



Anesthesia Technology Program

Student Policy Manual

Revised May 2025

Columbia State is an AA/EOE and a Tennessee Board of Regents Institution

WELCOME

Welcome to the Anesthesia Technology Program at Columbia State Community College. This manual 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 this manual is available at

<https://www.columbiastate.edu/academics/health-sciences-division/anesthesia-technology/documents19/ATP-Student-Handbook-2022-2023-Rev.pdf>

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 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 & Technicians (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 Committee on Accreditation for Anesthesia Technology Education (CoA-ATE)
7044 South 13th Street
Oak Creek, WI 53154-1429

The American Society of Anesthesia Technologists and Technicians (ASATT)
6737 W Washington St., Ste 4210
Milwaukee, WI 53214

The Commission on Accreditation of Allied Health Education Programs (CAAHEP)
113th St. N#7709
Seminole, FL 33775

Program Accreditation

The Columbia State Anesthesia Technology Program is accredited with the:
Commission on Accreditation of Allied Health Education Programs
113th St. N#7709
Seminole, FL 33775
Phone: 626.564.3018

Email: theresa@caahep.org

Questions regarding the accreditation of the anesthesia technology program may be directed to:
<https://www.caahep.org/students/find-an-accredited-program>

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 Scantron for the American Society of Anesthesia Technicians and Technologists (ASATT). Scantron 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
www.sacscoc.org

Columbia State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate degree, Questions about the accreditation of Columbia State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097 by calling (404) 679-4500, or by using information available on SACSCOC's web site (www.sacscoc.org).

Program Faculty & Staff

Program Director

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Health Sciences Division Office

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Dean, Health Sciences

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Inclement Weather Line

Columbia State (All campuses)
931.540.2515

Clinical Coordinators/Site Preceptors

Vanderbilt University Medical Center

Site Coordinator

Sherry Breeden, Cer.A.T.T.

Clinical Preceptors

Charity Dailey-Johnson, Cer.A.T.T.

Breanna Chambliss, Cer.A.T.T.

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

Jarvis Singleton, Cer.A.T.

Cindy Waldron, Cer.A.T.T.

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 estimated costs for travel to geographically dispersed, required clinical rotations, uniforms, supplies, etc. The student is responsible for all costs incurred relative to travel to and from clinical assignments, uniforms, 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. Group malpractice coverage is purchased in conjunction with registration for anesthesia technology courses.

Individual health insurance coverage is required before a student may attend clinical assignments. Proof of health insurance coverage is required by a specified date each year. Students shall forward copies of new health insurance cards to the Health Science records clerk if coverage or carrier changes at any time during enrollment.

In accordance with Clinical Affiliation Agreements (contracts) between Columbia State and area clinical agencies, criminal background checks, routine drug screens and any necessary immunizations are performed at the student's expense.

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).

Anesthesia Technology Program Costs

Tuition – Instate approximately \$185.00 per semester credit hour (estimated), for 5 semesters; based on an outlined curriculum of 69 credit hours required for graduation	\$12,765.00
Annual Criminal Background Check	\$100.00
Annual Drug Screen	\$85.00
Malpractice Insurance	\$40.00
Physical	\$300.00
Blood Tests	\$50.00
Additional Fees for ATP Students	
Radiation Monitor	\$180.00
Hepatitis B Vaccine	\$125.00
Books/Supplies	\$1,300.00
Scrubs (navy blue)	\$125.00
Basic Cardiac Life Support for the Healthcare Provider	\$75.00
ASATT Student Membership	\$70.00
ASATT National Certification Exam	\$250.00
Advanced Cardiac Life Support (ACLS)	\$175.00
Travel to Clinical: Approximately 74 days, average 60/miles/day at \$0.55/mile.	\$1065.00
Total Estimate Cost of Program	\$18,082.00

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.

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 2025)

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
	Total Credit hours	8
Second Year – Fall		
ANES 2401	Adv. Principles of Anesthesia Technology	4
ANES 2402	Adv. Anesthesia Equipment	4
ANES-1110	Anesthesia Tech Clinical 1	1
ANES-2420	Anesthesia Tech. Clinical 2	4
ANES-2405	Anesthesia Pharmacology	4
	Total Credit hours	17
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 (45 Hours)

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.

