduates from MTSA. E-mail accounts will be deleted one (1) week after students are dismissed from the program. Students are responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion. No information will be kept from deleted accounts unless an e-mail is preserved as a PDF in the student permanent file.

E-mail accounts will be deleted 90 days after a staff, faculty, or administrative member leaves the employ of MTSA. The departing member is responsible for notifying their contacts and carrying their contact list over to a personal e-mail before deletion.

MTSA WEBSITE & SOCIAL MEDIA

MTSA has a website (www.mtsa.edu) that is maintained by the Office of Advancement & Alumni. Content to be posted to the website must be submitted to this office.

MTSA maintains school accounts on various social media platforms and will evaluate representation for the school on new platforms as they emerge. These accounts are also maintained by the Office of Advancement & Alumni, as well as the MTSA IT Department.

All policies, procedures, and guidelines regarding university trademarks, names, and symbols apply to the website and social media sites. The Department of Advancement & Alumni can offer guidance about how to properly use names, logos, etc., to resolve branding and copyright/trademark issues in these venues. MTSA does not permit explicit or implied institutional endorsements of any kind through use of its name, trademarks, logos, or images – including pictures of campus buildings.

MTSA does not prescreen content posted by third-person parties to social media sites, but it shall have the right to remove, in its sole discretion, any content that it considers to violate MTSA policies. MTSA does not endorse or take responsibility for content posted by third parties. MTSA, through the Department of Advancement & Alumni, will work to correct inaccuracies on MTSA sites by responding with correct, factual information and including source citations (links, video, contact information, etc.) when appropriate.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to MTSA. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed. MTSA will not tolerate content that infringes on proprietary information, or that is defamatory, pornographic, harassing, libelous or inhospitable to a reasonable work environment or not in harmony with the School's mission, vision, and core values.

MTSA AI USE

Artificial Intelligence, Large Language Models, and Machine Learning (hereafter referred to as AI) all rely on user input to generate effective responses. The quality of input is the responsibility of the user and directly impacts the accuracy and quality of any generated response by the AI tools.

Even with effective prompt writing and valid information as context for the prompt, AI can suffer from a phenomenon called "Hallucination." In the context of AI, hallucination is a confident response from an AI tool that is erroneous based on the data and training given to the tool. Therefore, all AI users at MTSA must recognize that the output of AI tools are the sole responsibility of the AI user and should be thoroughly inspected, validated, and vetted to ensure accuracy.

AI can be an effective tool for automation and assist with increasing task efficiency. However, any scripts, automations, alerts, or other functions must have a "procedural time out" to allow the owner of the information an opportunity validate the accuracy of any output before dissemination. An example of an acceptable use would be setting an AI tool to alert you or other members of your team of updates, changes, or tasking without manipulating the information. An unacceptable use would be allowing the AI tool to update someone's calendar based on the example above.

Microsoft Co-Pilot will be the default AI tool at MTSA as part of our Microsoft 365 tenant toolset. All other AI tools that come in contact with MTSA data must be approved based on an assessment by the Ed Tech department to ensure that data security standards are being met by the creators and administrators of the tool in question. A list of approved tools and the conditions of approval (paid subscription level, for example) will be maintained by the Ed Tech department.

PENALTIES

Abuse or misuse of MTSA computers, network, information services may not only be a violation of this policy or user responsibility, but it may also violate the criminal statutes. Therefore, MTSA will take appropriate action in response to alleged user abuse or misuse claims. Action may include, but not necessarily be limited to:

- suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be denied;
- reimbursement to the School for resources consumed;
- other legal action including action to recover damages;
- referral to law enforcement authorities;
- computer users (faculty, staff and/or students) will be referred to the appropriate office/committee for disciplinary action.

In connection with inquiries into possible abuses or misuse, MTSA reserves the right to examine files, programs, passwords, information, public website/social media posts, printouts or other material without notice.

ANONYMOUS COMMUNICATIONS

Policy Number: 3.3.102

Date: 9/28/09

Reviewed: 2/28/12

Individuals associated with and/or who are employed by Middle Tennessee School of Anesthesia are encouraged to communicate their concerns or complaints about the School, its operations or administration to the School or the Board of Trustees in writing, with a signature and date.

Unsolicited, anonymous letters of concern or complaint, or electronic communications about the School that fail to identify the author of the message will be disregarded.

FOOD & ENTERTAINMENT

Policy Number: 3.3.104

Date: 7/5/07

Reviewed: 12/2013

Revised: 2/28/12

MTSA administration, faculty, and staff will abide by the values of the School by abstaining from the use of alcohol while on the School premises or when representing the School in any capacity at any location. It is the policy of the School to avoid the purchase or serving of any alcoholic beverages or to serve unclean meats as described in Leviticus, Chapter 11.

PROCEDURE:

- All employees, faculty, staff, and students are required to abstain from the purchase or consumption of alcohol when at any MTSA-sponsored meal or function or when representing MTSA at professional meetings, conferences, or any other activity interfacing with or relating to the public or professional peers.
- Sponsorship of Alcoholic Beverages
 - MTSA welcomes pharmaceutical or other representatives to the School. It is expected that any activities sponsored by any representatives be in harmony with the School philosophy and policies
 - Pharmaceutical companies and faculty are asked not to sponsor any activity for the students of MTSA where alcoholic beverages are provided for by the pharmaceutical representative or by the faculty member.
 - In keeping with the Christian Seventh-day Adventist philosophy of the School and given the documented danger of substance abuse in the profession of anesthesia, MTSA believes this policy to be in the best interest of MTSA and its students.
- Food and Entertainment
 - Educational materials, speaker sponsorships, meals, snacks, and related activities are welcomed and much appreciated. Such meals may include meats that are Biblically designated as clean meats, and do not include meats considered by the Bible to be unclean, such as pork or scavengers as described in Leviticus, Chapter 11.
 - When students are in attendance at meetings not sponsored by the School (such as the Tennessee Association of Nurse Anesthetists or the American Association of Nurses Anesthetists), and drug representatives or other health care providers sponsor activities where alcohol is involved, students are encouraged to remember the philosophy of the School.

INCLEMENT OR SEVERE WEATHER

Policy Number: 3.3.105

Date: 1994

Reviewed: 2014, 2021

Revised: 2000, 2003, 2007, 1/2009, 2/2012, 12/2013, 2/2014, 2/2021 BOT approved 5/2021

Generally, Middle Tennessee School of Anesthesia (MTSA) provides no days off for inclement weather. Faculty, students, and staff are expected to use their judgment regarding travel to the School or a clinical site when there is inclement weather. Should faculty or staff elect not to report for work when MTSA administration has not notified them that the School is closed, they must contact their supervisor to discuss options for working remote. If they contact their supervisor and choose not to report to work, they will have the option to take a PTO day or unpaid day. If MTSA decides to close during regular business hours due to inclement weather, no PTO will be required.

An Emergency Response Plan has been developed which identifies individual and corporate responses to natural and man-made disasters and emergencies. (See **Administrative Manual, Appendix J for the complete policy.**)

For complete student policy for inclement or severe weather, please see MTSA Student Handbook (www.mtsa.edu). A copy is housed on the MTSA website (www.msta.edu).

MEMORIAL & GET-WELL GIFTS

Policy Number: 3.3.107

Date: 10/1/07

Reviewed: 2009, 2/28/12, 2013, 10/2020

Revised: 2/10, 2013, 10/2020, 11/2020, 9/2023

It is the desire of MTSA to appropriately remember individuals and their family members by sending memorial and/or get-well recognitions in the form of cards, flowers, memorial gifts or other special remembrances in the event of

death, illness or hospitalization. In order to provide guidance and consistency for MTSA Administration and Staff as to when memorial and get-well recognitions should be sent and to whom, the following guidelines have been established:

The following groups are eligible:

- MTSA Administrators, Faculty and Staff and their immediate family
- MTSA students and their immediate family
- MTSA Alumni
- MTSA Trustees and Committee members and their immediate family.

NOTE: Immediate family is defined as spouse, domestic partner, child, parent, grandparent, brother, sister, mother-in-law, and father-in-law. Any variance will need approval of President's Council or Administration.

PROCEDURE:

Notification: In case of a student family event, the staff member receiving the information from the student or from the Program Administrator should inform other on-campus staff members by internal email. All MTSA staff must assist and help communicate names, addresses and pertinent details for thoughtful and careful follow-through.

Recognition: MTSA's Research and Library Assistant will be responsible for placing orders to the florist, obtaining cards or gifts, etc.

SABBATH (SATURDAY) SCHEDULING

Policy Number: 3.3.109

Date: 1994

Reviewed: 2000, 2007, 2013, 2022, 6/2024

Revised: 1998, 2003, 2007, 3/1/12, 1/5/17, 5/15/18, 6/28/2022, 8/29/2022, 6/17/2024 BOT approved 8/2024

MTSA is currently independently operated and owns the property and buildings that house the School. In accordance with the Seventh-day Adventist history, as well as the history and mission of the school, the original policies of the School relative to Sabbath are the policies of the School today. They have been redefined to inform students and clinical facilities of the expectations of the School relative to Sabbath observance.

ACADEMIC AREA

Neither the Middle Tennessee School of Anesthesia nor any of its faculty will schedule any academic class between sundown Friday until after sundown Saturday. It is recognized that not all students will choose Saturday as the day of worship. Accommodation will be made for classes that are scheduled outside of normal MTSA operating hours if attendance would violate or interrupt a student's normal religious observance. The accommodation may vary but may include video captured lectures for students to review at another time or makeup coursework assigned by the faculty of record.

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

CLINICAL AREA

Clinical affiliations have evolved over the years to support the clinical needs of the program. It is not the intent of MTSA to control whether an affiliate hospital schedules elective surgery on weekends. Students are expected to do elective and call cases Monday through Friday and to take call for emergency cases on weekends as assigned. Should any student request not to participate in call on a specified day due to religious convictions, MTSA will consider accommodations for the student's request. A statement of religious observation from the student's current religious leader may also be requested. It should be noted that a student may have to complete clinical duties on extra weekend call shifts to accommodate their request. This is not punitive in nature but may occur due to schedule changes to accommodate the request.

SENSITIVE DATA PROTECTION

Policy Number: 3.3.110

Date: 9/2/08

Reviewed: 11/11, 2013, 5/2020

This policy applies to all students, employees, foundations, vendors, contractors, third-party systems vendors and agencies which handle or process MTSA data for any reason. Individuals/organizations listed above are responsible for reading, understanding and abiding by this policy and are collectively referred to henceforth as “policy constituents”.

PURPOSE:

The purpose of this policy is as follows:

- To make policy constituents aware of their responsibility regarding the “handling” (collection, storage, transmission, processing, transport, and/or disposal) of all MTSA data, particularly “sensitive data”.
- To provide guidelines and acceptable practices for handling sensitive data.
- To identify unacceptable practices and emphasize that these practices be discontinued immediately.

WHAT IS SENSITIVE DATA?

Sensitive data is any data that can be used for unintended purposes depending on the situation and circumstances. Data related to identity theft such as SSN, credit card number, bank account information, driver’s license, professional licensure, Middle Tennessee School of Anesthesia Identification (MTSAID), other unique IDs, name, address, passwords, PINS, and ID pictures are of particular concern as all or most of this information is collected in the course of School business.

None of these numbers, or parts of a sensitive sequence of numbers should be used for the MTSAID. Other types of data such as donor information, mailing lists, scholarship information, and financial information are examples of data that could require confidential handling and/or restricted access. The above examples are not exhaustive or all inclusive. Policy constituents handling any School data must understand what data is sensitive and confidential in nature.

DATA HANDLING GUIDELINES:

- Do not collect and/or store SSN unless it is required by a federal or state agency and there is no other option in terms of unique identifier. If collection and storage of a SSN are required for operations, a written explanation should be sent to the Executive Vice President and the Director of EducationTechnology explaining why SSN must be utilized and how and where it is being collected/stored.
- Use the MTSAID assigned to all students as the unique identifier for all MTSA students. If the MTSAID is not available or does not exist for certain populations, use a non-SSN type of ID.
- Data should be stored in as few places as possible and duplicated only when necessary. Unless absolutely necessary, data should be stored in Sharefile only.
- Avoid storing data on individual computers or creating “Silo” databases that duplicate data in Sharefile.
- Inventory and identify the data under your control that is external to Sharefile. Know where you have data and in what form (electronic, paper, etc.). Keep data that you control “cleaned up” by purging files in a timely manner. Data on old machines, network drives, floppy disks, backup tapes, etc. should be inventoried and purged/archived or moved to more secure locations.
- Do not store or copy sensitive data to mobile, external storage devices such as CD, DVD, floppy disks, laptops, USB memory devices, PDAs, cell phones, or any other device that can easily be copied, stolen or compromised.
- Do not store or copy sensitive data to local workstations unless such data is not available in Sharefile. If you must store data on your workstation, it is your responsibility to secure your workstation and/or ensure that only authorized individuals have access.
- Do not use shared network drives to share or exchange data internally or externally unless you are certain that access to those shared drive resources is restricted to individuals authorized to handle such data.
- Know and understand your environment technically. Understand who has access to areas where you send, receive, store, or transmit data. Attend any MTSA Sensitive Data Protection seminar offerings.
- Transmission of any sensitive data should be encrypted. Websites should use HTTPS or SSL encryption if they collect data. FTP/Telnet or any other means of transferring files and data should use encrypted versions of these protocols: Example SSH and SFTP. When in doubt, contact the Director of Information Technology.
- Do not send, receive, or store any sensitive data using email under any circumstances. Email is not secure.
- Under no circumstances should credit card numbers be collected and stored on stand-alone devices, digital media, or paper media. Processing credit card numbers should be done via secure methods which authorize or deny the transaction in real time but DO NOT retain or store the credit card number. Collecting credit card numbers via phone calls, websites or email and retaining such numbers on paper or in electronic files for some sort of periodic processing is a bad practice. It is insecure and should not be used. If you need help processing credit cards securely, contact the Business Office. Any administrator’s credit card information used by assistants in making travel or other arrangements will be kept in a secure location.
- Report any breaches, compromises, or unauthorized/unexplained access of sensitive data immediately to the Director of Information Technology and MTSA Administration.

POLICY ADHERENCE:

Abuses or violations of this policy will be referred to the President's Council for consideration under the School's disciplinary processes. The School reserves the right to take any action, up to and including suspension/dismissal for an MTSA student and discipline/termination for an MTSA employee.

All employees of the School are responsible for reading and understanding this policy and must certify that they have read it and understand it.

SUSPECTED SUBSTANCE ABUSE PROTOCOL (RETIRED)

Policy Number: 3.3.111

Date: 7/24/08

Reviewed: 5/13/2013, 7/2020, 9/24/2024

Revised: 7/2020 BOT approved 8/2020, 9/24/2024 BOT approved 11/18/2024

When it is suspected that an individual is under the influence of substance(s) or may be abusing substance(s), the following protocol should be followed:

When the MTSA representative meets the suspected individual for the first time after an allegation, the representative should ask the individual if there is anything they would like to voluntarily share regarding the allegation. If there is an admittance of substance abuse from the individual, there may be an opportunity for an employee to be rehired in the future, after rehabilitation.

After the initial confrontation with the MTSA representative, the suspected individual must not be left unsupervised while on campus. The suspected individual must be transported to the drug testing facility by their designated emergency contact or through arrangements made by MTSA administration. Once at the facility, the suspected individual is then supervised by the personnel there. Under no circumstances should a suspected individual be allowed to drive a vehicle at this point.

The first specimen collected by the facility will be unobserved by a witness (per the protocol of the specimen collection facility). This gives the suspected individual the benefit of the doubt. If the personnel at the specimen collection facility determine that the first specimen submitted is not within normal limits (i.e. is "too hot" or "too cold"), and they suspect that it may have been tampered with or altered, then a second specimen must be collected that is witnessed.

After the specimen collection by the facility, the suspected individual should be transported to his home, either by MTSA personnel or a taxi. If a taxi is utilized, the cost for this will be at an added expense to the individual. By ensuring that the suspected individual did not drive but yet was transported safely to his home, MTSA has performed its duty to protect the individual's safety, as well as the safety of others. Even after ensuring the suspected individual has been safely transported to his or her home, they should be advised not to drive until at least 24 hours have passed, or the results of the analysis are known. If the suspected individual refuses transportation arrangements provided by MTSA, Administration reserves the right to notify the proper authorities of the potential risk to the general public.

It will take at least 24 hours for initial specimen analysis and the return of results to the specimen collection facility. Per the specimen collection facility procedures, if a Medical Review Officer needs to be consulted regarding the results, this will occur prior to the return of official results to the specimen collection facility and may take a few days. After the specimen collection facility receives the final results, they will contact specified personnel at MTSA to report the results.

The suspected individual may not return to work until the specimen results are known. If the specimen is negative AND if no Medical Review was needed, the employee should be allowed to return to work without further action taken or loss of clock hours.

STAKEHOLDERS' RIGHTS

Policy Number: 3.3.112

Date: 2007

Reviewed: 3/12, 7/13

Revised: 7/12, 8/17

ACCREDITING AGENCIES' RIGHTS

Each accrediting agency with which MTSA has interaction shall expect that MTSA will be open and honest in its presentation of the School. It is expected that the administration will operate the School with the highest level of integrity, performance, and quality, so the accrediting agency and the public which the School serves shall have confidence in its operations.

AFFILIATING INSTITUTIONS' RIGHTS

MTSA maintains many clinical affiliations. Each affiliate site should expect that MTSA will solicit and maintain licensure information, and a pertinent health history on each student such as current TB skin tests and relevant immunizations. Affiliates shall expect that MTSA will instruct its students as to maintaining the privacy of health information of its patients. They shall expect that MTSA will provide basic safety instruction and an orientation related to anesthesia practice, and that MTSA will provide information regarding the outcomes expectations of students at each level.

FACULTY AND STAFF MEMBERS' RIGHTS

Members of the MTSA administration, staff and faculty shall have academic freedom in teaching. This group shall be able to speak, write or act as citizens without institutional censorship or discipline, providing such actions are in harmony with the MTSA Mission, Vision, Values and Goals as found in the *MTSA Administrative Manual*.

Additionally, administration, staff and faculty must understand that as persons of learning and educational representatives of MTSA, they must remember the public may judge their professions and the institution by their words and acts.

While off campus, yet representing the School (i.e., conventions, seminars, etc.), at all times, administration, staff and faculty should be accurate and show respect for the opinions of others, while abiding by MTSA standards and policies. Special care should be given when personal opinion is shared that may conflict with MTSA standards and/or policies and procedures.

MTSA faculty and staff have the right to be treated with respect by each student, and the student will be held accountable for doing so. Digressions may be reported to, with possible hearing by, the Progressions Committee and/or the President's Council.

Faculty and staff have a right to the grievance and due process protocol, as listed in the

MTSA Administrative Manual and *Faculty Handbook*.

PATIENTS' RIGHTS

Patients have a right to be cared for with the utmost respect by nurse anesthesia students as they are specializing in anesthesia. They should expect that the quality of care will reflect the scope and standards for nurse anesthesia practice, and abide by HIPAA regulations.

Doctoral students that are utilizing any patients or subjects in the course of their scholarly projects must have their project approved by the institutional review board (IRB).

APPLICANTS' RIGHTS

Applicants have a right to expect that MTSA will follow the most current edition of the *MTSA Student Handbook* related to admission requirements and processes for the program in which they are interested, with the understanding that there will be updates and revisions at least annually.

STUDENTS' RIGHTS

Students have a right to expect that MTSA will treat them with respect and will abide by the standards set forth in the most current edition of the *MTSA Student Handbook* applicable to their program of study. Students have the right to a grievance process as described in policy 5.1.102: Students' Rights: Complaints/Grievances.

ANNUAL SECURITY REPORT AVAILABILITY

Policy Number: 3.3.113

Date: 2007

Reviewed: 3/12, 5/2020,

Revised: 7/16, 5/2020, 8/2020, 9/2022, 11/2022,

Annually, MTSA collects and submits the crime statistics from the Annual Security Report to the Secretary of Education to comply with the Jeanne Clery Campus Safety Act. The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to the campus. The statistics are collected from the Campus Security Authorities and the Metro Nashville Police Department. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. A paper or electronic copy of the Annual Security Report may be obtained by contacting the Office of the Executive Vice President or at <http://www.mtsa.edu>.

The Annual Security Report is distributed to the campus community via email annually by October 1st each year.

ACADEMIC POLICIES POLICY

Policy Number: 3.3.114

Date: 8/2018

Reviewed: 8/6/2018, 2/2021

Revised: 8/6/2018, 2/2021 BOT approved 5/2021

MTSA publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. Educational policies appear in MTSA publications including the student handbooks and Faculty Handbook. These handbooks are available to their constituents through handbooks either the MTSA website, MTSA's internal ShareFile network, or in print, upon request. The handbooks are reviewed and updated annually to ensure accurate information is disseminated.

POLICY FOR AWARDING CREDIT

Policy Number: 3.3.115

Date: 2018

Reviewed: 8/6/18, 6/22/22

Revised: 8/6/18, 6/22/2022, BOT approved 8/29/2022

MTSA uses semester credit hours as the basis for measuring the amount of learning accomplished. This measurement of engaged learning delineates the units connected with student learning experiences in both traditional classroom settings and nontraditional classroom settings such as laboratories, studios, internships, practica and other experiential learning, and in semester and non-semester-based, face-to-face and distance learning delivery modes.

The purpose of this policy is to provide academic administrators and faculty of MTSA guidance in setting credit hour recommendations for MTSA academic courses and programs consistent with federal regulations.

To comply with federal regulations and with the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) policy, MTSA has adopted the federal definition of the Credit Hour as identified by SACSCOC in their policy statement on credit hours (approved June 2011, edited January 2012 and August 2018), as follows:

Federal Definition of the Credit Hour. For purposes of the application of this policy and in accord with federal regulations (34 CFR 600.2), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time, or
- b. At least an equivalent amount of work as required outlined in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The awarding of credit hours for academic courses and programs:

MTSA is responsible for determining the amount of credit hours awarded for MTSA academic courses and programs and will abide by the SACSCOC guidelines for flexibility in interpretation when assigning credit hours for student coursework, stated as follows.

The institution determines the amount of credit for student work.

- a. A credit hour is expected to be a reasonable approximation of a minimum amount of student work in accordance with commonly accepted practice in higher education*
- b. The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires more student work per credit hour.
- c. The definition does not dictate particular amounts of classroom time versus out-of- class student work.
- d. In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- e. To the extent an institution believes that complying with the Federal definition of a credit hour would not be appropriate for academic and other institutional needs, it may adopt a separate measure for those purposes.
- f. Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

For the purposes of this policy, an "hour" of instruction is interpreted as 50 minutes of contact time or its equivalent. Thus, each semester hour of credit involves 15 weeks x 50 minutes = 750 minutes = 12.5 hours of contact time, or its equivalent, excluding registration and final examination periods.

This is also in compliance with U.S. Department of Education (DOE) definition of a credit hour, as published in the "instructions" for completing Integrated Postsecondary Educational Data Systems (IPEDS) reports on 12-month enrollment and the Federal Student Aid Handbook. The Glossary accompanying the IPEDS instructions defines a credit hour as:

A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Instructional engagement activities include lectures, presentations, discussions, groupwork, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting or in a synchronous online class.

DISTANCE AND CORRESPONDENCE EDUCATION POLICY

Policy Number: 3.3.116

Date: 2018

Reviewed: 8/6/2018

Revised: 8/6/2018 , 9/2022, BOT approved 11/2022

MTSA provides distance education and take proactive measures to ensure the student identity of who registers for a course is the actual student taking the course and receiving the grade for the course. MTSA does not currently assess any additional student charges associated with verification of student identity. If, in the future, additional charges become necessary for verification of student identity in distance education studies, the President's Council will work in conjunction with the Business Office to create an appropriate policy for systematic dissemination to affected students.

Upon initial registration, the student provides the Registrar's Office a current picture identification, such as a driver's license, and this is placed in the student file for any future reference for student identification. As well, during the first Intensive Session, student identification pictures are taken and placed on the MTSA ShareFile network for future faculty and staff reference.

MTSA protects student privacy with online education through technology- driven measures. MTSA provides a secure login and passcode to every enrolled student to access online course services. To protect access to information and verification of the student's identity in the electronic learning management system, each student user has a unique login name and password. User login information is centrally managed via single sign-on and authentication applications. The login information identifies who the student is, what courses they are enrolled in, and what portions of the online community they can access. This hosted service provides MTSA with applications such as 24 x 7 network monitoring, firewall protection, and intrusion detection.

MISREPRESENTATION POLICY

Policy Number: 3.3.117

Date: 11/20/2021

Reviewed: 5/2025

Revised: 5/2025

Middle Tennessee School of Anesthesia (MTSA) operates with integrity in all matters. Any representative of MTSA is responsible for assuring that the actions and activities conducted on behalf of the School promote such an environment.

Any representative of MTSA is prohibited under Federal regulations from making any false, erroneous, or misleading statements with respect to the:

- Nature of the educational program
- Nature of financial charges
- Employability of graduates

This Misrepresentation Policy addresses the U.S Department of Education regulations, 34 CFR § 668.71 through 668.75, regarding the prohibition of misrepresentation to students and others about the Middle Tennessee School of Anesthesia. Violations of the regulations may result in fines up to \$25,000 per occurrence (20 USC § 1094(c) (3)).

The below definitions outline the scope of the regulations:

- Misrepresentation is defined as any false, erroneous or misleading statement made by the school, or one of its representatives, either directly or indirectly to a student, prospective student, family of either, any member of the public, accrediting agency, state agency, or US Department of Education. This includes dissemination of a student endorsement or testimonial made under duress or because the school required the student to provide the endorsement to participate in the program,
- Misleading statements are those that have the likelihood or a tendency to deceive or confuse the person to whom they are made. A statement is any communication whether it is made in writing, visually, orally, or through any other means of communication,
- Substantial misrepresentation is misrepresentation on which a person could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
- An omission of fact is a misrepresentation under [§ 668.71](#) if a reasonable person would have considered the omitted information in making a decision to enroll or continue attendance at the institution.

PROCEDURE

MTSA strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The School will make every effort to avoid misrepresentation to students and others in any form of dissemination. The website and other published information are reviewed, at least annually and any updates are approved through School committees. This policy is reviewed annually with MTSA representatives.

Reporting: Concerns about possible misrepresentation are to be reported to MTSA's Human Resources.

Enforcement: Any violation of this directive is a serious offense. Administration will work with the Human Resources Department to take appropriate disciplinary action based on the totality of circumstances, including but not limited to the nature and extent of any violation, to ensure that violations are not repeated.

CATASTROPHIC EVENT AND CONTINUITY OF OPERATIONS POLICY

Policy Number: 3.3.118

Date: 9/21/2021

Reviewed: 6/17/2024, 10/15/2024 BOT approved 11/18/2024

Revised: 10/15/2024

MTSA employs specific procedures regarding catastrophic events and program discountenances to limit the length of time that students or staff are displaced. It is imperative that we provide a contingency plan for unforeseen events to ensure that we continue to meet the needs of our students and business operations. For internal department procedures, refer to the Business Impact Risk Analysis.

CONTINUITY OF TECHNOLOGY OPERATIONS

In the event of a catastrophic event, MTSA has prepared a disaster recovery plan that guides administrators and information technology staff in the recovery of computing and network facilities. This plan presents an orderly course of action for restoring critical computing capability, sets criteria for making the decision to recover off site or repair onsite, and describes the organizational structure to carry out the plan.

Protection of student and employee records extends to alumni data as well. The Information technology department provides ongoing protection of student data, refer to the Impact Risk Analysis.

FINANCIAL CONTINUITY OF OPERATIONS

MTSA addresses program discontinuances on a case-by-case basis due to the specific needs of each degree or certificate of completion for each program. This allows MTSA to better serve the needs of our individual students. Because of the specific nature of nurse anesthesia and the unique structure of our small school, students have no options for an internal transfer of credit from the non-CRNA program. For this small group of students, the Program Director and Faculty would counsel each student and assist in their placement outside of MTSA, should the school not be able to meet the commitment of completing the academic or clinical portion of the curriculum. Financially, MTSA is sound as demonstrated by the Financial Responsibility Composite Score (3.0) and has developed multiple financial measures through the guidance of the Board of Trust finance committee that would financially support a teach-out plan, should the need ever arise. Any teach-out plan would be submitted to the Southern Association of Colleges and Schools Commission on Colleges prior to its implementation.

ACADEMIC CONTINUITY OF OPERATIONS

A catastrophic event may result in the official suspension of face-to-face classes. The nature of the events/disruptions will determine the conditions under which instruction may be impacted. While the specifics of the conditions may vary, one or more of the following general conditions may be the impetus for enacting the plan:

1. Loss of teaching and learning facilities including loss of public infrastructure or access to our facilities. Classes may need to be held at alternative location or online.
2. Significant reduction in faculty, staff and student attendance related to illness, natural disasters, or other events.
3. Need for "social distancing" to provide instruction without face-to-face contact, such as a pandemic.

Recommendations of the Academic Continuity plan should serve as guidelines to continue instruction both when internet and computer access are accessible or available. When distance education is not a viable option, an alternative site may be identified as suitable space to continue academic programs.

It is important to note that MTSA's Information Technology Department has a Disaster Recovery Plan which provides backup servers. Conversion to online instruction via the LMS is not new to MTSA as multiple courses are delivered in this fashion.

DEFINING ENROLLMENT STATUS

Policy Number: 3.3.119

Date: 6/29/2022

Revised: 8/22/2022, BOT approved 8/29/2022

MTSA defines full-time enrollment status as enrollment for eight (8) or more credit hours in a semester and half- time enrollment status across all programs as enrollment in 4-7 credit hours.

ANATOMY LAB CARE, MAINTENANCE, AND SAFETY POLICY

Policy Number: 3.3.120

Date: 11/12/2024 New Policy

Revised: 3/25/2025 pending BOT approval

1. PURPOSE

This policy establishes the standards for the care, maintenance, and safety practices required in the anatomy lab. The objective is to ensure the safety of all lab personnel, proper handling of anatomical specimens, and adherence to hygienic procedures to maintain a professional, organized, safe, and secure laboratory environment.

2. SCOPE

This policy applies to all faculty, staff, students, and authorized personnel using the anatomy lab, including those involved in the handling of specimens, dissection tools, and chemicals, as well as those involved in the care and maintenance of the physical lab space. Compliance with this policy is mandatory to ensure safety and adherence to institutional and regulatory requirements.

3. RESPONSIBILITIES

- Lab Supervisor: Ensures all personnel are trained, oversees compliance with lab safety rules, and maintains up-to-date records of incidents, inventory, and maintenance.
- Support Staff, Teaching Assistants, and Students: Follow all safety protocols and report incidents or unsafe conditions to the lab supervisor.

4. ACCESS CONTROL

- Access: Only authorized personnel are allowed access to the anatomy lab. Students must be supervised at all times by program faculty.
- Visitors: Visitors must obtain permission from the lab supervisor and follow all safety protocols.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All individuals working in the anatomy lab are required to wear the following PPE:

- Lab coats/gowns
- Gloves (latex or nitrile)
- Safety goggles or face shields
- Closed-toe shoes (no sandals or open footwear)
- Masks (recommended)

Failure to wear appropriate PPE will result in immediate removal from the lab.

6. SAFETY POLICIES

6.1 CHEMICAL SAFETY

- Handling of Preservatives: Formaldehyde and phenol, commonly used for specimen preservation, must be handled in well-ventilated areas to minimize inhalation exposure.
- Accidental Exposure: In case of skin or eye contact, rinse the affected area with water immediately and seek medical attention. Eye wash stations are available in each room in the laboratory. Spill kits with neutralizing agents must be available at all times.
- Storage: All chemicals must be stored in clearly labeled, tightly sealed containers.

6.2 SHARPS SAFETY

- Handle all sharps (scalpels, needles, etc.) with care to avoid injury. Used sharps must be immediately placed in designated sharps containers.
- Report and seek medical attention for all sharps injuries.

6.3 BIOHAZARD SAFETY

- Treat all tissue samples and fluids as potentially infectious. Gloves must be worn when handling specimens, and hands must be washed thoroughly afterward.
- Disinfect all surfaces and tools that come into contact with biological materials using 70% ethanol or a 10% bleach solution.

6.4 DISPOSAL OF BIOLOGICAL WASTE

- Biological waste must be disposed of in designated, clearly labeled biohazard bags or containers following institutional hazardous waste disposal guidelines.
- Formaldehyde drainage from specimens will be stored in a sealed container and picked up by a licensed biomedical waste removal company as required.
- Full sharps containers will be picked up quarterly/as needed by a licensed biomedical waste removal company.

6.5 EMERGENCY PROCEDURES

- Injuries: All injuries must be reported immediately. Eye wash stations are available in each room of the lab. A first aid kit is also located in the lab.
- Fire Safety: Ensure familiarity with fire extinguisher locations and fire exits. Evacuate immediately in case of a fire.
- Chemical Spills: For chemical spills, evacuate the area if necessary, contain the spill if trained, and notify the appropriate personnel.

7. SPECIMEN HANDLING AND CARE

7.1 STORAGE OF SPECIMENS

- Fixed specimens are stored at room temperature in covered dissection tanks in a room with adequate ventilation. The preservative used and the preparation date will be available in the laboratory office.
- Thiel (surgical or flexible) specimens are stored in zipped bags in a locked refrigeration unit in the laboratory when not being used for labs or workshops.
- Daily cooler temperature checks must be performed to ensure the temperature remains within the recommended range of 34-40 degrees Fahrenheit. Any cooler malfunction or deviation from the temperature range must be promptly reported to the facilities manager for resolution.

7.2 HANDLING FRESH TISSUE

- Any fresh tissue sample is handled with gloves and protective eyewear. Use the specimens within the designated timeframe or store them under proper conditions, such as refrigeration.

7.3 CADAVER MAINTENANCE

- Cadavers are checked each week and moistened with appropriate preservative solutions to prevent drying out.
- When not being used, cadavers are covered with plastic sheets in the dissection tanks or stored in sealed body bags.

8. LAB EQUIPMENT CARE AND MAINTENANCE

8.1 DISSECTION TOOLS

- Dissection tools are cleaned following each use with detergent and water.
- Tools are stored in clean bins in the dissection room.

8.2 LAB SURFACES

- All lab surfaces are cleaned with disinfectant following any workshop or lab. Spills must be cleaned immediately according to safety protocols.

8.3 VENTILATION AND CLIMATE CONTROL

- An annual air-flow test will be conducted to ensure adequate ventilation in areas where preservatives are used. A copy of the air-flow study is available in the laboratory office.

9. LAB HYGIENE PRACTICES

- All personnel must wash their hands after handling specimens and after removing gloves.
- Eating, drinking, and smoking are strictly prohibited in the lab.
- Waste should be properly disposed of in designated containers. Chemical waste must not be mixed with general waste.

10. DOCUMENTATION AND REPORTING

- All injuries, spills, or accidents must be reported immediately to the lab supervisor, and incident reports must be submitted within 24 hours.
- An inventory of specimens, chemicals, and materials (MSDS), including storage locations and expiration dates are maintained in the laboratory office.
- Record cleaning and maintenance activities in a lab maintenance logbook.

11. TRAINING AND SUPERVISION

- All personnel and students must undergo anatomic donation and safety training before they are allowed to participate in any lab activities.
 - The training must cover general safety practices, specimen and chemical handling, and emergency procedures.
- A lab supervisor must be present whenever students are working in the anatomy lab.

12. LAB EXIT PROCEDURES

Before leaving the lab, personnel must:

- Properly store all specimens (see attachment I: Anatomy Lab SOP).
- Clean and return tools and equipment to their designated areas.
- Disinfect all surfaces.
- Dispose of gloves and other disposable PPE. Any drapes, gowns, or other articles soaked with preservative or bodily fluids will be placed in biohazard containers and disposed of by licensed biomedical company.

13. COMPLIANCE

Failure to adhere to this policy may result in disciplinary action, including suspension of lab access. Regular audits and inspections will be conducted to ensure compliance with safety and maintenance standards.

CHAPTER 4: FACULTY & PROGRAM ADMINISTRATION POLICIES

4.1 — FACULTY & PROGRAM ADMINISTRATION

FACULTY APPOINTMENTS

Policy Number: 4.1.101

Date: 1998

Reviewed: 2014, 2018, 2022, 7/2024

Revised: 2000, 2003, 8/07, 1/09, 7/12, 8/18, 9/2022, 1/2022, 7/25/2024, 2/13/2025 BOT approved 3/3/2025

Recruitment: Annually, the Executive Vice President and Program Administrator discuss with the President the anticipated faculty needs for the upcoming academic year. When needs/vacancies are identified, MTSA places advertisements and notices in various publications to include professional publications, employment websites, and alumni materials. Individuals seeking employment must provide a current resume. After a formal interview process, references and any supporting documentation (such as licensures) may be requested. The final decision for hiring of faculty is at the discretion of the Executive Vice President, with input from the President and Program Administrator.

Retention: Faculty appointments are made based on the abilities of the applicant and availability to meet the scheduling demands of the class or classes to be taught. All appointments of faculty are reviewed for reappointment annually. The Program Administrator meet with each faculty on an annual basis to discuss the faculty's performance evaluation, goals and objectives for the upcoming year, and agreement on workload assignment, including mentorship of students, scholarship, service, and committee representation. This annual faculty review and evaluation occurs each spring. Faculty evaluation may also include spontaneous classroom and simulation observation by administration.

Peer evaluation is encouraged but not mandatory.

Faculty are classified as either full-time or part-time and may have assignments in the academic and/or clinical areas. There is no tenure, and there are no designated ranks or promotions process.

Termination: Faculty may be terminated if evidence exists that his/her performance is not satisfactory, as curriculum needs change, or if the faculty is not supportive of the School mission, vision, values, and/or goals.

As MTSA is a graduate program, its academic faculty members who teach courses in the classroom are termed faculty. These faculty may be full-time or part-time.

- **Full-Time Faculty:** *[These are designated as Full-time on the Faculty Roster]*

The faculty member who holds a terminal degree in their discipline, whose major employment is for instructional purposes or who have administrative functions (i.e., President, Executive Vice President, Program Administrator, and Assistant Program Administrator) are full-time faculty members. As a full-time CRNA, an additional responsibility may be to serve as a student advisor.

- **Part-time Faculty:** *[These are designated as Part-time on the Faculty Roster]*

These faculty members teach in the classroom a minimum of one semester per academic year. They may or may not supervise or instruct students in a clinical site. These faculty members must hold the terminal degree in the discipline in which they teach. They may participate in selected committee functions. Depending upon the part-time faculty workload, they may also function as a student mentor.

- **Course Collaborators:** *[These individuals may or may not be listed on the Faculty Roster]*

Professionals with experience in a specialized area may serve as course collaborators, lecturing regarding their area of expertise, creating course content, or leading Simulation. A faculty member who holds the appropriate credentials for the degree level in the course, is the instructor of record.

FACULTY AGREEMENTS

Policy Number: 4.1.102

Date: 1994

Reviewed: 2014, 2021, 2025

Revised: 1998, 2000, 2003 8/07, 1/09, 3/12, 7/12, 3/14, 2/21, 5/2021, 2/13/2025 BOT approved 3/3/2025

Non administrative faculty members each sign an agreement contract with Middle Tennessee School of Anesthesia (MTSA) which is reviewed for renewal annually by the appropriate Program Administrator/Director. The position is reviewed and reaffirmed by the appropriate Program Administrator/Director during an annual meeting with the faculty member to discuss performance and continuation of faculty appointment.

Clinical preceptors do not sign a specific contract with MTSA. The clinical affiliate appoints a CRNA clinical coordinator* for each clinical site(an anesthesiologist may serve in this capacity). A contract with the affiliate anesthesia group includes an agreement that its anesthesia providers will be clinical preceptors/supervisors/instructors of MTSA students in the affiliation. The eligibility to instruct is determined by the affiliate; however, MTSA has the right to refuse to approve any clinical preceptors/supervisors/instructors.

*All clinical coordinators must possess a master's degree (doctoral preparation preferred).

FACULTY – CRITERIA FOR NON-ANESTHESIA INSTRUCTORS

Policy Number: 4.1.103

Date: 1994

Reviewed: 2000, 1/09, 2/13/2025

Revised: 1998, 2003, 8/07, 3/1/12, 7/12, 2/13/2025 BOT approved 3/3/2025

Each non-CRNA academic faculty shall hold either a doctorate in their area or a minimum of 18 semester hours related to the area they teach. Record of any publications or presentations will be requested and placed in the faculty file at MTSA.

- **School Chaplain**

The School Chaplain teaches the religion courses. The School Chaplain will be an active Seventh-day Adventist church member, preferably a Seventh-day Adventist pastor, with previous teaching experience and the minimum of a master's degree in theology, religious education or related major.

Any alternative to the above qualifications to any faculty descriptions are made only as the Nurse Anesthesia Program Council may find appropriate and within the boundaries of criteria for accreditation of either the Southern Association of Colleges & Schools Commission on Colleges or the Council on Accreditation of Nurse Anesthesia Educational Programs

FACULTY ONBOARDING

Policy Number: 4.1.104

Date: 1994

Reviewed: 2000, 2003, 2009, 3/12, 3/14, 2/2025

Revised: 1998, 8/07, 7/12, 3/14, 2/13/2025 BOT approved 3/3/2025

The faculty onboarding and orientation process provides a structured framework for integrating new faculty members into MTSA.

The goal is to ensure that new hires receive comprehensive support, information, and resources necessary for a successful start and effective contribution to the program. Each new academic faculty member communicates with key personnel to complete onboarding, training, and orientation to be equipped in their new role.

Each new academic faculty member meets with the Program Administrator/Director to discuss the course prior to a teaching assignment and is given an orientation to the facility. The Program Administrator/Director oversees the overall onboarding and orientation process. Ensures that all necessary preparations and scheduling are completed before the new faculty member's start date, Faculty Handbook orientation, and conducts evaluation meetings and provided feedback on an annual and need basis.

The Educational Technology Department sets up necessary technology access, including email, teaching platforms, and other systems and ensures that the new faculty member receives all required administrative resources.

Specific to teaching, each new faculty meets with the LMS Coordinator to review course construction, the Classroom Assistant to review testing software and classroom equipment, and the Library and Research Assistant for review of electronic resources and any textbook needs.

The Registrar's Office is responsible for initiating and maintaining faculty files.

Faculty development: Each Program Administrator/Director is responsible for recognizing the needs of their faculty and requesting the Executive VP to include these in the annual developmental meeting.

The Director of Human Resources coordinates the administrative aspects of the onboarding process, including benefits enrollment, payroll setup, record keeping, and compliance training.

FACULTY RANK & PROMOTION RETIRED

Policy Number: 4.1.105

Date: 1994

Reviewed: 2003, 8/07, 1/09, 1/21 review only, 2/13/2025

Revised: 1998, 2000 3/1/12, 2/13/2025 BOT Approved 3/3/2025

Faculty are classified as either full-time or part-time and may have assignments in the academic and/or clinical areas. There is no tenure, and there are no designated ranks or promotions.

ACADEMIC FACULTY EVALUATION

Policy Number: 4.1.106

Date: 1994

Reviewed: 2014, 2018, 2022, 2025

Revised: 2000, 2003, 8/07, 1/09, 3/12/, 7/12, 9/12, 8/6/18, 6/22/2022, 9/2023, 2/13/2025 BOT approved 3/3/2025

Purpose: Academic Faculty members are evaluated by students at the conclusion of each semester, during which they have taught a course to assess whether they are teaching the content area specified, and that the methods used are effective for student learning.

Standards for evaluation of Academic Faculty by students address the following areas, utilizing a 1 - 5 Likert Scale:

1. Embodies MTSA's mission and goals.
2. Communicated availability for interaction.
3. Available for communication within the boundaries set.
4. Facilitated an approachable environment for all students.
5. Presented clinically relevant experiences to assist in my understanding.
6. Provided timely feedback.
7. Feedback was constructive.
8. Used class time productively.
9. Communicated timely course expectations for assignments and exams.
10. Encouraged student questioning of new ideas or ways of thinking.

In addition, the student is requested to give an evaluation of any guest lecturer who participated in this course.

Students also evaluate each course in the following areas, utilizing a 1-5 Likert Scale:

1. The learning activities in the course engaged me in active learning, which may have include interactions with fellow students and faculty.
2. Opportunities for collaboration and teamwork with peers were evident in this course.
3. This course provided me with multiple methods to learn content. Examples include: Classroom presentation/ discussion, podcast, videos, text, articles, guest lecture.
4. The time required for me to be successful in this course was consistent with the credit hour allocation.
5. The course content was consistent with the stated learning outcomes.
6. The content presented in this course challenged me to think critically.
7. Please provide constructive feedback on the course strengths and areas to improve students learning.

PROCEDURE:

Procedure for Evaluating Full-Time and Part-Time Academic Faculty:

The Program Administrator/Director:

1. Supervises the collection of all course outlines of all academic faculty members.
2. Supervises the collection of samples of all tests given by each instructor in each course.
3. Directs the preparation and distribution of grades as indicated.
4. Directs the distribution and collection of the faculty self-evaluations.
5. Directs the distribution and collection of the results of the student evaluations of the academic courses/ instructors.
6. Oversees scheduling of classes and may visit the classroom of any instructor.
7. Reviews the above material on at least an annual basis.
8. Performs an evaluation of faculty members on an annual basis, utilizing the collected materials.

Frequency:

- Full-time and Part-time Faculty evaluation, notification, and agreement renewal is on an annual basis.
- Faculty members teaching in multiple semesters will have evaluations by students at the termination of each semester, which are reviewed by the Evaluation Committee. However, notification per letter is done on an annual basis.

Review:

The Evaluation Committee meeting each semester may make recommendations regarding faculty status to the Program Administrator/Director. Evaluation Committee members will have access to composites of faculty evaluations by students. Any academic faculty member may see his/her own composite of student evaluations, which are kept in the office of the Registrar.

Access to records: To protect student anonymity, academic instructors have no access to student academic evaluations directly. However, they may have access to the summary of the students' evaluations. No faculty member (exclusive of full-time faculty who are members of the Evaluation Committee) or clinical preceptors/supervisors/instructors (exclusive of Clinical Coordinators), may inspect the records or evaluations of another faculty member without the other faculty member's written consent.

Faculty Self-Evaluation

Faculty members in MTSA's DNAP Programs will complete self-evaluations annually. These evaluations will be characterized by the six standards of excellence in scholarship, listed below, as defined by Boyer:

- Clear goals
- Adequate preparation
- Appropriate methods
- Outstanding results
- Effective communication
- Reflective critique

Additionally, the curriculum of MTSA's CRNA DNAP Completion Program reflects Boyer's four "separate yet overlapping"* meanings of scholarship: the scholarship of discovery [including research], the scholarship of integration [including using an interdisciplinary extension of current practice beyond the boundaries of the present], the scholarship of application [including service], and the scholarship of teaching [including a reflection on one's teaching methods and student outcomes, comparing them to a study of the literature about teaching, and a willingness to try new things.]

*Boyer, EL. *Scholarship Reconsidered: Priorities of the Professoriate*. Princeton, NH: Carnegie Foundation for the Advance of Teaching, 1990.

FACULTY MEMBER RESPONSIBILITIES

Policy Number: 4.1.107

Date: 8/07

Reviewed: 1/09, 3/12, 3/14, 2/25

Revised: 2/13/2025 BOT approved 3/3/2025

Faculty members are expected to meet the professional and institutional commitments outlined in their agreements, regularly, throughout the academic year. These commitments include time spent on teaching, scholarly work, student advising, clinical activities, and various professional services on committees and administrative or advisory roles (both at MTSA and externally).

Faculty members are also responsible for designing and delivering course content, developing curriculum, and creating educational materials to meet program objectives.

They should familiarize themselves with the organization of MTSA, especially with the requirements, processes, and procedures related to the program(s) in which they teach. They should strive to be good citizens of the academic community, cooperative and efficient in meeting deadlines, submitting grades, and returning students' work with appropriate feedback. They should be active participants as committee members, student advisors, and in any other contractual capacities.

Faculty members are encouraged to attend and participate in school-sponsored events and activities. They should also maintain memberships in local, regional, and/or national professional organizations, as well as attend and/or participate in professional events.

Faculty members should maintain high ethical standards and adhere to Christian values. They should act as positive examples for students. By their teaching and example, they should seek to:

- inspire students to set for themselves the highest goals of personal achievement, and
- guide them in the development of Christian values.

FACULTY STANDARDS OF COMMUNICATION

Policy Number: 4.1.109

Date: 1994

Reviewed: 1998, 2000, 2003, 3/14, 2/25

Revised: 8/07, 1/09, 3/12, 7/12, 3/14, 9/2023, 2/13/2025 BOT approved 3/3/2025

Faculty are expected to communicate professionally, respectfully, and clearly, adhering to timely responses and maintaining confidentiality. All communications must comply with FERPA regulations and uphold institutional standards.

Collaboration should be fostered through constructive feedback and inclusive practices, with all communications handled through appropriate institutional channels.

In the event of communication issues or conflicts, faculty members are expected to address concerns promptly and professionally. Issues should first be resolved through direct and respectful discussion between the involved parties. If further resolution is needed, faculty should seek guidance from their Program Administrator/Director.

Faculty Office Hours

Full-time faculty members have offices on the campus and are available upon appointment to meet with students.

Full-time and part-time academic faculty members are available to make appointments to speak with a student either directly or through the program's Administrative Assistant. Office space is available at MTSA for faculty consultation with students.

Faculty Contact Information

Faculty email addresses and phone numbers are posted in the New Student Orientation Course and listed in each course syllabus. Students may also look up Faculty contact information in Microsoft Outlook and Teams.

Faculty members may give their cell phone numbers in their class introduction, and contact information will be listed in the course syllabus.

Email Communication

Email is the official form of communication between students and MTSA. Faculty members are expected to email students via their MTSA email address. No other email account may be used for official communication with the school.

Faculty members should respond to all student emails within two MTSA business days.

Students are required to respond to emails from MTSA staff and faculty members within two MTSA business days, per the Student Standards of Conduct policy (add link).

Other Methods of Communication

Faculty members may also communicate with students via phone.

Each faculty member is assigned a work phone number that can be used through Microsoft Teams. Faculty members should use this phone number to communicate with students.

All communication with students should adhere to institutional guidelines and FERPA regulations. Thus, communication via text message is discouraged, as it is not a secure method of communication and does not adhere to FERPA regulations and institutional guidelines.

Faculty Advisors

CRNA faculty members assist the Program Administrator/Director in student evaluations and act as CRNA Student Advisors. The function of these individuals is to be CRNA advisors to students throughout the program as needed. Also, at defined intervals the student has a scheduled personal conference with this advisor, who reviews and discusses both the clinical and academic performance of the student. This advisor will also seek a self-evaluation from the student and assist in identifying the student's strengths as well as make recommendations for improvement, if indicated.

The Program Administrator/Directors are full-time MTSA administrators who have the primary responsibility for interim student advisement, or advisement beyond the capacity of the faculty advisors.

FACULTY INPUT INTO THE BUDGET

Policy Number: 4.1.110

Date: 1998

Reviewed: 2003, 1/09, 3/14, 2/25

Revised: 2000, 8/07, 7/12, 3/14, 2016, 2/13/2025 Pending BOT approval

Academic faculty are encouraged to submit annual requests to the Nurse Anesthesia Program Council for items to be considered for review and purchase, i.e., journal suggestions for the LRC, textbooks, simulation equipment, or other capital items. These requests are then forwarded to the President's Council, which then constructs proposed budgets to submit to the Finance Committee and the Board of Trustees.

