Committee Structure – Nurse Anesthesia Program

Policy

In addition to participation in the college committee structure, the Nurse Anesthesia Program will maintain a committee structure dedicated to the program's specific needs.

Department-Education Committee

Responsibilities
- Collects and analyzes data from ongoing evaluations of all program functions.
- Develops and implements measures of educational outcomes.
- Evaluates institutional effectiveness data from CTL and incorporates it into ongoing program improvement activities.
- Based on program evaluations and educational outcomes, makes changes in didactic or clinical curriculum, clinical sites, policies and procedures, admissions, Systemic Plan of Evaluation (SPE), or any other aspect of program academic operations to improve educational outcomes.
- Makes strategic plans as well as day-to-day decisions.
- Ongoing improvements and evaluation of educational outcomes are reported to the NAP Annual Advisory Board.
- Continuously monitor students' grades and progress during the didactic and clinical phases. Reports students of concern to Academic Progression Committee.
- Prepares the accreditation self-study.
- Provides input into all annual reports
- Maintains minutes of all meetings

Membership
- All nurse anesthesia administrators and faculty
- Meet monthly, the exception may be the month of the Annual Advisory Board and December, depending upon need

Academic Progression Committee

Responsibilities
- Intense monitoring of grades or progress of students having difficulty; failing to progress satisfactorily (below 83% or B); failing to achieve the 429 benchmark on the SEE by the second program required SEE Exam; < 2.5 on midterm or final clinical anesthesia practicum evaluations; actual or suspected substance abuse; verbal or written allegations of misconduct; incompetent practice; or any professional/ethical problems of students during any phase of the Nurse Anesthesia Program, on an as needed basis.

- The Academic Progression Committee meets to discuss and provides initial and ongoing written summaries of student's progress as needed.
- Academic Progression Committee may develop a written plan of action and/or academic contract, if needed
- The Academic Progression Committee may initially elect to recommend progression, probation with or without remediation/restitution/reprimand, probation with or without clinical privileges, or dismissal from the program, at any time.
- The committee or chairman will meet with the student, sharing oral or written progress summaries, written plan of action or academic contract, and advise student of Academic Progression Committee expectations and recommendations.
- Probationary status will be reviewed every four weeks or as needed.
- Upon review, the Academic Progression Committee may recommend lifting of probation and return to good standing, continued probation, or dismissal from the program. The student will be notified of the Committee's recommendation by the committee or chairman.

Membership
- Chairman: Program Director
- Membership: Program administration and faculty, as appropriate. If in Phase II, Clinical Coordinator (CC) and other relevant clinical site personnel may be invited. If CC is working in the clinical area and unable to attend, their input may be sought and information from the committee shared, as appropriate.
- Meet as needed

Admission Committee

Responsibilities
- Review candidate applications
- Organize interview schedule
- Participate in the interview process
- Select class candidates and waitlist alternates
- Adhere to FERPA requirements

Membership
- Chairman: Program Director
- Members: All program administration and faculty. Select Clinical Coordinators, Community, Alumni, and Admission's Representatives may be invited
- Meet as needed during annual admission cycle

Annual Advisory Board

Responsibilities
- Reviews program outcome data to evaluate program strengths, areas of needed improvement, and program challenges
- Provides advice to program administration and faculty
- Allow the Program to obtain feedback from the communities of interest

Membership, meetings
- Chairman: Program Director
- Clinical Coordinators, program administration and faculty, interested graduate DNP faculty, interested alumni, community representative, student class representatives, VPAA
- Meet at least annually or more frequently, if needed.