



MASTER OF MEDICAL SCIENCE IN
ANESTHESIA SCIENCE

ANESTHESIOLOGIST ASSISTANT PROGRAM
2025

SOUTH UNIVERSITY, WEST PALM
BEACH

STUDENT HANDBOOK

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ACCREDITATION STATUS

South University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Anesthesiologist Assistant program at South University, West Palm Beach is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA). Commission on Accreditation of Allied Health Education Programs, 355 - 113th Street North #7709, Seminole, FL 33775.

Collaboration with University of Florida College of Medicine

The University of Florida College of Medicine (COM) and Department of Anesthesiology based in Gainesville, Florida, provide support to the South University Anesthesiologist Assistant Program. The Department of Anesthesiology within the COM provides instruction for medical students and anesthesiology residents on the UF West Palm Beach. Representatives of the University of Florida College of Medicine from the Department of Anesthesiology participate on the South University AA Program governing committees to provide medical education expertise in the field of anesthesia.

ANESTHESIOLOGIST ASSISTANT PROGRAM

INTRODUCTION

This handbook has been prepared to orient you to current policies and procedures, guidelines, and resources relevant to your participation in the South University, West Palm Beach (the “University”) Master of Medical Science in Anesthesia Science (Anesthesiologist Assistant) program. Please read this handbook carefully as the contents will govern your enrollment in the South University, West Palm Beach, Anesthesiologist Assistant (AA) program. Additionally, this handbook contains information about the AA profession and its professional organizations. Periodically, additional policies and/or procedures may be established or changes made to the South University, West Palm Beach AA program’s policies and procedures. All changes or additions will be shared with you via e-mail as they become effective. We hope this handbook will be useful to you. Please contact the Program Director if you have any questions.

Other policies and procedures regarding enrollment in South University can be found in the **South University Student Handbook** and the **South University Academic Catalog**.

GOALS AND COMMITMENTS

The primary goal of the program is to produce anesthesiologist assistants who demonstrate moral and ethical conduct. The program has an obligation to the public, to employers, and to the anesthesiologist assistant profession that the awarding of a Master of Medical Science degree to graduates signifies that the faculty agrees that the student has attained some absolute level of safety and proficiency in the delivery of anesthesia care and has demonstrated ethical and moral conduct in the pursuit of their education. Students who perform poorly academically, clinically, or professionally will be counseled, offered remediation, and carefully monitored for suitability to continue in the program. Students must demonstrate competence in all three areas to qualify for graduation.

The program has an obligation to students to provide quality learning experiences in the classroom, laboratory, and clinical settings. The AA program continually evaluates the educational process and solicits feedback from students regarding their educational experience. The program provides learning opportunities for students and also expects students to take the initiative and assume the responsibility for optimizing their own educational experience.

The program has an obligation to the faculty to provide the most qualified students through a fair and impartial admissions process and to provide the facilities, instructional tools, and other resources to support and facilitate the learning process.

MISSION STATEMENT

The mission of South University's Anesthesiologist Assistant program (Master of Medical Science in Anesthesia Science [MMSc] degree program) is to prepare competent entry-level anesthesiologist assistants in the cognitive, psychomotor, and affective learning domains who will practice in the anesthesia care team model.

Students will have the opportunity to learn to provide safe and efficacious anesthesia care to patients of all ages and degrees of illness for a complete range of surgical procedures.

The program strives to enhance the overall knowledge and practice of the anesthesia care team by providing students with proficiencies in physiology, pharmacology, patient monitoring, anesthesia equipment, and the principles of safe anesthesia care.

TECHNICAL STANDARDS

To undertake and successfully complete the Anesthesiologist Assistant program, as well as to function as an anesthetist after graduation, requires that an individual meet certain fundamental physical, cognitive, and behavioral standards. The requisite technical skills include, but are not limited to, the following:

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

- Recognizing and differentiating colors of signals displayed on monitors; being able to work in both light and dark conditions as exist in patient care areas (e.g., operating room, radiology suite, endoscopy suite); being able to recognize details of objects both near and far.
- Hearing, processing, and interpreting multiple conversations, monitor signals, alarms, and patient sounds simultaneously in fast-paced patient care settings (e.g., operating room, intensive care unit, emergency room).
- Having no impairment that would preclude continuous performance of all of the above activities or any and all of the other activities that are an integral part of an anesthesiologist assistant's participation in the anesthesia care team.

FACILITIES

Anesthesia Laboratory

The Anesthesia Laboratory is available to students by card access whenever the building is scheduled to be open. Students are encouraged to use the laboratory during this time.

Mock Operating Room

The Mock Operating Room is available to students upon request and during Anesthesia Simulation class time. Students will not be permitted to run scenarios or otherwise operate patient manikin without faculty supervision.

The Laboratory and the Mock Operating Room may necessarily provide access to nitrous oxide and inhalation anesthetics through vaporizers mounted on various anesthesia machines. Students are strictly forbidden from using any inhaled anesthetic agents or adjuvant gases for recreational use. This is a zero-tolerance policy. Documented evidence or a student found inhaling anesthetic agents or nitrous oxide will be immediately dismissed from the anesthesiologist assistant program.

LEARNING OUTCOMES (Graduate Competencies)

Students of the South University Anesthesiologist Assistant program will be expected to demonstrate competency essential to CAAs entering clinical practice. The South University Anesthesiologist Assistant program expects achievement of the program learning outcomes (graduate competencies) by each student of the program. The program uses achievement of these learning outcomes as metrics for student competency and program effectiveness.

The following are the program learning outcomes (graduate competencies) for the South University Anesthesiologist Assistant program. Prior to graduation from the program, students will:

PLO-1. Demonstrate the fundamental skills necessary for safe and efficacious delivery of anesthesia to a wide variety of patient populations and surgical specialties.

PLO-2. Apply knowledge in biomedical and anesthesia sciences to the safe and efficacious delivery of anesthesia.

PLO-3. Exhibit professionalism, including ethical and moral behavior as befits an Anesthesiologist Assistant.

PLO-4. Practice effective verbal and written communication skills needed to be an effective member of the Anesthesia Care team.

PLO-5. Promote lifelong learning and apply evidence-based medicine to clinical decision-making through the use of information literacy skills.

AA PROGRAM CURRICULUM

Notice: South University, West Palm Beach and the Master of Science in Anesthesiologist Assistant program reserve the right to modify curriculum requirements as necessary to ensure the academic integrity of its program. Students will be notified of any changes in curriculum or program requirements prior to implementation.

Master of Medical Science in Anesthesia Science Program: 169 Credits

Curriculum

Credit Hour Conversion

Classroom: 1 quarter hour credit= 1 hour/week for 10 weeks or 10 hours/quarter
Laboratory:
1 quarter credit= 20 hours/quarter in lab

Clinical: 1 quarter hour= 30 clinical contact hours

Quarter I: 18 Credits

- [ANS5001 Clinical Anesthesia I](#) 1 credit hour
- [ANS5020 Medical Terminology](#) 1 credit hour
- [ANS5081 Principles of Airway Management I](#) 2 credit hours
- [ANS5100 Physics of Anesthesia](#) 2 credit hours
- [ANS5120 Introduction to Anesthesia Delivery Systems & Equipment](#) 2 credit hours
- [ANS5160 Introduction to Clinical Anesthesia](#) 3 credit hours
- [ANS5181 Anesthesia Laboratory I](#) 1 credit hour
- [ANS5191 Anesthesia Simulation I](#) 1 credit hour
- [ANS5931 Anatomy & Physiology I](#) 4 credit hours
- [ANS5941 Anatomy & Physiology Lab I](#) 1 credit hour
- Basic life support certification will be accomplished during Quarter I

Quarter II: 20 Credits

- [ANS5012 Clinical Anesthesia II](#) 4 credit hours
- [ANS5182 Anesthesia Laboratory II](#) 1 credit hour
- [ANS5192 Anesthesia Simulation II](#) 1 credit hour
- [ANS5221 Principles of Instrumentation and Patient Monitoring I](#) 2 credit hours
- [ANS5345 Anesthesia Principles and Practice I](#) 3 credit hours
- [ANS5932 Anatomy & Physiology II](#) 4 credit hours
- [ANS5942 Anatomy & Physiology Lab II](#) 1 credit hour
- [PHA5001 General Pharmacology I](#) 4 credit hours

Quarter III: 20 Credits

- [ANS5013 Clinical Anesthesia III](#) 5 credit hours
- [ANS5183 Anesthesia Laboratory III](#) 1 credit hour
- [ANS5193 Anesthesia Simulation III](#) 1 credit hour
- [ANS5201 Cardiovascular Physiology for Anesthesia Practice I](#) 2 credit hours
- [ANS5222 Principles of Instrumentation and Patient Monitoring II](#) 2 credit hours
- [ANS5346 Anesthesia Principles and Practice II](#) 3 credit hours
- [ANS5421 Pharmacology in Anesthesia Practice I](#) 2 credit hours
- [PHA5002 General Pharmacology II](#) 4 credit hours

Quarter IV: 20 Credits

- [ANS5014 Clinical Anesthesia IV](#) 5 credit hours
- [ANS5184 Anesthesia Laboratory IV](#) 1 credit hour
- [ANS5194 Anesthesia Simulation IV](#) 1 credit hour
- [ANS5202 Cardiovascular Physiology for Anesthesia Practice II](#) 3 credit hours
- [ANS5300 Pulmonary Physiology for Anesthesia Practice](#) 2 credit hours
- [ANS5347 Anesthesia Principles and Practice III](#) 3 credit hours
- [ANS5422 Pharmacology in Anesthesia Practice II](#) 2 credit hours
- [ANS5510 AA Professional Seminar](#) 1 credit hour
- [ANS5601 Regional Anesthesia Practice I](#) 2 credit hours

Quarter V: 20 Credits

- [ANS5015 Clinical Anesthesia V](#) 6 credit hours
- [ANS5140 Pre-anesthetic Evaluation](#) 3 credit hours
- [ANS5302 Pulmonary Physiology for Anesthesia Practice II](#) 2 credit hours
- [ANS5348 Anesthesia Principles and Practice IV](#) 3 credit hours
- [ANS5502 Advanced Anesthesia Systems and Monitoring](#) 2 credit hours
- [ANS5520 Advanced Airway Management](#) 2 credit hours
- [ANS5602 Regional Anesthesia Practice II](#) 2 credit hours
- Advanced Cardiac Life Support and PALS certification will be obtained during this quarter.

Note(s):

A Comprehensive Examination covering the material from the first five quarters will be administered to determine the preparedness of each student to advance to senior clinical year. Failure to successfully master the exam will result in remediation and necessary extension of the student's program by at least one quarter.