FACULTY INPUT FOR STUDENT SUPPORT SERVICES

Policy Number: 4.1.111

Date: 2000, 2/2025

Reviewed: 3/14, 10/27/2023, 2/2025

Revised: 2003, 8/07, 3/1/12, 7/12, 9/2023, 10/17/2023, 12/11/2023, 2/13/2025 BOT Approved 3/3/2025

Those areas that are considered to be Student Support Service areas and involve faculty responsibilities are generally the following:

- Advising in academic and/or clinical areas
- Maintaining student grades for timely submission to the Registrar for records and distribution to students
- Providing the Registrar with a list of required textbooks prior to each semester so a list can be distributed to students
- Preparing the course syllabi using the template provided by the Registrar's Office, with details of course objectives and expectations, grading system, and availability for consultation
- Upload course syllabi to Learning Management System by 6:00 pm the Thursday before each semester start date
- Meeting each class session for the full time period scheduled
- Acting as a professional in all associations with other faculty and students
- Overseeing the Student Support Services is one of the functions of the Executive Vice President

FACULTY MEMBER TERMINATION

Policy Number: 4.1.112

Date: 1994

Reviewed: 2000, 2003, 1/09, 3/14, 2/2025

Revised: 1998, 8/07, 3/12, 7/12, 9/2023, 2/13/2025 BOT approved 3/3/2025

Full-time and part-time faculty members can be terminated by the Executive Vice President, if the evaluation process reveals that the faculty member is ineffective as a teacher or if the faculty member does not adhere to the standards set by MTSA, either academically or morally.

Terminations will be reported to the President's Council and/or the Board of Trustees.

SEPARATION OF FACULTY

Policy Number: 4.1.113

Date: 1994

Reviewed: 2000, 2003, 8/07 1/09, 3/14, 2/2025

Revised: 1998, 3/12, 9/2023, 2/13/2025, BOT Approved 3/3/2025

- **Resignation:**
 - A full-time (non-administrative) faculty member, with or without a faculty contract/agreement, wishing to resign must give at least one-hundred and twenty (120) days' notice, in writing, to the Program Administrator/Director.

- A part-time academic faculty member wishing to resign before the ending date of their faculty contract period, must give at least one-hundred twenty (120) days' notice, in writing, to the Program Administrator/Director before their course is scheduled to start.

- **Non-Reappointment:**

A full-time (non-administrative) or part-time academic faculty member will be notified in May of each year if he/she will not be offered an appointment for the next academic year. Non- reappointment to a specific course may not mean non-reappointment as a part-time faculty member. The faculty member may be offered the opportunity to teach a different course within the program in an area where he/she may have demonstrated more appropriate skills. As a courtesy to the faculty member, such notification is done in person or by a telephone call with a follow-up email and/or note placed in the faculty member's file.

FACULTY WORKLOAD

Policy Number: 4.1.114

Date: 3/2012

Reviewed: 3/2014 , 6/2022, 2/2025

Revised: 12/2016, 1/2017, 6/22/2022, 9/2023

FACULTY TIME COMMITMENTS:

A full-time faculty member with administrative responsibilities would not be expected to teach a full- time load, due to the additional administrative and program oversight responsibilities. The person may teach up to six (6) semester hours per semester, up to a total of 18 semester hours per academic year.

A full-time, non-administrative faculty member may teach up to a total of 12 semester hours per semester, or up to a total of 36 semester hours per academic year.

A part-time faculty member must teach a minimum of one (1) semester hour per academic year and up to eight (8) semester hours per semester, up to a total of 24 semester hours per academic year.

MAXIMUM TEACHING WORKLOAD

Faculty workload includes multiple activities including but not limited to: teaching, mentor/advisor, simulation instruction, testing, updating lectures, course development, curriculum design, committee membership, service to community, practice, and scholarly activities.

Each year the faculty meets with the Program Administrator and Executive Vice President to determine their teaching workload and other activities for the year.

PLAN FOR CONTINUED OPEN ACCESS TO CLINICAL SITES/FACILITIES

Policy Number: 4.1.115

Date: 1/2017

Reviewed: 5/10/17

Revised: 5/10/17

Purpose: To ensure compliance with all clinical facility sites, the following procedure will be followed by MTSA CRNA faculty who observe student performance in the clinical setting.

The Program Administrator, Assistant Program Administrators, and CRNA faculty will complete the necessary forms as required by any clinical site with whom MTSA has a contractual clinical agreement.

- Health Screening Forms: This form may include proof of titers of: varicella, measles, mumps, rubella, hepatitis B, TB skin test, Influenza vaccination, Pertussis booster since age 18.
- Overview of Privacy Policies Form: This form must be read and signed by each individual requiring access.
- Any other *Site Specific* form that a clinical site/facility may require.

Copies of these forms will be sent to the site Clinical Coordinator, and copies will also be kept on file in each faculty file by the Coordinator of Clinical Support for future reference.

MTSA Program Administrator, Assistant Program Administrators, or their CRNA designee may be provided a Visitors Badge from a specific clinical site that must be worn at all times during an on-site visit to operating room facilities during review of student performance.

Any COA (or other accrediting body) reviewer must have the same documentation above provided for proof of immunizations and review of privacy policies prior to any on-site visit, as determined by the specific clinical site.

The names of any COA (or other accrediting body) reviewer must be provided to MTSA in advance of an on-site review to assure that the proper documentation has been provided to any specific clinical site and to have a Visitor Badge provided from that site (if required). The COA (or other accrediting body) reviewer must wear the Visitor Badge at all times during the on-site review of the OR facilities and student performance.

To ensure continued, uninterrupted access to the OR facilities at all contracted clinical affiliates:

1. The MTSA Program Administrator and Assistant Program Administrators will review these requirements at least annually with the Coordinator of Clinical Support at MTSA, as well as with each Clinical Coordinator on the annual site visit, as required by the Council on Accreditation (COA). This will be documented in the Clinical Site Visit form.
2. Should any requirements to access change, MTSA will notify COA immediately, via email, so that any COA (or other accrediting body) reviewer will be made aware of the changes in documentation requirements, and MTSA Program Administrator and Assistant Program Administrators will complete any additional requirements for access to clinical affiliates.

ACADEMIC GOVERNANCE POLICY

Policy Number: 4.1116

Date: 7/2018

Reviewed: 8/6/2018, 2/2025

Revised: 8/6/2018, 2/13/2025 BOT Approved 3/3/2025

The purpose of MTSA's Academic Governance Policy is to ensure that an open and cooperative relationship exists between MTSA faculty and administration. MTSA recognizes that a check and balance must exist between faculty and administration. This collaborative process ensures that MTSA faculty have the authority to execute the content of the educational program and have responsibility toward its quality and effectiveness. Faculty must be cognizant of MTSA's mission when executing any curricular revision, academic policy development, and resource allocation and consumption.

Academic governance comprises the structures and processes upon which relevant academic matters and issues are discussed, considered, and resolved in a respectful and collegial manner. Through these collaborative activities, qualified academic and administrative individuals are able to review existing policies and formulate, recommend, and implement new policies. The specific role of faculty in this shared-role governance is based in the institutional committee structure. The committee names, membership and responsibilities and reporting of each of these bodies are found in the *Administrative Manual*. Below are the committees in which faculty have representation.

NURSE ANESTHESIA PROGRAM COUNCIL (NAP COUNCIL)

The NAP Council has been given authority by the President to make programmatic decisions and have oversight of the educational programs of MTSA, both academic and clinical. This oversight includes curriculum, faculty development and evaluation, clinical affiliations, simulation, student services, information technology, and learning resources.

ADMISSIONS COMMITTEE

Interviews and selects applicants and alternate candidates from those who were extended an invitation to interview for student positions at MTSA. Recommend policies and criteria for admission of students.

PROGRESSIONS COMMITTEE

Deliberates and decides on student progressions and disciplinary issues relating to School activities, which includes advancement to the next level and graduation. Ensures decisions made and actions taken are in compliance with accreditation standards as well as academic policies of MTSA.

SCHOOL LIFE & WELLNESS COMMITTEE

The School Life and Wellness Committee is designed to give voice to the MTSA student body, staff, and faculty. The function of this committee is to support the MTSA Vision and Core Values, which include a wholistic approach to education, healthcare and a balanced lifestyle, along with the development of a life of service. The faculty, staff, and student members will be charged with the identification of areas for improvement as well as proposing solutions to the challenges they identify. The committee is charged to be reflective upon improvements to campus spaces, topics that arise in day-to-day life at MTSA, and opportunities that would benefit and enhance the overall well-being of each student.

INFORMATION TECHNOLOGY COMMITTEE (INFORMATICS)

The purpose of the Information Technology Committee is to provide consistent oversight and direction to the continuous development, implementation, evaluation, and modification of information technologies that underpin the educational, communication, and data management systems at MTSA. The committee's role is to advise and inform administrative decisions that significantly influence related information technology issues and policies.

ACADEMIC FREEDOM

Policy Number: 4.2.101

Date: 1994

Reviewed: 1998, 2000, 2003, 5/2018

Revised: 8/07, 3/1/12

Academic freedom is defined as the right to investigate, to instruct, and to publish, within the area of the faculty member's competence and appointment. The BOT and MTSA administration seek to foster a climate favorable to freedom of teaching and research. In a Christian school, academic freedom is further understood to carry certain responsibilities to one's God, colleagues, school, students, and the state. Faculty members are expected to exercise their right of academic freedom within a framework of commitment to Christian values and mores. In addition, guidelines from the Council on Accreditation of Nurse Anesthesia Educational Programs and/or the Southern Association of Colleges and Schools Commission on Colleges regarding content and hours for CRNA graduate programs must be followed.

1. The faculty member should see it both as a right and a duty to maintain a high level of personal integrity and professional competence and to teach his discipline in harmony with Christian principles, keeping in mind the Seventh-day Adventist heritage and principles upon which the School was founded and continues to operate.
2. It is the faculty member's responsibility to use the freedom of his office in an honest and persistent effort to search out and communicate truth.
3. The faculty member is entitled to freedom in the publication of his findings, subject to the provisions of the paragraph quoted above, and satisfactory performance of his assigned duties. Research for monetary gain, however, should be based upon an understanding with the President's Council.
4. The faculty member, entitled to freedom in the classroom in presenting his/her subject, should use care, however, in expressing personal views, discussing material not related to the subject taught, or dealing with topics for which he has no special training or competence.
5. The faculty member should be prepared both to support the right of his colleagues to academic freedom and to interpret his own freedom in a way responsible to them and to the School. An atmosphere of mutual respect and confidence is thus maintained.
6. When the faculty member speaks or writes as a private citizen, he is free to express his views. However, because it is highly likely that the public will judge the School by his statements, he is expected to exercise due restraint and respect for the Seventh-day Adventist Christian traditions of the School.

The School accepts the responsibility for publishing an official statement of educational philosophy, its own policy on employment and academic freedom, and a procedure available to the faculty member who thinks himself aggrieved. The potential faculty applicant accepts the responsibility for informing himself of his obligations as guardian of the distinctive character of the School, as one who personally subscribes to its philosophies and goals.

CLINICAL AFFILIATE AGREEMENTS/CONTRACTS

Policy Number: 4.2.102

Date: 1998

Reviewed: 2000, 1/09, 2014, 2025

Revised: 3/03, 3/1/12, 2014, 9/2023, 2/13/2025 BOT approved 3/3/2025

The desirability of providing students with enrichment to their learning experience through affiliations with other health care institutions is recognized by Middle Tennessee School of Anesthesia.

Currently, agreements/contracts are established with various clinical facilities in the Middle Tennessee region as well as in other states. For the final semester of the DNAP-PD program (senior elective), students are allowed to select another clinical affiliate that meets COA criteria and is willing to enter into a contractual agreement with MTSA. Selection of a different senior elective site must be done well in advance, in accordance with the deadlines communicated to students. The School keeps a current agreement/contract on file for each facility in which a student rotates.

Prior to initiating a new clinical affiliation, the School should seek from the proposed affiliate certain information regarding the total number of cases and numbers of specific cases performed in the proposed affiliate. These criteria determine the value of the potential affiliation.

The following should be considered when developing an agreement/contract:

1. MTSA's 501 (c)(3) non-profit status,
2. Both the hospital(s) and any anesthesia group(s) need to be parties to the agreement/contract as well as MTSA, with the obligations of each stated
3. Goals of the clinical training in the following areas:
 - a. pre- and post-operative care
 - b. actual induction of anesthesia
 - c. actual administration of anesthesia
 - d. emergence from anesthesia
 - e. any special areas of focus (i.e. pain management, regional anesthesia)
4. At all times, students are to be under the direct supervision of an appropriately credentialed instructor (CRNA or Anesthesiologist) (According to current COA Standards, direct supervision means that the supervisor is within the suite of rooms where the anesthetic is being performed.)
5. Ratio of students to instructors cannot exceed 2:1
6. Address students' compliance with rules and regulations of the affiliate institution, orientation to these regulations, and consequences if not adhered to
7. School should supply a clause identifying the amount of liability insurance with which the student is covered
8. Students will adhere to universal precautions
9. Approximate student hours per week
10. Students are not considered employees and are not to be reimbursed for anesthetics performed

The School prefers to avoid indemnity clauses, and any wording that would imply an indemnity clause must first be checked with MTSA's insurance company to assure this is within the bounds of MTSA's insurance coverage. However, should hospitals insist that an indemnity clause be inserted, MTSA should have the insurance underwriter review the clause for approval. New or unusual wording in any proposed contract should be cleared with either or both the insurance company and the School's attorney. A statement of insurance should be submitted with each contract agreement to the affiliate.

Some agreements continue indefinitely, subject to termination by either party with appropriate notification. Should termination be activated, the time frame for termination of agreements may range from 30 – 90 days and is designated in each contract. Some institutions prefer that the contracts be reviewed annually. In this event, that institution usually initiates the review. If not reviewed sooner, MTSA reviews and updates contracts every three years. After this MTSA review, a letter, along with a copy of the current affiliation agreement, is mailed to the institution asking if changes need to be made or if the affiliate is satisfied with the existing contract. This letter may be initially directed to either the anesthesia group or the administration of the hospital, as both parties must sign the renewal.

The signed contracts, copies of the letters of review, and any responses to these letters of review should be maintained in locked, fire-proof file cabinets.

The agreement must have signatures from appropriate representatives from the parties of the contract. This typically will include the following:

From MTSA	President and Executive Vice President
From Anesthesia Group	Chief Anesthesiologist
From the Hospital	Chief Operating Officer or appropriate title

CLINICAL CLOCK HOURS TO ACADEMIC CREDIT

Policy Number: 4.2.103

Date: 2/2/09

Reviewed: 2014, 3/2020, 6/2022, 2/2025

Revised: 3/1/12, 3/2020, 6/22/2022, BOT approved

Middle Tennessee School of Anesthesia (MTSA) uses the following ratios when converting student clinical clock hours to academic credit:

- DNAP PD Program students (prior to CRNA certification):
Ratio of four (4) clinical clock hours to one (1) academic credit hour.
- Programs for students with CRNA certification:
Ratio of three (3) clinical clock hours to one (1) academic credit hour.

CURRICULUM PLANNING, REVIEW, & REVISION

Policy Number: 4.2.104

Date: 1994

Reviewed: 1/09, 2014, 2022, 2025

Revised: 1998, 2000, 2003, 2007, 3/1/12, 3/14, 6/22/2022, 8/29/2022, 2/13/2025 BOT Approved 3/3/2025

Middle Tennessee School of Anesthesia curriculum planning, review and revision reflect the philosophy of the School that true education involves the growth of the spiritual, intellectual, and physical aspects of the student. In keeping with this belief, the faculty, staff, and administration shall seek to collaboratively provide a balanced program between the didactic and clinical phases, so that concurrent knowledge and skills may be developed. Learning of both intellectual and technical skills should start with the basic and simple, and progress in logical steps to the more complex and advanced; each step building on previous knowledge and skill. Throughout the entire educational process, administration, faculty, staff, and students are encouraged to emphasize the spiritual aspect in their daily lives, for their benefit and for the benefit of their patients.

As the curriculum of MTSA is reviewed and revised, it will maintain a balance between academics and clinical assignments. A major responsibility of the NAP Council is to recommend revisions of the curriculum. All academic faculty members are encouraged to attend NAP Council meetings. Academic faculty members are requested to make budgetary requests for the coming year. These requests are reviewed by the Nurse Anesthesia Program Council, which then submits the requests to the President's Council.

The Outcome Criteria (educational goals) for student achievement and Learning Objectives for clinical achievement shall be reviewed and revised by the NAP Council. These objectives are to be written in measurable behavioral terms. All clinical objectives are reviewed annually by the Program Administrators/Directors and any proposed changes are reviewed by NAP Council.

Curricular content is evaluated via review of the content outlines from the syllabus for each course, scores of the graduates on the National Certification Examination (NCE), which is composed by the National Board on Certification and Recertification of Nurse Anesthetists (NBCRNA), and the scores of current students on the Self-Evaluation Examination (SEE), which is also composed by the NBCRNA. The Program Administrator reviews all formal courses and assures that specific learning objectives and content outlines exist for each. This review is reported to the NAP Council.

The Council on Accreditation (COA) requirement of minimum hours in each subject area is reviewed relative to the actual hours taught at MTSA. The NBCRNA required and recommended total numbers of cases and numbers of specific clinical experiences will be reviewed for compliance. The master class schedule reflecting the sequence of subjects and required class/clinical hours per semester will be reviewed. As changes in the clinical requirements are made by either the COA or NBCRNA, MTSA's ability to comply with these changes is assessed by the Program Administrator and reported to the Nurse Anesthesia Program Council.

Planning for additions or changes to provide adequate and appropriate learning resources and making such recommendations to the President's Council is a responsibility of the Nurse Anesthesia Program Council. The previous years' evaluations of the Learning Resource Center, which include technology, are reviewed by the Evaluation Committee.

Recommendations for revision of the curriculum, additions to learning resources, and need for additional simulation models may be made by the Nurse Anesthesia Program Council to the President's Council. The President's Council may accept, modify, or reject the recommendation. In addition, should it be determined that alteration in the curriculum, additional learning resources, or models are needed on an interim basis, the Nurse Anesthesia Program Council is authorized to make the needed alterations exclusive of the NAP Council's recommendations.

DEVELOPMENT OF LIBRARY COLLECTIONS

Policy Number: 4.2.105

Date: 1998

Reviewed: 2014, 10/17/2023, 2/13/2025

Revised: 1998, 7/02, 8/07, 3/14, 9/2023, 10/17/2023, 12/11/2023, 2/13/2025 BOT Approved 3/3/2025

The Research & Library Assistant, academic faculty, researchers (students and faculty), President, Executive Vice President, and Program Administrator are requested to evaluate the LRC annually. This evaluation contains a request to review the holdings of the LRC and to offer suggestions for additions. Publications in anesthesia and anesthesiology are evaluated for potential purchase, on the basis of cost, cost-benefit ratio, and potential use in MTSA's program. The Research & Library Assistant provides NAP Council a presentation of hits and costs/hit for current holdings and takes recommendations for renewal/revision.

Some potential purchases are identified by announcements of monographs and journals to the Research & Library Assistant by virtue of their presence on library mailing lists, and to the Executive Vice President and Program Administrator by virtue of their presence on CRNA mailing lists. Other titles to be considered for purchase are submitted by faculty members. Student requests are given serious consideration, and if they are not honored, the requesting student is informed of the reason why.

The Research & Library Assistant monitors the release of new editions of items in the collection.

Indexing in the National Library of Medicine's MEDLINE is a major criterion for evaluating new anesthesia journal titles. While it is acknowledged that a reasonable cost for a medical journal is likely to be higher than for a non-technical one, cost is a factor in the decision. While no exact figure can be given as a definition of "reasonable", consideration is given to frequency, size, and content, and the reputation of the publisher.

The Research & Library Assistant ensures that the Learning Resource Center maintains reciprocal lending agreements with other libraries to supplement any gaps in the collection. These agreements include FreeShare, a cross-regional library group for National Library of Medicine (NLM) libraries that would like to participate in free, reciprocal lending. To join, libraries must report serial holdings in NLM's DOCLINE and agree to exchange free interlibrary loans with other participants. The Librarian also belongs to Tennessee Health Sciences Library Association (TheSLA), a statewide library resource sharing group whose members participate in free reciprocal lending practices and the Medical Library Association (MLA), a global, nonprofit educational organization, with access to Medlib Listserve, its global, free reciprocal lending site.

An additional consideration is available library space; and for this reason, frivolous purchases are unlikely. Non-anesthesia and non-medical materials are evaluated for basic reference value, and appropriate general interest.

EVALUATION OF CONTINUING EDUCATION CREDIT - RETIRED

Policy Number: 4.2.106

Date: 1998

Reviewed: 2014, 2022, 2/13/2025

Revised: 2000, 2004, 8/07, 1/09, 3/12, 2016, 6/22/2022, 2/13/2025 RETIRED BOT Approved 3/3/2025

In keeping with its mission of providing education in the specialty of anesthesia, and as a service to the CRNA community, from time to time, MTSA will seek authorization from the American Association of Nurse Anesthetists (AANA) to grant continuing education credit for selected topics of anesthesia taught in the School.

The MTSA Alumni Association may be invited to seek AANA authorization to provide continuing education to alumni in selected anesthesia topics and review courses.

Any Continuing Education offerings by MTSA are evaluated in the following manner:

- Each lecture and the lecturer are evaluated by the participating learner(s) or attendee(s). Summaries of these evaluations are submitted to the Evaluation Committee for review.
- Based on review by students, alumni, and review of the curriculum of MTSA, the Evaluation Committee or Alumni Committee may make recommendations to the Nurse Anesthesia Program Council which may include:
 - to continue or discontinue the Continuing Education service;
 - to suggest additional topics and/or speakers;
 - to determine if the current topics should be open to practicing CRNAs working in the Nashville community; and
 - to offer to practicing CRNAs working in the Nashville community, continuing education services in a non-credit course format.
- The Academic Faculty Development Committee receives a report from the Continuing Education efforts.
- The Academic Faculty Development Committee may refer suggestions for speakers, which would involve cost over the standard hourly payment (currently the rate paid for lectures), to the Nurse Anesthesia Program Council for review prior to any decision to add such speaker to the Continuing Education Program.

- The President's Council has the authority to approve/disapprove expenditures outside that budgeted for the Continuing Education Program.

INFORMATION REGARDING CLASS PREPARATION & SYLLABI

Policy Number: 4.2.107

Date: 1998

Reviewed: 2000, 2003, 2007, 2009, 2025

Revised: 8/08, 3/1/12, 2/13/2025 BOT Approved 3/3/2025

Faculty members shall prepare a syllabus for each course taught and upload it to the course in the Learning Management System by 6:00 pm the Thursday before the semester starts, so students can access a copy of the syllabus when the course opens three calendar days before the semester start date. The Registrar's Office maintains an archive of all syllabi. The syllabus will set forth the course objectives, topic outline, procedure, course requirements used for establishing student grades, and the means by which students may review their quizzes/exams in that course.

The Registrar's Office provides instructors with a syllabus template for each course scheduled for the following semester within the first three weeks of the semester. The Registrar's Office populates many items on the syllabus template, such as items related to the curriculum (e.g. course descriptions) and policies to ensure that the most up-to-date information is included on each syllabus.

See the [Syllabus Template & Process](#) for more information about specific information included on each syllabus.

NO CREDIT AWARDED FOR NON-CREDIT COURSES - RETIRED

Policy Number: 4.2.108

Date: 1/26/09

Reviewed: 2012, 2/13/2025

Revised: 3/12, 2/13/2025 RETIRED BOT Approved 3/3/2025

Middle Tennessee School of Anesthesia (MTSA) does not give credit for non-credit courses.

NON-FACULTY PRESENTATIONS TO STUDENTS

Policy Number: 4.2.109

Date: 9/10/08

Reviewed: 3/12, 2/25

Revised: 2/13/2025 BOT approved 3/3/2025

Sometimes representatives of various groups such as drug companies, insurance companies, and recruiters from hospitals and anesthesia groups wish to have time to meet with MTSA students.

PROCEDURE:

HOSPITAL OR ANESTHESIA GROUPS:

As referring job placements is a student service, MTSA believes that it should welcome representatives of Hospitals and Anesthesia groups to the campus and provide access to students. The following are to be the regulations governing these events:

1. The event will be scheduled through the office of the Admissions Coordinator, in conjunction with the DNAP-PD Program Administrator/Director.
2. Priority will be given to recruiters who either have participated as senior elective sites, or are willing to develop senior elective sites for MTSA students.
3. These events should not occur more than once per week, preferably no more than twice per month.

4. These events will be held at lunch time, beginning around 12:00 p.m., and announced to students at least two weeks in advance. Recruiters will be asked to provide a lunch for students.
5. Recruiters will be informed of the food and drink policy of MTSA (vegetarian and clean meats only, and no alcoholic beverages).
6. Recruiters will be made aware that attendance is encouraged; however, it is voluntary on the part of the student.
7. Recruiters are encouraged to attend an annual job fair.

PHARMACEUTICAL/EQUIPMENT COMPANY REPRESENTATIVES:

1. Requests for visits from any Pharmaceutical Company Representatives will be forwarded to the pharmacology teacher, who will be involved in the approval and scheduling of such visits. These schedules will be coordinated through the DNAP-PD Program Administrator/Director.
2. Requests from any Equipment Company Representative will be forwarded to the most appropriate Anesthesia Principles instructor for a decision regarding whether or not to allow the visit. These schedules will be coordinated through the DNAP-PD Program Administrator/Director..
3. These representatives will be asked to provide a meal for students, the timing of which is more closely related to the time of the class of the instructor inviting the representative. These representatives will be informed of the food and drink policy of MTSA (vegetarian and clean meats only, and no alcoholic beverages).
4. If the meal is to be a lunch meal, refer to the policy above.
5. If the meal is to be a dinner meal, the instructor can be involved in the timing and scheduling.

SELECTION, ELIMINATION, & PRESERVATION OF LRC RESOURCE MATERIAL

Policy Number: 4.2.110

Date: 1998

Reviewed: 2000, 2003, 1/09, 3/12, 2/13/2025

Revised: 8/07, 3/14, 2016, 2/13/2025 BOT approved 3/3/2025

SELECTION

MTSA's Learning Resource Center provides e-resources and services that support the rigorous demands of doctoral-level nurse anesthesia education, advanced research, and evidence-based projects. These digital resources are available for online access to current students and faculty. Selections to be added to the e-resources can be requested by faculty, reviewed by the Librarian and Exec VP, and proposed for approval to NAPC and PRC. The library no longer offers print circulation and reference material for lending, other than the Textbook Loan Locker. Any print books and/or journals already present in the library's collection will remain at the discretion of Librarian and Executive VP. Much of this material will be kept due to being electronically unavailable or for their historical significance in the field of nurse anesthesia.

TEXTBOOK LOAN LOCKER: The Learning Resource Center provides a print copy of each required MTSA textbook, along with a copy of texts from the NBCRNA bibliography. These textbooks are available for day loan and must remain on campus and returned to the loan locker by the end of the day.

Faculty instructing in any course may request that books related to their subject area be ordered, subject to approval by the Librarian and Executive VP. MTSA sets a high budgetary priority on the LRC, and it is likely that most requests will be honored. Should the Nurse Anesthesia Council or the President's Council feel the policy is being abused; the policy will be made more stringent. Purchases will most likely be for electronic/digital content only. Any requests for print copies will be reviewed and approved by the Librarian and VP of Academics.

ELIMINATION

Currently, other than the Textbook Loan Locker, purchases for the LRC collection will be digital/electronic. All print editions currently kept by the LRC are for campus access only, and not for circulation. Any print books/journals that are deemed by the Librarian and VP of academics to no longer be desirable to be kept by the LRC, the volume to be discarded will be made accessible to students/faculty for their personal library on a first come first serve basis. All e-resources will be reviewed annually for utilization and continued relevance. Recommendations for removal of under-utilized e-resources will be determined (by the Library Committee) and approved by NAPC and/or PRC.

PRESERVATION/REPLACEMENT OF RESOURCE MATERIAL

Certain texts, journals and anesthesia related items will be designated as part of the permanent collection as decided by the Librarian and Executive VP. These items will be considered based upon historical and classical significance, pertaining to the history of nurse anesthesia and the MTSA's place in the history of nurse anesthesia development. An emphasis will be placed on developing a historical archive of such content – books, journals, and other anesthesia

equipment for the purpose of passing on the rich history of MTSA and progression of nurse anesthesia development to future learners. The LRC welcomes and will foster relationships with alumni who may want to contribute in some way to this important historical focus.

OBSERVATION OF APPLICANT INTERVIEWS - RETIRED

Policy Number: 4.2.111

Date: 12/9/09

Reviewed: 3/12, 2/13/2025

Revised: 3/14, 9/2023, 2/13/2025 RETIRED BOT approved 3/3/2025

1. Any requests to observe student applicant interviews must be received by the Executive Vice President in writing at least 90 days prior to scheduled interviews. (Interviews are usually scheduled each year during the second or third week in January.)
2. The reason for the request must be stated.
3. Only non-anesthesia providers will be considered, and they will be allowed to observe the interview process for a portion of one of the interview days.
4. All requests must be approved by the President's Council.
5. Any individual approved to observe must sign a confidentiality statement.
6. No observer will be allowed to review packets of student information.

DEVELOPMENT, PROGRAMS, & SERVICES FOR STUDENTS - RETIRE

Policy Number: 4.2.112

Date: 1998

Reviewed: 3/12, 3/14, 6/2022, 2/13/2025

Revised: 2000, 2003, 8/07, 1/09, 3/14, 6/22/2022, 9/2023, 2/13/2025 BOT approved 3/3/2025

The Middle Tennessee School of Anesthesia (MTSA) recognizes that Student Development Services are essential to the achievement of the educational goals of the institution. Therefore, in keeping with its Mission of preparing quality nurse anesthetists, MTSA provides services that facilitate the overall development of these students. All students at MTSA fit the definition of adult learners. Each has been a practicing professional registered nurse prior to entering this graduate program. Student services provided are specifically tailored to meet the needs of this distinctive group of students.

Services generally considered in the student development area at MTSA for both on and off-campus students include, but are not limited to:

- Advisement in academic and clinical areas,
- Maintenance of student records,
- Assistance with Financial Assistance procurement,
- Provision of information to new students before enrollment related to available housing in the area, upon the student's request,
- Provision of a list of required and optional textbooks prior to enrollment with suggestions for reading,
- Provision of liability insurance in the amount of \$1,000,000 annual and \$3,000,000 aggregate,
- Provision of work related accident insurance policy,
- Requirement for students to carry health insurance,
- Arrangement for presentations related to purchase of disability insurance prior to graduation and/or employment,
- Organization of limited social functions,
- Provision of comfortable classroom facilities with state-of-the-art audio-visual equipment,
- Provision of a learning resource center, multiple small group study spaces, and wireless internet access,
- Provision of student lounge space with a kitchenette,
- Provision of an exercise space with exercise equipment,
- Initial coordination of a peer mentoring program where second-year students choose new enrollees as peer mentees and are available for advice and to answer questions about life at MTSA,
- Completion of applications for Nurse Anesthesia Traineeship Grants. If approved, the monies are distributed equitably to students within the grant guidelines.
- Provision of a "Prayer Board" where students may place prayer requests or praises for prayers answered,
- Notification of graduates of their individual scores on the National Certification Examination compared with the scores of their class as a whole and the nation.

Many of these services are published annually in the *MTSA Student Handbook*. By the provision of these services, it is the goal of MTSA to make the program as accommodating to students' needs as possible. The student services offered at MTSA are evaluated annually by students. The Evaluation Committee meets each semester and reviews the results of all evaluations. Oversight of Student Development Services is one of the functions of the Executive Vice President of MTSA.

OWNERSHIP OF INTELLECTUAL PROPERTY

Policy Number: 4.2.113

Date: 2007

Reviewed: 3/14, 2/25

Revised: 01/09, 6/30/16, 2/13/2025 BOT approved 3/3/2025

MTSA recognizes the importance of intellectual property (IP) rights and seeks to establish clear guidelines regarding the ownership of materials, processes, and inventions developed by faculty members.

FACULTY-OWNED INTELLECTUAL PROPERTY

Faculty members retain ownership of any materials, processes, or inventions developed solely through their individual effort, time, and expenses. Such works may be copyrighted or patented in the faculty member's name.

Faculty members who have previously developed intellectual property meeting these criteria and wish to retain ownership and rights must disclose such works prior to any use on behalf of MTSA.

MTSA-OWNED INTELLECTUAL PROPERTY (WORK FOR HIRE)

Materials, processes, or inventions created or produced on behalf of MTSA as part of a faculty member's paid employment will be considered Work for Hire. In such cases, ownership shall vest in MTSA, and MTSA reserves the right to copyright or patent the intellectual property in its name.

SHARED DEVELOPMENT AND INSTITUTIONAL SUPPORT

If a faculty member utilizes MTSA resources (including but not limited to time, facilities, or funding) to develop materials, processes, or inventions, ownership and rights must be negotiated in advance. A written agreement between the faculty member and MTSA shall specify the ownership, vesting, and copyright rights prior to the commencement of work.

If no written agreement is established, ownership and all associated rights shall vest in MTSA.

GUEST ATTENDANCE AT LECTURES (RETIRED)

Policy Number: 4.2.114

Date: 1/24/13

Reviewed: 7/2021

Revised: RETIRED

- **Guest Attendance:**

The informal guest may be allowed to visit pre-determined lectures within a class at MTSA, without tuition, fees, examinations, grading or credit, and no record is maintained. Any individual desiring to attend a lecture as a guest must have a prior student relationship with the school. Guest attendance during a lecture is at the discretion of the course instructor. The individual will not have access to tests, test material, or library services. Clinical Practicum, Simulation Lab, Research and Independent Study courses will not accommodate guest attendance. Attending lectures does not improve the individual's standing for admission. All guests must abide by MTSA policies while on campus. (Policies/handbook available online at www.mtsa.edu)

- **Procedure for Attendance:**

1. The guest must obtain a "Request for Guest Attendance" form from the Office of Vice President of Academics.
2. The guest must complete the form, and also have the course instructor complete the instructor portion.
3. The guest must return the completed "Request for Guest Attendance" form to the Office of Vice President of Academics. At that time, the Assistant to the President will obtain a photocopy of the guest's driver license, to be attached to the request.
4. The guest will receive a photocopy of the approved form.

5. Any day the guest attends a lecture he/she must check in at the Office of Vice President of Academics, show the copy of the approved "Request for Attendance" form and place a *guest name tag* on the front of clothing for identification purposes.

DEFINITION OF CREDIT HOUR (POLICY RETIRED 6.22.2022)

Policy Number: 4.2.115

Date: 2/4/2015

Reviewed: 6/22/2022

Revised: 6/22/2022

MTSA defines a credit hour in accordance with federal regulation 34 CFR 600.2, as, "an amount of work that reasonably approximates not less than":

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This is also in compliance with U.S. Department of Education (DOE), definition of a credit hour, as published in the "instructions" for completing Integrated Postsecondary Educational Data Systems (IPEDS) reports on 12-month enrollment and the 2012-2013 Federal Student Aid Handbook. The Glossary accompanying the IPEDS instructions defines a credit hour as:

A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

MTSA operates on a quarter system, with each quarter having approximately eleven (11) weeks. Credit for classroom work is awarded based on 11 clock hours of instructional engagement to equate to one quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, groupwork, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting or in a synchronous online class.

APPROVED INTERCHANGEABLE WORDS/PHRASES FOR ALL HANDBOOKS

Policy Number: 4.2.116

Date: 4/10/17

Reviewed: 6/22/2022, 2/2025

Revised: 6/22/2022, 2/13/2025 BOT approved 3/3/2025

In order to allow MTSA Administrative Policies to appear in handbooks verbatim without needing to create a new policy based off specific terminology, the following words are considered interchangeable to avoid duplicate policies:

STUDENT and ***FELLOW*** (when fellow is used to describe a member of a fellowship cohort)

COHORT and ***CLASS*** (when class is used to describe a group of students i.e. Class of 2017)

CLINICAL PRECEPTOR and ***Voluntary Clinical Faculty***

PROGRAM ADMINISTRATOR and ***PROGRAM DIRECTOR***

CHAPTER 5: GENERAL STUDENT POLICIES

5.1 — GENERAL STUDENT

HOODING POLICY FOR GRADUATION

Policy Number: 5.1.101

Date: 9/8/09

Reviewed: 1/11, 2/13, 10/17/2023

Revised: 1/14/11, 2/13, 9/2023, 10/17/2023, 12/11/2023 BOT approved

It is the policy of the Middle Tennessee School of Anesthesia that two members of Administration will perform the hooding of the graduates. Any exceptions to this policy will be considered by NAPC.

STUDENT COMPLAINT/GRIEVANCE POLICY

Policy Number: 5.1.102

Date: 2/2/09

Reviewed: 8/6/18, 8/2019, 9/2022

Revised: 3/14, 4/15, 7/13/16, 8/18, 8/19, 9/21, 9/20/2022, BOT approved 11/2022

Students have a right to expect that MTSA will treat them with respect, and will abide by the standards set forth in the most current edition of the program's MTSA Catalog & Student Handbook.

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make formal complaints about processes or services provided by MTSA. Grievances are formal complaints brought by a student regarding MTSA's provision of education and academic services affecting their role as a student. A grievance must be based on a claimed violation of an MTSA rule, policy, or established practice. This policy does not limit MTSA's right to change rules, policies, or practices.

The three categories for grievances are as follows: Complaints, Discrimination / Harassment allegations, and an Appeal of a Committee Decision (such as Progressions Committee or NAP Council)

HOW TO FILE AN INFORMAL COMPLAINT

As a first step, MTSA offers students an informal process to lodge a concern or suggestion. This process allows students to provide MTSA with information or suggestions relating to processes or services provided.

Step 1: Student raises concern regarding a particular service or process with the relevant faculty, staff member, or brings item to the School Life Committee (SLC) to be heard.

Step 2: Faculty, staff member, or SLC will listen to or consider the concern

Step 3: Faculty, staff member, or SLC explores options/implications of resolving the issue, i.e. No action is deemed appropriate

Lodging a suggestion letter to the Executive Vice President

Advising the student to lodge a Formal Written Complaint

GROUNDINGS FOR A FORMAL COMPLAINT

A student has the right to file a complaint. This MTSA Student Complaint/Grievance Policy is for all issues in which the student believes he or she has been adversely affected. Examples may include:

- Improper, irregular, or negligent conduct against a student by a faculty or staff member of MTSA; Failure to adhere to appropriate or relevant published MTSA policies and procedures;
- A decision made without sufficient consideration of facts, evidence or circumstances of specific relevance to the student;

- A penalty, where applied, is considered too harsh;
- Failure by MTSA to make a decision within a timely manner, reasonable to the complaint.

HOW TO FILE A FORMAL WRITTEN COMPLAINT

A complaint must be submitted in writing to the MTSA Executive Vice President using the Student Complaint form, available on the MTSA website or through the Executive Office of Vice President, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Upon submission of a written complaint, the Executive Vice President will provide the student grievant with written acknowledgment of receipt of the complaint via e-mail, as well as a more detailed outline of the process.

Complaints should be addressed to:

Office of Executive Vice President
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37116

WITHDRAWAL OF COMPLAINT

A student may at any time during the complaints resolution process withdraw a complaint. This is done by putting their intent to withdraw an informal or formal complaint in writing and forwarding it to the Office of the Executive Vice President.

APPEAL OF A COMMITTEE DECISION

Students who are not satisfied with the decisions of the Progressions Committee can appeal those decisions to the Appeals Committee, the highest appellate body in the School. The Appeals Committee has the right to review the entire issue, and may support the Progressions Committee's action or return it to the Progressions Committee for further review.

STUDENT EXAM TAKING POLICY (FORMERLY STUDENT TESTING POLICY)

Policy Number: 5.1.104

Date: 12/15/18

Reviewed: 2014, 6/17, 12/17, 7/21, 9/22, 12/22

Revised: 7/12, 2/14, 12/20/16, 6/17, 12/17, 2021, 9/2022, 11/2022, 12/2022, 8/28/2023 BOT approved

All quizzes, tests, exams, and skill performance exams given at MTSA will be administered at the discretion of the instructor. A staff person may be asked to act as a test proctor. Staff proctor will communicate with the instructor any suspicions or concerns.

- MTSA expects that all students will take each quiz, test, exam, and skill performance exam with integrity and honesty.
- Students caught cheating or stealing testing material will immediately be asked to leave the classroom and will receive a grade of zero for that quiz or exam and will be subject to disciplinary action, up to and including dismissal/termination.
- Any and all supplemental material, books, magazines, journals, papers (including blank paper), laptops, cell phones or any other electronic devices (smart watches, etc.), caps, hats (scrub hats are OK, but must be left on at all times during testing sessions), or any other material/device that may be construed as a device for cheating, must be removed from the testing area.
- Only the following materials are allowed on the desktop during **testing**: a writing utensil and scratch paper given by instructor, and an MTSA calculator if permitted by the instructor.
- All students present for the testing session must be in their assigned test seats before the session begins.
- There is to be **NO** talking, whispering, sign language, or gesturing once password for entry to test is presented.
- If a student must leave the room during test taking time for an emergency, they must have permission from the instructor, proctor, or classroom assistant.
- During test taking time, to leave your seat you must first upload test.
- After completing your test, the student must immediately and quietly leave the classroom, without returning to his test or lecture seat (per instructor allowing).
- When students leave the classroom, they must not cause excessive noise or disturbance outside the classroom in the hallway.
- A mechanism for quiz/test/exam review is specific to each instructor and is included in the course syllabus.

STUDENT TESTING EXPECTATIONS

- Download test 1 hour prior to test time
- Make sure laptop, iPad/Microsoft Surface Pro is at least 50% charged (bring charger/power source)
- No hats (except scrub hat)
- No cell phones, smart watches, or any other smart technology
- All bags and books are removed from testing area
- If allowed by instructor, scratch paper is to be turned in with name on top
- Your electronic testing device must remain flat on desk
- Any issue with uploading exam should be brought to the attention of the proctor, instructor or classroom assistant before the student leaves the classroom.
- Any issue with the test administration software, the student must immediately notify the proctor, instructor or classroom assistant by raising their hand and not pressing any other buttons or changing device settings. Failure to comply may result in forfeiture of exam and a grade of zero for that exam/quiz.

INSTRUCTOR TESTING EXPECTATIONS

- Address in syllabus to allow/not allow students to go outside when finished with exam
- If using ExamSoft computerized testing, the test will be posted the day before
- Assure all student materials & electronics are away from the testing area before testing begins
- Once password is released, **NO TALKING**
- **No questions answered once test begins**

STUDENT COUNSELING POLICY

Policy Number: 5.1.105

Date: 2009

Reviewed: 3/14, 7/18, 8/18, 9/2022

Revised: 3/12, 4/14, 7/13/16, 8/6/18, 9/20/2022 BOT approved

In accordance with MTSA's mission and core values, MTSA believes students should strive to achieve a healthy & balanced life. MTSA also believes that at times counseling may be needed to help students readjust to the stressful environment and changing lives of graduate school. MTSA has established a plan of action to assist students maintain this balance.

Should the need arise for counseling services for students, MTSA will provide referral to a counseling service and will fund the initial three (3) assessment/counseling sessions. The Executive Vice President maintains a list of current approved providers for counseling. Students can be referred for counseling by Administration, Faculty, Mentor, or student's self- referral to the Executive Vice President.

MTSA offers counseling for financial issues, referral can be made through the Director of Financial Aid.

REFUND POLICY/WITHDRAWAL PROCEDURES

Policy Number: 5.1.106

Date: 2009

Reviewed: 3/14, 7/18, 8/18, 7/19, 10/20, 11/2022, 3/2023, 7/2023

Revised: 3/12, 4/14, 7/13/16, 8/6/18, 7/2019, 10/2020, 11/2022, 3/2023, 7/2023, 8/28/2023, PRC approved 3/24/2025 & 6/25/2025 Pending BOT approval

Any student who seeks to withdraw from MTSA must notify their respective Program Administrator(s) in writing of this action. A meeting with the Program Administrator(s) is required prior to withdrawal. If a student withdraws without such meeting(s), their actions may be considered permanent.

REFUND POLICY

MTSA will permit any student to cancel their enrollment agreement within 5 MTSA business days of the enrollment day. A student beginning enrollment on a Monday has until 6:00 pm the following Monday to cancel their first tuition payment with a 100% refund minus the deposit submitted to hold the student position in class. Should a cancellation occur MTSA will refund 100% of the first tuition payment that was made by the student, minus the deposit submitted to hold the student position in class. Students who have been given a medical withdrawal are assessed and adjusted no differently than other withdrawals.

PRO RATA REFUND

Students who withdraw or are terminated after the first 5 MTSA business days of their first semester and have completed 60% or less of the period of attendance (semester), the student is entitled to a partial prorated refund. MTSA will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the students withdrawal or termination. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. For students receiving funds through a non-federal loan, the VA, or sponsor, unearned funds will be returned to the lender or agency. Any remaining balance will be paid to the student. The pro rata percentage is based on days of attendance within the period of attendance. Students who stop attending all classes but do not complete the official withdrawal process could owe a repayment of Title IV funds. Please contact the Office of Financial Aid (615-732-7884) for more information.

DETERMINATION OF THE WITHDRAWAL DATE

The student's "official" withdrawal date is the date the student signs the completed withdrawal form. If the institutional leave of absence is not considered an official leave of absence for Title IV purposes, the withdrawal date for a student who takes an institutional leave of absence is the last date of attendance prior to the leave.

MTSA INTERNAL WITHDRAWAL PROCEDURES:

1. Notify in writing the Program Administrator(s)*, who will, in turn, notify the Executive Vice President and Registrar, of your intent to withdraw.

- DNAP PD: Richie Flowers (richie.flowers@mtsa.edu).
- DNAP-C & NAEP: Contact Hallie Evans (hallie.evans@mtsa.edu).
- ASPMF: Contact Christian Falyar (christian.falyar@mtsa.edu)

2. Meet with respective Program Administrator(s) to discuss withdrawal.

3. Schedule an appointment with the Executive Vice President if requested.

4. The Registrar sends the student the withdrawal form to complete and sign electronically.

5. After the student signs, the completed form is sent to the Program Director(s)* for signature.

6. The withdrawal process will be initiated upon receipt of the completed withdrawal form.

STUDENT RECEIVING VETERANS BENEFITS WITHDRAWAL PROCEDURE:

1. Complete withdrawal procedure as noted above.
2. Contact the Office of Financial Aid for information regarding your veterans' benefits.
3. It is VA's policy, if you withdraw from your program at MTSA, Veterans Affairs (VA) must reduce or stop your benefits. You may have to repay all benefits for the program unless you can show that the change was due to mitigating circumstances.*

"Mitigating circumstances" are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. Examples of reasons VA may accept are extended illness and unscheduled changes in your employment. Examples of reasons VA may not accept are withdrawal to avoid a failing grade or dislike of the instructor. VA may ask you to furnish evidence to support your reason for a change. If a serious injury or illness caused the change, obtain a statement from your doctor. If a change in employment caused the change, obtain a statement from your employer.

For more information about VA policies, please contact <https://benefits.va.gov/gibill/> 1-888-GIBILL1 (1-888-442-4551)

Administrative Withdrawal:

Students may be administratively withdrawn for non-attendance/participation. Any student who is not actively engaged in a course within 5 MTSA business days will be administratively withdrawn from the course.

In order to demonstrate active engagement in a course, each student must confirm that they have read the course syllabus and plan to participate in the course. This is done through a survey in the Learning Management System.

Each semester, each student must log into each course in which they are enrolled and complete this survey. Failure to complete this survey by the deadline to drop the course will result in Administrative Withdrawal.

The Registrar's Office will email students each semester to remind them of this requirement.

STUDENT TEMPORARY LEAVE OF ABSENCE

Policy Number: 5.1.108

Date: 4/15/15

Reviewed: 7/11/17, 1/21/2020, 9/20/2022

Revised: 7/11/17, 1/21/2020, 9/20/2022 BOT approved 11/2022

The study of nurse anesthesia is highly specialized, and the curriculum is formatted to follow a natural progression from basic principles to more advanced topics. Rarely, a student may experience a life circumstance that necessitates a temporary leave of absence from the program. The maximum duration of a Temporary Leave of Absence (TLOA) is twelve (12) weeks for students in the DNAP Practice Doctorate Program, one (1) year in the Fellowship Program, and one (1) year for students in the DNAP Completion Program. Exceptions to the 12-week program limits may be granted under extenuating circumstances. Students may request a TLOA from the nurse anesthesia program for the following reasons:

1. Medical emergency
2. Maternity
3. Call to active military service

MTSA will maintain the confidentiality of all information regarding TLOA in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such leaves. All records concerning a TLOA are confidential and the official copy of such records shall be retained by the school. Access to these records is limited by appropriate federal, state, and local law.

PROCESS FOR STUDENT TLOA:

The Program Administrator must approve a student's TLOA. Only students who are in good standing (no current clinical or academic probation) can be granted a TLOA. TLOA must be requested and approved before, or within the current quarter of the absence. Requests for retroactive TLOA will not be approved.

To request a TLOA, a student must:

1. Notify the Program Administrator in writing (i.e. email) intent to request TLOA.
2. Meet personally with the Program Administrator and the Assistant Program Administrator to discuss the reasons for the TLOA (unless medical circumstances prevent it).
3. Submit the [MTSA Request for Temporary Leave of Absence](#) form. This form is located on the MTSA website, and must be submitted in writing, signed and dated by student, and include the reason for the student's request. The form will need to be signed by the Program Administrator and the Director of Financial Aid (if student has Title IV loans and needs a financial aid TLOA). A copy of the completed, signed form will be given to the Registrar and the Coordinator of Clinical Support, and kept in the student's permanent file.
4. Following the meeting with the Program Administrator, the student will be notified in writing about the TLOA decision and any requirements for the student's return to the nurse anesthesia program. The Program Administrator will determine requirements for re-entry into the nurse anesthesia program. Requirements for return may include: repeating some courses, extended clinical work, and/or extension of time in the nurse anesthesia program. These requirements will be in writing and signed by the Program Administrator and the student, and a copy will be kept in the student's permanent file. Applicable tuition will be determined by the Office of Financial Aid.

TYPES OF TLOA:

Medical/maternity TLOA: Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Students granted a medical or maternity TLOA, must have a licensed physician certify in writing that the student's physical and/or mental health is sufficient to continue in the nurse anesthesia program. This documentation must state the student's condition that necessitated the TLOA has been corrected and the student is able to complete all curriculum requirements with reasonable accommodation; including classroom, simulation, and clinical, before they will be allowed to return to MTSA.

Military Leave of Absence: For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two (2) years due to approved educational reasons and for circumstances beyond a student's control. MTSA will approve a TLOA for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain a student position.

ACADEMIC INTEGRITY POLICY

Policy Number: 5.1.109

Date: 2016
Reviewed: 7/13/16
Revised: 7/13/16

Any student cheating on any test, exam, quiz, or assignment; who has falsified clinical documents, such as clinical evaluations or any other documentation; falsified signatures; or who has plagiarized any assignment, will be placed on immediate probation, with the recommendation for termination from the program. The case will be heard by the Progressions Committee and the Committee will make a determination of the recommendation for termination.

POSSESSION OR SHARING OF FACULTY PROPERTY OR MTSA PROPERTY

ALL quiz/test/exam questions/items are the express property of the faculty member who authored them and MTSA, and these questions/items are confidential information.

