Student Handbook

Master of Medical Science in Anesthesiology Program

University of Colorado School of Medicine

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This handbook does not constitute a contract, either expressed or implied, with the Master of Medicine Science in Anesthesiology Program or the University Of Colorado School Of Medicine (SOM), and the University reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the University to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. April 2014
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT HANDBOOK</strong></td>
<td>7</td>
</tr>
<tr>
<td>Equal Opportunity and Non Discrimination</td>
<td>8</td>
</tr>
<tr>
<td><strong>ANESTHESIOLOGIST ASSISTANT PROGRAM</strong></td>
<td>8</td>
</tr>
<tr>
<td>Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Committees</td>
<td>9</td>
</tr>
<tr>
<td><strong>ATTENDANCE, OPERATIONAL TIME, AND ABSENCE</strong></td>
<td>9</td>
</tr>
<tr>
<td>Operational Time and Activities</td>
<td>9</td>
</tr>
<tr>
<td>Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Clinical Hours</td>
<td>10</td>
</tr>
<tr>
<td>Personal Leave Days</td>
<td>10</td>
</tr>
<tr>
<td>Illness Based Absence</td>
<td>10</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>11</td>
</tr>
<tr>
<td>Military Leave</td>
<td>11</td>
</tr>
<tr>
<td>Religious Accommodation</td>
<td>11</td>
</tr>
<tr>
<td>Requests to be Absent</td>
<td>11</td>
</tr>
<tr>
<td><strong>CALENDAR</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>CASE RECORDS</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>CERTIFICATION</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>CLASS OFFICERS AND COMMITTEE MEMBERS</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>CONDUCT</strong></td>
<td>13</td>
</tr>
<tr>
<td>Misconduct</td>
<td>13</td>
</tr>
<tr>
<td>Clinical</td>
<td>13</td>
</tr>
</tbody>
</table>
Non-clinical 14
Process 14
Appeals 15
Discrimination and Harassment 16
Sexual Harassment 16

CONTINUATION, INTERRUPTION, TERMINATION OF PROGRAM 16
Continuation 17
Advancement 17
Continuation Requirements 17
Dismissal 17
First Year: Leave of Absence for Academic Reasons 18
  Financial Aid Implications 18
Senior Year: Probation and Extension of the Educational Program 18
Interruption of Degree Program 19
  Medical Leave 19
  Leave of Absence 19
Termination Prior to Completion of Degree 19
  Cancellation 19
  Withdrawal 20
  Dismissal 20

COUNSELING RESOURCES 20
Academic Counseling 20
Program Counseling 20
HEALTH REQUIREMENTS

Immunizations

Communicable Diseases and Infection Control

HOLIDAYS AND PROGRAM BREAKS

IDENTIFICATION

INSURANCE
  Health
  Liability

LETTERS OF RECOMMENDATION

MEETINGS

PRACTICE OF ANESTHESIA
  Personal Risks Associated with the Practice of Anesthesia
    Exposure to Pathogens
    Exposures During Pregnancy
  Technical Standards

PROFESSIONAL ORGANIZATIONS

SIMULATION

STUDENT RECORDS AND FILES

TRANSPORTATION

TUITION AND FEES
  Mandatory Confirmation of Payment
  Criminal Background Checks

FORMS
  Student Handbook
The Student Handbook for the Master of Medical Science in Anesthesiology provides information, rules, regulations, and policies of the Program, the Department of Anesthesiology, and the University of Colorado. A copy of this Student Handbook is provided to each matriculant during orientation. Each student is responsible for reading, understanding, and complying with all rules, regulations, and policies stated in these publications. Students are expected to be familiar with and abide by all rules and regulations presented in this manual. Other resources that contain valuable information that will not be repeated in this document include: The Anesthesiologist Assistant Program Student Clinical Handbook

- University of Colorado Denver Policies

A revised copy of this Handbook is provided to each student annually. Addenda to the Handbook may be published as necessary. Current information pertaining to communications with faculty, staff, students, and clinical sites is available in the Program Office. A student directory, including a list of current class officers, is distributed separately by the Program Office.

Issues not covered specifically in this Handbook will be dealt with by the Program Directors in consultation with appropriate individuals, as needed.

The University, the Department of Anesthesiology, and the Master of Medical Science in Anesthesiology Program reserve the right to revise information, requirements, policies, rules, regulations, and financial charges at any time. Whenever changes occur, every effort will be made to notify students who may be impacted.
EQUAL OPPORTUNITY AND NON-DISCRIMINATION
The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees. All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

ANESTHESIOLOGIST ASSISTANT PROGRAM
The Master of Medical Science Program in Anesthesiology accepts qualified individuals into a 28-month clinical master’s degree program and provides the direction, motivation, and didactic and clinical opportunities necessary to facilitate students becoming knowledgeable, skilled, safe anesthetists with sound clinical judgment. In addition, the Anesthesiologist Assistant Program imbues professionalism, including commitment to patients and the community, and instills a life-long desire for learning.

The Program’s obligation to the public, to employers, and to the profession is such that awarding a Master of Medical Science Degree indicates that the Anesthesiologist Assistant Program’s faculties agree that the student has attained proficiency in the delivery of anesthesia and has exhibited excellence in ethical and moral behavior.

The Program has an obligation to students to provide high quality learning experiences in the classroom and in the clinical environment. The Program is continually reevaluating the methods and people responsible for teaching, and students are encouraged to provide feedback on their educational experience. The Program expects that students will take the initiative and assume responsibility for optimizing their own educational experience and will avail themselves of the opportunities that exist in the University, the School of Medicine, the Department of Anesthesiology, the Program, and the clinical sites.

