

Columbia State Community College

Columbia, Tennessee



Anesthesia Technology Program

Student Handbook

2019-2020

WELCOME

Welcome to the Anesthesia Technology Program at Columbia State Community College. This handbook will help you become familiar with the guidelines, policies and procedures related to you as a student within the Anesthesia Technology Program.

A copy of this manual shall be distributed to every student enrolled in the Anesthesia Technology Program, members of the faculty, program medical advisor, clinical education settings, members of the advisory committee and appropriate sponsoring institution administrators. A copy of the **Anesthesia Technology Program Student Handbook is available online at** <http://www.columbiastate.edu/academics/health-sciences/>

A copy of the **Columbia State Community College Student Handbook** is available online at <https://www.columbiastate.edu/catalog-student-handbook>.

Each course syllabus is considered an extension and elaboration of this policy manual and may supersede policies in this manual, where applicable.

Each student shall be provided information on how to access the above documents or provided a paper copy and indicate knowledge of and intent to comply with all program policies through their signature on agreement forms located throughout the anesthesia technology handbook. These agreement forms are filed in the program faculty offices.

The policies contained in this document have been reviewed and are supported by the Anesthesia Technology Advisory Committee.

It should be noted that the program policies in this handbook are an extension of the guidelines in the College Student Handbook and are subject to change. We look forward to working with you for a successful journey in the Anesthesia Technology Program!

Sue Christian, B.S., Cer.A.T.T.
Anesthesia Technology Program Director

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Columbia State Community College

Statement of Mission

Columbia State Community College enhances the lives of citizens and the communities of southern middle Tennessee through teaching, learning and student success.

Columbia State Community College nurtures success, and positively changes lives through teaching, learning, and service.

Accreditation

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Columbia State Community College.

Equal Opportunity

Columbia State hereby reaffirms the policy of the Tennessee Board of Regents that Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College. Inquiries or complaints should be directed to the Director of Human Resources, Room 116, Pryor Administration Building, 1665 Hampshire Pike, Columbia, TN 38401; Telephone (931) 540-2521.

Columbia State Anesthesia Technology Program

Mission Statement

The mission of the Columbia State Community College Anesthesia Technology Program is to graduate knowledgeable, skilled and competent professionals who will enter the workforce and positively affect healthcare and raise the standards of patient care by providing a safe anesthetic environment.

Vision Statement

We are committed to providing a dynamic and challenging learning environment which reflects academic excellence and professional integrity.

Columbia State Anesthesia Technology Program Objectives

The Columbia State Anesthesia Technology Program prepares entry level Anesthesia Technologists in the cognitive, psychomotor and affective domains to provide high quality health care to the community.

Columbia State Learning Domains and Entry Level Education

The objective of the Columbia State Community College Anesthesia Technology curriculum is to provide the preparation necessary to be an integral member of the anesthesia patient care team. Emphasis is on fundamental and advanced clinical procedures to assist licensed anesthesia providers in the acquisition, preparation and application of various types of equipment required for the delivery of anesthesia care. Job responsibilities may include equipment maintenance and servicing such as cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, and recording of inspections and maintenance.

Anesthesia Technologists may work in a variety of clinical settings such as hospital operating rooms, interventional and diagnostic radiology, post anesthesia care units, intensive care units, cardiac catheterization laboratories, emergency rooms, endoscopy suites, dental suites, and ambulatory surgery centers.

Program Approval and Accreditation

The overall goal of the Anesthesia Technology program curriculum is to prepare the student for eligibility to take and pass the written American Society of Anesthesia Technologists & Technologist (ASATT) National Certification Examination to become certified as an Anesthesia Technologist (Cer.A.T.T.) An Associate of Applied Science (A.A.S.) degree is awarded upon successful completion of the Anesthesia Technology curriculum.

The course of study involves a curriculum that is approved and implemented in accordance with requirements set forth by:

The American Society of Anesthesia Technologists and Technicians (ASATT)
7044 South 13th Street
Oak Creek, WI 53154-1429

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763

Program Accreditation

The Columbia State Anesthesia Technology Program *is in the process* of applying for accreditation with the: Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North
Suite 158
Clearwater, FL 33763

Phone: 626.564.3018

Email: theresa@caahep.org

Upon completion of this two-year associate degree program in anesthesia technology, you'll be qualified to sit for the National Certification Examination (NCE) for the Anesthesia Technologist administered by Applied Measurement Professionals, Inc. (AMP) for the American Society of Anesthesia Technicians and Technologists (ASATT). AMP is contracted by the ASATT to assist in the development, administration, scoring, and analysis of its National Certification Examination.

Columbia State Community College is accredited by:

The Southern Association of Colleges and Schools Commission on Colleges

1866 Southern Lane

Decatur, GA 30033-4097

(404) 679-4500

Columbia State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Columbia State Community College.

Program Faculty & Staff

Program Director

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Health Sciences Division Office

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Dean, Health Sciences

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Admissions & Records Clerk

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lderryberry@columbiastate.edu

Inclement Weather Line

Columbia State (All campuses)
931.540.2515

Clinical Coordinators/Site Preceptors

VA Tennessee Valley Healthcare System

Marquis Patton, Cer.A.T.
Ann Walia, MDA

Monroe J. Carell Jr. Children's Hospital at Vanderbilt

Gwen Stafford, Cer. A.T.
Marti Milliken, Cer.A.T.
Amanda Dickert, MS, CRNA
Laura Payne, CRNA, MS
Brian Emerson, MD

Vanderbilt University Medical Center

Tonia R. Rozell, Cer. A.T.T.
Julie Kapelan, Cer.A.T.T.

Academic Support Services Available for Students

SERVICE	SERVICES PROVIDED
Counseling Services	Counseling by professionally trained counselors is available to students through the Student Success Counseling program. The Student Success Counseling program offers students assistance with educational planning and personal problems in an environment of confidentiality. Students also have access to Peer Counseling through the Student Success Counseling program.
Advising	All students have an assigned faculty advisor. Refer to: http://www.columbiastate.edu/advising-services for questions related to advising prior to selection of major or admission into the Anesthesia Technology. Anesthesia Technology and pre-Anesthesia Tech students are assigned to an anesthesia tech faculty advisor. The advisor is available in person, via email, or by telephone. Anesthesia Technology faculty individually assist Anesthesia Tech students with information about academic and program requirements, academic planning and scheduling, course registration, filing for intent to graduate, and post AAS education.
Career Services	Students have access to Career Services for a variety of services and resources related to career planning or job search. Through Career Services, students have access to the latest technology and information tools. From every campus, students can access the Internet and utilize other printed media for their career planning and job search needs. With over 150 current books and access to 200 plus Web sites, students have easy reference to an infinite amount of career information. Career services presentations are provided at each campus regularly. The Strong Interest Inventory, the MBTI, and the Discover programs are all available online to students from any campus location. Students are also provided individual assistance with the following and other issues upon request: <ul style="list-style-type: none"> • Choosing/changing a major • Developing a career plan • Job-search planning • Resume writing • Interviewing • Networking • Utilizing the Internet for career planning and job search • Salary and employment projections
Financial Aid	The financial aid program is designed to assist students who would find it difficult or impossible to attend Columbia State without financial assistance. The college offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus, grants, loans, and veteran's benefits. Columbia State places major emphasis upon financial need, academic achievement, character, and promise of future success. Information regarding who should apply for financial aid, the application process and types of financial aid can be obtained in the Financial Aid Office, or in the administrative offices at any of the Columbia State extended campuses.
Disability Services and Wellness	The Disability Services Office provides plans and facilitates reasonable individualized accommodations enabling qualified disabled students to participate and realize their goals. Information regarding contacting the Disability Services Office is located in the <i>College Catalog and Student Handbook</i> , the <i>Anesthesia Technology Student Handbook</i> , and each Anesthesia Tech course syllabus. Students needing accommodations must contact the Disability Services Office and provide official documentation. Provisions are made in a variety of ways including tutoring, special testing arrangements, and classroom accommodations.
Testing Services	The Testing Services Office is responsible for the administration of the ACT, Accuplacer, and various other tests which are used to assist students in planning their program of study. Testing Services also provides proctoring services to support Distance Education, the Regents Online Degree Program, and ADA proctoring needs. Additionally, Columbia State is an official testing center for high school equivalency testing. Persons who have not received a high school diploma and wish to apply for a certificate of equivalency may take the equivalency exam.
Access & Diversity	The Office of Access & Diversity is involved in the recruitment, retention and graduation of ethnic minority students and other under-represented groups. Functions of the office include outreach efforts, meeting students, monitoring student progress, serving as liaison with other campus services, and developing and coordinating activities related to minority issues. Contact information is listed the <i>College Catalog and Student Handbook</i> .

Tuition, Fees, and Related Program Costs

The Anesthesia Technology Program shall charge no fees or cause the student to incur any costs except those specifically designated in the college catalog or in the estimated cost sheet for ATP students, (see next page of this ATP student handbook).

The college shall assess and collect prevailing rates for tuition and application (refer to the college catalog and current semester schedule).

The program faculty shall also review the estimated costs specific to ATP for the purpose of maintaining reasonable fees. The student is responsible for all costs incurred relative to travel to and from clinical assignments, uniforms, name tag, supplies, textbooks and parking. Transportation to and from the clinical assignment is the sole responsibility of the student. Columbia State does not assume liability for personal injury or property damage incurred while en-route to and from these facilities and while in the facilities.

Malpractice insurance coverage is included with tuition fees.

Evidence of health insurance is required for students to participate in clinical activities.

Policies governing student withdrawal and refunds of tuition, fees, etc. shall be consistent with those of Columbia State Community College (reference college catalog, and/or each semester schedule).

**Estimated Anesthesia Technology
Program Fee List (subject to
change)**

Application Fee	\$10.00
Tuition – Instate approximately \$164.00 per semester credit hour (estimated), for 4 semesters; based on 69 credit hours; subject to increase depending on legislation action & appropriations.	\$10,720.00
Health Science Academic Course Fee \$25 per semester hour (\$25 x 39 ANES credit hours)	\$975.00
Access fee for four semesters (\$10 per semester)	\$40.00
Activity fee per semester for four semesters	\$12.00
Technology access fee \$112.50 per semester (estimated) for four semesters	\$450.00
Facilities Fee (\$22 per semester)	\$88.00
The above fees are based upon the FALL 2018 semester	
Additional Fees for ATP Students	
Malpractice Insurance \$20 per year	\$40.00
Dosimeter (Radiation Monitoring)	\$80.00
Physical examination (pre-admission)	\$300.00+
*Books/Supplies/patches/protective eyewear	\$1,300.00
Scrubs (navy blue)	\$300.00
CPR Course (pre-admission)	\$50.00
Criminal Background Check and 10 panel Drug/Alcohol Screen ^B (required)	Approximately \$140
My Record Tracker through Truescreen	\$17.50
• Annual Fee – this MUST be maintained throughout program	\$7.50 per year
ASATT Student Membership	\$70.00
ASATT National Certification Exam	\$350.00
Finger Print & Background Check	\$56.00
School pin (optional)	\$40.00-\$200.00
Advanced Cardiac Life Support (ACLS)	Est. \$150.00
Travel expenses ^C	Variable

Fees are subject to change without notice.