Any attempt to obtain, retain, re-create, possess, copy/reproduce, distribute, disclosure, transmit, or share of any portion of any quiz/test/exam materials (including portions of compilations of quiz/test/exam questions/items) from any class, by any instructor (whether they teach at MTSA or on any other campus), from any time (whether current or past), by any means (by written, electronic, oral or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization/dictation), at any time (before, during, or after any quiz/test/exam), is considered to be cheating and stealing.

Receipt or acceptance of any portion of ANY quiz/test/exam questions/items is considered to be cheating.

After a quiz/test/exam, if a student has a question regarding any quiz/test/exam question/item, he or she must direct such a query only to the designated faculty member(s) responsible for that course (i.e. not to a guest lecturer), as students are prohibited from reviewing any quiz or test materials with MTSA staff members without instructor approval.

Nothing (to include notes and study guides) compiled during one year's class is to be shared in any manner with any other individual or group of individuals in any other year's class.

Any student found to have any such material in his or her possession, or to have participated in any such prohibited activities here identified, will be subject to disciplinary action, up to and including termination.

STUDENT LINES OF COMMUNICATION

Policy Number: 5.1.110

Date: 2016

Reviewed: 7/13/16, 9/2021, 9/2022, 10/17/2023, 6/17/2024, 7/25/2024, 9.24.2024

Revised: 7/13/16, 10/20, 6/21 9/21, 9/20/2022, 10/17/2023, 12/11/2023, 6/17/2024, 7/25/2024, 9/24/2024, 2.20.25 BOT approved 3/3/2025

Email is the official form of communication between students and MTSA. This is how a student will be updated on policies, procedures, and items related to degree requirements.

Students are issued an MTSA email address and are expected to check their email on a routine basis. No other email account may be used for official communication with the school.

Failure to respond to emails from MTSA faculty and staff within two MTSA business days is considered unprofessional conduct, which is addressed in the [Standards of Conduct](#).

In emergency situations only, text messages will be sent from the school's emergency management software to students' cellphones to keep them informed of the situation.

There are times when the students may not be able to talk directly with the Program Administrator as quickly as they may wish or may be uncomfortable talking to specific administrators. The following is an attempt to assure that students continue to have open lines of communication for issues they may perceive as problematic.

Should students find there are School-related issues they wish to address, the Program Administrator is the first person to whom students should address these issues. If the Program Administrator is unavailable, the following faculty members are able to address these concerns: the Faculty Mentor/Advisor to whom the student is assigned, the Assistant Program Administrator, or the Executive Vice President. If the issue involves an area other than academic, or students do not feel comfortable or it is not convenient to approach any of these faculty members, then it is entirely appropriate and even encouraged for students to address their concerns and/or issues with any of the MTSA administrators.

Students are encouraged to submit feedback via evaluations. Evaluations provide a method of constructive, confidential feedback.

Student Microsoft Office accounts will be changed to limited access accounts after program completion. At this point, students will no longer have full access to many Microsoft 365 applications (e.g., Word, PowerPoint, etc.).

MTSA email addresses will be deactivated one year after program completion. Students will receive an email before their accounts are changed and deactivated.

Text messages may be sent as an additional line of communication. For example, text messages may be used to communicate some deadlines and reminders. However, email is the primary and official form of communication.

Students must opt-in to receive text messages from MTSA. Applicants may opt-in on the application or inquiry form on the MTSA website.

You may opt-out anytime by texting STOP, via the student portal, or by emailing registrar@mtsa.edu. Please note that opting out will remove you from all future text communications.

Standard messages and data rates from your wireless carrier may apply. MTSA will not ask you for, nor should you provide, personally identifiable information, passwords, or any other confidential or sensitive information in SMS messages.

Each PD cohort selects several student representatives to join the [School Life and Wellness Committee](#). These students assist with communication between students, staff, and faculty. Click the following link for a detailed description of each class representative position: [Class Representatives](#).

STUDENT DRUG & ALCOHOL

Policy Number: 5.1.111

Date: 2016

Reviewed: 7/13/16, 8/6/18, 11/19/19, 7/2020

Revised: 7/13/16, 11/19/19, 7/2020, 8/24/2020, BOT approved 8/29/2022

STANDARDS OF CONDUCT

MTSA prohibits the unlawful manufacture, possession, use, or distribution of illegal drugs and alcohol on the MTSA campus, and any contingent site, or on the campus of any clinical affiliate site. To further MTSA's commitment to provide a healthy and thriving educational environment, and to stay in compliance with the Drug Free Schools and Communities Act Amendments of 1989, MTSA has established the following drug and alcohol policy.

Since many drugs alter one's alertness, and mental alertness is crucial during the provision of anesthesia, students may be screened for drugs and alcohol at any time they are committed to either clinical or classroom assignments. MTSA contracts with an outside company to perform drug/alcohol screening of students throughout the program of study, as needed.

Students should be aware that if they are found to test positive for alcohol, illegal substances or substances without a current and valid prescription, MTSA is obligated to report such violation of the drug and alcohol policy to the State Board of Nursing. Therefore, students are required to report any alertness-altering prescribed substance use (i.e. treatment for anxiety and learning disabilities) to the Program Administrator.

MTSA SANCTIONS

To underscore the seriousness with which MTSA takes the issue of health and welfare of its constituent populations, the School will impose disciplinary sanctions on students - up to and including expulsion. If drug and alcohol violations are turned over to the State Board of Nursing, that Board will investigate and handle any prosecutions.

HEALTH RISKS

As part of the Drug-Free Schools and Communities Act of 1989, MTSA is required to inform all students of the health risks associated with the use of illicit drugs and the abuse of alcohol. The School recognizes that Substance Use Disorder of any sort is a major health problem.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

You can find more information on Substance Abuse and Health Risks in the Department of Justice's, Drugs of Abuse resource guide here: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf.

RESOURCES

MTSA does not provide on-campus drug/alcohol counseling, treatment, or rehabilitation programs for students. There are many community resources that provide support, information and treatment. Upon request or in appropriate situations, the School may refer the student to a counselor, center, or program for assistance with such needs.

LOCAL RESOURCES FOR HELP

Nashville Poison Control	615-936-2034	https://www.vumc.org/poisoncenter/
AANA Peer Assistance Resource	800-654-5167	http://peerassistance.aana.com/directory.asp
TANA Peer Assistance Resource	800-654-5167	https://www.tncrna.com/peer-assistance/
Alcoholics Anonymous	615-831-1050	http://www.aanashville.org/
Narcotics Anonymous	888-476-2482	https://nanashville.org/
Cumberland Heights Treatment Ctr	615-356-2700	https://www.cumberlandheights.org/
TN Professional Assistant Program	615-726-4001	http://www.tnnap.org/
JourneyPure Treatment Center	888-633-9588	https://journeypure.com
Celebrate Recovery	615-604-2210	https://www.celebraterecovery.com/
Foundations Nashville	615-994-7872	https://www.foundationsrecoverynetwork.com
TN Crisis Svs & Suicide Prevention	855-274-7471	https://www.tn.gov/behavioral-health/need-help.html

DRUG LAWS

A full list of controlled substances as defined by Tennessee state law can be found here: http://www.lcle.la.gov/sentencing_commission/Resources/l%20C.%20TN%20drug%20laws.pdf
<https://statelaws.findlaw.com/tennessee-law/tennessee-drug-laws.html>
<https://discoveryplace.info/legal/drug-laws-tennessee/>

The Federal DEA guidebook of Drugs of Abuse can be found on the DEA website. For more information: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.

than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.

Second Offense: Not less than 10 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

Second Offense: Not less than 20 yrs. and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

2 or More Prior Offenses:
Life imprisonment. Fine of not more than \$20 million if an individual. \$75 million if not an individual.

Cocaine Base (Schedule II)	28-279 grams mixture	280 grams or more mixture
Fentanyl (Schedule II)	40-399 grams mixture	400 grams or more mixture
Fentanyl Analogue (Schedule I)	10-99 grams mixture	100 grams or more mixture
Heroin (Schedule I)	100-999 grams mixture	1 kg or more mixture
LSD (Schedule I)	1-9 grams mixture	10 grams or more mixture
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture	50 grams or more pure or 500 grams or more mixture
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 gm or more pure or 1 kg or more mixture

PENALTIES

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p>

Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

LEGAL SANCTIONS UNDER STATE AND FEDERAL LAW

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, MTSA does not guarantee that it is an error-free or exhaustive accounting

Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of ½ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

STUDENT AID AND DRUG CONVICTIONS

The Higher Education Act (HEA) of 1965 as amended suspends aid eligibility for students who have been convicted under federal or state laws of the sale or possessions of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans). <https://studentaid.gov>

DRUG SCREENING MASTER'S PROGRAM (RETIRED)

Policy Number: 5.1.112

Date: 2016

Reviewed: 7/16, 12/16, 7/2021

Revised: 7/16, 12/16, RETIRED 7/2021

MTSA is a faith-based organization concerned with the health and wellbeing of our employees & students. One of our goals is to provide a safe and drug-free institution of learning as well as protect the health and welfare of patients that may be treated by MTSA students during clinical rotations. All students will undergo drug screening during their tenure at MTSA.

MTSA contracts with an outside company that maintains sites nationwide to perform chain of custody drug screening. MTSA financially supports mandatory drug screening. **For cause drug screening is at the expense of the student.**

1. **Mandatory Initial Drug Screening:** All students will be required to have a drug screening after confirmation of acceptance into the program. MTSA pays for this testing which will occur during the student's first quarter.
2. **Mandatory Random Selection Drug Screening:** While enrolled at MTSA, each quarter a student(s) will be selected to participate in a random drug screening. The choice of student is randomly selected using an internet based random selection process generated by a computer program. Students will be required to have their test completed within 24 hours of notification. Clinical coordinators may be notified to allow students time to go to the closest testing site. MTSA pays for this testing.
3. **For Cause Drug Screening:** MTSA reserves the right to request **for cause drug screening at any time**. This screening must be completed within 24 hours of request and **at the student's own expense**. An example may be a student receipt of a "red card" in clinical, erratic student behavior in classroom/simulation, behavior outbursts, calling out at clinical without a physician visit for illness, or other incidents.

If a student is unable to complete their drug screening within 24 hours or provide urine, hair testing may be performed **at the student's added expense**. Any test that results in a "non-negative" will require follow up. Any additional retesting will be at the student's expense.

Students may not begin or be allowed to continue clinical following a "non-negative" test result. The report will be sent to the **Program Administrator** for intervention and/or possible disciplinary actions. A student may resume clinical assignment after fulfilling any requirements set forth by the Program Administrator, and student submits a test sample for which a negative ("clear") result is received.

HONOR CODE

Policy Number: 5.1.113

Date: 2016

Reviewed: 7/13/16, 12/13/2023

Revised: 7/13/16, 2022, 12/13/2023, 5/20/2024 BOT approved

DECLARATION OF HONOR

MTSA's mission, focus on academic excellence, and culture of faith are grounded in the Christian values of truth, honor, and virtue. Abiding by these principles illuminates the pathway of learning, sustains the integrity and purpose of the School, thus preparing competent and caring nurse anesthetists.

HONOR CODE

The Honor Code of Middle Tennessee School of Anesthesia is reflective of the Christian principles of truth, honor, integrity, and virtue. The Honor Code is vital in fostering an environment of trust, order, and unity within the school. Students are responsible for familiarizing themselves with and abiding by the Honor Code and all School policies.

ACADEMIC STANDARDS OF CONDUCT

A thorough understanding and commitment to this Declaration of Honor and the Honor Pledge is essential to success of MTSA's honor system. The following avenues will be utilized to facilitate implementation of these statements:

1. Information regarding the Declaration of Honor and the Honor Code will be included in the program's *MTSA Student Handbook*.
2. The Declaration of Honor and the Honor Pledge will be discussed during all orientation programs.
3. Implementation and monitoring of adherence to these standards will be accomplished through the MTSA NAP Council, Progressions Committee, the President's Council, and the MTSA Appeals Committee.

HONOR PLEDGE

As a student of Middle Tennessee School of Anesthesia, I will integrate the principles of truth, honor, integrity, and virtue in all that I do while enrolled at MTSA. I acknowledge the Honor Code as vital in fostering an environment of trust, order, and unity within the School. I accept the sacred trust placed upon me to continue this heritage of honor in my efforts to become a competent doctoral-prepared nurse anesthetist. I freely pledge to abide by the MTSA Standards of Conduct and this Honor Code in all of my conduct.

Practice Doctorate students must sign the Honor Pledge before starting the program. It will be kept in the student's academic file.

STUDENT STANDARDS OF CONDUCT

Policy Number: 5.1.114

Date: 2016

Reviewed: 12/16, 7/2020, 10/2020, 1/16/2023

Revised: 12/16, 7/2020, 11/2020, 1/17/2023, 2/28/2023, 12/17/24 BOT approved 3/3/2025

It is the philosophy of MTSA to uphold Christian ideals and values. While it is MTSA's policy to freely accept students regardless of religious persuasion, MTSA's philosophy is that students, faculty and staff are public representatives of MTSA, and are expected to avoid any conduct that would conflict with its Christian values.

Actions and conduct not in harmony with the Christian standards of MTSA include, but are not limited to, the following, and commission of any of these actions will result in disciplinary action that may include dismissal from the program.

For the purpose of enforcing the Student Standards of Conduct, students are accountable to these Standards from the time they are notified of their acceptance until they receive their degree, withdraw, or are dismissed. This includes conduct that occurs between semesters, while a student is on temporary leave (voluntary or involuntary), or has been suspended from MTSA.

Students who have participated in any of the following activities are required to report such infractions to MTSA administration. Students who witness or have personal knowledge of any participation in the following activities on the MTSA campus, any contingent site, or on the campus of any clinical affiliate site have a responsibility to report such infractions to MTSA administration.

Additionally, helping another student violate, or attempt to violate, any item addressed by these Standards of Conduct is also prohibited.

To underscore the seriousness with which MTSA takes the issue of health and welfare of its constituent populations, the School will impose disciplinary sanctions on students - up to and including expulsion, and possible referral for prosecution. Dismissal from the School or any lesser penalty as determined by the Program Director and the Progressions Committee may result from participation in any of the following activities:

1. Furnishing false information to the School with the intent to deceive;
2. Knowingly providing false information or testimony during the investigation of, or hearing on a disciplinary matter;
3. Refusal or failure to respond to a request from MTSA to report to a School administrative office or other location;
4. Vandalism, malicious destruction, damage, or misuse of private or public property, including library or computer center material;
5. Forgery, alteration, destruction, or misuse of School documents, records, or identification.
6. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other School activities, including any authorized activities on School property; In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;
7. Unauthorized use of or entry to School facilities and/or unauthorized possession of keys to School facilities;
8. Disorderly conduct or lewd, indecent, or obscene conduct on School-owned property or at any other institution affiliated with the School, or at School-sponsored functions;
9. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person (i.e., this includes attending class or clinical under the influence of drugs or alcohol) whether such conduct occurs on or off School property;
10. Participation of students in group activities on or adjacent to the campus, which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the School or the normal flow of traffic;
11. Violation of written School policies or regulations as stipulated herein or as published and/or announced by authorized School personnel;
12. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the School or a scheduled event sponsored by the School;
13. The use of tobacco in any form, other than in properly designated smoking areas;
14. Possession, while on School-owned property, or of any other institution affiliated with the School, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, including explosives, such as firecrackers, unless authorized in writing by the School Administration.

15. Unauthorized use or misuse of MTSA's computing facilities to include logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system, including hardware and software;
16. Use of technological/electronic device(s) in the classroom. Students are allowed to use iPads/Microsoft Surface Pro or laptop computers in the classroom before class begins. However, the only use for iPads/Microsoft Surface Pro or laptops during any class will be for taking notes specifically related to the current class in session. No other activities utilizing any technological/electronic device(s), including but not limited to computers, iPads/Microsoft Surface Pro, cell phones, or scanners, such as (but not limited to) web-surfing, clinical case record completion, game-playing, or text-messaging will not be allowed during any class. The only exception to this is if web-based research is part of the curriculum for a given class, and this is specifically stated by the instructor. Some (but not all) instructors may allow calculators to be used during quizzes/tests/exams. If they do, students are only permitted to use calculators provided by MTSA at that time, which have no communication or data storage capability (i.e. no cell phone or PDA calculators).
17. Participation in or conviction of theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to School property or any organization affiliated with the School or of another member of the School community (i.e., faculty, staff, student, or campus visitor);
18. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment, except when done with real need for such equipment;
19. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
20. Commission of an act or an attempt to commit an act on School property or involving members of the School community (i.e., faculty, staff, student or campus visitor) in an act that would be in violation of state or federal law;
21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way that adversely affects or seriously interferes with the School's normal educational function, or that injures or endangers the welfare of any member of the School or its affiliate community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson, domestic or dating violence, sexual assault, stalking, or any other felonious crime against person or property. Any violation results in an arrest; the School must be notified within 24 hours.
22. Unprofessional conduct, or any conduct or action that could bring dishonor or discredit on MTSA or would reflect unfavorably on its reputation as a Christian institution
23. The use of any illegal drug.
24. The use of addicting drugs and/or alcohol, which would impair judgment or function, including those prescribed by a physician, since mental alertness is crucial during the provision of anesthesia. Students participating in clinical rotations must submit a current copy of any prescription to the Clinical Support Coordinator of any medications they are using which may impair judgment or function. If this prescription is changed or modified, the Clinical Support Coordinator needs to be notified. Additionally, whenever specimen samples are collected for drug testing, the student must notify the collection personnel of any medications in use currently. Student anesthetists administer narcotics daily and must not be lax in signing out drugs, administering them properly, or properly disposing of unused portions. If circumstantial evidence renders students suspect of drug abuse, they may be asked to have urine, blood, or hair analyses to document their non-use of drugs. MTSA reserves the right, and students should expect, that a routine or random analysis for drugs may be requested at any time and without prior notice, to rule out substance abuse.
25. Reporting for duty at any hospital or for any class or professional meeting while under the influence of drugs, alcohol, or ANY mood-altering substance;
26. Unlawful manufacture, possession, use, influence or distribution of illegal drugs and alcohol
27. No student should start or initiate a general or regional anesthetic without proper supervision of a licensed anesthesia personnel.
28. Refusing to follow the campus health guidelines.
29. Misrepresenting credentials, current academic programs, degrees, or professional accomplishments.
30. Violating the [Academic Integrity Policy](#).

STUDENT BEREAVEMENT

Policy Number: 5.1.115

Date: 2016

Reviewed: 8/30/17, 4/19, 10/20

Revised: 8/30/17, 4/16/19, 10/20 BOT approved 11/2020

The loss of a family member may require time away from MTSA. The family is defined as spouse/partner, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, or grandchild. This policy would also include step-parent, step-sibling and step-child.

If there is a death in the family, students may take up to three (3) consecutive days off as leave. For students in a program with a clinical component, this leave may be taken without withdrawing time from the bank of emergency time and vacation days.

All students are eligible to utilize bereavement leave, if needed. Bereavement leave must be utilized within fourteen (14) days of the date of death. Exceptions for unusual circumstances (i.e., remains must be transported from overseas) must be coordinated with Program Administration, and with the Coordinator of Clinical Support if in clinical rotations. Students may be asked by MTSA personnel to provide a certification of the death, such as a death certificate or a published death notice.

STUDENT APPEALS

Policy Number: 5.1.116

Date: 2016

Reviewed: 12/20/16, 2/2021, 4/16/2024

Revised: 12/20/16, 2/2021, 9/2023, 4/16/2024, 5/20/2024 BOT approved

APPEAL OF A FINAL COURSE GRADE

MTSA maintains a grade appeal and due process protocol. Students of MTSA have the right to appeal a final course grade they consider to have been assigned unfairly, or the grade was derived in a different manner than was outlined in the course syllabus. The faculty members of MTSA have the responsibility of assigning final course grades according to the course syllabus and grading rubrics. Should a disagreement occur about a grade assignment, it is the intention of MTSA to uphold the integrity of both students and faculty. This appeal process is not intended to weaken the work of the faculty. This grade appeal process does not apply to any dismissal from MTSA related to academic standing.

1. **Within 5 MTSA business days after posting of final grades:** The student must email a request to meet with the course instructor (to the instructor's MTSA email address), to discuss how the grade was assigned. After this meeting, if the student and faculty member agree the grade was appropriately assigned, the appeal process ends, and the final grade will stand as posted. If the issue is still unresolved, the student may continue to the next step of the grade appeal process.
2. **Within 5 MTSA business days after receiving decision from Instructor:** The student must file the written grade appeal form, (available by electronic request from the Office of Executive Vice President) supporting documents, and the written decision of the instructor, to the Office of Executive Vice President. The Office of Executive Vice President will have five MTSA business days to review the appeal and supporting documents. The Office of Executive Vice President may also ask to meet with the student and/or the course instructor for clarification of information, or additional information that may be deemed necessary. The decision of the Office of Executive Vice President will be emailed (via MTSA email addresses) to the student and course instructor.

If a student is not satisfied with the resolution of their appeal, they can request to be heard by the next meeting of the Progressions Committee. If the grade the student received causes dismissal from the program, an ad hoc Progressions Committee may be requested.

APPEAL OF A PROGRESSIONS COMMITTEE DISCIPLINARY ACTION

The disciplinary action of the Progressions Committee may be appealed to the next higher body, the MTSA Appeals Committee. The standard procedure of an appeal is as follows:

1. In all cases, the request for an appeal must be submitted in writing to the Program Administrator within four (4) MTSA business days of written notice of the Progressions Committee decision. If the fourth day falls on a legal or School holiday, the time is extended to the next regular MTSA business day. Regular business days for MTSA are Monday through Thursday.
2. All written documentation from the appellant must be submitted for the Appeals Committee's consideration within the same time provided for filing a request for an appeal (4 MTSA business days). Within 12 MTSA business days of the receipt of a written request for an Appeals Committee hearing, the President will designate an Appeals Committee according to administrative policy of MTSA. The Appeals Committee will meet and make a decision within 12 MTSA business days after the designation of the Appeals Committee. This time may be extended by MTSA administration for good cause.
3. The Appeals Committee will review the request for appeal together with any written documents and other supporting evidence to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:
 - i. **Appropriateness of the Penalty:** In cases appealing the appropriateness of the penalty, the Appeals Committee shall uphold the penalty unless the penalty is shown to be "clearly unreasonable" or arbitrary (i.e., "that which has been clearly and fully proven to have no sound basis or justification in reason.").

- ii. **New Evidence:** In cases appealed on grounds of new evidence, the student(s) must show that such evidence is material to the decision of the Appeals Committee on issue of the charges and the findings and that said evidence could not have been discovered with due diligence prior to the original hearing.
 - iii. **Due Process:** In cases appealed on grounds of denial of due process, the student(s) must demonstrate that the Progressions Committee's process at the initial hearing was not conducted in conformity with properly prescribed procedures. The student(s) must also show that the alleged discrepancy was materially averse to the student(s) interest.
4. The decision of the Appeals Committee shall be final. Any reconsideration of the decision will be remanded to the Progressions Committee.

STUDENT INCLEMENT WEATHER

Policy Number: 5.1.117

Date: 2016

Reviewed: 12/20/16, 10/20, 4/2021

Revised: 12/20/16, 10/2020, 4/2021 BOT approved 5/2021

There are no days off from clinical assignments exclusively for inclement weather. The student should exercise professional judgement, as the anesthesia profession demands a higher level of commitment. If the student is unable to travel to a clinical assignment on time, the student should reassess the feasibility of travel every couple of hours

Should the student elect not to attend clinical or class, they will be charged an emergency day for the absence. Please follow the "Procedure for taking Emergency time Off" in the Student Handbook on who to contact.

Students are to use their judgment regarding travel to the campus for classes. If the MTSA campus closes due to weather, a text message will be sent out through the school's emergency management software to notify all students not to come to campus.

STUDENT REPRESENTATION IN COMMITTEES POLICY

Policy Number: 5.1.118

Date: 1998

Reviewed: 2000, 2003, 2006, 2009, 2014, 2018, 2024

Revised: 2000, 2003, 8/07, 1/09, 3/14, 2016, 8/18, 10/20, 8/2024, 6/25/2025

Middle Tennessee School of Anesthesia has students from each class as full members on major committees within the School. In these committees, they have full voting rights afforded to any member of the committee. Students are selected for a term that includes the full period of time they are in school at MTSA.

The students nominate their class representatives on these committees, which are taken to NAP Council for confirmation. As sensitive issues about individuals and situations are likely to occur in many of these meetings, students are expected to keep within the committee those things discussed in the committee, keeping personal issues confidential.

Alternates to each position are selected as each student may be unable to come to the School due to distance, clinical, work, or call obligation. In these instances, an alternate is asked to serve, if available. Every effort is made to have a student representative available if decisions are to be made that may affect any student's progression in the School.

Student representatives serve as full voting members on the following committees:

PRACTICE DOCTORATE PROGRAM:

- Progressions Committee
- Practice Doctorate Admissions Committee
- Appeals Committee
- School Life & Wellness Committee
- Information Technology Committee

AANA MEETING REPRESENTATIVES

- TANA

POST-GRADUATE PROGRAMS:

- Progressions Committee
- Admissions Committee
- Appeals Committee
- School Life & Wellness Committee
- Information Technology Committee
- Library Committee

STUDENT DRESS CODE POLICY

Policy Number: 51.119

Reviewed: 12/17, 1/16/2023, 7/24/2024

Revised: 12/17, 8/2022, 1/17/2023, 2/28/2023, 7/25/2024, 12/17/24 BOT approved 3/3/2025

This covers expected standards for dress in both clinical practice settings and academic settings, in addition to all other functions of the School, to include professional meetings. Students are also expected to abide by any affiliate hospital's dress code which may be more specific than MTSA's policy. At all times the student is expected to dress in a manner which is commensurate with being in a doctoral level program of nurse anesthesia. Any violation of this dress code may subject the student to an audience with and/or disciplinary action by the NAP Council and/or Progressions Committee.

All students are expected to present themselves in a clean, neat, and well-groomed manner. The following standards apply:

1. Clothing:

- Clinical:** Students are expected to own their own scrub clothes and to wear them where the clinical sites allow. At all times these are to be clean and fresh each day. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments. Students should dress in full scrub attire top and bottom (T-shirt tops and scrub bottoms are not a complete uniform). Students are subject to being sent home for failure to comply with appropriate dress policies, and the clinical day will have to be made up on another day. Scrubs provided by clinical sites are to be returned daily and are not to be worn away from the clinical site.
 - Simulation Labs:** Students are expected to wear clean scrubs when they are scheduled for simulation lab. Scrub pants and tops should be worn in such a manner that at no time do they reveal the undergarments.
 - Classroom:** Students may wear their personal surgical scrub clothes to class. All clothes must be neat and clean. They must not be faddish, to include torn or tattered jeans or offensive logos on shirts. Tops with spaghetti straps or tube-type tops are not appropriate, nor are clothes that reveal the midriff or undergarments, or tops that are revealingly low-cut. No workout attire is permitted in the classroom. For ladies, skirts must be a modest length. Longer styles of shorts may be worn, but they must not be short shorts; Ball caps must be removed during any test period. Surgical scrub caps may be worn in class.
 - Professional** (To include AANA or TANA meetings and when giving class presentations): The attire must be "professional" to include at minimum a dress shirt and tie for men with khaki or dress pants. Professional attire does not include sandals or tennis shoes. **Lab coats:** After successful completion of the second semester, each student will be presented with a lab coat with the MTSA logo. Students are expected to wear this lab coat over their scrubs when they arrive and whenever they leave the operating room area at their clinical assignments. Students are responsible to keep this lab coat clean and in good condition. Prior to some events (i.e. occasional TANA events), MTSA may notify students that they are expected to wear their lab coats at the occasion. If this occurs, students are expected to wear this MTSA logo lab coat and are responsible to ensure the lab coat is clean, pressed, and in good condition before the event.
 - NAEP only: Education Practicums:** Students are expected to dress in professional attire when attending Education Practicums at any academic campus. This includes numbers 2-9 below as well as either a collared shirt or a blazer or jacket with professional slacks or skirt. In clinical education and simulation settings, clean and pressed scrubs following the institution's rules are appropriate.
- Jewelry:** Jewelry is to be limited to no more than one ring per hand (wedding set counts as one ring), no more than one earring per earlobe (dime size or smaller and only in the earlobes), and no necklaces. Jewelry is to be modest in appearance and moderate in quantity, with no visible body piercing or subcutaneous implants. Students must follow clinical sites rules in regards to jewelry if they differ from the above.
 - Tattoos:** In the clinical area, classroom, or professional meetings, students will not have visible *offensive* tattoos. Such must be covered at all times. Any visible tattooing must be moderate in amount.
 - Hair:** Hair must be neat and clean and out of the face at all times. In the clinical area, it must be covered completely by a surgical scrub cap.

5. **Facial Hair:** Facial hair must be neat, well-trimmed and not to exceed three inches in length. In most clinical facilities, facial hair is subject to approval by Infection Control and the Operating Room Supervisor, those who are responsible for assuring it is appropriately covered in the operating room.
6. **Fingernails:** Fingernails must be neat and clean, not longer than 1/4th inch beyond the end of the fingertip. Only natural nails are approved for use in the clinical area. Polish is to be of a single color (clear, pale, pink, white, or red) with no adornments; no black or dark colors. Students must comply with individual facility Hospital requirements regarding nail polish.
7. **Shoes:** In the clinical and simulation areas, there shall be no open-toed footwear. Students may wear their own surgical shoes or clogs, if they contain no holes; however, in many affiliates, footwear may be required to be covered by shoe covers. In the classroom, tennis shoes or sandals may be worn if they are neat and clean.
8. **Aromas:** No perfumes, fragrant lotions, or colognes are to be worn in the clinical area. Any offensive or overpowering odor is to be called to the attention of the student as soon as it is noticed, whether in clinical or in the classroom. This includes the personal hygiene responsibilities of each student.
9. **Gum chewing:** Students are to use good judgment and demonstrate appropriate discretion and respect in deciding when gum chewing is acceptable. In the clinical area, it is never acceptable for students to chew gum while interacting with patients and/or family members preoperatively or postoperatively. In the classroom setting, it is never acceptable for students to chew gum while making presentations. In professional settings, it is never acceptable for students to chew gum while making presentations or interacting with officials, such as TANA officers or state legislators.

STUDENT SCHOLARSHIP AWARD CRITERIA POLICY RETIRED JANUARY 2021

Policy Number: 5.1.202

Date: 5/11/09

Reviewed: 3/14, 1/21

Revised: 3/14

1. Applicant must complete an MTSA Scholarship Application Form. Form can be obtained from the Coordinator of Academic Support.
2. Applicant must demonstrate/show evidence of the following:
 - a. Good academic standing. Cumulative GPA at MTSA of 3.5 or greater.
 - b. Good clinical standing. Cumulative clinical grade of 3.0 or greater.
 - c. No academic or clinical probation in the program (current or past).
 - d. Leadership involvement.
3. All applicants for either Merit-Based or Need-Based Scholarships must submit a 2-3 page, typed, double spaced, 12-point font (3 pages maximum) narrative describing:
 - a. Their interest in and financial need of the scholarship.
 - b. Their involvement in leadership in the past 12 months.
 - c. How the scholarship might help them to serve their community and MTSA.
4. Completed application and the 2-3 page narrative must be completed before the deadline given for each scholarship opportunity.* Complete applications and narrative must be returned to the office of the Coordinator of Academic Support, either in person or via email. All eligible applications will be reviewed by the scholarship committee. Scholarship recipients will be notified by email.

**Applications submitted after the deadline given for each scholarship opportunity will not be considered for the scholarship.*

CONSUMER PROTECTION POLICY

Policy Number: 5.1.203

Date: 2016

Reviewed: 7/31/16, 8/2019, 2022

Revised: 7/31/16, 8/2019, 8/2022 , 9/2023

PROCEDURES TO FOLLOW IN RESPONSE TO U.S. DEPARTMENT OF EDUCATION 10.29.10 FINAL RULES

In accordance with the Department of Education's final regulations published on October 29, 2010, the following is the complaint process related to receiving and resolving complaints for TICUA member institutions that are legally authorized to provide post-secondary education in Tennessee and are exempt from regulation by the Tennessee Higher Education Commission.

COMPLAINTS

- All complaints should first be routed through the appropriate complaint/appeals process as outlined by MTSA.
- Depending on the nature of complaint, the matter should be brought to the attention of the Office of Executive Vice President.
- A complaint must be submitted in writing using a Student Complaint-Grievance form available on the MTSA website. Complaints should be addressed to the Office of Executive Vice President, Middle Tennessee School of Anesthesia, P.O. Box 417, Madison, TN 37116.

OFF CAMPUS AUTHORITIES

- Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>) or the Council on Accreditation (COA) (<https://www.coacrna.org/contact-us/concerns/>)
- Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);

For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit <https://www.tn.gov/commerce/section/consumer-affairs>.

- For out-of-state students using distance learning programs, complaints related to consumer protection laws shall be filed using the Tennessee NC-SARA Portal form:

<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization.html>

DISTANT EDUCATION AND STATE AUTHORIZATION

As an institution that participates in federal financial aid programs under Title IV of the Higher Education Act of 1965, MTSA is required to comply with regulations regarding distance education. MTSA's distance education is authorized on a state level primarily through the Tennessee Higher Education Commission. MTSA participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), which is an agreement among states that establishes national standards for the interstate offering of postsecondary distance-education courses and programs. This authorization is required by both state and federal law. See below information regarding MTSA's membership and participation in NC-SARA:

[Middle Tennessee School of Anesthesia NC-SARA Approval](https://www.nc-sara.org/directory) (<https://www.nc-sara.org/directory>)

DISTANT EDUCATION COMPLAINT PROCESS

The NC-SARA distance education complaint process is described [here](#). Students with a grievance regarding their distance education should seek a resolution of all matters through MTSA's complaint structure first. A complaint must be submitted in writing using the Complaint-Grievance form. Complaints should be addressed to:

Office of Executive Vice President
Middle Tennessee School of Anesthesia
P.O. Box 417
Madison, TN 37116

Download» [Complaint-Grievance Form](#) from the website

COMPLAINT RESOLUTION POLICIES AND PROCEDURES FOR NON-TENNESSEE RESIDENT STUDENTS IN STATE AUTHORIZATION RECIPROCITY AGREEMENT STATES, COMMONLY KNOWN AS SARA

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<http://nc-sara.org/sara-states-institutions>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

RELEASE OF STUDENT RECORD INFORMATION

Policy Number: 51.301

Date: 2009

Reviewed: 8/17, 11/18, 9/21, 9/2022

Revised: 3/12, 4/14, 7/16, 7/17, 8/17, 11/18, 9/21, 9/20/2022, BOT approved 11/2022

MTSA shall comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (as amended) (20 U.S.C. § 1232g, 34 CFR Part 99) pertaining to the release of student education records. MTSA shall disclose to current students annually of their rights under the FERPA Act.

MTSA INTERNAL CONSTITUENTS

Student information, not identified as "Directory information," shall only be available to MTSA employees with a legitimate educational interest to carry out job related functions. The Registrar shall maintain a list of current employees with electronic access to student records to fulfill their job requirements. MTSA's President, Executive Vice President, or Program Administrator may grant temporary authorization for electronic access. Any access, other than electronic, into a student's record, should be appropriately logged.

STUDENT RIGHTS UNDER FERPA

- Students have the right to inspect and review their educational record within 45 calendar days of making a request to the school's Registrar. The student will submit a written request that identifies the record(s) the student wishes to inspect. The Registrar will then forward the request to the Program Administrator who will facilitate a meeting of the educational record review. A record of the request for access will be kept in the student education record.
- Students have the right to request that the school correct records they believe to be inaccurate or misleading by submitting a written request for amendment to either MTSA's President, Executive Vice President, or Program Administrator within 7 calendar days of discovery. The student must identify the part of the record that they want changed and specify why it should be changed. If the school decides an amendment to the record is not warranted, MTSA will notify the student in writing of the decision stating they have a right to a formal hearing. "After the hearing, if the school decides not to amend the record, the... eligible student has the right to place a statement with the record setting forth his or her view about the contested information" (99.31).
- Students have the right to provide written consent before MTSA discloses personally identifiable information (PII) from the student's education records to third parties, except to the extent that FERPA authorizes disclosure without consent. MTSA discloses education records without a student's prior written consent under the FERPA exception for disclosure to (34CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies.

Legitimate educational interest is access to educational records, by appropriate MTSA Administrators, faculty and staff members and other outside service providers, to fulfill his or her professional responsibilities for the School.

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

DIRECTORY INFORMATION

Except as herein provided, all directory information may be released to appear in public documents and/or publications or may otherwise be disclosed without student consent; unless a written notice barring disclosure is filed in the Registrar's Office.

"Directory Information" at MTSA shall include the following student information:

- Name
- Home Address
- Local Address
- Telephone Listing (home and cell phone)
- Email Address
- Major Field of Study
- Dates of Attendance
- The institution(s) attended and from which degree(s) were earned
- Clinical Schedule
- Degrees Awarded and/or Honors Received
- Student Identification Photographs
- Any photographs or digital audio/video recordings taken as part of the educational program or at any School-related functions
- Date & Place of Birth

MTSA CLINICAL AFFILIATES

As completion of affiliations is a graduation requirement, students are required to sign a pre-release consent form. The following information shall have limited release (primarily to affiliate health care institutions where students may participate in clinical rotations), at the discretion of MTSA:

- Evidence of Health Insurance
- Evidence of Liability Insurance
- Recommendations/References
- Copies of health history including vaccinations
- Academic Record
- Clinical Record
- Emergency Information Form
- Background Check
- Drug Screen Results

EXTERNAL PUBLICATION OF INFORMATION

The MTSA Administration will be the official clearing house for all publications targeted for external use (primarily used for marketing purposes, news release information, professional journal articles, *Airways Newsletter*, etc.) This Office is responsible for all communications to the media, for release of information regarding staff, faculty and students in attempt to provide a uniform, coordinated and professional posture in the community served. The Administrative representative has the right to prohibit newsmen from interviewing students, faculty and/or staff. It is the objective of this policy to provide accurate, timely and quality publications and media release information.

If a student believes there is a violation of their rights under FERPA they are encouraged to contact the compliance office within 180 calendar days at:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
1-800-USA-LEARN (1-800-872-5327)

<https://www.ed.gov/category/keyword/family-policy-compliance-office-fpco>

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FEDERAL AID

Policy Number: 5.1.302

Date: 2021

Reviewed: 2018, 5/11/2021

Revised: 5/11/2021 (Policy approved by NAPC in 2018 and revised in May 2021, but not assigned a policy number), 10/21, BOT Approved 11/21

Federal financial aid regulations require that recipients of federal aid maintain satisfactory academic progress (SAP) toward the completion of their degree. All students' academic standing is evaluated by the MTSA Progressions Committee. SAP standards are separate from academic policies and are defined by the Financial Aid Office to remain eligible for federal Title IV aid. Those students receiving Title IV aid, whether full time or half-time and regardless of their enrollment status or program, will have their SAP evaluated at the end of each academic year consistent with the below standards. Students not meeting the required progression will be placed on Financial Aid Suspension. This policy applies only to the eligibility for students to receive federal Title IV aid.

MTSA Progressions Committee evaluates students' academic progress after each semester, decisions are made, and notices are sent to the Financial Aid Office for the following reasons:

1. Activation of academic student probation,
2. Removal from academic probation,
3. Decision to suspend or terminate student,

SATISFACTORY ACADEMIC PROGRESS (SAP)

At the official annual evaluation period, students receiving federal Title IV assistance must meet all three components of the SAP policy listed below:

- **Qualitative Requirement** - Maintain a cumulative grade point average (GPA) of 3.0, published for the DNAP program.
- **Quantitative Requirement or Pace** - Pace is calculated by dividing the total cumulative earned hours by the total cumulative attempted hours, including any repeated hours. Students must complete two-thirds or 67% of the total attempted hours for the academic year. Withdrawals, grades below a B, and incomplete grades are included in attempted hours.
- **Maximum Completion Timeframe** - Maximum timeframe is defined by the length of each academic program. Programs at MTSA have scheduled academic coursework which must be successfully completed. Any accepted transfer hours for the DNAP Completion program will be included in the maximum time frame evaluation. Students cannot receive federal aid after attempting the hours required for the completion of their academic program.

REPEATED COURSEWORK

Each time a course is taken counts as an attempt. Only when a passing grade is received is it counted as a completion. Students may only receive federal aid funding for one repetition of a previously passed course. Any retaken class(es) may count against a student's satisfactory academic progress.

FINANCIAL AID SUSPENSION

Any student not meeting the required number of credit hours or falling below the cumulative grade point average at the end of their academic year will be placed on Financial Aid Suspension. All future federal aid will be cancelled. The student will be notified by the Financial Aid Office of their suspension status. The student will remain on this status until they come into compliance with the SAP policy or until they have appealed with a favorable decision.

FINANCIAL AID APPEAL

Students on Financial Aid Suspension may appeal one time for reinstatement of federal Title IV aid with the Financial Aid Office. The appeal for reinstatement should include the following elements:

- An explanation of extenuating circumstances, such as injury, illness, death of a relative or other special circumstance as to why you failed to meet satisfactory academic progress requirements,
- An explanation of what has changed that will now allow you to demonstrate satisfactory academic progress at the end of the subsequent semester,
- Include supporting documentation from medical doctors, advisor, Program Administrator, psychologist, etc., to verify the information you are including in your personal statement. Failure to provide information may result in your appeal being denied.

If the student does not meet the terms of the Financial Aid Committee decision, then the student will remain on Financial Aid Suspension and will not be eligible for federal Title IV aid

FINANCIAL AID PROBATION

If the student's appeal is granted, the student will be placed on Financial Aid Probation and be eligible for federal aid during their probationary period (one payment period). The student must meet SAP at the end of the probationary period to continue to be eligible for federal Title IV aid. If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, then the student will be placed on an academic plan, developed with the Program Administrator. If the student meets the requirements of the plan, the student is eligible to receive Title IV aid.

Admission to MTSA or maintaining good academic standing, as defined by the academic program, does not necessarily constitute maintaining satisfactory academic progress for federal aid purposes.

REINSTATEMENT OF AID

Students whose federal Title IV aid is suspended may have aid eligibility reinstated once SAP standards are met. It is the responsibility of the student to notify the Financial Aid Office for a reevaluation of the SAP for federal Title IV eligibility.

NOTIFICATION

Students will be notified in writing of results of any evaluation that affects their eligibility for federal funding.

ACCOMMODATION REQUESTS

Policy Number: 5.1.303

Date: 11/9/2022

Reviewed: 12/12/2022, 2/28/2023, 11/16/2023, 12/13/2023, 2/8/2024, 6/2024

Revised: 11/16/2023, 12/13/2023, 1/16/2024, 2/8/2024, 6/17/2024 BOT approved 8/2024

MTSA complies with the Americans with Disabilities Act (ADA). To ensure equal opportunity for all qualified persons, students with documented disabilities requiring accommodation have access to support personnel within the Office of the Executive Vice President. An agent of this office will collaborate with other faculty and staff as necessary to provide reasonable accommodations for courses and examinations. Accommodations help qualified students with disabilities access resources to assist them in meeting the technical standards for nurse anesthesia program admission, continuation, and graduation.

Requests for accommodation of a disability must be made in a timely manner to the Office of the Executive Vice President. Accommodations provided by MTSA are not retroactive.

Students who receive accommodations are responsible for notifying instructors before beginning each course.

PROCEDURE FOR REQUESTING ACCOMMODATIONS

Students with a documented disability may request a reasonable testing accommodation by submitting a written request along with supporting documentation to test.accommodation@mtsa.edu. These requests will be reviewed by the Office of the Executive Vice President.

Supporting documentation includes the following:

1. A written personal statement identifying the basis of your need for accommodation, the specific accommodation(s) you are requesting, history of past accommodations given, and how a documented disability impacts your testing ability.
2. A current, complete, and comprehensive evaluation from a qualified healthcare professional performed within the past five years. Qualified healthcare professionals must be licensed or otherwise properly credentialed, possess expertise in the diagnosis of the disability for which the accommodation(s) is sought, and have administered an individualized assessment of the student that supports the need for the requested accommodations.
3. Documentation from qualified healthcare professionals must include the following:
 1. Document presented on official letterhead from a licensed or qualified healthcare professional who has examined the student.
 2. Official diagnosis, date of diagnosis, and identification of current need for accommodations as supported by the diagnosis.
 3. Specific recommended accommodations/modifications.
 4. Dated and signed by a qualified healthcare professional.
 5. Results of psycho-educational or other professional evaluation(s).

STUDENT RECRUITMENT INFORMATION POLICY

Policy Number: 51.304

Date: 2/6/2023

Reviewed: 2/20/2023, 5/8/2023

Revised: 5/8/2023, 6/25/2025

The following policy was created in response to the Solomon Amendment, a federal law mandating that institutions receiving certain federal funding must fulfill military recruitment requests for access to campus and lists containing student recruiting information.

Middle Tennessee School of Anesthesia does not comply with requests for student recruiting information. MTSA is a single-purpose graduate institution whose students attend an intensive course of study, taking them into the clinical arena each year they attend. MTSA's student body consists of non-traditional students who likely have or would have made decisions about joining a military branch prior to attending MTSA.

Military recruiters are given the same opportunities as other employers to inform students of their recruitment activities. For example, MTSA offers a career fair for its students, which permits employers and military recruiters the same degree of access to its students.

ENROLLMENT DEFERRAL POLICY

Policy Number: 51.305

Date: 11.12.2024 New Policy BOT approved 11/18/2024

DNAP PRACTICE DOCTORATE

While deferrals are uncommon, deferrals are occasionally granted to accepted applicants prior to enrollment for extenuating circumstances that create challenges for applicants to begin the DNAP PD program. Requests for deferrals will be reviewed by the Program Administrator on a case-by-case basis.

To request a deferral, accepted applicants must submit a written request to the Program Administrator, detailing the reason for the deferral request, along with documentation of the reason. If approved, enrollment may only be deferred for one year. Applicants may be required to complete additional application requirements during the deferment period.

Deferrals will only be considered in the following situations:

1. Military deployment
2. Unanticipated, urgent medical Issues

DNAP COMPLETION & NURSE ANESTHESIA EDUCATOR PROGRAM

Deferrals may be granted to accepted applicants prior to enrollment for extenuating circumstances that create challenges for the applicant. Requests for deferrals will be reviewed by the Program Administrator on a case-by-case basis.

To request a deferral, accepted applicants must submit a written request to the Program Administrator, detailing the reason for the deferral request..If approved, enrollment may only be deferred for one year. Applicants may be required to complete additional application requirements before reentry.

ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP & REGIONAL FOUNDATIONS COURSE

Deferrals may be granted to accepted applicants prior to enrollment for extenuating circumstances that create challenges for the applicant. Requests for deferrals will be reviewed by the Program Director on a case-by-case basis.

To request a deferral, accepted applicants must submit a written request to the Program Director, explaining the reason for the request.

If approved, enrollment can be deferred up to one year. Fellowship applicants will be required to submit additional ultrasound images and an updated letter from the department head at their facility indicating the applicant's ability to perform regional anesthesia procedures.

UCNAP 500 ADVANCED PHYSIOLOGIC FOUNDATIONS COURSE

Students may not defer enrollment in the UCNAP 500 Advanced Physiologic Foundations course to a future semester.

5.2 — MASTERS PROGRAM SPECIFIC STUDENT

TRANSFER POLICY MASTER'S PROGRAM (RETIRED)

Policy Number: 5.2.102

Date: 2016

Reviewed: 3/17, 7/2021

Revised: 3/17, RETIRED 7/2021

CANDIDATES TRANSFERRING TO MTSA

The anesthesia program at MTSA is considered a "lock-step" program (i.e. courses are offered only once in the program and the student must pass one quarter to progress to the next). There are very specific didactic courses, clinical requirements, and simulation training that meet the learning objectives and graduation requirements unique to MTSA.

Transfer applicants are rare and are judged for admission on an individualized basis. Transfers will be considered by the Vice President of Academics and Program Administrator and the NAP Council on the merits of each individual case in accordance with guidelines established by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA), the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC), the institution, and clinical site availability. The maximum number of transfer credits is **six (6) credit hours**.

Students seeking to transfer to MTSA from other nurse anesthesia educational programs must meet each of the following criteria before making application for admittance:

1. The specific accrediting body (COA) and one of the several regional accrediting organizations must accredit the student's anesthesia school at the time of request.
2. Transcripts of course work completed must be transferable on a course by course basis from the school in attendance.
3. Clinical experiences must be documented and verified by the transferring school and include case numbers and anesthesia hours.
4. Recommendations are required from the school program administrator, as well as from two (2) educational and two (2) clinical instructors.
5. All other policies and procedures for acceptance into MTSA must be met before review for admissions by the Admissions Committee of MTSA or the NAP Council, based on the date of application.

All students accepted into MTSA from other programs will be expected to meet the same criteria for graduation as beginning MTSA students and will receive the Masters of Science (MS) with a focus in Nurse Anesthesia degree upon successful completion of the program. The time commitment and clinical experiences required for completion of the program for transferring students will be determined on an individual basis and may include completion of the entire program of study at MTSA. An individualized program of study specific to the student is developed for each entering non-MTSA original student. Rarely, MTSA may consider applicants for admission who have had difficulty in other programs of nurse anesthesia. Those individuals may be required to complete the full institutional educational program at MTSA. Steps for transferring to MTSA from another nurse anesthesia educational program are as follows:

- The student will notify the initial Program Administrator in writing of the reason for transfer and will provide a copy of this letter to the MTSA Program Administrator.
- MTSA will request a transcript of all experiences from the original program.
- The Program Administrator of the current school is requested to remit the transcript of all academic and clinical experiences and other appropriate data to MTSA within 30 days.
- If the student is eligible for admission, MTSA will determine the transfer credit, and will notify both the transferring student and the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) of the decision, in writing, within 30 days.

CANDIDATES TRANSFERRING FROM MTSA

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

program. MTSA will comply with appropriately authorized requests from students or other nurse anesthesia educational program administrators regarding transcripts, references, clinical records, and related paperwork. However, if an MTSA student chooses to seek information regarding admission to another nurse anesthesia educational program, MTSA is under no obligation to assist the student in that information-gathering process.

GRADING POLICY MASTER'S PROGRAM CLASS OF 2019 ONLY (RETIRED)

Policy Number: 5.2.103

Date: 7/17

Reviewed: 7/11/17, 7/2021

Revised: 7/11/17, RETIRED 7/2021

ACADEMIC GRADES

Advancement of each student to the next quarter is made by the Progressions Committee, with faculty recommendation, at the end of each quarter. Each advancing student will receive a transcript reflecting academic and clinical progress, with current and cumulative GPAs, by the end of the month proceeding the end of each quarter.

The MTSA Grading Scale is based on the following 4.0 grading system:

A =	90-100%	(4.0 Quality Points)
B =	80-89%	(3.0 Quality Points)
C =	70-79%	(2.0 Quality Points)
F =	Below 70%	(0.0 – Failing)

(There is no grade of "D" in the program)

During the First Quarter Orientation, courses are considered minimal competencies that need to be displayed prior to entering the clinical environment. Earning a grade of less than 80% (B) in any First Quarter Orientation course will lead to dismissal from the program.

After the first quarter, MTSA expects that all graduate level coursework should result in a minimum earned grade of "B". The first earned grade between 70-79% (C) will require a scheduled meeting with the Program Administrator to discuss the student's performance. A grade of "C" will also lead to an automatic academic probation and an appearance before the Progressions Committee. The second earned "C" in a course will result in dismissal from the program.

MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic/clinical probation. The student will have one (1) quarter to improve the academic cumulative GPA to 3.0 or greater to be removed from probation. If the student fails to improve his or her GPA to 3.0 or greater during the following quarter, they will be dismissed from the program.

Students who are placed on any type of probation more than two (2) times will be dismissed from the program. An active vote to carry probation over to another quarter will count as an additional probation. Students will automatically be dismissed from the program for receiving a failing course grade in any course. Failing is defined as any grade below 70%.

Students have the right to appeal decisions of the Progressions Committee by filing a grade appeal with the Appeals Committee.

CLINICAL GRADES

Clinical grades are recorded from each of the MTSA approved Clinical Coordinators. The grade for each quarter is an average of all of the grades from the clinical sites attended for that quarter (exception: Nationwide Children's Hospital (Columbus, Ohio) has an MTSA approved clinical grading system).

MTSA requires completion of 75% of student daily clinical evaluations (as described in MTSA Clinical Standards). Failure to submit at least 75% will result in a 5-point deduction from the final clinical grade.

A =	90-100%
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B =	80-89%	
C =	70-79%	Meet with Program Administrator / Clinical Probation
F =	Below 70%	Clinical Probation / possible dismissal

Any student who earns a C for a **single clinical rotation OR quarter clinical grade** will be required to meet with the Program Administrator for a review of student clinical evaluations and grade, determination of a remediation plan, and/or being placed on Clinical Probation. The student will also be referred to Progressions Committee for further review. The length of the remediation plan and/or probation will be determined by the Progressions Committee.

Any **failure** of a clinical rotation will be reviewed by the Program Administrator and Progressions Committee for a review of student clinical evaluations and grade, and determination of a remediation plan or up to and including dismissal from the program. If the student remains in the program, any failed clinical rotation will be repeated and must be successfully completed (grade of B or greater) prior to graduation.

NOTICE OF PLACEMENT ON ACADEMIC/CLINICAL PROBATION

If it is deemed by the Progressions Council that the student will be probation due to clinical or academic issues, the student will be notified in the following ways:

The student will have a face-to-face meeting with the Program Administrator or Vice President of Academics;

An e-mail with "read-receipt" will be sent to the student's @mtsa.edu e-mail address documenting the probation decision

A certified letter will be sent with the decision through the United States Postal Service to the current address that the student has on file.

Additional Transcript Symbols:

*	Course scheduled to start in one quarter and finish in another quarter
GS	Good standing in clinical performance
I	Incomplete - may be given if an instructor or a student is unable to complete a course in one quarter and must complete the course at a later time. This requires special permission from the Program Administrator. Any incomplete on the transcript must be completed before graduation. No student may graduate with an Incomplete on the transcript
Prob/C	Probation due to unsatisfactory Clinical Performance
Prob/A	Probation due to unsatisfactory Academic Performance
Prob/O	Probation due to Other Considerations
S	Suspension - Involuntary withdrawal from the Academic and/or Clinical program for a period determined by the School
T	Terminated - Involuntary withdrawal from the School indefinitely
W	Withdrew
WP	Withdrew Passing
WF	Withdrew Failing

SELF EVALUATION EXAMINATION (SEE)

Policy Number: 5.2.113

Date: 2018

Reviewed: 12/20/16, 5/15/18, 11/12/2024 BOT approved 11/18/2024

Revised: 11/12/2024

All students will be required to take the SEE at least twice prior to program completion and to achieve the Total Score benchmark determined by the faculty as stated in the respective cohort's syllabus on the second SEE. Failure to achieve the required benchmark on the second SEE will require the student to repeat the SEE. Students must achieve the required SEE benchmark on the second or subsequent SEE prior to program completion and approval of their NBCRNA application to take the NCE.

The fees for the first two SEEs are included in the MTSA tuition and fees. Any additional retakes are at the student's expense.

ADDITIONAL SEE INFORMATION:

The SEE is a valuable tool to gauge progress in the education program, assess knowledge of anesthesia practice, and to prepare students for the National Certifying Examination (NCE) experience. The exam is 240 computer adapted questions covering these four domain levels: Basic Sciences; Equipment, Instrumentation and Technology; Basic Principles of Anesthesia; Advanced Principles of Anesthesia. The SEE is administered at approved testing sites across the nation. Data from the SEE will be reviewed and each student will receive counsel regarding knowledge areas that need further study and review.

5.3 — DNAP COMPLETION PROGRAM SPECIFIC STUDENT

CONTINUATION STATUS PLAN FOR DNAP COMPLETION PROGRAM –STUDENT WITHDRAWAL (RETIRED)

Policy Number: 5.3.107

Date: 4/15/15

Reviewed: 4/15/15, 8/6/18, 11/12/2024 RETIRED BOT approved 11/18/2024

Revised: 4/15/15, 8/6/18, 11/12/2024

FULL-TIME DNAP STUDENT EXTENDING TIME TO COMPLETE CAPSTONE PROJECT:

Category One Status: For the student who has completed all course work, but has not completed the DNAP Capstone Project, and requests more time to complete the scholarly work.

- All course work of the full-time track must be completed with a passing grade.
 - This includes the D700, 710, 720, 730 series**.
- All fees and tuition must be paid in full. (see handbook for late tuition payment)
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Category One Status, and will be entered into the part-time track for completion of the DNAP Capstone Project.
- The financial aid office must be notified of change in status. The change of status form is available on the MTSA website. It is the responsibility of the DNAP student to submit the required form.

FULL-TIME DNAP STUDENT TRANSFERRING TO PART-TIME STATUS:

Category Two Status: For the full-time student who requests part-time track.

- All course work for the current quarter must be completed with a passing grade. If the course work is left incomplete, the course must be repeated. (Applicable tuition to be paid.)
- All tuition must be paid up-to-date.
- Request for transfer from full-time to part-time status must be made to the Committee Chair and the Program Director.
- DNAP student must request part-time status from the Program Director, and the Chair of the Capstone Committee. The Chair must approve the continuation of the work, and a time-frame for completion will be negotiated with the Committee. The DNAP student will then be allowed to transfer to part-time Status Category Two, and will be entered into the part-time track for completion of the DNAP Capstone Project.
- All course work and the DNAP Capstone Project will continue to follow the 2 year/Part-time track for completion.
**
- The financial aid office must be notified of the change in status. It is the responsibility of the DNAP student to submit required form to the financial aid office.

****special note of incomplete DNAP Capstone Project:** in the event a student does not satisfactorily complete the DNAP Capstone Project in the required time frame, the student may be extended in the program, (with DNAP Committee approval) a maximum of two (2) semesters. Applicable tuition to be paid.**

ATTENDANCE & ABSENTEE POLICY – DNAP COMPLETION PROGRAM (RETIRED)

Policy Number: 5.3.108

Date: 2018

Reviewed: 8/6/2018, 11/12/2024 RETIRED - BOT approved 11/18/2024

Revised: 8/6/2018, 9/2023, 11/12/2024 POLICY RETIRED

DNAP students are required to attend all scheduled classes during the Intensive Day each semester. Any unapproved absences during the Intensive Day each semester will result in a 10% reduction in course grades for that semester.

Any Intensive Day absence should only be for extenuating circumstances and must be arranged in advance by contacting the Executive Vice President and instructor(s) of course. The requirement is that DNAP students will come to each Intensive Day. Before deciding to miss a day, students should be aware of any class penalties for absence outlined in the instructors' course syllabi. Making advance arrangements with the instructors for missing class is also required.

GRADING POLICY (POST-GRADUATE)

Policy Number: 5.3.109

Date: 6/16/2020

Reviewed: 2/2021, 9/2022, 7/25/2023, 11/16/2023, 12/13/2023, 7/2024

Revised: 2/2021, 9/20/2022, 11/2022, 7/25/2023, 11/16/2023, 12/13/2023, 2/12/2024, 7/25/2024 BOT approved 8/2024

Advancement of each student to the next semester is made by the Progressions Committee, with faculty recommendation, at the end of each semester.

Each advancing student will receive a transcript reflecting academic progress, with current and cumulative GPAs, within one week of the course ending.

THE MTSA GRADING SCALE IS BASED ON THE FOLLOWING 4.0 GRADING SYSTEM:

A =	90-100%	(4.0 Quality Points)
B =	80-89.9%	(3.0 Quality Points)
F =	Below 80%	(0.0 – Failing)
I=	Incomplete	<i>See Grade of Incomplete below</i>
W=	Withdrew	<i>See Grade of Withdrew below</i>
WF=	Withdrew Failing	<i>See Grade of Withdrew Failing below</i>
T=	Terminated	<i>See Terminated below</i>

No grades, including final course grades, will be rounded up.

MTSA expects all graduate-level coursework result in a minimum earned grade of "B". A Final grade of less than 80% in any post-graduate course results in dismissal from the program and a referral made to the MTSA Progression Committee by the Program Director for a full review and decision.

Students have the right to appeal decisions of the Progressions Committee by filing an appeal with the Appeals Committee.

GRADE OF INCOMPLETE (I)

If a student is unable to meet the requirements of a course by the end of the semester, the temporary grade of Incomplete (I) may be awarded by an instructor at the instructor's discretion. An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed, in the form of an Incomplete Contract. To be awarded an Incomplete grade, the Incomplete Contract must be signed by the student, instructor, and Program Director and submitted to the Registrar's office by the last day of the semester.

The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the following semester in which the incomplete was incurred (i.e. an incomplete awarded in the

2nd semester must be converted by the last day of classes in the 3rd semester). If the time limit passes and the course is not completed, the grade of incomplete is changed automatically to a failing grade. Any failing grade will result in termination from the program. A grade of incomplete is not calculated in the grade point average. No student may graduate with an Incomplete on their transcript.

EXTENSION OF INCOMPLETE GRADE

For justifiable reasons, students may petition to extend the 'I' grade past the end of the deadline listed on the contract. Extensions require a new Incomplete Contract. Requests for extensions must be approved prior to the deadline, and the extension cannot be made retroactively.

WITHDRAWING FROM A COURSE

Students may drop a course within the first 5 MTSA business days of the semester with no grade.

GRADE OF WITHDREW (W)

Students wishing to withdraw from a course after the 5 MTSA business days will either receive a grade of "W" or "WF." To receive a W grade, a student must drop the course within the first 60% of the semester. A "W" grade does not impact a student's GPA.

GRADE OF WITHDREW FAILING (WF)

Students wishing to withdraw from a course after the deadline to withdraw with a "W" grade will receive a grade of "WF." A WF grade is calculated into a student's GPA as a failing grade (F).

TERMINATED (T)

An administratively terminated student is issued a final grade of "T" for all courses in which he/she is currently enrolled, and the termination is noted on the student's transcript.

COURSE AUDIT POLICY

Policy Number: 5.3.103

Date: 3/14/2022

Reviewed: 10/2022, 7/25/2023

Revised: 10/2022, 11/2022, 7/25/2023, 8/28/2023 BOT approved

Audit is a registration status allowing students to attend a course without receiving a grade or academic credit for the course.

REGISTERING TO AUDIT A COURSE

- Registration for audit is at the course instructor and Program Administrator's discretion.
- At the time of approval for audit registration, the instructor, Program Administrator, and student will agree upon the student's level of participation in the class.
- By the first day of class, the student must obtain the instructor and Program Administrator's signature on the Course Audit Agreement. This form must be submitted to the Registrar.

AUDIT GUIDELINES

- Only students enrolled in the DNAP Completion program may audit courses within the DNAP Completion program.
- Only students enrolled in the Nurse Anesthesia Educator Program may audit courses within the Nurse Anesthesia Educator Program.
- Only students enrolled in the ASPMF program may audit courses within the ASPMF program.
- Credit status/designation cannot be changed from audit to credit or vice versa after the first 5 MTSA business days of the course.

- MTSA [Refund Policy/Withdrawal Procedures](#) apply to audited courses.
- Audited courses do not count towards determination of enrollment status for purposes of financial aid eligibility.
- Unless student has already completed the course for a grade, fees for auditing courses are the same as for credit courses.
- Students are permitted to retake an audited course for credit.

AUDIT GRADES

- No traditional letter grade is issued, and the student will not receive credit for the course.
- The grade of AU, with no grade-point value, is awarded for students that audit a course and complete all requirements listed on the Course Audit Agreement.
- A student registered to audit a course may drop the course with no grade 5 MTSA business days after the course start date.
- If a student withdraws after the deadline to drop without a grade of W (5 MTSA business days after the course start date), a grade of "WA" is awarded.
- A grade of "WA" is also awarded if the agreed-upon level of participation by the student in an audit enrollment is not met.

DNAP-C PROGRAM STUDENT EVALUATIONS

Policy Number: 5.3.110

Date: 10/10/2022

Reviewed: 10/13/2022 BOT approved 2/28/2023

Students at MTSA evaluate all aspects of the program, facilities, and their own progression. These evaluations are coordinated and scheduled by the Coordinator, Graduate Degree Programs and are conducted online. The data from these evaluations are compiled by the Coordinator, Graduate Degree Programs and are reviewed by the Evaluations Committee each semester.

Evaluations students complete include the following:

STUDENT EVALUATION OF:	WHEN EVALUATION IS DONE:
<i>ACADEMIC</i>	
Student Evaluation of Academic Faculty	End of each Semester (one per course)
Student Evaluation of Academic Courses	End of each Semester (one per course)
Student Self-Evaluations/Self-Assessments	End of each Semester (one per course)
<i>PROGRAM</i>	
Guest Speaker Evaluations	At the end of each lecture (as-needed)
MTSA Program (Exit Evaluation)	Prior to Graduation
Graduation Ceremony Evaluation	After Graduation Ceremony
Post-One-Year Graduate Evaluation	One year after end of Program
Post-One-Year Employer Evaluation	One year after end of Program

5.4 — PRACTICE DOCTORATE PROGRAM SPECIFIC STUDENT

ATTENDANCE POLICY AND EXPECTATIONS

Policy Number: 5.4.101

Date: 2016

Reviewed: 12/20/16, 5/15/18, 10/20, 9/20/22, 1/17/2023, 2/8/2024

Revised: 12/20/16, 5/15/18, 6/19, 10/20, 11/20, 9/21, 9/22, 1/17/2023, 2/28/2023, 2/8/2024, 2/12/2024, 5/27/2025

Attendance is mandatory for all in person, didactic, classroom, associated lab, and simulation activities. Attendance may be a major portion of specific course grades.

Any **class absence** should be arranged in advance with your course instructor. If you are going to miss class due to illness, you must contact your instructor(s), the Faculty Assistant, and the Program Administrator by e-mail as soon as you know you are unable to make class.

Any **clinical absence** should be arranged in advance with the Coordinator of Clinical Support. If you are going to be unable to attend your **clinical rotation**, you must contact the facility student coordinator and the Coordinator of Clinical Support by email, and the Program Administrator by e-mail as soon as you know you will be unable to make your shift. Any absence from clinical obligation not previously approved by MTSA in writing will be considered emergency time. An absence from a clinical assignment when the student is assigned to take call will be considered as two emergency days. This includes weekend and daily 16- or 24-hour "call" shifts.

If the process for notification of an absence is not followed by the student, and if MTSA becomes aware of such an absence, the student may be charged two (2) emergency time days for each day absent. If a student fails to follow this process in more than one instance, the emergency time charged may be made up after graduation.

Any absences in excess of specified vacation, holidays, or emergency time days may result in a delay in graduation of an equal number of days.

It is NOT the responsibility of the Program Administrator to make the arrangements for the student to make up any missed tests or quizzes. Any make-up tests/quizzes/exams must be approved by the individual instructor according to his or her syllabus guidelines.

CLINICAL SCHEDULE CHANGE

A change in the daily/monthly clinical schedules after it has been distributed to affiliates is highly discouraged and is usually only done in emergency cases where the student cannot work the day that he/she is scheduled. The student wanting to make a schedule change **must** find another student who is willing to exchange days with him/her. A form to request a schedule change can be obtained from the Coordinator of Clinical Support.

PROCEDURE FOR REQUESTING A SCHEDULE CHANGE:

1. Obtain the form from the MTSA Coordinator of Clinical Support.
2. Return the completed form, with signatures of both students, to the Coordinator of Clinical Support Services
3. The students will be notified in a reasonable time by email from the office of the Coordinator for Clinical Support Services of the approval/denial for the schedule change.

RELIEF STUDENT

Each month, MTSA attempts to have a relief student available, whose function is to replace full-time clinical students (*semesters 6-9*) at an affiliate who have gone through the appropriate channels to be able to take scheduled day(s) off. When these relief students are not occupied replacing students for scheduled days, they are available to replace students who may call in sick. When neither of these needs arise, the relief student will go to the pre-assigned base affiliate.

ADDITIONAL ATTENDANCE OBLIGATIONS

A limited number of students will be able to attend state and national meetings, and such attendance may be at the student's expense, with advance clearance from the Program Administrator, Coordinator of Clinical Support, and the current affiliate clinical coordinator.

TENNESSEE ASSOCIATION OF NURSE ANESTHETISTS (TANA) ANNUAL CONVENTION

This convention, typically held in Murfreesboro or Franklin each fall, is a three-day event for Nurse Anesthetists and SRNA's to attend lectures on various aspects of nurse anesthesia practice.

Students are required to attend two complete days at the conference, not to interfere with their personal religious observance.

Student research from courses may be presented at this meeting in poster sessions or oral presentations. Non-attendance is considered an absent day and is subtracted from the bank of emergency time granted.

SPECIAL EVENTS/GUEST LECTURERS

Attendance at specific group functions and evening lectures by guest speakers is mandatory, unless the student is scheduled on vacation, call, or out-of-town affiliation. These are announced with as much advanced notice as possible and are part of MTSA's program. Non-attendance will result in penalties including having an emergency day subtracted from the bank of emergency days granted and/or a one-day extension in the program for each missed day of an event.

HOLIDAY TIME

MTSA celebrates six (6) Holidays in which the campus will be closed and there are no classes for students. **Holidays observed:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day.

If a student is scheduled to be at **clinical** on a holiday, compensatory time will be granted and added to the student's "Comp time" bank (*see Compensatory Time below*).

VACATION BREAKS

Vacation breaks are scheduled at the end of each semester to allow students time off. Typically, all students get a two-week **semester break** from classes at the end of semester 1 and 2. During the semester breaks at the end of semesters 3, 4, and 5, students will have clinical duties for half of each break based on their group (A or B) and vacation during the other half of the break.

Vacation time from the start of semester 6 through the end of semester 9 will be as follows: two (2) weeks will be scheduled (5-day blocks) with the clinical office through the Coordinator of Clinical Support, and all students will be on vacation for one week in early September prior to the start of the Senior Elective.

Students may be scheduled a call-shift on the weekend prior to, or the day after vacation. Students must check their call schedule prior to making any travel arrangements during their vacation time.

EMERGENCY TIME OFF

Students are given **three (3)** days of emergency time in semesters 3-5 and 6-8, for a total of **six (6)** days of emergency time during the 36-month course. No emergency days are given during semesters 1-2 or senior elective in semester 9. This time should only be taken for true illness, emergencies, and/or inclement weather. Using emergency time from clinical also prevents you from participating in academic activities for that day. You will need to follow the procedures for missing class as well.

Students may be requested to submit a physician's report documenting illness. Absences from meetings that require attendance (e.g., guest lecturers) will be charged to this bank of time unless the student is at an out-of-town affiliation. ***Emergency days DO NOT CARRY over into the next academic year.***

Semester 1 - 2	0 Emergency Days
Semester 3 - 5	3 Emergency Days
Semester 6 - 8	3 Emergency Days
Semester 9 (Senior Elective)	0 Emergency Days

PROCEDURE FOR TAKING EMERGENCY TIME OFF:

The student **MUST** complete each of these steps:

Clinical

1. Call the affiliate and ask to speak to the Student Coordinator if possible. If the Student Coordinator is not available, request to speak to someone in the anesthesia department, preferably, or else someone else in the operating room who can get a message to the Student Coordinator and other anesthesia staff. Announce the absence and inform them of the illness (or other emergent reason). If unable to speak with the Student Coordinator, make a note of the name of the individual to whom you directly spoke to report the absence, as this will need to be relayed to the Coordinator of Clinical Support.
2. Email the **Coordinator of Clinical Support** regarding the specifics of the absence, including the name of the individual to whom the illness (or other emergent reason) was reported at the affiliate.
3. Email the **Program Administrator** identifying that the appropriate procedure was followed and the time and name of the person at the clinical site whom the student notified. If you are going to miss class, also include that information in your email.

Academic

4. Call/email your class **instructor(s)** and inform them that you will be unable to attend class based on their contact preference on their syllabus. If you are going to miss an exam/test, it is your responsibility to reschedule it with your instructor and test administrator (if applicable).

PENALTIES FOR FAILURE TO COMPLETE STEPS TO TAKE EMERGENCY TIME OFF

If MTSA finds that a student has failed to complete these steps when taking emergency time, the student will be charged **TWO (2)** full days for each day or portion of a day missed (without site Clinical Coordinator or designee approval). Furthermore, if MTSA finds that a student has failed to complete these steps when taking time off in more than one (1) instance, the student will not only be charged **TWO (2)** full days for each day or portion of a day missed (without site Clinical Coordinator or designee approval), but the student will also be required to make these days up **AFTER** the scheduled graduation date.

If a student takes time off (i.e. "calls in sick") on the day before or after a scheduled day off, before or after a weekend, or before or after a holiday, the student will be charged **TWO (2)** full days. The student may be requested to submit a physician's report documenting illness.

Emergency time taken for sickness on dates of exams, and specifically final exam week, will be evaluated carefully. The student may be requested to submit a physician's report and/or be required to use two (2) days for time taken during final exam week.

Absences in excess of emergency time must be arranged with the Program Administrator and may require days to be made up at the end of the program.

COMPENSATORY TIME

Compensatory time is time earned for working on a scheduled holiday or for extra events. This time is recorded in a separate bank called **Comp Days** and managed by the **Coordinator of Clinical Support**. Comp days may be earned only when approved by the Program Administrators. Earned comp days may be taken off as the schedule permits. Earned comp days off must be scheduled fourteen (14) days in advance and coordinated through the Coordinator of Clinical Support. Only one student at a time may take an earned comp day in any affiliate, and then only with approval from the Coordinator of Clinical Support. Typically, one student is scheduled as a relief student, and this person can assume another student's position in an assigned affiliate on the weekday they request off (weekends and MTSA approved holidays excluded).

If earned comp days are requested less than 48 hours in advance, it is highly unlikely the request can be honored. For all requests made less than 14 days in advance, two (2) comp days will be subtracted from that student's bank of days. Comp days must be used within the academic year they are earned (i.e. if earned during the first academic year, must be used during the first academic year). **No Comp Days can carry over to another year, unless earned late in the calendar year and approved by the Program Administrator.**

PROCEDURE FOR TAKING COMP DAYS:

The following process for requesting days off is provided to better serve student requests and to adhere to COA guidelines regarding the supervision and scheduling of students. **MTSA is the official supervising body of the SRNA schedule and their requests for time away from clinical.**

1. All requests for Comp Days are to be made to the Coordinator of Clinical Support.
2. All requests must be made at least 14 days in advance of the desired day(s) off. This allows the Coordinator of Clinical Support the opportunity to use every reasonable resource to grant the requested day(s) to the student.
3. Request forms are located in the student mail room. If a student is at an out-of-town facility, they should request an electronic copy of the form.
4. After the form is returned to the Coordinator of Clinical Support, the student will be notified as soon as possible if the time is granted.
5. The Coordinator of Clinical Support will notify the clinical site of the student day off from clinical.

CLINICAL EVALUATION OF STUDENTS

Policy Number: 5.4.102

Date: 2016

Reviewed: 12/20/16, 12/17/24

Revised: 12/20/16, 12/17/2024 BOT approved 3/3/2025

Formative

Formative clinical evaluations are used to assess students' clinical performance on a given date and to give the students immediate feedback on their performance.

Formative evaluations by clinical instructors are subjective; however, the evaluation form states the expectations of students at each level, so instructors can evaluate students by those expectations and by comparing performance of students within a given cohort, and within cohorts at the same level in the past. Students should be aware that the purpose of the tool is not just to log how well the student is doing (as important as positive feedback is), but to especially note specifically where they need to improve. Students should utilize every opportunity to seek advice about how to improve.

The formative clinical evaluation tool is user friendly and is reviewed and revised periodically. The student should ask the clinical instructor to complete the formative clinical evaluation each clinical day that the student logs an anesthetic case.

Performance levels have associated scores to be used internally as part of calculating a summative score at the end of each semester. These scores are not published on the formative clinical evaluation tool and are graduated. Students in semesters 3-8 are required to have clinical formative evaluations for a minimum of 75% of their clinical case days. Students in semester 9 must have 5 clinical formative evaluations, with 10 preferred.

Summative

Summative clinical evaluations represent the average of scores, completion rates, and comments from the formative clinical evaluations for a given semester. MTSA personnel review summative clinical evaluations and determine if each student's clinical performance that semester has been satisfactory (grade of Passing) or unsatisfactory (grade of Not Passing).

Expectations of Students

Clinical Year One (CY1); Semesters Three - Five

Students begin clinical rotations in their third semester a regular and published schedule. At least one evaluation should be completed per clinical day the student logs cases (excluding pre-operative or break days). However, two evaluations per clinical day are acceptable. CY1 students are required to have clinical formative evaluations for a minimum of 75% of their clinical case days. Exceeding the minimum requirement results in a graduated increase in scoring (max. +5%). Having less than the minimum requirement results in a graduated decrease in scoring (max. -10%), with potential repeated rotation and program extension with < 25% results.

Clinical Year Two (CY2); Semesters Six - Eight

Students' clinical rotations increase to a daily schedule in their sixth semester until graduation. Students continue to be expected to seek evaluations from clinical instructors using the MTSA formative clinical evaluation tool. The exception to this formative clinical evaluation tool is the OB rotation at Vanderbilt, where MTSA approved an alternate evaluation form. CY2 students are required to have clinical formative evaluations for a minimum of 75% of their clinical case days (excluding pre-operative or break days). Exceeding the minimum requirement results in a graduated increase in scoring (max. +5%). Having less than the minimum requirement results in a graduated decrease in scoring (max. -10%). Internal scoring (max. -10%), with potential repeated rotation and program extension with < 25% results.

Clinical Year Three (CY3); Semester Nine

CY3 students are required to have 5 clinical formative evaluations with 10 being preferred.

Special Card System

MTSA has developed a “card system” to assist in the evaluation process of all students at all levels. Giving these cards is the prerogative of each instructor and can be accomplished by email, verbally, or formative clinical evaluation comments.

Green card

Green cards can be submitted by an academic or clinical instructor to acknowledge and commend outstanding performance in any area by a student. Green cards are discussed at NAP Council and Progressions Committee meetings.

Yellow card

Yellow cards can be submitted by an academic or clinical instructor to identify students who demonstrate behaviors which may cause elevated and unnecessary risk. This type of identification will result in activation of the [MTSA Clinical Safety Concerns Protocol](#) to ensure the concerns are communicated, addressed, and documented properly. Yellow cards are also discussed at NAP Council and Progressions Committee meetings.

Red card

Red cards can be submitted by an academic or clinical instructor to identify students who demonstrate behaviors which do cause elevated and unnecessary risk. This type of identification will result in activation of the [MTSA Clinical Safety Concerns Protocol](#) to ensure the concerns are communicated, addressed, and documented properly. Red cards are discussed at NAP Council and Progressions Committee meetings.

To receive a Red card is serious. Any student receiving a Red card will be required to complete a drug screen within 24 hours of the school receiving notice of the Red card. Red cards can lead to probation, suspension, removal from clinical site, failure of rotation, or termination from the program.

All cards will become part of the student's permanent file. The Progressions Committee will consider clinical performance (formative and summative), and any cards received to make the final decision relative to any action regarding clinical performance. Should it be determined that there may be a negative decision by the Progressions Committee (eg, probation or termination), the student will be offered the opportunity to discuss his performance with the Progressions Committee, prior to any decision.

POLICY OF MTSA CLINICAL STANDARDS

Policy Number: 5.4.103

Date: 2016

Reviewed: 12/20/16, 5/15/18, 10/20, 9/20/2022, 1/16/2024, 1/21/2025

Revised: 12/20/16, 5/15/18, 10/20, 11/20, 9/21, 4/19/2022, 9/20/2022, 1/16/2024, 1/21/2025

Advancement of each student to the next higher level of anesthesia training and responsibility is made at semester intervals by the Progressions Committee. To be eligible to advance to the next higher level, the student must:

- meet all clinical objectives for the current level for advancement to the next level,
- successfully complete all clinical affiliation assignments, and
- keep and maintain a current multi-state Tennessee RN license or Nurse Licensure Compact (NLC) or enhanced Nurse Licensure Compact (eNLC) license on file with MTSA during the entire program.

The student must possess a current RN license for any state in which he is assigned for clinical rotations. If a student's RN license lapses for any reason, the student will immediately be removed from clinical practice. The student may not return to clinical practice until documentation of a current RN license is presented to MTSA. Any clinical practice the student misses during this period must be made up prior to graduation, or the student may be extended in the program to compensate for these days. Any lapse in a nursing license that results in the inability to perform clinical duties will result in clinical probation.

In addition, all students are required to have an annual influenza vaccine and submit vaccination documentation to MTSA the deadline in October published each year. If a medical condition exists that prohibits the student from receiving the vaccine, the student must present documentation from their primary care provider stating why the influenza vaccine is contraindicated.

CLINICAL SUPERVISION OF NURSE ANESTHETIST STUDENTS

The following language is taken from the COA STANDARDS:

Supervision at clinical sites is limited to CRNAs and physician anesthesiologists who are institutionally credentialed to practice and immediately available for consultation. The clinical supervision ratio of students to instructor ensures patient safety by taking into consideration: the complexity of the anesthetic and/or surgical procedure, the student's knowledge and ability, and the comorbidities associated with the patient. At no time does the number of students directly supervised by an individual clinical instructor exceed 2:1.

Clinical supervision of students must not exceed (1) 2 students to 1 CRNA, or (2) 2 students to 1 physician anesthesiologist, if no CRNA is involved. The CRNA and/or physician anesthesiologist are the only individual(s) with responsibility for anesthesia care of the patient and have responsibilities including, but not limited to, providing direct guidance to the student, evaluating student performance, and approving a student's plan of care. There may be extenuating circumstances where supervision ratios may be exceeded for brief periods of time (e.g., life-threatening situations); however, the program must demonstrate that this is a rare situation for which contingency plans are in place (e.g., additional CRNA or physician anesthesiologist called in, hospital diverts emergency cases to maximize patient safety). Clinical supervision must be consistent with the COA Standards (i.e., clinical oversight is the responsibility of a CRNA or physician anesthesiologist only). Students must be aware of these requirements and know who is supervising them in the clinical area.

The program restricts clinical supervision in non-anesthetizing areas to credentialed experts who are authorized to assume responsibility for the student.

ANESTHESIA MANAGEMENT PLAN SUBMISSION

Students should always complete a plan of care for each patient prior to beginning the case. Sometimes the anesthesia management plan will be written; however, at least a verbal anesthesia management plan should always be discussed with the clinical instructor before beginning the anesthetic. Written anesthesia management plans will be considered part of the clinical evaluation component for advising; they are not graded.

Students create written anesthesia management plans using the MTSA Anesthesia Management Plan template provided.

If the student is aware of the first case for the next day, the basic anesthesia management plan aspects about the procedure and anesthetic should be completed the day prior to the case, and the student should take the partially completed anesthesia management plan form to clinical to be available to present to the clinical instructor. Then, the student can add the patient-specific data on the day of the case. If the student doesn't know their case assignment until the day of clinical, the entire anesthesia management plan should be completed the day of the case.

- Semesters 3 – 5: Submit 10 anesthesia management plans per semester (total of 30 in 1st clinical year)
- Semesters 6 – 8: Submit 3 specialty anesthesia management plans per semester (total of 9 in 2nd clinical year)

Students must upload written anesthesia management plans as external documents to the clinical case management system.

The deadline for submission is the last Thursday of Week 9 for each semester.

CLINICAL GRADING

See [5.4.108 Grading Policy \(DNAP PD\)](#) and [5.4.102 Clinical Evaluation of Students](#) for information about clinical grading.

SENIOR ELECTIVE

MTSA recognizes that there are hospitals and anesthesia groups willing to give clinical instruction to students that cannot accommodate the entire student body of MTSA. For this reason, the Senior Elective has been developed. Each student enrolled in the Practice Doctorate Program is required to participate in a Senior Elective during the last semester of the program.

A clinical affiliate agrees to have the position for a limited number of MTSA students. These facilities have the right to approve or deny student participation at the affiliation. MTSA reserves the right to limit the number of students in a Senior Elective at a site to prevent dilution of the clinical experience. Those requests made first, and those with hospitals already having contracts with MTSA, will be considered first. The cost of the Senior Elective is included in the tuition. All tuition and fees are set by the MTSA Board of trustees.

A list of facilities that have participated in MTSA's "Senior Elective" program is available in the office of the Coordinator of Clinical Support. These are shared with students when the Coordinator of Clinical Support informs students of the Senior Elective processes and deadlines.

To be eligible for consideration for a Senior Elective of their choice, the student must meet the following criteria:

1. Maintain an overall 3.0 GPA
2. Above average clinical evaluations
3. Met or have the potential to meet all case requirements
4. No Progressions Committee action preventing student's participation
5. Specific permission from the Progressions Committee if the student has been on probation for any cause during his time in the program

Students not meeting these criteria will be assigned at any one of the regular active affiliates, including those located in other states, or at another senior elective affiliate with whom MTSA already has a current contract. In either of these cases, the student will be personally responsible for the entire cost of the Senior Elective, including any additional expenses, such as housing, travel, and non-NLC state RN licensure (if applicable). Any student who doesn't adhere to the senior elective deadlines as stated via email from the Coordinator of Clinical Support will be charged a fee if the student requests MTSA to try to secure a new site (or a site without an MTSA student in the past 3 years) within an abbreviated timeline.

MTSA is willing to develop a Senior Elective with any anesthesia group willing to offer specific clinical experience to students, and whose anesthesiologists and CRNAs are capable and desirous of becoming clinical instructors and are willing to enter into MTSA's senior elective contract agreement. MTSA does not provide living accommodations for students, so the affiliate or student is expected to cover this expense. The student is responsible for identifying the Senior Elective site of their choice.

The contract must be in progress during the student's Semester 6 at MTSA. All final paperwork must be submitted to MTSA by the end of March in Semester 7. Please see Coordinator of Clinical Support for actual calendar date.

ADMISSION REQUIREMENTS ACROSS ALL PROGRAMS (RETIRED)

Policy Number: 5.4.104

Date: 2016

Reviewed: 8/18, 9/2022, 7/2023

Revised: 1/2017, 1/5/17, 8/6/18, 10/20,11/20, 11/21, 9/20/2022, 7/25/2023, 8/28/2023 BOT approved

MTSA is a single-purpose institution with a focus in graduate nurse anesthesia education and currently offers one degree (DNAP) with two routes of entry: completion or entry to practice.

MTSA enrolls up to 72 accepted applicants into the new class for the DNAP Practice Doctorate (PD) Program once each year. The Council of Accreditation of Nurse Anesthesia Programs (COA) does not limit MTSA class size for the DNAP completion program. MTSA determines the class size each year based on the applicant pool and faculty resources.

The specific procedures for application and admission for each program are delineated further in the appropriate student handbook. Any questions regarding these admissions requirements should be forwarded to the Coordinator, Admissions, and Recruitment.

General admissions requirements across all programs include but are not limited to:

- Baccalaureate degree from a regionally accredited program (DNAP PD programs) or Master of Science degree from a COA accredited institution (DNAP completion program)
- Undergraduate degrees from regionally accredited programs are verified through the centralized application service (NursingCAS), which reviews all student-requested transcripts from colleges attended.
- Current professional licensures
- Submission of all transcripts
- Professional references
- Personal letter
- GRE scores

- Recommended minimum cumulative GPA of 3.0 or recent upper-level academic coursework demonstrating satisfactory proficiency
- TOEFL is required for those with English as a second language

EVALUATING AND AWARDING ACADEMIC CREDIT POLICY (FORMERLY TRANSFER POLICY)

Policy Number: 5.4.105

Date: 2016

Reviewed: 1/5/17, 8/2018, 6/2022, 9/2022, 1/26/2023, 7/25/2023

Revised: 1/2017, 8/6/2018, 6/22/2022, 9/20/2022, 1/26/2023, 7/25/2023, 8/28/2023 BOT approved

DNAP PRACTICE DOCTORATE:

Due to the single purpose, lock-step nature, anesthesia-focused educational curricula that MTSA offers, transfer credits will not be accepted for students to the DNAP PD program.

DNAP COMPLETION

In the rare instance that a student applies to transfer into the DNAP Completion program from another DNAP completion program, MTSA would allow that applicant to petition the NAP Council for consideration of transfer of up to six (6) hours of academic credit for courses that are determined to be identical in overall student learning outcomes.

NURSE ANESTHESIA EDUCATOR PROGRAM

Transfer credits are not accepted for the Nurse Anesthesia Educator Program.

ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP

Transfer credits are not accepted for the Acute Surgical Pain Management Fellowship.

PRACTICE DOCTORATE PROGRAM PERFORMANCE IMPROVEMENT POLICY

Policy Number: 5.4.106

Date: 2016

Reviewed: 12/20/16, 5/15/2018

Revised: 12/20/16, 5/15/2018

Rather than discipline, the Program Administrator and the nurse anesthesia program faculty members may elect for student performance improvement for issues in such areas as academic performance, clinical performance, or professionalism issues. It is recognized that a number of issues may lead to remediation, most of which are related to clinical / academic / professional problematic behavior and are defined as (but not limited to):

1. An inability or unwillingness to acquire and integrate clinical/academic/professional standards into one's repertoire of acceptable behavior;
2. An inability or unwillingness to acquire and integrate clinical/academic/professional skills in order to reach an expected level of competency;
3. An inability or unwillingness to adaptively manage personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with clinical/academic/professional functioning.

Professional judgement by the Program Administrator and the nurse anesthesia program faculty members is utilized to determine when a student's behavior rises to the level of remediation or discipline.

Examples of problems which usually require performance improvement include one or more of the following traits:

- The student does not acknowledge, understand, or address the problem when it is identified;
- The problem is not a simple reflection of a skill deficit that can be remedied by academic or clinical training;
- The quality of services delivered by the student is deemed unsafe clinical practice or academically consistently below the level expected of a doctorate program;
- The problem is not restricted to one area of clinical/academic/professional functioning;

- A disproportionate amount of attention by faculty/training personnel is required to address the student's problems;
- The student's behavior does not change as a function of feedback, remedial efforts, and/or time;
- The problematic behavior has ethical or legal ramifications for the department;
- The student's behavior when representing the department negatively affects the public view of the department.

Performance Improvement plans will be written and signed by both the Program Administrator and the student. The content of the contract is completely dependent on the type and scope of identified problematic behavior and is at the discretion of the Program Administrator and the nurse anesthesia program faculty.

Failure to successfully complete a performance improvement plan may result in disciplinary action, including a formal written warning, probation, suspension, or dismissal.

PRACTICE DOCTORATE PROGRAM STUDENT EVALUATIONS

Policy Number: 5.4.107

Date: 2016

Reviewed: 1/5/17, 9/2022

Revised: 1/2017, 9/20/2022 Pending BOT approval

Students at MTSA evaluate all aspects of the program, facilities, and their own progression. These evaluations are coordinated and scheduled by the Clinical Support Specialist and are conducted online. The data from these evaluations are compiled by the Clinical Support Specialist and are reviewed by the Evaluations Committee each semester.

Evaluations students complete:

Student Evaluation of:	When Evaluation is Done:
Academic	
Student Evaluation of First Intensive Week	End of first week of Semester 1
Second Semester Orientation Evaluation	End of Semester 2
Student Evaluation of Academic Faculty	End of each Semester (<i>one per course</i>)
Student Evaluation of Academic Courses	End of each Semester (<i>one per course</i>)
Simulation Experiences Evaluation	End of Semesters 2, 3, 4, & 5
Concepts in Clinical Course Series Evaluation	End of Semesters 6, 7, 8, & 9
Prodigy Anesthesia Program Evaluation	End of Semester 9
APEX Training Program Evaluation	End of Semester 9
Clinical	
Student Clinical Evaluation	<i>Min 75% Completion</i>
Student Clinical Site Evaluation	End of each Clinical Rotation
Student Clinical Faculty Evaluation	End of each Clinical Rotation
MTSA Student Self-Evaluation	End of each Semester
Senior Elective Rotation Evaluation	End of Senior Elective Rotation
Program	
Student Advisement Evaluation	End of each Semester
First Year Student Affairs/Needs Evaluation	End of First Year at MTSA
Benchmarking Student Opinions of Performance	End of Semester 5
Second Year Student Affairs/Needs Evaluation	End of Second Year at MTSA
Student Evaluation of the Learning Resource Center	Prior to End of Each School Year
Student Evaluation of Technology	Prior to End of Each School Year

Financial Lectures & Guest Speaker Evaluations	At end of each Lecture (<i>as needed</i>)
MTSA Program (Exit/Graduation Evaluation)	Day after Graduation
One-Year Post Graduation	One Year after Graduation Date

GRADING POLICY (DNAP PRACTICE DOCTORATE)

Policy Number: 5.4.108

Date: 2016

Reviewed: 2/12/10/22/19, 10/2020, 1/18/2022, 9/20/2022, 11/16/2023, 12/13/2023, 1/21/2025

Revised: 12/12/17, 10/22/19, 10/2020, 2/21, 1/22, 9/2022, 9/2023, 11/16/2023, 12/13/2023, 1/21/2025 Pending BOT approval

Advancement of each student to the next semester is made by the Progressions Committee, with faculty recommendation, at the end of each semester.

Students can view their final grades for each semester anytime by visiting the transcript section of the MTSA Student Portal.

The MTSA Grading Scale is based on the following 4.0 grading system:

A =	90-100%	(4.0 Quality Points)
B =	80-89.9%	(3.0 Quality Points)
C =	70-79.9%	(2.0 Quality Points)
F =	Below 70%	(0.0 – Failing)
I =	Incomplete	<i>See Grade of Incomplete below</i>
W =	Withdrew	<i>See Grade of Withdrew below</i>
WF=	Withdrew Failing	<i>See Grade of Withdrew Failing below</i>
T=	Terminated	<i>See Terminated below</i>

(There is no grade of “D” in the program)

No grades, including final course grades, will be rounded up.

ACADEMIC GRADES

MTSA expects that all graduate -level coursework should result in a minimum earned final course grade of “B”. The first final course grade earned below 80% will require a scheduled meeting with the Program Administrator to discuss the student’s performance. A final course grade of “C” will also lead to an automatic academic probation and an invitation to appear before the Progressions Committee. The second earned final course grade of “C” will result in dismissal from the program.

MTSA requires students to maintain a minimum overall academic cumulative GPA of 3.0 for both graduation and good academic standing. A student who falls below an academic cumulative GPA of 3.0 will be placed on academic/clinical probation. The student will have one (1) semester to improve the academic cumulative GPA to 3.0 or greater to be removed from probation. If the student fails to improve his or her GPA to 3.0 or greater during the following semester, they will be dismissed from the program.

Students will automatically be dismissed from the program for receiving a failing course grade in any course. Failing is defined as any grade below 70%.

Students have the right to appeal decisions of the Progressions Committee by filing an appeal with the Appeals Committee.

CLINICAL GRADES

Clinical grades will be determined based on the average scores from formative clinical evaluations during the respective semesters, as well as adjustments for quantity of formative evaluations submitted for the semester.

MTSA requires formative clinical evaluations to be submitted for 75% of each student's clinical case days (as described in [MTSA Clinical Standards Policy](#)). The final course grade will be adjusted as noted below, based on the percentage of clinical case days that were evaluated:

- >95% of days evaluated = +5% to final grade
- >90% = +4%
- >85% = +3%
- >75% = +2%
- 75% requirement = no adjustment
- <75% = -2%
- <60% = -4%
- <50% = -6%
- <40% = -8%
- <30% = -10%
- <25% = possible repeat rotation or program extension

Pass/Fail grades are used for all clinical courses.

P =	Above 70%	Pass
F =	Below 70%	Dismissal
I =	Incomplete	<i>See Grade of Incomplete below</i>
NR=	Not Reported	<i>See Grade of Not Reported below</i>
W =	Withdrew	<i>See Grade of Withdrew below</i>
WF=	Withdrew Failing	<i>See Grade of Withdrew Failing below</i>
T=	Terminated	<i>See Terminated below</i>

Any student who earns an F C for the semester clinical grade will be placed on Clinical Probation. The length of the probation will be determined by the Program Administrator, as well as any performance improvement plan.

Any failure of a clinical rotation will be reviewed by the Program Administrator or Progressions Committee for determination of remediation, or up to and including dismissal from the program. If the student remains in the program, the student will be placed on Clinical Probation for a length determined by the Program Administrator. Any failed clinical rotation will be repeated and must be successfully completed (grade of B or greater) prior to degree conferral.

Notice of Placement on Academic/Clinical Probation

If it is deemed by the Program Administrator or the Progressions Committee that the student will be on probation due to clinical or academic issues, the student will be notified in the following ways:

1. The student will have a meeting with the Program Administrator or Executive Vice President;
2. An e-mail with "read-receipt" will be sent to the student's @mtsa.edu e-mail address documenting the probation decision

GRADE OF INCOMPLETE (I)

If a student is unable to meet all the requirements of a course by the end of the semester, a temporary grade of Incomplete (I) may be awarded by an instructor, at the instructor's discretion. An incomplete grade requires written understanding between the instructor and student acknowledging when the course will be completed, in the form of the signed Incomplete Contract.

To be awarded an Incomplete grade, the Incomplete Contract must be signed by the student, instructor, and Program Director and submitted to the Registrar's office by the last day of the semester. The maximum time limit for submission of all course work necessary for removal of an incomplete is the end of the last day of classes of the following semester in which the incomplete was incurred (i.e. an incomplete awarded in the 2nd semester must be converted by the last day of classes in the 3rd semester). If the time limit passes and the course is not completed, an unremoved grade of incomplete is changed automatically to a failing grade. Any failing grade will result in termination from the program. A grade of incomplete is not calculated in the grade point average. No student may complete the program with an Incomplete on their transcript.

EXTENSION OF INCOMPLETE GRADE

For justifiable reasons, students may petition to extend the 'I' grade past the end of the deadline listed on the contract. Extensions require a new Incomplete Contract to be signed by the conclusion of the prior Incomplete Contract. Requests for extensions must be approved prior to the deadline, and the extension cannot be made retroactively.

Grade of Not Reported (NR)

This designation of "Not Reported" is given at the end of the semester to courses only when no other grade has been reported. This grade is not included in a student's GPA calculations.

If an instructor does not enter grades for a student before the grade entry deadline, the Registrar's office will post a temporary grade of NR (Not Reported). Once a letter grade is entered, the NR grade will be replaced with the corrected grade as submitted by the instructor.

WITHDRAWING FROM A COURSE

Students may drop a course within the first 5 MTSA business days of the semester with no grade.

GRADE OF WITHDREW (W)

Students wishing to withdraw from a course after the first 5 MTSA business days will either receive a grade of "W" or "WF." To receive a W grade, a student must drop didactic the course within the first 60% of the semester, or 60% of the clinical semester. A "W" grade does not impact a student's GPA.

GRADE OF WITHDREW FAILING (WF)

Students wishing to withdraw from a clinical or didactic course after the deadline to withdraw with a "W" grade (see above) will receive a grade of "WF." A WF grade is calculated into a student's GPA as a failing grade (F).

TERMINATED (T)

An administratively terminated student is issued a final grade of "T" for all courses in which he/she is currently enrolled, and the termination is noted on the student's transcript.

PRACTICE DOCTORATE PROGRAM STUDENT DRUG TESTING

Policy Number: 5.4.109

Date: 2016

Reviewed: 12/20/16, 5/15/18, 1/17/2023, 6/20/2023

Revised: 12/20/16, 5/15/18, 1/17/2023, 2/28/2023, 6/2023, 9/2023, 12/11/2023 BOT approved

MTSA is a faith-based organization concerned with the health and wellbeing of our employees & students. One of our goals is to provide a safe and drug-free institution of learning as well as protect the health and welfare of patients that may be treated by MTSA students during clinical rotations. All students will undergo drug screening during their tenure at MTSA.

MTSA contracts with an outside company that maintains sites nationwide to perform chain of custody drug screening. MTSA financially supports mandatory drug screening.

1. **Mandatory Initial Drug Screening:** All students will be required to have a drug screening prior to performing clinical duties. MTSA pays for this testing.
2. **Mandatory Random Selection Drug Screening:** While enrolled at MTSA, each semester a student(s) will be selected to participate in a random drug screening. The choice of student is randomly selected using an internet

based random selection process generated by a computer program. Students will be required to have their test completed within 24 hours of notification. Clinical coordinators may be notified to allow students time to go to the closest testing site. MTSA pays for this testing.

3. **For Cause Drug Screening:** MTSA reserves the right to request for cause drug screening at any time. This screening must be completed within 24 hours of request. Any of the following will result in a required drug screen - receipt of a "red card" in clinical, erratic student behavior in classroom/simulation, behavior outbursts, calling out at clinical without a physician visit for illness, or other incidents. MTSA pays for this testing.
4. **Confirmational Drug Screening (Hair Test):** A hair test drug screen will be conducted following any failed medical review. This test will be at the student's own expense.

If a student is unable to complete their drug screening within 24 hours or provide urine, additional testing may be performed at the student's added expense. Any test that results in a "non-negative" will require follow up. Any additional retesting will be at the student's expense.

Students may not begin or be allowed to continue clinical following a "non-negative" test result. The report will be sent to the Program Administrator for intervention and/or possible disciplinary actions. A student may resume clinical assignment after fulfilling any requirements set forth by the Program Administrator, and student submits a test sample for which a negative ("clear") result is received.

5.5 — ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP SPECIFIC STUDENT

ASPMF PROGRAM STUDENT EVALUATIONS

Policy Number: 5.5.101

Date: 10/10/2022

Reviewed: 10/13/2023

Revised: BOT approved 2/28/2023

Fellows at MTSA evaluate all aspects of the Fellowship, facilities, and their own progression. These evaluations are coordinated and scheduled by the Coordinator, Graduate Degree Programs and are conducted online. The data from these evaluations are compiled by the Coordinator, Graduate Degree Programs and are reviewed by the Evaluations Committee each semester.

Evaluations Fellows complete include the following:

EVALUATION OF:	WHEN EVALUATION IS DONE:
<i>ACADEMIC</i>	
Fellow Evaluation of Academic Faculty	End of each Semester (one per course)
Fellow Evaluation of Academic Courses	End of each Semester (one per course)
<i>CLINICAL</i>	
Fellow Clinical Practicum II & III Evaluation	End of 2nd and 3rd Semester
<i>PROGRAM</i>	
Student Evaluation of the Learning Resource Center	
Student Evaluation of Technology	
Guest Lecturer Evaluation	At the end of each lecture (as needed)
MTSA Program (Exit Evaluation)	Prior to program completion
Graduation Ceremony Evaluation	Following Graduation Ceremony
Cadaver Workshop Evaluation	After attending Cadaver Workshops
Cadaver Pre-Course Online Didactic Evaluation	Upon completion of Pre-Course Didactic material
Post-One-Year Fellow Evaluation	One year after completing Fellowship
Post-One-Year Employer Evaluation	One year after completing Fellowship

ASPMF LATE WORK POLICY

Policy Number: 5.5.102

Date: 2/8/2024, 5/20/2024 BOT approved

Assignments submitted after the due date without prior approval will receive a grade no higher than 80%. Failure to submit any assignment by the end of course without a request for an extension will result in a failing grade.