Quarter VI: 18 Credits

- [ANS6011 Clinical Anesthesia I](#) 16 credit hours
- [ANS6021 Senior Seminar I](#) 1 credit hour
- [ANS6041 Anesthesia Review I](#) 1 credit hour

Quarter VII: 18 Credits

- [ANS6012 Clinical Anesthesia II](#) 16 credit hours
- [ANS6022 Senior Seminar II](#) 1 credit hour
- [ANS6042 Anesthesia Review II](#) 1 credit hour

Quarter VIII: 17 Credits

- [ANS6013 Clinical Anesthesia III](#) 15 credit hours
- [ANS6023 Senior Seminar III](#) 1 credit hour
- [ANS6043 Anesthesia Review III](#) 1 credit hour

Quarter IX: 18 Credits

- [ANS6014 Clinical Anesthesia IV](#) 16 credit hours
- [ANS6024 Senior Seminar IV](#) 1 credit hour
- [ANS6044 Anesthesia Review IV](#) 1 credit hour

Note(s):

The curriculum is dynamic and changes may be made to update and improve the curriculum at any time. Should the curriculum depart from that published above, on the recommendation of the curriculum committee and the University Leadership Team, before matriculation, a letter identifying the changes will be mailed to all students that have been accepted into the incoming class. At this point, students may elect to continue with their planned matriculation accepting the changes in the curriculum, or cancel their registration and receive a full refund of their deposit without a penalty.

Generally, examinations for classroom and laboratory work will be administered outside of normal class periods. Occasionally, exams, review sessions, and special certification classes (Basic Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support) may involve weekends. Clinical rotations may involve evenings, nights, and weekends, depending upon the rotation and the clinical site. Clinical sites may require students to take in-house call. When a student, in their second year, participates in daytime operating room assignments and is expected to remain in-house for call or extended clinical opportunities that exceed midnight, the student will have the next 24 hours free of clinical obligations. By official request, special arrangements will be made for students who have religious obligations that may conflict with educational program activities.

AA STUDENT RIGHTS AND RESPONSIBILITIES

South University is committed to the development of knowledge and ethics that are consistent with responsible professional and social behavior. During orientation to the program, each student receives a copy of the Anesthesiologist Assistant Program Student Handbook (this document), the **South University Student Handbook**, and the **South University Academic Catalog**. These documents govern student activity while enrolled in the South University, West Palm Beach Anesthesiologist Assistant program. Students are expected to meet academic requirements and demonstrate a sense of responsibility with an understanding of and respect for the rights of others. The atmosphere of the University reflects these goals; and, in turn, each student must be aware of their individual responsibility to act accordingly. By enrolling as a student at South University, West Palm Beach, a student agrees to abide by the rules and regulations of South University. The rules concerning student behavior are outlined in the *Code of Conduct* section of the **South University Student Handbook**. Specific conduct expectations of the South University, West Palm Beach Anesthesiologist Assistant student can be found in the “Standards of Conduct” section of this handbook. Alleged violations of the program’s Standards of Professional Behavior will be referred to the program’s Progress and Promotions Committee. Alleged violations of the **University’s Code of Conduct** may be referred to the University’s Dean of Student Affairs.

DISABILITY SERVICES

Please refer to the **South University Academic Catalog: Disability Services** for more information.

ACADEMIC REGULATIONS AND POLICIES

Academic regulations, including grievance procedures, are further outlined in the **South University Academic Catalog** and the **South University Student Handbook**. Students enrolled at South University, West Palm Beach are expected to uphold, at all times, standards of integrity and behavior that will reflect credit upon themselves and South University. Registration at South University, West Palm Beach implies the student's acceptance of the published academic regulations and all other rules found in any official publication or announcements. Conduct regulations, are described in the **South University Academic Catalog** and the **South University Student Handbook**.

NON-DISCRIMINATION POLICY

Please refer to the **South University Academic Catalog: Non-Discrimination Policy** for the Non-Discrimination policy.

NO HARASSMENT POLICY

Please refer to the **South University Academic Catalog: No Harassment Policy** for the No Harassment policy.

STUDENT GRIEVANCE PROCEDURE

For concerns regarding mistreatment, discrimination, harassment(other than sexual harassment), unprofessional relationships, abuse of authority, and abusive and/or intimidating behavior, please refer to the **South University Academic Catalog; Student Grievance Procedure for Internal Complaints of Discrimination and Harassment**.

SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE POLICY AND PROCEDURES

For concerns regarding Sexual Misconduct & Relationship Violence, please refer to the **South University Academic Catalog: Procedures for Handling Sexual Misconduct and Relationship Violence Complaints**.

FRATERNIZATION

All students are expected to conduct themselves in a professional manner that contributes to the proper educational environment. Due to the inherently unequal relationship that exists between a clinical preceptor and a student, dating, sexual relationships, or other intimate social relationships can be problematic. Such relationships can easily degenerate into allegations of sexual harassment, and the real or perceived problem of favoritism can seriously affect the education process.

Accordingly, such relationships between a preceptor and student are strongly discouraged. If a student has *any* close personal relationship with their preceptor that extends beyond the normal mentor/mentee relationship, they are discouraged from working with that preceptor.

If a student has questions regarding the nature of the relationship with a preceptor, the student should contact the Program Director for clarification.

STUDENT GENERAL COMPLAINT PROCEDURE

For concerns regarding general complaints, please refer to the **South University Academic Catalog: General Complaint Procedures**.

Students wishing to submit a grievance or concern to the University may do so through the **Student Portal**.

COLLEGE OF HEALTH PROFESSIONS DRUG AND ALCOHOL POLICY

Due to the nature of the practice of health professions programs, the College of Health Professions maintains a zero-tolerance policy for any violation. Please refer to the **College of Health Professions Drug and Alcohol Policy** published in the South University Academic Catalog.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees are subject to change at the end of any term. The tuition cost for a full-time course load does not include expenses for such required items such as textbooks, medical equipment and supplies, laboratory fees, clinical tracking software fees, background check and drug screen fees, credentialing costs, clinical experience fee, and professional liability insurance. AA students are not eligible for part-time enrollment. In-state and out-of-state tuition are the same. Upon graduation, students will no longer have access to digital and textbook resources. For more information on tuition and fees please refer to the **South University Academic Catalog**.

ADDITIONAL FEES

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Drug testing is conducted before matriculation and at any point during the program that is deemed necessary, following the College of Health Professions Drug and Alcohol Policy. The student is responsible for the cost of each test. A background check and drug screen will complete the enrollment process and is performed by the designated third-party agency; this information will be provided before matriculation. A background check and drug screen may be completed before the start of the second year and is performed by an approved third-party agency.

SCRUBS

Students are required to wear the approved South University Anesthesiologist Assistant Program scrubs while they are on first year clinical rotations and during simulation and laboratory courses.

STETHESCOPE/CLINICAL SUPPLIES

Students are required to have an adequate stethoscope to use for clinical educational purposes. The cost varies according to the type and model. One recommendation is the Littmann Classic II; stethoscopes cost approximately \$75. Other clinical supplies such as pens, handbooks, etc. are at the discretion of the student to determine what is needed, and students are responsible for these costs.

CREDENTIALING DOCUMENT PORTAL

Students are required to utilize the program-designated credentialing document portal to organize and store required medical records, immunization records, background checks, and proof of medical insurance. The cost for portal registration is the sole responsibility of the student.

Clinical rotation sites may require additional background check/drug screen information and/or use of distinct documentations platforms. The nominal charges associated with these items are the sole responsibility of the student.

For all other estimated costs and associated fees which are subject to change, please refer to the **South University Academic Catalog**.

TRANSCRIPT FEES

Please refer to the **South University Academic Catalog**. Official transcripts are available for order through a third-party vendor, **Parchment**.

PAYMENT OF TUITION AND FEES

Please refer to the **South University Academic Catalog**.

REFUND POLICY

Please refer to the **South University Academic Catalog: Institutional Refund Policy**.

FINANCIAL AID

Please refer to the **South University Academic Catalog: Financial Aid**.

VETERANS BENEFITS

Please refer to the **South University Academic Catalog**.

STUDENT RECORDS

Educational transcripts for each student enrolled in the South University, West Palm Beach Anesthesiologist Assistant program will be maintained by the South University Registrar permanently following the student's graduation, withdrawal, or termination from the program. The program maintains a file on each student which includes documents pertinent to students' admission and progression through the program. Student files are maintained in locked file cabinets in program office suite locked offices, storage vaults, and/or digitally on a secure drive. Graduate files are maintained in the program's secure file vault for three (3) years following graduation then are sent to a secure off-site storage facility. Students are granted access to their own personal academic file only as requested by the student in

accordance with the Family Educational Rights and Privacy Act (FERPA). Please see the **South University Academic Catalog** for more information on FERPA.

Students do not have access to academic records or other confidential information of other students or faculty and are not permitted in areas that house this material without permission and the accompaniment and supervision of a faculty or staff member.

All students entering the South University, West Palm Beach Anesthesiologist Assistant program must meet the following requirements submitted through the compliance company:

- Provide proof of personal health insurance throughout the entire program.
- Provide proof of a satisfactory physical examination.
- Provide proof of negative tuberculosis testing (positive results may require further evaluation).
- Provide proof of immunization as recommended by the **US Centers for Disease Control and Prevention's Immunization Recommendations**.

HEALTH INSURANCE REQUIREMENTS

Students in the Anesthesiologist Assistant Program in the South University College of Health Professions are required to have continuous health insurance coverage in force for the duration of their enrollment. Documentation of this insurance coverage must be stored and maintained in the student's case tracking system account. If at any time a student does not have insurance in force and current documentation listed in their account, they will cease participation in clinical education and will not be able to participate in this required program activity.

Students using private health insurance must ensure that their plan covers treatment and monitoring for needlestick injuries and other documented exposure to bloodborne pathogens for all clinical rotation locations. For the student's safety, it is imperative that they have an adequate health plan or the resources to pay for necessary medical care in the event of a needle stick or exposure to pathogenic organisms.

Payment for all medical and psychiatric services, elective and emergent, are the responsibility of the student regardless of what the source of an illness or injury may be. The student is responsible for payment of medical services including all laboratory and other diagnostic and therapeutic services rendered as part of a protocol into which a student is entered in the event of exposure to known or suspected pathogenic organisms. Each clinical site has a specific established protocol for exposure that the student must follow.

Students are not permitted to seek personal health care advice or care from any full time or part time faculty member, instructional faculty, preceptor, program staff member, the program director, the medical director, guest lecturers, or guests of the program. Students in violation of this rule will be referred to the Program's Progress and Promotions Committee.

At no time is a full-time or part-time faculty member, instructional faculty, program staff member, the program director, or the medical director allowed or expected to participate in the provision of health care to a student enrolled in the South University Anesthesiologist Assistant program. Violation of this policy may be grounds for disciplinary action including termination.

In an emergency, faculty and/or staff may assist any student who may be in imminent danger in accordance with their scope of practice and current standards of care.

If a student has a break in enrollment, they will be required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one quarter in the approved curriculum of the degree program.

Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program.

Students are responsible for notifying the Program Director if he/she is charged or convicted of any misdemeanor or felony while enrolled in any portion of the program. Criminal activity that occurs while a student attends the university may result in disciplinary action, including dismissal, and will be addressed through the university's academic or disciplinary policies. Failure to notify the program is grounds for dismissal from the program.

SOUTH UNIVERSITY COLLEGE OF HEALTH PROFESSIONS BACKGROUND CHECK POLICY AND SUBSTANCE ABUSE AND SCREENING POLICY

Please refer to the **South University Academic Catalog** for this policy.

IMMUNIZATIONS

The South University, West Palm Beach Anesthesiologist Assistant Program Immunization Policy is in compliance with the **US Centers for Disease Control and Prevention's Immunization Recommendations**.