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 (180 Hours)

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 the 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 (180 Hours)

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 (180 Hours)

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

Dorsch. *A Practical Approach to Anesthesia Equipment.* Lippincott, Williams & Wilkins. ISBN: 978-0-7817-9867-9

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

The Library has created a specific on-line resource section for anesthesia technology and it can be accessed here: <https://libguides.columbiastate.edu/anesthesia-technology/online-sources>

Student Grievance Procedures

Violations of published policy and procedures for the Anesthesia Technology Program may subject a student to appropriate disciplinary action by program officials. Prior to any disciplinary actions taken, students are entitled to procedural due process. This means that students shall be provided:

- a reasonable notice of the charges
- a general time frame for resolution
- an opportunity to present their side of the controversy

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 for Anesthesia Technology Specific Grievances (academic)

Students who wish to file a program-related academic grievance should first discuss the matter with the instructor of the course within 7 working days of notification of the grade. (If the matter is related to a clinical course, the student should first discuss the matter with the clinical instructor and/or clinical coordinator). If the matter is not resolved by this/these discussion(s), the student should discuss the matter with the program director. The program director will attempt to resolve the grievance within 5 working days. If the student is not satisfied, the student should bring the complaint, in writing, to the dean of health sciences within 5 working days. The dean of health sciences will review the case and notify the student of a decision within 5 working days. If the student is still not satisfied, the student may appeal in writing within 5 working days to the Executive Vice President/Provost. The Executive Vice President/Provost will investigate and notify the student in writing of the outcome of the appeal. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the College's formal procedures as outlined in the Columbia State Student Handbook. The entire informal procedure should take no longer than 30 working days.

Procedures for Anesthesia Technology Specific Grievances (non-academic)

The student should first address the concern to the staff member directly. If the student is not satisfied, the matter should be brought, in writing, within 7 working days to the program director. The program director will notify the student of a decision within 5 working days. If the student is still not satisfied, he/she should present the grievance in writing, within 5 working days, to the associate vice president for student services. If the grievance is not satisfactorily resolved within 7 working days, the associate vice president for student services may appoint a committee to resolve the matter. If the matter is not resolved within 10 working days, the student may seek review under the College's formal procedures. The entire informal procedure should take no more than 30 working days. Every reasonable attempt should be made to informally resolve any dispute at the level at

which the dispute arises. Recognizing that such matters cannot always be resolved informally, the College provides a formal process through which students can appeal the application of certain College and program rules and regulations and the assignment of final grades. Refer to the institutional student handbook (located in the back of the College catalog) for information regarding the formal grade appeal process. The College catalog and student handbook may be accessed through the Columbia State home page at <http://www.columbiastate.edu>. In all cases, it is the intent of the College and the program to assure the fair and equitable treatment of students

Admission 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 Program Director (Franklin Campus) which includes the following:

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. Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards by the end of the fall semester prior to the year in which admission is sought.
4. Complete all entrance examinations such as ACT/SAT or placement exam as required by the college prior to fall semester. Applicants must demonstrate proficiency in reading, writing, and math based on examination scores, completion of Learning Support courses, or prior college credit.
5. 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.
6. Students must have a GPA of at least 2.5 on a 4.0 scale for required academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant with no high school GOA must have an average standard score of at least 450 on the GED® or 45 on the HiSET®.
7. Complete the Anesthesia Technology Program application (obtained from the Program Director). All program materials must be submitted to the program director no later than November 15 to be considered for a formal interview.
8. Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, lab results, 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 functions.
9. Completion of or current enrollment in ENGL 1010 or ENGL 1020, MATH 1130 or MATH 1530, BIOL 2010, and COLS 101 at the time of application.

10. College credit for Human Anatomy & Physiology I & II and approved 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.
11. In compliance with the Americans with Disabilities Act, students are encouraged to register with the counseling/disability services office for possible assistance with accommodations. It is the student’s responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.
12. 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.
13. 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.
14. 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.

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

15. Once admitted, students are required to submit documentation of the following clinical access requirements prior to the first day of 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. Varicella Zoster (chicken pox) (positive titer)
 3. Rubeola titer (positive titer)
 4. Tetanus/diphtheria booster within the past ten years
 5. Hepatitis B vaccine
 6. Influenza vaccine
 - b. Basic Life Support (BLS) Requirements: All students must submit evidence of current

Basic Life Support (BLS) certification compliant with the American Heart Association (AHA) guidelines. BLS certification classes are offered by Columbia State Community College, healthcare organizations, or the American Heart Association. The didactic portion may be completed in person or online, but the skills assessment must be completed on ground.