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 equipment, and other resources necessary to support the teaching process.
Facilities
The School of Medicine and the Department of Anesthesiology offer facilities that include faculty and staff offices, classrooms, libraries, a learning resources center, instructional laboratories, and a variety other facilities. An Anesthesiology Library is available in the Anesthesiology Program Office. Medical libraries are available on the main University of Colorado Anschutz Medical Campus and in many of the hospitals at which students rotate.

Committees
The Department of Anesthesiology has created three committees, with the primary purpose of aiding the administration of the Master’s of Medical Science in Anesthesiology program. The committees are as follows:

Curriculum Committee: This committee will meet to discuss the curricula of the program, as proposed by the faculty and administration. This committee will also provide guidance and recommendation on appropriate testing activities for the students throughout the duration of the Program.

Advisory Board: Comprised of multiple stakeholders from the University, as well as the community, this committee will meet on a weekly basis to assist and advise the administration of the program with items related too, but not limited to: admission standards, accreditation standards, student activities, and faculty and staff integration.

Progress and Promotions Committee: This committee is charged with reviewing the academic and clinical progress of each student in the program. Meeting annually, this committee will review academic performance, as well as clinical performance to evaluate student progress in the program.

ATTENDANCE, OPERATIONAL TIME, AND ABSENCE

Operational Time and Activities
Operational time for the Anesthesiologist Assistant Program is from 5:30 AM until 6:00 PM Monday through Friday, and for any hours during nights and weekends for clinical assignments or other activities scheduled by the Program. University holidays and Program break periods are excluded from Program operational time.

Program activities include, but are not limited to, lectures, labs, practica, workshops, examinations, and clinical assignments.

Students are expected to be available and attend all scheduled Program Activities.
Clinical Hours
The Master of Medical Science Program in Anesthesiology offers a clinical master’s degree without thesis. Award of the master’s degree is based upon the student's successful completion of didactic, laboratory, and simulation courses; development of techniques and motor skills necessary to complete the tasks that are integral to anesthesia practice; development and use of sound clinical judgment; good conduct and ethical practice; completion of a MINIMUM of 2,500 clinical hours in clinical rotations assigned by the Program. Please refer to the Student Clinical Handbook that you have been provided regarding the Clinical Hour policies and procedures, also available at www.virtue.edu.

Attendance
Attendance to and availability for all Program activities during Program operational days is mandatory.

If a student must be absent, then he/she must submit a Request to be Absent form to the Assistant Program Director for approval. The student will be responsible for making up any Program activities that are missed during the time of absence. The Program monitors attendance on a daily basis.

Personal Leave Days
Each student has two days available during each academic semester of the educational program (i.e., two days in fall semester, two days in spring semester, and two days in summer semester of each year) to use as Personal Leave Days under the following rules:

• An academic year runs from August through the following July, unless extended by leave of absence or probation.
• Days not used during one semester do not carry over into the following semesters.
• Students must make up any Program activities that are missed due to Personal Leave.
• The policy regarding personal leave days in no way affects the minimum clinical hour requirement of 2500 hours necessary to graduate from the Program.

Personal leave must be scheduled in advance, should be considered in the context of conflicting with Program clinical learning responsibilities, and cannot accrue from one year to the next. Personal leave time cannot interfere with scheduled rotation assignments or scheduled examinations.

Illness Based Absences
Illness based absences shall be granted on a case-by-case basis. If a student is absent from school due to illness for more than three (3) consecutive days, a physician’s clearance statement from the primary treating physician must be presented to the Office of Academic
Affairs. Leave due to an extended illness (over 2 weeks) will be considered a Medical Leave of Absence and will be considered on a case-by-case basis. A Medical Leave of Absence will require coordination of reentry into the Program and, depending on the length of the leave, may require repetition of significant portions of the Program.

Bereavement Leave

Bereavement leave of three (3) days shall be given per death of an immediate family member. An immediate family member includes a parent, grandparent, sibling, child, spouse or domestic partner. The student is required to notify the Program Director. Additional leave may be granted on a case-by-case basis.

Military or Jury Duty

A leave of absence due to military or jury duty may be granted under special circumstances and will be handled on an individual case-by-case absence by the Office of Academic Affairs or the Assistant Program Director.

Religious Accommodations

While the University is a public institution governed by secular policies, instructors have a legal and moral obligation to accommodate students who must miss class because of religious observances. Instructors are encouraged to plan examinations and graded assignments to minimize conflicts with major religious holidays. Students must notify instructors at the beginning of each academic period about religious conflicts with exams and graded assignments. Students and instructors are encouraged to exercise sound judgment pertaining to absences associated with the observance of religious, or ethnic, holidays.

If an individual student has special needs or concerns about course requirements or clinical rotations related to religious beliefs or cultural issues, the student must contact the Program with a request for accommodation.

Requests to be Absent

If a student must be absent during Program operational hours, then he/she must submit a Request to be Absent form per the following rules:

- For each Program operational day that a student is absent from Program activities, the student must submit a Request to be Absent form to the Assistant Program Director for approval.
- A personal leave day not for illness must be requested at least one business day in advance of the day of absence (ie, weekends and holidays excluded). That is, the Program Office must receive the request during office hours at least one business day before the day of absence. Failure to request a non-illness personal day in advance will result in a penalty of one point being deducted from that semester's clinical grade.
• By submitting a Request to be Absent, the student acknowledges that he/she is responsible for any Program activities that are missed during the time of absence.