- A Represents average costs.
- B Criminal background checks and drug screens are requirements for attending clinical sites. Based on the results of the criminal background check and drug screen results, the clinical site may refuse to allow your presence at their facility. This could result in your inability to successfully complete the requirements of a clinical anesthesia technology course, and therefore, would not be able to meet the requirements of the nursing program. More information is available from the Anesthesia Technology Program Director.
- C Transportation to and from clinical agencies including parking fees will be the responsibility of the student. Travel to clinical facilities outside the campus/center area will be required. Columbia State does not assume liability for personal injury or property damage incurred while on route to and from these facilities and while in these facilities.

*Required equipment includes bandage scissors, medical full frame protective eyewear (meet ANSI Z87.1 standards) and Sharpie.

(Approx. 90 days, average of 60 miles/day at a cost of \$0.25/mile): **\$1,350.**

Program of Study

Anesthesia Technology Program (Associate of Applied Science Degree, A.A.S.)

Graduates of the program will be able to:

1. Demonstrate the ability to comprehend, apply and evaluate clinical information to effectively collaborate with the Anesthesia Care Team.
2. Demonstrate entry-level competency in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
3. Demonstrate professional behaviors consistent with stakeholder expectations of an Anesthesia Technologist.
4. Possess the necessary knowledge for first-attempt success on the national technologist credentialing examination.

Students gain anesthesia technology experience in clinical facilities at area hospitals throughout the community. The length of the program is five academic semesters.

Academic/Degree Plan (effective 2018)

Prerequisites: BIOL 2010, 2020 Human Anatomy & Physiology I & II; CHEM 1010

Course Rubric and Number recommended each semester	Course Title	Credit Hours
First Year – Fall *		
ENGL 1010	Composition I	3
BIOL 2010	Anatomy & Physiology I	4
MATH 1130 or 1530	College Algebra or Elementary Statistics	3
ADMN 1306	Medical Terminology	3
HUM/FA	Approved Humanities/Fine Arts	3
COLS 101	Columbia State College Success	1
	Total Credit hours	17
First Year – Spring		
ANES 1001	Intro to Anesthesia Technology	1
BIOL 2020	Anatomy & Physiology II	4
CHEM 1010 or 1110	Intro to/General Chemistry I	4
PSYC 1030	General Psychology	3
COMM 2025 or COMM 2055	Fundamentals of Communication or Argumentation and Debate	3
	Total Credit hours	15
First Year – Summer		
ANES 1401	Basic Principles of Anesthesia Technology	4
ANES 1402	Basic Principles of Anesthesia Equipment	4
ANES-1110	Anesthesia Tech. Clinical 1	1
	Total Credit hours	9
Second Year – Fall		
ANES 2401	Adv. Principles of Anesthesia Technology	4
ANES 2402	Adv. Anesthesia Equipment	4
ANES-2420	Anesthesia Tech. Clinical 2	4
ANES-2405	Anesthesia Pharmacology	4
	Total Credit hours	16
Second Year – Spring		
ANES 2250	Prof Issues for the Anesthesia Technology	2
ANES 2430	Anesthesia Technician Clinical 3	4
ANES 2440	Anesthesia Technician Clinical 4	4
ANES 2290	Anesthesia Technician Capstone	2
	Total Credit hours	12
	Total Credit Hours for Program	69

Note * - Based on the institutional placement process, some students may be required to take Learning Support courses which are pre-requisites to some general education courses and may extend the overall timeline.

Course Descriptions

ANES – 1001 – Introduction to Anesthesia Technology

The course is a general introduction to the role of the Anesthesia Technologist, professional expectations, and practice standards.

ANES-1401 – Basic Principles of Anesthesia Technology

The course is an introduction to anesthesiology's contribution to quality patient care and the relationship of the anesthesia technician to other healthcare professionals. The focus is on patient safety, universal precautions and employee safety in the healthcare environment. An introduction to the theory and concepts of a surgical environment is given including the fundamentals of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies.

ANES-1402 – Basic Principles of Anesthesia Equipment

This course offers an introduction to the theories and concepts in the adequate function of anesthesia equipment including maintaining equipment, repairing defects and trouble-shooting complications. The student will be introduced to basic equipment used for patients while undergoing anesthesia, including airway equipment and hemodynamic monitoring. Introduction to point-of-care testing (POCT) will also be covered.

ANES-1110 – Anesthesia Technology Clinical 1

This course provides the student an experience in direct observation in the health care setting with a focus on anesthesia technology. Emphasis is placed on beginning professional skills development of an anesthesia technician. **This course is graded on a pass/fail basis.**

ANES 2401- Advanced Principles of Anesthesia Technology

This course covers the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include studies in general, regional and conscious sedations as well as patient positioning. Additional topics are types of anesthesia emergencies, including difficult airways, malignant hyperthermia, hemorrhage and cardiac arrest.

ANES 2402 – Advanced Anesthesia Equipment

This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment that are used in complex anesthesia/surgical situations. Topics include invasive monitoring and high-level equipment: thromboelastograph, cell saver, transducers and transesophageal echocardiogram to properly assist with care of a high-risk patient.

ANES-2420 - Anesthesia Technology Clinical 2

This clinical experience provides the student with the opportunity to observe and practice the principles of infection control in a surgical setting as well as gain experience with specific anesthesia equipment. The student will observe, obtain and practice specific technical skills. Hands-on experience will provide technical skills and further understanding of the theories taught within the classroom.

ANES-2405 – Anesthesia Pharmacology

This course covers the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications. Drugs commonly used in the practice of anesthesia will be studied. Emphasis is placed on the proper identification of these drugs by trade and generic names, their basic pharmacological action, and how they are used in a clinical setting.

ANES-2250 – Professional Issues for the Anesthesia Technician

This course surveys the current trends in anesthesia technology. Emphasis is placed on professional issues such as continuing education, ethical behavior, team functioning and organization of health care institutions.

ANES-2430 – Anesthesia Technology Clinical 3

This clinical course takes place in diverse health care settings. The clinical experiences will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. **These courses are graded on a pass/fail basis.** (Offered in final semester during first 7-week term)

ANES – 2440 - Anesthesia Technology Clinical 4

This clinical course takes place in diverse health care settings. The clinical experiences will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. **These courses are graded on a pass/fail basis.** (Offered in final semester during second 7-week term)

ANES-2290 – Anesthesia Technology Capstone

This course includes current topics in Anesthesia Technology, emerging trends, a review of curriculum content, and preparation for certification examination.

Required Textbooks

- Barash, P. G. (2017). *Clinical anesthesia-8th ed.* Philadelphia: Wolters Kluwer. ISBN: 978-1-4963-3700-9
- Davis, P. J., & Cladis, F. P. (2017). *Smiths anesthesia for infants and children.* St. Louis, MO: Elsevier. ISBN: 978-0323341257
- Dunn, P., et al. (2007). *Clinical Anesthesia Procedures of the Massachusetts General Hospital - 7th ed.* Philadelphia: Lippincott. ISBN: 978-1-4511-9515-6
- Ehrenwerth, J., Eisenkraft, J. B., & Berry, J. M. (2013). *Anesthesia equipment: Principles and applications – 2ND ed.* Philadelphia, PA: Elsevier Saunders. ISBN: 978-0-323-11237-6
- Guimaraes, E., Kirsch, J. R., Davis, M., & Woodworth, G. (2019). *The anesthesia technologists manual.* Philadelphia: Wolters Kluwer. ISBN: 978—1-4963-4431-1
- Jaffe, R. A., Schmiesing, C. A., & Golianu, B. (2014). *Anesthesiologists manual of surgical procedures – 5TH ed.* Philadelphia: Wolters Kluwer Health. ISBN: 978-1-4511-7660-5
- Shafer, S. L., Rathmell, J. P., Flood, P., & Stoelting, R. K. (2015). *Stoeltings pharmacology and physiology in anesthetic practice – 5th ed.* Philadelphia, PA: Wolters Kluwer Health. ISBN: 978-1-60547-550-9

Additional reference material:

ANES 2420, 2430 & 2440: Anesthesia critical care reference sheets – ALL 5

<https://anesthesiareferencesheets.com/products/anesthesia-critical-care-reference-sheet>

• LIBRARY AND LEARNING RESOURCES

As of April 1, 2016, the Columbia State library (all locations combined) has 61,267 books (volume count) in the collection and provides access to over 150,000 electronic books through Ebsco ebook Academic Collection, Gale Virtual Reference Library, Oxford Premium Reference Collection, Safari Tech Books, and other databases. The library subscribes to over 75 print journals and newspapers. In addition, the library subscribes or has access through consortial arrangements to over 90 online research databases. These electronic subscriptions provide students and faculty with full-text access to over 30,000 journals and newspapers, plus reference materials and other research items. In addition, the library has 3,100 microforms and 2,700 audiovisual items, mostly DVDs and Audio.

Students and faculty benefit from academic online resources available via consortia arrangements and purchases. They have access to academic materials that would have been available only in university libraries before the advent of the Internet. Students in campus classes, in all programs at all locations, and in online classes have 24/7 access to these resources. Consortia that provide cost-effective access to licensed online resources are Tennessee Electronic Library (TEL), a virtual library funded by the Tennessee Legislature which provides additional online databases; Tenn-Share (300 libraries of all types in Tennessee) which provides additional online databases; Tennessee Board of Regents (TBR) Media Consortium which provides additional online videos; and TBR Campus Collaborative / Regents' Online Degree Program (RODP) Virtual Library which provides additional online databases and streaming videos. Consortia that enable students to access materials in other libraries are Tennessee Academic Library Collaborative (TALC), which facilitates access to library materials at all TBR/UT colleges, and the Online Computer Library Center (OCLC), an international library consortium which provides access to a global library catalog and interlibrary loan and is the library's primary source of acquisitions and cataloging information.

Students, faculty, and staff can also obtain materials from libraries all over the country through the library's membership in OCLC. Thus, students are not limited to materials that are available in the library or included in the library's online resources. Through interlibrary loan (ILL) the library can borrow books, documents, and journals from any other library that is a member of the OCLC consortium. This service is heavily used by faculty working on advanced degrees. Request forms are available at the reference desk in Columbia and at the service desks at other locations. Faculty and students can contact the librarian who handles ILL requests by telephone or email.

The library is in the process of identifying and purchasing additional print titles to support the Anesthesia Technology program. Most titles related to Anesthesia Technology can be found in Library of Congress sections RD78.3-87.3. In addition, approximately 4,000 books related to aspects of this program can be found in Library of Congress sections QD (Chemistry), QH (Biology), QR (Microbiology), and R (Medicine). The library has access to over 150 full-text titles of electronic books specifically covering Anesthesia Technology and thousands more on medicine, chemistry, anatomy, and related topics. The library subscribes to or has access to several thousand full-text medical journals, many of which include articles on Anesthesia Technology. At least forty of the journals deal specifically with anesthesia and anesthesia technology. The primary library research database for this certificate program is CINAHL Complete, the nursing and allied health database within Ebsco. The college offers access to over 20,000 full length streaming educational videos from Films for the Humanities and Sciences. Over 250 health sciences videos are available from Medcom/Trainex Health Sciences Videos. Funds were included in the program proposal for additional library resources to be recommended by the program director for purchase during the first year of the program.