A recent medical history, physical examination, and all immunization records required will be maintained in a verified, safe, third-party tracking system from the time of matriculation until graduation. It is the student's responsibility to keep these records complete and up-to-date. Students who do not maintain these records as required will be referred to the Progress and Promotions Committee for a violation of professionalism standards.

In addition to the program's immunization requirements, students must comply with any clinical site's specific requirements to participate in clinical education. Students entering the second year may be required to obtain an updated physical examination and additional immunizations depending on the rotation site. Failure to comply with a clinical site's requirements may prevent the student from participating in that rotation. Students are advised to review each site's requirements at least a month before attendance to ensure they are aware of these health requirements well in advance of the scheduled clinical rotations.

For the health and safety of students, patients, and others with whom the student may come in contact, the AA program follows the guidelines established by the Center for Disease Control for immunizations for healthcare workers. Students should be aware that clinical sites may require students to be vaccinated against specific infectious diseases (including COVID-19) in order to participate in clinical activities. While the program is not requiring vaccination against the virus that causes COVID-19, unvaccinated students should be aware that the majority of clinical sites are requiring learners to be vaccinated. Unvaccinated students who cannot attend clinical rotations due to their vaccination status risk the inability to complete the program.

STUDENT IDENTIFICATION

South University, West Palm Beach AA students will be clearly identified to distinguish themselves from physicians, residents, and other health professional students. In clinical settings, AA students will wear short white laboratory coats with an embroidered name or name tag attached. This will clearly state the student's name with an underlying title of Anesthesiologist Assistant Student (SAA). The South University patch must be affixed to the left sleeve of the lab coat. If a situation arises when the lab coat is not worn, the name tag must be worn. Name tags are to be worn on the left side of the chest. Additionally, many of the hospitals and clinics in which program students are affiliated require them to wear distinguishing name tags or security badges while working at those facilities. Students must wear the appropriate South University identification, as well as the institution's required badge.

Students are required to wear their identification badges at all times while on the South University West Palm Beach.

COMMUNICATION

Students are required to maintain active e-mail and telephone accounts at all times. Throughout the course of study at South University, West Palm Beach, a variety of events occur (some unexpected, some matters of routine business) making it necessary for students to be reached. Phone numbers, mailing addresses, and e-mail addresses are required to be current and on file in the program office and the clinical logging system and updated appropriately. All student email correspondence with the program must be through their South University student email account. **Students are required to check their South University student e-mail daily. The South University, West Palm Beach Anesthesiologist Assistant program is not responsible for information missed by students who have not maintained up-to-date, reliable contact information with the University and have not checked their South University email daily.**

In addition, students will be requested to register for South University's **RAVE** system in order to be contacted in the event of a West Palm Beach emergency. The RAVE system is managed by the Office of Student Affairs and more information can be found in the **Student Affairs section of the South University Academic Catalog**.

STUDENT EMPLOYMENT

Employment during a student's course of training is not permitted. Student may engage in outside employment during breaks and vacation periods.

ANESTHESIOLOGIST ASSISTANT PROGRAM POLICIES AND PROCEDURES

COMPUTER REQUIREMENTS

Each student is required to have a laptop computer or tablet device in class each day (beginning with orientation) to utilize ExamSoft/Examplify testing software, success lectures on the student portal, and to participate in Senior Seminar during the second year.

Students must have access to ExamSoft/Examplify testing application for the duration of enrollment. The cost of the application is covered by the university technology fee. ExamSoft will be downloaded during the early two weeks of the program, and does not need to be completed prior to orientation.

Students are responsible for having a device for both years, beginning at orientation, which meets all application minimum requirements listed below.

*Please note that it is not possible to use an iPad with Examplify for the South AA Program.

Computer requirements for Examplify and instructions are located at this link:

<https://examsoft.com/resources/examplify-minimum-system-requirements/>

Computer requirements for Microsoft Teams: <https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>

CLINICAL EDUCATION

Clinical Performance Goals

Each student is expected to attain the knowledge and skills required to perform as a safe and efficient practitioner. The goals set forth here outline the minimal competency expected of each student at distinct levels of training. A novice level of training should not preclude participation in procedures/tasks that are considered more appropriate for advanced students. Demonstrated competency in higher skill levels will allow the student to participate in more complex cases.

In the first year, the class will be assigned to clinical sites that are in approximation to West Palm Beach. Students will not be alone in the operating room; they will always be supervised by a qualified anesthesia practitioner.

Student performance and acquisition of the expected level of skills at each level of clinical training is determined through the analysis of daily clinical evaluations and preceptor feedback. Students receive Mid-Quarter and End-of-Quarter performance data and comments from all preceptors.

Quarter I: Immersion period

During the first quarter, enrolled students are introduced to the operating room environment through an immersion period in after matriculation into the program. The purpose of the immersion period is to familiarize new students with the personnel, environment, equipment, and clinical practice of the anesthesiologist assistant. New students will be paired with a clinical preceptor whom they will shadow during this period.

Additional days in the operating room may be arranged following immersion week in the first quarter. Students will be notified of these additional dates at the beginning of Quarter I.

Introductory Clinical Activity (Quarters II-IV)

During quarters two through four of the program, students will have the opportunity to develop knowledge and skills in patient interviewing and physical examination, vascular access, and basic airway management. Clinical activity is interspersed with classroom and laboratory work daily. Students will be in the operating room for two or three days per week, as published on the clinical schedule. The expectations for student clinical skills acquisition are listed in this handbook and the First-Year Clinical Guide. Rotations in this phase of clinical studies are limited to sites in proximity to West Palm Beach and are typically one academic quarter in duration. The majority of those hours will be during the weekdays (M-F); additionally, students may be required to participate in weekend clinical activity, including the potential for night shifts.

Intermediate Clinical Activity Quarter V:

The fifth academic quarter contains intermediate clinical activity interspersed with classroom and laboratory work. The expectations for student clinical skills acquisition are listed in this handbook and the First-Year Clinical Guide. Students will be scheduled for clinical shifts, and the majority of those hours will be during the weekdays (M-F); additionally, students may be required to participate in weekend clinical activity, including the potential for night shifts.

Second Year Clinical Education

Quarter VI through Quarter IX

During the second year (last 12 months of the program), rotations are typically assigned in three or four week blocks. Clinical rotations include subspecialty areas of anesthesia practice. The number of required cases and hours for each student is tracked using the clinical case tracking system, and students have continuous access to their progress towards these requirements in the clinical case tracking system reporting module. The majority of South University AA Program second year rotation sites are not located in close approximation to West Palm Beach. Second year students must participate in necessary travel to the out of town clinical sites. The program or past students enrolled in the program may provide ideas on housing options for students participating in out of town rotations. These suggestions should not be construed in any way as an endorsement or recommendation of any particular housing arrangement. It is the responsibility of the student to arrange housing for all in-town and out-of-town clinical rotations.

Clinical Performance

Performance during clinical education is based upon preceptor evaluations and feedback. Daily clinical evaluations track student performance and skill progression over the course of the program. The student is responsible for the timely, accurate completion of daily case, time logs, and sending evaluations to

preceptors. Assessment of students is based on the minimal levels of competency at each district level of training. Any violation of these standards will result in referral of the student to the program Profess and Promotions Committee.

See Appendices for Quarterly Expectations and Required Clinical Experiences

COMPREHENSIVE EXAMINATIONS

The curriculum contains a comprehensive examination at the end of the fifth quarter for students to demonstrate their didactic knowledge base before advancing to the senior year. Students who do not successfully complete this comprehensive knowledge-based examination will be required to complete remediation in the subject(s) in which they are deficient.

The comprehensive exam includes 8 modules. The exams are administered over several days. The exams are comprised mainly of multiple-choice test items. The exams are timed tests with breaks in between modules and at least a 60-minute lunch break.

Exam Modules

- Airway
- Anatomy
- Anesthesia Sciences
- Equipment and Physics
- Monitoring
- Pharmacology
- Physiology
- Regional

Time allotted for exams may be changed at the program's discretion. Students will be notified in advance of the time allowed for each module.

Comprehensive Exam Grading

Comprehensive exams are graded using norm-based scoring. The purpose is to identify students who are performing outside of the norm for the cohort; there is not absolute passing grade.

A student whose score is more than -1.96 standard deviations from the class mean in a subject category has failed that section of the exam and must participate in remediation. If the student scores $\geq 80\%$ (no rounding) on any module, even if that student's grade was -1.96 standard deviations from the mean, they will not be required to remediate.

Comprehensive Exam Remediation

Students who fail Airway, Anesthesia Sciences, Physiology, or Pharmacology are not permitted to begin full-time clinical rotations their senior year, but are still in good standing with the program. The first rotation is spent in remediation and part-time in clinical education. Students who participate in one of these remediation modules must make up for the lost clinical time that they missed by the conclusion of Quarter 8. Make-up clinical hours must be approved by the program office and must follow program rules regarding documentation of make-up hours.

Students who fail any of the other modules must complete a remediation assignment during Quarter 6 while participating in full-time clinical rotations. Any student who fails three or more comprehensive exam modules will be enrolled in ANS5999 Comprehensive Anesthesia Studies, a course that involves part-time clinical work along with required didactic remediation in the failed module subjects. Enrollment in ANS5999 will result in at least one additional quarter of enrollment in the AA program.

Successful completion of comprehensive exam remediation consists of the student achieving a minimum grade of C. If a student earns a grade of D or lower on their remediation assignment/exam, it will be considered a violation of the Anesthesiologist Assistant Programmatic Academic standards, and the student will then be placed on AA Program Academic Warning. Students may participate in remediation a second time while on AA Program Academic Warning during Quarter 7 while participating in full-time clinical rotations. If a student does not make a grade of C or higher for the second remediation attempt, they will be recommended for dismissal.

STANDARDS FOR PROFESSIONAL BEHAVIOR

The South University Anesthesiologist Assistant Program recognizes and upholds the standards of professional behavior for students of the program as outlined by the American Academy of Anesthesiologist Assistants **AAAA, GUIDELINES FOR THE ETHICAL STANDARDS OF THE ANESTHESIOLOGIST ASSISTANT.**

These standards state:

The Anesthesiologist Assistant is expected to act both legally and morally. They are responsible for knowing and understanding the laws governing their practice and the ethical responsibilities of being a health care professional.

The practice of anesthesiology involves many complex factors relating to the standards of patient care. As such, the Academy recommends its members adhere to the basic set of ethical standards outlined below:

- I. The Anesthesiologist Assistant shall, while caring for the patient, regard responsibility to the patient as paramount, thereby putting the interests of the patient foremost and acting as a patient advocate.
- II. The Anesthesiologist Assistant shall be dedicated to providing competent medical care with compassion and respect for human dignity.
- III. The Anesthesiologist Assistant shall maintain standards of professionalism in all patient interactions and always act in the best interests of the patient.
- IV. The Anesthesiologist Assistant shall respect the law.
- V. The Anesthesiologist Assistant shall respect the rights of the patients under their care, colleagues, and other health care professionals with whom they interact and shall safeguard the confidentiality of patients' medical and personal information within the constraints of the law.
- VI. The Anesthesiologist Assistant shall uphold the right of every patient to the ethical right to self-determination, and therefore not coerce any portion of the decision-making process and shall facilitate the informed consent process. Anesthesiologist Assistants shall be committed to the concept of shared decision-making, which involves assisting patients in making decisions that account for medical, situational, and personal factors.