5.6 - COMMUNITY COURSE

NON-DEGREE COURSE REFUND POLICY

Policy Number: 5.6.101

Date: 3/14/2022, 4/19/2023

Reviewed: 4/19/2023, 8/8, 8/14, 2/8/2024

Revised: 4/19/2023, 8/14/2023, 1/16, 2/8/2024, BOT Approved 2/12/24

Any student who wishes to withdraw from a non-degree course must notify the instructor in writing of this action.

REFUND POLICY

MTSA will permit any student to cancel their enrollment agreement in a non-degree course within five MTSA business days of the enrollment day. Should a cancellation occur, MTSA will refund 100% of the tuition payment that was made by the student, minus the non-refundable portion (30%) submitted to hold the student's position in the class. Students withdrawing for medical reasons are assessed and adjusted no differently than other withdrawals.

Students who withdraw after this deadline will not receive a refund.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date the student submits the signed withdrawal form to the Registrar's Office.

Administrative Withdrawal

Students may be administratively withdrawn from a course for non-attendance/participation. Any student who does not attend/participate in the course within 5 MTSA business days will be administratively withdrawn from the course.

Students will not receive a refund if Administratively Withdrawn.

MTSA INTERNAL WITHDRAWAL PROCEDURES:

1. Notify in writing the instructor who will in turn notify the Program Director and Registrar of your intent to withdraw.
2. Schedule an appointment with the Executive Vice President if requested.
3. The Registrar sends the student the withdrawal form to complete and sign electronically.
4. After the student signs, the completed form is sent to the instructor for signature.
5. The withdrawal process will be initiated upon receipt of the completed withdrawal form.

NON-DEGREE COURSE GRADING POLICY

Policy Number: 5.6.102

Date: 3/14/2022
Reviewed: 2/8/2024
Revised: 2/8/2024, 5/20/2024 BOT approved

Students can view their final grades for each semester anytime by visiting the transcript section of the CAMS Student Portal <https://student.mtsa.edu/>.

The grading scale is based on the following 4.0 grading system:

A	90-100%	(4.0 Quality Points)
B	80-89.9%	(3.0 Quality Points)
C	70-79.9%	(2.0 Quality Points)
F	Below 70%	(0.0 – Failing)
W	Withdrew	See Grade of Withdrew below
WF	Withdrew Failing	See Grade of Withdrew Failing below
T	Terminated	See Terminated below

No grades, including final grades, will be rounded up.

(There is no grade of “D” in the Grading Scale)

WITHDRAWING FROM A COURSE

Students may drop a course within the first 5 MTSA business days of the semester with no grade.

GRADE OF WITHDREW (W)

Students wishing to withdraw from the course after the first 5 MTSA business days of the semester will either receive a grade of “W” or “WF.” To receive a W grade, a student must drop the course within the first 60% of the semester. A “W” grade does not impact a student’s GPA.

GRADE OF WITHDREW FAILING (WF)

Students wishing to withdraw from the course after the deadline to withdraw with a “W” grade (see above) will receive a grade of “WF.” A WF grade is calculated into a student’s GPA as a failing grade (F).

TERMINATED (T)

An administratively terminated student is issued a final grade of “T” for all courses in which he/she is currently enrolled, and the termination is noted on the student’s transcript.

APPENDICES

APPENDIX A: CLINICAL AFFILIATIONS

CLINICAL FACILITIES – MS PROGRAM – REGULAR/ACTIVE

The desirability of providing students with enrichment to their learning experience through affiliations with other health care institutions is recognized by MTSA. Accordingly, ALL students should be prepared to affiliate at a variety of institutions in the Nashville area and elsewhere, to include Ohio in most instances, on a rotating basis. Regular affiliations are conducted at the following institutions:

MTSA does not pay student stipends. Dislocation allowances may be provided by affiliations in some distant Senior Elective sites. For specific details of dislocation and travel allowances provided for selected affiliates, please refer to the following list.

HOSPITAL/FACILITY	LOCATION
For additional information and directions to each facility, please click on the facility name to link to that institution's website. (Sites in medically underserved areas (MUA) are preceded by a (+).)	
Centennial Medical Center Located about 14 miles from MTSA Junior rotations – typically 1-2 month rotations Senior rotations – typically 1 – 2 month rotations Senior specialty rotations – Cardiac and OB Centennial has 657 licensed beds and over 1,200 physicians covering a wide variety of specialties. The Centennial Heart Center offers a full complement of cardiac care delivered by more than 50 cardiac specialists. Each year the heart center performs nearly 1,200 heart surgeries and almost 6,000 minimally invasive cardiac procedures.	Nashville, TN 
Hendersonville Medical Center Located about 10 miles from MTSA Junior rotations – typically 1-2 month rotations Senior rotations – typically 1 month rotations Hendersonville Medical Center, part of the TriStar Family of Hospitals, is a 110-bed comprehensive medical center north of Nashville in Sumner County.	Hendersonville, TN 
Maury Regional Medical Center Located about 60 miles from MTSA Junior rotations – typically 1-2 month rotations Senior rotations – NONE Maury Regional Medical Center is accredited by the Joint Commission and is the largest hospital between Nashville and Huntsville. The 275-bed facility has a medical staff of more than 170 physicians and 2,000 employees who serve a region consisting of more than a quarter-million people in southern Middle Tennessee. From a comprehensive interventional and surgical heart program that has attained chest pain center accreditation to a neonatal intensive care and cancer center, Maury Regional Medical Center offers a wide range of advanced services.	Columbia, TN 
+ Medical Center at Bowling Green	Bowling Green, KY

HOSPITAL/FACILITY	LOCATION
<p>Located about 59 miles from MTSA</p> <p>Junior rotations – NONE</p> <p>Senior rotations – typically 1 month rotations Growing from a 35-bed city hospital to a 490-bed regional healthcare system over the past 80+ years, the Medical Center & its affiliated hospitals offer South-central Kentucky the following services: comprehensive cardiac program including open heart surgery, obstetrics and neonatology, cancer treatment and orthopedic services.</p>	
<p>+ Nashville General Hospital at Meharry</p> <p>Located about 14 miles from MTSA</p> <p>Junior rotations – typically 1-2 month rotations Senior rotations – typically 1 month rotations General Hospital at Meharry has provided healthcare to Nashville/ Davidson County since 1890, during which time it has grown to the current 125-bed facility. In 1999, General Hospital moved from the original building to the renovated Hubbard Hospital on the Meharry Medical College campus. The name reflects this move and highlights a partnership with Meharry Medical College, one of only four historically black medical colleges in the U.S.</p>	<p>Nashville, TN</p> 
<p>+ NorthCrest Medical Center</p> <p>Located about 25 miles from MTSA</p> <p>Junior rotations – typically 1 month rotations Senior rotations – typically 1 month rotations Senior specialty rotation – Regional</p> <p>NorthCrest Medical Center began operations in 1956 under the name of Jesse Holman Jones Hospital and serves Robertson and surrounding counties as well as southern Kentucky. NorthCrest is a 109-bed, not-for-profit, community hospital which offers a full-range of healthcare services from cardiac care and rehabilitation, obstetrics and women's services, pulmonary rehabilitation, to surgery and 24-hour emergency services.</p>	<p>Springfield, TN</p> 
<p>Skyline Medical Center, Nashville, TN</p> <p>Located about 6 miles from MTSA</p>	<p>Nashville, TN</p>

HOSPITAL/FACILITY	LOCATION
<p>Junior rotations – typically 1 month rotations Senior rotations - NONE</p>	
<p><u>Southern Hills Medical Center</u></p> <p>Located about 19 miles from MTSA</p> <p>Junior rotations – typically 1-2 month rotations Serving our community for the past 40 years, TriStar Southern Hills has been a leader for a wide range of healthcare services, including emergency services, cardiology, orthopaedics and rehabilitation. TriStar Southern Hills is an Accredited Chest Pain Center with PCI and a Primary Stroke Center. There are more than 300 board certified physicians representing more than 20 specialties, many of whom have offices located on our campus.</p>	<p>Nashville, TN</p> 
<p><u>St. Thomas - West Hospital</u></p> <p>Located about 17 miles from MTSA</p> <p>Junior rotations – typically 2 week – 2 month rotations Senior specialty rotation – Cardiac (CVA group)</p> <p>Rotations with 2 different anesthesia groups – AMG & CVA The Catholic Daughters of Charity health care ministry reached Nashville in 1898, when Saint Thomas was established. Today, the 541-bed facility, with more than 3,500 employees and 750 physicians on staff, provides adult specialty health care in service to a market area of more than two million residents of Middle Tennessee, Southwestern Kentucky & Northern Alabama.</p>	<p>Nashville, TN</p> 
<p><u>+St. Thomas - Midtown (formerly Baptist Hospital)</u></p> <p>Located about 14 miles from MTSA</p>	<p>Nashville, TN</p>

HOSPITAL/FACILITY	LOCATION
<p>Junior rotations – typically 1-2 month rotations Senior rotations – typically 1-2 month rotations Senior specialty rotations – Cardiac & OB</p> <p>Baptist Hospital is the largest not-for-profit community hospital in Middle Tennessee, licensed for 683 acute and rehab care beds. The main campus covers nearly two million square feet and spans more than six city blocks or 38 acres. Baptist Hospital is a member of Saint Thomas Health Services, a faith-based ministry serving Middle Tennessee.</p>	
<p><u>St. Thomas - Rutherford (formerly MTMC)</u></p> <p>Located about 45 miles from MTSA</p> <p>Junior rotations – NONE</p> <p>Senior rotations – typically 1 month rotations</p> <p>Since 1927 MTMC has been committed to physical, emotional and spiritual healing. In October of 2010, MTMC opened a new \$268 million facility that is equipped with state-of-the-art technology. The hospital provides 286 all-private patient rooms and is designed to facilitate a healing and spiritual environment. MTMC is a private, not-for-profit hospital and is a member of Saint Thomas Health Services and Ascension Health. Nearly 2,500 babies are born each year in the Women's Pavilion at MTMC.</p>	<p>Murfreesboro, TN</p> 
<p><u>StoneCrest Medical Center</u></p> <p>Located about 29 miles from MTSA</p> <p>Junior rotations – typically 1-2 month rotations</p> <p>TriStar StoneCrest proudly serves Rutherford County Tennessee and surrounding communities. We are 119 license bed hospital that offers complete medical care for adults and children, including emergency, surgical, maternity, imaging, cardiology, neurology, orthopaedic, physical medicine, sleep medicine and oncology services. Our medical staff of about 500 physicians includes more than 45 specialties. Many of our physicians have offices on or near the hospital campus. Our entire staff is committed to providing quality and safe patient care</p>	<p>Smyrna, TN</p> 

HOSPITAL/FACILITY	LOCATION
<p>while offering compassion and comfort in our modern facility.</p> <p><u>Summit Medical Center (SMC)</u> & <u>Summit Surgery Center (SSC)</u></p> <p>Located about 10 miles from MTSA</p> <p>Junior rotations – typically 1-2 month rotations Originally a 100-bed facility, Donelson Hospital expanded numerous times in its 21 year history. SMC was constructed and opened in 1994, and is a 188-bed facility today. SMC is a medical and surgical facility known for emergency care, cardiac services, oncology services, orthopedic surgeries, diabetes management and obstetric services. Equally important is the emphasis that Summit places on Outpatient Services. SMC has an Ambulatory Surgery Center, which contains three floors of medical office space. The complex is located at the Summit Outpatient Center. Entrances are available off Old Hickory Blvd & Central Pike.</p>	<p>Hermitage, TN</p> 
<p>+ <u>Sumner Regional Medical Center (SRMC)</u></p> <p>Located about 21 miles from MTSA</p> <p>Junior rotations – typically 1-2 month rotations Senior rotations – typically 1 month rotations Senior specialty rotation - Regional Since opening in 1959 as Sumner County Memorial Hospital, SRMC has grown from a facility with just 50 employees and seven physicians to a comprehensive health care leader in the community with over 1,000 employees and 300 physicians. Since 1994, SRMC has served as the flagship hospital of the health care entity, HighPoint Health System. SRMC is accredited by the Joint Commission and is one of the largest non- government employers in Sumner County. Today, SRMC operates as a 155-bed facility and provides quality care in numerous areas, including cancer treatment, cardiac care, same-day surgery, orthopaedics, diagnostics, women's health and rehabilitation services.</p>	<p>Gallatin, TN</p> 
<p><u>Vanderbilt University Medical Center (VUMC)</u> & <u>Children's Hospital at Vanderbilt</u></p> <p>Located about 15 miles from MTSA</p>	<p>Nashville, TN</p>

HOSPITAL/FACILITY	LOCATION
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Junior rotations – typically 1-2 month rotations
 Senior rotations – typically up to 6 month rotations
 Senior specialty rotations – Pediatric, OB, & Trauma

VUMC is a comprehensive healthcare campus dedicated to patient care, research and biomedical education. Within this system is VUMC, a twin-towered, 658-bed structure supported by the latest systems and technology. Patients are referred to Vanderbilt to receive both routine inpatient care and highly specialized medical treatment and surgical procedures. The Hospital is also home to the region's only Level I Trauma Center as well as the region's only Level IV Neonatal Intensive Care Unit.

Constructed in 2004, the freestanding Vanderbilt Children's Hospital is filled with state-of-the-art equipment and information systems. With 222 beds dedicated to high-level pediatric, subspecialty treatment, and trauma care, the hospital is also a teaching and research facility. Children's Hospital reaches children from Nashville to all Middle Tennessee counties and regions beyond. In 2007, a total of 104,169 of VCH's patients came from Davidson County, 16,151 patients came from out of state. Patients came from 45 states plus the District of Columbia.



Franklin, TN

[Vanderbilt Outpatient Center](#)


Located about 31 miles from MTSA
 Junior rotations – typically 1-2 month rotations



[Williamson Medical Center](#)

Located about 33 miles from MTSA

Franklin, TN

HOSPITAL/FACILITY	LOCATION
<p>Junior rotations – typically 1-2 month rotations Senior rotations – NONE</p> <p>Williamson Medical Center is a 185-bed hospital dedicated to serving the health care needs of the surrounding communities. Founded in 1957, Williamson Medical Center offers comprehensive inpatient and outpatient services, 24-hour emergency care, preventive health screenings and wellness activities.</p>	

MISSION TRIP PARTICIPATION:

Occasionally, MTSA students may have the opportunity to participate in mission trips at locations outside the United States, and MTSA considers such participation as part of its planned curriculum. Students are never permitted to participate in mission trips as the sole or primary anesthesia provider but must be accompanied by qualified CRNA and/or anesthesiologist supervisors. MTSA does not financially sponsor such student participation but may be able to accommodate scheduling for a limited number of students to take part in some mission trips. Students are not permitted to record any anesthetics or procedures performed on mission trips in their case logs in Medatrax, as the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) does not allow these to be counted toward their required numbers of cases and procedures.

APPENDIX B: INSTITUTIONAL CALENDAR

CLICK THE LINKS BELOW TO VIEW EACH PROGRAM'S INSTITUTIONAL CALENDAR IN THE RESPECTIVE STUDENT HANDBOOK:

[DNAP Practice Doctorate program Institutional Calendar](#)

[DNAP Completion program Institutional Calendar](#)

[Acute Surgical Pain Management Fellowship Institutional Calendar](#)

See [Student Handbooks](#) or contact the Office of the Executive Vice President for more information.

APPENDIX C: BYLAWS OF MIDDLE TENNESSEE SCHOOL OF ANESTHESIA, INC.

Revised: May 10, 2016

ARTICLE I ORGANIZATION

Section 1. Name. This organization shall be known and designated as the Middle Tennessee School of Anesthesia, Inc. (hereinafter, "MTSA" or "the Corporation"), and these Bylaws (hereafter, "Bylaws" or "the Bylaws") shall govern the business and affairs of the Corporation, subject to the provisions of the Charter of the Corporation and any applicable provisions of the Tennessee Nonprofit Corporation Act and such other applicable state or federal laws as the same may be now in effect or as hereafter amended.

Section 2. Principal Office and Address. The principal office of the Corporation shall be located at, and its address shall be 315 Hospital Drive, Madison, Tennessee 37116.

ARTICLE II PURPOSES AND POWERS

Section 1. Purpose. The Corporation has been organized to provide graduate education in nurse anesthesia, to improve educational opportunities for nurse anesthetists, to promote excellence in nurse anesthesia education at the local, state and national levels, and to advocate on matters concerning nurse anesthesia practice and education.

Section 2. Powers. To effectuate the foregoing purposes, the Corporation is empowered to establish such programs of study as the Board of Trustees (hereafter, "Board" or "the Board") shall authorize, seek accreditation from agencies including, but not limited to, the Council on Accreditation of the American Association of Nurse Anesthetists and the Commission on Colleges of the Southern Association of Colleges and Schools. In addition thereto, the Corporation shall have the power to solicit and accept voluntary contributions from individuals and the community, and to seek grants and funding from local, state, and federal governments as permitted by law.

ARTICLE III

BOARD OF TRUSTEES, OFFICERS, AND MEMBERS

Section 1. The Corporation shall have no members.

Section 2. General Powers. All powers of the Corporation shall be exercised by the Board. The Board shall be the governing body of the Corporation and shall have authority to do all things necessary to carry out its purposes and powers. The Board shall determine the policies and procedures necessary and applicable thereto and shall promulgate and publish said policies for use by the administration of the Corporation. The Board shall give final approval to any printed or graphic material to be used in connection with Corporation activities and may delegate authority to approve printed and graphic material to the Executive Committee and/or the President.

Section 3. Trustees. The maximum number of Trustees shall be fixed at eleven (11) which number shall include nine (9) Trustees and, in addition thereto, the Chairman and Vice Chairman of the Board. Beginning with the rotation to be established at the August 24, 2015 meeting of the Board, three (3) Trustees shall be appointed for a three (3) year term; three (3) Trustees shall be appointed for a (2) year term; and three (3) Trustees shall be appointed for a one (1) year term. One of the Trustees appointed for a one-year term shall be the president of the MTSA Alumni Association. The seat occupied by the Alumni Association president shall remain a one (1) year term position. No more than three (3) of the nine (9) Trustees shall be licensed, practicing anesthesiologists. In addition, beginning with the Board meeting to occur on August 24, 2015, there is created the Nila Sherrill Distinguished Service Chair as an adjunct Board position. As provided in Article III, Section 7 of these Bylaws, the Nominating Committee shall recommend, and Board shall have the authority select an individual who has provided distinguished service to the institution to occupy the chair. The occupant of the Nila Sherrill Chair shall be entitled to vote upon any matter of business considered by the Board; however, the chair shall not count toward the declaration of the quorum required for the transaction of business pursuant to Article IV, Section 5.

Section 4. Tenure. The Board of Trustees shall be self-perpetuating. The term of each Trustee shall be three (3) years and each Trustee shall be eligible for election for two (2) additional terms. Former Trustees shall be eligible for reelection to the Board after a one year absence from service as a Trustee. One third of the membership of the Board of Trustees shall be elected each year at the annual meeting of the Trustees. The president of the alumni association shall serve a one (1) year term.

Section 5. Compensation. Trustees shall receive no compensation for their service as Trustees.

Section 6. Officers. The officers of the Corporation shall be the Chairman (who shall be the "President" for purposes of the Tennessee Nonprofit Corporation Act), the Vice Chairman, the Secretary, and the Treasurer. The Chairman and Vice Chairman shall be members of the Board of Trustees, shall be elected by the Board, and shall have the authority to vote on all matters pending before the Board. Either the Chairman of the Board or the Vice Chairman shall be an anesthesiologist, or a certified registered nurse anesthetist (at either the masters or doctoral degree level). The Secretary and the Treasurer of the Corporation shall be nominated by the Chairman and ratified by the Board. For the purpose of establishing a rotation in office, effective August 24, 2015 the Chairman shall serve a two-year term of office and the Vice Chairman shall serve a three (3) year term of office. Upon the next election for each office, the term for each office shall be established at three years. The Chairman shall be eligible to serve two (2) consecutive terms in office and shall be eligible for reappointment as a Trustee after a one (1) year absence from the Board. At the conclusion of the term of office of the Chairman, the Vice Chairman shall be eligible for election as Chairman and shall be eligible to serve two (2) consecutive three (3) year terms of office. The Vice Chairman, who is subsequently elected Chairman, shall be eligible for election as a Trustee after a one (1) year absence from the Board.

Section 7. Executive Committee. The Board shall have an Executive Committee which shall possess all of the powers of the Board except as may be limited by the Tennessee Nonprofit Corporation Act. The members of the Executive Committee shall be the Chairman and the Vice Chairman of the Board and the President of MTSA. At each meeting of the Executive Committee, the presence of a majority of its members shall be necessary and sufficient to constitute a quorum and any such quorum shall be entitled to act by a majority of those present at its meetings. In addition to any other duties that may be proscribed by the Board, the Executive Committee shall serve as the Nominating Committee for the Board. Minutes of all Executive Committee sessions shall be recorded and presented at the next regular board meeting.

Section 8. Chairman. The Chairman shall preside at all meetings of the Board and of the Executive Committee, and shall also have such other powers, and perform such other duties as may from time to time be prescribed by the Board. Except as provided in Section 7 herein, the Chairman shall have the authority to appoint standing committees

and the chairs thereof and chairs of such other ad hoc committees as are deemed necessary to assist with the various responsibilities of the Board or to give guidance regarding the mission of the Corporation. The Chairman shall consult with the chairmen of the ad hoc committees for the purpose of seeking volunteers for said committees.

Section 9. Vice Chairman. The Vice Chairman shall preside at meetings of the Board in the absence of the Chairman and shall perform such other duties as are assigned by the Chairman.

Section 10. Secretary. The Secretary shall record, produce and preserve the minutes of all meetings of the Board in permanent form. The Secretary shall attend to the giving of all notices as directed by the President or the Board, shall have charge of such books and papers as the Board may require. The Secretary shall prepare any reports that either the Board or the Chairman may request, and shall perform all acts incident to the office of Secretary, subject to the control of the Chairman and the Board.

Section 11. Treasurer. The Treasurer shall be the chief financial officer of the Corporation. The Treasurer, subject to the provisions of these Bylaws, shall have general responsibility for all funds collected by the Corporation. The Treasurer shall be responsible for the collection and depositing of all funds of the Corporation, maintaining all records of the Corporation, and preparing and filing all reports required by law or regulation. The Treasurer shall have such other powers and perform such other duties as may from time to time be prescribed by the Board. The Executive Committee may appoint one or more Assistant Treasurers to assist the Treasurer.

Section 12. Resignations. The Chairman may resign at any time by giving written notice to the Board. Any other officer may resign at any time by giving written notice to the Chairman; provided, that the Treasurer's resignation shall be effective upon the appointment of a new Treasurer, which the Chairman, or the Board in the event the Chairman's position is vacant, must do within five (5) days of receipt of such resignation.

Section 13. Removal of Officers. Any officer may be removed by the Board at any time for just cause and through the use of a process that affords the officer who is recommended for removal to address the Trustees and respond to the reasons propounded for dismissal. A majority vote of the membership of the Board shall be required for the removal of an officer.

Section 14. Removal of Trustees. Any member of the Board may be removed by the Board at any time for just cause and through the use of a fair process. Reasons for removal shall include, but shall not be limited to: failure of any Board member to attend four consecutive regular meetings without good and valid reason, indication of a lack of interest in the activities of the Corporation, any act of an individual Trustee that results in a charge of a felony, or any act of a Trustee that has the direct effect of bringing disrepute upon the Board or the institution. A Trustee recommended for removal shall be afforded the opportunity to appear before the Board and respond to the reasons propounded for removal. A majority vote of the membership of the Board shall be required for removal of a Trustee.

Section 15. Conflict of Interest. The Board of Trustees of Middle Tennessee School of Anesthesia shall adopt and implement a conflict of interest policy.

ARTICLE IV

MEETINGS, NOTICES AND QUORUM REQUIREMENTS

Section 1. Meetings, Notices and Records. The Board shall provide for the holding of regular meetings and shall fix the times and places at which such meetings shall be held. Special meetings shall be held upon call by or at the direction of the Chairman. A minimum of four (4) regular meetings shall be held each fiscal year. Notice of each regular meeting and of each special meeting shall be delivered via first class United States mail, by facsimile transmission, or by electronic mail to those Trustees consenting to same. Each Trustee shall designate a preferred method of receiving meeting notices. Notices of meetings shall be sent not later than the day before the day upon which the meeting is to be held. All notices shall state the time and place of such meeting and the purpose therefore. The Board, at the annual meeting, shall elect the new Trustees and the Officers of the Corporation as terms expire.

Section 2. Waivers of Notice. Notice of any meeting may be waived in writing either prior to, or subsequent to such meeting. Notice shall be deemed waived by attendance at such meeting.

Section 3. Action on Consent. The Board may take action without a meeting upon the unanimous written decision of the Board to take such action, but the action itself shall require the written approval of only a majority of the Board, except as otherwise provided by these Bylaws.

Section 4. Records. The Board shall keep a record of its proceedings.

Section 5. Quorum. At each meeting of the Board, the presence of at least one-half of the total number of Trustees shall be necessary and sufficient to constitute a quorum. Trustees may participate in a meeting by means of a conference telephone call or similar arrangement, and such participation shall constitute presence at the meeting. The

act of the majority of the Trustees present at any meeting at which there is a quorum shall be the act of the Corporation, except as otherwise provided by these Bylaws. Subject to the foregoing and other provisions of these Bylaws, the Board may make rules for the conduct of its business.

ARTICLE V

RESTRICTIONS ON ACTIONS

Section 1. Use of Assets. All the assets and earnings of the Corporation shall be used exclusively for its exempt purposes, including the payment of expenses incidental thereto. No part of any net earnings shall inure to the benefit of any Trustee of the Corporation or be distributed to its Trustees, officers, or any private person, except that the Corporation shall be empowered to pay compensation for services rendered to the employees of the Corporation.

Section 2. Notwithstanding any other provision of these bylaws, the Corporation will not carry on any activities not permitted by an organization exempt under Section 501(c)(3), Internal Revenue Code or the corresponding provision of any future federal law, or organizations whose contributions which are exempt under Section 170(c)(2), Internal Revenue Code or the corresponding provision of any future federal law. The Corporation shall have no capital stock, pay no dividends, or distribute no part of its net income or assets to any Trustees, Officers, or employees except for salary purposes as provided herein. The private property of the Trustees and the Officers shall not be liable for the debts of the Corporation.

Section 3. No substantial part of the Corporation's activity shall be for the carrying on of a campaign of propaganda or otherwise attempting to influence legislation. The Corporation shall not participate in any political campaign or interfere with any political campaign on behalf of, or in opposition to any candidate for public office.

ARTICLE VI

CONFIDENTIALITY

The records of the Corporation are confidential and may be revealed only to those persons as may be permitted or required under applicable law.

ARTICLE VII

INDEMNIFICATION

The Corporation shall indemnify and advance expenses to each Trustee of the Corporation, and his/her heirs, executors, and administrators, to the full extent allowed by the laws of the State of Tennessee, both now in effect and as hereafter adopted. The Corporation may, if the Board determines that to do so is in the best interests of the Corporation, indemnify any officer, employee or agent of the Corporation, and his/her heirs, executors, and administrators, against any and all judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees, incurred in connection with any claim, action, suit, or proceeding (whether actual or threatened, civil, criminal, administrative, or investigative, including appeals), to which he/she may be or is made a party by reason of being or having been an officer, trustee, employee and/or agent of the Corporation to the fullest extent permitted by applicable law. The Corporation may purchase insurance, at its expense, to provide such indemnification against any expense, liability or loss, whether or not the Corporation would have the power to indemnify any Trustee, officer, employee or agent against such expense, liability or loss under the Tennessee Nonprofit Corporation Act, as it may be amended from time to time. The Corporation shall purchase bonds covering the Treasurer and any other officer, employee, or agent of the Corporation who handles its funds. The indemnification and advancement of expenses provisions herein shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Charter, provision of these Bylaws, resolution adopted by the Board, agreement, or insurance (purchased by the Corporation or otherwise), both as to action in his/her official capacity and as to action in another capacity.

ARTICLE VIII

MANAGEMENT OF THE CORPORATION.

The day-to-day management of the Corporation shall be designated to the office of the President who shall be appointed by the Board. The Board shall enter into a written employment agreement with the President. The President shall be the Chief Executive Officer of the Corporation and shall possess the authority to manage the daily operations of the Corporation, employ staff necessary to effectuate the purpose of the Corporation as established in Article I herein, recommend and manage the approved budget of the Corporation, and have general supervision over all matters related to the educational mission of the Corporation. The President shall be a voting member of the Executive Committee of the Corporation; however, the President shall not be a voting member of the Board.

ARTICLE IX

MISCELLANEOUS

- Section 1. Expenditures.** All checks, drafts, and orders for the payment of money shall be signed in the name of the Corporation by the Treasurer of the Corporation and such other persons whom the Board may designate.
- Section 2. Execution of Instruments.** When the execution of any pledge, contract, conveyance, loan agreement, or other instrument has been authorized by the Corporation, the Chairman of the Corporation or an agent designated by the Chairman may execute the instrument in the name of and on behalf of the Corporation. Such designation shall be evidenced by a writing signed by the Chairman and the agent so designated.
- Section 3. Amendments.** These Bylaws may be amended from time to time by a majority vote of the Board, but may not be amended in any way inconsistent with the Tennessee Nonprofit Corporation Act, or other applicable laws in effect at the time of the amendment.
- Section 4. Duration and Dissolution.** The Corporation shall have indefinite duration and shall exist until dissolved. The Corporation may be dissolved at any time by the Board consistent with Article X herein.
- Section 5. Fiscal Year.** The Fiscal year of the Corporation shall begin on July 1 of each calendar year and end on June 30 of the next succeeding calendar year.
- Section 6. Corporate Seal.** The Corporation shall have no corporate seal.

ARTICLE X

DISSOLUTION

Upon dissolution of the Corporation, and, after paying or making provision for payment of all liabilities of the Corporation including teach-out and the costs and expenses related to such dissolution, the Board of Directors shall dispose of all the assets of the Corporation exclusively for the exempt purposes of the Corporation or shall distribute all remaining assets to the Tennessee Christian Medical Foundation, an organization qualified under Section 501(c) of the Internal Revenue Code. All funds deposited in the Tennessee Christian Medical Foundation shall be disbursed for anesthesia-related medical education purposes including funding for research on anesthesia-related topics. The funds shall be placed in a donor advised fund established at the Tennessee Christian Medical Foundation. Three (3) former trustees of the Corporation shall be selected at the time of dissolution of the Corporation to give advice and approval for the distribution of fund income and assets. In the event that a vacancy occurs among the donor advisers, the remaining donor advisers shall choose the replacement. None of the assets will be distributed directly to the personal benefit of any former officer or director of the Corporation. Notwithstanding the foregoing provision, funds may be distributed to practice groups of former trustees or officers for the purposes specified herein.

We certify that amendments to these by-laws were approved by a vote of the membership of the Board of Trustees at a meeting occurring on the 10th day of May, 2016 and are spread upon the minutes of the Board for that meeting.

Arthur Runyon-Hass, M.D.
Chairman of the Board of Trustees

Rebecca Talley, Secretary to the Board

APPENDIX D: MTSA BOARD OF TRUSTEES, MEMBERS, & OFFICERS

Reviewed: August 2022
Revised: September 2020, 2021, January 2024, August 2024, November 2024, March 2025

Vic Martin, MBA, CRNA, (Chairman)	David Carter, CRNA Alumni President
Vicki Davies, CPA (Vice-Chair)	Eddie Hoornstra, MHA, MSN, CRNA
Ken Holroyd, MD	Nancy Delboy, MD
Kristen Kenney, MS, CRNA	Susan (Buffy) Lupear, DNP, CRNA, APRN

MTSA OFFICERS

Chris Hulin, DNP, MBA, CRNA
President

Alescia L. D. Bethea, PhD, MS, CRNA, APRN
Executive Vice President

Jon Ronning, MBA Board Treasurer
Vice President of Finance & Administration

Jean Baron-White
Secretary to the Board
Executive Administrative Assistant

MTSA MEDICAL CONSULTANT

Robin Taylor, MD

MTSA ATTORNEY

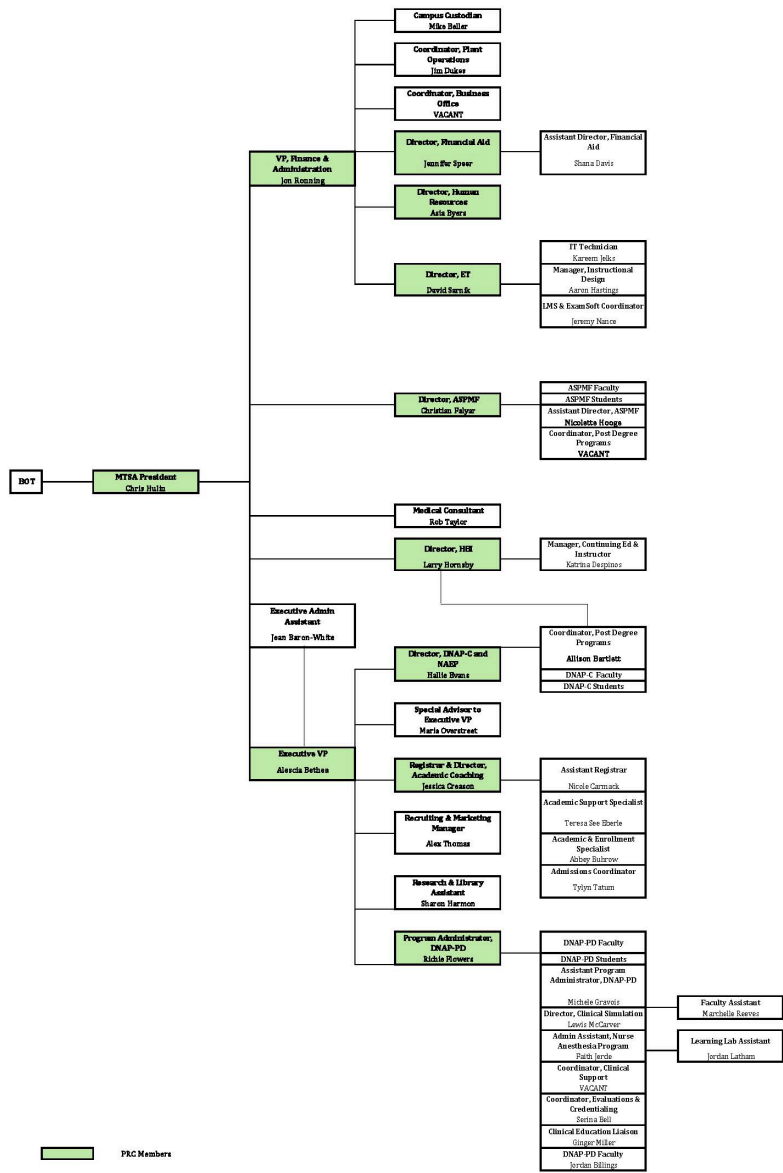
Charles W. Cagle, JD
Lewis Thomason

APPENDIX E: ORGANIZATIONAL CHART

Date: 10/6/2022

Revised: 05/29/2025

[DOWNLOAD IMAGE \(CLICK HERE FOR CLEAREST PICTURE\)](#)



PREAMBLE

Each of the following position/job descriptions is generally described in a common parallel format as follows:

POSITION/JOB TITLE

The title of the position and/or job is given in bold font which is underlined.

Job Summary:

The overall position is briefly described.

Qualifications:

The qualification for each position is outlined.

Responsibilities:

The major responsibilities for each job/position are listed in a bulleted format, under the Responsibilities subheading, which is in bold font.

Reporting:

The individual(s) to which each position reports is listed.

Committee Involvement:

A list of committee involvement for each position is listed in bulleted format.

Terms of Employment:

The terms of employment for each position.

ADMINISTRATIVE POSITIONS

MTSA PRESIDENT

JOB SUMMARY

The MTSA President is the chief executive, administrative, and education office of the school and derives authority and is responsible to the MTSA Board of Trustees. The President's primary responsibility is to provide vision for the school and continues leadership and direction for the planning and operation of all aspects of the school's programs and services.

QUALIFICATIONS

- Academic doctoral degree in education, nursing, or a related field
- At least five (5) years of professional and administrative experience (teaching experience preferred)

RESPONSIBILITIES

- The President is responsible to the MTSA Board of Trustees.
- The President consults with and informs the Board of Trustees, individually and/or collectively on sensitive School issues and assists the Board in developing and implementing best practices.
- The President maintains a close working relationship with the Board of Trustees Chair to assure effective communication and collaboration.
- The President represents the School to external agencies, to include the Commission on Colleges of the Southern Association of Colleges and Schools.
- The President is responsible for hiring all other administrators. The President collaborates with appropriate individuals in hiring other leadership and staff personnel.
- The President, in collaboration with the Vice President for Advancement and Alumni, has oversight of any capital campaigns as MTSA engages in building projects or other capital improvements.
- The President reviews evaluations by faculty and students and evaluates the administrative and/or academic performance of individuals holding the following positions:
 - Executive Vice President
 - Vice President for Finance and Administration
- The President, as a member of the Evaluation Committee, reviews evaluations by faculty and students, thus is able to assist the Vice President of Academics in the evaluation of the administrative and/or academic performance of the Learning Resource Center and Information Systems Support Director
- The President will participate as an active contributing member of the faculty of the School of Anesthesia including, but not limited to, the following duties:
 - Program and curriculum development
 - Serving as member of School committees
 - Evaluating and counseling students

- Continuous self-evaluation of the School
- Assisting with selection of School equipment and teaching aids
- The President, in collaboration with the Vice President for Finance and Administration, has oversight of all financial matters at MTSA, to include the following:
 - Authorizes expenditures exceeding \$1,000
 - Reviews a proposed budget proposed by the Finance Committee
 - Proposes tuition changes with advice and assistance of the President's Council
- In the role of a professional educator, the President attends the following meetings to help assure compliance with all local, state, federal, regulatory, and accreditation requirements:
 - Commission on Colleges of the Southern Association of Colleges and Schools (COCSACS) Annual Meeting (typically held in December), as appropriate
 - Workshops presented by the Southern Association of Colleges and Schools the Commission on Colleges (SACSCOC), as appropriate
 - Professional development workshops, as appropriate

REPORTING

- Reports to the Board of Trustees

COMMITTEE INVOLVEMENT

- Board of Trustees (Ex-officio, non-voting member)
- Chairperson, MTSA Faculty/Staff Committee
- Chairperson, President's Council
- Chairperson, Strategic Planning Committee (ad hoc)
- Chairperson, Screening Committee
- Finance Committee member
- Audit Committee member
- Evaluation Committee member
- Progressions Committee member
- Interview Committee member
- Grievance Committee member
- Assists the Vice President of Academics in appointing members of the Appeals Committee

TERMS OF EMPLOYMENT

Full-time employment, and is appointed by the Board of Trustees

MTSA MEDICAL CONSULTANT

JOB SUMMARY

Shares responsibility with the Executive Vice President to assure that appropriate anesthesia standards of care are taught to the students.

QUALIFICATIONS

- Physician, Board Certified Anesthesiologist
- Desire to teach, either in the clinical or academic setting
- Minimum of five years clinical experience
- Prior teaching experience preferred

RESPONSIBILITIES

- As Medical Consultant of MTSA, is responsible to the President and Executive Vice President.
- The Medical Consultant practices medicine in a local anesthesia department as a private practitioner, and in that capacity is responsible to the Medical Executive Committee and Medical Staff of that facility in the discharge of his professional responsibilities.
- The Medical Consultant of MTSA shares the responsibility with the Executive Vice President, the Clinical Faculty Committee and the Curriculum Committee to assure that appropriate anesthesia standards of care are taught to the students
- The Medical Consultant participates in the evaluation of student performance at the local medical facility at which he is currently employed.
- The Medical Consultant may teach academic courses, as requested by the Executive Vice President (as Chief Academic Officer).

REPORTING

- Reports to the President and Executive Vice President

COMMITTEE INVOLVEMENT

- Board of Trustees (invited by President)
- President's Council (Attendance optional and non-voting)
- Chairman, Evaluation Committee
- Progressions Committee
- Faculty Committee (Academic & Clinical)
- Screening Committee
- Interview and Admissions Committee

TERMS OF EMPLOYMENT

Major salary derived from local medical facility with which he /she is employed or contracted, with minor salary from the Middle Tennessee School of Anesthesia for administrative duties and a per/hour salary for any academic instruction.

EXECUTIVE VICE PRESIDENT

JOB SUMMARY

The Executive Vice President reports directly to the MTSA President. The Executive VP is responsible for overseeing all the Office of the Registrar, Learning Resource Center, and all academic programs, ensuring excellence in curriculum development, faculty engagement, student outcomes, and accreditation compliance. The Executive VP works closely with other leaders and faculty to foster a collaborative, innovative, and high-performance academic environment.

QUALIFICATIONS

- Doctoral degree in Nurse Anesthesia, Nursing, Education, or a related field (DNP, PhD, or DNAP).
- A current, active CRNA certification in good standing.
- A current, active APRN license in good standing.
- Minimum of 10 years of experience in academic leadership, with at least 5 years in a senior administrative role within an accredited nursing or healthcare-related educational institution.
- Extensive experience in higher education, with a deep understanding of accreditation, curriculum development, faculty engagement, and student success.
- Proven ability to lead cross-functional teams and drive institutional change.
- Strong knowledge of the healthcare industry, particularly trends in nurse anesthesia practice and education.

Preferred Qualifications

- Previous experience in a CRNA doctoral program or a doctoral level advanced practice nursing program.
- Expertise in faculty development initiatives in academic settings.
- Experience with strategic planning and organizational development in a higher education environment.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the needs of the MTSA campus:

LEADERSHIP AND STRATEGIC VISION:

- Serve as a key member of the executive leadership team, contributing to the overall institutional strategic direction and growth.
- Develop and implement a comprehensive academic strategy for the DNAP-PD program, aligned with the institution's mission, values, and goals.
- Champion innovation in teaching, learning, and program delivery within the DNAP-Completion program for CRNAs and across the institution's academic offerings.
- Build and maintain a culture of academic excellence, collaboration, and continuous improvement.

OVERSIGHT OF ACADEMIC PROGRAMS:

- Provide leadership in the development, review, and continuous enhancement of the CRNA doctoral curriculum to ensure it meets the evolving needs of the profession and complies with accreditation standards.
- Oversee the integration of advanced technologies and evidence-based practices into teaching and learning, ensuring an innovative and future-focused educational environment.
- Ensure that academic programs maintain national and regional accreditation and meet or exceed regulatory requirements.
- Promote interdisciplinary collaboration among academic departments and programs.

FACULTY DEVELOPMENT AND ENGAGEMENT:

- Foster a supportive and high-performance environment for faculty, encouraging professional growth, research, and scholarly activities.
- Lead faculty recruitment, retention, and development efforts, ensuring the recruitment of high-quality, diverse faculty members.
- Provide mentorship and professional development opportunities for faculty to enhance their teaching and scholarship expertise.

STUDENT SUCCESS AND OUTCOMES:

- Ensure that students receive a world-class education that prepares them for successful careers as Certified Registered Nurse Anesthetists (CRNAs).
- Monitor student outcomes, including retention, graduation rates, and certification exam pass rates, and take proactive steps to address any challenges.
- Oversee student support services, including academic advising, clinical placement coordination, and career services, to enhance student experience and success.
- Ensure that all students have equitable access to opportunities and support.

BUDGET AND RESOURCE MANAGEMENT:

- Collaborate with other senior leadership to advocate for financial resources to support academic growth and innovation.
- Oversee the development of new academic programs or initiatives within MTSA to align with emerging needs in healthcare and anesthesia practice.

EXTERNAL RELATIONS AND ADVOCACY:

- Represent MTSA at national and regional conferences, accrediting bodies, and professional organizations related to nurse anesthesia and healthcare education.
- Develop strategic partnerships with clinical sites, hospitals, and other institutions to enhance clinical training and employment opportunities for students.
- Collaborate with alumni, donors, and external stakeholders to promote the institution's academic programs and foster relationships that support institutional growth.

COMPLIANCE AND ACCREDITATION:

- Ensure adherence to all state and federal regulations, as well as the standards set forth by accrediting bodies such as the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Oversee the preparation for and response to accreditation site visits, ensuring that all accreditation standards are met or exceeded.

REPORTING

Reports to the MTSA President

COMMITTEE INVOLVEMENT

- Board of Trustees (Ex-officio, non-voting member)
- Executive Administration member
- Audit Committee member
- Evaluation Committee member
- Progressions Committee - Chair
- Admissions Committee member
- Screening Committee member
- President's Council member
- Nurse Anesthesia Program (NAP) Council - Chair
- Strategic Planning Committee member

- MTSA Faculty/Staff Committee member
- Grievance Committee member (Ex-officio)

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

VICE PRESIDENT, FINANCE & ADMINISTRATION

JOB SUMMARY

Responsible for financial records, bank account maintenance, human resources and general plant operations

QUALIFICATIONS

- Minimum of Baccalaureate degree in Business Management or Accounting; Master's degree preferred
- Minimum of two (2) years of experience in accounting and/or business office management with a knowledge of accounting practices, record keeping, financial statements, financial reporting and accounting software
- Ability to work in a team environment with strong interpersonal skills and the ability to effectively relate to students, staff, faculty, and the community.
- Minimum of two (2) years of experience in human resource management
- Knowledge of Human Resource laws, OSHA/TOSHA standards, payroll laws and Federal Regulations
- Excellent communication and interpersonal skills

RESPONSIBILITIES

- Timely processing of all financial reports and statements
- Timely reporting to federal and state government agencies
- Administration of all MTSA financial accounting and banking records
- Act as Plan Administrator for company retirement plan
- Reporting of financial status to MTSA Board of Trustees and Finance Committee
- Meets with MTSA administration to discuss major financial decisions
- Regular member of all appropriate committees
- Administration of all property, liability and employee health care insurance
- Schedules staff to ensure adequate coverage
- Maintains employee right to know information for retirement plan, insurance, etc.
- Administration of OSHA and TOSHA guidelines
- Administration of employee payroll and all related reports and payments
- Administration of Human Resource requirements and needs

REPORTING

- Reports to the MTSA President

COMMITTEE INVOLVEMENT

- Board of Trustees (Ex-officio, non-voting member)
- Treasurer, Board of Trustees
- Audit Committee member
- Finance Committee member
- President's Council member
- Strategic Planning Committee member
- MTSA Faculty/Staff Committee member
- Grievance Committee member (Ex-officio)

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

PROGRAM ADMINISTRATOR, DNAP-PD PROGRAM

JOB SUMMARY

Under the direction of the Executive Vice President, the Program Administrator performs tasks to support the DNAP-PD Program, including acting as the Chief Clinical Officer and a professional CRNA educator.

QUALIFICATIONS

- Doctorate in Nursing or related field
- Previous clinical experience as a nurse anesthetist
- Current CRNA certification by NBCRNA
- Licensure or eligibility for licensure as a Registered Nurse and Advanced Practice Registered Nurse in state(s) of practice
- Teaching philosophy commensurate with MTSA's mission and values
- Current BLS, ACLS, and PALS certifications
- Current APRN licensure in Tennessee
- Minimum of five (5) years of teaching and educational administrative experience
- Post-Graduate level courses in curriculum, instruction, and evaluation
- Minimum of five (5) years of clinical experience as a CRNA.

RESPONSIBILITIES

- The **Program Administrator** performs each of the following functions for the DNAP-PD program:
 - Interviews, hires, and evaluates all faculty with academic appointments
 - Maintain faculty records
 - Determines the academic schedules
 - Ensures the development of manuals for curriculum plan and course outlines
 - Reviews Course Outlines and Objectives for courses
 - Reviews student performance for courses and the Self-Evaluation Examination (SEE)
 - Reviews scores of graduates on the National Certification Examination (NCE)
 - Participates in teaching classes
 - Ensures that student evaluations of academic courses/faculty are reviewed quarterly
 - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- As the **Chief Clinical Coordinator**, performs each of the following functions for the DNAP-PD program:
 - Establishes and maintains multiple clinical affiliations, and assures valid contracts
 - Ensures that site visits are made to all full-time clinical affiliates at least annually
 - Ensures that site visits are made to all new and recurring senior elective clinical affiliates
 - Develops and maintains the practicum requirements, methods and process of teaching, and student evaluation
 - Plans and publishes each of the following:
 - Performance-based objectives relevant to the students' performance
 - Performance-based objectives for specific affiliating institutions
 - Determines, schedules, and supervises the publication of each of the following:
 - Student affiliation rotation schedules
 - Student vacation and holiday schedules
 - Students' Clinical Experience Records on a monthly basis
 - Ensures that summary evaluations of students' clinical performance are reviewed
 - Ensures that evaluations of affiliate sites and clinical instructors are completed and reviewed
 - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- As the **Director of Admissions**, performs each of the following functions for the DNAP-PD program:
 - Reviews all applications for admission
 - Oversees verification of originality of transcripts
 - Oversees the verification and review of references for number, content, and appropriate referral
 - Oversees the distribution of appropriate selection materials to the Admissions Committee
 - Assures orderly processing and handling the selection of the new class
 - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- In the role of **Support to the Executive Vice President** in performing each of the following for the DNAP-PD program:
 - Develops, maintains, amends, and implements School policies governing the academic program
 - Develops and maintains Administrative Manual sections related to the function of the Faculty, Staff, and Students; and procedures for establishing affiliations with hospitals
 - Develops and maintains policy governing qualifications of instructional staff and documentation of compliance with criteria
 - Reviews and directs revisions of policies as the appropriate committees propose policy changes
 - Collaborates with the Assistant Program Administrator(s) and the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
 - Collaborates with the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Collaborates with the Department of Institutional Effectiveness to assure appropriate submission of IPEDS data
 - Assures that MTSA committees fulfill their objectives as scheduled
 - Assists with applications for various grants completed by entities/persons within MTSA
 - Collaborates with the Director of Operations regarding office staff needs
 - Reviews evaluations by faculty and students, in conjunction with the Evaluation Committee
 - Completes performance evaluations as appropriate based on the School's organizational chart

- Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
- Other duties as assigned by the Executive Vice President
- In the role of **Medical Missions Coordinator** performs each of the following functions for the DNAP-PD program:
 - Assure that mission service opportunities are in line with the Mission and Values of MTSA
 - Confer with Clinical Coordinator to establish best dates for mission trips
 - Promote mission and service opportunities for students and staff
 - Collaborate with other institutions to share ideas and opportunities for mission service
 - Monitor student fund-raising for mission trips for appropriateness related to the Mission and Values of MTSA
- In the role of a **Professional CRNA Educator** attends the following meetings when appropriate:
 - AANA Assembly of School Faculty
 - AANA National Convention
 - AANA Mid-Year Assembly
 - Tennessee Association of Nurse Anesthetists (TANA) Annual meeting
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Meeting
 - Workshops presented by the Council on Accreditation (COA)
 - Workshops presented by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - Professional development workshops
 - Provides mentoring and training to the Assistant Program Administrator to fulfill these same duties
 - Other duties as assigned

COMMITTEE INVOLVEMENT

- Board of Trustees (*Ex-officio, Non-voting*, by invitation)
- BOT Academic/Student Affairs Committee School Liaison
- Chairperson, Nurse Anesthesia Program (NAP) Council
- Progressions Committee Member
- Chairperson, Interview Committee
- Chairperson, Screening Committee
- President's Council Member
- MTSA Faculty/Staff Committee Member
- Strategic Planning Committee Member (ad hoc)
- Evaluation Committee Member
- Other committees as assigned

REPORTING

Reports to the Executive Vice President

TERMS OF EMPLOYMENT

Full-time Employment

DIRECTOR, ACUTE SURGICAL PAIN MANAGEMENT FELLOWSHIP

JOB SUMMARY

Responsible for all aspects of the Acute Surgical Pain Management Fellowship (ASPMF) at MTSA.