Columbia State provides library instruction using a number of methods and formats, providing course-related instruction, orientations, tutorials, pathfinders, point-of-use instruction, and individual consultation as needed at each teaching location and for online and distance learners. The reference librarian is the primary coordinator of library instruction and makes arrangements for group instruction whether traditional or electronic. The group

instruction is conducted by the librarians, including the Library Director, with assistance from the Library Assistant III's. The Library Policy Manual addresses library instruction policies in the section on reference services. The instructional staff tailors the group instruction sessions to the needs of the particular class by discussing the student research needs prior to the instructional session with the faculty member, many of whom share their syllabi. The classes range from a general orientation that covers key aspects of library services and resources to classes geared to specific search tools and strategies for both print and electronic materials. For example, nursing students will receive different instruction from students in business or theater, but all students receive instruction that is customized for the needs of a particular assignment or particular course. The library instruction presentations are supplemented by handouts and guides that reinforce topics discussed or presented in the classes. The handouts are also available on a display at each library location and on the library web page. Since the library has so many virtual resources, the demonstration of online research databases is a key component of library instruction.

Student Support Services

Columbia State Community College provides a broad range of services to students that complement academic programs in support of learning and development. The units that provide student services include the offices of Recruitment and Admissions, Records, Financial Aid, Bookstore, Student Services, tutoring services through The Teaching and Learning Center, Library Services, Testing, Counseling, Disability Services, Career Services, University Center, Veterans Success Coach, and Access and Diversity. All units work closely with departments in academic programs and services to deliver academic support services that are intended to promote student success. These services and departments support the college's mission "to nurture success, and positively changes lives through teaching, learning, and service." Student support services and related activities are available at all permanent locations and online.

Right Start Orientation is mandatory for first-time, degree-seeking college students. Admissions staff manage the orientation registration, disseminate information to various offices to reduce barriers before students come to register and engage in follow-up communications. College completion specialists, faculty members from each division, and staff from across the institution facilitate the program and provide registration assistance to students. Students leave orientation with a better understanding of what to expect from the college experience, college policies, student support services, and extracurricular activities. Students also complete the registration process as part of the orientation. The program director will be the assigned advisor for all students in this program and will interact with PAHS-ANES (Pre-Allied Health) ANES students during the Introduction to Anesthesia Technology course.

Student success is a primary focus for the college and involves all faculty and staff. Students enrolled in the program will be able to participate in the existing student engagement programs and activities. The program director will be responsible for identifying any specific needs for students enrolled in the program for academic support.

Student Grievance Procedures

Definitions

Academic Grievances

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he is being treated unfairly.

Non-Academic Grievances

A non-academic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies and procedures of the College and the Tennessee Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions, or other concerns that students might present for redress.

Procedures

Academic Grievances

The student should first discuss the matter with his/her instructor. If the matter is not resolved by this discussion, the student should bring the complaint, in writing, to the appropriate division dean. If the student is still not satisfied, the student may appeal in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs will investigate and notify the student in writing of the outcome of the appeal. The vice president of academic affairs may appoint a committee to review and resolve the issue.

Non-Academic Grievances

The student should first address to the staff member directly. If the student is not satisfied, the matter should be brought in writing to the staff member's supervisor. If the student is still not satisfied, he/she should present the grievance in writing to the Vice President for Student Enrollment, Engagement and Services. If the grievance is not satisfactorily resolved, the Vice President for Student Enrollment, Engagement and Services may appoint a committee to resolve the matter; or may initiate institutional hearing procedures to resolve the complaint. The Vice President will inform the student in writing of the results. The student may appeal the decision to the President within five (5) business days of receipt of the results. The committee's decision may be appealed to the President. The President's decision is final. It is the policy of Columbia State Community College that substantive and procedural due process shall be applied in all matters pertaining to the rights of students. Substantive due process addresses the constitutional rights of the individual and procedural due process is an affirmation of this protection. Every effort will be exhausted to resolve student grievances in an amicable and due process manner.

Applying to the Anesthesia Technology Program

This is a selective and competitive admission program with a limited number of openings each application period. Regular admission to Columbia State is required and does not guarantee admission to the anesthesia technology program.

In order to be considered for acceptance into the Anesthesia Technology Program, applicants must submit a complete application packet to the Health Science Division Office, Walter 112, (Columbia) which includes the following:

- If you are a new applicant to the college or did not attend the previous semester, complete an online college application or paper admissions application.
- Forward official high school and college transcripts to the college admission office.
- Complete the ACT, SAT or placement exam as determined by the Admissions Office. An ACT composite score of less than 19 or a SAT score of less than 900 will require the applicant to complete designated learning support courses. These courses must be completed prior to the program admissions deadline.
- Complete the **Anesthesia Technology Program application** (obtained from the Program Director).
- Statement of Purpose – 500 word essay must be typed in a Word document, double spaced with a 12 point Calibri font and attached to your application. Describe in detail your interest in the anesthesia technology program (you may also include relevant work experience).
- Attend an interview with program faculty after completing the college and program applications.
- Students must have a GPA of at least 2.5 on a 4.0 scale in recent college courses or ACT composite score of 19 or higher. Developmental courses are not included as part of the GPA.
- Current Basic Cardiac Life Support (BCLS) certification.
- The application deadline is November 15th, annually. Conditional offers of admissions to the program will be extended pending final review of spring grades.

Space in the program is limited based on clinical capacity, entrance into the program is competitive. Late applicants may be considered based on availability of seats.

Prospective students must be physically and mentally able to perform all skills as outlined in the Committee on Accreditation for Anesthesia Technology “Standards,” as described in the college catalog and as presented in the program’s clinical instructional objectives. For additional information, refer to the college catalog.

ATP Selection Criteria

Students are chosen based on:

- Complete application packet
- Completion of all coursework included in semester 1 & 2 of the degree plan
- Grade point average of 2.5 or ACT of 19 or higher in the prerequisite courses
- Statement of Purpose
- Personal interview

Only students who have **completed** applications will be considered for entry into the Anesthesia Technology Program. Once the basic application requirements are met, applicants may improve their opportunity for selection by earning points. A maximum of 30 total points may be awarded for the following criteria:

Possession of college degree

Associates Degree	1 point
Bachelor's Degree	2 points
Master's and above	3 points

Earned Grades in designated Courses:

Grades for coursework in the following:

A& P I	A= 3 point
A& P II	B= 2 points
ADMIN 1306	C= 1 point
CHEM 1010 or 1110	

Certification – 2 points

Current certification in one of the following disciplines: Certified Anesthesia Technician (Cer.A.T.); Certified Pharmacy Technician (CPhT); Certified Nursing Assistant (CNA); Certified Medical Assistant (CMA); Emergency Medical Technician (EMT) or Military Medic (Tactical Combat Casualty Care Certification). Official documentation must be provided and will be verified by the issuing organization.

Work Experience in the Operating Room and/or Hospital

One point for each fulltime equivalent year worked up to a maximum of 5 points. A year is considered 2080 hours of work. Part-time and volunteer will be considered on a Pro-rated scale (must provide documentation).

Student Membership to the American Society of Anesthesia Technologists and Technicians = 4 points (must provide a copy of membership card)

Statement of Purpose – maximum of 4 points

Admission Procedures

Applicants to the Anesthesia Technology Program shall fulfill special admission requirements as follows:

1. Meet all college general requirements for admission as a degree-seeking student as stated in the catalog and be admitted to the college.
2. Review “programs with Special Admissions Requirements” in the current college catalog.
3. Completion of all required learning support course work by the end of fall semester prior to the year in which admission is sought.
4. ACT or SAT exam results are required of all applicants. Applicants must have a composite score of 19 or higher (equivalent to an SAT score of 900 or higher).
5. Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college level credit that has no high school GPA must have an average standard score of at least 530 on the high school equivalency examination.
6. Program application requirements listed above must be completed before November 15th, although late applications may be considered. This includes the two *Letter of Recommendation* forms provided at the preliminary interview and review of the *Anesthesia Technology Applicant Handbook* available online at <http://www.columbiastate.edu/academics/health-sciences/>. The handbook contains the *Anesthesia Technology Student Policy Manual*, a copy of the *Practice Standards* adopted by the ASATT, the ASATT’s *Standards of Ethics*, and an estimated cost sheet.
7. Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patient monitoring devices and the working environment. They must be able to clearly communicate, both verbally and in writing, make appropriate judgment decisions in emergency or other situations, and demonstrate emotional stability and psychological health in day-to-day interaction with patients, their family members, and hospital personnel.
8. In compliance with the Americans with Disabilities Act, students are encouraged to register with the office of Counseling/Disability Services for assistance with any reasonable accommodations that may be warranted. It is the student’s responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting accommodations must contact the office of Counseling/Disability Services at 931-540-2857 at the beginning of the semester.
9. College credit for Human Anatomy & Physiology I & II and Math courses must be current within the past five (5) years to count toward the Anesthesia Technology degree or the course(s) must be repeated. A student enrolled in one or more of these courses concurrent with the ANES 1001 (Introduction to Anesthesia Technology) during the spring semester when the program application is submitted may be offered program admission contingent upon completion of course(s) with a grade of “C” or higher.

Completion of the items listed above denotes consideration for program admission but in no way implies or guarantees an interview or admission to the program.

10. The program director shall promptly notify applicants of the offer of admission to the program. In addition, applicants who have not been accepted shall be notified and provided information regarding the option to re-apply at a future time. The program director shall offer counseling regarding additional preparation which may be helpful to increase the chance of qualifying for future consideration. The program director shall in no way imply that a student will be ensured of acceptance, only that further preparation might improve the chance of acceptance. The program director shall also offer counseling regarding other career options and/or refer students to the Columbia State Community College career counselor.

11. Once admitted, students are required to submit documentation of the following clinical access requirements by the deadline announced prior to clinical assignment. If the documentation is not completed on time, students will not be permitted to go to clinic and may be forced to withdraw from the program.
 - a. Health Requirements: All anesthesia technology students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the student upon acceptance to the program. All students must have a:
 - i. Documented negative two-part TB skin test and/or chest x-ray yearly. TB skin tests must be within three months of the start of clinic.
 - ii. Evidence of immunity for:
 1. Rubella (positive titer)
 2. Mumps Titer
 3. Varicella Zoster (chicken pox) (positive titer)
 4. Rubeola titer (positive titer)
 5. Tetanus/diphtheria booster within the past ten years
 6. Hepatitis B vaccine
 - b. Basic Cardiac Life Support (BCLS) Requirements: All students must submit evidence of current BCLS certification (must include one and two person CPR for adult, child and infant) as well as AED (Automatic Electronic Defibrillator) **and must include on-ground/live competency components (100% online is not acceptable)**. BCLS certification classes are offered by Columbia State Community College, healthcare organizations, or the American Heart Association. **Certification must be maintained continuously for the duration of enrollment and must provide an updated copy to the school in a timely manner.**
 - c. ACLS will be taken during the course of the program.
 - d. Malpractice insurance is required for all anesthesia technology clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.
 - e. A Dosimeter radiation monitor is required for all anesthesia technology clinical practicum courses. The fee is assessed annually as a part of the registration fees.
 - f. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.
 - g. Criminal background checks and annual routine 10-panel drug screens are required by affiliate training sites as a condition of participation in clinical education. Based on the results of these tests, any affiliated clinical site may determine to not allow your presence at their facility. Denial of clinical access could result in your inability to successfully complete the clinical requirements of a specific course and the program. More information is available from the program director.
 - h. Complete in-service and/or facility orientation required by individual clinical affiliates as a condition of participating in clinical rotations. This may include a combination of sessions, DVDs/videos, and or electronic/online tutorials.