- VII. The Anesthesiologist Assistant shall have the inherent responsibility to observe and report any potentially negligent practices or conditions which compromise patient safety or present a hazard to health care facility personnel.
- VIII. Anesthesiologist Assistants shall render high-quality patient care without prejudice as to race, religion, age, sex, nationality, disability, social, economic, or insurance status.
- IX. Anesthesiologist Assistants should not misrepresent, directly or indirectly, their skills, training, professional credentials, title, or identity.
- X. Anesthesiologist Assistants shall strive to maintain a spirit of cooperation with other health care professionals, their organizations, and the general public.
In the practice of anesthesia, the safety and well-being of patients is every practitioner's first and foremost concern. The confidential acquisition and maintenance of patient data are also of paramount importance. Inappropriate behavior and/or failure to maintain patient data in an appropriate, confidential manner according to the Health Insurance Portability and Accountability Act (HIPAA) guidelines are grounds for immediate review and for possible dismissal.

PROFESSIONALISM

Attire

Each student shall be attired appropriately whenever they are in a clinical (patient care) or university environment.

The Anesthesiologist Assistant Program requires students to wear professional attire while on West Palm Beach. **Inappropriate clothing items NOT to be worn on West Palm Beach include but are not limited to:** shorts, flip-flops, low-cut necklines, sweatpants, cutoffs, leggings, athletic attire, and bare midriffs. Hats may not be worn on West Palm Beach.

AA program students are required to wear the approved scrubs and a name badge with their picture and designation as an anesthesiologist assistant student. Required scrubs are selected prior to matriculation and include the color, style, and university/program logo. These scrubs must be purchased and worn while on clinical rotations during the first year and during simulation and laboratory courses. On West Palm Beach, students may wear these approved scrubs on West Palm Beach only following clinical rotations, simulation, or laboratory experiences.

Failure to adhere to appropriate guidelines for attire may result in the referral to the Progress and Promotions committee for a violation of program professionalism standards.

Students are required to have an adequate stethoscope to use for clinical educational purposes. The cost varies according to the type and model. One recommendation is the Littmann Classic II; stethoscopes cost approximately \$75. Other clinical supplies such as pens, handbooks, etc. are at the discretion of the student to determine what is needed, and students are responsible for these costs.

ATTENDANCE POLICY

South University maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each

week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting all assignments and examinations on time, as required in the class. Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during class time and those scheduled outside of class time. Please refer to the [South University Academic Catalog](#) for further details on the University's attendance policy.

Attendance is essential for successful completion of the Master of Medical Science in Anesthesia Science degree program. The expectations for student attendance and participation in varying aspects of the program are outlined below. The policy for excused and unexcused absences and make-up policy follows this section for the student's reference. The AA program follows the university attendance policy, which can be found in the academic catalog in Academic Affairs (Attendance). If the student misses 14 consecutive calendar days, the student will be withdrawn from the institution, unless the student provides official communication (communication directly from the student (letter or email) and the student provides supporting documentation for review) regarding extenuating circumstances (as outlined below) prior to violating the 14 consecutive days.

Examinations are built upon classroom lectures and assigned reading; less than full student participation in both will result in poor performance on examinations and quizzes. The program adheres to the current South University policy regarding class attendance only – clinical, exam, and other program activity attendance expectations and policies are listed below. Please see the University Attendance Policy located in the [South University Academic Catalog](#) for more information.

Clinical Attendance

Each student is expected to attend and participate in all clinical assignments and rotations throughout the program. Students are expected to be in the Operating Room by 0600 and stay until the end of their scheduled clinical day. All clinical hours MUST be logged daily using the clinical case tracking system.

Two or more unexcused absences from clinical assignments will result in referral to the Progress and Promotions Committee for professionalism warning.

General attendance hours for clinical rotations are as follows:

Students will be scheduled according to clinic availability, and the schedule will be disseminated at the beginning of the quarter. Students may also be scheduled in advance for weekend shifts.

During the senior year, students are expected to arrive at 0600 and stay until their cases are complete for the day, with a minimum of 9 hours per day at the clinical site. Some rotations have alternate schedules that may include evening or night hours and call shifts. During senior clinical rotations, students will observe hospital (their current rotation site), not university, holidays except for scheduled breaks on the academic calendar.

Clinical Conferences

Clinical conference sessions are a required AA program activity that does not follow the South University Attendance Policy. Anesthesia departments schedule clinical conferences periodically, and students who are scheduled at that clinical site are required to attend.

Simulation and Laboratory Courses

Simulation and laboratory course class attendance are required AA program activities that do not follow the South University Attendance Policy. Any student who misses a scheduled simulation or laboratory class session is required to contact the instructor before the absence and arrange for a make-up session. If a student does not have an excused absence when missing simulation or lab and fails to arrange a make-up day with the course instructor, they will receive an unexcused absence.

Senior Seminar

Senior Seminar class attendance is a required program activity that does not follow the South University Attendance Policy. Unexcused absence from senior seminar will cause the student's final grade to be lowered one letter grade for each seminar missed.

Quizzes and Exams

Attendance is mandatory for all scheduled course exams, practical exams, and comprehensive examinations. The time to complete examinations will be set by the instructor for each course.

Missed Examinations

If a student has an approved excused absence on the day of an examination, it is the student's responsibility to contact the instructor of the course to arrange an alternate time to take the examination.

If a student misses a scheduled examination and **does not have an excused absence**, then the student shall receive a grade of 25% on that examination, which is based upon the probability of getting multiple choice answers correct by chance alone when there are 4 possible answers. If a student misses an unscheduled examination/quiz, the student may be permitted to make up or drop that examination at the discretion of that course's instructor or director. If a student misses two or more such quizzes in one course in one quarter, the course instructor or coordinator may apply appropriate grade penalties.

ABSENCES

Students are allowed 4 personal/illness absences in each phase of the program. Any scheduled personal day requested or illness will first be counted against these four days.

Phase of Program and Allowed Absences

First-year students are permitted:

- A total of four (4) personal/illness absences during Quarters I-V

Second-year students are permitted:

- A total of four (4) personal/illness absences during Quarters VI-IX.

Personal/illness absences ***do not accumulate between the first and second years***. Excused absences must be requested for any required program activity such as clinical rotations, seminars, laboratories, exams, simulation, practical exams, and other required program events according to the guidelines listed in this handbook.

Illness

Students are discouraged from participating in clinical education if they are ill. If a student is ill for more than 2 days, they may be asked to provide documentation from a qualified healthcare provider to the program office for consideration of the days to count as an excused absence. Illness will first be counted towards the student's 4 allowed personal/illness absence days. Students who have an extended illness must notify and meet with the program director to discuss the appropriate enrollment status for the student and the plan for making up assignments/hours. The program does not allow for medical leave in the first 5 quarters in the program.

Students who are out for illness may not attend class or other required program activities as outlined above (exams, labs, simulation, etc.)

Bereavement

Students may be granted leave from classes and clinical education to attend the funeral or memorial services as approved by the program director. The number of days missed must be approved by the program director and do not count towards the student's 4 allowed personal/illness absence days.

Job Interviews

In the senior year, students will be given up to a total of 3 additional excused absence days for job interviews at distant locations from their current clinical site. Students must request a job interview absence using the clinical case tracking system and submit a copy of correspondence from the potential employer verifying the interview date, time, and place.

Local (student's current location within 20 miles) job interviews should be scheduled after 2:00 PM such that no absence is required. If the interview site is more than a 1-hour drive from the student's current location, students may request and receive approval for early dismissal from the program and clinical site.

Job interview days do not count towards the student's 4 allowed excused absence days. Missed clinical activities resulting from job interviews without prior permission from the program will be counted as an unexcused absence.

Leave of Absence- Quarters I-V

Students may not request a leave of absence in the first five quarters of the program because any extended absence would interrupt the didactic learning portion of the curriculum and disrupt the sequence of course direction that occurs during the first five quarters of the program. Students may withdraw from the degree program during this period and reapply for admission during the next application cycle.

Quarters VI- IX

Medical Leave

A student may petition the program for interruption of his/her degree program during Quarters VI-IX for an acute medical problem. In the petition, the student must provide documentation of diagnosis by a physician licensed to practice medicine in the United States and an estimate by that physician of a recovery time sufficient to resume the degree program. Granting the petition for the interruption in the degree program is solely at the discretion of the anesthesiologist assistant program.

Personal Leave

A student may request a leave of absence by submitting a letter in writing to the Program Director. Following a review of the request, the Program Director may grant a leave of absence for a period of up to two months. Upon return to the program, the student must return as a full-time student at the beginning of an approved clinical rotation.

Travel Days

Travel days may be granted to senior students who will be driving more than 8 hours to their next immediately following rotation. Students are expected to complete at least 40 hours of work before the approved travel day. All travel days must be approved by the program and the current clinical site. Travel day requests must be submitted in the clinical case tracking system at least 1 week before the desired travel date. Documentation of approval from the clinical site must be provided to the program office. **Travel days are not an absence** as they are part of the allowances for second-year students who participate in various locations of clinical education rotations. Students may not use a travel day if the rotation ends/begins adjacent to a holiday or break week.

Holidays

During the first five (5) quarters in the program, students follow the official South University holiday schedule.

In the senior year (Quarters VI-IX) students will observe hospital (their current rotation site), **not university** holidays that are outside of their scheduled program breaks. Students must place the absence request for

clinical site holidays in the clinical tracking system with clinical coordinator documentation attached. Students who do not notify the program of a clinical site holiday will receive an unexcused absence for the day. Approved clinical site holidays do not count towards the student's 4 allowed personal/illness absence days and do not count for accumulated excused absences; they are counted as holidays.

Total Excused Absences

If a student accumulates more than four total excused absence days in either Quarters I-V or Quarters VI-IX, they will be required to make up the clinical hours and required program activities missed.

For illness only, if it is necessary to take a sick day after having used 4 personal/sick days, the missed day must be made up on weekends, holidays, or scheduled break days. If there is any more than (1) additional sick day after having used 4 personal/sick days, a doctor's note must be provided. Essentially one grace day is allowed for extra illness, after which a doctor's note is required.

For illness, all absences must be reported to the Clinical Education Coordinator and the clinical site coordinator at each hospital before the start of the clinical day. All other excused absences must be approved at least one week prior by both the Education Program Coordinator and the clinical site coordinator.

Students must utilize excused absence days for illness when required program activities are scheduled. Activities for which attendance is mandatory are outlined in this handbook. These days must be entered into the clinical case tracking system in Quarters II-IX.

Requesting an Absence

First Year Students:

1. Send an email to the AA Program Clinical Education Coordinator requesting permission for the absence (Quarter I) or request a personal day through the clinical case tracking system (Quarters II-V).
2. Notify the clinical site coordinator (if the absence occurs on a clinical day) or the course instructor (if the absence occurs during a required course activity) of the approved absence. (Quarters II-V)
3. Reschedule any required activities with the individual course instructor.

All scheduled excused absences must be **approved** by the program at least one week in advance.

Second Year Students:

1. *Request* the absence from the clinical site coordinator at the rotation you will be attending on the day of the absence. The request must be approved by the clinical coordinator at least one week in advance of the anticipated absence.
2. Submit the email from the clinical site coordinator approving the absence to the AA Program Clinical Education Coordinator when requesting the day off in the clinical case tracking system.