QUALIFICATIONS

- CRNA with current Re-certification
- Earned Doctoral Degree
- Current APN licensure
- Minimum of five (5) years of teaching and educational administrative experience
- Post-Graduate level courses in curriculum, instruction, and evaluation
- Minimum of five (5) years of clinical experience as a CRNA.

RESPONSIBILITIES

The ASPMF Director performs each of the following functions:

- Interviews, hires, and evaluates all faculty with academic appointments for the Fellowship

- Maintenance of faculty records
- Determines the academic schedules
- Ensures the development of manuals for curriculum plan and course outlines
- Reviews Course Outlines and Objectives for courses
- Reviews student performance for courses
- Participates in teaching classes in Fellowship and other programs at the School
- Ensures that student evaluations of academic courses/faculty are reviewed

As the **ASMPF Chief Clinical Coordinator**, performs each of the following functions for the Fellowship:

- Establishes and maintains multiple clinical affiliations, and assures valid contracts
- Ensures that site visits are made
- Plans and publishes each of the following:
 - Performance-based objectives relevant to the students' performance
 - Performance-based objectives for specific affiliating institutions
- Determines, schedules, and supervises the publication of each of the following:
 - Student affiliation rotation schedules
 - Student vacation and holiday schedules
 - Students' Clinical Experience Records
- Ensures that summary evaluations of students' clinical performance are reviewed
- Ensures that evaluations of affiliate sites and clinical instructors are completed and reviewed

In the role of **ASPMF Director of Admissions**, performs each of the following functions for the ASPMF:

- Reviews all applications for admission
- Oversees verification of originality of transcripts
- Oversees the verification and review of references for number, content, and appropriate referral
- Oversees the distribution of appropriate selection materials to the Acute Surgical Pain Management Council
- Assures orderly processing and handling the selection of the new class

In the role of support to the **Executive Vice President** in performing each of the following functions:

- Develops, maintains, amends, and implements School policies governing the academic program
- Develops and maintains the Acute Surgical Pain Management Fellows Handbook
- Develops and maintains policy governing qualifications of instructional staff and documentation of compliance with criteria
- Reviews and directs revisions of policies as the appropriate committees propose policy changes
- Collaborates with the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Collaborates with the Department of Institutional Effectiveness to assure appropriate submission of IPEDS data
- Assists with applications for various grants completed by entities/persons within MTSA
- Collaborates with the Executive Vice President regarding office staff needs
- Reviews evaluations by faculty and students, in conjunction with the Evaluation Committee
- Other duties as assigned by the Executive Vice President

In the role of a **professional CRNA educator** attends the following meetings when appropriate:

- AANA Assembly of School Faculty
- AANA National Convention
- AANA Mid-Year Assembly
- Tennessee Association of Nurse Anesthetists (TANA) Annual meeting
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Meeting
- Workshops presented by the Council on Accreditation (COA)
- Workshops presented by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Professional development workshops

REPORTING

Reports to the MTSA President

COMMITTEE INVOLVEMENT

- MTSA Faculty/Staff Committee member
- President's Council Committee member
- Nurse Anesthesia Program Council
- Informatics Committee
- Evaluation Subcommittee and Committee

- Academic Affairs Committee (BOT subcommittee)
- Faculty Curriculum PD program
- MTSA/AANA ASPMF Council

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

DIRECTOR, CLINICAL SIMULATION

QUALIFICATIONS

- Education: Doctoral degree, (PhD, DNAP, DNP)
- Certification: Practice licensure active doctorate required
- Minimum of two (2) years of teaching experience.
- Minimum of two (2) years of experience in simulation laboratory design, building scenarios, implementation, and debriefing experience
- Post-Graduate level courses in curriculum, instruction, and evaluation desirable.

RESPONSIBILITIES

- Promotes the mission, vision, cores values and strategic plan throughout daily work
- Manages the MTSA Simulation Laboratory to include the oversight and direct work in:
 - Prepares the lab for teaching purposes in consultation with faculty.
 - Maintains equipment in working order
 - Inventories and orders all simulation and lab supplies.
 - Monitors the lab budget and makes recommendations for purchase
 - Maintains OSHA compliance
 - Trains and supervises assistants
 - Develops simulation schedules in conjunction with staff and faculty for use of simulation lab space and supplies.
 - Coordinates the use of labs for special activities to include cadaveric and ultrasound lab experiences
- Manages learning environment, selects appropriate materials to support curriculum and provides constructive feedback to students
- Assesses student learning, designs assessments that measure student success, aligns assessment with learning opportunities.
- Creates, implements and evaluates simulation remedial program to assist students identified with specific needs
- Promotes continual improvement as part of the cycle of teaching and learning, develops and revises curriculum and instructional materials as needed.
- Pursues professional development, contributes to academic discipline through research, presentation and publication.
- Participates in program resource development, including simulation and obtaining intramural and extramural program support.
- Participates in service through appropriate discipline-specific organizations, educational and simulation organizations, statewide boards/committees or community activities.
- Serves on school committees as needed and as indicated in annual evaluation meeting.
- Represents the school at professional activities at local, state, national, and international levels.
- Other duties as assigned by the Executive Vice President or Program Administrator.

COMMITTEE INVOLVEMENT

Chair, School Life Committee
 MTSA Faculty/Staff Committee member
 President's Council Committee member
 Nurse Anesthesia Program Council
 CARES Act Committee
 Alumni Grants Committee
 Progressions Committee
 Administrator of Wellness Initiative (Student Support Team)

REPORTING

Reports to the Program Administrator, DNAP-PD Program

TERMS OF EMPLOYMENT

Full-time employment

DIRECTOR, DOCTOR OF NURSE ANESTHESIA PRACTICE COMPLETION PROGRAM AND NURSE ANESTHESIA EDUCATOR PROGRAM

JOB SUMMARY

Responsible for all aspects of the Doctor of Nurse Anesthesia Practice Completion and Nurse Anesthesia Educator programs at MTSA.

QUALIFICATIONS

- CRNA with current Re-certification
- Earned Doctoral Degree
- Current APN licensure
- Minimum of five (5) years of teaching and educational administrative experience
- Post-Graduate level courses in curriculum, instruction, and evaluation
- Minimum of five (5) years of clinical experience as a CRNA.

RESPONSIBILITIES

The Director performs each of the following functions:

- Interviews, hires, and evaluates all faculty with academic appointments for the Doctor of Nurse Anesthesia Completion Program and Nurse Anesthesia Educator Program
- Maintenance of faculty records
- Determines the academic schedules
- Ensures the development of manuals for curriculum plan and course outlines
- Reviews Course Outlines and Objectives for courses
- Reviews student performance for courses
- Participates in teaching classes
- Ensures that student evaluations of academic courses/faculty are reviewed

In the role to support the Admissions Department, performs each of the following functions for the DNAP Completion and Nurse Educator programs:

- Reviews all applications for admission
- Oversees the verification and review of references for number, content, and appropriate referral
- Assures orderly processing and handling the selection of the new class

In the role of support to the Executive Vice President in performing each of the following functions:

- Develops, maintains, amends, and implements School policies governing the academic program
- Develops and maintains the DNAP Completion and Nurse Educator handbooks
- Develops and maintains policy governing qualifications of instructional staff and documentation of compliance with criteria
- Reviews and directs revisions of policies as the appropriate committees propose policy changes
- Collaborates with the department of Institutional Effectiveness to direct Self-Studies for Reaffirmation of Accreditation from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Collaborates with the Department of Institutional Effectiveness to assure appropriate submission of IPEDS data
- Director for Nurse Faculty Loan Program
- Collaborates regarding office staff needs
- Reviews evaluations by faculty and students, in conjunction with the Evaluation Committee
- Other duties as assigned by the Executive Vice President

In the role of a professional CRNA educator, attends the following meetings when appropriate:

- AANA Assembly of School Faculty
- AANA National Convention
- AANA Mid-Year Assembly
- Tennessee Association of Nurse Anesthetists (TANA) Annual meeting
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Meeting
- Workshops presented by the Council on Accreditation (COA)
- Workshops presented by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Professional development workshops

REPORTING

Reports to the Executive Vice President, with frequent communication with Vice President, Finance & Administration and MTSA President

COMMITTEE INVOLVEMENT

- MTSA Faculty/Staff Committee member
- President's Council Committee member
- Nurse Anesthesia Program Council
- ECRC Committee
- Informatics Committee
- Evaluation Subcommittee and Committee
- Academic Affairs Committee (BOT subcommittee)

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

DIRECTOR, EDUCATIONAL TECHNOLOGY

REPORTING

Reports to the Vice President of Finance and Administration

JOB SUMMARY

Under the direction of the VP of Finance and Administration, the Director of Educational Technology is responsible for working with faculty and staff to lead and manage the school's Educational Technology Programming, online courses, and manage the technologies of online and hybrid learning.

QUALIFICATIONS

- Master's Degree in Instructional Design, Educational Technology, or related field (preferred);
- Extensive experience of instructional design for LMS enhanced in-person learning and online learning;
- Experience working with learning management systems (D2L Brightspace);
- Competence working across multiple technology platforms;
- Ability to manage and effectively advance multiple projects;
- Ability to work effectively and collegially with others;
- Ability to critically think and problem-solve;
- Effective written and oral communication;
- Proficient using Microsoft Suite applications.

RESPONSIBILITIES

- Lead the implementation, administration, and support of the school's learning management system (D2L Brightspace), its ancillaries, and other educational technology platforms in collaboration with IT Services;
- Coordinate, provide, and assess frontline user LMS support to faculty, staff, and students including management of help desk support, troubleshooting, and vendor collaboration;
- Design and develop strategies and resources to support students in the online learning environment;
- Collaborate with stakeholders and IT services to develop LMS or other educational technology related policies and procedures;
- Partner with faculty, staff and students to identify, analyze, and explore the institution's teaching and learning technology needs and identify instructional gaps;
- Develop and facilitate learning management system onboarding, training and tutorials for faculty, staff, and students;
- Remain current with educational technological knowledge and skill through networking, membership in technology associations, and pursuing professional development opportunities;
- Other work-related duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

President's Council Member

Informatics Committee Member

TERMS OF EMPLOYMENT

Full time employment by MTSA

DIRECTOR, FINANCIAL AID

JOB SUMMARY

Provides direction for the daily operational functions of the Financial Aid Office. Coordinates efforts with the Assistant Director to assure best practices and regulations are followed for all students receiving financial aid.

QUALIFICATIONS

- Bachelor's Degree preferred
- Two (2) years of experience serving as a Student Finance Coordinator, or equivalent, preferred
- Knowledge and experience in student financial aid
- Strong interpersonal skills are essential, as in ability to effectively relate to students, staff, faculty and the community

RESPONSIBILITIES

- Directs the student financial assistance programs available to students
- Directs in creation and maintenance of accurate student financial assistance files
- Certifies and monitors all financial assistance loans
- Authorizes release of funds to students and prepares required records and reports
- Provides timely and relevant financial literacy to current and prospective students for use in financial aid decisions
- Works closely with Business Office to communicate current practices for student bill payment
- Performs periodic close-out functions for the various programs preparing the required appropriate reports
- Serves as Veteran's Certifying Official and liaison to the Dept of VA
- Reads timely federal notifications and attends selected continuing education meetings regarding changes and updates of Federal financial aid laws and regulations, and implements revised procedures as required
- Assists with various other projects and events as assigned by Vice President of Finance

COMMITTEE INVOLVEMENT

- MTSA Staff Committee
- President's Council
- Professional Judgment Committee for Financial Aid

REPORTING

Reports to the Vice President for Finance and Administration

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

DIRECTOR, HUMAN RESOURCES

JOB SUMMARY

The Director of Human Resources assists in the operational management and services of the Human Resources department and manages the labor relations, employee relations functions and activities, manages the recruitment and selection process.

QUALIFICATIONS

- Master's Degree in Business Administration, Human Resources, or related field
- Proficient using Microsoft Suite applications

RESPONSIBILITIES

- Implements the onboarding process for new employees and works closely with the department heads in acclimating those new employees.
- Oversee the creation of Offer Letters, Employment Packets, employee background checks, and scheduling of new hire orientation.
- Oversight over on boarding processes for new hires; employee orientations for all new hires, creation of electronic employee files, administering employee handbooks, and ensuring all necessary paperwork is properly completed.
- Responsible for exit interviews, ensuring proper documentation is filed and recorded appropriately.
- Leads in the development, implementation, and compliance of Human Resource policies and procedures and their dissemination through employee handbooks, communications, and/or meetings.
- Responsible for maintaining a highly engaging culture, motivating employees, fostering an environment with high levels of teamwork, accountability, communication, and vision to employees.
- Develops, updates, and manages policies and procedures. Develops organizational strategies by identifying and researching human resource issues; contributes information, analysis, and recommendations to institution's strategic direction.
- Works closely with administration and management to advise, counsel, and provide coaching and resolution to address employees' performance. Provides performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to provide consultation and guidance to improve work relationships, build moral and increase productivity and retention.
- Ensures the maintenance records of transactions such as hires, promotions, transfers, terminations, attendance records, discipline records, and employee performance appraisal records.
- Develop and maintain employee performance appraisals, or evaluations.
- Promotes ethical and cultural awareness to the workforce through training, development, and consultation.
- Communicates changes in the organization's personnel policies and procedures and ensures proper compliance is followed.
- Responsible for continuous improvement and innovation as it related to improving processes, addressing performance, creating action plans, and ensuring proper training and development of employees.
- Provides documentation for payroll processing.
- Manage compensation and benefits records, conduct annual benefits reviews.
- Process remote deposits, as needed.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

President's Council

Drug and Alcohol Committee

ATTENDANCE

Expected to be available and on campus during normal business hours of Middle Tennessee School of Anesthesia, Monday through Thursday, 8:00 am to 6:00 pm CST.

REPORTING

Reports to Vice President of Administration and Finance

TERMS OF EMPLOYMENT

Full-time Employment

PROGRAM DIRECTOR, HORNSBY BUSINESS INSTITUTE

JOB SUMMARY

Under the direction of the MTSA President, the Program Director of the Hornsby Business Institute is responsible for developing, implementing, and managing all HBI offerings. The Program Director develops partnerships with universities to enrich CRNA curricula by integrating business education, fostering entrepreneurship, and providing students with the tools to succeed in the complex healthcare industry.

QUALIFICATIONS

- A doctoral or master's degree in Nursing, Nurse Anesthesia, Business Administration, or a related field, or equivalent professional experience.
- Current, active CRNA certification in good standing.
- Minimum of 5 years of leadership experience in healthcare, business, or academic settings.
- Experience in curriculum development, program management, or educational leadership.
- Strong understanding of the intersection of nursing, anesthesia, and business operations.
- Demonstrated ability to lead teams, manage budgets, and develop strategic initiatives.
- Exceptional communication, interpersonal, and collaboration skills.
- Proficiency in designing and delivering business education content.
- Familiarity with accreditation standards and higher education regulations.

Preferred Qualifications

- Experience in private practice, healthcare consulting, or entrepreneurship in nurse anesthesia or nursing.
- Active involvement in professional organizations related to nursing, nurse anesthesia, or healthcare business.
- Track record of securing grants or external funding for educational initiatives.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. Key responsibilities for recruitment include:

LEADERSHIP AND PROGRAM DEVELOPMENT

- Lead the strategic planning, growth, and management of the Hornsby Business Institute to align with the school's mission and goals.
- Design, implement, and evaluate business-focused curricula for CRNA programs.
- Collaborate with stakeholders to integrate business and leadership competencies into existing CRNA and nursing programs.

PARTNERSHIPS AND OUTREACH

- Develop and maintain partnerships with universities, healthcare organizations, and professional associations to support the growth of the Hornsby Business Institute.
- Organize workshops, seminars, and conferences to provide continuing education (CE) opportunities for CRNAs and healthcare professionals.
- Serve as the public face of the Hornsby Business Institute, promoting its mission and accomplishments through networking, presentations, and professional organizations.

STUDENT SUPPORT AND SUCCESS

- Mentor and guide CRNA students in understanding the business and operational aspects of anesthesia practice.
- Facilitate experiential learning opportunities, such as internships, simulations, and case studies, to enhance students' practical knowledge.
- Create resources and toolkits to help students navigate the transition to professional practice and entrepreneurial ventures.

OPERATIONS AND ADMINISTRATION

- Oversee the Hornsby Business Institute's budget, staffing, and day-to-day operations.
- Develop and track performance metrics to evaluate the effectiveness and impact of the Business Institute's programs.
- Prepare reports and presentations for stakeholders, highlighting the Institute's achievements and areas for growth.

REPORTING

Reports to the MTSA President

COMMITTEE INVOLVEMENT

- President's Council member
- Nurse Anesthesia Program (NAP) Council
- MTSA Faculty/Staff Committee member

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

REGISTRAR, DIRECTOR, ACADEMIC COACHING

JOB SUMMARY

Under the direction the Executive Vice President, the Registrar/Director, Academic Coaching will aid with each MTSA academic program. Serve as the school's Registrar – maintaining the integrity of student and faculty records. Supervise those in the Academic Support offices.

QUALIFICATIONS

- Bachelor's degree preferred
- A minimum of two (2) years of experience serving as an Academic Schedule Coordinator or equivalent
- Knowledge of and experience in the scheduling for of an academic educational program, with a commitment to excellence
- Strong interpersonal skills are essential, as is the ability to relate to students, staff and faculty
- Ability to respond to tight schedules and provide information on short notice

RESPONSIBILITIES

Under the direction the Executive Vice President:

- Assist in the Program Administrator with the DNAP-Practice Doctorate Program and the Master's Program and the Vice President of Academics with DNAP-Completion Program establishing all academic course schedules
- Assist the Director of Acute Surgical Pain Management Fellowship with keeping current documentation for Fellows' course completion, transcripts and Certificates of Completion
- Updates change of student status for NBCRNA. Could be asked to notify affected departments of the change. Departments that are affected include: IT, Financial Aid, Business Office, Alumni, Evaluation and Facility Manager
- Assist the Admission Coordinator with interviews and the admission process as needed
- Deal with any discrepancies in data with the National Student Clearing House as needed
- Ensures enrollment and registration documentation for the AANA, NBCRNA, TANA and TASNA has been processed
- Prepares and maintains selected official documentation to the AANA and NBCRNA regarding student matters related to our program (student withdrawal, dismissal, program extension)
- Update and maintains faculty files
- Generates faculty contracts as directed by the Executive Vice President
- Prepares faculty payroll information for the Director of Operations
- Maintain online academic schedule calendars, assigning course location, and any special classroom set up
- Communicates with the IT department regarding classroom schedules, changes in classroom locations, and special classroom IT needs.
- Coordinate and facilitates graduation: order regalia, diplomas, awards, invitations, assist with the development of the graduation program and reception planning.
- Assures all official paperwork is completed and processed for graduating students to the NBCRNA
- Participates in review of accreditation self-study documents
- Prepares documents and maintains selected institutional records
- Prepares reports related to National Certification Examination, Self-Evaluation Examination and other academic related items of the program as needed
- Participate in service projects
- Assist the Executive Vice President in planning Faculty Development Meetings – communication with faculty, location, agenda, handouts, meal planning
- Assists with various other School projects and events – Graduation, Open House, Family Day, Golf Tournament
- Have a working knowledge of D2L – Bright Space
- Trains the Assistant Registrar/Academic Support Specialist (when required) in duties pertaining to the academic program, student and faculty records

REPORTING

Reports directly to the Executive Vice President

COMMITTEE INVOLVEMENT

- MTSA Staff Committee
- President's Council

- Nurse Anesthesia Program Council
- Recording Secretary for Faculty Development Meetings

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

STAFF POSITIONS

ACADEMIC AND ENROLLMENT SPECIALIST

JOB SUMMARY

Under the direction of the Registrar and Director, Academic Coaching, the Academic and Enrollment Specialist performs a variety of established academic support and records management procedures, including creating academic schedules/calendars, maintenance of student records, and preparing reports as needed.

QUALIFICATIONS

- Associate's degree required; bachelor's degree preferred.
- Higher education experience preferred.
- Technology skills, including knowledge of Microsoft Office.
- Excellent communication skills, both verbal and written.
- Strong organizational and time management skills.
- High level of accuracy and attention to detail.
- Ability to multitask and prioritize.
- Excellent administrative skills.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the admissions and enrollment processes for MTSA:

- Maintain student, alumni, and faculty records.
- Prepare information for and respond to requests for verifications and transcripts promptly.
- Maintain an accurate log of all requests for information that are processed daily.
- Ensure strict confidentiality of student and alumni information as required by the Family Education Rights Privacy Act (FERPA).
- Perform data entry in Student Information Systems.
- Prepare reports, as needed, for internal and external audiences.
- Pay close attention to detail and ensure accuracy of records, reports, etc.
- Assist with the coordination of academic schedules and calendars.
- Responsible for the timely, accurate, and compliant reporting of enrollment and graduation data to the National Student Clearinghouse.
- Update and maintain syllabi archives, course descriptions, and learning objective records.

- Coordinate with instructors to develop textbook lists each semester and disseminate them to students in a timely manner.
- Register students for the National Certification Exam and Self-Evaluation Examination.
- Monitor National Certification Examination and Self-Evaluation Examination scores and prepare reports with score information as needed.
- Assist with processing student information prior to graduation.
- Assist with graduation preparation and ceremony activities.
- Assist with the planning and implementation of other school events, as assigned.
- Participate in service projects throughout the year.
- Track employment of new graduates.
- Other job-related duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the Registrar/Director, Academic Coaching

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

ACADEMIC SUPPORT SPECIALIST

JOB SUMMARY

Under the direction of the Registrar/Coordinator of Academic Support, the Academic Support Specialist performs a variety of established academic support and records management procedures, including managing student, alumni, and faculty files and processing requests for transcripts and verifications.

QUALIFICATIONS

- High school diploma required; bachelor's degree preferred.
- Higher education experience preferred.
- Demonstrate technology skills, including knowledge of Microsoft Office Suite.
- Detail-oriented with strong organizational skills.
- Must maintain deadlines and manage multiple tasks efficiently with minimal supervision.
- Interpersonal skills and the ability to communicate effectively and professionally, both orally and in writing
- Must be able to work as a part of a team and accept individual responsibility for task completion.

RESPONSIBILITIES

- Maintain student, alumni, and faculty records.
- Prepare information for and respond to requests for verifications and transcripts promptly.
- Maintain an accurate log of all requests for information that are processed daily.
- Ensure strict confidentiality of student and alumni information as required by the Family Education Rights Privacy Act (FERPA).
- Perform data entry in Student Information Systems.
- Prepare reports, as needed, for internal and external audiences.
- Pay close attention to detail and ensure accuracy of records, reports, etc.
- Assist with the processing of student information prior to graduation.
- Assist with graduation preparation and ceremony activities.
- Assist with the planning and implementation of other school events, as assigned.
- Participate in service projects throughout the year.
- Perform other duties and responsibilities as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the Registrar/Director, Academic Support

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

ADMINISTRATIVE ASSISTANT, NURSE ANESTHESIA PROGRAM

JOB SUMMARY

Competent performance of assistant/secretarial duties for the Program Administrator, and Assistant Program Administrator

QUALIFICATIONS

- Minimum of an AS in office administration; Baccalaureate degree preferred
- Minimum of two (2) years of experience in an office setting
- Proficient in computer skills, including Office 365, MS Outlook, Word, Excel, Power Point
- Excellent organizational, communication and interpersonal skills are essential
- Ability to compose clear and concise correspondence independently or from oral or written instructions with thorough knowledge of grammar, spelling, vocabulary and punctuation, creativity with newsletter production, and data base management

RESPONSIBILITIES

- Supports the Program Administrator, and Assistant Program Administrators
- Maintains documentation, and is recording secretary for the School Life Committee
- Assists with scheduling meetings and appointments
- Assists with maintaining student handbooks
- Assists with various other School projects and events

REPORTING

Reports to the Program Administrator, DNAP-PD Program

COMMITTEE INVOLVEMENT

- School Life Committee, Recording Secretary
- Informatics Committee, Recording Secretary
- MTSA Faculty/Staff Committee

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

ADMISSIONS COORDINATOR

JOB SUMMARY:

Under the direction of the Registrar, The Admissions Coordinator is responsible for the accurate and timely processing of students from application to enrollment. The Admissions Coordinator performs a variety of established admissions procedures, including acting as the primary contact for the Admissions Office.

QUALIFICATIONS:

- Bachelor's degree in Business Management, Education, or a related field.
- Strong skills in Microsoft Suite and student database systems (e.g., CAMS, Campus Cafe, NursingCAS).

- Excellent written and oral communication skills.
- Ability to establish and maintain effective professional working relationships.
- Excellent customer service skills.
- Strong organizational and multi-tasking abilities.
- Ability to exercise sound judgment and respond to questions effectively.
- Capable of working independently or as part of a team.
- Willingness to travel and work extended hours during recruitment events.

RESPONSIBILITIES:

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the admissions processes for MTSA:

- Serve as the primary point of contact for the Admissions Office.
- Collaborate with Recruiting Coordinator to support outstanding customer service through recruitment and enrollment period.
- Advise prospective students and conduct campus tours.
- Provide assistance to applicants in completing admissions forms and other related paperwork.
- Provide follow-up phone calls and emails to prospective students with incomplete applications in order to assist them toward completion and enrollment.
- Schedule student appointments and interviews during the admissions process.
- Provide weekly updates to the respective Program Directors for each MTSA program, ensuring timely communication of relevant admissions data, trends, and applicant status.
- Attend recruitment events and college fairs, when necessary.
- Collaborate with team members to ensure the completion and validation of student files.
- Implement strategic plans to achieve enrollment objectives.
- Maintain a student admissions database with clear and complete student enrollment files using CAMS, Campus Cafe, NursingCAS, Microsoft Office, etc.
- Coordinate student mission schedule and collaborate with other team members with clinical scheduling and payment.
- Other job-related duties as assigned.

COMMITTEE INVOLVEMENT:

- Screening Committee, Recording Secretary
- Admissions Committee, Recording Secretary
- MTSA Staff Committee member

REPORTING:

Reports to the Registrar/Director, Academic Coaching

TERMS OF EMPLOYMENT:

Full-time employment by MTSA.

ASSISTANT DIRECTOR, ASPMF

JOB SUMMARY

Under the direction of the Director, Acute Surgical Pain Management Fellowship, performs tasks to support the Acute Surgical Pain Management Fellowship, including teaching, participating in site visits, and assist with curriculum development.

QUALIFICATIONS

- Licensure as a CRNA with current re-certification by Council of Recertification (COR) of the National Board of Certification & Recertification of Nurse Anesthetists (NBCRNA)
- Doctor of Nursing degree or equivalent
- Current BLS, ACLS, and PALS certifications
- Current RN licensure
- Current APRN licensure, if required by state Board of Nursing
- Minimum of three (3) years of clinical experience as a CRNA desirable
- Minimum of two (2) years of teaching and education administrative experience preferable

RESPONSIBILITIES

The Assistant Program Director is under the direction of the Director, Acute Surgical Pain Management Fellowship. If required and requested by the President or Executive Vice President, the Assistant Director, ASPMF is qualified to assume the day-to-day operations of the Director, Acute Surgical Pain Management Fellowship.

- Maintain a successful clinical practice as a CRNA
- Assists in the implementation of school policies that will assure a smooth and efficient operation of the Acute Surgical Pain Management Fellowship
- Assist with cadaveric courses, held in January, March, July, October, and November
- Guest lecturer for DNAP entry to practice program
- Guest lecturer for Acute Surgical Pain Management Fellowship
- Assist in teaching DNAP entry to practice while on MTSA campus
- Participates in clinical site visits
- Teaches assigned courses and/or classes: ASPMF Clinical Courses (610, 630, and 650)
- Coordinate DNAP-C Business Course
- Serve as content expert for DNAP-C projects
- Maintain effective communication and dialog with students
- Assist Director, ASPMF with curriculum development
- Other duties as assigned

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Nurse Anesthesia Program (NAP) Council
- Interview (Admissions) Committee
- Other committees as assigned

REPORTING

Reports to the Director, ASPMF

TERMS OF EMPLOYMENT

Full-time employment with Middle Tennessee School of Anesthesia

ASSISTANT DIRECTOR, FINANCIAL AID

JOB SUMMARY

The Assistant Director Financial Aid provides direct support to the Director of Financial Aid in administration of MTSA's graduate student financial aid program.

QUALIFICATIONS

- Bachelor's Degree preferred
- Two (2) years of experience serving as a Student Finance Coordinator, or equivalent, preferred
- Knowledge and experience in student financial aid required
- Strong interpersonal skills are essential, as in ability to effectively relate to students, staff, faculty and the community
- High competency of computer skills

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the continuing education processes for MTSA:

- Assists in providing financial aid counseling and problem resolution to current and prospective students, also provides entrance and exit loan counseling
- Creates and maintains accurate student financial assistance files
- Authorizes release of funds to students and prepares required records and reports
- Utilizes Federal software, third-party online platforms and MTSA student information system to perform job responsibilities

- Assists Director in making presentations for Open House and the new student orientation
- Works closely with Business Office in the disbursement of financial assistance and refunds to students
- Assists in the monthly reconciliation, annual state audits, and program reviews
- Assists with updating and disseminating MTSA consumer information, in cooperation with other departments
- Serves as the primary Veteran's Affairs Certifying Official (SCO) and liaison to the Department of Veterans Affairs, inputting veteran information into the VA enrollment management platform and ensuring monies arrive and are disbursed to students
- Reads timely Federal and Veteran Assistance updates and attends continuing education meetings regarding changes and updates to the financial aid programs
- Assists on various other projects and events and those assigned by Director of Financial Aid
- Maintain Donor Management System: including, but not limited to, recording event payments and donations, sending receipts and year end cumulative tax receipts, and recording alumni participation at events

COMMITTEE INVOLVEMENT

- MTSA Staff Committee member
- MTSA Consumer Information Compliance Taskforce
- TASFAA, SASFAA, and NASFAA member (Financial Aid Associations)

REPORTING

Reports to the Director of Financial Aid & Vice President, Finance and Administration

ASSISTANT PROGRAM ADMINISTRATOR, DNAP-PD PROGRAM

JOB SUMMARY

Under the direction of the Program Administrator, the **Assistant Program Administrator** performs tasks to support the DNAP-PD Program, including teaching, participating in site visits, and attending professional trainings.

QUALIFICATIONS

- Doctorate in Nursing or related field
- Previous clinical experience as a nurse anesthetist
- Current CRNA certification by NBCRNA
- Licensure or eligibility for licensure as a Registered Nurse and Advanced Practice Registered Nurse in state(s) of practice
- Teaching philosophy commensurate with MTSA's mission and values
- Current BLS, ACLS, and PALS certifications
- Required APRN licensure in Tennessee
- Minimum of three (3) years of clinical experience as a CRNA preferred
- Minimum of two (2) years of teaching and education administrative experience preferred

RESPONSIBILITIES

The **Assistant Program Administrator** is under the direction of the Program Administrator. If required and requested by the President or Executive Vice President, the Assistant Program Administrator is qualified to assume the day to day operations of the Program Administrator.

- Successful clinical practice as a CRNA.
- As an assistant to the Program Administrator, performs the following functions:
 - Maintains effective communication and dialog with students
 - Assists in the implementation of school policies that will assure a smooth and efficient operation of the academic and clinical programs
 - Teaches assigned courses and/or classes
 - Attends professional meetings as assigned or agreed upon by the administration (*Although many of the meetings are presented on the weekends, attendance will not be expected during the Sabbath hours*)
 - Participates in educational upgrading as appropriate
 - Actively supports alumni and advancement activities of the School
 - Any other task assigned by the Executive Vice President and Program Administrator.
 - Assume other duties as assigned

The **Assistant Program Administrator** assists the Program Administrator with performance of the following Academic functions for the DNAP-PD program:

- Determines the academic schedules
- Ensures the development of manuals for curriculum plan and course outlines
- Reviews Course Outlines and Objectives for courses
- Reviews student performance for courses and the Self-Evaluation Examination (SEE)
- Reviews scores of graduates on the National Certification Examination (NCE)
- Participates in teaching classes
- Ensures that student evaluations of academic courses/faculty are reviewed each semester

The **Assistant Program Administrator** assists the Program Administrator with performance of the following Clinical functions for the DNAP-PD program:

- Participates in site visits to full-time, new, and recurring senior elective clinical affiliates
- Maintains practicum requirements, methods and process of teaching and student evaluation
- Determines, schedules, and supervises the publication of each of the following:
 - Student affiliation rotation schedules
 - Student vacation and holiday schedules
 - Students' Clinical Experience Records on a monthly basis
- Ensures that summary evaluations of students' clinical performance are reviewed
- Ensures that evaluations of affiliate sites and clinical instructors are completed and reviewed

The **Assistant Program Administrator** assists the Program Administrator with performance of the following functions for the DNAP-PD program:

- Develops, maintains, amends, and implements school policies governing academic program
- Develops and maintains Administrative Manual sections related to the function of the Faculty, Staff, and Students and procedures for establishing affiliations with hospitals
- Reviews revisions of policies as the appropriate committees propose policy changes
- Reviews evaluations by faculty and students, in conjunction with the Evaluation Committee

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Nurse Anesthesia Program (NAP) Council
- Evaluations Committee
- Progressions Committee
- Interview (Admissions) Committee
- Strategic Planning Committee (ad hoc)
- Other committees as assigned

REPORTING

Reports to the Program Administrator, DNAP-PD Program

TERMS OF EMPLOYMENT

Full-time Employment by Middle Tennessee School of Anesthesia

ASSISTANT REGISTRAR

JOB SUMMARY

Under the direction of the Registrar/Director, Academic Coaching, the Assistant Registrar serves as Student Information System Manager, overseeing all operations within the Student Information System and maintaining the integrity of student records.

QUALIFICATIONS

- Bachelor's degree required.
- A minimum of two (2) years of higher education experience preferred.
- Experience with student information systems (SIS) such as Campus Cafe, Workday, or similar platforms.
- Familiarity with FERPA and other regulations governing student records.
- Proficiency in Microsoft Office Suite and database management systems.
- High attention to detail and accuracy in managing records.
- Strong organizational, analytical, and problem-solving abilities.

- Ability to work both independently and collaboratively with excellent oral and written communication.
- Data management and analysis experience, preferred.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the Registrar's Office efforts for MTSA:

- Act as Student Information System Manager.
- Manage and maintain MTSA's student information system (Campus Cafe), including student, alumni, faculty, course, and enrollment records; along with managing system users and permissions.
- Oversee all operations within the Student Information System (SIS) and assist with troubleshooting, as needed.
- Assist the Registrar in ensuring that student records are utilized in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines.
- Coordinate with other departments to ensure that all new students are imported into the Student Information System (SIS), given access to all necessary systems, and onboarded in a timely manner.
- Maintain and monitor workflows within the Student Information System (SIS).
- Work closely with the IT Team to manage and monitor systems integrated with Student Information System (SIS) and perform any necessary troubleshooting, including Learning Management System integration (LMS).
- Attend monthly LMS (Brightspace) meetings with D2L representative.
- Ensure that all course, instructor, and student enrollment information is imported into the LMS correctly.
- Assist with processing of student information prior to graduation.
- Data management and analysis.
- Generate and submit reports to internal and external stakeholders.
- Responsible for the timely, accurate, and compliant reporting of enrollment and graduation data to the National Student Clearinghouse.
- Collect and maintain final grades for students.
- Assist with graduation preparation and ceremony activities.
- Manage the Registrar shared email.
- Participate in annual department goals and objectives.
- Assist with various other school projects or events, as needed.
- Participate in service projects required by MTSA.
- Other job-related duties as assigned.

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Security Guidance Group Member
- School Life and Wellness Member

REPORTING

Reports to the Registrar/Director, Academic Coaching

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

CAMPUS CUSTODIAN

JOB SUMMARY

Under the direction of the Assistant to the VP of Finance, the Campus Custodian is responsible for keeping all campus buildings clean. The Campus Custodian is responsible for ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing and maintaining facilities for classroom activities and campus events.

QUALIFICATIONS

- High school diploma or equivalent
- Basic math skills
- Proven experience as custodian, janitor or in a similar role
- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for extended hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions

- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Good verbal communication and interpersonal skills
- Attention to detail and conscientiousness
- Ability to lift heavy objects, climb ladders, and work at various heights

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the custodial needs of the MTSA campus:

- Keeps buildings and property in clean and orderly condition.
- Performs routine custodial maintenance activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, and vacuums floors.
- Gathers and empties trash across campus, including exterior trash cans.
- Cleans, sanitizes, and supplies restroom facilities (e.g. paper towels, soap, hand sanitizer, etc.) to ensure adequate quantities for daily use.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Review MSDS prior to mixing cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Manages inventory of cleaning supplies.
- Assist with arranging furniture and equipment (e.g. workshops, meetings, fairs, etc.) to provide adequate preparations for special events.
- Notifies appropriate personnel regarding the need for repairs or additions to building operating systems.
- Supports other site maintenance staff (e.g. grounds, plant operations, etc.) to complete site custodial activities.
- Performs other related duties as assigned to ensure the efficient and effective functioning of assigned building(s).

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the VP, Finance and Administration

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

COORDINATOR, BUSINESS OFFICE

JOB SUMMARY

Under the direction of the VP, Finance & Administration, the Coordinator, Business Office plays a vital role in supporting financial and administrative functions. This position is responsible for maintaining accurate accounting records, performing data entry and reconciliation, and assisting with general ledger, accounts payable, accounts receivable, payroll, student finance, office services, and human resources. The Coordinator, Business Office serves as the primary point of contact for the Business Office, ensuring efficient operations and compliance with financial policies.

QUALIFICATIONS

- Bachelor's degree in business administration, accounting, or related field.
- Minimum of two (2) years of experience as a bookkeeper, in a school Business Office or equivalent setting.
- Strong knowledge of accounting principles, financial reconciliation, and data entry.
- Proficiency in QuickBooks or equivalent accounting software.
- Excellent interpersonal skills for effective communication with staff, students, faculty, vendors, and external stakeholders.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, etc.)
- High attention to detail, organizational skills, and the ability to handle multiple tasks efficiently.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the Business Office efforts for MTSA:

ACCOUNTING & FINANCIAL OPERATIONS

- Perform accurate and timely data entry for financial transactions, including accounts payable, accounts receivable, payroll, and student finance.
- Reconcile general ledger accounts, bank statements, and financial records to ensure accuracy and compliance.
- Prepare and process weekly bank deposits, including creating detailed reports for general ledger entry.
- Review and process accounts payable invoices, ensuring proper documentation and authorization.
- Process and distribute accounts payable checks in coordination with the VP, Finance & Administration.
- Assist in financial aid loan fund verification and authorize banking transfers as needed.

STUDENT FINANCE & TUITION MANAGEMENT

- Oversee the billing and collection of tuition for all school programs.
- Maintain student accounts within CampusCafe and provide support for student financial inquiries.
- Assist with financial reporting and compliance for the Nurse Faculty Loan Program.

PAYROLL & EMPLOYEE FINANCIAL MANAGEMENT

- Manage and review bi-weekly employee timecards and prepare payroll for processing.
- Track and manage salaried employees' PTO summaries.

OFFICE & VENDOR MANAGEMENT

- Collaborate with the Coordinator, Plant Operations to oversee campus facility maintenance and vendor contracts.
- Manage purchasing of office supplies, recruiting/marketing materials, and kitchen essentials.
- Assist with special school projects, events, and administrative support as assigned by the VP, Finance & Administration.

OTHER DUTIES

- Serve as the primary contact for the Business Office, ensuring efficient communication and service.
- Assist with financial and operational audits as needed.
- Support Business Office initiatives and process improvements.
- Perform other job-related duties as assigned.

COMMITTEE INVOLVEMENT

- Finance Committee, Recording Secretary
- Audit Committee, Recording Secretary
- MTSA Staff Committee member

REPORTING

Reports to the Vice President, Finance and Administration

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

COORDINATOR, CLINICAL SUPPORT

JOB SUMMARY

Under the direction of the Program Administrator, the Coordinator of Clinical Support is responsible for creating and managing clinical schedules to ensure students meet all required clinical case exposures. This role coordinates contracts with clinical affiliates, manages student time off (vacation, personal, emergent, and compensation days), and oversees the activities of the Clinical Support Specialist.

QUALIFICATIONS

- Bachelor's degree required.

- Minimum of two (2) years of experience in an educational or clinical academic setting.
- Strong understanding of clinical education logistics and contract coordination.
- Excellent interpersonal and communication skills for effective interaction with students, faculty, staff, vendors, and clinical affiliates.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, etc.).
- Strong attention to detail, organizational skills, and the ability to manage multiple tasks simultaneously.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the clinical efforts for MTSA:

- Create and maintain clinical rotation schedules and calendars for students.
- Ensure schedules meet accreditation and clinical case requirements.
- Coordinate, review, and maintain contracts with clinical affiliates.
- Assist in preparing accreditation reports, including the Annual Report to the Council on Accreditation (COA) and requests for new clinical site approvals.
- Submit COA forms related to senior elective rotations.
- Maintain student clinical files and ensure documentation compliance for site participation.
- Administer, read, and document TB skin tests.
- Maintain records of RN licensure and liability insurance for students; distribute to sites as needed.
- Track and manage student time off, including vacation and emergent leave.
- Coordinate with clinical site staff to resolve scheduling issues and facilitate student placements.
- Schedule and support clinical site visits by program leadership and faculty.
- Maintain and update clinical orientation files in Brightspace.
- Assist with onboarding and training of Clinical Support Specialist (if applicable).
- Enter and maintain updates to the clinical schedule, clinical site information, sub administrator and clinical preceptor accounts in an online database (i.e., Typhon).
- Assists Program Administrator with coordination of out of town student housing arrangements.
- Participate in the review and preparation of accreditation self-study materials.
- Assist with school-wide projects and perform other duties as assigned.
- Perform other job-related duties as assigned.

COMMITTEE INVOLVEMENT

- NAP C Committee, Recording Secretary
- Progressions Committee, Recording Secretary
- Appeals Committee, Recording Secretary
- MTSA Staff Committee Member

REPORTING

Reports to the Program Administrator, DNAP-PD Program

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

COORDINATOR, EVALUATIONS AND CREDENTIALING

Date: 08/01/2023

REPORTING

Reports to the Executive Vice President

JOB SUMMARY

The Coordinator, Evaluations and Credentialing is responsible for overseeing the development, coordination, and implementation of all evaluations and credentialing for all MTSA programs.

QUALIFICATIONS

- High school diploma or GED required; bachelor's degree in related field preferred.
- Ability to communicate effectively both orally and in writing.

- Customer service skills.
- Ability to respond to emails timely and effectively.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to maintain confidentiality and discretion in all communications.
- Ability to make administrative/procedural decisions and judgments.
- Demonstrated advanced working knowledge of Microsoft Office Suite.
- Skill in establishing priorities with independent coordination of day-to-day aspects.
- Advanced skills in computerized spreadsheeting and database management.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the evaluations and credentialing processes for MTSA:

- Coordinate and manage all program evaluation and credentialing activities.
- Conduct administrative activities, including scheduling meetings and/or conference calls related to evaluations and credentialing.
- Work closely with program development personnel (i.e., Executive Vice President) to prioritize project needs.
- Assist with coordinating and completing student clinical schedules.
- Maintain documentation related to program evaluation and credentialing planning, tasks, and decisions.
- Assist with preparing yearly and monthly clinical, relief, call, and rotation schedules.
- Maintain student files to ensure adequate participation at clinical sites.
- Communicate with site Clinical Coordinators, notifying them of any delinquent evaluations needed for student transcripts.
- Prepares reports and scoring required by regulatory and accrediting agencies, policies, and standards.
- Coordinate each semester's simulation schedule for the DNAP-PD program.
- Provide MTSA main phone line coverage.
- Other work-related duties as assigned.

EVALUATIONS RESPONSIBILITIES

- Enter, update, and maintain credentialing and evaluations data, focusing on accuracy and interpreting or adapting data to conform to defined data field uses, and in accordance with internal policies and procedures.
- Facilitate communication and planning of program evaluation activities with program evaluation attendees.
- Manage program evaluation logistics related to program management and sharing, school data, etc.
- Coordinate and monitor recent graduate and employer evaluations for all MTSA graduates.
- Schedule student clinical evaluations with site Clinical Coordinators.

CREDENTIALING RESPONSIBILITIES

- Participates in the development and implementation of process improvements for the system-wide credentialing process.

- Monitor monthly clinical credentialing of all students for accuracy, notifying students if there are errors that need correcting.
- Conducts primary source verification; collects and validates documents to ensure accuracy of all credentialing elements; assesses completeness of information and qualifications relative to credentialing standards.
- Monitors files to ensure completeness and accuracy; reviews all file documentation for compliance with quality standards, accreditation requirements, and all other relevant policies; prepares and provides information to internal and external parties as appropriate.
- Receive completed clinical evaluations for each student from the site Clinical Coordinators, record grades in Learning Management System, and file evaluations in each students' clinical file.
- Coordinate with the clinical data system (Metatrax/Typhon) any approved revisions, changes, or additional evaluations to be added to the system.
- Enroll new students into the clinical data system.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

Evaluations Committee Recording Secretary

TERMS OF EMPLOYMENT

Full time employment by MTSA

COORDINATOR, PLANT OPERATIONS

JOB SUMMARY

Assists the Vice President, Finance and Administration in maintaining the working order of the physical plant and grounds

QUALIFICATIONS

- Experience with general maintenance
- Ability to interact with vendors for supplies and repairs
- Experience with landscaping and exterior maintenance
- Able to oversee the work of others (janitors, vendors, etc.) with objectivity
- Ability to work well within a team environment

RESPONSIBILITIES

- Responsible for supervision and work of janitors
- Supervise high school worker
- Simulation setup, maintenance and ordering of supplies as needed
- Primary contact with vendors – initial call, follow-up calls, inspect work, obtain quotes, problem solving
- Order office and custodial supplies
- Oversee EnviroScapes Landscaping
- Maintain all HVAC units –change filters on scheduled basis, clean, etc.
- Perform minor plumbing – call plumbers when needed
- Pick up and take mail each day
- Handle incoming deliveries – supplies, gas, equipment, etc.
- Assist with handling of Sam's Club orders
- Coordinate inspections with fire marshal
- Oversee fire alarm system
- Perform maintenance on equipment, buildings and grounds (incl. pressure-washing, light bulbs, etc.)
- Schedule and oversee carpet cleaning and other flooring maintenance
- Schedule and oversee ice machine service
- Oversee operation and maintenance of security/camera system
- Responsible for maintenance on school-owned vehicle
- Assist with event setup needs (graduation, family day, workshops, interviews, etc.) & plant operation involvement

COMMITTEE INVOLVEMENT

- MTSA Staff Committee member
- Serves on MTSA Safety Group

REPORTING

Reports to Vice President, Finance and Administration

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

COORDINATOR, ULTRASOUND & PAIN MANAGEMENT (UPM)

JOB SUMMARY

The Coordinator for the Ultrasound & Pain Management (UPM) provides high-level administrative and operational support to the UPM division. This role manages the academic and clinical calendar, coordinates with key stakeholders, maintains compliance documentation with different accreditation agencies, and drives day-to-day operations with a project management mindset. The Post-Degree Coordinator ensures program milestones are met and that communication across faculty, students, and partners is seamless and proactive.

QUALIFICATIONS

- Bachelor's degree required.
- Ability to collaborate with faculty, staff, and external stakeholders in a technology-driven environment.
- Proficiency in event planning software and secure digital communication platforms.
- Ability to generate reports using data analysis software.
- Demonstrates advanced working knowledge of Microsoft Office Suite, database management, and cloud-based document collaboration tools.
- Ability to maintain confidentiality and discretion in all communications.
- Ability to use independent judgment and to manage and impart confidential information.
- Excellent written and verbal communication skills.
- Ability to work independently.
- Strong attention to detail and accuracy.
- Exceptional organizational and time management skills.
- Demonstrates ability to organize complex schedules and manage multiple projects simultaneously.
- Experience with project management tools and collaboration platforms.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support various UPM processes for MTSA:

PROGRAM ADMINISTRATION

- Serve as the primary point of contact for the UPM division, managing communications with faculty, students, and external stakeholders.
- Develop and manage a comprehensive academic and clinical calendar using project management tools.
- Track key deadlines, event preparation, and educational materials.
- Coordinate program meetings, prepare agendas, and document proceedings.
- Prepare and maintain accurate fellowship records and documentation required by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
- Facilitate student onboarding, including clinical credentialing processes and orientation.
- Manage all aspects of program evaluation and credentialing processes.
- Update, edit, and maintain program handbooks.
- Provide coverage for MTSA's main phone line as needed.
- Assist in the planning and execution of MTSA events, including but not limited to Cadaver Workshops, PoCUS Workshops, Graduation, and White Coat Ceremony.
- Act as back up for other post graduate programs/offerings, if needed.
- Perform other duties as assigned to support the program and institution.

FACULTY SUPPORT

- Provide high-level administrative assistance to fellowship faculty for academic and scholarly activities.
- Coordinate faculty schedules and assist with time management for program-related activities.
- Support faculty with preparation of educational materials and resources.
- Assist with research initiatives and publication submissions.

STUDENT SERVICES

- Guide students through administrative requirements, ensuring timely completion of documentation.
- Assist with clinical rotation scheduling and coordination.
- Support student evaluation processes and track progress through the program.
- Ensure student files are up to date and compliant with clinical and practicum site requirements.

COMPLIANCE & QUALITY ASSURANCE

- Assist with preparation for accreditation visits and reviews.
- Manage program evaluation data collection and analysis.
- Prepare reports and scoring as required by regulatory and accrediting agencies, ensuring compliance with policies and standards.
- Support continuous quality improvement initiatives.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the Director, Acute Surgical Pain Management Fellowship

TERMS OF EMPLOYMENT

Full time employment by MTSA

ATTENDANCE

Expected to be available and on campus during normal business hours of Middle Tennessee School of Anesthesia, Monday through Thursday, 8:00 am to 6:00 pm CST.

COORDINATOR, POST DEGREE PROGRAMS (DNAP-C, NAEP, HBI)

JOB SUMMARY

The Coordinator, Post-Degree Programs will provide administrative and operational support for various post-degree programs within the DNAP Completion, Nurse Anesthesia Educator Program, and Hornsby Business Institute. This role will involve coordinating program logistics, supporting faculty and students, maintaining program-related records, and helping to facilitate continuing education offerings, publications, presentations and academic scholarship for students and faculty. The Coordinator will serve as a primary point of contact for students, faculty, and administrative offices, ensuring the smooth operation of all activities associated with these programs.