ACLS

- will be completed in Fall semester.
- c. Malpractice insurance is required for all radiology clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.
 - d. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.
 - 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. Criminal background checks and annual routine 10-panel drug screens, to include urine alcohol screening, are required by affiliate training sites as a condition of participation in clinical education. An annual driving screen is required also. 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.
 - g. Complete in-service and/or facility orientation required by individual clinical affiliates as a condition of participating in clinical rotations.
 - h. Students in health science programs may be required to obtain additional vaccinations (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 declines to be immunized will have the option of following the alternative processes allowed for students at specific sites, 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. Clinical access approval is at the discretion of each affiliate. Limited clinical access may inhibit the ability to complete clinical and/or program requirements.
 - i. N-95 Respirator: During clinical practicum, students may encounter situations that require the use of an N-95 respirator. If a student has not been fit-tested for an N-95 respirator, they are not permitted to interact with patients requiring this level of respiratory protection. In such cases, the student will be reassigned to alternative learning opportunities and will not be penalized for non-participation in that specific patient care activity.

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
- Essay – Ten most important life lessons
- 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)

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.

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.

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 are required to have an exit interview at the time of exit. This exit interview is also **required** for any student who is or will be seeking readmission. It is the student’s responsibility to schedule this interview with the program director.

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 Anesthesia Technology Program Director's 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 Specific 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.

Policies Governing Clinical Instruction

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 **fifth** 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:

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

Should the radiation exposure for an individual student exceed this level (>500 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 affiliate, 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.

Health Standards

The program director shall ensure students adhere to the following procedures and policies governing the clinical phase of the instructional program.

1. Admission to the clinic – General Health Requirements – The program director shall ensure that all students meet the required health standards of the clinical facilities for admission to clinic courses and segments of the curriculum. In general, standards for students will be the same as for facility employees.
2. Exclusion from the clinic –
 - a. Due to Illness: The student will notify program faculty of instances of illness and/or communicable disease(s). This notification shall take place prior to the scheduled time arrival to a clinical assignment.

The student will also contact the on-site clinical preceptor at the assigned clinical facility one hour prior to the scheduled time of arrival. Students are not allowed in clinical assignments if a contagious disease, condition, or fever is present. Clinical staff and/or department administration reserve the right to send a student home if they feel the student may be contagious or unable to continue the assignment. If a student is unable to perform assigned duties he/she is expected to notify a program faculty member and an on-site clinical preceptor prior to clocking out. Disciplinary action may be taken if a student attempts to remain in the clinical setting while unable to fully participate in the clinical experience.

- b. Due to Unethical or Unprofessional Conduct or Unsatisfactory Clinical Performance: It shall be the prerogative of the program director to exclude a student from all or a portion of the clinical instruction phase of the program due to unethical or unprofessional conduct, or unsatisfactory clinical performance, pending a hearing to resolve the problem. According to the clinical affiliation agreement, the affiliate may immediately remove from the premises any student who poses an immediate threat or danger. Unsatisfactory clinical performance shall be defined in the appropriate course syllabi and other appropriate materials. In all cases, the student will be apprised of “due process procedures”. Further, the student will be advised of academic and clinical options and procedures (reference Policy Governing Disciplinary Action and Grounds for Immediate Dismissal).
 - c. Due to Extended Illness: Students who miss multiple clinical assignments due to extended illness, and has already exhausted all personal and meeting time, will be dealt with on an individual basis. A make-up clinical schedule will be developed. The final course grade may be reduced following excessive absence, regardless of the reason. If the absences prevent the student from being able to complete the course(s), a grade of “FA” or an “I” (incomplete) may result, depending on the nature of the absences.

3. Re-admission to Clinic –

- a. Following Episode of Illness: It shall be the responsibility of the student to contact the program faculty and present documentation that he/she is eligible to re-enter the clinical practicum. Missed clinical practicum assignments shall be completed prior to the start of the next semester when possible
- b. Following Exclusion Due to Unethical or Unprofessional Conduct or Unsatisfactory Clinical Performance: It shall be the responsibility of the program director, in conjunction with the program faculty and appropriate clinical personnel, to resolve matters related to these infractions, and to take appropriate action as described by the enclosed policy governing disciplinary actions

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.

I. 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.

J. Clinical Absence/Tardiness:

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 discussed with the Program Director. 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.

K. 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, 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 affiliate 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.TT’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.