All scheduled excused absences must be **approved** by the program at least one week in advance.

Absence Due to Illness Day of Clinical Rotation

1. Before your scheduled shift:

- a. Email AA Program Clinical Education Coordinator.
- b. Text/email the clinical site coordinator.

2. Complete a request for absence within 24 hours in the clinical case tracking system. (Quarters II-IX)

Steps to complete for an absence due to illness for a required program activity

1. Call/email the Educational Program Coordinator and the course instructor before the required activity. (Quarters I-IX)
2. Complete a request for absence within 24 hours in the clinical case tracking system. (Quarters II-IX)

Unexcused Absences

Failure to attend required program activities without obtaining an approved excused absence constitutes an unexcused absence.

Examples:

- Any absence from clinical rotations that is not excused according to the criteria outlined in this handbook.
- Students who arrived after 7:30 AM (or 1.5 hours after their scheduled start if on alternate shifts), that day will be counted as an unexcused absence, and the clinical time must be made up at another date as described below.
- Any unapproved absence in which the student does not follow the procedures outlined in this handbook for documenting and requesting absences for required program activities.
- Absence from professional seminars/educational sessions when the student has been excused from class and clinical rotations (i.e., AAAA, ASA meetings)

*A total of two or more unexcused absences in Quarters I- IX of the program will result in a recommendation of a professionalism warning to the Progress and Promotions Committee.

Make-Up Clinical Hours

Students who are required to make up hours missed due to comprehensive exam remediation, unexcused absences, or excused absences exceeding four days/program phase must be made up on weekends or during student breaks between quarters. It is the student's responsibility to schedule and arrange for these hours with the program and the clinical site.

Steps to request and document make-up hours

1. Contact the clinical site coordinator and request to work outside of normal schedule
2. Clinical coordinator schedules time for student on either a weekend or holiday (outside M-F)
3. Create case and time logs for the make-up clinical hours
4. Indicate in the time log that the hours are make-up hours by choosing the appropriate category

CLINICAL CASE TRACKING SYSTEM

The program utilizes a web-based application system to record and track student attendance and clinical education experiences. *All students involved in clinical education must complete a case log for each case they participate in during their enrollment, complete a time log for each day of their clinical rotations, and send an evaluation to their preceptor during both years of clinical education.* The program director and faculty review the case log and time logs daily.

Clinical activities that should be logged and count towards clinical hours include the following:

- Cases
- Pre-operative evaluations
- Room setup/preparation before case start
- Post-operative visits
- Trauma rotation hours
- Obstetric rotation hours
- Pain rotation hours
- PACU/ICU rotation hours
 - IV or regional rotation hours
 - Clinical case conferences held on site

Additional details on logging clinical hours may be found in the 1st and 2nd Year Field Guides provided to students during their enrollment. If a student has a question regarding patient care activities and clinical hours, they should contact the Program Director for clarification.

The completion of time logs and case logs signifies that the student has participated in assigned clinical education activities. Students must complete time logs, case logs, and send a preceptor evaluation **by 9 a.m. the following day**. For example, students must log all of the cases, their time, and send the preceptor evaluation for cases performed on a Monday by Tuesday at 9 a.m. Students on overnight or trauma shifts have 24 hours from the end of their shift to perform these actions. Students who repeatedly fail to complete their case and time logs on time and accurately will be referred to the Progress and Promotions Committee for violation of the professionalism standards for the AA program. Senior students must complete one clinical site evaluation and two preceptor evaluations at the end of each rotation. Repeated failure to complete the site and preceptor evaluations will result in referral to the Progress and Promotions Committee for a professionalism violation.

MASTER OF SCIENCE IN ANESTHESIOLOGIST ASSISTANT PROGRAM PROGRESSION POLICY

Students are required to follow the **Satisfactory Academic Progress** and Anesthesiologist **Assistant Progressions Policy** that are found in the South University Academic Catalog.

Anesthesiologist Assistant students are required to satisfactorily complete all didactic phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students, program faculty, and staff must comply with published programmatic policies, syllabi, course goals and objectives, as well as published University requirements to ensure satisfactory student progress through both the didactic and clinical phases. The policies described below either clarify, operationalize, or augment the South University Satisfactory Academic Progress Policies.

Grading

The following letter grades, their indication of performance, and assigned quality points are used by the University:

Grade	Interpretation	Quality Points	Range	
A	Excellent	4.0	90-100	
B	Above Average	3.0	80-89	
C	Average	2.0	70-79	
D	Minimum Passing	1.0	60-69	
F	Failure	0.0	0-59	No course credit
W	Withdrawal	0.0		No course credit
WF	Withdraw Fail	0.0		No course credit
P	Pass			Course credit; no quality points, restricted to certain courses
I	Incomplete			

If the calculated numeric grade is on the border between letter grades (such as an 89), the final grade will be calculated to 2 decimal places and rounded up if the tenth's value is greater than or equal to 0.5; for example, an 89.49 would remain a B, while an 89.50 would be rounded to an A.

The notation "P" indicates a passing score in a course designated as Pass/Fail (P/F). A student receives credit hours for a P/F course, but there are no quality points assigned, and a passing grade does not contribute to the student's grade point average. The notation "I" for *incomplete* will be submitted when assigned work has not been completed at the time that grades are due in the Registrar's office at the end of the quarter. If the work is not completed within the first two weeks of the following academic quarter, a final grade of F will be assigned regardless of coursework completed prior to the receipt of the "I".

Examinations

Examination schedules and length of time to complete an exam will be determined by the individual instructor for each course. Unless the program receives written/electronic notification from the university that a student is allowed additional/alternate exam time, students will have only the time allotted to complete examinations. It is the responsibility of the student to manage their time wisely during a given examination period. Any unanswered test items will be awarded zero points.

STUDENT PROGRESS AND PROMOTIONS POLICY

Anesthesiologist Assistant Progressions Policy

Anesthesiologist Assistant (AA) students are required to satisfactorily complete all didactic and clinical education requirements in order to remain in good standing and to be eligible for graduation.

AA students must meet the standards outlined below in each of the following areas:

- Professionalism
- Academic
- Clinical

PROGRESS AND PROMOTIONS COMMITTEE

The Progress and Promotions Committee meets at the beginning of each quarter and also in an ad hoc fashion to review student achievement of the appropriate program standards for academics, clinical, and professionalism. The committee is chaired by the Program Director, who is a non-voting member. Recommendations on student progress are based on a simple voting majority of members present.

The Progress and Promotions committee makes a recommendation for student progress in one of the following categories to the Program Director:

1. Continue in program in good standing
2. Advance on Professionalism, Clinical, or Programmatic Academic Warning
3. Continuation on Professionalism, Clinical, or Programmatic Academic Warning (following a successful appeal of dismissal)
4. Dismissal

After receiving the committee's recommendation, the Program Director makes a final decision regarding student progress. The Program Director will notify the student directly (via phone or in-person) and in writing (email), of any decision other than *advance in good standing*.

In cases where a student is placed on any type of warning (Academic/Financial Aid, Clinical, or Professionalism), the student will meet with the Program Director to discuss the reinstatement plan for continuing in the program.

The Program Director will forward a copy of any letter regarding a student's failure to progress to the West Palm

Beach Director for Academic Affairs and Operations.

Members of the Progress and Promotions Committee include faculty members and practicing anesthesiologists/ CAAs who are familiar with the education and practice of anesthesiologist assistants.

Professionalism

A student's professionalism may be reviewed at any time, based on information received by the Program Director. The Program Director shall take appropriate action based on the type and severity of the student's misconduct. If the infraction involves a student violation of the University Code of Conduct, the matter will be referred to the Dean of Student Affairs. Violations of the South University Academic Honor Code will be handled according to the published university Academic Integrity Policy. Students who breach the Standards of Professionalism for the Anesthesiologist Assistant program will be referred to the Progress and Promotions Committee.

The Program Director will inform the student of the program's receipt of unsatisfactory evaluation or referral of professionalism violation.

Students may be placed on professional behavior performance warning for any violation of the professional behavior performance standards of the Anesthesiologist Assistant program. Acts that would garner a warning status for the student's enrollment include (but are not limited to):

A breach in the Anesthesiologist Assistant program standards in the following areas:

- Professional behavior
- Attendance – accumulation of 2 or more unexcused absences
- Completion of clinical electronic submissions as outlined in the AA Program Student Handbook
- Breach of patient confidentiality rules (HIPAA)
- Other serious violations of the Professionalism Standards for a Anesthesiologist Assistant student

Anesthesiologist Assistant program students who do not meet the requirements of Good Standing Status will be referred to the Progress and Promotions Committee.

A student placed on professionalism warning will remain on warning for the entire quarter. Students who are on warning must participate in a professionalism reinstatement plan if they wish to continue their enrollment in the Anesthesiologist Assistant program. At the end of the warning period, the student's professional performance will be evaluated by the Progress and Promotions Committee. The committee will recommend to the Program Director the action to be taken upon student fulfillment of the professionalism reinstatement plan and other standards of the program.

For the duration of the programmatic performance warning, students must participate in a reinstatement plan if they wish to continue their enrollment in the AA program. At the end of the warning period, the student's academic, clinical, and professional behavior performance will be evaluated by the Progress and Promotions Committee, who will recommend to the Program Director what action to take based on the student's progress in meeting the AA Performance Improvement Plan and other standards of the program.

Social Media Statement

As members of the South University Anesthesiologist Assistant program, West Palm Beach, students must comply with all applicable professionalism and conduct policies when utilizing social media. In addition, all students must follow university privacy and confidentiality policies, such as those outlined by the Health Insurance Portability and Accountability Act (HIPAA). Sharing patient information—including photos or any identifiable details—is strictly prohibited.

Social media behavior violations of program professionalism standards will be referred to the Student Progress and Promotions Committee

Students who are already on programmatic performance warning of any type (academic, clinical, and/or professional behavior) who fail to achieve the minimum standards of performance in any of the three areas (academic, clinical, and professional behavior) will be dismissed from the Anesthesiologist Assistant program.

Academic Performance

Students in the Master of Medical Science in Anesthesia Science program are evaluated for Satisfactory Academic Progress (SAP) at the completion of every quarter. Rules regarding violation of the SAP Standards follow the published policies regarding warning, probation, and dismissal. SAP rules are published in the university academic catalog. AA students must meet all of the requirements below to meet SAP:

- Academic quarter GPA ≥ 2.5 ;
- Cumulative GPA ≥ 2.5 ;
- Incremental completion rate greater than 50% in Quarter I
- Incremental completion rate greater than 66.67% in Quarters II-IX

Failure to meet the minimum academic standard may result in a loss of financial aid. Please refer to the Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards Policy in the **South University Academic Catalog** for further information regarding financial aid warning.

Remediation

Students who receive a grade of “D” in any course must engage in remediation for that course during the subsequent quarter. The content of the remediation may include a written assignment from the course instructor/coordinator and an exam highlight the course objectives. Students must receive a minimum grade of “C” to successfully fulfill the remediation requirement. Failure to successfully remediate a course will result in recommendation for dismissal.

Clinical Performance

Performance during clinical education is based upon preceptor evaluations and feedback. Daily clinical evaluations track student performance and skill progression over the course of the program. The student is responsible for the timely, accurate completion of daily case and time logs and sending evaluations to preceptors.