CALENDAR

A current calendar for the Anesthesiologist Assistant Program is posted on the Program’s website, and updated as often as needed. Each student is responsible for keeping up to date with events scheduled on this calendar. The calendar is available at: http://www.ucdenver.edu/academics/colleges/medicalschool/departments/Anesthesiology/aa program/Pages/aapadmissions.aspx

CASE RECORDS

Anesthesia Case Record

Each student is required to input an accurate daily log of clinical activities into the electronic case log system. Each semester students will meet individually with the Program Director to review completed procedures and clinical cases.

CERTIFICATION IN THE UNITED STATES

The National Commission for Certification of Anesthesiologist Assistants [NCCAA] provides the certification process for anesthesiologist assistants in the United States. Initial certification is obtained by successfully completing the Certifying Examination for Anesthesiologist Assistants. Because employment as an anesthesiologist assistant is contingent upon certification, it is recommended that each student applies for and takes the Certifying Examination in his/her year of graduation. Information regarding certification and examination is available on NCCAA’s web site, www.aa-nccaa.org.

CLASS OFFICERS AND COMMITTEE MEMBERS

The students in the MMSA program will have the opportunity to represent their cohort on one of two committees. The first, will be the University of Colorado, Anschutz Medical Campus student senate. The other will be as a representative, as needed for the AAAA.

Each class elects officers and representatives:

  Student Senate Representative (one per class year)
  AAAA Representative (one per class year)
  Student-Faculty Liaison (one per class year)
CONDUCT EXPECTATIONS, POLICIES, AND DISCIPLINARY PROCEDURES

Conduct
It is the expectation of the Master of Medical Science in Anesthesiology Program and the clinical rotation sites that students will conduct themselves in a professional manner at all times, including being primarily focused on patients and the well-being of the patients. To this end, cell phones, computers, PDAs, and other electronic devices are NOT to be used for personal reasons in operating rooms or other patient care locations. Use of any of these devices for personal reasons in the operating room or other patient care location is grounds for dismissal from the clinical rotation with resulting grade penalty. Any clinical use of electronic information devices must be approved by the clinical preceptor at the time of use. 

All students expected to maintain a level of professionalism in alignment with the goals of the Program. Any student who is found to act in a demeanor that does not reflect professionalism or is contrary to Program and University policy may be subject to discipline, in accordance with the University’s discipline process.

Misconduct: Clinical
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. To these ends, students must always appropriately interact with patients and patients’ families, review medical records, and obtain and honestly record data.

The student is responsible for his/her conduct at all times. Conduct can be reviewed and the privilege of working with patients can be withdrawn at any time.

Examples of clinical misconduct include but are not limited to the following:

- commission of a felony under local, state, or federal laws
- deceit in verbal or written communications
- drug abuse
- failure to maintain patient data in an appropriate, honest, confidential manner
- falsifying or intentionally misreporting data in a drug-reporting form, including but not limited to DEA forms for scheduled substances
- falsifying or intentionally misreporting patient data in any medical record, including but not limited to the anesthesia record and preoperative consultation
- falsifying clinical attendance records, including the timekeeping system
- falsifying evaluation records or case log books
- forging data or signatures in a medical record or healthcare document
- inappropriate behavior in a clinical setting
- inappropriate interaction with a patient or patient's family
- vandalism
• violation of the Health Insurance Portability and Accountability Act
• violation of conduct regulations of a healthcare facility while on rotation
  • Include a catch-all e.g. conduct which compromises patient safety or well being, or conduct which falls below the minimum standards expected in the clinical setting.

Misconduct: Nonclinical

Examples of nonclinical misconduct include but are not limited to the following:
• cheating –
• commission of a felony under local, state, or federal laws
• deceit in verbal or written communications, to include falsification of documents, as well as plagiarism in written documents.
• falsifying attendance or evaluation records
• falsifying or manipulating data in academic or research documents
• forging data or signatures on any Program or University document
• neglecting mandatory requirements for program and university compliance
• plagiarism –
• sabotage
• theft
• vandalism

Process
Upon receipt of a report of misconduct, the Program Director will take appropriate action based on the type and severity of the alleged misconduct. Pending investigation, the Program Director will suspend the clinical activity of any student whose conduct in the opinion of the Program Director poses a threat to health, safety, or welfare of the student or others.

All conduct matters will be referred to the Progress and Promotions Committee, of the MMSA Program, for investigation and review. At the time that a conduct matter is referred to the Progress and Promotions Committee, the Program Director will inform the student of the conduct matter and its referral to the Progress and Promotions Committee.

The Progress and Promotions Committee will initially review the conduct matter and determine whether the allegation, if true, constitutes misconduct. If warranted, the Progress and Promotions Committee will conduct a thorough investigation, during which the student will be asked to appear before the Progress and Promotions Committee. The student may choose to be accompanied by an advocate, which may be a faculty member, a staff person, or a fellow student. A student may be accompanied by an attorney however; an attorney may not speak for or on behalf of the student. At the conclusion of the review, including interview of the student, the Progress and Promotions Committee will determine what action is warranted and recommend the same to the Program Director. The student will have the opportunity to respond to the allegations in writing and submit the documents to the Progress and Promotions Committee.
Committee. The Program Director will impose an action. Possible actions include continuation, continuation with warning, probation, extension of time in the degree program, or dismissal.

Dismissal from the Master of Medical Science in Anesthesiology Program at University of Colorado may occur regardless of academic standing in the event that a serious conduct violation has been determined to have occurred.

The student will be informed in writing by the Program Director of the action being taken. The student will have the right to appeal any action taken by the Program Director before it becomes final. A summary of the review, recommendations, action, and appeal will become part of the student’s permanent file and may be used when the student requests letters of evaluation or recommendation.

