Medical University of South Carolina
Anesthesia for Nurses
Administrative and Student Manual

Revised July 2014
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The policies and procedures that follow have been developed and revised over the years to provide mutual understanding of expectations and commitments between the Anesthesia for Nurses Program Faculty (AFN Program) and the Student Registered Nurse Anesthetists (Students) who are enrolled at the Medical University of South Carolina (MUSC). They are in accordance with MUSC and the College of Health Professions (CHP) policies. The policies and procedures also are intended to maintain compliance with the Standards and Guidelines established by the Councils on Accreditation (COA); the Southern Association of Colleges and Schools (SACS); and by the National Board for Certification and Recertification of Nurse Anesthetists (NBCRNA).

Although the intent is for these policies to not change during the SRNAs tenure at MUSC, some circumstances may warrant changes to these policies and procedures. Unless absolutely critical, SRNAs will be notified at least 6 months prior to a policy change.
**Section One**

**Background and Introduction**

**Description and Program Design**
The Nurse Anesthesia Program is a twenty-eight month course of study leading to a Master's Degree in Nurse Anesthesia. This program includes a didactic portion conducted at the Medical University of South Carolina and a clinical anesthesia component carried out at local and regional hospitals.

The first twelve months are primarily didactic, allowing the student to acquire the basic and advanced knowledge necessary for the safe administration of anesthesia. Students will also attain clinical technical skills and decision-making through clinical simulation experiences using low and high fidelity simulation. Students also attain an introduction to the operating room environment through clinical observation during the second and third semesters. Students are expected to demonstrate professional advocacy through attendance at state and national meetings. During the following sixteen months, students are immersed in the clinical area where they administer anesthesia to all types of patients and in all types of practice settings. As the student progresses through the program, didactic instruction lessens while clinical time and case complexity increase. Students are evaluated on their ability to integrate didactic knowledge to clinical practice, demonstrate critical thinking skills, and appropriate interventions in patient management.

The curriculum of the program has a wide range of physical, behavioral and biological science courses to help the student establish a theoretical base. Instructional approaches include a one-to-one instructor/student ratio, lecture, simulation lab, self-directed study and structured learning. The clinical portion of the program consists of the integration of didactic knowledge with evidence-based clinical practice leading to the development of clinical skills.

Students are encouraged to expand personal, educational, and professional goals as they push toward excellence.

**Accreditation Statements**
Medical University of South Carolina is regionally accredited by the Southern Association of Colleges and Schools (SACS). The Anesthesia for Nurses Program is accredited by the Council on Accreditation of Nurse Anesthesia Education Programs (COA), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the United States Department of Education.

The Medical University of South Carolina and the Division of Anesthesia for Nurses believe
that no person or organization should be allowed to make false claims as to the accreditation status of this program.

**Mission of MUSC**

The Medical University of South Carolina (MUSC) is South Carolina’s only comprehensive academic health science center. Our purpose is to preserve and optimize human life in South Carolina and beyond. MUSC provides an interprofessional environment for learning, discovery, and healing through (1) education of health care professionals and biomedical scientists, (2) research in the health sciences, and (3) provision of comprehensive health care.

As a public institution of higher learning, MUSC provides a full range of educational programs in the biomedical sciences and actively engages in community service and outreach. The campus is located on more than 50 acres in the city of Charleston. A diverse student population of more than 2,750 students in six colleges (Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing, and Pharmacy) study for degrees at the baccalaureate, masters, doctoral, and other professional levels. MUSC has academic programs that employ traditional and distance education methods. The University also provides residency training for over 750 graduate health professionals and is comprised of approximately 1,425 full-time and 300 part-time faculty.

**Program Administration**

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Mission, Vision, and Values

Mission Statement

The mission of the Anesthesia for Nurses Program is to prepare ethical, culturally aware nurse anesthesia students to assume roles in the clinical and professional arena by providing evidence-based, high-quality didactic, clinical, and simulated education.

Vision Statement

The vision of the AFN program is to be a recognized leader in nurse anesthesia education and to provide highly sought after, qualified nurse anesthetists to South Carolina and beyond.

Program Values

- Professional and clinical integrity
- Life-long learning
- Diversity and inclusivity
- Evidence-based clinical practice
- Professional advocacy
- Personal and professional wellness
**Hurricane Preparedness**
In the event that the Medical University of South Carolina has been issued a severe weather warning the following will apply.

- Students must have a preparedness plan in place. Details of a plan may be found using the link at the bottom of this section.
- Students are strongly encouraged to register for the MUSC Alert System. To receive emergency notifications through the MUSC Alert System including SMS text messaging, voice messaging, and desktop alerts, please register for the MUSC Alert Emergency Notification System at [www.musc.edu/muscalert](http://www.musc.edu/muscalert).
- During the didactic phase, students can verify campus closures/class cancellations
- Students on non-MUSC clinical rotations are expected to follow specific staffing guidelines for each site, but they should not be considered as “essential personnel” even though they can volunteer for duty by contacting appropriate clinical site coordinators.
- If students are on an out-of-town rotation, they should consult with the Clinical Coordinator and the AFN Faculty to determine the most appropriate course of action.

Students should not place themselves at risk if unable to contact the AFN office or appropriate clinical coordinators. They should exercise their best judgment in all decisions regarding safety for themselves or family members.

Link to the Education and Student Life website on Emergency Planning: [http://academicdepartments.musc.edu/esl/academics/policies/hurricanesafety.html](http://academicdepartments.musc.edu/esl/academics/policies/hurricanesafety.html)

**Association Membership**
Associate membership is required in the American Association of Nurse Anesthetists (AANA). The membership fees will be borne by the student.

Link to Student Section on the AANA Website [http://www.aana.com/ceandeducation/students/Pages/default.aspx](http://www.aana.com/ceandeducation/students/Pages/default.aspx)

**Student Services**

Services are available from various departments at the university. Services include but are not limited to: Center for Academic Excellence & Writing Center; Counseling and Psychological Services; The MUSC Wellness Center; and Educational Technology Services. Please refer to the MUSC Education and Student Services website for details of these services at [http://academicdepartments.musc.edu/esl/](http://academicdepartments.musc.edu/esl/)

**Stakeholders Rights and Responsibilities**
Faculty Responsibilities
• Faculty members shall meet their assigned classes regularly at the specified time and place.
• Course faculty and instructors will update their courses periodically to reflect the most current scholarship and clinical evidence.
• Course instructors will present students with a detailed course syllabus within 1 week of the onset of the course. The syllabus will be updated and will reflect how grades are determined, schedule of examinations/papers, and what evaluation standards will be applied.
• Faculty members shall make themselves available for student conferences by holding office hours and, in special instances, by arranging appointments at other mutually convenient times.
• Faculty is expected to promote a climate of academic integrity through role modeling and promoting the importance of research and professional ethics.
• Faculty is expected to promote a culture of inclusivity and fairness for students, other faculty, and staff.

Student Rights and Responsibilities
• Students are expected to demonstrate a professional manner by being prepared for class, respecting the rights of others, taking responsibility for his/her own actions; and adhering to the policies set forth by the University, the College, and the Program.
• Students have the right to expect a quality education; be treated with fairness and be represented in the educational process
• Students have the right to be regarded as a professional member of the health-care team
• Students have the right to receive fair and objective evaluations and the right to due process.

Patient Rights and Responsibilities
• The patient has the right to:
  • expect to be treated with dignity and as a valued member of society;
  • have all medical and personal information remain confidential;
  • a quality anesthetic;
  • refuse participation in his/her care by a student nurse anesthetist.
• The patient has the responsibility to be honest in all medically related disclosures.

Applicant Rights and Responsibilities
• The applicant has the right to:
  • not be discriminated against because of race, color, gender, handicap or national origin;
  • know what is expected of him/her;
  • expect to be treated with dignity and as a valued member of society.
• The applicant has the responsibility to be truthful in all disclosures to the University and Admissions Committee.
**Clinical Site**

- The Clinical agency has the right to:
  - expect professionalism from all students and faculty who are “guests” at its clinical sites;
  - restrict any student from participating in clinical education for any cause.
- The clinical agency has the responsibility to:
  - provide a clinical environment that is conducive to learning;
  - provide a clinical environment that is free of harassment.

**Accrediting Agency**

- The accrediting agency has the right to:
  - review or cause to be reviewed any program for cause, including:
    - multiple student complaints;
    - low board certification scores over multiple years.
  - assess the competency of any program director;
  - evaluate all issues addressed by students to the Council that affect student satisfaction and outcomes.
- The accrediting agency has the responsibility to:
  - provide all information needed for resolution of complaints issued;
  - make sure complaints are legitimate and not baseless before proceeding with punitive action.
Section Two
Compliance and Prerequisites

Health Insurance
Students must provide proof of their own health insurance. Proof of coverage of current health care insurance must be on-file while enrolled in the program. Health insurance may be purchased through the MUSC.