Assessment of students is based on the minimal levels of competency at each distinct level of training. Any violation of these standards will result in referral of the student to the program Progress & Promotions Committee.

Standards of Clinical Performance

Clinical competency and quarterly analysis of preceptor evaluations:

Students' averaged scores in greater than 50% of these areas of assessment should be within 2 standard deviations of the class mean.

- Areas of assessment include but are not limited to:
 - Patient assessment
 - Anesthesia planning
 - Preparation/set-up
 - Communication with Anesthesia Care Team and transfer of care
 - Intraoperative management
 - Airway skills
 - Anesthesia knowledge
 - Professionalism
 - Technical procedures
 - Overall performance
- Preceptor feedback
 - Feedback from preceptors from any source (phone, email, and/or written correspondence) should indicate that the student is meeting the minimum competencies.
- Clinical experiences
 - As documented in the clinical tracking system, students must complete a minimum of 400 total anesthesia clinical hours at the conclusion of Quarter 5 in order to progress to senior year. The Progress and Promotions Committee will construct a plan of action for any student who does not meet this benchmark.
 - The table below lists the case log requirements and recommendations for students to successfully complete the clinical education portion of the Anesthesiologist Assistant program. Students are responsible for fulfilling the requirements prior to graduation and tracking their progress using data in the student case log tracking system. Students should reference this table for Anesthesiologist Assistant requirements.

Requirements may be altered or waived in extenuating circumstances by the Program Director. All case log data is gathered from the case log tracking system.

Clinical Warning

Students who meet any of the following criteria indicating that they are performing below a minimum level of clinical competency will be presented to the Progress and Promotions Committee for consideration:

- Inadequate clinical performance as measured by analysis of preceptor evaluations;
- Composite quarterly scores of clinical performance that are ≥ 2 standard deviations below the class mean in a majority of the areas of competency assessed
- Negative feedback received by the program, based on multiple incidences from verbal or written sources from preceptors at the student's clinical site
- Students who do not complete a clinical rotation or are asked to leave a clinical rotation due to poor performance

- Inadequate completion of required clinical education experiences published in the student handbook.

The Progress and Promotions Committee, after review of the clinical performance issue, recommends the action to be taken by the Program Director. The Program Director's decision for student progress can be any one of the following based on student performance and their previous enrollment status (previous warning or probation):

- Continuation in good standing
- Continuation on clinical warning
- Continuation on clinical probation (following successful appeal of a clinical dismissal)
- Dismissal

A student placed on clinical warning will remain on warning for the entire quarter to demonstrate improvement. Students who are on warning must participate in a clinical reinstatement plan if they wish to continue their enrollment in the Anesthesiologist Assistant program. At the end of the warning period, the student's clinical performance will be evaluated by the Progress and Promotions Committee. The committee will recommend to the Program Director the action to be taken based upon student fulfillment of the clinical reinstatement plan and other standards of the program.

DISMISSAL POLICY AND PROCEDURE

Dismissal may occur after review of the student's academic, clinical, or professional deficiency.

Students will be dismissed from the Anesthesiologist Assistant program for any of the following reasons:

- More than two quarters on warning for any cause (academic/financial aid, clinical, professionalism) during the student's enrollment
- Failure to successfully complete an academic/clinical/professionalism reinstatement plan
- One letter grade of "F" or two or more letter grades of "D" in one quarter
- Severe transgressions of ethical and moral conduct
- Violation of the College of Health Professions Background Check Policy or Substance Abuse Screening Policy
- A recommendation from the Dean of Student Affairs for violation of the University Code of Conduct
- A recommendation for dismissal according to the South University Academic Integrity Policy for honor code violation(s)

A student may not attempt more than 150% of the credits in his/her program; anything in excess of 150% of the credits will result in academic dismissal for violating the maximum allowable timeframe.

A student dismissed from the SU AA program is prohibited from any further attendance in class or participation in clinical training. The student may choose to appeal the decision using the procedure outlined below and will not be allowed to continue program activities until resolution of the appeal. A dismissed student from any SU AA program will not be considered for re-admission.

Withdrawal Policy

All students will be required to abide by the South University withdrawal policies and procedures in the academic catalog. A student who is in good standing (not on academic/financial aid, clinical, or professionalism warning or probation) may be eligible to re-enter the program up to one year from the time of withdrawal. The decision to allow a student to re-enter the program is made by the Program Director and must be approved by the West Palm Beach Director for Academic Affairs and Operations. If a student is allowed to re-enter the AA program, the Progress and Promotions Committee will create a re-entry plan for the student. As part of the re-entry plan, the student may be required to participate in course work or other educational activities to ensure retention of essential knowledge and skills required of an AA student. The student will be required to review and sign the re-entry plan.

Termination Prior to Completion of Degree

Students should refer to the South University student handbook and South University Catalog for the impact of terminating their enrollment while in progress or prior to the completion of their degree

STUDENT APPEAL PROCEDURES FOR DISMISSAL

To appeal a University academic/financial aid, clinical, or professionalism dismissal:

Students wishing to appeal an academic/financial aid (Satisfactory Academic Progress), clinical, or professionalism dismissal can submit an appeal request to the Department Chair within five business days (by 5 p.m.) of receipt of the dismissal letter. The appeal letter should outline the reasons that they are seeking the appeal for Anesthesiologist Assistant program academic, professionalism or clinical standards violation, how they plan to correct their behavior/performance, and why the appeal should be granted from the Department Chair. The student may include a petition to meet with the Department Chair.

If the decision is upheld by the Department Chair, the student may appeal to the Assistant Dean of the College within five business days (by 5 p.m.) of receiving the decision. The letter must include the reason for the appeal and be received within 5 business days (by 5 p.m.) of the previous decision.

If the decision is student is upheld by the Assistant Dean of the College, the student may appeal to the Dean of the College of Health Professions within five business days (by 5 p.m.) of the previous receiving the decision. The decision of the Dean of the College of Health Professions is final.

A student reinstated after successful appeal of dismissal will be on probation. Students in the Anesthesiologist Assistant Program may not be on warning or probation for any reason for more than two quarters of their enrollment.

AA PROGRAM REINSTATEMENT AFTER ACADEMIC, CLINICAL, AND PROFESSIONAL BEHAVIOR PERFORMANCE DISMISSAL

If a student is reinstated following a successful appeal of an Anesthesiologist Assistant program academic, professional, or clinical dismissal, they will be placed on academic, clinical, or professional probation at the start of the quarter in which they resume coursework.

The student will be required to meet with the Program Director to discuss an Anesthesiologist Assistant program academic, clinical, or professionalism reinstatement plan to outline expectations and performance requirements for continued enrollment in the Anesthesiologist Assistant program. The Program Director and the Progress and Promotions Committee will continue to assess the student's progress under the plan during the quarter of probation. If a student successfully completes the probationary period plan as judged

by the Program Director in consultation with the Progress and Promotions Committee, that student will be recommended to continue in the program in good standing. Students who do not successfully complete the requirements of the reinstatement plan during the probationary period will be dismissed.

GUIDANCE

Students are required to meet with their assigned faculty advisor for advisement each quarter. Specific academic problems should first be discussed with the individual instructor who is directly involved in the concern. Additional counseling for personal issues is available through the office of the Dean of Student Affairs and through South University's *Student Assistance Program*. Students who are experiencing academic, personal, or career problems are encouraged to schedule an appointment with the Dean of Student Affairs. Students are strongly encouraged to seek help early when experiencing difficulties because academic deficiencies, personal problems, or other issues can be detrimental to a student's successful completion of the program. Faculty are encouraged to urge students to seek help for personal issues early through the Dean of Student Affairs and to provide information on the Student Assistance Program to students.

With *Be Well at South*, all students have access to:

- 24/7/365 mental health services line for in-the-moment support from counselors and connections to resources, regardless the time of day or your location. **Call 833-434-1217 to reach the 24/7 support line.**
- **Telehealth** counseling sessions with a provider of your choice. These are available to you regardless of your location and no insurance is necessary.
- **Be Well at South** student portal, providing mental health and wellness resources, access to choose a mental health provider based on your preferences, and schedule an appointment directly through the portal

Students seek counseling and mental health services for a variety of reasons through their academic journey. *Be Well at South* clinicians are here for you anytime, and are prepared to assist you by phone and live video conferencing.

The Wellness Programs include articles and videos on mental health and wellness topics, including self-esteem, nutrition, academic thriving, stress and anxiety, relationships, and more. Students may access the Wellness Programs by going to <https://app.uwill.com/collaborate>. The program is easy and confidential.

In the event that a student may need additional counseling beyond services offered by the university and the Student Assistance Program, the Dean of Student Affairs will help students with referrals to outside counseling services. Program faculty may not participate in mental health counseling or treatment of students.

ACADEMIC INTEGRITY

The AA program abides by the South University Academic Integrity Policy. Please see the [South University Academic Integrity Policy](#).

STUDENT AFFAIRS

The Dean of Student Affairs is responsible for all aspects of student life outside of the classroom. This includes but is not limited to: West Palm Beach security, career services, counseling, disability services, graduation, financial aid information, fire evacuation, medical procedures, orientation, tutoring, parking, student activities and clubs, student lounge and other common areas, veterans' affairs, weather announcements, approval for advertisement and on-site fundraising activities, alcohol and drug information, and student discipline. Please see the **South University Academic Catalog: Student Affairs** for detailed information on each of the above topics.

CAREER SERVICES

Students may seek the assistance of the Director of Career Services during or prior to their last quarter of enrollment. Information is available regarding resume/CV writing and job search strategies and techniques. The Director of Career services provides individualized job search assistance. Career workshops as well as theme weeks based on academic majors are held throughout the school year to aid students in their professional development. All programs are open to any student at no charge. Please see the **South University Student Handbook: Career Services**.

PROFESSIONAL LIABILITY INSURANCE

Students in the program are covered by a malpractice policy that insures all employees and students at South University. This policy covers any liability risks that may be incurred by a student or instructor of the program. This also covers liability risks incurred by clinical preceptors or their employing institutions. For most AA students, this coverage meets their needs. Those wishing to extend their coverage may purchase a personal liability insurance policy.

LIBRARY SERVICES

To assist students in retrieving the latest information, the library subscribes to over sixty periodicals in print format and several thousand full-text sources on-line. Duplicating services, interlibrary loan and tutorial services are also available in the library. The library provides access to the Internet, Microsoft Office Suite, and both general and subject-specific on-line databases.

Valid student ID cards are required to check out materials. If a card is lost, the student should report the loss as soon as possible. Most materials may be checked out for a two-week period. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials, pamphlets, vertical files, and periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the "Code of Conduct." Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the Library Policy and Procedure Manual. Please see the **South University Student Handbook: Library Services** for more information.