- i. Students in health science programs may be required to obtain additional vaccinations (including flu, H1N1 flu, etc.) as clinical agencies adopt and implement new requirements, respond to periodic recommendations from the Centers for Disease Control or area health departments, etc. All such vaccinations will be at the expense of the individual student. Any student who refuses to be immunized will have the option of following the alternative processes allowed for agency employees, if available (i.e. wearing protective masks 100% of the time while at a clinical facility). Faculty makes every effort to provide students with current information to make informed decisions regarding safety for self and patients.
- j. N-95 Fit Testing: All Anesthesia Technology program students will be fit-tested for a N-95 respirator prior to the start of their second clinical rotation. Individuals who cannot be fitted for a N-95 mask will need to be fit tested for a PAPR.
- k. Latex Allergy – If a student has or suspects a latex allergy, the student must provide a written clearance from their physician. The student will inform the clinical coordinator the first day of each clinical rotation of their sensitivity or allergy to latex. Columbia State Community College and the Anesthesia Technology Program cannot guarantee a latex-free environment in any clinical facility, therefore the student assumes all of the inherent risks.

Admission Requirements

Anesthesia Technology Program (A.A.S.)

See current **Columbia State Community College catalog**.

In compliance with the Americans with Disabilities Act, all applicants and admitted students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as outlined in the Anesthesia Technology Core Performance Standards listed below:

1. **Vision:** Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
 2. **Speech and Hearing:** Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
 3. **Motor Functions:** Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, position patients safely and accurately; travel to a clinical site for clinical experience.
 4. **Behavioral Requirements:** Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
 5. **Physical Requirements:** Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; push or move anesthesia equipment; move and reposition patients; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
 6. **Critical Thinking:** Able to appropriately and accurately perform complex interpretative testing.
 7. **Professionalism:** Able to maintain a professional attitude and appearance as described in the ANES Student Manual.
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2. In compliance with the American with Disabilities Act, students are encouraged to register with the office of Counseling/Disability Services for possible assistance with accommodations. Students are responsible for voluntarily and confidentially providing appropriate documentation regarding the nature and extent of a certified/documented disability. Students requesting accommodations are (strongly) encouraged to contact the office of Counseling/Disability Services at the beginning of the semester. Students may contact the director of counseling at 931.540.2857.

Self-Assessment According to Anesthesia Technology Core Performance Standards

All students admitted to the program shall self-assess their physical and mental capability to perform the essential functions of the program (outlined in the Core Performance Standards for Anesthesia Technology Program). The Anesthesia Technology Program Director shall abide by the requirements of section 504 of the Rehabilitation Act of 1974 while maintaining standards that ensure the protection of students and patients. Each student must determine his/her own ability to achieve the standards of the program. After self-evaluation, any student requiring special accommodations to fulfill program requirements should contact the Office of Disability Services to determine if requested accommodations are reasonable.

Americans with Disabilities Act

Each student is responsible for voluntarily providing notice of any disability requiring special accommodations. Such notice may be provided to the College's Office of Disability Services. Requesting such accommodations is encouraged in order to provide notice prior to the beginning of the semester so that appropriate documentation on accommodations can be presented to the course faculty.

Columbia State Community College is an equal opportunity affirmation action educational institution. No person shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the College because of race, color, gender, sexual orientation/gender identity, religion, ethnic or national origin, sex, age, disability status (who meet core performance standards), or status as a covered veteran.

Continuation Requirements

After admission to the program, a student must maintain the following to remain eligible for continuation in the anesthesia technology program:

1. Maintain a score of 75% (grade of C) or better; this applies to **ALL courses in the curriculum, including core**. Students will be dismissed if they receive a grade of 74% or less. A course is defined as a semester long course. Students are advised when they are accepted into the program that they must complete courses on time with their cohort. There is no opportunity for repeating a course within the curriculum. Consequently, if a student earns a grade that is less than a “C”, then the student is no longer eligible to continue in the program.
2. Simulation Lab – all students will be required to:
 - earn a minimum of 75% of points on lab quizzes/exams
 - satisfactory performance on lab skills in the lab setting
 - passing of any competencies during the semester
 - satisfactory performance in clinical and lab, as evidenced on the clinical evaluation tool
3. Maintain a minimum GPA of 2.00 for the semester.
4. Maintain professional conduct in the classroom and clinical settings.
5. Complete all co-requisite courses each term.
6. Submit annual TB Skin Test results to the Health Sciences Records Clerk’s office in the William R. Walter Bldg. on the Columbia Campus.
7. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.
8. Maintain evidence of uninterrupted BCLS certification.

Students, who fail to meet the continuation requirements as stated, must drop/withdraw from the Anesthesia Technology Program. Students who must drop/withdraw from the program may be qualified to continue taking courses at Columbia State, but will not be permitted to register in anesthesia technology courses without readmission to the program.

Withdrawal

It is the student’s responsibility to officially withdraw from ANES course(s). Students who withdraw and wish to be readmitted into the anesthesia technology program will be required to follow the readmission requirements as designated in the current college catalog, including the completion of an **Exit Interview**.

Exit Interview

Students who withdraw from an ANES course or who are ineligible to continue in the program for academic or other reasons must have an exit interview at the time of exit to be eligible for readmission. This exit interview is **required** for any student who is or will be seeking readmission. It is the student’s responsibility to schedule this interview with a course instructor. Students who fail/withdraw from a course must complete the Exit Interview **no later than 6 weeks** following the end of the semester or the date of withdrawal.

Readmission Requirements

Students who exit the program prior to second semester are not eligible for readmission to the program. A formal appeal based on extenuating circumstances will be considered for readmission into the first semester. **Only one readmission into the anesthesia technology program is permitted.** Readmission to the program is not guaranteed, regardless of the reason for dismissal. Students are readmitted on a space available basis for each anesthesia technology course. An Exit Interview Form must be on file to be eligible for readmission. All extenuating circumstance appeals must be presented within one semester after the semester of exit.

Readmission Requirements:

1. To be eligible for readmission, the student's overall college-level grade point average should be at least a 2.0 or higher. Students on academic probation are not eligible for readmission.
2. A completed exit interview should be on file in the Health Sciences Office for the student. Students who fail a course or withdraw after completing the semester must complete the exit interview **no later than 6 weeks** following the end of the semester in which they were enrolled.
3. Submit a written readmission request to the program director within 90 days of dismissal from the program.
4. Provide written documentation to the Anesthesia Technology Program Director stating the reason(s) for withdrawal or failure and indicate actions the student has followed to ensure success in the program if readmitted. This documentation must be submitted before a student's application for readmission will be considered.
5. The Anesthesia Technology Program Director will notify the student by mail of his/her readmission status once the admission process has been completed.

Program enrollment is limited and readmission will be considered only if there are positions available within the class.

Anesthesia Technology Program Policies

A. Employment

1. Students are permitted to be employed during their enrollment in the program but are advised that educational schedules take priority and employers should be informed of this commitment. Students employed as anesthesia technicians **may NOT** use procedures performed during employment hours to fulfill clinical or competency requirements of the program. All competency requirements are to be completed during clinical assignments. In addition, employers must supply a radiation monitoring badge for use as an employee if monitoring is necessary for the position. The student radiation badge is to be used only during clinical education rotations.
2. Employment schedules that result in tardiness for clinical assignments or leave students fatigued to the point that clinical performance suffers, may have a negative impact on clinical performance, clinical course grades and continuation in the educational program.

B. Student Exposure to Radiation

The goal of radiation protection is to limit the probability of radiation-induced diseases in persons exposed to radiation (somatic effects) and in their progeny (genetic effects) to a degree that is reasonable and acceptable in relation to the benefits from the activities that involve such exposure (NCRP Report #107). The program is committed to keeping exposure As Low As Reasonably Achievable (ALARA). Every student is required to exercise sound radiation protection practices at all times. Unsafe radiation practices are prohibited and may be grounds for disciplinary action or dismissal from the program. These include, but are not limited to:

- Not wearing or providing protective apparel as appropriate.
- Inappropriate placement of monitoring devices.

Each student is required to wear a monitoring device while in the clinical education setting. Current monitoring devices are available from the program faculty at the beginning of each month and it is the responsibility of the student to make arrangements to exchange monitors. Monitoring devices must be exchanged no later than the **tenth** day of each month.

All monitoring reports are permanently filed in the office of the Radiology Technology clinical coordinator, HS 105B.

Monitoring devices are worn at the collar and outside a lead apron. Devices are to be removed if undergoing diagnostic procedures as a patient.

Additional obligations of the student include:

- Wearing a current monitoring device during lab or clinical. Lack of the device will constitute grade penalty for the course.
- Reviewing the monthly monitoring report and initialing it by his/her own name.
- Reporting the loss or damage of a monitoring device to program faculty immediately. Without a monitor students **MAY NOT** participate in fluoroscopy, surgery, portable, or any potential exposure area.

- Wearing the student monitoring device only during clinical practicum. Employment warranting a monitoring device must be monitored with a separate device provided by the employer.

In accordance with *the “as low as reasonable achievable” (ALARA)* principle, the program has set the following limit for exposure that should not be exceeded:

60 mrem/MO of deep, whole-body radiation according to the monitoring device.

Should the radiation exposure for an individual student exceed this level (>60 mrem) in any given month, the student will be counseled. Radiation protection practices and the student’s clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. A conference form will also be completed and placed in the student’s file.

Students shall not exceed state and federal guidelines for radiation exposure.

C. Student pregnancy and working in the Operating Room or any procedural area in which radiation exposure is possible.

Students enrolled in the program are instructed in proper safety precautions and personnel monitoring with emphasis on overall protection for the student and all persons involved in medical radiation exposure. Students are required to abide by ALL safety precautions and to remember the importance of keeping exposure as low as reasonably achievable (ALARA) through a combination of time, distance and shielding. Due to the number and variety of courses in the curriculum and the importance of maintaining a rotational schedule through the various assignments without interruption, students enrolled in this program are strongly encouraged NOT to become pregnant during the three (3) semesters of education.

The Nuclear Regulatory Commission (NRC) has revised 10DFR PART 20 in regard to the pregnant worker (student). If a student chooses to disclose her pregnancy, it must be done voluntarily, in writing and include the approximate date of conception. Without this written declaration, the student is entirely responsible for the radiation safety of the embryo/fetus and the program, college neither/nor any of its clinical education settings may be held responsible for the radiation safety of the fetus. Regulations in 20.1208 states the licensee (program/college) must ensure that the dose to the embryo/fetus of a declared pregnant radiation worker (student) must not exceed 500 mrem (5mSv) during the entire pregnancy. An attempt must be made to avoid substantial variation above a uniform monthly exposure rate (< 50 mrem/month) to the pregnant worker (student). If the dose to the embryo/fetus at the time of the declaration is found to exceed 500 mrem (5mSv) or is within 50 mrem (0.5 mSv) of the limit, the dose for the remainder of the pregnancy period must not exceed 50 mrem. Should a student fall under this category, the NRC allows the mother the right to “undeclare” her pregnancy, at which time the institution is absolved of all responsibilities for radiation protection of the embryo/fetus. If the worker (student) wishes to “undeclare” the pregnancy she must do so in writing to the program director. This right of “undeclaration” is not found in any section of the CFR; however, it is found in the NRC’s set # 5 of Questions and Answers regarding Part 20, available in the office of the program director.

A student who believes she is pregnant may voluntarily declare her pregnancy by requesting a Declaration of Pregnancy Form from the program director and is advised to do so early in the pregnancy. Upon declaration, a second personnel monitoring device, designated as a fetal monitor, will be provided for her until such time as the pregnancy is concluded or the student “undeclares” her pregnancy in writing.