Liability Insurance
Students must provide their own medical liability insurance in the amount of $1,000,000/3,000,000. Proof of coverage of current liability insurance must be on-file while enrolled in the clinical portion of the program. Professional liability insurance must be purchased through the AANA Insurance Services.

http://www.aana.com/insurance/Pages/default.aspx

Change in Address
Students are expected to promptly notify the Program Director and the Student Services Coordinator of any changes in address.

Immunization
Students are required to obtain all immunizations as required by the College of Health Professions, the Anesthesia for Nurses Program, and the Clinical Sites. Students are required to submit all required documentation to the Clinical Education Staff in a timely manner. If immunizations lapse, students will be removed from the clinical site and will be charged vacation days until the issue is rectified.

Criminal Background Checks
All students shall submit to having a criminal background check performed by the organization deemed appropriate by the College of Health Professions or the Medical University of South Carolina. During their academic term students may be asked by a clinical site to undergo an additional background check at their expense.

Licensure and Certification
• Licensure as a Registered Nurse
  ○ Students must maintain an active South Carolina Registered Nurse license or an RN state that participates in compact licensure. Students are responsible for ensuring that they meet the requirements to maintain a compact license.
  ○ Students are required to obtain a Georgia Registered Nurse license by July of their first year. It is recommended that the students begin this process at least 6 months prior to the month of July. If students have not obtained their
GA license prior to a GA clinical rotation, students may be charged vacation days until the issue is rectified.

- Both licenses must be uploaded to SharePoint or any other computer program as required by the CHP Clinical Education Department.

• Certification
  - Students must maintain ACLS, BLS, and PALS certification throughout their education. The AFN program will schedule recertification classes the spring of their first year but the cost of the class is borne by the student.
Section Three
Policies and Procedures

Arrest Policy
All students are to adhere to the MUSC Arrest Policy, which can be found at:
http://academicdepartments.musc.edu/provost/pdf/StudentArrestPolicy.pdf

Attendance
Unless the student has a justifiable reason for being absent (such as illness), he/she is expected to attend, and be on time for, all classes, clinical, and lab. The student is responsible for all materials given both in attendance and absence.

- The student should be aware that class attendance reflects a degree of reliability and level of interest that are held in high regard in the Program.

- Patterns of absence or absenteeism on the day of exams are especially discouraged. Make-up exams will be arranged at the discretion of the instructor and may consist of a format other than that of the original test.

- For extended illness or temporary disability, refer to the CHP Student Policies and Procedures Handbook. This policy includes medical and surgical issues and pregnancy. The CHP Student Policies and Procedures Handbook can be found on the College of Health Professions Student Life and Information Session.

http://academicdepartments.musc.edu/chp/current_students/

Complaints against the Program
The policy for complaints against the program is contained in the CHP Student Policy and Procedures Handbook found at

http://academicdepartments.musc.edu/chp/current_students/student_complaint_policy/index.htm

Confidentiality/ Health Information Portability and Accountability Act (HIPAA)
During the course of administering an anesthetic or reviewing a patient’s chart, the student anesthetist is privy to confidential and/or sensitive information. It is the policy of this school that all patient information remains confidential, unless needed by other health care providers for the safe conduct of this patient’s care. If information is conveyed to another, it must be done so in a professional manner, keeping in mind the need for patient
confidentiality. All materials shared during the course of a clinical conference must have personal references and patient identifiers removed. As part of ongoing MUSC compliance, students will be required to complete the yearly module on HIPAA in the Computerized Annual Training and Tracking System (CATTS)

**Disciplinary Policy**
All disciplinary actions may follow a three-step procedure. If an issue is considered especially egregious, the student may be immediately dismissed from the program.

- **Counseling** – if the issue of concern occurs in the clinical area, the Clinical Director will counsel the student. Any other counseling will by addressed by the Program Director. The counseling will be documented on the Advising/Notice of Concern Document. (Appendix D) At this time, the student will be advised of the problem. A written action plan for improvement will be formulated with input from the student. Students may be referred to or required to attend the Center for Academic Excellence (CAE) and/or Counseling and Psychological Services (CAPS)

- **Admission and Progression Committee** - If the problem is not corrected by counseling with the Clinical Director or the Program Director, the student will be asked to meet with the Admissions and Progression Committee. At this meeting, continued consistent and unresolved problems will be discussed and a written action plan with goals and objectives will be formulated. The committee will discuss possible options for the student, up to and including possible termination from the program. If the student is terminated, he/she will be notified by registered mail.

- The student has the right to appeal the dismissal using the procedures outlined in the MUSC Bulletin. Information on the appeals process can be found at: [http://www.musc.edu/bulletin/acad_policies/acad_review.html](http://www.musc.edu/bulletin/acad_policies/acad_review.html)

In addition to academic grounds for discipline or dismissal, the following items may be considered action items:
- violation of rules and regulations of any clinical site;
- lack of professionalism in communication or action;
- breach of confidentiality;
- surrender of nursing license;
- falsification of clinical, application, or academic documents;
- felony conviction;
- plagiarism;
- failure to submit clinical evaluations;
- use, or being under the influence of, alcohol while in the clinical or didactic area;
- illegal substance use at any time.
This list should not be considered exclusive.
**Document Review and Retention**

All AFN policies and procedures will be reviewed annually prior to matriculation of the incoming class.

AFN documents will be retained in the Program Directors office, the Clinical Education Staff office, and in the CHP student services files. Documents will be retained for at least the duration of the accreditation. Evidence of clinical evaluations and clinical case records will be maintained electronically on Medatrax. Examples of documents that will be retained either on paper or electronically include:

- Program and Clinical Handbooks
- Committee Meeting Minutes
- Faculty files: didactic and clinical coordinators
  - Curriculum vitae
  - Evidence of RN/APRN licensure and certification as a CRNA
  - Evaluations, where applicable
- Affiliation agreements, Business Associate Agreements, and amendments where necessary
- Evidence of evaluation of the Program
  - Didactic faculty evaluations
  - Clinical site and faculty evaluations
  - Student exit interviews
  - Employer evaluation of graduates
- Curriculum
  - Course descriptions, objectives, and syllabi
  - Communication with College and University curriculum committees
- Documentation of prior accreditation decisions
- Student records
  - Student program records will be maintained for three (3) years after successful completion of the certifying examination given by the Council on Certification.
  - All records that are disposed of according to CHP policy
  - Records of students who did not successfully complete the program will be maintained for five (5) years.
  - The file will contain at a minimum:
    - application materials
    - disciplinary actions, where applicable
    - official transcript
    - Supporting documentation for dismissal (if applicable)
  - Additional electronic files will contain final clinical evaluation; SEE and NCE documentation

**Drug Testing**

The Anesthesia for Nurses Program adheres to the CHP policy for drug testing as noted in the CHP Student Policy and Procedure Handbook. In recognition of the high percentage of
anesthesia providers who have issues with substance abuse, the AFN program may require additional random drug screens.

According to the CHP Student handbook “The College of Health Professions is committed to the health and well-being of its student body. Drug and alcohol disorders can be detrimental to one’s overall physical and emotional health, as well as academic and/or professional performance. It is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs, and to assist students who may have substance abuse problems in securing appropriate assistance. Furthermore, a growing number of clinical sites now require students to have drug testing prior to placement in clinical rotations. Therefore, in addition to adhering to the MUSC Policy for Substance Abuse and Prevention, the College of Health Professions has adopted the following policy and procedures related to student drug testing and student suspected of impairment due to drugs”

The complete policy, including drug testing for cause and as a requirement for clinical rotations can be found in the CHP Student handbook.  

http://academicdepartments.musc.edu/chp/current_students/

Students will be required to sign a consent for drug testing and release of information prior to each drug screen. An example of the consent can be found in Appendix C.

**Examination Policy**

- Evaluation of student progress may include computer based testing, lab evaluation, and/or clinical simulation.
- The course director will notify the student within the first two weeks of the class regarding what the criteria will be for acceptable performance.
- The course director or his/her designee will proctor all exams.
- Classroom review of exam questions will be at the discretion of the course director. Individual review with the faculty member responsible for the test item is encouraged, as needed, anytime before the next exam in the course.
- Faculty instructors are responsible for ensuring that students receive grades for exams and major assignments within a reasonable timeframe.
- Academic challenge of test questions will be considered for 48 hours after the official test review. Grades assigned by instructors are presumed to be correct. Therefore, it is the students’ responsibility to check the accuracy of his or her exam/assignment grades to ensure that no error has been made (e.g., clerical, calculation). If a student believes an error has been made in the grade assigned, the student is to notify the instructor in writing within one week from the date the grades were communicated. The instructor is to review the student’s exam/assignment and notify the student in writing of the disposition of the review.
**Employment**

- Due to the rigorous nature of nurse anesthesia education, students are strongly discouraged to maintain either full-time or part-time employment as a registered nurse.
- Student Registered Nurse Anesthesia students **shall not** be employed as Nurse Anesthetists by title or function while in student status. Employment as a Nurse Anesthetist is not permitted (by law) until after the official class graduation date which will be established upon matriculation.
- The AFN program does not guarantee employment upon graduation and does not maintain a job placement service. However, the AFN faculty will assist the student as able during their job search process.