**Appeals**

A student may appeal a decision of the Program Director within 10 calendar days to the Chair of the Department of Anesthesiology. The appeal must be submitted in writing to the Vice Chair of Education, and must include the basis for appeal and provide sufficient and detailed information to support the appeal. New evidence may not be presented during the appeal unless the student can prove that the evidence was unavailable during the investigation. Failure to meet these conditions shall be sufficient cause to deny an appeal, in which case the finding(s) or sanction(s) of the Program Director shall be final. The Vice Chair of Education shall make the determination as to whether these conditions have been met.

The Chair of the Department of Anesthesiology will not reconsider the facts and statements on which the original decision was based but will only consider:

1. Whether the student has presented new information which, if known by the Committee, could result in a different determination.
2. Whether there is evidence of discrimination
3. Whether there is evidence of a material procedural error in the Committee’s review that may have prejudiced the student’s ability to receive a fair decision
4. Whether there is evidence that the committee acted in an arbitrary or capricious manner.

The Chair may affirm or reject the Program Director’s decision or refer the matter back to the Program Director for further consideration.

The Chair’s decision is final except in the case of dismissal. A student may appeal a decision of dismissal to the Dean of the School of Medicine.

**Discrimination and Harassment**
The University is committed to maintaining a positive learning, working and living environment. The University does not allow discrimination or harassment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression or veteran status, in admission and access to, and treatment and employment in, its educational programs and activities. In pursuit of these goals, the University will not tolerate acts of sexual harassment, Protected Class discrimination or harassment, or related retaliation against or by any employee or student. Individuals who violate the University Policy on Discrimination and Harassment, the University of Colorado Sexual Harassment Policy, the University of Colorado Conflict of Interest in Cases of Amorous Relationships Policy, may be disciplined or subjected to corrective action, up to and including termination, suspension or expulsion.

The School of Medicine does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Disability Services Office, 303-492-8671, or the Title IX Coordinator, Raul Cardenas, PhD, 303-315-2110.

Students may report allegations of discrimination or harassment to Regina Kilkenny, PhD., Associate Vice Chancellor, Office of Academic Resources and Services, 303-724-8070, regina.kilkenny@ucdenver.edu.

Sexual Harassment

As a place of work and study, the University must be free of inappropriate and unwanted conduct and communication of a sexual nature, of sexual harassment, and of all forms of sexual intimidation and exploitation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or academic evaluation; when submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Students may report allegations of sexual harassment or retaliation to Regina Kilkenny, PhD., Associate Vice Chancellor, Office of Academic Resources and Services, 303-724-8070, regina.kilkenny@ucdenver.edu.

CONTINUATION, INTERRUPTION AND PROGRAM TERMINATION
Students with poor performance in academics, clinical, or conduct will be counseled and will be carefully monitored by Program faculty for suitability to continue in the Program. Students must meet the academic standards of the Anesthesiologist Assistant Program and University of Colorado, in order to continue in the Anesthesiologist Assistant Program. Students who are performing well in the classroom but are having difficulty with clinical assignments may be required to perform remedial clinical work in order to continue in the Program. Students who are performing well in the classroom and with clinical assignments but exhibit poor conduct will not be permitted to continue in the Program. Students must perform satisfactorily in all three areas in order to graduate from the Program. Deficiencies in any area must be resolved in order to continue in the Program.

Continuation

The faculty’s judgment of a student’s suitability and fitness for continuation in the Program is based upon academic performance, clinical competence, and standards of conduct appropriate for a health professional, including: trustworthiness, responsibility to duty, appropriate interaction with patients, patients’ families, and other healthcare professionals, and professional demeanor.

Advancement

The Progress and Promotions Committee reviews the grades and academic conduct of each student during each semester. The Clinical Review Committee reviews the clinical performance and clinical conduct of each student during each semester. Throughout the degree program, each student’s advancement to the next semester must be approved by the Progress and Promotions Committee and the Clinical Review Committee.

Continuation Requirements

In order to continue in the Master of Medical Science in Anesthesiology Program to the next semester or to graduate from the Master of Medical Science in Anesthesiology Program at the end of the seventh semester, a student must:

- Receive a letter grade of C or above in every course;
- Exhibit satisfactory clinical performance as judged by the faculty of the Program;
  - Exhibit conduct and professional behavior that in the judgment of the Program faculty meet those standards essential for an anesthesiologist assistant practitioner.

Dismissal

A student may be dismissed from the Master of Medical Science in Anesthesiology Program at the University of Colorado School of Medicine for academic deficiency, for clinical deficiency, or
for violation of the Program’s Standards of Conduct (see section on CONDUCT), or University policies and procedures. Students who are dismissed from the Program are not entitled to a refund of tuition or fees. A student may appeal the dismissal decision by sending a written letter to the Vice Chair of Education.

A student at any point of study during the Program shall be dismissed from the Master of Medical Science Program if one of the following events occurs:

- Receipt of two or more grades below C in any didactic course;
- Receipt of one D or one F following return from a leave of absence for academic reasons;
- Clinical performance judged to be unsatisfactory by the Progress and Promotions Committee and endorsed by the faculty of the Program;
- Conduct or professional behavior that, in the judgment of the Program Director, does not meet the standards essential for an anesthesiologist assistant practitioner.

**First Year: Leave of Absence for Academic Reasons**

The didactic curriculum of the Master of Medical Science in Anesthesiology Program is tightly integrated and scheduled over the twelve continuous months of the first year. The senior clinical year of the educational program is comprised of clinical rotations. Anesthesiology didactic courses and basic science didactic courses are scheduled on an annual basis. All didactic courses must be successfully completed before a student may advance to the senior year.

If a first-year student will be offered a leave of absence for academic reasons if one of the following events occurs:

- Receipt of D in any didactic or clinical course;
- Receipt of F in any didactic or clinical course.