QUALIFICATIONS

- Bachelor's degree in higher education, business administration, or a related field.
- Detail-oriented with a focus on accuracy and quality.
- Knowledge of academic policies, regulations, and accreditation standards is preferred.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of student information systems (SIS) and other higher education technologies.
- Ability to work effectively with students, faculty, and staff in a collaborative environment.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple tasks and deadlines simultaneously.
- Experience in continuing education administration or event coordination is a plus.
- Experience with post-degree programs or graduate-level education preferred.
- Minimum of 2 years of experience in higher education administration or a related field.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the evaluations and credentialing processes for MTSA:

PROGRAM COORDINATION AND ADMINISTRATION:

- Coordinate the day-to-day operations of the DNAP Completion, Nurse Anesthesia Educator Program, and Hornsby Business Institute.
- Assist with scheduling classes, meetings, and other program events.
- Assist with coordinating and completing student clinical schedules and educator practicums.
- Maintain and manage student files to ensure adequate participation at clinical sites and practicum sites, ensuring accuracy and compliance with institutional policies and accrediting requirements.
- Support faculty with course materials, syllabi, and lecture preparation as needed.
- Coordinate communications with students regarding program updates, deadlines, and requirements.
- Assist with the collection, organization, and dissemination of assessments, surveys, and other program data.
- Ensure all students are aware of program requirements, deadlines, and resources available to them.
- Oversee the implementation and tracking of multiple projects within HBI, ensuring deadlines and deliverables are met.

ACADEMIC SUPPORT:

- Provide guidance on program requirements and help resolve administrative issues.
- Facilitate student onboarding processes, including orientation, advising, and registration.
- Track student progress and follow up on milestones and deadlines.
- Coordinate with program directors to ensure smooth operation of the program, including assisting with classroom materials and technology setup.
- Communicate scheduling and curriculum changes, as needed.
- Support directors with grading, assessments, and other academic tasks.
- Assist with maintaining academic records, including course evaluations and departmental meetings.

CONTINUING EDUCATION:

- Assist in the coordination and administration of continuing education (CE) offerings for the post-degree programs.
- Support the development and scheduling of CE events, workshops, conferences, webinars and training sessions.
- Communicate with faculty and industry professionals to secure guest speakers, facilitators, and resources for CE offerings.
- Help track participant registration, attendance, and certification for CE events.
- Assist in creating promotional materials and communications for CE events to ensure maximum participation.
- Work with the administration to maintain records and ensure CE activities meet accrediting and regulatory standards.

REPORTING AND COMPLIANCE:

- Assist in compiling program reports, including academic performance data, enrollment trends, and program outcomes.
- Help prepare reports for accreditation reviews and program evaluations.
- Ensure program operations comply with institutional policies and regulatory standards.

EVENT AND CONFERENCE COORDINATION:

- Plan and coordinate special events, such as workshops, conferences, webinars, and synchronous events for post-degree programs.
- Provide logistical support for program-related events, including arranging facilities, speakers, and materials.- including 3 Sundays per year
- Maintain and manage project timelines, risk assessments, and quality assurance measures for continuing education initiatives
- Support marketing and outreach efforts to promote program offerings

COMMITTEES

- Nurse Faculty Loan Program- assist with data collection and communications

Other Duties:

- Assist in other tasks as required by the program directors and leadership.
- Perform any additional duties that support the overall success of the post-degree programs.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

Post-grad Progressions Committee Recording Secretary

REPORTING

Reports to the Director, Nurse Anesthesia Practice Completion and NAEP Programs and Director, Hornsby Business Institute

TERMS OF EMPLOYMENT

Full time employment by MTSA

ATTENDANCE

Expected to be available and on campus during normal business hours of Middle Tennessee School of Anesthesia, Monday through Thursday, 8:00 am to 6:00 pm CST.

CRNA FACULTY, ALL PROGRAMS

JOB SUMMARY

MTSA offers multiple nurse anesthesia programs, including the entry-level Doctor of Nurse Anesthesia Practice (DNAP), the DNAP-Completion program, and continuing education initiatives. As CRNA Faculty, the faculty member is expected to teach at the graduate level across various MTSA programs, contribute to course and/or curriculum development, engage in research/scholarship, and participate in School committees and initiatives.

QUALIFICATIONS

- Doctorate in Nursing or related field
- Previous clinical experience as a nurse anesthetist
- Current CRNA certification by NBCRNA
- Licensure or eligibility for licensure as a Registered Nurse and Advanced Practice Registered Nurse in state(s) of practice
- Teaching philosophy commensurate with MTSA's mission and values
- Current BLS, ACLS, and PALS certifications

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. Key responsibilities include:

- Develop and deliver instructional content for the education of nurse anesthesia students, during both the didactic and clinical (simulation) portions of assigned courses.
- Utilize evaluation tools and processes to assign grades to students for didactic course and for evaluation of satisfactory participation and performance on clinical simulation activities.
- Evaluate and assess current educational needs of students and participate in the revision of curriculum as needed in conjunction with Program Administrator for assigned courses.
- Provide written summaries of each student's didactic performance at the end of each semester and forward to the Program Administrator.
- Assist with the development of and participate in delivery of didactic material for nurse anesthesia students.
- Maintain an open line of communication with the Program Administrator in matters concerning didactic progression of the anesthesia students.
- Maintain open communication with students in program. Answer e-mails and texts from students and return phone calls within 24-48 hours during MTSA business days.
- Assists Program Administrator in managing the administrative and programmatic functions of the program by serving as resource for questions and any suggestions for improvement of content and/or process.
- Competence in use of technology in teaching and distance learning.
- Demonstrated computer skills using web-based applications and Microsoft Office Suite.
- Assume other duties as assigned.

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member

- Nurse Anesthesia Program (NAP) Council
- Other committees as assigned

REPORTING

Reports to the respective Program Administrator or Director

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

CRNA FACULTY, DNAP PD PROGRAM

JOB SUMMARY

MTSA's entry-level DNAP-PD program educates registered nurses with critical care experience to the advanced practice specialty of anesthesia. As the CRNA Faculty, the faculty member is expected to teach at the graduate level; be involved in course and/or curriculum development; research/scholarship; participate on School committees and/or initiatives.

QUALIFICATIONS

- Doctorate in Nursing or related field
- Previous clinical experience as a nurse anesthetist
- Current CRNA certification by NBCRNA
- Licensure or eligibility for licensure as a Registered Nurse and Advanced Practice Registered Nurse in state(s) of practice
- Teaching philosophy commensurate with MTSA's mission and values
- Current BLS, ACLS, and PALS certifications

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. Key responsibilities include:

- Develop and deliver instructional content for the education of nurse anesthesia students, during both the didactic and clinical (simulation) portions of assigned courses.
- Utilize evaluation tools and processes to assign grades to students for didactic course and for evaluation of satisfactory participation and performance on clinical simulation activities.
- Evaluate and assess current educational needs of students and participate in the revision of curriculum as needed in conjunction with Program Administrator for assigned courses.
- Provide written summaries of each student's didactic performance at the end of each semester and forward to the Program Administrator.
- Assist with the development of and participate in delivery of didactic material for nurse anesthesia students.
- Maintain an open line of communication with the Program Administrator in matters concerning didactic progression of the anesthesia students.
- Maintain open communication with students in program. Answer e-mails and texts from students and return phone calls within 24-48 hours during MTSA business days.
- Assists Program Administrator in managing the administrative and programmatic functions of the program by serving as resource for questions and any suggestions for improvement of content and/or process.
- Competence in use of technology in teaching and distance learning.
- Demonstrated computer skills using web-based applications and Microsoft Office Suite.
- Assume other duties as assigned.

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Nurse Anesthesia Program (NAP) Council
- Other committees as assigned

REPORTING

Reports to Program Administrator, DNAP-PD program

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

EXECUTIVE ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Competent performance of executive assistant/secretarial duties for the President and Executive Vice President. Works closely with the Chairman of the Board of Trustees and other Board Committee Chairpersons to coordinate meetings and special functions.

QUALIFICATIONS

- Minimum of an Associate degree in office administration with a Baccalaureate degree preferred
- Minimum of two (2) years of experience in an office setting
- Experience in higher education preferred
- Proficient in computer skills, including MS Outlook, Word, Excel and Power Point
- Excellent organizational, communication and interpersonal skills are essential
- Ability to compose clear and concise correspondence independently or from oral or written instructions with thorough knowledge of grammar, spelling, vocabulary and punctuation

RESPONSIBILITIES

- Maintains documentation, and is recording secretary for the Board of Trustees, President's Council, MTSA Staff Committee, Strategic Planning Committee. Coordinates specific requirements of the meetings, i.e. location, catering needs, agenda, etc.
- Researches, compiles and organizes information for use by the President and Executive Vice President to assist them in completion of reports and/or special projects. May prepare correspondence/reports for the President approval and signature.
- Assists with scheduling meetings and appointments
- Assists with travel arrangements for Administrators
- Assists with maintaining accreditation status with SACSCOC and COA and other accrediting bodies.
- Maintains Administrative Manual, including bringing policy updates through appropriate committees and communication of changes to stakeholders
- Maintains meeting minutes digital files for all MTSA committees for which the responsibility is Recording Secretary
- Assists with planning of special events as directed, such as New Student and Family day, volunteer events, and staff recognition or celebrations.
- Provides assistance in all areas as directed by the President, including research projects
- Assists with various other School projects and events as directed by the President
- Serves as secretary of the Board of Trustees and other committees as outlined below
- Provides full administrative support for the President and the Vice President of Academics and Institutional Effectiveness

RESPONSIBILITIES AS ADMINISTRATIVE CAMPUS SAFETY OFFICER:

- Coordinates Safety Advisory Group meetings/projects, including campus fire drills
- Clerical record keeping functions and attends applicable webinars
- Crime statistics reporting to DOE and TBI from MTSA CSA's and MNPd
- Distribution of safety related materials and information to staff, faculty, and students

COMMITTEE INVOLVEMENT

Responsibilities include agenda creation, document creation, including data analysis and report writing, document collection from other departments, event scheduling and preparation, communication of event and materials prior to the event, minute-taking, follow-up communications to appropriate parties as well as any additional deliverables as assigned during the meeting.

- Board of Trustees, Recording Secretary
- BOT Executive Committee, Recording Secretary
- President's Council, Recording Secretary
- MTSA Faculty/Staff Meeting, Recording Secretary
- Strategic Planning Committee, Recording Secretary (ad hoc)
- Grievance Committee, Recording Secretary

REPORTING

Reports to the President and Executive Vice President

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

FACULTY ASSISTANT

JOB SUMMARY

Under the direction of the Assistant Program Administrator, the Faculty Assistant performs a variety of established faculty support procedures, including managing schedules/calendars, management of advising program, and provide technical classroom support.

QUALIFICATIONS

- Associate's degree required; bachelor's degree, preferred; or equivalent combination of education and experience.
- Basic knowledge of AV equipment and classroom technology.
- Experience in an academic or administrative role, preferably in higher education.
- Strong organizational and time management skills.
- Strong attention to detail, ability to work independently, take initiative and anticipate needs of department.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work collaboratively in a team-oriented environment.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the academic processes for MTSA:

ACADEMIC AND ADMINISTRATIVE SUPPORT:

- As directed, Assist faculty in the management of course materials, syllabi, and lectures.
- Assist with gathering and/or dispersal of student information on behalf of assigned faculty member.
- Assist with the management of faculty schedules, including class timings, meetings, and office hours.
- Coordinate with the Registrar's Office regarding changes to the academic calendars, including exams and special events.
- Communicate scheduling changes promptly to all relevant parties.
- Maintain databases and produce reports to support program administration.
- Compile data and summarize findings for departmental meetings.
- Create and maintain documentation for various academic initiatives and projects.
- Serve as a liaison between faculty, students, and administrative offices.
- Support the Assistant, Nurse Anesthesia Program with office communications, including emails, phone calls, and correspondence.
- Assist in organizing departmental meetings, conferences, and other events as assigned.
- Other job-related duties as assigned.

CLASSROOM SUPPORT:

- Coordinate the distribution and collection of assessments, including facilitating Testing Accommodations.
- Assist with the setup and operation of classroom technology (e.g., projectors, smart boards, microphones, video conferencing tools).
- Provide on-site support during classes to ensure smooth operation of technology.
- Report issues and escalate problems to IT staff when necessary.

ADVISING/MENTORSHIP MANAGEMENT:

- Oversee faculty advising program, assisting students with appropriate faculty advisors.
- Track and facilitate advising meetings.

REPORTING

Reports to the Assistant Program Administrator, DNAP-PD Program

COMMITTEE INVOLVEMENT

- MTSA Staff Committee
- Informatics Committee
- Student Life and Wellness Committee, recording secretary

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

FACULTY, DNAP COMPLETION PROGRAM

JOB SUMMARY

Middle Tennessee School of Anesthesia (MTSA) is seeking a dynamic and versatile full-time faculty member to join its DNAP Completion (DNAP-C) Program. This position plays a critical role in doctoral-level education with a focus on scholarship, research, project development, and student mentorship. The faculty member will contribute to all aspects of the program, including course instruction, curriculum enhancement, academic advising, and scholarly initiatives. This individual will serve as a key academic resource for students and colleagues, helping to uphold the institution's mission and drive excellence in graduate-level nurse anesthesia education.

QUALIFICATIONS

- Advanced degree in nursing (e.g., MSN, DNP, DNAP, PhD, EdD)
- Current licenses and certifications:
 - TN or multi-state for RNs
 - APRN for CRNAs/NPs
 - NBCRNA certification for CRNAs
 - Specialty certification as applicable if NP
- Demonstrated expertise in scholarship and doctoral-level research
- Strong organizational, interpersonal, and mentoring skills
- Prior teaching experience at the graduate level
- Commitment to MTSA's mission and values

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. Key responsibilities include:

FACULTY EXPECTATIONS:

The instructor will perform duties typical of a faculty member at a graduate-level health sciences institution, including but not limited to:

- Teaching, coaching, advising, supervising, and advocating for students
- Curriculum development
- Program promotion
- Representing and promoting MTSA's mission and values
- Collaborating professionally with administrators and peers
- Engaging in ongoing professional development

COMPLIANCE AND CONDUCT:

The instructor must uphold MTSA's mission and adhere to all institutional rules and regulations as detailed in the Faculty Handbook. All duties must be performed professionally, ethically, and in accordance with evolving MTSA policies.

INSTRUCTIONAL RESPONSIBILITIES:

- Assigned a teaching workload consistent with peer faculty, with an average of up to 10 instructional hours per assigned workday Monday- Thursday.

- Active participation in MTSA's Quality Enhancement Plan
- Serve as a mentor/advisor to approximately 10 students per class cohort
- Set clear communication boundaries with students regarding office hours and contact protocols listed in each course syllabus
- Participate in interviewing prospective students and serve on faculty committees, as assigned
- Ensure all course materials are current, with clear objectives and evaluation rubrics
- Respond to student communications within two MTSA business days
- Teach or co-teach the following courses:
 - DNAP 730, Informatics, Education, Curriculum, Instruction, Evaluation: Application and Practice
 - DNAP 770, Applied Scholarship
 - DNAP 771, Scholarly Project 1
 - DNAP 772, Scholarly Project 2
 - DNAP 773, Scholarly Project 3

SERVICE AND INSTITUTIONAL CONTRIBUTION:

This position includes non-teaching responsibilities essential to the mission of MTSA. Examples include:

- Chairing and serving on doctoral student project committees
- Curriculum planning and refinement
- Participation in faculty development days and institutional events (e.g., graduation)
- Engaging with external agencies as needed for program support or collaboration
- Contributing to publications and ongoing scholarship
- Participation on MTSA-assigned committees

Faculty in this role must provide a minimum of one hour of live synchronous instruction per credit hour taught in the DNAP-C program, ensuring meaningful student engagement.

IDEAL CANDIDATE TRAITS:

- Adaptable and willing to step into diverse instructional or project-based roles as needed
- Collaborative, dependable, and able to work across disciplines
- Passionate about mentoring students and supporting academic excellence
- Willing to take initiative in both structured and evolving projects

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Other committees as assigned

REPORTING

Reports to Program Director, DNAP-C program

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

IT, TECHNICIAN

JOB SUMMARY

The Information Technology Technician will support the school's technical needs in IT systems, hardware, and software. The IT technician is responsible for supporting technology by consulting with the Director, Educational Technology, faculty, staff, and students to solve emergent issues, coordinating as directed with any offsite third-party vendor to facilitate on campus work, providing monitoring of departmental ticketing, classroom, and Audio/Visual systems, and assisting with the development of documentation.

QUALIFICATIONS

- Associate's degree in information systems, computer technology, or related discipline;
- 1 year of work-related experience with computer, server and related appliance operating systems;
- 1 year of experience maintaining and troubleshooting computer and network services;
- Knowledge of technical requirements of IT solutions;
- Ability to facilitate communication among departments, build trust, and develop relationships with staff, faculty, students, and IT staff;
- Ability to critically think and problem-solve;
- Effective written and oral communication;
- Proficient using Microsoft Suite applications.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the IT and ET efforts for MTSA:

- Works collaboratively with the faculty, staff, students, and offsite vendor in identifying and responding to information technology needs and priorities.
- Assists in providing technical support for the MTSA network, hardware and software, and other information systems.
- Works collaboratively with IT and ET staff to develop team cross-training opportunities and knowledge-sharing.
- Develops and maintains inventory records of location of equipment, status of repairs, etc.
- Assists with software upgrades and other maintenance efforts.
- Trouble-shoots desktop, laptop, audio-visual, and video-conferencing issues involving hardware, software, and/or network problems.
- Assists faculty, staff and student users with questions, problems, etc.
- Acts as backup classroom support for Teaching Assistant, at their request.
- Other work-related duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member
MTSA Informatics Committee Member

REPORTING

Reports to the Director, Educational Technology

TERMS OF EMPLOYMENT

Full time employment by MTSA

WORKING CONDITIONS

Conditions require lifting and moving objects and equipment up to 10 lbs. Manual dexterity for typing, writing, standing and reaching, flexibility, body movement for bending, crouching, walking, kneeling and prolonged sitting.

LEARNING LAB ASSISTANT

JOB SUMMARY

Under the direction of the Program Administrator, the Learning Lab Assistant supports the educational and clinical training of SRNAs and CRNAs by providing essential support in simulation labs, anatomy labs, and continuing education (CE) events. This role involves the setup, maintenance, and operation of simulation equipment and assisting with anatomy labs and CE events to enhance students' learning experience.

QUALIFICATIONS

- Associate's degree or higher in a relevant field (e.g., anesthesia technician, healthcare technology, first responder) or equivalent experience.
- Ability to work effectively in a collaborative, educational environment.
- Excellent organizational and communication skills.
- Strong technical skills and familiarity with audio-visual and simulation technologies.
- Experience with medical or simulation equipment is preferred.

Preferred Qualifications:

- Previous experience in an anesthesia, healthcare, or education setting.
- Certification in a healthcare-related field or training related to simulation or anatomy lab support.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the academic processes for MTSA:

- Maintain inventory of simulation, anatomy lab, and event materials, and manage equipment supplies.
- Coordinate with faculty, clinical staff, and students to schedule and organize lab and simulation sessions.
- Document and report any issues or needs for repairs to the appropriate department.
- Assist with maintaining and proper handling of human tissue and cadavers.
- Other job-related duties as assigned.

SIMULATION SUPPORT:

- Set up and maintain simulation equipment and related technology used in anesthesia training.
- Assist faculty and students with simulation exercises, ensuring equipment functions properly and scenarios run smoothly.
- Troubleshoot and resolve technical issues during simulations.
- Prepare simulation scenarios, equipment, and moulage in accordance with course objectives.
- Ensure simulation cleanliness, preparation, and proper storage of materials.

ANATOMY LAB SUPPORT:

- Assist with the setup and organization of anatomy lab materials, including models, cadavers, and dissection tools.
- Support faculty and students during lab sessions, providing guidance on the use of anatomy resources.
- Ensure lab cleanliness, preparation, and proper storage of materials.

CONTINUING EDUCATION (CE) EVENT SUPPORT:

- Assist in the planning and execution of CE events, including workshops, seminars, and guest lectures.
- Provide on-site support during events to address any logistical or technical issues.

REPORTING

Reports to the Program Administrator, DNAP-PD Program

COMMITTEE INVOLVEMENT

- MTSA Staff Committee
- Informatics Committee

TERMS OF EMPLOYMENT

Full time employment by Middle Tennessee School of Anesthesia

LMS AND EXAMSOFT COORDINATOR

JOB SUMMARY

Under the direction of the Director of Educational Technology, the LMS and ExamSoft Coordinator manages and supports the institution's Learning Management System (LMS) and ExamSoft platform. This role involves overseeing the implementation, administration, and optimization of these systems to enhance the educational experience for students and faculty.

QUALIFICATIONS

- Bachelor's degree, or equivalent, experience and certifications.
- Two (2) years of experience in a similar role with LMS platforms (e.g., Brightspace, Canvas, Blackboard) and ExamSoft.
- Strong technical troubleshooting skills and familiarity with educational technology.
- Exceptional communication and interpersonal skills.
- Excellent problem-solving skills, attention to detail, and ability to manage multiple projects simultaneously.

Preferred Qualifications:

- Certification or training in LMS or ExamSoft administration.
- Experience in an educational setting or similar role.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the IT and ET efforts for MTSA:

LMS ADMINISTRATION:

- Configure and maintain the LMS, including course creation, user management, and system updates.
- Provide technical support and training to faculty and students on LMS functionalities and best practices.
- Research, track, and evaluate LMS current and future feature sets to advise stakeholders of opportunities to better utilize the provided academic delivery environment.
- Monitor LMS performance and address any issues or bugs.

EXAMSOFT MANAGEMENT:

- Administer the ExamSoft platform, including exam setup, user accounts and access, and data management.
- Assist faculty with exam creation, deployment, and grading processes.
- Ensure the integrity and security of exam data and facilitate compliance with academic standards.

SUPPORT AND TRAINING:

- Develop and deliver training materials and workshops for faculty and staff on LMS and ExamSoft usage.
- Provide one-on-one support for troubleshooting and resolving issues related to LMS and ExamSoft.

REPORTING AND ANALYSIS:

- Assist with generating and analyzing reports on LMS usage, student performance, and exam results.
- Use data to recommend improvements and enhancements to system functionality and user experience.

COLLABORATION:

- Work closely with IT, academic departments, and administration to ensure alignment of LMS and ExamSoft with institutional goals and policies.
- Participate in meetings and committees related to instructional technology and assessment.
- Other job-related duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

MTSA Informatics Committee Member

REPORTING

Reports to the Director, Educational Technology

TERMS OF EMPLOYMENT

Full time employment by MTSA

MANAGER, CONTINUING EDUCATION

JOB SUMMARY

The Manager, Continuing Education performs tasks to support the continuing education efforts of the institution by planning, developing, and administering continuing education offerings for all MTSA programs.

QUALIFICATIONS

- Current unrestricted license as a Registered Nurse
- Bachelor's in nursing required, master's degree preferred.
- 2-years' full-time experience as a Registered Nurse
- Excellent project management skills, able to take projects through to completion.
- Excellent verbal and written communication skills, coupled with the ability to foster strong, positive, collaborative and cooperative relationships with other healthcare team members and leadership team members.

RESPONSIBILITIES

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the continuing education processes for MTSA:

- Plan, develop, and administer continuing education offerings that reflect the needs of the institution and nurse anesthesia community.
- Provide administrative support for the Hornsby Business Institute.
- Work with various constituents to develop continuing education opportunities aligned with various disciplines and needs.
- Maintain records in compliance with any agencies or affiliations requirements.
- Analyze CE offering needs, manage planning, scheduling, budgeting and operational efficiency of CE department.
- Ensure that appropriate quality curriculum is developed (or adopted) and implemented.
- Coordinate course offerings that accurately reflect the goals and objectives relevant to MTSA and the CRNA industry needs.
- Work with appropriate departments to develop and implement an annual publicity and marketing plan.
- Coordinate the preparation and dissemination of all MTSA's CE schedules.
- Perform administrative support services such as office operation including preparation of correspondence and reception, ordering of supplies, and development of certificates of completion.
- Track and evaluate CE offering satisfaction and propose recommendations on current CE offerings, for purpose of continuation or cancellation.
- Manage enrollment data of all MTSA's CE offerings through various systems.
- Assist with didactic and simulation instruction.
- Other duties as assigned.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

REPORTING

Reports to the Program Director, Hornsby Business Institute

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

MANAGER, INSTRUCTIONAL DESIGN

JOB SUMMARY

Under the direction of the Director, Educational Technology, the Director, Instructional Design performs tasks to support all MTSA Programs.

QUALIFICATIONS

- Bachelor's degree in instructional design, technology, or other related field or equivalent work experience is required
- At least 3 years of higher education organization and/or healthcare experience preferred
- ATD Instructional Design Certification preferred
- Knowledge of adult learning theory
- Knowledge of instructional design models, including instructor-led, eLearning, mobile, and performance support applications, etc.
- Strong interpersonal and communication skills
- Expert technical writing skills to produce user guides, manuals, audio/video transcripts, instructional documents, etc.
- Basic knowledge of HTML programming preferred
- A thorough working knowledge of the full suite of Microsoft Office products is required
- Experience using Instructional Design software, including Articulate 360, Adobe Captivate, Audacity, etc.
- Experience providing instructional design support using Learning Management Systems (LMS) is required, prior experience using Brightspace is preferred

RESPONSIBILITIES

Collect, within the scope of MTSA policies and procedures, this role includes the following:

- Design instructional approaches and assist faculty in course development, including overall course design from concept to implementation.
- Collaborate with faculty to develop customized web-based instructional elements and manage online course development.
- Assist faculty with the selection and/or development of instructional strategies that align with measurable course and lesson learning outcomes.
- Analyze target audience, learner environment, and existing content to identify appropriate instructional strategies and develop measurable learning objectives.
- Collaborate with subject matter experts (SMEs) to assess learning needs, objectives, and outcomes to produce quality digital learning assets.
- Apply tested instructional design theories, practice, and methods.
- Develop exercises and activities which enhance the learning process.
- Design and produce learning materials in a variety of formats to support teaching and learning.
- Design and develop educational course materials using instructional design techniques in conjunction with adult learning theory.
- Design and develop assessments to support and analyze learning needs and effectiveness.
- Design, develop, and deliver training for the use of the LMS and supported instructional technologies.
- Maintain project documentation and course folders.
- Other job-related duties as assigned.

COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- Other committees as assigned

REPORTING

Reports to the Director, Educational Technology

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

RECRUITING & MARKETING MANAGER

JOB SUMMARY:

Under the direction of the Executive Vice President, the Recruiting and Marketing Manager is responsible for developing and executing strategic recruiting and marketing initiatives to attract prospective students across all MTSA programs. This position organizes and participates in special recruiting events on and off campus, supports brand awareness efforts, and oversees general school engagement with prospective students. Additionally, the Recruiting and Marketing Manager plays a key role in creating and maintaining marketing materials, social media strategies, and community partnerships to strengthen the institution's visibility and reputation.

QUALIFICATIONS:

- Bachelor's degree in marketing, business, communication, education, or other relevant discipline (preferred).
- 3 to 4 years of experience in recruiting, marketing, or an equivalent combination of education and experience.
- Proficiency in Microsoft Office and relevant marketing software (e.g., Canva, Adobe Creative Suite, social media management tools).
- Strong organizational skills with the ability to meet deadlines and manage multiple projects.
- Efficient typing, data entry, and data analysis skills.
- Excellent communication, customer relations, and public speaking abilities.
- Experience in social media management and digital marketing strategies.
- Ability to work in a fast-paced environment and adapt to shifting priorities.

RESPONSIBILITIES:

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related activities as requested. This list describes major responsibilities to support the admissions processes for MTSA:

RECRUITING AND MARKETING

- Serve as the primary recruiter for MTSA, representing the institution at recruitment fairs, conferences, and exhibitions.
- Collaborate with the Admissions Coordinator to develop and implement campus-wide and program-specific recruiting and marketing strategies to achieve enrollment goals.
- Coordinate and execute marketing campaigns to promote MTSA programs through traditional and digital channels, ensuring alignment with the institution's brand.
- Manage the institution's social media platforms, including publishing engaging content, developing a results-driven strategy, and analyzing performance metrics.
- Oversee the development and distribution of marketing materials, such as brochures, flyers, and newsletters, in collaboration with internal and external partners.
- Maintain and update MTSA's website content to ensure accuracy, relevance, and visual appeal.
- Strengthen community partnerships with organizations, schools, universities, and churches to expand MTSA's presence and recruiting opportunities.
- Provide input and contribute to the creation of content for institutional publications (e.g., Airways magazine).
- Monitor and ensure adherence to brand guidelines in all communications and promotional efforts.
- Track, analyze, and report on recruitment and marketing efforts to assess effectiveness and recommend improvements.
- Collect feedback from prospective students and event participants to enhance future recruitment strategies and processes.
- Support other institutional initiatives and perform additional job-related duties as assigned by the Executive Vice President.

EVENT AND MISSION SUPPORT

- Organize and promote recruitment events, including Career Fairs, Open Houses, and information sessions, to showcase MTSA's programs and engage with prospective students.
- Support mission-related activities by assisting with coordination, marketing, and event logistics.

- Attend and help facilitate on-campus and off-campus events, ensuring a professional and welcoming environment for attendees.

COMMITTEE INVOLVEMENT:

- MTSA Staff Committee member

REPORTING:

Reports to the Director of Human Resources while collaborating with the Executive Vice President

TERMS OF EMPLOYMENT:

Full-time employment by MTSA

RESEARCH AND LIBRARY ASSISTANT

JOB SUMMARY

Under the direction of the Executive Vice President, the Research and Library assistant serves as the primary contact for the MTSA library, maintains research and library records, and coordinates alumni events.

QUALIFICATIONS

- Bachelor's degree, master's degree, or PHD candidate in English, Research, or a related field of study preferred
- Proficient using Microsoft Suite applications
- Effective oral and written communication skills to discuss and document research process
- Strong IT skills and familiarity with the use of library databases
- Expert communication skills
- Comprehensive administrative and organizational skills

RESPONSIBILITIES

- Serves as primary contact for the Middle Tennessee School of Anesthesia's library.
- Collect, analyze, and report data through complex techniques and procedures, library research, or other project related methodology.
- Review and edit data to ensure completeness and accuracy of information; follow up with colleagues and students to resolve problems or clarify data collected.
- Conduct literary reviews.
- Maintain accurate research and library records, safeguarding the confidentiality of various subjects, as needed.
- Advance the research efforts of MTSA by supporting the quest for new knowledge through scholarship, by providing new concepts and ideas.
- Engage faculty and clinical partners in research.
- Cataloging and maintaining all library materials.
- Order books, journals, and other resources as needed by request of students, fellows, faculty, etc.
- Maintain records, gather, and organize data for recurring MTSA reports.
- Assist in gathering institutional data for annual reporting.
- Maintain records for Internal Review Board/Committee (IRB).
- Participate in writing to submit grants for research and other opportunities, and act as MTSA IRB liaison.
- Coordinate operations and logistical planning of alumni events.
- Perform miscellaneous job-related duties as assigned.

COMMITTEE INVOLVEMENT

- Alumni Committee
- Internal Review Committee
- Missions & Awards Gala Committee
- MTSA Staff Committee Member

REPORTING

Reports to the Executive Vice President

TERMS OF EMPLOYMENT

Full-time employment by Middle Tennessee School of Anesthesia

TEACHING ASSISTANT AND EXAMSOFT ADMINISTRATOR

JOB SUMMARY

Under the direction of the Program Administrator and Assistant Program Administrator, the Teaching Assistant and ExamSoft Administrator performs tasks to support the DNAP-PD and Simulation programs, including providing classroom support, administer exams, and interface with students.

QUALIFICATIONS

- Bachelor's degree or higher from an accredited post-secondary institution in Education, Adult Learning, or related subjects in higher education
- Higher Education Instructional Technology Experience: 1 year
- Prior Simulation Experience: 5 years or more, preferred
- Apple Mac iOS and Windows Computer Software Knowledge
- AV Software System Experience
- Preferred Experience in ExamSoft®, Laederal SimMan 3G®, D2L®
- Possess a working knowledge of adult learning theory and desire to work in a higher education environment
- Daily interaction with faculty, staff, and students is expected including support with coursework development utilizing computerized testing, PowerPoint presentations with audience response, and navigation of online learning management systems
- Classroom and curriculum delivery are experienced primarily through various computer devices

RESPONSIBILITIES

CLASSROOM RESPONSIBILITIES:

- Assist faculty with classroom instruction, initiating Teams recordings with transcription, and software management with classroom delivery of lecture content
- Assist faculty with ExamSoft to include posting exams or verification exams are posted correctly, proctoring exams, grade entry into BrightSpace, management of student's upload/download issues during the examination process
- Manage and coordinate Testing Accommodations Team for students
- Infuse current technology into the school's programs
- Support our engaging curriculum delivery in the classroom and online
- Monitor future technology trends that would enhance MTSA's classroom experience work closely with multiple departments to assess needs, revise and update classroom technology, coach faculty, and support implementation of active learning strategies in the classroom
- Manage technology for smart screens for all buildings
- Other duties as assigned.

SIMULATION RESPONSIBILITIES:

- Provides support in the use of simulation in multidisciplinary healthcare settings Prepares and maintains lab equipment and materials related to simulation including:
 - Monitoring fresh gas (oxygen, air) use and replenishing tank supplies as required on anesthesia machines and for central gas supplies
 - Maintenance of laryngoscopes and blades, anesthesia machines, and additional equipment required for anesthesia-based scenarios
 - Troubleshooting immediate issues with simulation equipment and all other equipment used in relation to the simulations
 - Provision of labeled syringes as indicated by simulation guidelines
 - Initiation of SimMan® or SimBaby® functioning and Bluetooth connection to Laerdal programming/ MTSA network
 - Video equipment and software preparation prior to each simulation experience
- Program software to SimMan's® physiological response to instructor specifications
- Operate patient simulators during simulations as guided by faculty
- Assist in training faculty in the use of simulation equipment
- Room preparation for various simulations
- Work closely with the Director of Simulation in coordinating simulations
- Work closely with the Director of Simulation in maintaining inventory of all equipment and supplies related to simulation, including ordering of necessary supplies

- Perform during each semester break inventory of simulation-based equipment, and organize equipment needed for the upcoming semester simulations
- Provides recommendations on equipment, supplies and materials
- Maintains current knowledge of simulation equipment catalogs and operation manuals
- Operate and maintain audio/visual equipment for debriefing of simulation experiences
- Other duties as assigned.

REPORTING

Reports to the Program Administrator, DNAP Program

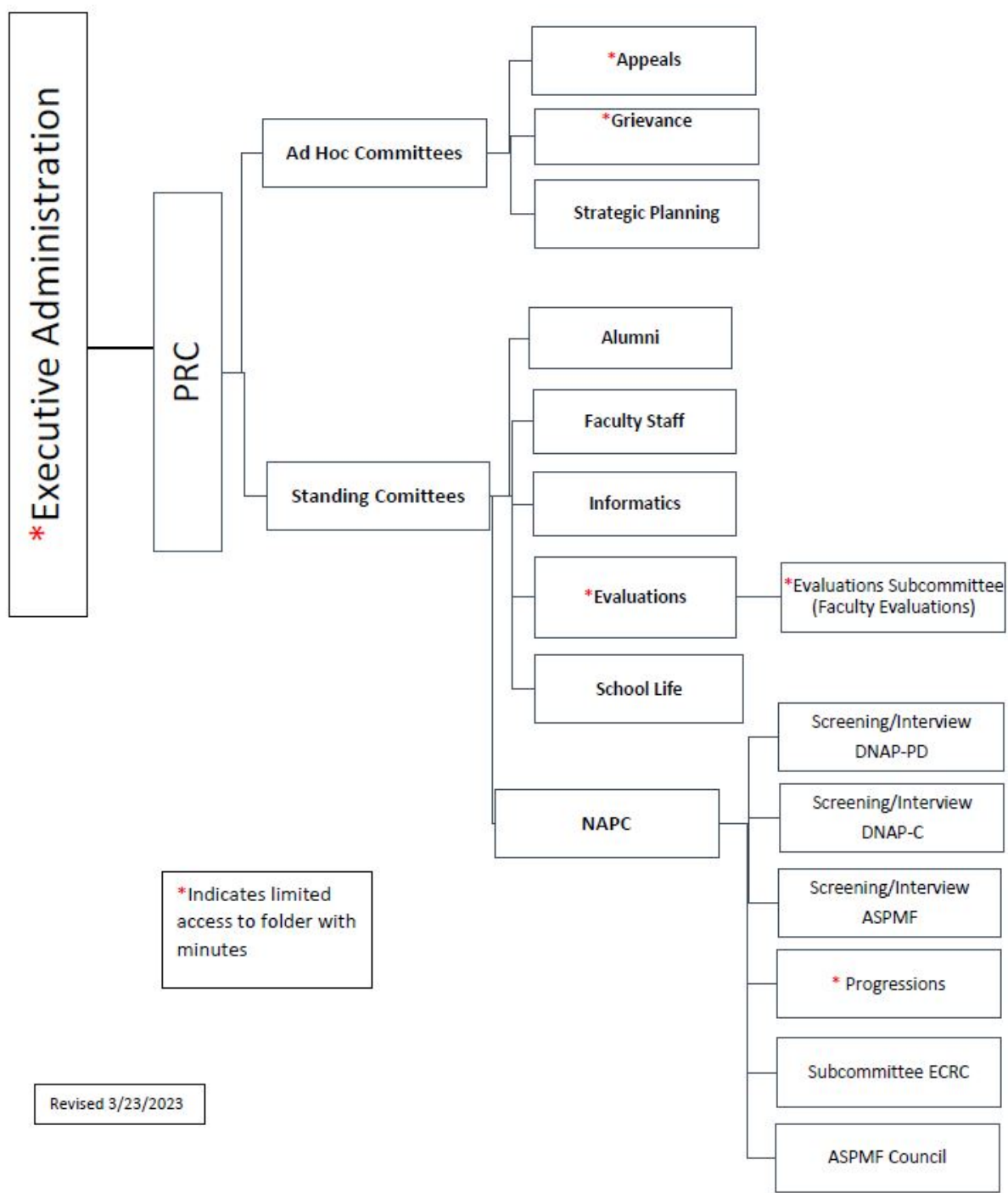
COMMITTEE INVOLVEMENT

- MTSA Staff Committee Member
- School Life Committee
- Informatics Committee

TERMS OF EMPLOYMENT

Full-time Employment

APPENDIX G: COMMITTEE ORGANIZATION DIAGRAM



APPENDIX H: COMMITTEE DESCRIPTIONS, STRUCTURE, & COMPOSITION

Reviewed: August 2022, September 2022, February 2024, June 2025
Revised: March 2021, September 2022, April 4, 2024, August 2024, April 2025, June 25, 2025

COMMITTEE LISTING

BOARD OF TRUSTEES

Executive Committee
Academic/Student Affairs
Committee Audit Committee
Finance Committee

President's Council

Strategic Planning Committee (ad hoc)
Alumni Committee
Grievance Committee (ad hoc)
Faculty/Staff Meeting
NAP Council
Appeals Committee (ad hoc)
Informatics Committee
School Life and Wellness Committee
Evaluation Committee
(Evaluation Subcommittee - Faculty Evaluations)

Nurse Anesthesia Program Council (formerly Dean's Council)

Screening Committee (for each: DNAP-PD, DNAP-C, ASPMF)
Admissions Committee (for each: DNAP-PD, DNAP-C, ASPMF)
Progressions Committee

Post-Graduate Progressions Committee
Subcommittee - ECRC

Ultrasound and Pain Management Advisory Committee

PREAMBLE

Each of the following committees is described in a common parallel format, as follows:

COMMITTEE NAME

The title of the committee is given in bold font.

Members:

The overall membership composition for the committee is briefly described in bold font.
The specific positions and individuals assigned to the committee are then outlined in standard font.

Responsibilities:

Responsibilities of the committee are listed in a bulleted format, under the Responsibilities subheading, which is in bold font.

Reporting:

Reporting for the committee is described in bulleted format, under the Reporting subheading, which is in bold font.
This list includes which committees the specified committee reports to; followed by which committees the specified committee receives reports from.

Meeting:

Scheduling guidelines for the specified committee are listed under the Meeting subheading, which is in bold font.

DEFINITIONS

ALL DEFINITIONS ARE TAKEN FROM THE GLOSSARY OF THE AANA (2004) *STANDARDS FOR ACCREDITATION OF NURSE ANESTHESIA EDUCATIONAL PROGRAMS*, REVISED MAY 2011, EFFECTIVE MAY 2011, PP. 24-32.

Academic faculty – Instructors who are responsible for providing didactic instruction in their individual areas of expertise.

Accreditation – A peer process whereby a private, nongovernmental agency grants public recognition to an institution or specialized program of study that meets or exceeds nationally established standards of acceptable educational quality.

Anesthesiologist – A doctor of medicine (MD) or doctor of osteopathy (DO) who has successfully completed an approved anesthesiology residency program and has been granted active hospital staff membership and full hospital staff privileges in anesthesia.

Appeal – In cases where sanctions may be imposed against a student or faculty member, the right to a fair hearing before an impartial body should be granted in accordance with published rules and procedures. Students should be allowed to appeal any decision that suspends or dismisses them from a program or that delays their graduation.

Clinical faculty – The CRNA or anesthesiologist who are [is] responsible for teaching nurse anesthesia students during the perioperative period and for evaluating their clinical progress. When students are administering anesthesia, such instructors must be CRNAs or anesthesiologists with staff privileges in anesthesia.

Clinical supervision – Clinical oversight of graduate students in the clinical area that does not exceed two graduate students to one CRNA or anesthesiologist. In the case of medical direction, where the anesthesiologist medically directs 4 concurrent procedures, the ratio of graduate students to CRNA must not exceed 2:1.

Community of interest – A body of individuals who are directly affected by nurse anesthesia education and/or practice, including nurse anesthesia students, faculty, staff, patients, employers, institutions, the public, and [the] higher education community.

Curriculum – All experiences, clinical or didactic, that are under the direction of the program. The planned educational input, process, outcomes, and evaluations designed to enable the student to acquire the experiences specified in the program's philosophy, goals, and objectives.

Evaluation – A systematic assessment that results in data that are used to monitor and improve program quality and effectiveness.

Faculty – A body of individuals entrusted with instruction, including the teaching staff, both clinical and academic, and any individuals involved in teaching or supervising the educational experiences/ activities of the students on a part-time or full-time basis.

Formative evaluations – Student assessments that help identify problems and areas that require improvement, as well as measure progress and achievement objectives.

Grievance – Any complaint that arises from the participation of a student or faculty member in a nurse anesthesia program.

Nationally recognized accrediting agency – An accrediting agency that is recognized by the U.S. Secretary of Education as a reliable authority as to the quality of training offered by educational institutions and/or programs. This includes regional institutional accrediting agencies, national institutional accrediting agencies, and specialized accrediting agencies.

Objectives – Future-oriented purposes and goals that a nurse anesthesia educational endeavor seeks to fulfill.

Outcomes – Evidence that demonstrates the degree to which a program's purposes and objectives have been achieved, including the attainment of knowledge, skills, and competencies by students. Outcomes are operational definitions of objectives and must be assessed in relation to them.

Personnel – Persons employed by a conducting institution to provide necessary services, such as teaching and secretarial support, for the operation of a nurse anesthesia program.

Program – An educational curriculum that is designed to provide both didactic and clinical components to prepare a competent nurse anesthetist. The word program is commonly used for all types of nurse anesthesia schools including programs and institutions. In the case of a branch campus, program refers to an educational unit within a larger institution such as a university.

Program design – A graphic representation of the course of study, including all the components of the program, clinical, academic, research, call, affiliations, study time, and the total committed time by quarter or semester.

Public member – A member of a committee who is selected to ensure that consumer concerns, public and patient, are formally represented and to curb any tendency to put program priorities before public interest. Such members should be selected at large, and they cannot be current or former members of the healthcare profession or current or former employees of the institution that is conducting the program. This also excludes anyone who might be perceived to have divided loyalties or potential conflicts of interest, such as a relative of an employee or former employee.

Strategic plan – A written guide that is used to direct the effective operation of a nurse anesthesia program and to promote academic quality.

Student services – Assistance offered to students, such as financial aid, health services, insurance, placement services, and counseling.

Summative evaluations – Summative evaluations describe a student's achievement at the completion of a period or unit of learning activity and include both expected and unexpected outcomes.

****Non-voting member**

Board of Trustees (BOT) 2024

Members: (Maximum of 11 trustees which shall include 9 Trustees and the Chairman and the Vice-Chairman of the Board; No more than 3 of the Trustees licensed, practicing anesthesiologists; either the Chairman or the Vice-Chairman of the Board of Trustees shall be an anesthesia practitioner from the following choices: a CRNA (at either the master or doctoral degree level) or an Anesthesiologist.

Members:

- Chairperson: Vic Martin, CRNA
- Vice-Chairperson: Vicki Davies, CPA
- Ken Holroyd
- Amanda Williams, MD
- Kristen Kenney, CRNA, MBA
- Eddie Hoornstra
- Nancy Delboy
- Buffy Lupear
- Beverly Cobb

Treasurer: Jon Ronning, BS, MBA – MTSA Vice President, Finance & Administration**
Secretary: Jean Baron-White**

MTSA Officers/Attendees

MTSA President: Chris Hulin**
Executive Vice President: Alescia Bethea**
Vice President, Finance & Administration: Jon Ronning**

DNAP-PD Program Administrator: Richie Flowers**
DNAP-C Program Administrator: Hallie Evans**
ASMPF Director: Christian Falyar**
Medical Consultant: Rob Taylor**
Attorney: Charles "Chuck" Cagle **

**Denotes a non-voting member

Responsibilities:

- Reviews the annual State of the School report by the MTSA President
- Reviews the quarterly report from the Finance Committee by the MTSA Director of Operations

- Appoints and annually evaluates the MTSA President
- Reviews and evaluates the overall performance of the School
- Provides oversight for resource management
- Approves the annual MTSA budget and audited financial statements
- Refers any discrepancies discovered in the annual audit to the Audit Committee
- Assists in securing resources to further the mission and vision of MTSA
- Serves as a legal voice for the School
- Fills any vacancy on the MTSA BOT, through the actions of the Nominating Committee
- Undertakes appropriate self-limitation

Reporting:

- Receives reports from the President's Council quarterly or as needed, via the MTSA President
- Receives reports from the Finance Committee quarterly, via the MTSA Vice President of Finance & Administration
- Receives reports from the Audit Committee annually, via the MTSA Vice President of Finance & Administration
- Receives reports from the Nominating Committee annually or as needed, via the committee spokesperson.

Meeting:

- Meets quarterly, typically on the first or second Monday evening in the months of February, April/May, August, and November

MTSA BOARD OF TRUSTEES SUBCOMMITTEES

EXECUTIVE COMMITTEE (EXC) – MTSA BOT SUBCOMMITTEE

Members: The Chairman, Vice-Chairman, and the President of MTSA, Board Recording Secretary

Responsibilities:

- Takes such actions as shall be deemed necessary for the efficient operation of the School and consistent with MTSA bylaws.
- The day-to-day operational authority of the School is vested in the President of MTSA.
- Minutes for each meeting are recorded and reported at the next regular Board meeting.
- Recommends persons for election to membership on the Board
- Evaluates BOT member attendance, to determine whether their presence at meetings has been adequate to continue as members
- Works with the Board Chair in the appointment of committee assignments.

Reporting:

- Reports directly to the BOT

Meetings:

- Meets ad hoc, as needed

ACADEMIC/STUDENT AFFAIRS COMMITTEE (ASA) – MTSA BOT SUBCOMMITTEE

Members:

Chairperson: Board Member (as appointed)
 Additional Board Members
 Executive Vice President
 Secretary: Executive Assistant to Executive VP

Responsibilities:

- Reviews and recommends to the Board the academic programs for Middle Tennessee School of Anesthesia
- Reviews and reports to the Board outcomes of the educational programs of the School Reviews and reports to the Board changes for the future direction of the curriculum, as recommended by the faculty.

Reporting:

- Reports directly to the Board of Trustees, via the Academic/Student Affairs Committee chairperson.

Meetings:

- Meets semi-annually or more frequently as needed.

AUDIT COMMITTEE (AUD) – MTSA BOT SUBCOMMITTEE

Members:

Chairperson: Board Member (as appointed)
 Secretary: Assistant to VP for Finance & Administration
 Additional Board Members
 MTSA VP for Finance & Administration

Responsibilities:

- Presents the annual audit to the Board for its consideration and approval.
- Recommends to the Board for approval an audit firm to conduct the annual audit of the operations of MTSA
- Recommends changes in policies and procedures consistent with the findings of the audit.

Reporting:

- Reports directly to the MTSA BOT annually, via the Audit Committee Chairperson.
- Receives a report from the MTSA BOT for follow up of any continuing issues.

Meetings:

- Meets annually, after the MTSA annual audit is completed and before it is reported to the MTSA BOT, and more frequently as needed
- The general timeline for annual audit process is as follows:
 - Annual MTSA audit performed in the autumn, by an outside reviewer
 - Reviewer compiles report of the audit to present to the MTSA BOT.
 - Audit Committee meets with the outside reviewer to receive the audit report and then presents their recommendations to the next meeting of the MTSA BOT.
 - Trustees review the audit report and refer any continuing issues to the Audit Committee for further follow up if needed

FINANCE COMMITTEE (FI) – MTSA BOT SUBCOMMITTEE

Members:

Chairperson: Board Member (as appointed)
 Secretary: Assistant to VP for Finance & Administration
 Additional Board Members
 MTSA Vice President, Finance & Administration

Responsibilities:

- Reviews quarterly financial statements and compares to current operating budget, and revises the budget if necessary
- Reviews proposed annual salary increases budgeted for MTSA personnel.
- Reviews and recommends the budget for MTSA, consistent with the policies and directives of the Board.

Reporting:

- Reports directly to the MTSA BOT quarterly, via the Finance Committee Chairperson and/or his designee
- Receives budget requests directly from the President's Council, which were received from various committees within the School, such as the Advancement Committee, the Alumni Committee, the Progressions Committee, the Faculty Committee/Academic & Clinical

Meetings:

- Meets quarterly, just prior to the MTSA BOT meeting
 - Typically, the meeting preceding the May Board meeting addresses any recommendations from the President's Council as they relate to salaries
- May meet more frequently if needed

PRESIDENT'S COUNCIL (PRC)

Members:

Chairperson: President

Secretary: Executive Assistant to the President

Members:

Executive VP

VP for Finance & Administration

Program Administrator, DNAP-PD

Program Administrator, DNAP-C

Director, ASPMF

Director of Financial Aid

Director Educational Technology

Registrar, Director Academic Coaching

Director, Human Resources

Others may be invited by the President to attend specific portions of certain President's Council meetings, as indicated by the topics to be discussed. The Medical Consultant is invited to attend meetings of the President's Council, however his attendance at meetings is not required.

Responsibilities:

Has been given authority by the BOT to develop policy and make management decisions to ensure optimal future advancement of the Middle Tennessee School of Anesthesia.

- Oversees all daily and ongoing activities among students, alumni, staff, and faculty
- Reviews, revises, approves, or denies proposals for School policy revisions, to include long-range planning as appropriate
- Recommends major School policy changes to the BOT
- Reviews any issues that may evolve, which may need a central committee's attention, and makes recommendations to other committees, as appropriate
- Reviews reports from the weekly Staff Committee meeting, as needed, delivered by the President, or his designee
- The President's Council holds Strategic Planning sessions.
- Acts on items referred for consideration from the following Committees:
 - Alumni Committee
 - Nurse Anesthesia Program Council
 - Evaluation Committee
 - Faculty Committee
 - Progressions Committee
- Interviews candidates for key administrative and staff appointments.
- Reviews MTSA personnel salary structure and makes recommendations to the Finance Committee regarding annual salary increases, via the Vice President of Finance & Administration
- Assures maintenance of the uniformity of documents and information representing MTSA, such as the School logo and other written materials
- Oversees all publications issued by the School, including, but not limited to, the following:
 - The *Airways* newsletter
 - MTSA advertisements in other publications
 - MTSA recruiting materials
 - Public website and intranet site
 - Alumni communications and golf tournament flyers

Reporting:

- Reports directly to BOT quarterly, via the Chairperson of the President's Council, who is the President of MTSA
- Receives reports from the MTSA BOT quarterly, via the President
- Receives reports from the Staff Committee weekly or as needed.