If a student chooses to declare her pregnancy, she has three options:

Option # 1: She may continue in the program with modification (to avoid potential areas of exposure) to her clinical schedule. In this instance, she has the responsibility to inform clinical staff of her decision, as needed, and will be reassigned to lower exposure areas. The student will not be able to graduate until all competencies are completed. A grade of “I” (incomplete) may be awarded for the clinical course until the competencies are completed. This may postpone completion of the program for the student. If the student chooses, she may submit a withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor or make any modifications to the clinical schedule.

Option # 2: She may continue in the program without modification to her clinical schedule. In this instance, she is entirely responsible for the radiation safety of the embryo/fetus and the program, college, neither/nor any of its clinical education settings may be held responsible. The student will not be able to graduate until all competencies are completed. A grade of “I” (Incomplete) may be awarded for the clinical course until the competencies are completed. This may postpone completion of the program for the student. If the student chooses, she may submit a withdrawal of declaration of pregnancy (undeclaration) at any time during the pregnancy. The program will no longer provide a fetal monitor.

Option # 3: She may choose to withdraw from the program and attempt readmission the following year. If she withdraws in good standing, she will be readmitted, provided there is a position within the class for her. The student must submit, in writing, which option and conditions she wishes to follow.

Important Note:

It is important to note that a student who does not declare her pregnancy to the program director may have to disclose information to the medical personnel involved. Certain vaccinations that are needed before a student may enter the clinical setting may not be given to pregnant females and counseling with medical personnel may be needed.

Each student is required to review this policy prior to formal interview for the program and a copy is included in the student policy manual, issued upon enrollment in the program.

D. MRI Safety

Magnetic Resonance Safety will be addressed prior to clinical rotations. Training will include employee safety, patient safety and magnet safety. At the completion of the training, all students will sign a roster verifying that they have been instructed on magnetic resonance safety practices.

1. When a student is scheduled for clinical rotation of the radiology department, the clinical affiliation site may require that additional safety training be completed prior to working in the MRI suite.
2. A student may be screened by hospital personnel before entering the MRI suite to determine if any ferromagnetic objects or devices are present within or on them.
3. Pregnant students are permitted to work in and around the MRI environment throughout all stages of their pregnancy.

E. Waste Anesthetic Gas Exposure in Operating Room/Procedural Areas

Limiting Waste Anesthetic Gas exposure is mandated in US federal regulation 29 CFR 1910.1200 with enforcement by the Center for Disease Control (CDC) and the National Institute for Occupational Safety & Health Administration (NIOSH). Students enrolled in the program are instructed in proper safety precautions

with emphasis on overall protection for the student. Students who work in the operating/procedural suites have the potential to be exposed to waste anesthetic gases (WAG) and vapors that leak into the surrounding room during medical procedures. The primary anesthetic gas in use is Nitrous Oxide. Inhalation agents in use include Sevoflurane, Isoflurane and Desflurane. To prevent possible exposure, this policy applies to **all students** while in clinical rotation. Students are to use these methods to reduce their exposure to waste anesthesia gases:

1. Complete the FDA machine check to verify the anesthesia machine is working properly.
2. Make sure the scavenging system in the OR suite is working properly.
3. Report any anesthesia gas machine leaks found to the site coordinators/clinical preceptors so that they may be corrected.

F. Hazard Communication Standard

The Hazard Communication Standard, also known as the Right to Know Law, is mandated in US federal regulation 29 CFR 1910.1200 with enforcement by the Occupational Safety & Health Administration (OSHA); it is also mandated in State of Tennessee Regulations chapter 0800-1-9 with enforcement by the Tennessee Division of Occupational Safety & Health (TOSHA). The OSHA web site provides extensive information about the standard. Students will receive general and anesthesia specific training regarding hazardous chemical training in the anesthesia technology program.

- Students are required to use personal protective equipment, safe work practices and emergency procedures while in clinical rotation.
- Precautions will be monitored. When monitoring reveals a failure to follow precautions, counseling, education, and/or retraining shall be provided and appropriate disciplinary action shall be considered.
- Facility specific orientations may require additional training prior to the start of clinical rotations.

G. Infection Control Policy – Clinical Rotations

This policy relates to Standard Universal Precautions as defined by the Center for Disease Control (including AIDS and Hepatitis B). Some hospital personnel and students are in direct contact with patients' body fluids, blood and blood products. To prevent possible exposure to the AIDS virus, Hepatitis B, and other blood borne infections, the following policy applies to **all students** in regard to **all routine patient care** while in clinical rotations.

- When the possibility of exposure to blood or other body fluids exists (e.g., when placing IV catheter or handling items soiled with blood or body fluids), the student shall wear disposable gloves which will be changed after each patient contact.
- Gowns, masks, and eye coverings are indicated when performing procedures involving more extensive contact with blood or potentially infective body fluids, as in surgeries and invasive procedures in which bleeding may occur (e.g., hemodynamic monitoring, OB deliveries, angiographic procedures).
- Hands or other body parts must be washed thoroughly and immediately if accidentally contaminated with blood.
- To minimize the need for emergency mouth-to-mouth resuscitation mouth pieces, resuscitation bags, or other ventilation devices shall be strategically located and available for use in areas where the need for resuscitation is predictable.
- Sharp items (needles, scalpel blades and other sharp instruments) shall be considered as potentially infective and be handled with care to prevent accidental injuries.
- All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids shall be reported immediately using an incident report form provided by the clinical facility and following proper procedure. The program director must also be notified by phone within twenty-four (24) hours of the incident. With the permission of the clinical facility, a copy of the incident form is forwarded to the program director within forty-eight (48) hours.
- Blood spills shall be cleaned promptly with a disinfectant solution which complies with the Center for Disease Control (CDC) and/or institutional guidelines.

- All patients' blood and body fluids shall be considered biohazardous.

Implementation of Infection Control Policy

To ensure adherence to the recommended procedures for Standard Universal precautions, the following educational measures will be required:

- All anesthesia technology students will be instructed in the appropriate precautions during the Basic Principals of Anesthesia Technology course in the summer semester before clinical rotations begin. Precautions are further explained during facility specific orientation(s) required by some facilities prior to the beginning of clinical rotations.
- Students will follow the specific Infection Control Policy in the facility in which they are practicing clinical rotations. Additional precautions will be followed if necessary to meet Columbia States' clinical sites policies.
- When the possibility of exposure to blood or other body fluids exists (see list below), the student will wear disposable gloves, mask and eye shields. They will be removed after each patient contact and hands are to be washed before and after each patient contact.

• Venipuncture	• Intubation & extubation
• Discontinuing IV	• Central Line placement
• Disposing of Urine	• Cleaning/HLD of TEE probes
• NG insertion/removal	• Breakdown of fluid warming devices
• Suction of secretions (NG, OP, NP and tracheal)	• Breakdown of Belmont/rapid infusers
• Handling of blood products/performing POCT	• Cleaning of Equipment
• Handling of airway supplies (clean and dirty)	• Spiking of blood products
• Disconnecting blood products/IV tubing	• Breakdown of autotransfusion equipment

- Students assisting with central line placement are to be double gloved at all times. Students will also comply with the neutral zone procedure when passing sharps during central line placement.
- A signed statement by the student will be kept on record in the office of the program director to show agreement to comply with this policy statement.
- Precautions will be monitored. When monitoring reveals a failure to follow precautions, counseling, education, and/or retraining shall be provided and appropriate disciplinary action shall be considered.
- No student participating in clinical rotations will be required to handle patients with infectious diseases, as outlined above, unless that student is provided with gloves, disposable gowns, or other safety equipment designed to reduce the transmission of diseases.
- The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students matriculating for the first time. Tennessee Board of Regents (TBR) mandates that all allied health students receive the Hepatitis B vaccine if not previously taken. For more information go to Admissions on the Columbia State website. The Hepatitis B vaccine series is available through the student's primary care physician or possibly a county health department.

Needle Stick Injury/Splash Exposure Policy on Campus

In the event of a splash of blood or potentially infectious material to mucous membranes, needle stick or injury with contaminated needles or sharps:

1. Students are required to wear gloves during practice of venipuncture and central line placement.
2. Contaminated needles are not to be re-capped, purposely bent or broken by hand.
3. After use, disposable syringes/needles will be placed in appropriate puncture resistant container.
4. In the event a student is injured by a splash of blood or potentially infectious material to mucous membranes needle stick or injury with contaminated needles or sharps, the exposed area should be immediately washed with warm water and disinfectant soap.
5. If the exposed area is in the mouth, rinse your mouth with warm water or mouthwash.
6. If the exposure is in the eyes, flush with warm water (or normal saline, if available). Irrigate the area completely with water. An eyewash station is located in the FSCI Physics Lab (102) and the FSCI Chemistry Lab (114).
7. The instructor must be immediately notified and the incident documented with a conference record in the student's file.
8. The instructor will determine the sterility of the needle involved in the stick injury.
9. The instructor will complete an incident report; provide a copy for the student with recommendation to follow up with healthcare provider if the needle involved was not clean. Expense of testing and any resulting medical care will be the responsibility of the exposed student.

H. Reporting Accidents

Accident reports must be filed following any student injury during clinical rotations. Accidents or injuries of this type must be reported immediately to the on-site clinical instructor and a special incident form obtained from the clinical facility and completed. This form shall be filled out immediately. The incident shall also be reported to the program director within 24 hours of its occurrence. With the permission of the clinical agency, a copy of the form shall be forwarded to the program director within 48 hours.

According to the clinical affiliation agreement, the affiliate shall offer emergency treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.

Students, like all patients, have the right to refuse treatment. This decision should be documented on the incident report. The student also has the option of leaving clinic to seek treatment at the health facility of his/her choice. Policies regarding faculty notification apply. Students must notify program faculty if they leave clinic.

I. Attendance

The following are general attendance policies for the Anesthesia Technology Program intended to serve as guidelines for instructors and students. Individual instructors will make decisions about application of these policies concerning acceptable excuses for absences, late work acceptance, penalties for late work, etc. Instructors may also initiate additional attendance policies for their individual courses concurrent with the needs of each course. These policies will be clearly stated in the student course syllabi. Students should abide by these policies also.

Lecture Attendance:

1. College policies state that students are expected to attend all scheduled class periods for the courses in which they are enrolled.
2. Instructors will take roll in each class noting absence and tardiness. These records will be maintained by the course instructor. These records will be used for reference if academic problems arise.
3. When assigning final semester grades, instructors may use attendance as a tool in determining borderline grades.
4. Instructors will identify how class attendance may affect final grades.
5. Students are responsible for all lecture material and it is the student's responsibility to obtain lecture notes and handouts from classmates. Lectures will not be repeated.
6. Lectures will contain material not presented in the text and will give detailed explanation of text materials. For full comprehension of the theory and concepts presented in the courses, attendance is critical.
7. Students who claim illness as an excuse for excessive absence can be required to present a physician's statement.
8. Class attendance may reflect the student's attitude toward academic and professional responsibilities. If an instructor or the program director is contacted by a prospective employer for a reference or recommendation, attendance may be considered and discussed.

Laboratory Activities:

1. All general attendance policies apply to lecture periods that include any lab activity.
2. Due to the nature of the Anesthesia Technology Program and its course, missed lab activities cannot be made up.
3. Laboratory activities are an important part of the Anesthesia Technology Program. Students will learn skills required for their clinical practicum as well as for professional employment. Every possible effort should be made to participate in all lab activities.
4. The individual instructors will make the decisions as to whether to accept late lab reports, assignments, etc., and the extent of penalties for late work.
5. Excessive tardiness and unexcused absences are unacceptable and will result in progressive disciplinary action.
6. The final course grade will be reduced TWO letter grades for the current practicum course for any student who accumulates a combination of 9 tardies and/or unexcused absences throughout assigned practicum courses, regardless of the point total, and will result in Second Incidence of Disciplinary Action.
7. The final course grade will be reduced THREE letter grades for the current practicum course for any student who accumulates a combination of 11 tardies/unexcused absences throughout assigned practicum courses. Regardless of the point total, this would prevent the student from continuing in the program based on the inability to earn a "C" or higher for the practicum course.