In order for the student meeting the above criteria to be offered a leave of absence for academic reasons, that student must complete all course work in the semester in which he/she meets the criteria for the leave of absence for academic reasons.

The leave of absence will begin at the end of the semester in which the student receives the D or F. The student may then return to the Master of Medical Science in Anesthesiology Program at the beginning of the following fall semester to restart the educational program. The student will be able to pick up at the beginning of the semester that was failed the previous year. For example, if a student successfully completes the first semester during the first year, but fails a course in the second semester, they will take a leave of absence and return at the start of the second semester the following year.
If the student elects to return to the Master of Medical Science in Anesthesiology Program, then he/she must meet the Program’s academic and professional requirements for continuation in all subsequent semesters and courses.

Resignation from the Program is the alternative to taking a leave of absence for academic reasons.

Financial Aid Implications

Within three days of taking a leave of absence as described above, the student must contact the Financial Aid Office to make all necessary arrangements concerning financial aid and repayment of same.

Senior Year: Probation and Extension of the Educational Program

For senior students, receipt of a D in any clinical series will result in probation and automatic extension of the educational program by one semester. In order to continue in the Program beyond the semester in which the D was received, or in order to graduate from the Program, then that student must meet all of the following requirements:

- Receive a letter grade of C or above in all subsequent clinical courses
- Maintain a semester GPA of 2.0 or higher in all subsequent semesters;
- Have an overall GPA or 2.0 or higher at the end of all subsequent semesters;
- Meet all other Program requirements for continuation.

Interruption of Degree Program

Medical Leave of Absence

A student may petition, in writing, to the Progress and Promotions Committee for interruption of his/her degree program for a serious medical problem. In the petition, the student must provide evidence from a licensed health care practitioner that the student is under the care of the practitioner. Granting the petition for interruption in the degree program is solely at the discretion of the Program.

To return from a Medical Leave of Absence, a student must submit a written request to the Program including documentation that the student is fit to return to the Program. All leaves of Absence are evaluated on a case by case basis, and are approved by the Vice-Chair for Education.

Personal Leave of Absence

First Year

A student in good standing may petition the Program for a leave of absence for academic, professional, personal, or administrative reasons by submitting the
request in writing, including a complete explanation for the leave. If a leave of absence is granted, leave shall be for the balance of that academic year. The student must return as a full-time student in the next academic year at the beginning of the semester in which he/she was granted leave. Tuition refund for the semester in which the leave of absence is granted shall follow University guidelines for cancellation and withdrawal. Granting a petition for a leave of absence is solely at the discretion of the Program.

Senior Year
A student in good standing may request a leave of absence by submitting the request in writing which must include a complete explanation for the leave. Following review of the request, the Program Director may grant a leave of absence for one to six months at the end of which the student must return as a full-time student at the beginning of an approved clinical rotation. The full one to six months of absence must be satisfactorily completed on approved clinical rotations in order for the student to meet academic and residence requirements for degree eligibility. Tuition refund for the semester in which the leave of absence is granted shall follow University guidelines for cancellation and withdrawal. Registration and payment of tuition and fees for the extended clinical time in the degree program shall follow University guidelines. Granting a petition for a leave of absence is solely at the discretion of the Program.

Termination Prior to Completion of Degree

Cancellation
Registration may be cancelled during the first five days of classes without transcript deficiencies or financial penalty other than loss of deposit.

Withdrawal
A student may voluntarily withdraw from the Program at any time. Official withdrawal requires completion and approval of withdrawal forms, which are available from the Office of Student Affairs and the Registrar. No change of program or withdrawal is valid without the written consent of the dean or the dean’s designee of the Program. Tuition and fee refunds for students who withdraw will follow University guidelines.

COUNSELING RESOURCES

Academic Counseling
Students are advised to obtain counseling as soon as they recognize or suspect that they are having academic difficulty. An appointment can be made with the Program Director through the Program Office.

Program Counseling
If at any time during a semester, a student receives a grade of D or lower on an examination or has a projected grade of D or lower in any course, then that student is required to meet with the Program Director.
DRESS CODE
Attire when appearing in a professional capacity and representing the Program is business casual, which should be comfortable but not detract from the serious educational atmosphere or from the climate of patient care.

Each student must be dressed appropriately in business casual attire whenever he/she is in any patient care environment. For clinical rotations in the operating room, appropriate attire always includes clean scrubs. Program and University of Colorado identification must be visible at all times. In certain clinical facilities, clean scrubs with a white coat may be worn for short periods outside the operating room (eg, breaks, patient transport). When scrubs and a white coat are being worn, you must NOT wear caps or shoe covers outside the operating room.

Scrubs are not to be routinely worn outside the operating room. If coming straight from the operating room to the classroom, scrubs may be worn. However, business professional attire is the expectation for most classroom settings.

For clinical rotations outside the operating room (eg, Preop Clinic, Pain Service), appropriate attire is always business casual and white coat with Program and University of Colorado School of Medicine identification visible.

This policy is in effect beginning with the first day of class and continuing throughout enrollment in the educational program. Some clinical rotation sites may have additional dress code requirements which must be followed at that site.

The spirit of the dress code is intended to nurture the professional image of the Program, students and the image of our school. In addition, the stated guidelines provide for both student and patient safety. It is hoped that all students will cooperate by complying with the code without enforcement being necessary. Recognizing that not all students share this point of view, enforcement shall be the responsibility of the supervising faculty who is authorized to take appropriate action in order to achieve compliance. These actions may include warnings; denials of access to clinics, classrooms, or laboratories; reduction of grades where appropriate.

Students have the right to appeal any disciplinary decisions to the school’s Performance and Promotions committee.