COMPUTER LABS

South University, West Palm Beach makes available computer and network resources which may be used by the students, faculty and staff. These resources are intended to be used for educational purposes. The privilege of using computer and network resources is extended by the University to specific individuals

and organizations and is not transferable. This privilege may be permanently revoked by the University if this policy is violated. The South University, West Palm Beach, Anesthesiologist Assistant program makes available computer and networking resources, which periodically may be used during lecture and classroom experiences. Computers should only to be used to take notes during class. Internet access may be used prior to lectures to download or transfer files and during class breaks. Individuals should be aware that any information, files, or software which they store or transfer on the University's computers or networks remains subject to the University's control, and thus can be examined, confiscated, or deleted in the same manner as any school property. Users may not attach or load any school's system with personal equipment or software. Individuals who make use of the network and computer resources must abide by this computer policy and by the policies, regulations, and guidelines of South University as specified in the **South University Catalog: Conduct and Behavior Policies**. Please see the **South University Student Handbook: Computer Labs** for more information.

APPENDIX A: ANESTHESIOLOGIST ASSISTANT PROGRAM INFECTION CONTROL

POLICY:

The objective of the following guidelines is to prevent the spread of infection and avoid exposure to blood and body fluid pathogens.

GENERAL:

It is the policy of the South University, West Palm Beach, Anesthesiologist Assistant program to follow the guidelines and recommendations made by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regarding STANDARD PRECAUTIONS. Before beginning any clinical education experience through the South University, West Palm Beach Anesthesiologist Assistant program, students must receive training regarding CDC STANDARD PRECAUTIONS.

STANDARD PRECAUTIONS

Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. Standard Precautions combine the major features of Universal Precautions and Body Substance Isolation and are based on the principle that all blood, body fluids, secretions, excretions, non-intact skin, and mucous membranes may contain transmissible infectious agents.

These practices include:

- 1) Hand hygiene
- 2) The use of personal protective equipment (PPE) (e.g., gloves, gowns, masks) for mouth, nose, eye protection
- 3) Safe injection practices
- 4) Safe handling of potentially contaminated equipment or surfaces in the patient environment, and
- 5) Respiratory hygiene/cough etiquette

In addition to Standard Precautions, students will receive training in the three categories of Transmission-Based Precautions:

- 1) Contact Precautions
- 2) Droplet Precautions
- 3) Airborne Precautions

Transmission-Based Precautions are used when the route(s) of transmission is (are) not completely interrupted using Standard Precautions alone.

Students may access details of this information at any time at the following website:

[Isolation Precautions | Guidelines Library | Infection Control | CDC](#)

EXPOSURE TO BLOOD BORNE PATHOGENS

Strict adherence to STANDARD PRECAUTIONS and other infection control measures should prevent a student's exposure to blood borne pathogens. Should a student sustain a possible exposure (including a needle stick injury) to blood borne pathogens during a clinical training experience, the student is responsible for immediately notifying their supervisor, instructor, preceptor, or department manager. The student should then follow the steps outlined in the section titled "Post-Exposure Procedure" and "Student Injuries or Exposures". Exposure is defined as a demonstrated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials.

THE FOLLOWING PROCEDURE SHOULD BE INITIATED AND FOLLOWED AFTER AN EXPOSURE:

POST-EXPOSURE PROCEDURE:

- 1) **Aggressive local wound care** to the site of exposure should be initiated immediately. Percutaneous wounds should be expressed to promote bleeding. The site should be cleansed thoroughly with soap and water using a surgical hand brush when possible. It may be beneficial to use an antiseptic such as chlorhexidine gluconate (Foam Carer CHG), an iodophor (EZ Scrub, Betadine), or Dakins solution (dilute 1:9 buffered sodium hypochlorite). Difficult to scrub areas should be soaked in chlorhexidine gluconate (Foam Carer CHG) or other antiseptic. Non-intact skin should be cleansed with soap and water. It may be beneficial to use an antiseptic as described above. Mucous membrane exposures (e.g., eye splashes) should be irrigated thoroughly with tap water using the nearest eye washing station (or faucet if none available).
- 2) **The incident should be reported immediately** to the student's supervisor, instructor, preceptor, or department manager.
- 3) **Post Exposure Prophylaxis protocol should be initiated.** The student may access the post exposure hotline by the following methods:

<https://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide-for-occupational-exposures/>

OR

The National Clinicians' Consultation Center:

For the Post-Exposure Prophylaxis Hotline
Phone: 1-888-448-4911
Hours: 9:00 a.m. – 8 p.m. ET (Monday-Friday)
11:00 a.m. – 8 p.m. (Weekends & Holidays)
Hepatitis C
Phone: (844) 437-4636 or (844) HEP-INFO
9 a.m. – 8 p.m. ET, Monday – Friday

HIV/AIDS Management

Phone: (800) 933-3413

9 a.m. – 8 p.m. ET, Monday – Friday

Perinatal HIV/AIDS

Phone: (888) 448-8765

24 hours, Seven days a week

- 4) **Access to emergency health care is recommended**, and the student is urged to become informed about current PEP guidelines in order to receive most effective treatment within the recommended time frame.
- 5) Finally, the student must notify the Clinical Coordinator or Program Director. In addition, the South University, West Palm Beach Anesthesiologist Assistant program incident form must be completed and sent to the program.

STUDENT INJURIES

Incidents involving an injury to a student (such as a fall, or other accidental injury) during a clinical education experience will follow a similar protocol.

- 1) The injury should be reported to the student's supervisor, instructor, preceptor, or department manager.
- 2) Students should report to the nearest Emergency Room for treatment.
- 3) The program should be notified as soon as it is possible to do so. The student must notify the Program Director or if unavailable, the Clinical Coordinator. In addition, the South University, West Palm Beach, Anesthesiologist Assistant program incident form must be completed and sent to the South University, West Palm Beach Anesthesiologist Assistant program.

If a potentially infectious exposure occurs, do not allow feelings of embarrassment, a large workload, or misplaced peer pressures to prevent you from reporting the event immediately. Needle sticks and other exposures can be life-threatening. Responsible health care providers recognize that unintentional injuries and occupational exposures may occur and must be evaluated by competent, objective, and experienced medical professionals.

IMPORTANT:

All charges incurred by AA students for physician visits, labs or x-ray studies, and prescribed medications related to an injury, needle stick; blood or body fluid exposures are the student's responsibility. **Students must maintain health insurance throughout their educational experience at the South University, West Palm Beach Anesthesiologist Assistant program. All medical or health care services (emergency or otherwise) that the student receives or requires are the student's responsibility and are at the student's expense.**

APPENDIX B: ACADEMIC CALENDARS

Anesthesiologist Assistant Program Academic Calendar
2025- 2026

2025-2026		Fall 2025	Winter 2026	Spring 2026	Summer 2026
orientation		9/19/2025			
Classes Begin	Class of 2025	9/22/25			
	Class of 2026	9/22/25	1/5/26	3/23/26	6/22/26
	Class of 2027	9/22/25	1/5/26	3/30/26	6/29/26
Last Day of Classes	Class of 2025	12/10/25			
	Class of 2026	12/5/25	3/20/26	6/18/26	9/18/26
	Class of 2027	12/5/25	3/13/26	6/12/26	9/11/26
Final Exams	Class of 2026	12/8 - 12/19			
	Class of 2027	12/8 - 12/19	3/16 - 3/20	6/15 - 6/18	9/14-9/18
Graduation	Class of 2025	12/12/25			
Breaks	Class of 2025	10/6-10/10; 11/26-11/28			
	Class of 2026	10/6-10/10, 11/26 -28; 12/22 -1/2		3/30-4/3	6/29-7/3
	Class of 2027	11/26 -28; 12/22 -1/2	3/23-23/27	6/22 -6/26	
Quarter Ends	Class of 2025	12/10/25			
	Class of 2026	12/19/25	3/20/26	6/18/26	9/18/26
	Class of 2027	12/19/25	3/20/26	6/18/26	9/18/26
Immersion week		10/6-10/10			
orientation		9/19/2025			

Anesthesiologist Assistant Program Academic Calendar

2026- 2027

2026-2027		Fall 2026	Winter 2027	Spring 2027	Summer 2027
orientation					
Classes Begin	Class of 2026	9/22/26			
	Class of 2027	9/22/26	1/4/27	3/22/27	6/21/27
	Class of 2028	9/22/26	1/4/27	3/29/27	6/28/27
Last Day of Classes	Class of 2026	12/9/26			
	Class of 2027	12/4/26	3/19/27	6/18/27	9/17/27
	Class of 2028	12/4/26	3/12/27	6/11/27	9/10/27
Final Exams	Class of 2027	12/7-12/18			
	Class of 2028	12/7-12/18	3/15-3/19	6/14-6/17*	9/13-9/17
Graduation	Class of 2026	12/11/26			
Breaks	Class of 2026	10/5-10/9; 11/25-11/27			
	Class of 2027	10/5-10/9		3/29-4/2	6/28-7/2
		11/25-11/27;12/21-1/1			
	Class of 2028	11/25-11/27;12/21-1/1	3/22-3/26	6/21-6/25	
Quarter Ends	Class of 2026	12/9/26			
	Class of 2027	12/18/26	3/19/27	6/18/27	9/17/27
	Class of 2028	12/18/26	3/19/27	6/17/2027*	9/17/27
immersion week		10/5-10/9			
orientation		9/19/2026			

2nd Year Rotation Schedule

The following is the **proposed** schedule of senior rotations for the Class of 2027.

Please note that the National Commission for the Certification of Anesthesiologist Assistants (NCCAA) changed their policy in May 2022 that students must graduate from an accredited program in order to be eligible to sit for the certification exam. This is a departure from their former policy that allowed students to sit for the exam up to 180 days prior to graduation. The new NCCAA policy goes into effect for all students matriculating on or after 1/1/2024 but is not yet ready in a practical manner. Thus, as it currently stands, you will be able to take the certification exam prior to your graduation. The rotation schedule below reflects this.

CLASS 2027			
<u>Rotation</u>		<u>Dates</u>	<u>weeks</u>
1	2027	1/4-1/29	4
2		2/1-2/26	4
3		3/1-3/26	4
	spring break	3/29-4/2	
4		4/5-4/30	4
5		5/3-5/28	4
6		5/31-6/25	4
	summer break	6/28-7/2	
7		7/5-7/30	4
8		8/2-8/27	4
9		8/30-10/1	5
	NCCAA Board Exam	10/4-10/8	NCCAA Exam 10/8-10/9 (tentative)
10		10/11-10/29	3
11		11/1-11/23	3.5
	Thanksgiving Break	11/24-11/26	
12		11/29-12/8	1.5

APPENDIX C: FIRST YEAR HOLIDAYS

Veteran's Day	November 11 th , 2025
Thanksgiving break	November 26-28 th , 2025
MLK Day	January 19 th , 2026
Memorial Day	May 25 th , 2026
Juneteenth	June 19 th , 2026
Independence Day	July 3 rd , 2026
Labor Day	September 7 th , 2026

APPENDIX D: RECORDS RELEASE FORM

Consent for release and exchange of student records

Name: _____ Student ID#: _____

Students in the College of Health Professions participate in clinical rotations which are part of the requisite course work for the Masters of Medical Science in Anesthesia Science degree offered by South University.

To enable South University and the clinical rotation sites to evaluate a student's eligibility to participate in clinical rotations and to evaluate a student's performance on clinical rotations, it is necessary for South University and the clinical rotation sites to exchange educational records and information about that student. The educational records and information subject to release and exchange include grade reports, transcripts, evaluations, attendance records, examination results, background check results, and records of conduct and disciplinary investigations and proceedings. Release and exchange of educational records and information is between and among faculty members, administrators, and other designees of South University and the facilities which have an agreement with South University to provide clinical rotations.