**Faculty/Student/Clinician Relationships**

The CHP Student Policies and Procedures Handbook states:

- It is unacceptable for any member of the College of Health Profession academic faculty to date or meet individually with a College of Health Professions’ student where the implied or explicit intention is to develop an intimate physical/social relationship. This includes relationships where the student actively consents. This policy does not apply once a student has graduated from the University.
- It is unacceptable for any adjunct classroom instructors or tutors to date or meet with a College of Health Professions’ student where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is enrolled in that instructor’s class.
- It is unacceptable for any direct clinical supervisor or clinical coordinator to date or meet with a College of Health Professions’ student during their clinical affiliation/rotation where the implied or explicit intention is to develop an intimate physical/social relationship. This policy is in effect only while the student is participating in the clinical affiliation/rotation.
- It is unacceptable for College of Health Professions’ academic or clinical faculty who are directly supervising students to share accommodations with individual students during conferences, meetings, and continuing education seminars.
- In addition, if a student is already involved in a relationship with a faculty member, clinical instructor, or any other person who could be in a supervisory position upon admission, it is the **responsibility of the student to immediately inform the Program Director**. If possible, accommodations will be made to prevent situations of authority. This will include but is not limited to, the student withdrawing from a course, or clinical site, taught by the faculty member, transfer of the student to another course or section, or assumption of the position of authority by a qualified alternative faculty member.

**Grading Policy and Academic Standing**

The AFN program utilizes the CHP grading policy as noted in the CHP Student Policies and Procedures Manual found on the following link:
Didactic Evaluation

Classroom evaluation and methods are up to the individual classroom instructors. No student may graduate while on academic probation.

- Students will be dismissed from the program if any one of the following occur:
  - A cumulative GPA of less than 3.0 following the Summer I Semester
  - A cumulative GPA less than 2.75 at anytime
  - More than two course grades between 2.0 and 2.9
  - Any course grade of less than 2
- If a student receives a course grade of less than 3.0 but greater than a 1.9 in any class, they will receive an Advising Notice of Concern (Appendix D).
- A student with a cumulative GPA between 2.75 and 3.0 in Fall I or Spring I semester will be placed on Academic Probation and they will be allowed one semester to raise the cumulative average to the required 3.0.
  - If, at the end of that semester of probation, the student has failed to achieve 3.0 or greater cumulative grade point average, the student will be dismissed from the program.
- Students who have been admitted on probationary status will be required to achieve a cumulative GPA of 3.0 or higher within the first semester or they will be dismissed from the program.
- A failing grade in pass/fail courses will be treated as a quantitative point value of 0.0 for the determination of a student’s GPA.
- Students who are on Academic Probation will not be allowed to proceed into the clinical phase.

Leave: holiday, vacation, sick, funeral, educational

Holidays
- During the first 12 months of the program, students receive holiday time off according to the MUSC academic calendar.
- During the final 16 months of the program, students will receive the actual date of the major holidays off of clinical, e.g. New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Sick Days
- It is the student’s responsibility to notify the appropriate clinical site staff and the clinical coordinator per guidelines distributed for individual clinical sites. Students must notify the Clinical Director before 0900 on the sick day. The scheduled clinical time will be subtracted from the vacation leave pool.
- Failure to also notify the AFN office before 9:00 AM on the day missed (a voice mail or e-mail during non-office hours is acceptable) will result in additional time
removed from your pool, e.g., missing one day without contacting the office results in two days subtracted from vacation pool.

• Any student who is absent from the clinical area for more than two (2) consecutive days must have a physicians release on file with the AFN office prior to returning to clinical.

Vacation Leave Pool

• Students are allowed a total of 104 hours or 13 days of vacation leave during the clinical component of the program

• **Students missing clinical observation days in the second and third semester** will have an equivalent amount of time deducted from their vacation leave balance.

• During the clinical phase, scheduled leave must be requested in writing at least 14 days in advance of the start of a clinical rotation.

• Authorization of leave:
  o The Assistant Program Administrator must authorize all requests for leave. **After** the leave is approved by the Assistant Program Administrator will then notify the appropriate Clinical Coordinator.
  o Clinical Coordinators may **NOT** approve leave without consultation with the AFN Administration.

• **Guidelines for leave requests**
  o Only full days may be requested
  o Vacation requests from clinical sites that work other than 8-hour schedules will be deducted on an hourly basis.
  o No more than 5 days off during any clinical rotation.
  o No more than one 3 day weekend can requested during any clinical rotation
  o Vacation leave will not be granted on an Academic Day or the S.C.A.N.A. Annual meeting
  o Vacation requests during specialty rotations such as OB or rotations where regional experience is at the discretion of the Assistant Program Administrator and will only be granted for special circumstances.
  o Terminal Leave
    ▪ Vacation time should not be saved until the end of November of the year of graduation.
    ▪ A maximum of 40 hours of terminal leave will be granted during the weeks prior to graduation
    ▪ Terminal leave will only be granted if enough leave remains in the pool and the student has fulfilled all of the obligations of graduation.

• Patterns of absence (i.e., excused or otherwise) or excessive use of leave at a particular clinical site will warrant investigation by the AFN faculty and possible probation

*Education leave*
• The AFN faculty supports the engagement of SRNAs in state and national professional meetings. Students will be granted an additional 8 days of educational leave at the discretion of the Program Director and/or the Clinical Director.

Funeral or Family Emergency Leave
• Emergency leave, upon request, may be granted up to three consecutive days on the death of any member of the student’s (or their spouses) immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of either the student or his/her spouse.

Leave of Absence
Students may submit a written request on the appropriate leave of absence form for a one-semester leave of absence from the clinical portion of the program. Applications will be evaluated on a case-by-case basis by the Program Director. Students must work with the Office of Financial Aid and the Office of Student Accounting of the Medical University to make sure their accounts are up to date. Prior to re-entry into the clinical portion of the program, students must submit to, and have a negative result, from a witnessed urine or hair drug screen. A positive drug screen will result in termination from the program. The student will pay for cost of the drug screen.

Students wanting a leave of absence during the didactic portion of the program may submit written request on the appropriate leave of absence form and may be allowed to re-enter on a space available basis at the start of the next academic year.

Medications
Students must notify the program administration of any on-going illness that requires self-administered medications that could impact cognition or effect either academic or clinical performance. All schedule II medications, e.g. Ritalin must be reported to the Program Director.

Student privacy will be maintained and only those individuals with an absolute need will be informed. Those individuals may include: program director, assistant program director, or clinical coordinator.

Students who must take narcotics or other cognitive impairing substances will be required to take a leave of absence until they are no longer on the medications. Students in violation of this portion of the policy will be immediately suspended from the clinical area pending certified completion of their drug regimen followed by assessment and counseling at the Counseling and Psychological Services Center. Violation of this requirement may be grounds for immediate dismissal from the program.

Procedures for self-administration of medications at clinical sites
• If the student is administering medication at a clinical site, all medications must be properly labeled in the original dispensed bottle.
• Any medications that require injection will be discussed with the clinical coordinator at the clinical site. All injections must be labeled and secured properly. The student should make all efforts to avoid any appearance of the injection of illegal substances.

**Nondisclosure Statement**

• Applicants will be required to sign a non-disclosure as part of the pre-interview process.
• The statement will include an affirmation that the applicant/interviewee recognizes that the interview questions and critical care questions are the property of the MUSC Anesthesia for Nurses Program and are strictly confidential information. The applicant also understands that the retention, possession, copying, distribution, disclosure, discussion, or receipt of any interview question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during or after the interview, is strictly prohibited.
• In addition to the nondisclosure of interview questions and exam, the applicant is forbidden to disclose information about the current SRNAs who are an important part of the AFN interview process.

**Non-Discrimination**

This program will not discriminate with regard to sex, race, creed, and sexual orientation, national or ethnic origin. “The College of Health Professions is dedicated to providing equal opportunity and access for every student. All applicants accepted to CHP must be able to meet the College and University’s technical standards/minimum abilities. These technical standards/minimum skills are included in all admission applications” *CHP Student Handbook*. By submitting the admission application the applicant certifies that they have read, understood, and are able to meet the standards delineated by the program. The Clinical and Cognitive Skills Application Form can be found in Appendix B.