EMPLOYMENT DURING THE PROGRAM

The schedule of studies and clinical activities of the Program requires full-time engagement of each student. Employment during any part of the educational program may interfere with
studies and clinical work and seriously jeopardize a student's ability to complete the degree program. For this reason, students are discouraged from seeking employment during the Program.

EQUIPMENT AND CLOTHING REQUIRED

Clinical experience begins in the first week and continues throughout the educational program. Labs and practicum occur frequently during the first year.

Each student is required to have the following equipment with them every Program operational day:
- calculator with fractional exponents and parenthetical expression
- clean, short, white coat with University of Colorado Hospital badge identification prominently displayed at all times
- pen light
- six-inch, 15-centimeter ruler
- stethoscope
- student identification from the University of Colorado
- student identification from the University of Colorado.

Failure to have all requisite equipment when use is required may result in grade penalty.

Each student must have scrubs available for Simulation labs and clinical environments.

EXAMINATIONS

The Master of Medical Science in Anesthesiology Program administers examinations within courses, as well as comprehensive examinations. The purposes for these two types of examinations are distinctly different.

Examination formats include paper and pencil tests, computer based testing (CBT), objective structured clinical examinations (OSCE), and oral examinations.

No electronic devices (e.g., personal computers, PDAs, cell phones, electronic memory devices, other computing or communications devices) are permitted in the room in which examinations are being conducted, with the exception of the laptop or notebook computer prepared and approved for taking examinations.

Course Examinations
Course instructors will publish their examination policy as part of their course syllabus, which will be distributed to all students no later than the first day of class.
Comprehensive Examinations

Comprehensive examinations are an integral part of the education requisite to becoming a safe anesthesiologist assistant practitioner. Examinations contain objective and subjective items. The purpose of the comprehensive examinations is two-fold:

- Evaluate each student's progress in developing the knowledge, skills, and clinical judgment requisite to becoming an anesthesiologist assistant practitioner

- Help prepare the student for the national Certifying Examination

Coverage of each general comprehensive examination includes material from clinical task objectives, a schedule of topic assignments, and the general fund of knowledge of the practice of anesthesia. Coverage of each specialty comprehensive examination includes material of that specialty – cardiac anesthesia, OB anesthesia, or pediatric anesthesia. A specialty anesthesia text is provided for each of the three specialty rotations, and students are encouraged to read each text during the rotation.

Following final scoring of a comprehensive examination, a score report and keywords will be provided to each examinee for those items missed on the examination. It is the expectation of the Program faculty that each student will utilize his/her keywords to read and review material, remediate deficiencies, and prepare for subsequent comprehensive examinations.

The comprehensive examinations are secure examinations. Prior to taking a comprehensive examination, each student must acknowledge his/her responsibility and agreement to maintain absolute confidentiality concerning the contents of the comprehensive examination. It is a conduct violation to reproduce, transmit, or store in any form or by any means – electronic, mechanical, or otherwise – any portion of a comprehensive examination. It is a conduct violation to receive or provide assistance for a comprehensive examination personally or via the use of any unauthorized aid or by impermissible collaboration.

Each comprehensive examination contains questions on critical clinical concepts. The critical concept questions are more heavily weighted questions on each examination.

First-year Comprehensive Examinations

Three comprehensive examinations are administered each semester for a total of nine examinations during the first year. If a student misses a comprehensive examination and has an approved request to be absent, then the student must make up that examination within seven (7) days of return to the Program. If a student misses a comprehensive examination and does not have an approved request to be absent, then the student will receive a grade of F on that examination.

Senior-year General Comprehensive Examinations

Three general comprehensive examinations are administered each semester for a total of nine
general examinations during the senior year. If a student misses a general comprehensive examination and has an approved request to be absent, then the student must make up that examination within thirty (30) days. If a student misses a general comprehensive examination and does not have an approved request to be absent, then the student will receive a grade of F on that examination.

**Senior-year Specialty Comprehensive Examinations**
Three specialty comprehensive examinations (cardiac anesthesia, OB anesthesia, pediatric anesthesia) are administered during the senior year. Each examination should be taken within 30 days following the student’s completion of the specialty rotation. The student must schedule administration of each specialty examination with the Program Office.

**FACULTY AND STAFF**
A current listing of faculty and staff for the Program, as well as select faculty and staff for the Department of Anesthesiology and the School of Medicine, can be found on the Program’s website located at: http://www.ucdenver.edu/academics/colleges/medicalschool/departments/Anesthesiology/clinicalcare/faculty/Pages/facultyintro.aspx.

**FINANCIAL AID**
Information about loans, scholarships, and deferred payments is available from the University of Colorado’s Financial Aid Office:

Financial Aid Office
The Anschutz Medical Campus
Box A-088
13120 East 19th Avenue
Aurora, CO 80045
303-724-8039
Email: financial.aid@ucdenver.edu
http://www.ucdenver.edu/studentservices/resources/CostsAndFinancing/FA/Pages/FinancialAid.aspx

Student financial aid requests must be made annually. Rejection for financial aid for the first year does not necessarily mean that financial aid will not be available during the second year. Likewise, an award of financial aid for the first year does not guarantee financial aid for the second year.

**GRADING AND REPORTING**
Lecture Course Grades
Each course instructor is responsible for calculating, assigning, and reporting grades for his/her course. If a student has a question about the grade assigned for a course, the student should send his/her question in writing or email to that course's instructor.