8. Being late returning from the approved lunch break (30 minutes) is considered tardy. Time missed is to be made up at the end of the day. Points will be deducted and the incident will be included in the accumulation of tardies/unexcused absences. Individual affiliates may elect to require that student's clock in and out for lunch daily, even when remaining on site.
9. Should a student already be under disciplinary action the tardies/unexcused absences will result in the next step in the disciplinary process.

Quizzes:

1. Quizzes may be given throughout the semester over lecture material or laboratory activities to encourage students to keep up with coursework and to monitor student progress.
2. Quizzes may be announced or unannounced, as determined by the instructor.
3. Missed quizzes cannot be made up.

Exams/Competencies (Lecture, lab, practical):

1. Attendance for major exams/competencies is mandatory.
2. Make up exams/competencies will be given only at the discretion of the instructor.
3. Make up exams may/may not be the same as the regularly scheduled exam.
4. Practical exams cannot be made up.
5. Exams are to be taken when scheduled in class, not before or after class meets.
6. Missing the exam at the designated time constitutes a make-up exam.

Instructor Absence

Advance notice of anticipated instructor absence will be announced in class prior to the absence if possible and also sent out via e-mail. Please check your e-mail prior to any on-ground course one hour prior to class start to ensure the instructor will be in attendance.

Inclement Weather Policy

In case of inclement weather, please check the Columbia State website, your email or call the Columbia State closing line at 931-540-2515. Follow instructions given for late openings and how this may affect class times. Students are individually responsible for decisions regarding travel safety. The Columbia State web site offers students instructions to opt-in for emergency alerts via text, phone, and/or email.

Student Health Status Policy

Columbia State Community College Anesthesia Technology students with health conditions and/or chronic disease, pregnancy, disability, communicable disease, or temporary illness or injuries are encouraged to inform the Program Director as soon as possible. Each student's health problem will be considered individually to determine if the student may continue in the program and at what level. Reasonable accommodations will be made by Columbia State Community College to assist students with documented disabilities which qualify for accommodations. Health status of students may affect decisions involving clinical practicum. Students recovering from communicable diseases may be requested to submit a physician's release before returning to the clinical practicum or ANES class.

In the event of student contracting a communicable disease (ex.: chicken pox, rubella, etc.), the Program Director and clinical site must be informed as soon as possible, and the student should cooperate with any necessary infection control procedures or investigations conducted by the clinical site. Students will be prohibited from attending clinical sites until released by their physician and considered no longer contagious.

After admission into the program, each student must submit a Routine Physical Examination form completed by a physician and show proof of immunizations and tests required by the Program.

J. Classroom Instruction

Students are expected to:

1. Attend class on time and as scheduled. Class rolls are utilized to record student attendance (see College Catalog and Student Handbook). Regardless of the cause or nature of an absence, students are responsible for all class work covered or assigned during the absence. Students are expected to notify the instructor **IN ADVANCE** if unable to attend class, a clinical day or an examination. Students are to take exams as scheduled.
2. Conform to college expectations for classroom behavior, conduct and academic integrity as described in the Columbia State Community College Catalog and Student Handbook as well as program expectations outlined in this Handbook.
3. Arrange for instructor assistance as deemed necessary by self-evaluation.
4. Read appropriate textbook sections and selected references prior to class attendance, use the campus resources as assigned and keep current with class notes.
5. Participate in classroom discussions.
6. Use the Library and Teaching Learning Center (TLC) for practice and references as assigned and/or as individually needed.
7. Receive instructors' permission to record lectures.
8. Cell phones must be turned off in the classroom.

K. Clinical Absence/Tardiness

It is the student's responsibility to document all absences from clinic on the appropriate form. Failure to do so within the time frame required will result in point deductions. Unexcused absences shall also be documented to program faculty on the form provided to avoid point loss.

When a student is absent or will be late for class/or clinical, he/she will be required to notify the clinical site that they will be absent or late. It is not the programs responsibility to notify the clinical site.

Failure to provide prior notification of absence to clinical site and faculty members may result in immediate dismissal from the program, progressive disciplinary action, or at a minimum, point deductions from the clinical practicum grade.

Tardiness is defined as one or more minutes past the assigned time of arrival. Tardies are cumulative beginning with ANES 1110. A student who is tardy is to make up the time at the end of the assigned shift. One (1) point per incident will be deducted from the clinical practicum grade if a student is tardy one to five times. Two (2) points per incident will be deducted if the student is tardy six to nine more times. If the student is tardy a 10th time three (3) points will be deducted from the clinical practicum grade. If the student fails to make up the time at the end of the day an additional point will be deducted from the clinical grade. If there are extenuating circumstances that prevented the student from arriving to clinic on time this should be noted in the comments section when clocking in. These circumstances will be evaluated on an individual

basis and the tardy may be excused if warranted. Students are reminded that future employers are very interested in punctuality. Every effort should be made to avoid tardiness regardless of point deductions.

Excessive tardiness and unexcused absences are unacceptable and will result in progressive disciplinary action.

The final course grade will be reduced TWO letter grades for the current practicum course for any student who accumulates a combination of 9 tardies and/or unexcused absences throughout assigned practicum courses, regardless of the point total, and will result in Second Incidence of Disciplinary Action.

The final course grade will be reduced THREE letter grades for the current practicum course for any student who accumulates a combination of 11 tardies/unexcused absences throughout assigned practicum courses. Regardless of the point total, this would prevent the student from continuing in the program based on the inability to earn a “C” or higher for the practicum course.

Being late returning from the approved lunch break (30 minutes) is considered tardy. Time missed is to be made up at the end of the day. Points will be deducted and the incident will be included in the accumulation of tardies/unexcused absences. Individual affiliates may elect to require that student’s clock in and out for lunch daily, even when remaining on site.

Should a student already be under disciplinary action the tardies/unexcused absences will result in the next step in the disciplinary process.

L. Clinical Hours/Assignments

Students entering this program must be flexible and willing to travel to available sites.

It shall be the responsibility of the program director and/or clinical coordinator to assign all daytime and evening practicum. The program director and/or clinical coordinator will also coordinate clinical make-up time if applicable.

It shall be the responsibility of the student to become thoroughly acquainted with the clinical rotation schedule. There will be no changes in the clinical rotation schedule except for extreme cases which will be handled individually by the program faculty.

There is an affiliation agreement between Columbia State Community College and each clinical facility. The clinical practicum has within it the expectations of the applied experience that each Anesthesia Technology student should be expected to learn and experience. It should be noted that at any given time, all facilities will have something that the student will not be able to do or experience. Our goal is to give an overall general experience that leads to basic entry skills for a Certified Anesthesia Technologist. With this in mind, if the Anesthesia Technology Program Director and the clinical affiliate agree that there is a lack of necessary skills at a particular clinical site, in a particular discipline, that the student will be moved to another facility to acquire those skills.

1. In order to provide each student with a variety of clinical experiences; to meet the minimum number of hours/cases as set for the by the Council on Accreditation and to assure that each student is assigned to a Cer. A.T/A.T.T, CRNA or Anesthesiologist in the clinical area, the primary clinical site coordinator will be responsible for case selection for each student.

2. Clinical supervision of students should be restricted to Cer.A.T.'s/A.T.T's with staff privileges and is immediately available in the clinical area.
3. Should the student have concerns regarding their assignment, they are to address them directly with the Program Director. No student is to request clinical schedule changes with facilities at any time. Students who violate this will be placed on clinical probation.
4. Students will complete clinical assignments at the discretion of the clinical faculty. Students will not request to leave early for any circumstance. Failure to comply will result in probation.

M. BCLS and ACLS

Students are required to maintain current BCLS and ACLS certifications (and provide documentation of certification immediately upon request) in order to comply with the COA-ATE standards.

1. Each student shall provide the school with a current copy of their BCLS certification, within 30 days of expiration.
2. Students must maintain a current BCLS certification while in the program and provide an updated copy to the school in a timely manner.
3. ACLS will be taken during the course of the program.
4. Failure to provide current copies will result in dismissal from the clinical area until a current copy is obtained, and the student will be placed on probation.

N. Other policies Governing Clinical Instruction

General Health Requirements

In order to participate in the clinical setting, students will be required to meet the same health standards of the clinical affiliate as the employees. Students will be notified in advance of additional health requirements for specific clinical sites. Students who do not comply with the health requirements cannot attend clinical and may not complete the course.

Criminal Background Checks and Drug & Alcohol Screening

Criminal background checks and a drug and alcohol screen will be required by affiliated clinical sites. Based on the results of the criminal background check and drug and alcohol screening, an affiliated clinical site may refuse your presence at their facility. This could result in your inability to successfully complete the requirements of a clinical course and therefore, would not allow you to meet the requirements for the Anesthesia Technology program. More information is available from the Anesthesia Technology Program Director.

Policies and Procedures for Clinical Evaluation

Satisfactory performance in clinical is necessary to progress to the next anesthesia technology course. A grade of satisfactory is earned when the student successfully meets the "Clinical Evaluation Criteria" describes minimal behaviors for each major outcome which must be satisfactorily completed by the end of the semester. The final clinical rating is determined by the program director in consideration of the clinical instructor/preceptor assessments and evaluations.

Clinical Evaluation

The student is responsible for: 1) meeting orientation deadlines, including online, in-person and other mandatory attendance requirements. This includes submission of required documentation by deadlines given; 2) performing according to the Clinical Evaluation Criteria for each course. Each student will have monthly (formative) and end of semester (summative) evaluations of his/her clinical experience. Both student and clinical faculty participate in the evaluation process. The faculty determines satisfactory and/or unsatisfactory behavior.

Semester Clinical Summative Evaluations are used to assess the students' performance during ongoing clinical site visits.

1. Semester

- A. Each student's clinical progress shall be monitored on an ongoing basis by the program director including ongoing communication with the clinical affiliate designees.
- B. A college program official will visit various clinical sites each semester. During the clinical rotation visit the program director and facility representative(s) will discuss each student's clinical performance and the clinical experience at the site. The program director may observe the performance of the student during the visit.
- C. An electronic summation of the students' progress during the visit will be documented on the semester summative clinical evaluation form in a student grade book. (See "summative clinical evaluation" form)

2. End of Semester

- A. Each student will receive a clinical grade based upon the following:
 1. The entire semester clinical grade will be calculated based on the monthly semester evaluation tools.
 2. Each monthly evaluation tool will be weighted as determined by the length of the rotation (1 or 2 months) to determine a grade.
 3. Each monthly Summative Clinical Evaluation will be reviewed and signed at the end of the semester.
- B. A student must receive a passing grade in each major category by the end of the semester, to progress to the next semester.
- C. If a student receives a failing grade in any category he/she will be placed on probation. The student will be required to meet the deficient objective(s) within a 30-day period. If the student meets the objective(s) upon completion of this period, he/she will be removed from the Warning of Marginal Clinical Performances. If, after 30 days, the student does not meet the objectives, he/she shall be required to meet the deficient objectives within 30 days. If the student meets the objectives upon completion of this period, he/she will be removed from clinical probation. If the student does not meet the deficient objectives he/she will be dismissed from the program.