Because of the nature and intensity of the didactic and clinical nurse anesthesia curriculum and profession, disabled students will be assessed on an individual basis in relation to their ability to meet requirements.

Information on accommodations may be found in the College of Health Professions Student Policies and Procedures Manual in the section labeled “Disability”

[http://academicdepartments.musc.edu/chp/current_students/](http://academicdepartments.musc.edu/chp/current_students/)

**Personal Protective Equipment and Bloodborne Pathogen Reporting**

Students are expected to comply with policies set forth by all clinical sites regarding the use of personal protective equipment. Non-compliance with these policies may result in removal from the clinical site or clinical probation.
The reporting requirements for Bloodborne pathogen exposure may be found on the MUSC Student Health Services webpage. Students are expected to inform the clinical site coordinator, the clinical director, and student health services immediately upon exposure.

http://academicdepartments.musc.edu/esl/studenthealth/student_resources/pathogen.html

**Pregnancy**
In addition to the polices regarding pregnancy that are contained within the CHP Student Policies and Procedures handbook, AFN students are required to notify the Program Director of pregnancy. This is due to the basic physical demands and requirements of the program. It shall be the student's decision, on advice of her physician, whether to continue the program. Anesthesia tasks are a basic element of the course and as such may not be rescheduled.

**Professionalism**
Anesthesia for Nurses students are expected to adhere to the MUSC Code of Professional Conduct. The code of conduct can be found at:
http://academicdepartments.musc.edu/uco/code_conduct.htm

The CHP Honor Council handles suspected violations of the MUSC honor code.
http://academicdepartments.musc.edu/chp/current_students/

Students are expected to maintain the good name of the Medical University of South Carolina and its constituent colleges. Their behavior must be consistent with the Professional Standards of the American Association of Nurse Anesthetists and the Medical University of South Carolina. Any function where the student is attending with approved time-off of clinical is considered University time.

*Aspects of clinical professionalism are addressed in the clinical section of the handbook.*

**Publications**
The Program Manual will be reviewed yearly and published on the AFN website. A clinical handbook will be distributed to the students just prior to the clinical phase of the program.

**Sexual Harassment**
It is the policy of the Medical University of South Carolina to prohibit any form of sexual harassment. The offender shall be subject to disciplinary action, up to and including dismissal. This policy is in keeping with federal and state guidelines.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or written, pictorial, or electronic material of a sexual nature constitute sexual harassment when
• Submission to such conduct is made explicitly or implicitly a term or condition of employment or advancement; or a condition of instruction; or participation in any other University activity (quid pro quo); or
• Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or used as a basis for evaluation in making academic or personnel decisions; or
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive working environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to facts and circumstances, including the context in which the alleged incidents occurred.

The Office of Gender Equity is housed within the Provost’s Office and is responsible for the reporting, evaluation, and investigation of allegations of sexual harassment. Information on the Office of Gender Equity and the Sexual Harassment policy can be found at:

http://academicdepartments.musc.edu/genderequity/policies.htm

Social Media
The AFN program recognizes the role that social media plays in electronic communication and networking. However, inappropriate use of social media such as Facebook can cause serious negative ramifications to patient confidentiality, student professionalism, and overall public impression of the Program, the College, and the University. The AFN program has adopted the guidelines for social media noted in followed link:

http://academicdepartments.musc.edu/webcopyright/studentguidelines.html

Inappropriate use of social media includes but is not limited to:

• Discussion or comments of clinical experience regardless of the use of patient or clinical site identifiers
• Slander of fellow students or faculty
• Expressing opinions that can perceived as the opinions of MUSC or the AFN program

Time Commitment
The student’s time commitment will average no greater than 60 hours/week. This time commitment will cover clinical, classroom, and study time. Student time commitment will be reviewed by the Program Director periodically.

Time Limits for Completion of Program
The twenty-eight month program is measured from the full-time start date in the program. Students who do not complete their program of study within four full time semesters plus
two summer sessions (two years) must petition for an extension. At the time of graduation, no course work may be older than three years.

**Transfers**

Students who wish to transfer from the program are free to do so at any time. The following procedures apply.

Transfers out of the program

- The student must notify the Program Director in writing of his/her intent and reasons for wanting to transfer
- The Program Director will respond to all requests made by the accepting program.

Transfers into the Program

Transfers into the program will be allowed on a space available basis and under the following conditions:

- The student meets all admission requirements of new student admission to the program
- Letter and reference from his/her Program Director that details the reasons behind the request for transfer
- The student has met all financial obligations to his/her initial program.
- The student meets all academic requirements, and prerequisites for the AFN program.
- The student has a personal interview with the Program Director and faculty

**Credit Transfer Policy**

Individuals may register for select graduate-level courses at the College of Health Professions Anesthesia for Nurses (AFN) division for professional development or personal enrichment prior to admission to the AFN Program. The student must have a completed bachelor’s or master’s degree to be eligible for enrollment in graduate-level courses.

The Division of Anesthesia for Nurses allows up to 6 credit hours of graduate-level coursework from outside of the MUSC College of Health Professions, or up to 9 credit hours from the Anesthesia for Nurses curriculum to be taken by a non-degree seeking student to be applied to the nurse anesthesia Masters and Doctoral degree programs. Depending on the policies of another institution, coursework taken as a non-degree student at MUSC may or may not be accepted by a graduate program at another institution.

Prior to the start of the Masters or the Doctoral program, you may register for the select courses as noted in the Appendix F upon meeting the following conditions:

1. The Division Director of the Anesthesia for Nurses must provide the first approval
2. The course director has provided prior approval
3. The course has available space
4. Prerequisites are completed, if necessary

**Truth in Advertising**

All disclosures concerning the program will be kept honest and truthful. This policy extends to all aspects of the program including accreditation, curriculum, admissions, evaluation, quality issues and case requirements.

**Withdrawal/Resignation**

Students are free to withdraw from the program at any time. The student will be required to follow the University withdrawal policies and procedures Prior to withdrawing, the student is asked to submit a letter of resignation and have an exit interview with the AFN Program Director
Section Four
Position Descriptions

Program Administrator
Job Description
The Program Director is appointed by and is responsible to the Chair of the Department of Health Professions. The Program Director’s responsibilities are understood to encompass the program’s operation, whether delegated to others or not.

Overall Duties and Responsibilities
The Program Director has the authority and responsibility for the continuous administration and leadership of the academic program, thereby ensuring the successful preparation of the students for entry into the health profession and to meet requirements set forth by the accreditation agency.

Qualifications
The qualified person must:
• be a graduate of an accredited school of nursing;
• be a graduate of an accredited program of nurse anesthesia;
• hold a doctoral degree
• have a minimum of 5 years experience in administrative, clinical, and didactic activities;
• possess appropriate credentials that allow for clinical practice in South Carolina
• have current preparation in the area of curriculum instruction and testing and evaluation.
• demonstrate knowledge of principles and theory of anesthesia equipment, techniques, procedures;
• demonstrate professional development by maintaining professional recertification and membership in the American Association of Nurse Anesthetists

Specific Duties
• Provides administrative oversight for program operation
  o Manages the daily operations of the program
  o Coordinates all aspects of the program, academic and clinical, ensuring that the process is in compliance with the COA Educational Standards and Guidelines.
  o Plans/coordinates the clinical and academic affiliations, initiates clinical contracts and ensures that the process is in compliance with the Educational Standards and Guidelines.
  o Complies with existing department, college and university policies and procedures
Communicates effectively with faculty, staff, students and other stakeholders in all activities directly related to the program.
Collaborates in the development and management of the program budget.
Prepares regular reports of program progress to internal and external stakeholders.
Ensures maintenance of accreditation status.

Collaborates with the College of Health Professions Office of Student Services and Student Life (SSSL) and the AFN Admissions Coordinator to recruit and retain a student body that reflects diversity, excellence, and a commitment to nurse anesthesia practice.

Provides direction for the design, implementation, and evaluation of the curriculum:
- Establishes goals for the curriculum that are consistent with the philosophy and mission of the college, university and profession.
- Keeps informed of requirements and standards for licensure, recertification, authorization and accreditation.
- Integrates ethical and professional principles of nursing practice.
- Assigns, schedules, and coordinates faculty responsibility for teaching academic courses where applicable.
- Assigns and coordinates faculty responsibility for clinical or field experiences.
- Conducts regular review of the curriculum with the faculty to assure its quality and currency.
- Institutes curriculum changes as needed.
- Participates in didactic instruction.
- Participates, instructs, and supervises students in administering anesthesia.
- Insures that the curriculum meets accreditation requirements.