Laboratory and Simulation Course Grades
The laboratory course faculty is responsible for assessing student performance and for calculating, assigning, and reporting grades for labs and simulation. Student performance in labs and simulation is based on the following:

- attendance, including tardiness and continued presence
- preparation for the scheduled exercise
- understanding and applying procedures
- understanding and operating equipment
- understanding and applying principles of physiology, pharmacology, monitoring, clinical methods
- desire to learn
- participation
- conduct

Clinical Course Grades
Clinical anesthesia training begins during the first week and continues through the last week of the program. Clinical anesthesia training is a continuum during which evaluations occur daily, weekly, and monthly – depending upon the evaluation tools.

Daily Clinical Attendance and Evaluations
Student performance in the clinical setting includes the following:

- attendance, including tardiness and continued presence
- knowledge
- skills
- multitasking
- problem solving
- desire to learn
- participation
- conduct
- professionalism
- overall performance

Clinical time, including call, is established for each rotation by agreement between the Program and the clinical site. Variance from an established clinical rotation schedule (hours per day,
Clinical evaluations must be performed each day that a student is on a clinical rotation. The student evaluations will be delivered to preceptors on a daily basis via the electronic evaluation and case log system. The program office staff will ensure timely delivery of these evaluations to the appropriate preceptors for each clinical rotation completed.

**Reconciliation of Evaluation and Attendance Systems**
The Program uses daily evaluation data to monitor progress in clinical education and to monitor attendance. Each student must submit an evaluation for every day that he/she has a clinical rotation assignment. Failure to submit all daily evaluations by the last day of finals week will result in assignment of Incomplete (I) for that semester’s clinical grade. Failure to rectify the Incomplete (I) by the end of the following semester will result in probation which automatically removes the student from clinical rotations until the evaluation deficiency has been resolved. If probation extends more than two weeks, then one or more months may be added to the student's degree program.

**Comprehensive Examinations**
Comprehensive examinations are an integral part of clinical grading. Three comprehensive exams will be administered throughout each semester. These examination grades are computed into the Clinical Anesthesiology grade for each semester. A list of topics for each comprehensive exam will be distributed to students at the beginning of the program, as well as suggested reading materials.

**Didactic Grade Scale**
The following letter grades, their indication of performance, and assigned quality points are used by the Master of Medical Science in Anesthesiology Program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>below average</td>
<td>0 - no course credit</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>0 - no course credit</td>
</tr>
<tr>
<td>W</td>
<td>withdrawal without penalty</td>
<td>0 - no course credit</td>
</tr>
<tr>
<td>WF</td>
<td>withdrawal while failing</td>
<td>0 - no course credit</td>
</tr>
<tr>
<td>S</td>
<td>satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>unsatisfactory</td>
<td>0 - use restricted to certain courses</td>
</tr>
<tr>
<td>P</td>
<td>in progress</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>incomplete</td>
<td></td>
</tr>
</tbody>
</table>

The notation P for in progress will be submitted to the Registrar’s Office when work in a course extends beyond one semester. The notation I for incomplete will be submitted when assigned
work has not been satisfactorily completed within a semester. If the work is not completed within one year, a final grade of F will be assigned.

Grades will be assigned based on the following scale:

- A: 93.5 and Greater
- A-: 89.5-93.4
- B+: 86.5-89.4
- B: 83.5-86.4
- B-: 79.5-83.5
- C+: 76.5-79.4
- C: 69.5-76.4
- F: 69.4 and Lower

**Clinical Grades and Scoring**

The evaluation scores are entered into a program that averages them daily, weekly and over the semester, per category and on a whole. The evaluation comments are also entered into a program that weights negative and positive comments. The semester average is then weighted with the comments and the results of the clinical comprehensive examinations, which yields the final semester grade. Students will be given a printout of their evaluations every week to help identify areas needing focus, and will be discussed with the Program Director weekly.

Items on the clinical evaluation are scored on a scale of 1 to 5, five being the best:

- n/a = Not applicable to the case
- 1 = Unacceptable performance
- 2 = Performed below expectations
- 3 = Met expectations
- 4 = Exceeded expectations
- 5 = Exemplary performance

Student grades are determined by completed evaluations and averaged weekly. It is imperative that an evaluation is completed for every day a student is assigned to the OR. A composite grade is the result of averaging each item’s weekly average score.

For example:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Semester Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Item 2</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Item 3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The final grade will be determined as follows:

- 3.0 and Greater: Pass
- < 3.0: Fail

**Grade Assignments**

The Anesthesiology Program reserves the right to have clinical grades assigned by the Program
Directors and faculty based upon their review of a student's clinical evaluations, clinical comments, conduct, and other communications.

Grade Reporting
Grades for the Master of Medical Science in Anesthesiology Program courses are reported to the Registrar from the Program Office. Course grades usually are available to each student within a week following the close of each semester. Students may log into the University online education system to view their grades after posting.

Grade Appeals
The Program recognizes that students have the right to appeal a final grade or any other academic decision. The Program has a responsibility to respond to such an appeal in a judicious and timely manner.

Criteria for Appealing a Grade
A student may appeal a final Clinic or Course grade on the grounds that:

1. The methods or criteria for evaluating academic or clinical performance, as stated in the Clinical/Course syllabus, were not applied in determining the final grade, and/or
2. The faculty applied the grading criteria unfairly.

Procedures
Any student wishing to appeal a grade must initiate the process within 30 calendar days of receiving the disputed grade. An appeal letter should be sent to the Program Director identifying the Clinic/Course and the grade being appealed, stating the reason(s) for the appeal, and specifying the requested change. Students are encouraged to discuss the appeal informally with the Program Director before submitting a formal appeal. The Program Director will meet with the student to discuss the appeal within 15 calendar days of receipt of the appeal letter. Before the meeting, the student should provide the Program Director with copies of all materials pertinent to the appeal, such as the Clinic/Course syllabus, papers, tests, write-ups, etc. If, after meeting with the student and consulting with faculty responsible for assigning the grade, the Program Director determines that a change of grade is warranted, then the Program Director will change the grade in a timely manner. If the Program Director determines that a change of grade is not warranted, s/he must notify the student within 5 calendar days.