Other policies Governing Clinical Instruction

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. 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. A summation of the students' progress during the visit will be documented on the semester summative clinical evaluation form. (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 to determine a grade.
 - 3. Each monthly Summative Clinical Evaluation will be reviewed 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 who in turn will direct concerns to the CSSC Program Director.
3. Prior to the end of the semester, the clinical coordinator(s) will complete the evaluation tool and review the information with the CSSC Program Director.
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.

L. 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, video laryngoscopy, 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:

Confidentiality and Professional Conduct

- Maintain strict confidentiality of all patient and institutional information at all times, including refraining from sharing on social media. The discussion of any patient information, clinical situation or experience outside of the classroom setting is NOT PERMITTED. Breach of confidentiality is a violation of federal law and will result in disciplinary action including possible prosecution.
- Do not duplicate or copy patient records.
- Never discuss patient conditions with unauthorized individuals, including patients or their families.
- Do not disclose personal contact information of students, staff, or faculty.
- Access to employee contact information for personal use requires consent.

Ethical and Legal Standards

- Adhere to the ASATT Standards of Practice and Code of Ethics. A copy of the ASATT Scope of Practice is available at: https://www.asatt.org/assets/docs/23_ASATT_Scope_of_Practice.pdf. A copy of the ASATT Code of Ethics is available at: <https://www.asatt.org/code-of-ethics>.
- Report misconduct responsibly; anonymity cannot be guaranteed.
- Deceit or concealment of deceitful actions will result in disciplinary action.
- Possession or use of illegal substances or alcohol in clinical settings is strictly prohibited.
- Do not enter clinical settings under the influence of impairing substances.

Clinical Behavior and Responsibilities

- Remain in assigned areas; do not enter unassigned zones.
- Participate in unscheduled learning opportunities when available.
- Always be accompanied by a preceptor or licensed personnel during invasive procedures in early practicums.
- Do not administer medications, perform intubations/extubations unless directed by the attending anesthesiologist.
- Under no circumstances are students to participate in the checking off of blood products.
- Ensure patient safety (e.g., securing patients on stretchers/OR beds).

Professionalism and Self-discipline

- Practice self-discipline and respond constructively to feedback.
- Avoid unrelated reading or studying during clinical hours unless no surgical procedures are available.
- Pleasure reading is not allowed during clinical time.
- Do not congregate in work areas unnecessarily.
- Follow faculty instructions regarding computer use during class and clinic.

Technology and Device Use

- Cell phones and recording devices are not permitted in clinical areas and must remain off.
- Any use of a cell phone during class or clinic is a serious violation and will result in disciplinary action.
- Repeated phone disruptions will result in escalating penalties, including grade deductions.
- Computers and internet use must be limited to approved educational purposes only.

Appearance and Identification

- Students will present to the clinical affiliate site in approved Columbia State scrubs. Once at the clinical affiliate site, students will change to scrubs provided by the clinical affiliate.
- Students will have Clinical affiliate ID badge; Columbia State ID badge and dosimeter are to be visibly worn at all times during clinical assignments.

Facility Policies

- Follow all clinical site policies, including designated smoking areas and tobacco-free campus rules.
- Eating, drinking, or chewing gum in corridors or patient areas is not allowed.

Communication and Grievances

- Direct all program related grievances to the Anesthesia Technology Program Director

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. Please read the dress code carefully and note all details.

- Classroom – ANES 1110 - 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. Beginning summer session, instructors will provide student guidelines as to when they will need to begin to wear scrub attire in the classroom setting.
- 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 false nails, nails finger-tip length or shorter.
- Jewelry:
 1. For Clinical Safety and Professionalism, jewelry must not interfere with hand hygiene, glove use, or sterile technique.
 2. All jewelry must comply with the policies of the assigned clinical site.
 3. Students may be asked to remove any item deemed unsafe or unprofessional by faculty or clinical staff.
 4. 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.

- 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 _____



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 _____



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 attended the lecture, "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 _____



Zoom/Teams Expectations

During class meeting times in Zoom/Teams setting, all students are required to be dressed, upright, with video/cameras on and a microphone available. Failure to comply with expectations will result in being dismissed from the meeting and counted as "unexcused" for the class meeting.

Virtual classroom etiquette and professionalism

- Attire: Business casual
- Camera: Must be "on" to earn full attendance credit. Name/profile picture is not considered being present in the virtual classroom.
- Attendance: Must attend entire class to earn full attendance credit. Leaving class early will be counted as an Incomplete (ZOOM/Teams records attendance automatically).
- Body Mechanics: Please sit in a chair.
- Distraction: We all understand your pet may want to join or your precious child may have a question but try to minimize interruptions so that you and all other participants in the virtual classroom have an optimum learning and engaging environment just as if you were in a physical classroom.