In accordance with department, college, and university policies and procedures, establishes criteria for admissions, academic progress, and graduation, as follows:
- Oversees the process of student recruitment and selection.
- Assures that students are informed of and comply with department, college, and university policies.
- Maintains knowledge of students' progress and performance.
- Counsel students regarding clinical and academic performance.
- Assigns and coordinates faculty responsibility for student advising.
- Makes recommendations when students experience difficulty in academic or professional development.
- Ensures that students receive due process as needed.
- Provides information and resources for students entering or advancing in the profession.

As applicable, directs core, adjunct, and clinical program faculty and staff.
o Collaborates in the process of program faculty recruitment, appointment, and retention.
o Provides orientation for core, adjunct, and clinical program faculty where applicable.
o Provides support and guidance for faculty professional development.
o Collaborates in the development of annual workload, professional development plans and evaluation of core faculty.
o Collaborates in the direction and evaluation of program staff.

• Appropriately uses the institution’s organizational structure to establish regular communication mechanisms with the following internal and external stakeholders:

• Communicates and liaises with internal stakeholder groups. Participates on University, departmental, program, health care agency and other committees as required.

• Communicates and liaises with external stakeholder groups to include but not limited to
  o Clinical and/or field sites
  o Alumni
  o Employers (current and potential)
  o Professional associations
  o National and state credentialing and/or licensing agencies, where applicable
  o Accreditation agency
  o Future program applicants
  o Donors (current and potential)
  o Community groups

• **Never ever sleeps or has a minute to herself**

**Assistant Program Administrator**

**Job Description**

The assistant program administrator is responsible for the day-to-day operation of the school in the absence of the director. In addition, the assistant director coordinates all student activities in the clinical area. The assistant program administrator directly reports to the program administrator.

**Qualifications**

• The qualified person must
  o be a graduate of an accredited school of nursing
  o be a graduate of an accredited program of nurse anesthesia
  o hold a doctoral degree or be pursuing a doctoral degree
  o have a minimum of 3 years experience in administrative, clinical, and/or didactic activities
  o possess appropriate credentials that allow for clinical practice in South Carolina
Specific Duties

- The qualified person must:
  - Demonstrate the knowledge and ability to coordinate activities related to compliance of the program of nurse anesthesia with University policy and with Council on Accreditation of Educational Standards
  - Teach didactic courses as directed by the program administrator
  - Demonstrate the knowledge, ability, and academic preparation to assume the duties of the CRNA program administrator, if necessary
  - Participate on University, College, and/or Program committees.
  - Assume primary responsibility for coordinating student clinical instruction.
    - Schedule clinical rotations to ensure that student has adequate exposure to all types of cases/patient populations
    - Ensures that students are evaluated in a timely and unbiased manner
    - Maintain clinical evaluation records
  - Integrate ethical and professional principles in nursing practice.
  - Act as an intermediary between students and other hospital personnel, including clinical instructors.
  - Maintain proficiency in clinical competencies.

Admissions Coordinator

Job Description

The Admissions Coordinator focuses on guiding the AFN admissions process. The Admissions Coordinator works closely with the AFN Program Director, Admissions Committee, Student Services Program Coordinator, and the AFN faculty to ensure the matriculation of academically sound students who have the potential to develop into clinically competent, ethical, professional nurse anesthetists. In addition with collaboration inside the Division of Anesthesia for Nurses, the Admissions Coordinator communicates regularly with the Office of Enrollment Management (OEM).

Qualifications

- The qualified person must:
  - be a graduate of an accredited school of nursing
  - be a graduate of an accredited program of nurse anesthesia
  - hold a doctoral degree or be pursuing a doctoral degree
  - have a minimum of 2 years experience in administrative, clinical, and/or didactic activities
possess appropriate credentials that allow for clinical practice in South Carolina
possess strong organizational skills and interpersonal communication skills

Specific Duties
• Serve as chair of the AFN Admissions Committee
• In collaboration with AFN faculty and the OEM:
  o Guide establishment of initial application screening guidelines, selection criteria for interview, interview process, and final ranking and selection of candidates;
  o Screen applications to select applicants meeting minimum requirements for consideration;
  o Establish and implement the interview process;
  o Select the successful candidates and alternates with the collaboration of the AFN faculty;
  o Analyze application data on an annual basis to evaluate the effectiveness of the admissions process towards achieving the AFN Program Vision and Mission.

• Collaborate with the AFN Program Director and the College of Health Professions Office of Student Services and Student Life (SSSL) regarding recruitment efforts
  o Review annually the web site admissions information;
  o In conjunction with the SSSL, provide pre-admissions counseling;
  o Participate in SSSL recruitment events.

Clinical Coordinators
Job Description
The Clinical Coordinator is responsible for the clinical development of the SRNA while the SRNA is at the clinical site. The Coordinator reports to the Assistant Program Administrator of the AFN Program.

Qualification
• The qualified person must:
  o be a graduate of an accredited school of nursing;
  o be a graduate of an accredited program of nurse anesthesia;
  o hold a Master’s degree, or request a waiver at the discretion of the Program Administrator
  o possess appropriate credentials that allow for clinical practice in the state where the clinical site is located
  o be a full-time employee within the clinical site with a minimum of 3 – 5 years experience as a nurse anesthetist;
  o demonstrate knowledge of principles and theory of anesthesia equipment, techniques, procedures
demonstrate professional development by maintaining professional recertification and membership in the American Association of Nurse Anesthetists

participate in the administration of anesthesia.

Specific Duties

- Orientation of the student to the clinical anesthesia area.
- Coordination of clinical assignments and evaluation of students
  - Promotes clinical development of the SRNA through assignment of cases with increasing complexity and autonomy.
  - Monitoring of the variety/quality of the clinical experience
- Acting as a liaison between students and clinical staff
- Functioning as a resource person and a positive role model for the students
- Providing timely and unbiased feedback to the students regarding strengths and weaknesses
  - Completes a summative evaluation at the completion of the SRNA rotation.
- Communicates any student issues with AFN faculty in a timely manner
- Serves as a member of the Clinical Advisory Committee.

Clinical Instructors

Job Description

Clinical instructors work with and supervise students in the operating room offering them increasing amounts of autonomy. The clinical instructors may be asked to serve on specific committees.

Qualifications

- The qualified person must:
  - be a graduate of an accredited school of nursing;
  - be a graduate of an accredited program of nurse anesthesia;
  - be a full-time, or a part-time employee of any group with a clinical affiliation agreement with Medical University of South Carolina;
  - possess appropriate credentials that allow for clinical practice in the state where the clinical site is located
  - demonstrate knowledge of principles and theory of anesthesia equipment, techniques, and procedures;
  - maintain recertification through the Council on Recertification;
  - participate in the administration of anesthesia.

Specific Duties

- Supervise students in the clinical area.
- Counsels students as to strengths and weaknesses at the conclusion of the daily clinical time.
- Reviews and critiques students on their anesthetic care plans.
- Serve as a professional role model.
• Evaluates student on a case or daily basis.

**Class President**

• Each class will select a student representative.
• The class president will perform such duties as chair class meetings, act as a liaison between students and the program director, and serve on appropriate program committees.
• The class president will present major student complaints, make suggestions, keep students informed as to the results of meetings, and participate in the on-going evaluation and improvement of the program.
Section Five
Standing and ad hoc Committees

Standing Committees

In addition to the University and College committees, the AFN program has 4 standing committees: Admissions and Progressions, Clinical Advisory, Curriculum, and Alumni Relations. Ad hoc committees may be formed at the discretion of the Program Administrator who will be directly responsible for the formation of the committee, the selection of the chair, and the developing the purpose of the ad hoc committee.

1. Admissions and Progressions
   • Purpose
     o The members of the Admissions and Progression Committee will:
       • Review all candidate applications and select qualified applicants for interviewing
       • Select students for the program.
       • Verify and approve credentials of all selected students prior to acceptance into the program.
       • Review progress of all students in the clinical and didactic area and make decisions regarding progression, non-progression, graduation, or dismissal from the nurse anesthesia program.
       • Review and make recommendations on all cases referred from the Director or Clinical Director with regard to repeated violations in either the didactic or clinical area.
       • Counsel students on what needs to be done to correct deficiencies.

     • Meetings: October, January, and as necessary.

     • Membership:
       o Program Administrator (Chair for Student Progression)
       o Admissions Coordinator (Chair for Admissions)
       o Assistant Program Administrator
       o All AFN Program Faculty
       o In cases involving student issues: an additional faculty (Didactic or Clinical) advocate selected by the student. (non-voting member)

2. Clinical Advisory
   • Purpose:
The members of the Clinical Advisory Committee will:
- review all policies and procedures guiding student’s clinical experience,
- Serve as advisors to the AFN program in all matters clinically related.