Monthly Clinical Formative Evaluations are used to assess the progress of the students' clinical performance based on the behavioral objectives.

1. Each student will be evaluated each clinical day by their preceptor.
2. Written or verbal feedback will be communicated to the clinical coordinator regarding the student's performance each day.
3. Prior to the end of the rotation, the clinical coordinator(s) will complete the evaluation tool and review the evaluation with the student.
4. If a student is not meeting the clinical objectives, then the coordinator will discuss the performance issues with the student and contact the Columbia State Community College program director.
5. The CSCC program director will observe the student in the clinical setting.
6. The CSCC program director along with the clinical coordinators will decide if probation is necessary based on the student performance.
7. If probation is warranted, the student will be counseled on specific areas of deficiencies, along with action necessary for improvement, this will be documented and communicated.

O. Clinical Objectives: Student Anesthesia Technologist

Clinical Performance:

Student anesthesia technologists must function at an appropriate level for the student's stage of anesthesia education for each of the following objectives which include:

1. Understands and supports anesthetic plan of care based on the patient's pathophysiology and surgical procedure.
2. Collaborates with the Anesthesia provider pre-operatively and intra-operatively for each patient.
3. Conducts a comprehensive and appropriate equipment check (machine, airway, cart and Medications).
4. Maintains patient confidentiality to meet all HIPPA requirements.
5. Utilizes universal precautions.
6. Supports the Anesthesia provider in the management of fluid and blood component therapy.
7. Supports and assists with all types of airway management techniques (mask, LMA, conventional intubation, Glidescope, fiberoptic, etc.).
8. Supports and is flexible with the changes in the anesthetic plan as appropriate.
9. Demonstrates psychomotor proficiency while supporting the anesthesia provider in the care of the patient (general, regional, intravenous and invasive line insertion).
10. Demonstrates effective critical thinking and problem solving.
11. Supports the anesthesia provider during an anesthetic crisis in accordance with the standards of care.
12. Ensures patient safety.

Personal Qualities and Values:

1. Expresses a positive attitude.
2. Critiques own performance and is receptive to constructive criticism.
3. Functions appropriately under stressful situations.
4. Demonstrates autonomy, within the facilities practice guidelines, in decision- making.
5. Demonstrates initiative.
6. Demonstrates effective communication and collaboration with the anesthesia and surgical teams.
7. Practices with high ethical and moral standards.

Student Behavior in Clinical:

1. Students are expected to hold all patient and institutional information in the strictest confidence at all times. The discussion of any patient information, clinical situation or experience outside of the classroom setting is NOT PERMITTED. This includes placing information on social network sites, such as Facebook, etc. Breach of confidentiality is a violation of federal law and will result in disciplinary action including possible prosecution.
2. Students will behave in a manner consistent with standards of practice for Anesthesia Technology Professionals. A copy of the ASATT Standards of Practice are available at: <http://asatt.org/about-us-menu/standards-of-practice-menu>
3. Students will stay in assigned areas during clinical rotations and not go into unassigned areas.
4. Students will not read unrelated material during clinical assignments.
5. Students will participate in unscheduled learning experiences that are available when assigned areas are not busy.
6. Students will adhere to the anesthesia technologist's code of ethics and comply with the anesthesia technologist's scope of practice. Copy of The ASATT code of ethics: <https://www.asatt.org/about-us-menu/code-of-ethics>
7. Each student should be advised that if he/she reports acts of misconduct of other students or clinical staff, program faculty will act upon verifiable reports and cannot ensure student anonymity.
8. Any student involved in deceit of program faculty or clinical staff shall be subject to disciplinary action. (This includes contributing to or concealing the deceitful actions of other students).
9. Students are expected to practice self-discipline and take action to improve their conduct when unacceptable behavior, conduct, or performance is identified.
10. Students are not allowed to duplicate or copy items from the patient's clinical record.
11. Medications are NOT to be administered by students in the anesthesia technology program.
12. Students are NOT to perform intubations or extubations.
13. Students are not to check off blood products.
14. Students will be accompanied by the instructor or appropriate licensed personnel for ALL invasive procedures in the first and second clinical practicum. Failure to do so on the student's part will result in an unsatisfactory and possible dismissal from the program.
15. Chewing gum or any other item/object in the clinical setting is not permitted.
16. Cell phones and/or recording devices are NOT permitted in the clinical area and are not to be turned on while the students are engaged in the clinical setting.
17. Smoking may be permitted in designated areas only as specified by the clinical facility and is limited to morning, lunch, and afternoon breaks. This includes e-cigarettes and chewing tobacco. Most campuses are no smoke-free and the student must abide by the policy. Columbia State Community College is completely tobacco-product free.
18. The student shall not chew gum, drink or eat in the corridors or patient areas.
19. The student shall not possess alcoholic beverages, controlled substances, or drugs considered illegal by the Federal Government, for personal consumption within the clinical facilities. Proof of violation of this policy will result in immediate dismissal from the clinical facility and the program (reference "Student Conduct and Allied Health Programs").
20. The student shall never enter the clinical setting under the influence of any medication or substance (prescription or non-prescription) which might impair judgment or compromise the safety of students, staff or patients.
21. The student shall ensure that patients are safely secured on stretchers and OR beds at all times.

22. The student shall not disclose addresses and telephone numbers of other students, staff. Such inquiries are to be referred to the supervisor/director. In addition, the student shall not disclose home addresses and telephone numbers of program faculty.
23. The student may not access employee or (staff) telephone numbers or addresses for personal use without the consent of that employee.
24. Students must never discuss the patient's condition or diagnosis with the patient or family members(s) or other persons not directly involved with the patients' medical care.
25. The student shall direct all grievances related to the program to the appropriate program faculty.
26. Students are not to congregate in work areas waiting for classmates to go to lunch or waiting for time to clock out.
27. Columbia State name tags must be worn, unobstructed by markers, badges, etc., during clinical assignments. Students may not be in the clinical setting without the name tag and Dosimeter (radiation monitoring) monitor.
28. Students shall use computers during clinical (including internet) only for approved purposes. Web browsing, social networking, shopping and non-educationally related activity (computer and smart phone/device) is not permitted, will be considered willful violation of program policy and may result in disciplinary action including immediate dismissal.
29. Students shall follow faculty instructions regarding the use of computers during didactic class sessions. Such use shall be limited to note taking, viewing instructor handouts, Online Campus, etc. Web browsing and working on outside assignments during class session is not permitted, will be considered willful violation of program policy and may result in disciplinary action including immediate dismissal.
30. Research, studying, and/or related reading are permissible during clinic if **NO** procedures are being performed in a clinical facility during a rotation. These activities are to be limited to times when there are no learning opportunities available. Studying in lieu of clinical learning experiences is NOT acceptable. Pleasure reading (novels, magazines, etc.) is not appropriate and will result in point deductions. Patient care is everyone's first priority. See a clinical instructor or preceptor for a temporary assignment if your area is not busy. Communicate clearly with supervisors and do not expect someone to find you when patients/procedures do present. Studying may be prohibited for individual students following complaints from clinical instructors/staff.
31. If a student's cell phone rings or vibrates during clinic or class, the first occurrence will result in two points being deducted from the final course grade. The second occurrence will result in a four point deduction from the final course grade. The third occurrence will result in letter grade reductions and the next step in the disciplinary process (first, second or third incidence). If a student's cell phone rings or vibrates and they do not turn it off, then it rings or vibrates again, that is two occurrences. These occurrences are cumulative and do not have to occur in the same class, or during the same semester.
32. ANY use of a cell phone during class or clinic will be considered willful violation of program policy and result in immediate grade reduction and the next step in the disciplinary process.

Cellular phones may be used during breaks but are prohibited in certain areas of clinical facilities. Students are to consult with clinical staff/instructors to find out where cell phones are permitted in a particular facility.

Personal Appearance

There is a formal dress code for anesthesia technology students (see below). Please read the dress code carefully and note all details.

- Classroom -There are no guidelines pertaining to dress for classroom attendance; however, appropriate dress is appreciated. Students are expected to wear appropriate undergarments at all times.
- Laboratory – Students are required to be in scrubs when in the skills lab or simulation lab.
- Clinical – Students should present to clinical sites in their CSCC scrubs.

Anesthesia Technology Dress Code:

- Hair—pulled back and off the neck, secured from face, and neatly arranged in acceptable color. Neatly arranged and acceptable color to be determined by the faculty, using clinical facility policy and professional standards. Hair is not to hang forward of the face.
- Facial hair—beards and mustaches clean and neatly trimmed.
- Make-up – appropriate with no “heavy” make-up.
- Nails—no nail polish or false nails, nails finger-tip length or shorter.
- Jewelry:
 1. Students will not wear jewelry in the clinical setting to prevent potential injury to themselves or others. However, a set of wedding rings may be worn. If the ring(s) interfere with the performance of safe patient care and/or duties, the faculty will instruct the student to remove them. One small pair of post earrings (one stud earring per ear) may be worn. No stretched, hoops or dangling earrings are allowed.
 2. No external visible body jewelry including tongue jewelry is allowed at any time.
 3. Students participating in central line placement will need to remove rings, bracelets, watches, etc. prior to initial scrub. Students are responsible for securing their jewelry. The clinical facility nor Columbia State Community College will be responsible for lost or stolen jewelry.
- Cologne, perfume or strong-scented lotions are not appropriate while in the clinical area.
- Tattoos must be covered.
- Operating Room attire: AORN recommended practices for surgical attire address concerns about infectious disease risk to both patients and workers/families as well as the public perception of infectious risk and professionalism. It is up to each facility to determine the acceptable practice of wearing scrubs to and from home. It is up to the student to understand and abide the facility’s surgical attire policy (ambulatory setting versus hospital setting). Students who willfully violate the policy will face disciplinary action.
 1. Socks and shoes – socks/stockings must be worn. Shoes must be closed toe with no holes. It is recommended that the shoes are not worn to and from home.
 2. Cloth hats are allowed, but they must be covered with a “disposable” cover.
 3. Long sleeves/jackets are allowed as long as they are covered with an “official” OR scrub jacket.
 4. Contaminated scrubs must be changed as soon as is possible (blood spills, etc.).

Criteria for Dismissal

Students may be dismissed from the program at any time without prior verbal or written warning depending on the extent and seriousness of the infractions.

1. Clinical error affecting patient safety
2. Unethical or immoral conduct
3. Lack of respect or empathy for patients
4. Professional misconduct
5. Inability to cooperate with supervisors, peers, or hospital staff
6. Habitual malcontent
7. Physical or mental illness that interferes with safe clinical performance
8. Abuse of drugs or alcohol
9. Habitual tardiness or absenteeism
10. Disruptive, lewd, or indecent behavior in the clinical area or classroom
11. Noncompliance with departmental policies
12. Cheating, plagiarism, or theft of any nature
13. False or misleading information on application form or health form
14. Soliciting or assisting another to do any act that would subject a student to expulsion, suspension or probation pursuant to the stated criteria.
15. Any other reason, which in the professional judgment of the department reflects student inability to master the didactic or clinical component, or breach of academic integrity.
16. Disclosure of any material and/or content of examinations and simulation (written or verbal).
17. Failing grades (below a “C”) in any anesthesia technology and/or each related math and science course. Failing grades (“F”) in other required general education courses.
18. Failure to treat all patient information as confidential.
19. Failure to keep BCLS and ACLS current.