My signature below indicates that I am fully aware of the Zoom/Teams Expectations.

Name (printed legibly) _____

Signature _____

Date: _____



Academic Integrity for Virtual Instruction

Each student is required to read and sign this document indicating their acceptance of and agreement to expectations for academic integrity expectations, particularly during any type of virtual instruction period for Columbia State.

My signature attests to my understanding of my responsibilities with regard to honesty and integrity for all assignments and assessments. I understand during tests I am not allowed to use outside materials nor give/receive assistance. I accept the negative consequences associated should I choose to cheat on tests or assessments. Cheating or a lack of academic integrity may result in a "0" for the assignment and is grounds for immediate dismissal from the ANES Tech program. Additionally, cheating is unethical and an Ethics Violation could result in permanent disqualification for the Certified Anesthesia Technologist Credentialing examination.

In some instances, group work and outside sources may be allowed. Faculty will CLEARLY identify when students are permitted to use resources.

Faculty are making every effort to maintain standards for excellence and ensure students the opportunity to learn, successfully complete the program, and prepare for rewarding careers. Cheating will not help you prepare for the NCE exam success. There is also no place for a lack of integrity in the health profession.

Every student's shared responsibility for learning extends to the virtual environment.

Your signature indicates your understanding and acceptance of these expectations. This document shall remain active throughout the program.

Name (printed legibly) _____

Signature _____

Date: _____



Universal Precautions Policy

As part of the Anesthesia Technology program at Columbia State Community College, all students are required to adhere to the principles of Universal Precautions to prevent the transmission of infectious diseases. Universal Precautions are a set of guidelines designed to minimize exposure to blood and other bodily fluids that may carry pathogens. The following policy outlines the responsibilities and expectations for students regarding Universal Precautions and necessary actions in the event of an exposure incident.

Policy Statements:

1. **Adherence to Universal Precautions:** All students are required to consistently follow Universal Precautions when interacting with classmates, instructors, patients, and clinical partners. This includes, but is not limited to:
 - The use of appropriate personal protective equipment (PPE), such as gloves, masks, eye protection, and gowns, when there is a potential for exposure to blood or bodily fluids.
 - Proper hand hygiene before and after patient care, contact with bodily fluids, or use of PPE.
 - Safe handling and disposal of sharps and biohazardous materials.
2. **Reporting of Exposure Incidents:** Any exposure to blood or bodily fluids must be reported immediately to the course instructor, clinical preceptor, or clinical site supervisor. This includes exposure to a classmate's, instructor's, patient's, or clinical partner's blood or bodily fluids through needle sticks, cuts, splashes, or any other means.
3. **Mandatory Testing Following Exposure:** In the event a student is involved in an exposure incident where blood or bodily fluids may have put others at risk (classmate, instructor, patient, or clinical partner), the following steps must be taken:
 - The student is required to undergo immediate testing for bloodborne pathogens, including but not limited to HIV, Hepatitis B, and Hepatitis C.
 - Testing must be completed within 24 hours of the incident to ensure timely identification and management of any potential infection.
 - The results of such tests will be handled in accordance with applicable privacy laws, and the confidentiality of the student will be maintained.
4. **Compliance with Clinical Site Policies:** Students are also required to adhere to the infection control and exposure protocols established by their assigned clinical sites. Any additional testing or reporting requirements specific to a clinical site must be followed.
5. **Refusal of Testing:** Refusal to comply with mandatory testing following an exposure incident will result in the immediate suspension of the student from clinical activities. Further refusal may lead to dismissal from the program, as it jeopardizes the safety of patients, instructors, clinical partners, and peers.

Universal Precautions Policy Cont.

6. **Responsibility for Medical Expenses:** Students may be responsible for the cost of testing and any required medical follow-up, depending on the policies of the educational institution or clinical site. Health Sciences program students are required to have health insurance for such events.
7. **Acknowledgment of Policy:** All students entering a health sciences program must sign this policy statement to acknowledge understanding and acceptance of the requirements for compliance with Universal Precautions and testing in the event of an exposure incident.

By signing this document, I acknowledge I have read and understand the above policy regarding Universal Precautions and exposure to blood or bodily fluids. I agree to comply with these requirements to ensure the safety and well-being of classmates, instructors, patients, and clinical partners.

Student Name: _____

Signature: _____

Date: _____



Handbook Received

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