**Meetings**: Annually (May) and as necessary.

**Membership**
- Assistant Program Administrator (Chair)
- Clinical Coordinator from each site
- Student representative from Senior Class

3. Curriculum
- **Purpose**: The members of the curriculum committee will:
  - Ensure that the curriculum meets the Standards and Policies of the Council on Accreditation of Nurse Anesthesia Programs
  - Ensure the quality of the curriculum by:
    - Including new concepts and technology as educational changes occur
    - Incorporating feedback from students and other stakeholders into the curriculum
    - Reviewing national benchmarks, e.g. National Certification Exam and the Self-Evaluation Exam
    - Suggesting changes to improve performance indicators

**Meetings**: Semi-Annually (June, January) and as necessary.

**Membership**:
- Program Administrator (Chair)
- Assistant Program Administrator
- Student Representative from Senior class
- Public Member

4. Alumni Relations
- **Purpose**: The members of the alumni relations committee will:
  - Establish a plan to develop stronger relationships with alumni of the AFN program
  - Coordinate efforts to arrange a gathering of alumni at the Charleston Anesthesia Conference
  - Work closely with the CHP Development Office

**Meetings**: February and as needed

**Membership**:
- AFN Program Administrator
Admissions Process

Prospective applicants are required to complete the University application on the AFN website. Applicants are required to obtain prerequisite coursework, have a registered nurse license, and submit a resume, references, and essay. Following submission of application paperwork, the AFN Admissions and Progressions Committee reviews completed applications and selects the most qualified applicants for a face-to-face interview. No student is admitted without a face-to-face interview.

Invited interviewees will be notified by email. The email will contain: date/time of interview, a request for a photo to be brought to the interview, and Program contact information for questions.

The members of the Admissions and Progressions Committee conduct the interviews. The interviewees are ranking according to competitiveness of the application, ability to answer clinical questions, and overall impression during the interview. The rankings are an average that includes the input from all committee members.

Following the interview, the applicants selected for admission will be notified by email and postal mail. The acceptance letters will include information on how to move forward with the admissions process.

An alternate list will be compiled with the next most qualified applicants. Alternates are not guaranteed admission the following year but will be given information on how to improve for the next applicant pool. The alternate list will be drawn from until the class is full.

Information on admissions may be found on the AFN website:

http://academicdepartments.musc.edu/chp/afn/admissions.htm

Program Plan of Study

The AFN Program Plan of Study meets or exceeds all of the requirements of the Council on Accreditation of Nurse Anesthesia Programs (COA). The COA updates and revises the requirements for curricular content. The required coursework and hours noted below are found in the Jan 2013 Standards for Accreditation.
The AFN curriculum is continuously evaluated and changes are made based on student and faculty evaluations and on the changes in requirements developed by the COA. The basic program of study can be found in the Appendix F.

The current curriculum may be found on the MUSC Bulletin website:

http://academicdepartments.musc.edu/esl/bulletin/chp/hp/na/curriculum.html

<table>
<thead>
<tr>
<th>Academic Curricula as required by the COA</th>
<th>Required hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacology of anesthetic and adjuvant agents; including concepts in chemistry and biochemistry</td>
<td>105</td>
</tr>
<tr>
<td>Anatomy, physiology and pathophysiology</td>
<td>135</td>
</tr>
<tr>
<td>Professional Aspects of Nurse Anesthesia Practice</td>
<td>45</td>
</tr>
<tr>
<td>Basic and Advanced Principles of Nurse Anesthesia Practice, including physics, technology, equipment, and pain management</td>
<td>105</td>
</tr>
<tr>
<td>Research</td>
<td>30</td>
</tr>
<tr>
<td>Clinical Correlation Conferences</td>
<td>45</td>
</tr>
</tbody>
</table>

AFN course descriptions may be found on the MUSC Bulletin website. The course descriptions will include a general description of the course, the number of credits offered, and the semester offered.

http://academicdepartments.musc.edu/esl/bulletin/chp/hp/na/course_desc.html
Section Seven
Evaluation Plan

General Evaluation Procedures
• Students will be afforded the opportunity to discuss any evaluation with the instructor who completed it, as well as the Clinical Coordinators and Program Administrators.
• In addition, all person-to-person contact (e-mail, phone calls, personal conversations) concerning student performance will be documented and may be included in the evaluation process.

Evaluation of the Program

• Didactic Faculty
  o Students will evaluate the didactic faculty at the completion of each course. The University provides this tool for evaluation.
  o Students will be allowed to evaluate guest faculty as the discretion of the course director
• Exit Survey and Interview
  o The CHP distributes an exit survey to each class prior to graduation.
  o Representatives from the Office of the Dean meet with the class and conduct an interview immediately prior to graduation.
  o The AFN faculty does not attend this interview to allow for open discourse on the strengths and weaknesses of the program and the faculty.
  o After graduation, the results of the survey and the interview are shared with the Program Administrator who then discusses the results with the program faculty
  o Plans for improvement are developed based on the outcomes of these evaluations

Clinical Performance Evaluation

• Daily Clinical Evaluation (Formative)
  o Students will be supervised and evaluated daily while in the clinical area by either a CRNA or an anesthesiologist.
  o The instructor will evaluate the student at the conclusion of the clinical day and highlight both the student’s strength and weaknesses.
  o The evaluation is administered electronically and stored within the software programs database.
  o The Assistant Program Administration reviews the evaluations on a regular basis, releases the evaluation to the student, and follows up with the student
and the clinical site coordinator with any issues, e.g. lack of professionalism and unsatisfactory performance.

- Detailed clinical performance is evaluated daily on a Likert scale and on a nominal scale evaluating overall achievement.

- **Student Rotation Evaluation (Summative)**
  - The student will be evaluated at the end of each clinical rotation by the Clinical Coordinator
  - The evaluation is administered electronically and stored within the software programs database
  - The evaluation will include an assessment of both clinical skills and didactic knowledge.

- **Student Self-Evaluation**
  - During the clinical portion of the program, the student will conduct a self-evaluation on a semi-annual basis.
  - The self-evaluation will address the student’s goals, achievements, and areas of improvement.
  - This evaluation will be reviewed by the Assistant Program Administrator and discussed with the student

**Evaluation of the Clinical Site**

- **Clinical Instructors**
  - Students will evaluate clinical instructors using the electronic database system.
  - The faculty supports the concept that in order to improve clinical teaching and clinical site experiences, the evaluations may be shared with the clinical instructors. The purpose of sharing the student perception of the clinical experience is to commend excellent instructors and to provide other instructors with constructive criticism.
  - All evaluations are anonymous and will be compiled into one report for the clinical site and for the clinical instructors. If evaluations are shared, any comments that may identify a student will be removed. All evaluation compilations will not be shared until the entire class has graduated from the program.

- **Clinical Site**
  - Students will evaluate each clinical site that they rotated to prior to graduation.
  - All evaluations will be anonymous to preserve the privacy of the student.
  - Clinical site evaluations will be maintained by the program.
  - Any consistent or egregious concerns with the evaluations will be addressed with the clinical coordinator. The Program Administrator will facilitate this discussion and assist the site with an improvement plan.
Evaluation of Distance Education Courses

- Distance education courses will be evaluated using the same tools as traditional campus based courses, i.e. the E*Valu survey system.
- New courses (taught for the first time in the AFN Program) will be evaluated twice during the semester, at mid-term and course end.
  - If evaluation is below average for courses in the College of Health Professions, the program director will meet with the course instructor to resolve problems.
  - The next time the course is taught it will again be evaluated twice during the semester.
- Course grades will be monitored at the conclusion of each test to assure students are retaining the information. The distance course exam grades will be reviewed for consistency with residential exam grades.

All evaluations can be found on https://medatrax.com/Default.aspx
Section 8: Clinical Information

Clinical Experience
- After appropriate instruction, students will be given the opportunity to administer all types of general anesthesia and perform an assortment of invasive monitoring techniques, in a variety of clinical settings.
- In addition, students will be required to administer and monitor a variety of regional anesthetics.
- Students are required to administer a minimum of 650 anesthetics in a variety of techniques to graduate.
- Students will rotate through a variety of clinical sites in the southeast United States.
- Detailed descriptions of the clinical sites can be found in the AFN Clinical Handbook.

Clinical Handbook
- The clinical handbook will be reviewed yearly to reflect changes in clinical coordinators and updates to specific clinical site policies.
  - SharePoint clinical education documentation
  - Contact information for clinical coordinators
  - Description and Objectives of each clinical site
  - Copies of the pertinent clinical policies delineated in the Administrative Manual
  - Case plan instructions
  - Instructions on how to access Medatrax

Pre-Anesthetic Visits
- The student will follow the clinical site guideline for pre-anesthetic visits
- Students are able to write preoperative anesthesia orders based on the policy and procedures of the clinical site.