Meetings:

- Meets monthly, or as needed.

STRATEGIC PLANNING SESSIONS OF THE PRESIDENT'S COUNCIL (AD HOC)

Members:

Chairperson: President

Secretary: Executive Assistant to the President

Members:

Executive Vice President

Program Administrator, DNAP-PD

Program Administrator, DNAP-C

Director, ASPMF

Vice President, Finance & Administration

Others may be invited by the President to attend specific sessions or portions of certain Strategic Planning Committee meetings, as indicated by the topics to be discussed.

Responsibilities:

- Makes specific long-range plans for continuous quality improvement and/or strategic initiatives that are voted on by the President's Council or the BOT.
- Annual review of the Strategic Plan, including:
 - Addition of new strategic initiatives or goals
 - Review of current goals
 - Review of current objectives
 - A review of accomplishing each specific goal and objective
 - A review of strategic priorities, strengths, weaknesses, opportunities and potential threats
 - A purpose statement for any proposed plan/development that should relate to the overall Mission, Values, Vision, or Goals of the School
 - Time frame in which to be completed
 - Required resources
 - Evaluation criteria
 - Date to be reviewed
 - Action to be taken after evaluation
 - Report of evaluation

Reporting:

- Reports indirectly to the MTSA BOT, via the President.

Meetings:

- Meets during a scheduled session of the President's Council. Preferably, the Strategic Planning session will occur during the month prior to the quarterly MTSA BOT meetings. May meet more frequently, as needed

ALUMNI COMMITTEE (AC)

Members: (All members must be MTSA alumni or current students; No public members; Up to 2 student members may be invited to attend any one meeting)

Chairman - Alumni Committee President

President-Elect

Immediate Past President (PER ALUMNI BYLAWS)

Alumni Representatives

- Four who completed the Nurse Anesthesia Program within the most recent 20 years,
- Four who completed the Nurse Anesthesia Program more than 20 years ago, and
- One who completed the ASPM Fellowship

*Secretary: Research & Library Assistant

Student representatives, one PD second year and one PD third year.

*MTSA President

*MTSA Executive Vice President

***As an independent volunteer committee, MTSA does not stipulate attendance requirements for members of the Alumni Committee.

*=ex-officio members

Responsibilities:

- While this is an entirely volunteer organization, MTSA supports the organization in its functions. The Executive Vice President is the MTSA administrative liaison to this committee and works with the officers and association committee members to support and help in the objectives of the association. MTSA recognizes the functions of the Alumni Committee which may include the following:
 - Enhances the development of MTSA by supporting projects the committee may choose, yet in harmony with the mission and current goals of MTSA
 - Foster Engagement of MTSA and alumni
 - Organize and/or be involved in Continuing Education offerings to the alumni
 - Support MTSA fundraising activities like the annual golf event and other campaigns/programs
- The Alumni Committee may design and designate ad hoc subcommittees to address specific events, such as the annual golf tournament

Reporting:

- Reports to the Executive Vice President, via the Alumni Committee President and President-elect
- Reports to the President's Council indirectly via the Executive Vice President
- Reports to the MTSA Board of Trustees directly via the Alumni Committee President, who is a full voting member of the MTSA Board of Trustees

Meetings:

- Meets at least quarterly, typically in February, April/May, August, and November, prior to the quarterly MTSA Board of Trustees meeting.

GRIEVANCE COMMITTEE (GC) – *AD HOC*

Members: (No public members; No student members)

Chairperson: Appointed by the President's Council

Secretary: Executive Assistant to the President

MTSA President

MTSA Executive Vice President

MTSA Vice President of Finance & Administration

MTSA Attorney

Two faculty members and/or one salaried staff member, approved by the Executive Committee of the Board of Trustees

One alternate faculty member and/or salaried staff member, approved by the Executive Committee of the Board of Trustees

The Grievance Committee shall be empowered to replace such members as may excuse themselves from involvement in a particular grievance due to any conflict of interest, up to a maximum of one from each category (faculty, salaried staff). In selecting replacement members, the committee shall avoid choosing individuals with any known reason for bias regarding the case at hand. In no case shall the committee function with fewer than five members, specifically including the chair. The President's Council will avoid electing a Chair for the committee with any direct or potential conflict of interest.

Responsibilities:

- The Grievance Committee shall have jurisdiction over matters including, but not limited to age, race, gender discrimination, color, national origin, handicap/disability, harassment, sexual misconduct, termination of employment and non-renewal of employment agreement.
- In no case shall a grievance petition be entertained by the Grievance Committee until appropriate lesser forms of redress have been thoroughly explored, as described in the *Administrative Manual*.
- The Grievance Committee should follow the guidelines outlined in the Grievance Procedure for MTSA Employees, as described in the *Administrative Manual*.

Reporting:

- If the Grievance Committee determines that a prima facie grievance does not exist, it shall notify the President and the School appointed attorney of that determination, in writing. The written letter shall also specify the reasons that the Committee reached that determination. The President will then notify the grievant of the Committee's decision.
- If the Grievance Committee's determination favors the School, the President shall be free to implement the decision of the Committee and shall notify the grievant in writing within four (4) MTSA business days of receiving the Committee's written report.
- If the Grievance Committee's determination favors the grievant, the President shall meet with the grievant within four (4) MTSA business days and present the vote of the Committee in writing.

Meetings:

- *Ad hoc*, upon the President's Council's receipt of a written request to form a Grievance Committee
- In no instance will a complaint made by a faculty or staff member receive consideration initiated later than one year of the occurrence.

FACULTY/STAFF MEETING (SM)

Members: (All on-site and remote staff and faculty are members.)

Chairperson: MTSA President

Secretary: Executive Assistant to the President

Members: MTSA Administration, Staff, and Faculty

Responsibilities:

- Reviews, integrates, and implements all daily activities of the School
- Reports activities within each area to determine if any major projects exist with which any department or individuals may need assistance for timely completion
- Plans social activities to facilitate interaction between faculty, staff, students, and their families, when feasible
- Plans team-building activities to facilitate cohesiveness of in-house faculty and staff members, when feasible
- May design and designate ad hoc subcommittees to address specific events, such as Graduation, or areas, such as communications
- In coordination with the appropriate departments (i.e. Academic, Alumni, Clinical, etc.), discusses needed food and decoration arrangements needed for various meetings, activities, and functions of MTSA, to include the following:
 - CRNA Week (January)
 - Student Orientation
 - Student/Family Day
 - Constitution Day celebration (every September 17)
 - Graduation (December)
 - New Applicant Interviews (July)
 - Any student meals at MTSA
 - Other events as requested by the President's Council

Reporting: Reports to President's Council weekly or as needed.

Meets: Meets weekly, typically on Monday mornings

NURSE ANESTHESIA PROGRAM COUNCIL

Members:

Chairperson: Executive Vice President

Secretary: Administrative Assistant, DNAP-PD

Members:

Program Administrator, DNAP-PD

Program Administrator, DNAP-C/NAEP

Director, ASPMF

Assistant Program Administrator(s)

Research & Library Assistant

Registrar, Director of Academic Coaching

Clinical Education Liaison
Full-time Faculty (Members), Part-time Faculty (Optional)

Others may be invited by the Program Administrator to attend specific portions of certain Nurse Anesthesia Program Council meetings, as indicated by the topics to be discussed.

Responsibilities:

- Oversight of MTSA's academic and clinical program content and delivery.
 - Faculty development
 - Clinical affiliations
 - Student Services
 - Student discipline (Implements and follows-up from Progressions Committee decisions)
 - Use of Educational Technology, in consultation with the Director of IT.
 - Learning Resources
- New curriculum planning
- Interview Committee reports to NAP Council in regards to interview and selection of the DNAP candidates
- Oversees implementation of DNAP-PD Progressions Committee decisions regarding student progression and discipline.
- Reviews and recommends improvements in educational technology for the future, as needed
- Encourages integration of current and new technologies throughout the curriculum
- Develops faculty in-service programs for instruction on the integration of current and new educational technology into the curriculum
- Reviews MTSA Learning Resource Center list of video, text, and periodical titles to ensure the most effective inventory of anesthesia-specific and related resources
- Reviews student and faculty needs of the LRC
- Plans for future needs of the LRC
- Submits proposed educational budget requests to the President's Council at least annually
- Holds Institutional Effectiveness sessions
- Reviews all policies related to academics, clinical, students and faculty to ensure documentation of adherence to said policies in actual practice
- Ensures program compliance with accreditation standards set forth in the *Standards for Accreditation* by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
- Ensures program compliance with the *Principles of Accreditation* published by the Southern Association of Colleges and Schools Commission on Colleges of the (SACSCOC)

Reporting:

- Reports to the President's Council via the Chairperson or his/her designee
- Recommends educational technology improvements to the President's Council via the Chairperson or his/her designee.
- Receives instructional technology or materials requests and/or recommendations from faculty.
- May receive reports, as needed, from Progressions Committee, and Evaluation Committee, via the Chairpersons or designees of those committees

Meetings:

- Meets monthly, or as needed

ADMISSIONS COMMITTEE (IC)

Chairperson: Program Administrator of the respective program (DNAP-PD, DNAP-C, or ASPMF)

Secretary: Coordinator, Admissions and Recruitment

Members: President

Executive Vice President

Assistant Program Administrator(s)

Medical Consultant

Doctoral Faculty representatives

Clinical Site Coordinator Representatives

Responsibilities:

- Interviews applicant candidates who were extended an invitation to interview by the Screening Committee, which is a sub-committee/sub-session of the Admissions Committee, for admission in the interview process, typically held annually
- Select an alternate pool from the qualified applicant candidates that were interviewed

- Recommend policies and criteria for admission of students to NAPC, with advice from other appropriate committees (i.e. Faculty)

Reporting:

- Reports decisions made for admissions to the Board annually
- Reports recommended policies and criteria for admission of students to NAPC, via the respective Program Administrator or Executive Vice President.
- Receives reports annually, prior to all interview sessions, from the Screening Committee

Meetings:

- Meets annually for multiple days for Interview Sessions, typically held July.

SCREENING COMMITTEE (SC)

Chairperson: Program Administrator of the respective program (DNAP-PD, DNAP-C, ASPMF)

Secretary: Coordinator, Admissions and Recruitment

Members:

President

Executive Vice President

Assistant Program Administrator(s)

Medical Consultant

The Secretary for the Screening Committee assembles all the applicant files and distributes copies of them to the Screening Committee members prior to their initial meeting. After the second meeting of the Screening Committee, which occurs after completion of the Regular Interview sessions, the Secretary processes the alternate list voted on by the Screening Committee.

Responsibilities:

- Reviews statistics of all completed applications for admission files to determine eligibility for consideration for a personal interview
- Reviews all completed applicant files determined to be eligible for consideration for a personal interview, and then decide which of those will actually be invited for a personal interview
- Reviews transcripts, recommendations, and other data of individuals seeking to transfer to MTSA from any other program of nurse anesthesia
- Reviews transcripts, recommendations, and other data of individuals seeking admission to MTSA who have withdrawn voluntarily or have been terminated from any other program of nurse anesthesia
- Decides which applicants will be invited to interview for the next cycle, based on the criteria published in the respective program Student Handbook
- Recommends remedial activities to those not invited for a personal interview
- Determines the alternate candidate list after the Interview sessions, after conducting additional research on the candidates, as needed

Reporting:

- Reports list of applicants to be invited to interview to the Interview Committee annually

Meetings:

- Meets at least three times each year. One meeting is approximately two weeks after the application deadline to review the files and select the candidates to be invited to interview. The second meeting is soon after the interviews are conducted to finalize the class selection and the alternate list. The third meeting is held to re-evaluate and revise the admissions forms and process for the upcoming application period.

EVALUATION COMMITTEE (EC)

Members: (No public members; No student members)

Chairperson: MTSA Medical Consultant

Vice Chairperson: Research & Library Assistant

Secretary: Coordinator, Evaluations & Credentialing

President
Executive Vice President
Program Administrator, DNAP-PD
Program Administrator, DNAP-C
Director, ASPMF
Assistant Program Administrator(s)
Clinical Support Specialist

Responsibilities:

- Reviews all academic, clinical, and organizational evaluations, including those relating to specific personnel
- Reviews anonymous semester summaries of all student evaluations of academic instructors and courses
- Reviews anonymous semester summaries of all student evaluations of clinical instructors and affiliate sites
- Receives summary reports of the following evaluations:
 - Annual student evaluations of the program
 - Annual faculty evaluations of the program
 - Annual graduate evaluations of the program, completed by the immediate- preceding year's graduates
 - Annual graduate self-evaluations of the previous year's graduates
 - Annual employer evaluations of the previous year's graduates
 - Annual student services evaluations
 - Annual spirituality evaluations
 - Annual Learning Resource Center evaluations
- Reviews summaries of all evaluations of students' clinical performance by clinical instructors, on which the student was awarded a grade lower than 80%, or if there are continuing concerns regarding performance
- Reviews all clinical issues that may have been raised since the previous meeting of the Evaluation Committee
- Reviews any other programmatic evaluations

Reporting:

- Reports to the President's Council.
- Reports any significant new clinical issues to the Faculty Committee or the President's Council
- Reports any evaluation needs to the Evaluation Coordinator
- Receives copies of the semester compilations of the students' evaluations of specific administrative and programmatic personnel from the Evaluation Coordinator
- Receives copies of the semester compilations of the students' evaluations of specific academic personnel and didactic courses from the Evaluation Coordinator
- Receives copies of the semester compilations of the students' evaluations of clinical sites from the Evaluation Coordinator
- Receives copies of the Clinical Evaluation Summary sheet for each student on which the clinical site coordinator awarded the student a grade lower than 90% or if there are continuing concerns regarding performance, from the Evaluation Coordinator

Meetings:

- Meets each semester and Ad hoc, as necessary.

ETHICAL CONDUCT REVIEW COMMITTEE FOR SCHOLARLY PROJECTS – TWICE ANNUALLY AND AD *HOC*

Members:

Chairperson: Executive Vice President
Secretary: Nurse Anesthesia Program Council Recording Secretary
DNAP-C Program Administrator/EBP Faculty Coordinator
DNAP-PD EBP Faculty Coordinator
1 other doctoral Faculty member (members may rotate)

Responsibilities:

- Review any scholarly project proposals to determine:
 - Not research, as defined by DHHS, thus not regulated by 45 CFR 46
 - Fit criteria for excluded research, therefore exempt from 45 CFR 46
 - Is research, as defined by DHHS, thus regulated by 45 CFR 46
 - Scholarly projects in this category will not be approved and will be recommended for external IRB review.

Reporting:

- Reports to the Nurse Anesthesia Program Council

Meetings:

- Meets twice annually and *Ad hoc*

PROGRESSIONS COMMITTEE (PC)

Members: (Minimum of 1 public member; one student from each DNAP-PD cohort)

Chairperson: Executive Vice President
Secretary: Coordinator of Clinical Support
President
Assistant Program Administrator(s)
Medical Consultant
CRNA Faculty Representative
Clinical Site Representative(s)
One student from each PD cohort
Representative Community Member(s)

(Program Administrator of respective program (DNAP-PD, DNAP-C, ASPMF - depending on each case) (Non-voting for issues regarding their respective program)

Responsibilities:

- Deliberates & decides upon all student progression & disciplinary issues relating to School activities.
- Approves all changes in students' designated status, to include advancement to the next level and graduation
- Reviews any reports of concern submitted from the Evaluation Committee
- Ensures all decisions made and actions taken are in compliance with accreditation standards set forth in the *Standards for Accreditation* by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
- Ensures all decisions made and actions taken are in compliance with the *Principles of Accreditation* published by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Reporting:

- Receives reports from ad hoc Appeals Committee meetings, as needed
- Receives reports from Evaluation Committee regarding any evaluation concerns, as needed

Meetings:

- Meets each semester, typically after final exam concludes and before the next semester (about April, August, & December).

POST-GRADUATE PROGRESSIONS COMMITTEE (PC)

Members: (Minimum of 1 public member; 3 student members – ASPMF, DNAP-C, NAEP)

Co-Chairperson: Director | DNAP-C & NAEP and Director | ASPMF

Secretary: Coordinator, Post Degree Programs
President
Director | DNAP-C & NAEP

Director | ASPMF

Assistant Director | ASPMF
Clinical Site Representative
Representative Community Member(s)

(Program Administrator of respective program (DNAP-C, ASPMF - depending on each case)
(Non-voting for issues regarding their respective program)

Responsibilities:

- Deliberates & decides upon all student progression & disciplinary issues relating to School activities.
- Approves all changes in students' designated status, to include advancement to the next level and graduation
- Reviews any reports of concern submitted from the Evaluation Committee
- Ensures all decisions made and actions taken are in compliance with accreditation standards set forth in the *Standards for Accreditation* by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
- Ensures all decisions made and actions taken are in compliance with the *Principles of Accreditation* published by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

Reporting:

- Receives reports from ad hoc Appeals Committee meetings, as needed
- Receives reports from Evaluation Committee regarding any evaluation concerns, as needed

Meetings:

- Meets each semester, typically after finals week and before the next semester (about April, August, & December).

APPEALS COMMITTEE (AP) – AD HOC

Members: This committee will be made up of four to six members with a minimum of 1 public member and 1 current student member.

Chairperson: Appointed by President (varies)

Secretary: Coordinator, Clinical Support

The Chairperson and specific members are to be appointed by the President from the following groups:

- MD anesthesiologist
- MD other specialties
- CRNA or other healthcare provider
- Higher Education educator
- Public member outside of healthcare
- Current first-year student
- Current second-year student
- Current third-year student

Members appointed to this Appeals Committee will not have previous knowledge of the grievance or appeal.

Responsibilities:

- Hears and makes a decision regarding the formal grievance or appeal of any student to a terminal disciplinary action taken by the Progressions Committee
- Notifies the complainant and the MTSA Administration (President and Executive Vice President) in writing of the Appeals Committee decision
- Submits its recommendation for course of action directly to the President and Executive Vice President

Reporting:

- Reports directly to the President who will report such recommendation and action back to the Progressions Committee.

Meetings:

- Will be convened when the respective program's Program Administrator is in receipt of a written appeal of a Progressions Committee decision from a student.

SCHOOL LIFE & WELLNESS COMMITTEE (SLWC)

Members:

- Chairperson: Research & Library Assistant
- Secretary: Administrative Assistant, Nurse Anesthesia Program
- Office Faculty Representative or alternate
- Staff Representative or alternate
- Registrar, Director of Academic Coaching
- MTSA Chaplain
- Plant Operations
- Director of Human Resources
- Representative from Safety Initiative
- Three student representatives from each PD cohort (1 student liaison, 1 student representative, and 1 student representative & class archivist)

The goal of the School Life and Wellness Committee is to support the MTSA Vision and Core Values, which include a wholistic approach to education, healthcare and a balanced lifestyle, along with the development of a life of service.

The School Life and Wellness Committee disseminates information and resources related to the interrelated dimensions of wellness, including but not limited to the following:

- Physical Wellness
- Mental Wellness
- Spiritual Wellness
- Academic/Occupational Wellness
- Safety
- Community

The committee includes student representatives from each Practice Doctorate cohort, student representatives from the online programs, and MTSA staff and faculty.

The committee meets once a semester to discuss improvements to campus spaces, topics that arise in day-to-day life at MTSA, and opportunities that would benefit and enhance the overall well-being of each student.

Responsibilities:

- Add value to student lives through the incorporation of the interrelated dimensions of wellness, including but not limited to the following.
 - Physical Wellness
 - Mental Wellness
 - Spiritual Wellness
 - Academic/Occupational Wellness
 - Safety
 - Community
- Disseminate information and resources related to the interrelated dimensions of wellness.
- Incorporate COA Standard 39.
- Host one event each semester.
- Nurture fellowship and service
- Developing charges for the committee to accomplish each year

Reporting:

- Submits a report to the President's Council or Nurse Anesthesia Program Council, depending on items.

Meetings:

- Meets each semester

ULTRASOUND AND PAIN MANAGEMENT ADVISORY COMMITTEE

The Ultrasound and Pain Management Advisory Committee is a committee that provides academic oversight for the Acute Surgical Pain Management Fellowship, the Foundations of Regional Anesthesia Class, and Continuing Education offerings. The committee is responsible for reviewing and guiding curriculum development, evaluating educational offerings and clinical sites, and making decisions on fellow admissions.

- ASPMF Progressions Committee--Ad Hoc The ASPMF Progressions Committee deliberates and decides on Fellowship disciplinary issues and reviews recommendations from the Director, ASPMF regarding the academic progress of Fellows.
- ASPMF Appeals Committee--Ad Hoc The ASPMF Appeals Committee hears and makes a final decision upon the formal grievance or appeal of any Fellow to a terminal disciplinary action taken by the Fellowship Progressions Committee.

This committee meets three times per year.

INFORMATICS COMMITTEE

Members:

Chair: Director, Educational Technology
Coordinator, IT
Teaching Assistant & ExamSoft Administrator
Coordinator, Plant Operations
Student representatives from all programs
Manager, Instructional Design
A faculty representation from all programs except ASPMF
Director Academic Coaching and Registrar
Recording Secretary: Administrative Assistant, Nurse Anesthesia Program

Responsibilities:

The Informatics Committee's purpose is to provide consistent oversight and direction to the continuous development, implementation, evaluation, and modification of information technologies that underpin the educational, communication, and data management systems at MTSA, while also assuring compliance with the privacy laws of the Family Educational Rights and Privacy Act (FERPA) and adhering to the Department of Education's IT Security Policies regarding information technology safety.

The specific charges of the committee include:

- Assure there is multiple consumer oversight and direction for modifications and enhancements to information technology systems
- Assure proposed modifications and enhancements to the information technology systems adhere to the guiding governmental, institutional, and accreditation principles and standards
- Provide input and recommendations to the organization about strategic directions for the ongoing management and development of information technologies
- Evaluate, prioritize and recommend the development and implementation of incremental modifications and enhancements in the functionality and operation of information technologies
- Make recommendations to the organization about opportunities and practices that would support the capture, documentation, display, analysis, and reporting of SRNA classroom and clinical evaluation information
- Make recommendations to the organization via PRC about the education and training of faculty, staff, and students

The committee reports to the PRC and will provide regular updates on recommended initiatives and evaluation findings. The Informatics Committee will not have the authority to make independent decisions about the use and configuration of information technology systems at MTSA. Rather, the committee's role is to advise and inform administrative decisions that influence related information technology issues and policies.

Meetings:

The committee will meet each quarter.

APPENDIX I: EMPLOYEE HANDBOOK

For the most up-to-date copy of the Employee Handbook, please visit [MTSA Employee Handbook](#).

APPENDIX J: MTSA EMERGENCY RESPONSE PLAN

Revised: 10/2023, 10/2024, 1/8/2025

MTSA EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) for MTSA enables the School to appropriately respond to various types of emergencies.

The ERP is an all-inclusive approach to various crises that might occur on our campus. The plan describes how the School will respond to emergencies that may suddenly and significantly affect our campus. The plan includes the following key elements:

- procedures to respond to, mitigate and recover from emergencies,
- a notification protocol to ensure that accurate and up-to-date information is provided to students, staff, and faculty on a timely basis,
- the chain of command in an emergency on the campus.
- defined roles and responsibilities for those assigned to respond in an emergency; and
- instructions on evacuating from campus buildings based on the type of emergency event,
- testing the emergency response and/or evacuation procedures at least annually, which may include announced or unannounced drills.

This Emergency Response Plan contains the following four stages:

1. Discovery
2. Communication
3. Action
4. Recovery

While we all hope that we will not be faced with the need to implement the Emergency Response Plan, it is necessary and appropriate to be fully prepared. If you have any questions or concerns, please contact:

Chris Hulin, President (chris.hulin@mtsa.edu) 615-732-7841, 615-732-7676

Alescia Bethea, Executive Vice President (alescia.bethea@mtsa.edu) 615-732-7862

Jon Ronning, Vice-President, Finance & Administration (jon.ronning@mtsa.edu) 615-732-7672

Title IX related: Asia Byers, Director, Human Resources and Title IX Coordinator (titleIXcoordinator@mtsa.edu) 615-732-7854

EMERGENCIES COVERED

This plan is flexible and allows MTSA to respond to many types of emergency situations. (See [Appendix C: Emergency Procedures](#)). The decision to respond and the level of response is determined by the President and/or the Administrator on Call.

TRAINING AND DRILLS

Emergency preparedness is crucial. MTSA's emergency plan requires training and exercises to outline and define responsibilities and to identify and improve weaknesses. MTSA uses the exercises to provide guidance for the ongoing development of the plan. The School will conduct its tests of emergency responses and evacuation procedures either through tabletop exercises or drills at least annually. A debriefing meeting will take place following the drills to assess and evaluate the plan and capabilities of the School. Fire alarms are tested each year. Tests or drills may be announced or unannounced.

PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

To protect the campus community, any criminal activity or emergency threat should be reported in a timely manner. The MTSA President is presumed the first point of contact, followed by the Administrator on Call, should there be a threat to the health or safety of the campus community.

Administrators on Call:

Chris Hulin, President (chris.hulin@mtsa.edu) 615-732-7841

Alescia Bethea, Executive Vice President (alescia.bethea@mtsa.edu) 615-732-7862

Jon Ronning, Vice-President, Finance & Administration (jon.ronning@mtsa.edu). 615-732-7672

The contact number during business hours (8:00AM-6:00PM) is **615-868-6503**. The number for the Administrator on Call after business hours is **615-912-0139**. All school personnel are available to assist in contacting the appropriate Administrator or the local authorities in the event of an emergency.

Involved Personnel:

Personnel involved in the Emergency Response Plan are the President and/or Administrator on Call. Building coordinators have been assigned for the campus' three buildings. The coordinator for the Bowen Academic Center is the Administrative Assistant, Academic Office. The coordinators for the Student Support Center are the Assistant to VP, Finance & Administration (floor 1) and the Coordinator, Information Technology (floor 2). The coordinator for PT Magan Hall is the Executive Administrative Assistant.

DISCOVERY

Duties and Responsibilities of Involved Personnel:

The President and/or the Administrator on Call must make the decision to enact the emergency response plan and is responsible for communication of emergency and action to be taken. Building Coordinators will make every effort to ensure that buildings have been evacuated in the event that this is necessary.

Responsibilities:

Building Coordinators are responsible for making sure the most up-to-date student, staff, and faculty list are on the clipboard on their floor, with a pen and other safety documents.

The Coordinator of Plant Operations is responsible for contacting the alarm company prior to any fire drill, coordinating activation of alarms, and is the main contact for reentry to buildings after the drill or event.

During an announced or unannounced fire drill (or a real fire emergency):

Building Coordinators will check their floor, including restrooms, to ensure everyone has evacuated. Doors should be closed but not locked as this could interfere with emergency personnel's efforts. Building Coordinators will take roll and report all clear to Coordinator of Plant Operations **via two-way radio**. (For classrooms being used that day, the Building Coordinators will communicate with the instructor to make certain all students have evacuated.)

Building Coordinators will document the time it took to evacuate the building on their roll call sheet. Buildings should be evacuated in less than 5 minutes.

Everyone will remain in their Emergency Assembly Point until the Building Coordinators are given the official word by the Coordinator of Plant Operations to reenter the buildings, **via two-way radio**. Under no circumstances should any person reenter a building until this has occurred.

After reentering the building, Building Coordinators will present their roll call sheets to the Administrative Campus Safety Officer.

If the event is a drill, Building Coordinators, Administrative Campus Safety Officer, and Coordinator of Plant Operations should meet afterward to assess the drill and suggest any improvements if needed.

COMMUNICATION

Timely Warnings and Emergency Notifications

Communication of the emergency and actions to be taken will be made by the President and/or Administrator on Call on utilizing the MTSA's emergency management software to all faculty, staff, and students. This can contain pre-

approved text messages by School officials that are eligible for immediate activation. Any updates to the emergency notifications, will include updates for emergency directions and notification that the threat is no longer imminent-an "all clear" notice, will be issued. Necessary verbal communication of the emergency and actions to be taken will be given by the President and/or Administrator on Call to the building and class coordinators.

ACTION

Method of Appraisal of Situation:

The President and/or Administrator on Call will become fully aware of the circumstances in person, if possible, evaluate the situation, and then deem whether the Emergency Response Plan should be put into action. **The single criteria used to activate the emergency response plan shall be protecting students, faculty, and staff from harm that might occur on the campus.**

Evacuation Centers (Listed in Priority Order):

- The Madison Campus Seventh-day Adventist Church
- TriStar Skyline Medical Center parking lot
- Gateway Treatment Center parking lot

Internal/External Medical Services:

Since every student is a registered nurse in training and has multiple years of experience in intensive care nursing, MTSA has made our clinical affiliate rotation sites aware that students on call or on duty are available to bring relief during times of natural disaster or emergency.

First Aid Kits

First aid kits are located in the Academic Administrative Office, Student Services Center-Staff/Faculty Lounges on Floors 1 and 2, and the Administration Office in the PT Magan Building. Any injury or illness requiring care beyond a first aid kit should be directed to an appropriate medical facility.

RECOVERY FROM EMERGENCY RESPONSE PLAN

The President and/or Administrator on Call will be responsible to determine if the "all clear" should be issued post-emergency. This communication will be given to all students, faculty and staff utilizing the MTSA's emergency management software. A return to normal on-campus activities should only take place when the "all clear" is given.

Recovery from Drills:

Once the announced or unannounced drill begins, the campus community will follow instructions by the building coordinators or designees, and faculty in charge of classes. In the event of a fire drill, *Fire Procedures* are in emergency procedures. There will be a debriefing after a drill, which includes the building coordinators, for the reviewing of the current procedures.

Appropriate personnel and resources will be utilized to return to the school and its related activities back to a normal and usual routine as soon as it is safe and practical.

EMERGENCY PROCEDURES

BUILDING EVACUATION

It is critical, during certain emergencies, that the campus community evacuate the buildings. These would include fire or structural failure, active shooter, and bomb threats. An emergency evacuation is an urgent immediate escape away from an area that contains an imminent threat or ongoing hazard.

Evacuation Procedures

1. After being notified to evacuate, stop all work activities. Close, but DO NOT lock, office and classroom doors as you exit. Locked doors can hamper rescue operations.
2. Be aware of, and make use of, designated primary and alternate evacuation routes.
3. Use the nearest door or stairway if available. All staff members need to be aware of at least two exit routes in their main building in the event one is compromised ([see Appendix D: Evacuation Maps](#)).
4. **DO NOT USE ELEVATORS** for evacuation and exit the buildings without rushing or crowding.
5. Faculty, staff and building coordinators are responsible for evacuating students, visitors, and anyone needing assistance to a safe established meeting area.
6. Do not re-enter the buildings until an "all-clear" notification is given by official announcement.

Fire Procedures

- Remain calm and close but DO NOT Lock office/classroom doors as you exit
- Move quickly to nearest exit
- Do not use elevators
- Follow directions given by emergency personnel or Building Coordinator
- Move to the prearranged meeting areas (EAP - Emergency Assembly Point)
- Do not re-enter building until authorized by response authorities or until an "all-clear" official announcement by the Building Coordinators or Coordinator of Plant Operations.

If you discover a fire or see a flame or smoke please follow the RACE procedures:

R = Remove all persons in immediate danger to safety.
A = Activate manual pull station AND call or have someone call 911.
C = Close doors to prevent the spread of smoke and fire.
E = Extinguish the fire.

See [Appendix C: Emergency Procedures](#)



Fire / other

Bomb



ACTIVE SHOOTER (RUN—HIDE—FIGHT)

If the shooter is *outside* the building:

- Turn off all the lights and close and lock the doors and windows (close window blinds)
- If possible, to do so safely, get all students on the floor, away from the windows, and out of the line of fire and sight.
- Remain until the "all clear" is given by the MTSA President or the Administrator on Call.
- If the faculty, staff, or students do not recognize the voice that is giving the "all clear" they should not change status as the voice may be false and designed to give false assurances.

If the shooter is *inside* the building:

- If possible, quickly evacuate the building if there is an accessible escape path. If flight is possible, do not go to the normal gathering site for other drills. Run as far and as fast as you can away from the building.
- If possible, contact 911 with your location using your cell phone, or any available phone. (8 911 from a campus phone)
- If flight is impossible, lock all doors and windows, securing yourself on the floor or under a desk and out of the line of sight and fire. Turn off your cell phone. If possible, blockade the door with heavy furniture.
- Get on the floor and out of the line of sight and fire.
- Wait for all clear instruction to be given by the MTSA President or the Administrator on Call.

If the shooter comes into your class or office:

- There is NO ONE PROCEDURE that authorities recommend in this situation.
- If possible, attempt to get the word out to others and if possible, dial 911.
- USE COMMON SENSE! If hiding or flight is impossible, attempt to overcome the subject with force as A LAST RESORT.
- Remember, there may be more than one active shooter.
- Wait for all clear signal from the proper authorities.
- If flight is possible, do not go to the normal gathering site for other drills. Run as far and as fast as you can away from the target building.

When law enforcement arrives on campus:

- Remain calm and follow officers' instructions.
- Put down any items in your hands. (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

LOCKDOWN, SHELTER IN PLACE

In some emergency situations, it may be necessary to seek shelter indoors, rather than evacuate, for safety reasons. Sheltering-in-place procedures are internationally recognized as standard practices of providing shelter rather than risking direct exposure to a hazardous condition, these procedures include, a hazardous materials incident, terrorist attack, earthquake, and tornado. Evacuation may not be the best course of action. Building coordinators will take the lead in sheltering individuals in their building. It will be important that everyone remain alert and calm and wait for the incident to pass. An "all clear" notification will be given when the event is over, from the President or Administrator on Call, or response authorities.

TORNADO PROCEDURES

Taking cover INSIDE A BUILDING:

- Move quickly to safe, designated interior area without windows, and avoid glassed areas
- Move to lowest level of the building
- Close doors and windows
- Protect yourself by going into a "drop and tuck" position

Taking cover IN A VEHICLE:

- If the tornado is visible, far away, and the traffic is light you may be able to drive out of its path by moving at right angles to the tornado.
- If not, park the car as quickly and safely as possible, out of the traffic lanes. Get out of the car and seek shelter in a sturdy building.
- If in open country, run to low ground, away from any cars, and lie flat, face down, protecting the back of your head with your arms.
- AVOID seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

Taking cover IN THE OPEN OUTDOORS:

- IF possible, seek shelter in a sturdy building.
- If not, lie flat and face down on low ground, protecting the back of your head with your arms.
- Get as far away from trees and cars as you can as they may be blown onto you in a tornado.

DO NOT...

- ...use elevators; you could be trapped in them if the power is lost.
- ...stay in large open rooms like gyms and auditoriums.
- ...stay around glass such as windows or skylights.
- ...stay in mobile homes, even if they are tied down.

After a tornado:

- Wait for emergency personnel to arrive
- Carefully render aid to those who are injured.
- Stay away from power lines and puddles with wires in them; they may still be carrying electricity!
- Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of heavily damaged buildings; they could collapse at any time.
- Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks.
- Remain calm and alert for information and instructions from emergency crews or local officials.

HAZARDOUS MATERIALS RELEASE

- Move from hazardous site and preferably indoors
- Close all windows and doors, sealing the best you can, using towels, clothes, paper, etc.
- Use paper mask, wet handkerchief or paper towel over nose and mouth for temporary respiratory protection

EARTHQUAKE

If Indoors:

- Seek refuge in a doorway or under a desk or table.
- Stay away from windows, shelves, and heavy equipment.
- Do not exit buildings until the initial quake has subsided. If the fire alarm is sounded or if you are directed to leave the building by the MTSA President or the Administrator on Call, walk quickly to the nearest safe exit.
- Once outside, move to an open area as far as you can from other buildings. Be prepared for aftershocks.
- Do not reenter buildings until authorized to do so by the MTSA President or the Administrator on Call.

If Outdoors:

- Move quickly away from buildings, utility poles and other structures. Always avoid power lines as they may still carry electricity.
- If in an automobile, stop in the safest place available, preferably away from power poles and trees. Stay in the vehicle for the safety it offers.

SUSPICIOUS PACKAGES

Public awareness of mail bombs has increased at all levels, including in campus mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. You should clear the area immediately and notify the MTSA President or the Administrator on Call.

BOMB THREATS

A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion; "explosive," causing damage by fragmentation, heat, and blast wave; or "dirty," causing a release of radiological material.

All bomb threats will be taken seriously. The President and/or Administrator on Call will determine the appropriate course of action. Not all bomb threats are legitimate, and evacuation is not always required.

This plan has been created as a precautionary measure and predefined plan to deal with bomb threats and suspicious devices or packages. This plan is designed to have the MTSA President and/or the Administrator on Call, faculty, staff, students, and visitors work as a team to ensure a safe environment.

Receiving Bomb Threats

TYPES OF BOMB THREATS

A bomb threat may be received in a number of ways. A threat may be received by telephone, written message, e-mail, face-to-face interaction, social media, or suspicious package delivery by mail or messenger, the first being the most frequently used method.

When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

PHONED THREATS

If you receive a phoned-in threat:

- Note the caller I.D. number, if available.
- Signal another staff member to call 911 and then monitor the conversation, if possible.
- Notify the President and/or Administrator on Call.
- Fill out as much of the Bomb Threat Card as possible, including responses to detailed questions.
- When the caller hangs up, DO NOT hang up your line.
- Be available after the call for the police to interview you.

WRITTEN THREATS

If you receive a written threat:

- Handle the item as little as possible.
- Notify the MTSA President and/or the Administrator on Call.
- Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

E-MAILED THREAT

If you receive an e-mailed threat:

- Notify the MTSA President and/or the Administrator on Call.
- Print, photograph, or copy down the message. Include the header of the e-mail.
- Save the e-mail.
- Leave the e-mail open until assistance arrives.

VERBAL THREAT

If you receive a verbal threat:

- Project calmness; move and speak slowly, quietly, and confidently.
- Notify the MTSA President and/or the Administrator on Call. as soon as you can safely do so.
- Note the description of the person who made the threat:
 1. Name, if you know him or her, or if he or she gave you one.
 2. Vocal distinguishers.
 3. Sex.
 4. Type and color of clothing.
 5. Body size and height.
 6. Hair, eye, and skin color; or
 7. Distinguishing features.

Write down the threat exactly as it was communicated to you:

- Exact wording.
- Who made the threat?
- The date and time of the threat; and
- Where the person who made the threat is now, if known.

Note the direction in which the person who made the threat leaves, and report to the MTSA President and/or the Administrator on Call.

SOCIAL MEDIA

Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

- Report it to **911**.
- Notify the President and/or Administrator on Call
- Note the name of the person making the threat and the application they used to make it.
- Record the exact wording of the threat as it was posted.
- Take a screen shot if possible, to provide to the police.

RUMOR

If you overhear a rumor about an IED, a bomb threat, or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to the MTSA President and/or the Administrator on Call.

BUILDING EVACUATIONS

- The building, upon receipt of threat, may need to be evacuated in a calm and orderly manner.
- Emergency personnel and designated Building Coordinators will facilitate evacuation.
- Emergency personnel will notify individuals when reentry to the building can be made.
- There is no specified time limit for when students, faculty and staff will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

THINGS THAT SHOULD NOT BE DONE

Any one of the following events could trigger an explosive device:

- **DO NOT** handle any IED, or suspected IED, or suspicious packages.
- **DO NOT** allow any faculty, staff, students, or visitors access to, or near, the proximity of the IED.
- **DO NOT** move the IED or enclose it to minimize effects of an explosion.
- **DO NOT** use cellular telephones.
- **DO NOT** pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the IED.
- If an IED is inside a container, **DO NOT** open the container.



THINGS THAT SHOULD BE DONE

Student rosters should be kept current and a copy placed at exits of each building. It is possible that the individual who made the threat is a student, and a current list would assist law enforcement.

- Any and all media inquiries should go through MTSA President (chris.hulin@mtsa.edu), Executive Vice President (alescia.bethea@mtsa.edu), or Vice President of Finance and Administration (jon.ronning@mtsa.edu).
- The MTSA populous will be notified via MTSA's emergency management software, and e-mail alert in the event such notification is necessary.

BOMB THREAT CALL CHECKLIST

When a bomb threat has been received:

- Listen – Believe the messenger
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as you can

- Do not hang up when the call ends

BOMB THREAT CHECKLIST

Date: _____ Time: _____
 Time Caller Hung Up: _____
 Phone Number of Caller: _____

ASK THE CALLER:

- Where is the bomb located? *(building, floor, room, etc)* _____
 - When will it go off? _____
 - What does it look like? _____
 - What kind of bomb is it? _____
 - What will make it explode? _____
 - Did you place the bomb? Yes No
 - Why? _____
 - What is your name? _____

EXACT WORDS OF THE THREAT

INFORMATION ABOUT THE CALLER

Where is the caller located? *(describe background/noise level)* _____

Estimated age of caller: _____

Is voice familiar? If so, who does it sound like? _____

Caller's Voice	Background Sounds	Threat Language
accent	animal noises	incoherent
angry	house noises	message read
calm	kitchen noises	taped
clearing throat	street noises	irrational
coughing	PA system	profanity
cracking voice	conversation	well-spoken
crying	music	
deep voice	motor	
deep breathing	clear	
disguised	static	
distinct	office noises	
excited	factory noises	
FEMALE	local	
laughter	long distance	
lisp		
loud		
MALE		
nasal	raspy	Other Information: _____ _____ _____ _____
normal	slow	
ragged	slurred	
rapid	soft	
	stutter	



Department of
**Safety &
Homeland Security**

Office of
Homeland Security

PANDEMIC (OR INABILITY TO UTILIZE CAMPUS BUILDINGS DUE TO AN EMERGENCY)

It is critical during times of medical emergencies such as a pandemic, that the campus community follow certain guidelines established by the government (Federal, State, City). These guidelines may include movement from on campus (in person) work and class (remote) to off campus work and virtual classes.

DEPARTMENT PLANS

Each department is responsible to identify supplies/equipment needed for remote work and class. These department plans will be discussed at an emergency President's Council meeting to determine the viability of immediate purchase and support for the transition off campus. Program Administrators are responsible for completing a plan for students and a seamless transition to online learning. These overall plans are maintained in a security file.

NOTIFICATION PROCEDURES

- Coordinator, Admissions and Marketing will place an announcement on the website regarding campus status
- Accreditation liaison will notify SACSCOC
- Program Administrators will notify COA
- Faculty, staff, and students are notified from their respective supervisor or Program Administrator

RETURN TO CAMPUS

Dependent upon Federal, State, or City mandates, a return to campus may consist of various requirements. Any return to campus by staff, faculty, or students beyond the designated plan, must be approved by President.

These requirements may filter to MTSA through the actualization of increased cleaning, segregation of workspace, purchasing of masks and other supplies needed, or additional temporary sanitation employees. Additional training for all staff, faculty or students may be required prior to the return to campus.

APPENDIX C EMERGENCY PROCEDURES

APPENDIX D - MTSA FLOOR PLANS/EVACUATION MAPS

APPENDIX K: FY 2012-13 – 2017-18 FACILITY MASTER PLAN SUMMARY FOR ANNUAL REPORT

THE BUILT ENVIRONMENT - EXISTING CAMPUS INFORMATION

CAMPUS SETTING

Middle Tennessee School of Anesthesia is located in Madison, Tennessee, approximately 15 miles from downtown Nashville. The School is in an urban setting, with a campus of 3.08 acres that is situated between Skyline Medical Center, Madison Campus (formerly Tennessee Christian Medical Center), and the Madison Campus Church of Seventh-day Adventists. Landscaping and green space is shared with both of these campuses.

The existing buildings are a significant component of the campus character. Therefore, the buildings and their functionality and aesthetic value are of primary importance.

AESTHETICS

An aesthetically pleasing school campus creates a positive atmosphere and benefits the recruitment of students, faculty, and staff. An attractive environment provides physical, social, psychological, educational, and spiritual benefits. Physical improvements include protection from weather, shading unsightly visual elements, and appropriate screening of noise. Comfortable formal and informal educational settings enrich the everyday campus experience and help in recruitment and retention.

Any additional buildings should enhance the existing aesthetics and embrace the same welcoming learning environment. The role of each building is to physically develop the overall integrity and cohesiveness of the campus according to the values outlined in this master plan.

FORM AND FUNCTION

Middle Tennessee School of Anesthesia functions as a Christian, Seventh-day Adventist environment, which promotes learning and enhances the values of the School and Church.

Middle Tennessee School of Anesthesia campus will remain a non-residential campus. The resources of the School will focus on providing a modern and esthetically attractive learning environment.

The primary goal is to optimize campus land-use based on existing or desirable functions of the buildings and landscape. The campus consists of two buildings that will create the template for any new construction project on the site. Building A is a one-level structure, and Building B is a two-level structure. Environmental correctness, accessibility needs, and the existing campus are valued in the Master Plan goals.

PHASE I (COMPLETED SUMMER 2012)

The completion of Phase I projects will establish the foundation for the Master Plan goals. Phase I includes additions and renovations to the existing structures to meet MTSA's program requirements and technologies. Refer to Page 17 for the existing site plan.

These changes include, but are not limited to the following:

- Auditorium addition: 108 seat lecture hall, restrooms, lounge, and porch
- Renovation of Building A (Administrative Building)
- Reroof existing structures
- Renovation of the 1st floor of Building B and outdoor porches
- Renovation of the 2nd floor of Building B and addition of foyer/elevator
- Adaptive reuse of a portion of Building A to contain a second simulation lab

PLANNING PROCESS

The Facility Master Plan was developed by the President's Council and Architects. The MTSA Board of Trustees (BOT) reviewed the document at the August 27th 2012 meeting. The final document offers a plan for physical campus alterations over the next 5 years. Each project will be evaluated by the President's Council and Architects and will then be presented to the BOT for review and approval.

PHASE II

Connector Building Lobby/Classrooms

The Multipurpose/Connector Building is proposed as part of Phase II construction on the MTSA campus. The focus of this building is to act as a multipurpose space for the students, faculty, and alumni, while providing a link between the current buildings A and B. The building will unify the campus and create an inviting presence for MTSA on Hospital Drive. The connector will need to be adaptable in design to meet the changing needs of MTSA (see functions listed below). The open concept will offer the opportunity for donor display and alumni memorabilia. The addition will consist of approximately 6,500-8,500 square feet. Another objective of this space is to create common gathering areas for alumni and students. The multipurpose space will promote community partnerships and engage community groups in School activities. The connector building will be linked to the expanded LRC, which will contain MTSA's documents/memorabilia and study/computer spaces.
(see full plan on page 21)

Functions (include, but are not limited to):

- Information desk/lobby
- Restrooms
- Flexible classroom/ meeting room/ assembly hall
- Small group/breakout study space
- New LRC
- Electronic device charging station
- Outdoor seating/ group space
- Catering Kitchen
- Display (wall or kiosk)
 - Alumni/heritage
 - Donor recognition
 - Vintage anesthesia items
 - Painting/art focal wall
- Appropriate storage
- Handicap accessible bathrooms

Planning Considerations:

- Horizontal & vertical circulation
- Exterior will become the *face* of the school; Interior will become the *heart*
- Connection between the existing buildings
- Improve aesthetics of the facility on Hospital Drive

ALUMNI LIFE

MTSA has an increasing demand for the space desired for an alumni program. Entertaining, meeting, and activity areas are a key component to a successful, quality alumni program. During future planning, the MTSA team will evaluate the feasibility of creating quality spaces in new and/or renovated buildings in which faculty, staff, student, and alumni achievements can be recognized.

RESPONSIBILITY PROGRAM & SUSTAINABILITY CONSIDERATIONS

MTSA has made a continuous effort to preserve the existing structures on campus. During any construction phases, MTSA attempts to be environmentally responsible. In the future, sustainable actions will be taken to improve the relationship between humans and their natural environment, to accentuate the natural beauty of the campus, decrease natural resource expenditure and depletion, and to serve as a source of pride for our community at large. Actions taken will foster student, faculty, and staff to learn sustainability by practice rather than words.

Currently, MTSA does not have a recycling program but is interested in creating a campus-wide system for paper, plastics, cans, etc. Physical space to contain the recycle bins and dumpsters will need to be addressed, and a specified staff member or an outside vendor will need to take responsibility of accounting for the program.

OBJECTIVE

- During new construction and renovations, the design/construction team must be environmentally responsible, while being mindful of the budget (conscious of selected lighting, finishes, and fixtures during the design phase).
- Maximize the efficiency of the solid waste and recycling disposal on campus. Remain proactive in recycling amounts and types of waste. Reduce solid waste tonnage through the commercial waste disposal method through recycling and reuse.

Suggested recycling providers: Allied Waste Nashville or Waste Management

FUTURE GROWTH

With the increasing need for space, MTSA has considered acquiring additional properties: (LOT 1) the land west of the current campus and (LOT 2) the former ABC/Post Office building located southeast of the campus. If either property is acquired prior to the design/construction of the connector building, the program for the buildings may adjust.

LOT 1

- +/- 2.65 Acres
- Street frontage, greater visibility
- Land to build a new building to meet MTSA growing needs

LOT 2 (Potential Building C)

- +/- 1.44 Acres
- The current building offers immediate ability to solve on-site storage concerns. MTSA can transfer the items, which are currently in off-site storage, to this location.
- The 8,721 square foot building can be renovated to include the program needs of MTSA. See the "Test Fit" plan on page 24 an auditorium, conference/office space, simulation labs, study space, and maintenance storage

BUDGET & TIMELINE

Connector Building:

Although the details of the program for the new/existing buildings have not been determined, an estimated budget can be assumed for fundraising/marketing purposes. Based on prior conversations, the Connector Building should range from \$2,000,000 to \$2,500,000. This figure includes the soft costs (roughly 9%) and hard costs (roughly 91 %).

Using past studies for this model, MTSA can expect the design and construction of the Connector Building to require approximately 12-14 months – 2-3 months for design development and 8-11 months for construction.

Building C:

If the prior ABC/Post Office building is obtained, renovation to that building will be required in order to take advantage of the space. The budget for this renovation will depend on the programming required at the time.

Objective:

- Responsible utilization of the funds
- Drawings and renderings, provided by outside consultants, will assist in fundraising for the physical environment of the campus
- Consideration will need to be made for creating marketing and fund raising materials to assist with the visualization of the future projects.

OVERVIEW OF PROPOSED FACILITY MODIFICATION IN MASTER PLAN

- Provide cohesive landscaping throughout campus
- Develop the appropriate signage/wayfinding/branding
- Advance the LRC, classrooms, simulation labs, & distance learning resources to be necessary for the new Doctoral Program
- Design and construct a Connector Building between Buildings A & B that will visually, physically, and functionally unite the campus
- Incorporate Future Growth and expansion
- Engage MTSA Alumni Life/History & Heritage in the facility design
- Complete modifications in a fiscally responsible manner

EXISTING SITE PLAN

CONCEPTUAL SITE PLAN

CONCEPTUAL PLAN – MAIN BUILDING ON CAMPUS

CONCEPTUAL SKETCHES – WITH CONNECTOR BUILDING

This document was prepared by the Mollenkopf Design Group, LLC in conjunction with/for the Middle Tennessee School of Anesthesia President's Council to assist and guide the physical growth of the MTSA campus and environment.