Policies Governing Disciplinary Action

The student is expected to adhere to all program, institutional and clinical facility policies and regulations. Failure to do so will result in disciplinary action as outlined in this section. The nature and severity of certain acts of misconduct have been determined to justify immediate dismissal from the program without progressive discipline.

In the event of alleged negligence, violation, or misconduct, the program director shall consult with the student to explore the nature and extent of the student's negligence, violation or misconduct. Procedures and steps for progressive discipline are as follows:

A. First Incidence of Violation or Misconduct

If there is sufficient evidence to support said misconduct, negligence, or violation, the program director shall notify the student, orally and in writing within 7 working days of discovery of the violation, of the nature and extent of the violation. Copies of the written notification shall be distributed to the dean of health sciences and program medical advisor. One copy shall become a part of the student's permanent record. The student's grade will be reduced one letter grade at the end of the semester for the course in which the violation occurred.

B. Second Incidence of Violation or Misconduct

Should a second incidence of violation be suspected, the program director shall notify the student, both orally and in writing, within 7 working days of discovery of the violation and provide for a committee hearing to determine the validity, nature and extent of the violation. This committee shall meet within 14 working days of discovery of the violation and shall be made up of the program faculty, program medical advisor, and representatives from involved clinical facilities, if applicable. This committee shall, upon determination of violation, make decisions regarding a probationary period. The student shall be notified of the length of the probationary period and his/her record will be reviewed at the end of the period. The probation may be lifted if no further violations occur. Depending on the nature of violations, program officials reserve the right to notify clinical facilities of the probationary status and/or conditions of the probation. In all cases, a second letter will be written to the student within 3 working days of the hearing, with distribution to the dean of health sciences, program medical advisor and a copy to the student's permanent record. Second Incidence of Violation may be unrelated to First Incidence. The student's grade will be reduced by two letter grades at the end of the semester for the course in which the violation occurred.

C. Third Incidence of Violation or Misconduct

Should a third incidence of violation be suspected, the above-listed committee shall convene within 14 working days of discovery of the violation, for a hearing at which time the student will be allowed to speak on his/her behalf. If evidence substantiates a third incidence of violation or misconduct, the student's grade will be reduced by three letter grades at the end of the semester for the course in which the violation occurred. In this instance it would be impossible for the student to earn the required grade of "C" or better in the course, thus prohibiting the student from continuing in the program. Third incidence of violation of misconduct may be unrelated to the first and/or second.

In all cases, and in each step of the process, the program director shall apprise the student of the right of due process of appeal as provided for by the college.

Students will be held accountable for their behavior. Disciplinary action will be instituted with the objective of eliminating unacceptable conduct, behavior or performance. Repeated incidents will demonstrate a student's unwillingness to comply with policies and may lead to dismissal through progressive discipline or, if serious enough, immediate dismissal.

Policy Governing Availability and Security of Student Records (Privacy Act)

It is the policy of Columbia State Community College to comply with the Family Educational Rights and Privacy Act (FERPA) which is designed to protect the confidentiality of personally identifiable educational records of students. (Please refer to the college catalog for a full explanation of the Privacy Act.)

Additional student records relative to the Anesthesia Technology Program are secured in the office of the program faculty and/or Records Clerk.

Grades are not mailed to students. Students may access grades on Charger Net on the Columbia State home page (www.columbiastate.edu) five (5) working days after grades are submitted to the Records Office. Students needing an official copy of their transcript may request this using myChargerNet. Transcripts may also be requested by submitting the transcript request form to the Records Office. Students may print a copy of their grades from Charger Net.

Policy Governing Student Placement

Columbia State provides assistance with job placement for all students enrolled in the Anesthesia Technology Program. Program faculty members also assist with student placement.

Policy Governing Program Advisory Committee

Policy No. 01-04, Program Advisory Committees

Purpose: To define the role and function of program advisory committees and to establish procedures for the appointment of members.

Policy

A. Program advisory committees are lay committees appointed to advise programs or departments and the appropriate institutional administrators on matters relevant to current practices and technical developments in the areas which they advise. As such, they do not establish policy and/or procedures nor become involved in program or department operations.

B. Advisory committees shall be appointed for all Associate of Applied Science programs and any other areas of the college that the president deems necessary.

C. Advisory committees shall meet at least once per year.

(A copy of the complete policy on advisory committees (CSCC 01-04-00), including procedures is available in the office of the program director.

Student Conduct & Health Sciences Programs

Students in health science programs are required to complete clinical objectives as a major component of the educational experience. Clinical objectives can only be completed at designated clinical facilities that enter into contractual agreements with the Institution to provide experiences for students. As outlined in clinical affiliation agreements, students are subject to facility expectations for behavior and conduct during clinical rotations. These expectations may include random drug screens and criminal background checks. Per program policies, any students denied access by a clinical facility based on established criteria will be unable to complete clinical objectives for the program of study and will be ineligible to continue enrollment.

In the event of such alleged misconduct by a student(s) in any health sciences program, the following procedure may be used:

If a student(s) enrolled in a health sciences program is:

- arrested by duly authorized law enforcement officers and charged with unlawful possession or use of drugs or controlled substances, or the sale or distribution of any such drug or controlled substances; **or**
- if there is other substantive evidence that a student enrolled in a health sciences program is unlawfully in possession of or using any drug or controlled substance; then the program director shall inform the division dean in writing as soon as possible. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement.

The division dean shall evaluate the substance of such information presented and shall:

- arrange a conference with the student and the program director as soon as possible after having reviewed the report;
- the student shall be informed of the alleged charges and shall be provided an opportunity respond to such charges;

based upon the conference proceedings, the division dean shall recommend to the executive vice president - provost for academic and student programs and services an appropriate action. Sanctions which may be recommended are listed under Disciplinary Sanctions in these rules and may be limited in applicability to the program status of the student.

The executive vice president - provost shall review the charges and proceedings and shall take such action as is deemed appropriate.

Any student charged with misconduct may be required to appear before the associate vice president for student services or the Student Discipline Committee. Such action may be in lieu of, or in addition to, action taken by the health sciences program.

All cases which may result in suspension or expulsion of a student from the College, or a health sciences program, for disciplinary reasons are subject to the contested-case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform-contested case procedures adopted by the Tennessee Board of Regents unless the

student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules. The associate vice president for student services shall provide information to students relative to the uniform-contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed.

Disclaimer Clause

The course offerings and requirements of the “Program” are continually under examination and revision. This policy manual presents the offerings and requirements in effect at the time of writing, but is no guarantee that they will not be changed or revoked. Students enrolled in the program will receive notice of any changes or additions both orally and in writing. This policy manual is not worded in contractual terms and does not constitute a contract between the student and the program.

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Essential Functions Acknowledgment Statement

Anesthesia Technology applicants should read, understand, and sign the following statement attesting to their belief that they can meet the essential standards listed below. This should be accomplished before admission to the Columbia State Anesthesia Technology Program.

Program acceptance in no way is based on applicant's limitations. "Technical standards represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable."

Certain essential personal and physical attributes are key to success in the Columbia State Anesthesia Technology academic program and the anesthesia technology profession. These attributes include:

- a. Vision: Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
- b. Speech and Hearing: Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
- c. Motor Functions: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, position patients safely and accurately; travel to a clinical site for clinical experience.
- d. Behavioral Requirements: Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
- e. Physical Requirements: Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; push or move anesthesia equipment; move and reposition patients; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
- f. Critical Thinking: Able to appropriately and accurately perform complex interpretative testing.
- g. Professionalism: Able to maintain a professional attitude and appearance as described in the ANES Student Manual.

I have read and understand the above non-academic requirements and believe that I am able to meet these standards.

Signature _____ Date _____

Sign the above statement and return to the Columbia State Anesthesia Technology Program Director by completion of the first scheduled class meeting.

CRIMINAL BACKGROUND CHECKS

1. The criminal background check must be completed within a three (3) month period prior to the student beginning her/his clinical experience.
2. The criminal background search will encompass the student's records from the state of Tennessee. In the event a student has moved from another state to the state of Tennessee within the last twelve months, a background check, at the students' expense, will be conducted in both states.
3. If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record. Should the conviction record stand, the clinical facility will be notified, and at the clinical facility's discretion, the students may be prohibited from taking part in the facilities, affiliate programs.
4. If the facility refuses the student access to the clinical experience at its facility, the Columbia State Community College will make reasonable efforts to find an alternative site for the student to complete their clinical experience. **Columbia State Community College DOES NOT GUARANTEE** a student with a criminal conviction that he/she will be able to complete their clinical experience. A student who cannot be reasonably assigned a clinical site will be dropped from the program.
5. Reasonable efforts will be made to insure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

My signature below indicates that I have read the Drug Testing and Criminal Background Screening policy of the Columbia State Community College, and have been provided with a copy of the same. I understand that the results of the criminal background screening and drug testing results are to be used for the purposes of determining my eligibility for a clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening and criminal background checks to be release to the Columbia State Community College who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.

Signature _____ Date _____

Sign the above statement and return to the Columbia State Anesthesia Technology Program Director by completion of the first scheduled class meeting.

CONFIDENTIALITY AGREEMENT
Anesthesia Technology Program

During the course of the clinical practicum or laboratory activities in the Anesthesia Technology courses, any information obtained through working with laboratory and/or clinical activities, is by law, confidential. Any information obtained during the clinical practicum or ATP course laboratory activities which pertains to patients, physicians, employees, hospital matters, or fellow Anesthesia Technology Program students is also considered confidential. Any disclosures of such information to unauthorized individuals will result in immediate dismissal from the Anesthesia Technology program.

Student Signature _____

Date _____

Columbia State Community College

Anesthesia Technology Program

Bloodborne Pathogen Standards Training

As a student of the Columbia State Anesthesia Technology Program, I verify that I have watched the videotape, "OSHA Bloodborne Pathogens Standard", received instruction on precautions needed to be taken for protection of myself from possible exposure to bloodborne pathogens in the anesthesia technology program coursework and clinical practicum, and had the opportunity to ask the instructor questions about this topic.

Student Signature _____

Date _____

This statement may be made available to assigned clinical sites to verify that the student has received Bloodborne Pathogen Standards training before entering the Clinical Site.

Student Information - Release of Information Form

In the event that the Anesthesia Technology Program Director and/or faculty are asked to be used as references and provide academic information to potential student employers. Students/graduates may automatically list the Anesthesia Technology Program Director as a reference on any job application. Additionally, employers and recruiters periodically make known jobs that are vacant. Although the Program Director does not provide job placement services for students or graduates she would like to assist in this way in any way possible. The Program Director may wish to provide current anesthesia technology program student names or past student graduate names who the inquirer may want to contact for future employment. However, without the appropriate consent she will be unable to do so. The following consent form is to be filled out and signed by those students who are interested in having academic information released on themselves.

**Columbia State Community College
Anesthesia Technology Program
Authorization for Release of Information**

I, _____, hereby authorize the Director and Faculty of the Columbia State Anesthesia Technology Program to release information regarding my student performance in the Columbia State Anesthesia Technology Program to those parties that are interested in employing the said named above. Columbia State Community College is hereby released from all liability that may arise from the release of the information requested.

This authorization may be revoked, but not retroactive to the release of information made in good faith.

Signed _____ Date _____

Address _____

Phone _____

SIGNATURE FORM

I have received a copy of the Columbia State Anesthesia Technologist Student Handbook. I accept the responsibility for reading its contents and abiding by its procedures.

Student's name (please print)

Student's Signature

Date