Post-Anesthetic Visits
- Students will make efforts to review the clinical course of patients they have anesthetized. All inpatients must receive a post-operative follow up visit from the student. Outpatients should be evaluated whenever possible in the recovery room prior to discharge
- Students will document post-operative evaluations according to clinical site policy

Radiation Badges
- The Program provides radiation badges for the purpose of detecting excessive radiation exposure over time. These badges are assigned to each student MUSC Radiation Safety Department and are available in the Assistant Directors office. All students are required to wear radiation safety badges anytime that radiation emitting equipment is being used.
• It is the student’s responsibility to obtain and return all badges to the Program. There is record of badges issued and returned. Badges must be returned per the Radiation Safety Department policy and must be signed back into the program by the 10th day of the month or the student will be responsible for paying a penalty (20$) for late returns. A check payable to “MUSC AFN Program” must be remitted to the Program Director.

**Medatrax Case Tracking**

• Medatrax is the Internet based case tracking system. It can be accessed either on a computer or on a smart phone
  o It is imperative that data is entered correctly. The Assistant Program Director will be monitoring the clinical case numbers frequently. Final program transcripts are printed from the data entered into this system.
• The AFN program covers the cost of Medatrax.
• Failure to maintain accurate records will result in the student being placed on probation. If the problem is not rectified, the student may be dismissed.

**Student Dress**

• On the MUSC Campus, students are expected to dress in a manner that meets the accepted standards of professional workers in the field of health care. Students should conform to the policy of the clinical site regarding operative dress. Each student is required to have a long, white lab coat to wear over his/her scrub clothing when leaving the operating room area. However, no scrub clothing is to be worn outside the hospital even if covered unless mandated by clinical responsibilities at remote anesthetizing locations. If operative dedicated shoes are not utilized then disposable shoe covers must be worn at all times in the operating room and should not be worn outside the hospital or even in other areas of the hospital. Protective eyewear must be worn anytime a student is administering an anesthetic.
  • Students must wear their MUSC jackets while in the clinical area identifying themselves as students.
  • According to clinical site guidelines, OR personnel, employees or students, shall refrain from wearing jewelry while in the clinical environment. Earrings are limited to no more than two (in each ear) small, non-dangling, post/stud type earrings worn in the earlobes only. Any other type or site is not acceptable and if not removed could be met with dismissal from the clinical setting.
  • All students are expected to be in a proper state of hygiene for the clinical area. Hair is maintained to acceptable levels. Facial hair is expected to be groomed and contained within a mask while in the operating room.

**Personal Conduct during clinical**
• While on rotation at various hospitals, each student is considered a member of the Anesthesia Professional Staff and is subject to the regulations of hours of attendance, conduct and personal neatness applicable to that staff.
• Each student is subject to the rules and regulations of the affiliating hospitals and their anesthesia departments.

Clinical Records
• The AFN Division utilizes a computer-based system for the formation and delivery of clinical evaluations a clinical case tracking.
• These records are maintained by the contract company according to their policies, but not less than three years.

Transportation
• Transportation to and from the clinical facilities or University is to be provided by the student at his/her expense.

Case Plan Requirements
• Students must have completed and have approved by July 31st of their final year:
  o The clinical case plan requirements
    ▪ In the first four months of the program, students must submit daily case plans to the clinical CRNA.
    ▪ During the fifth to the 16th rotation, students may use a note card or similar method to ensure preparation for the clinical experience.
    ▪ If at any time in the program, the student has a pattern of lack of preparedness either by poor execution of their clinical plan or general inability to be clinically prepared, the student may be required to submit the long case plan format.
  o The clinical case study questions (10-15 case study questions as determined on a yearly basis by the AFN faculty)
• It is the responsibility of the student to ensure that every attempt has been made to have the case plan reviewed by the clinical site instructor
• Case plans accrued throughout the month must be submitted to the AFN office within the first week of the following month.

General Clinical Guidelines
• Any unusual clinical occurrence must be reported to the assistant program administrator within 24 hours.
• Attendance in the clinical phase is mandatory. Reporting of unplanned and scheduled absence is noted in the Administrative Manual Section three. The student is expected to follow each clinical sites policy for how to report an unexplained absence.
• The student is also responsible for maintaining accurate Clinical Case Records as determined by the Program.
• If a clinical instructor feels that a student is not prepared for the day’s assignment, he/she may either ask the student to observe for the day or may dismiss the student
from the clinical area. If a student is cited for failure to prepare the student should immediately contact the Assistant Program Administrator. If a student is dismissed from clinical, the commensurate time will be removed from the students leave bank.

**Failure/Dismissal from a clinical site**

- A student with one "unsatisfactory" or two "marginal" overall clinical daily evaluation rating will receive an Advising Notice of Concern (Appendix D) and be placed on probation.
- Individual case plans that have been scored "unsatisfactory" may warrant an Advising Notice of Concern if the failure involves a critical element of patient safety.
- If a student fails to submit a case plan that correlates with an "unsatisfactory" daily evaluation and the occurrence is otherwise reported to the AFN faculty, he/she will automatically receive an Advising Notice of Concern. A subsequent, similar occurrence will warrant Clinical Probation.
- During the clinical phase, a student receiving two Summative Clinical Evaluations with overall clinical competency ratings of "marginal" and/or one "unsatisfactory" will be placed on Probation.
- If a student fails to submit a case plan that correlates with an "unsatisfactory" daily evaluation and the occurrence is otherwise reported to the AFN faculty, he/she will automatically receive an Advising Notice of Concern. A subsequent, similar occurrence will warrant Clinical Probation.
- If necessary, the student's clinical performance may be reviewed by an Anesthesia for Nurses ad Hoc Committee plus a faculty advocate of the student’s choice. This review will be used to confirm the appropriateness of probation or further action.
- If the student is able to perform at a satisfactory level for the remainder of the practicum, no further action will be taken. If the student fails to perform at a satisfactory level and receives another “unsatisfactory” Summative Clinical Evaluation, the student will be dismissed from the Program.
Section 9: Graduation Requirements

Graduation Requirements

In addition to the graduation requirements of the College of Health Professions (http://academicdepartments.musc.edu/esl/bulletin/chp/grad_req.html), in order to be eligible for graduation from the Anesthesia for Nurses Program, the student must have accomplished the following requirements.

1. Demonstration of understanding and involvement in the research process. During the initial didactic research course, students will be assigned to work in groups not to exceed five students. Each student will be assigned a faculty research advisor. During August of the final year of the program, students will be required to present their research project to their peers, faculty, and invited guests. Details of the presentation requirements will be outline in the syllabus of the final didactic research course.
   a. Achievement of this requirement may be demonstrated by:
      i. Preparation and submission of a scientific paper written in the proper format to be submitted to a peer-reviewed journal. The faculty chairperson will assist with the article and must approve the paper prior to submission.
      ii. Preparation and presentation of an academic poster. The presentation may occur at a state or national nurse anesthesia meeting.

2. Demonstration of academic achievement.
   a. Students must be in good academic standing as required by the program
   b. Students must have maintained current certification in Basic and Advanced Cardiac Life Support and Pediatric Life Support.
   c. Students must have taken and passed the Self-Evaluation Exam (SEE) as administered by the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA)
      i. Students will be required to take the SEE in October of their final year. The exact dates will be determined yearly and provided to the student by August of their final year.
      ii. Students will be required to achieve a score of 420 on the exam. If the student does not pass the first time, they will be required to take the SEE an additional time.
      iii. The AFN program will cover the fee for the first exam; the student will be required to pay the SEE fee for the second exam.

3. Demonstration of clinical achievement.
   a. Students must have obtained all the clinical case numbers required to be eligible to take the National Certification Exam.
   b. Students must have completed and have approved by July 31st of their final year:
i. The clinical case plan requirements
ii. The clinical case study questions (10-15 case study questions as determined by the AFN faculty)

4. Demonstration of professional achievement
   a. Students are required to attend a minimum of 2 state or national nurse anesthesia meetings. Students will be granted vacation leave not to exceed the maximum allowed vacation leave time. The cost of the meetings will be the responsibility of the student.