I hereby consent to the release and exchange of my educational records and information as described above.

I acknowledge receipt of a copy of this signed form.

Student's Signature

Date

Student's Printed Name

Date

APPENDIX E: CONSENT FOR DRUG AND ALCOHOL SCREENING

Name: _____ Student ID#: _____

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

I acknowledge receipt of a copy of this signed form.

Student's Signature

Date

Student's Printed Name

Date

APPENDIX F: QUARTERLY CLINICAL PERFORMANCE EXPECTATIONS

Clinical Competency	Quarter II	Quarter III	Quarter IV	Quarter V	Second year Quarters VI-IX
Patient Assessment	Reviews relevant patient data, participates with preceptor in patient interview.	Conducts a basic preoperative interview including: NPO (Nil per os; nothing by mouth) status, allergies, medications, and co-morbidities.	Analyzes pre-operative test results for purpose of identifying impact on anesthesia care.	Performs an anesthesia-focused physical examination and identifies potential concerns that warrant treatment, intervention or further evaluation.	Reviews current and previous medical records. Identifies implications of patient's history and physical state on anesthesia care.
Anesthesia Planning	Selects appropriate type of anesthesia based on planned procedure.	Formulates basic anesthesia plan in consideration of planned procedure and patient factors.	Incorporates results from patient assessment into anesthesia plan. Identifies relevant post-operative patient risks.	Develops an anesthesia care plan in consideration of preoperative assessment and post-operative risks for low-acuity patients. Plans for post-operative care of patient.	Develops a complete anesthesia care plan in consideration of preoperative assessment, and post-operative complications.
Preparation	Sets up basic airway equipment and completes machine checkout. Relates basic understanding of surgical procedure to Anesthesia Care Team (ACT) members.	Identifies additional equipment needed for patient care based on procedure. Recognizes steps of common surgical procedures and uses that information to modify patient care.	Prepares equipment for complex cases in conjunction with preceptor. Able to explain surgical method and hazards associated with the majority of surgical procedures.	Analyzes anesthesia plan, gathers appropriate resources with minimal assistance from preceptor. Identifies detailed methods used in surgical procedure and integrates information into patient care.	Ensures the availability of personnel and resources (monitoring, equipment, blood products, medications) required for patient management for all types of surgical procedures.

Clinical Competency	Quarter II	Quarter III	Quarter IV	Quarter V	Second year Quarters VI-IX
Communication with ACT (Anesthesia Care Team)	Communicates preoperative data to preceptor and relays relevant intraoperative observations to members of ACT.	Presents complete preoperative evaluation to ACT members and provides patient summary for transfer of care in the perioperative setting.	Initiates discussion of patient data and anesthesia care to all members of the perioperative team.	Demonstrates ability to lead communication as member of ACT. Receives and delivers effective transfer of care reports between departments.	Establishes communication with perioperative team to discuss pertinent patient information (hand-off, lab results, surgical plan, anesthesia concerns) to maximize patient safety.
Intraoperative Management	Demonstrates ability to apply ASA monitors, pre-oxygenate, initiate ventilation maintain anesthesia, and plan for emergence.	Identifies changes in patient hemodynamics and works with preceptor to manage intraoperative complications.	Manages tasks during induction, maintenance, and emergence phases of anesthesia for low acuity patients with minimal preceptor assistance.	Recognizes and anticipates common physiological changes during routine surgical cases. Executes plan for emergence effectively.	Anticipates and manages common and critical events with consideration of co-existing diseases to optimize patient outcomes and prevent patient injury.
Airway Skills	Attains $\geq 50\%$ success rate with bag-mask ventilation (BMV), Laryngeal Mask Airway (LMA), and oral endotracheal tube OETT placement. Conducts airway physical exam.	Attains $\geq 75\%$ success rate with BMV, LMA, and OETT placement. Recognizes patient risk factors for difficult airway management.	Attains $> 90\%$ success with BMV, LMA, and OETT placement. Classifies patient risks for difficult airway management and suggests alternate methods of airway management.	Recommends modification in airway plan based on physical exam findings and planned procedure. Selects appropriate technique to be used in the management of difficult/failed airways.	Composes comprehensive airway management plan in consideration of risk factors. Shows mastery of airway management techniques.
Technical Procedures: lines, regional	Demonstrates appropriate aseptic technique when placing intravenous lines. Attains a $\geq 50\%$ success rate for IV placement.	Attains $\geq 75\%$ success for IV placement. Assists ACT members with placement of invasive lines and relates appropriate methods of aseptic techniques.	Attains $\geq 90\%$ success for IV placement. Demonstrates appropriate aseptic technique when placing arterial lines.	Demonstrates use of appropriate aseptic techniques for arterial line and regional block insertion. Assists ACT members with various types of regional block placement.	Demonstrates appropriate aseptic technique when placing invasive lines and regional blocks. Attains a $\geq 80\%$ success rate for invasive line, neuraxial block placement.

Clinical Competency	Quarter II	Quarter III	Quarter IV	Quarter V	Second year Quarters VI-IX
Professionalism	Demonstrates appropriate professionalism for AA student. Displays sensitivity, empathy, accountability and respect to a diverse patient population.	Demonstrates appropriate professionalism for AA student. Establishes a true and transparent relationship of care with patients and families.	Demonstrates appropriate professionalism for AA student. Actively seeks out learning opportunities and is committed to delivering high-quality patient care.	Demonstrates appropriate professionalism for AA student. Demonstrates emotional stability and adaptability in stressful situations.	Consistently exemplifies standards of professionalism for the anesthesiologist assistant. Advocates for the patient within the healthcare system.
Clinical Practice management	Follows institutional safety policies and participates in quality improvement activities to enhance patient care.	Recognizes opportunities for improved utilization of resources within the healthcare system.	Discusses methods of improving quality for patients during the perioperative period.	Practices cost-effective healthcare that optimizes resource allocation and quality of care.	Integrates evidence-based medicine into clinical practice to improve patient safety.
Anesthesia Knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> -Commonly used anesthesia drugs -Physics of anesthesia -Anesthesia machine -Basic airway management 	Demonstrates knowledge of: <ul style="list-style-type: none"> - Human anatomy & physiology -Basic pharmacology -Principles of monitoring 	Demonstrates knowledge of: <ul style="list-style-type: none"> -Cardiovascular (CV) physiology -Anesthesia pharmacology - Instrumentation & monitoring 	Demonstrates knowledge of: <ul style="list-style-type: none"> -Pulmonary physiology -Regional anesthesia -Preanesthetic evaluation 	Demonstrates knowledge of: <ul style="list-style-type: none"> -Clinical anesthesia -Ethical principles and issues -Occupational health -Professional practice standards

APPENDIX G: REQUIRED CLINICAL EXPERIENCES

Clinical Experiences	Requirements	Minimum
Composite Requirements	Total Anesthesia Cases	650 cases
	Total Hours Anesthesia Time	2000 hours
	Class III/IV Subcategory Class IV-VI	150 cases 10 cases
	65+ years	100 cases
Specialties	2-12 years	30 cases
	< 2 years	10 cases
	Emergent	35 cases
	Obstetric (including deliveries, C/S & procedures) Subcategory: Cesarean delivery Analgesia for labor	35 cases 10 cases 10 cases
Anatomical Categories	Head Extracranial (Ear, Nose, and Throat)	20 cases
	Head Intracranial Subcategory: open	5 cases 3 cases
	Cardiothoracic Heart	10 cases
	Cardiothoracic Lung	5 cases
	Vascular	15 cases
	Intra-abdominal	75 cases
	Neuroskeletal	25 cases

Methods of Anesthesia	General Anesthesia	400 cases
	Inhalational (mask) Induction	25 cases
	Mask Ventilation & management (ventilating a patient by mask for a general anesthetic)	25 cases
	Endotracheal Intubation-Oral	250 procedures
	Endotracheal Intubation-Nasal	5 procedures
	Supraglottic airway device placement	35 procedures
	Emergence from Anesthesia	250 cases
	Total intravenous anesthesia (includes monitored anesthesia care)	75 cases
	Regional Management Actual administration Subcategories: Spinal Epidural Peripheral	40 cases 30 procedures 10/ max. 5 sim. 10/ max. 5 sim. 10/ max. 10 sim.
Arterial line placement	Arterial puncture/ catheter insertion	25 procedures
	Intra-arterial blood pressure monitoring	30 procedures
Central venous pressure Catheter	Placement	5/ max. 2 simulated
	Monitoring	15 procedures
Other	IV Catheter Placement	125 procedures
	Nasogastric/ orogastric tube placement	5 procedures
	Alternate Airway Technique (all airway techniques other than DL and supraglottic a/w device)	30 procedures
	Ultrasound guided procedure	20 procedures
	Endoscopic technique (flexible bronchoscope)	5/ max. 5 simulated
	Placement one lung isolation device (includes DLT)	5/ max. 2 simulated

The above table lists the case/hour requirements for the South University Anesthesiologist Assistant Program; the NCCAA

may require different case/hour totals to be eligible to take the certification exam.

APPENDIX H: GRADUATION REQUIREMENTS

Master of Medical Science in Anesthesia Science Graduation Requirements

1. The student must complete the course requirements described in the handbook in effect when the student was enrolled.
2. The student must successfully meet the standards for academic, clinical, and professional performance.
3. Students must maintain an overall cumulative GPA of ≥ 2.5 at the time of graduation.
4. Student must be in good standing at the time of graduation; i.e., not on any type of warning or probationary status at the conclusion of their final quarter of enrollment.

APPENDIX I: STUDENT HANDBOOK ACKNOWLEDGEMENT

SOUTH UNIVERSITY ANESTHESIOLOGIST ASSISTANT PROGRAM STUDENT HANDBOOK ACKNOWLEDGEMENT

I, _____, have read the information contained within the South University, West Palm Beach Anesthesiologist Assistant Program Student Handbook. I understand my obligation to successfully complete all didactic requirements in the outlined time frame.

I fully understand this information and hereby agree to abide by the Anesthesiologist Assistant Program policies and procedures contained within the South University Anesthesiologist Assistant Program Student Handbook. Additionally, I agree to abide by all rules and regulations as set forth in the South University Academic Catalog, South University Student Handbook, and in the South University Anesthesiologist Assistant Program Clinical Policy Manual.

I understand the outlined requirements including clinical learning outcomes for graduation from the South University Master of Science in Anesthesiologist Assistant program. The South University Anesthesiologist Assistant Program reserves the right to modify curriculum requirements as necessary to ensure the academic integrity of its program. Students will be notified of any changes in curriculum or program requirements prior to implementation in accordance with ARC-AA standards.

Student Signature: _____ Date: _____

Printed Name: _____

PROGRAM FACULTY AND STAFF CONTACT INFORMATION

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FIRST YEAR CLINICAL SITE CONTACT INFORMATION

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Good Samaritan Medical Center	Danielle Biancardi, CAA	(561) 685-0547
Baptist Health Bethesda Hospital	Sabrina Rinderknecht	321-507-5479
Boca Raton Regional Hospital	Vanessa Tabor, CAA	813-545-5992
Jupiter Medical Center	Frank Fetto, CAA	561-315-4609
Cleveland Clinic Coral Springs	Megan Codrington, CAA	305-332-0533