5. Achievement of the AFN terminal objectives by the conclusion of the program,
   a. At the conclusion of the program, the graduate will:
      1. provide culturally competent, evidence-based care throughout the perianesthetic continuum;
      2. use a variety of current anesthesia techniques, agents, adjunctive drugs, and equipment
      3. administer general and regional anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures;
      4. provide anesthesia services to all patients, including trauma and emergency cases;
      5. function as a resource person for airway and ventilatory management of patients;
      6. possess current basic life support (BLS), advanced cardiac life support (ACLS), pediatric advanced life support (PALS) certification
      7. apply knowledge to practice in decision-making and problem solving;
      8. perform a preanesthetic assessment and formulate an anesthesia plan of care;
      9. identify and take appropriate action when confronted with a malfunction of anesthetic equipment
      10. conduct an appropriate equipment check, interpret and utilize data obtained from noninvasive and invasive monitoring modalities;
      11. calculate, initiate, and manage fluid and blood component therapy;
      12. recognize and appropriately respond to anesthetic complications that occur during the perianesthetic period;
      13. effectively communicate with individuals influencing patient care with appropriate verbal, nonverbal, and written communication
      14. participate in activities that improve anesthesia care;
      15. interact on a professional level with integrity;
      16. teach others;
      17. demonstrate knowledge of wellness and chemical dependency in the anesthesia profession;
      18. be vigilant in the delivery of patient care;
      19. protect patients from iatrogenic complications;
      20. participate in the positioning of patients to prevent injury;
      21. utilize standard precautions and appropriate infection control measures.
Appendices
Appendix B: Clinical and Cognitive Skills Application Form

Applicant Name_____________________________________________ 
Last, First, MI

To successfully progress through the anesthesia for nurses program applicants must be able to perform the essential functions or tasks of an anesthetist using the following abilities:

**Sensory**
- Discriminate variations in human responses to disease using visual, auditory, tactile and other sensory clues.
- Discriminate changes in monitoring devices and alarms using visual and auditory senses.
- Communicate clearly and effectively in English through oral and written methods in order to interact with other health care providers and patients of all ages.

**Motor**
- Coordinate gross and fine motor movements and the senses of touch and vision required of the anesthetist to safely provide all aspects of general, regional and Monitored Anesthesia Care (MAC) and the endurance to handle multiple patient needs. Examples of such care include, but are not limited to, such tasks as: insertion of intravascular and intra-arterial access lines, administration of regional anesthetics, performance of airway management, and the ability to respond to in-house emergencies in a timely manner.
- Demonstrate sufficient physical strength to perform airway management, move and position patients and equipment.
- Sufficient stamina to stand or sit for prolonged periods of time.
- Safely maneuver the operating room and other anesthetizing locations.
- Respond appropriately to alarms and changes in patient conditions that require physical interventions.

**Cognitive**
- Use reason, analysis, calculations, problem solving, critical thinking, self-evaluation and other learning skills to acquire knowledge, comprehend and synthesize complex concepts.
- Interpret information derived from auditory, written and other visual data to determine appropriate anesthetic management plans.
- Apply theoretical knowledge to practice to provide safe anesthetic care.

**Behavioral**
- Demonstrate personal and professional ethical behavior, self-control as well as tactfulness, sensitivity, compassion, honesty, integrity, empathy and respect.
- Work flexibly and effectively in stressful and rapidly changing situations.
- Cooperate with other members of the health care team to provide a therapeutic environment and safe patient care.

___ I have read the list of cognitive, behavioral, sensory and motor skills and attest that I can perform all skills listed without limitation
___ I have read the list of cognitive, behavioral, sensory and motor skills I have the following limitations:_________________

Signed__________________________Date________________________

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Appendix C: Consent for Drug and Alcohol Testing

Consent for Drug and Alcohol Testing

I, ____________________, hereby voluntarily agree to provide urine/blood or hair for testing for the presence of drugs and/or alcohol. I authorize that the results of my drug screen be released to ____________________. I understand that the results of the drug screen will be used to determine: 1) eligibility for clinical placement, 2) fitness for duty, 3) violation of substance abuse policy or 4) disciplinary action against me, up to and including termination from the College of Health Profession. I understand that my willingness to submit to the requested screening is completely voluntary and that I have the right to refuse. I am aware that my refusal to submit to the drug and/or alcohol screening is grounds for disciplinary action and further actions as outlined in the Substance Abuse Policies of the College of Health Professions and the Medical University of South Carolina that I have read and agreed to.

Signature: __________________________ Date: ________________
Printed Name: __________________________________________

Witness: __________________________ Date: ________________
Printed name: __________________________________________
Appendix D

Advising/Notice of Concern Documentation
Medical University of South Carolina
Division of Anesthesia for Nurses

Student Name: Date:

AFN Class: Advisor Name:

Purpose:

Summary of Session:

Action Plan:

Student Comments:

Student Signature: Date: ______

Advisor Signature: Date: ______
Appendix E: Anticipated Costs of the Program

Tuition and fees, see the current university schedule.

Additional required out of pocket expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackets (special order)</td>
<td>$80</td>
</tr>
<tr>
<td>ACLS/PALS/BLS</td>
<td>$150</td>
</tr>
<tr>
<td>Drug Tests</td>
<td>$100</td>
</tr>
<tr>
<td>Ear pieces</td>
<td>$100</td>
</tr>
<tr>
<td>Malpractice insurance ($274/yr. with rebate)</td>
<td>$548</td>
</tr>
<tr>
<td>Lab kits</td>
<td>$10</td>
</tr>
<tr>
<td>AANA membership dues</td>
<td>$200</td>
</tr>
<tr>
<td>Class dues</td>
<td>$75*</td>
</tr>
<tr>
<td>Georgia license</td>
<td>$125</td>
</tr>
<tr>
<td>Parking ($-$90/semester x 7)</td>
<td>$600</td>
</tr>
<tr>
<td>Required textbooks</td>
<td>$1300</td>
</tr>
<tr>
<td>National Certification Examination</td>
<td>$795</td>
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**Total** $3713

Additional Meeting Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>AANA Mid-year Assembly (optional)</td>
<td>$900</td>
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<tr>
<td>SCANA State meetings</td>
<td>$500</td>
</tr>
<tr>
<td>NCE Review Course</td>
<td>$775 + lodging &amp; travel</td>
</tr>
<tr>
<td>NCE computer-based Review Course</td>
<td>$400</td>
</tr>
</tbody>
</table>

**Total** $2550+

* Each class determines this amount

***These are all approximate costs as of 7/2014 and may change without warning***
Appendix F: Transfer Courses

Prior to the start of the Masters or the Doctoral program, you may register for any of the courses below on the following conditions:

1. The Division Director of the Anesthesia for Nurses must provide the first approval
2. The course director has provided prior approval
3. The course has available space
4. Prerequisites are completed, if necessary

DHA 807: Managing Healthcare Information Resources (3 credits)
DHA 861: Foundations in Leadership (3 credits)
DHA 871: Strategic Management of Change (3 credits)
DHA 868: Foundations in Health Policy (3 credits)
AFN 584: Advanced Physiology and Pathophysiology (5 credits)
AFN 631: Introduction to Clinical Pharmacology (3 credits)
AFN XXX: Introduction to Teaching and Learning (2 credits)

**Non-degree students may not register for clinical courses**

**The ability to take coursework prior to matriculation to the nurse anesthesia programs in no way implies acceptance to either program**
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Human Anatomy for Nurse Anesthetists</td>
<td>Advanced Clinical Pharmacology</td>
<td>Advanced Principles of</td>
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<tr>
<td></td>
<td>Advanced Physiology and Pathophysiology</td>
<td>Chemistry and Physics</td>
<td>Anesthesia Practice</td>
</tr>
<tr>
<td></td>
<td>Advanced Health and Physical Assessment</td>
<td>Basic Principles of Nurse Anesthesia</td>
<td>Introduction to Clinical</td>
</tr>
<tr>
<td></td>
<td>Research Methods</td>
<td>Professional Issues</td>
<td>Anesthesia</td>
</tr>
<tr>
<td></td>
<td>Introduction to Clinical Pharmacology</td>
<td>Anesthesia Seminar</td>
<td>Anesthesia Seminar</td>
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<tr>
<td></td>
<td></td>
<td>Research Project I</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits 18</strong></td>
<td><strong>Total Credits 15</strong></td>
<td><strong>Total Credits 11</strong></td>
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<tr>
<td>Two</td>
<td>Anesthesia Practicum</td>
<td>Anesthesia Practicum</td>
<td>Anesthesia Practicum</td>
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<tr>
<td></td>
<td>Anesthesia Seminar</td>
<td>Anesthesia Seminar</td>
<td>Research Seminar</td>
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<tr>
<td></td>
<td>Research Project I</td>
<td></td>
<td>Research Project III</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits 13</strong></td>
<td><strong>Total Credits 12</strong></td>
<td><strong>Total Credits 13</strong></td>
</tr>
<tr>
<td>Three</td>
<td>Anesthesia Practicum</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Anesthesia Seminar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits 12</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 94