The student may appeal the decision of the Program Director to the Chair of the Department of Anesthesiology, by forwarding copies of all correspondence related to the appeal to the Chair within seven (7) calendar days of the Program Director’s ruling. The Chair, at his/her discretion, may meet with the student, the faculty, or the Program Director before making a ruling. The decision of the Chair is final.

Transcripts
Official transcripts are available from the Office of the Registrar and may be requested utilizing the University of Colorado’s online education system. The Master of Medical Science in Anesthesiology Program does not provide transcripts to students or to third parties.

GRADUATION REQUIREMENTS
The faculty’s judgment of a student’s suitability and fitness for graduation is based not only on scholastic achievement but also upon the student's character, technical abilities, and interaction with patients, patients’ families, and other healthcare professionals. Eligibility to be awarded the Master of Medical Science in Anesthesiology degree from the University of Colorado includes the following:

- Residence of seven semesters.
- Satisfactory completion of all didactic and clinical work.
- Continued demonstration of ethical and moral behavior.
- Absence of any felony convictions.
- Adherence to the rules and regulations of all institutions at which the student has had clinical rotations, especially those rules and regulations pertaining to patient care and confidentiality of medical records.
- Attaining a minimum of 2500 clinical hours during the degree program.

Health Requirements

Immunizations

The University of Colorado mandates that all students in health care professions, whose training includes clinical settings and patient contact, complete standard immunization requirements. AA students have assignments throughout their didactic coursework which may require AA students to interact with patients. Therefore, newly admitted students will submit their immunization requirements within six (6) weeks of the start of the student’s first semester enrolled in the AA program; otherwise an academic hold will be placed on the student’s account preventing the student from enrolling in courses. Also, AA program students will be required to update the administrative immunization requirements one (1) semester prior to beginning the first experiential rotation. The required immunizations will be managed for each student by Certified Background Check, which will send notifications to students about their immunization status. The immunization policy may be found at: [http://www.ucdenver.edu/facultystaff/employees/policies/Policies%20Library/Admin/Studentimmunizations.pdf](http://www.ucdenver.edu/facultystaff/employees/policies/Policies%20Library/Admin/Studentimmunizations.pdf)

Communicable Diseases and Infection Control
At matriculation, each student must undergo education provided by the University Of Colorado School Of Medicine pertaining to infection control. Prior to beginning any clinical assignment, each student must have a Student Infection Control Education Verification form completed and on file in the Program Office.

Throughout the degree program, each student is expected to utilize universal precautions and to comply with all OSHA-mandated safety requirements and always use OSHA-mandated protection equipment and disposables.

In the event of exposure to known or suspected pathogenic organisms, the student should do the following:

- Immediately inform your clinical preceptor of the exposure.
- Contact institution’s employee health for specific instructions
- Report exposure to Program Office within 24 hours, and submit a Report of Infectious Disease Exposure document to the Program Office within 3 days.

**HOLIDAYS AND PROGRAM BREAKS**

Dates for holidays, examinations, program breaks, and the beginning and end of each semester are posted in the Program Office and on the Program’s website.

The schedule for the University of Colorado’s Holidays can be found at http://www.ucdenver.edu/academics/colleges/medicalschool/administration/admin_offices/dfa/humanresources/holidays/Pages/holidays.aspx

New Years Day (during Winter break)
Martin Luther King, Jr. Day (during Spring Semester)
Memorial Day (during Summer Semester)
Independence Day (during Summer Semester)
Labor Day (during Fall Semester)
Thanksgiving (2 days during Fall Semester)
Winter Break (2 days during Winter break)

**IDENTIFICATION**

Picture IDs are provided by the University of Colorado School of Medicine and University of Colorado Hospital. Both IDs must be worn at all times either on the student's white coat or on scrubs. The student's picture and name on the front side of the Program ID must be visible at all times whenever the student is on the Anschutz Medical Campus.

**INSURANCE**

Health Insurance
Students in the Master of Medical Science in Anesthesiology Program at the University of Colorado are required to have continuous health insurance coverage for the duration of their enrollment. Each student must have a copy of his/her health insurance coverage on file in the Program Office before beginning any clinical assignments, and a copy must be maintained with Certified Background Check. **No student will be allowed to begin or continue on clinical assignments without a copy of their current health insurance coverage being on file in the Program Office.**

**Professional Liability Insurance**
Full-time students in the University of Colorado School of Medicine, Anesthesiology Program are covered by professional liability insurance while they are on assigned clinical rotations. Students do NOT have professional liability insurance coverage during clinical or nonclinical employment or during participation in programs that are not assigned as part of the Master of Medical Science in Anesthesiology Program.

**LETTERS OF RECOMMENDATION**
Upon written request by the student, a Program Director or other faculty member may provide a letter or complete a form of recommendation for a student. The Program Director will utilize, among other sources, the student’s record, including written and transcribed evaluations. Misconduct may be reported in letters and forms of recommendation. All requests for letters and forms of recommendation require written authorization from the student or graduate making the request. Forms are available in the Program Office. The student's written request must include a statement concerning his/her providing or not providing a waiver for his/her right to access the letter or form of recommendation.

**MEETINGS**
Students may attend professional anesthesiology meetings during the first and second years of the educational program. Credit for clinical time will be awarded for attendance at the annual meetings of the American Academy of Anesthesiologist Assistants, the American Society of Anesthesiologists, and the semiannual meetings of the Colorado Society of Anesthesiologists. In order to receive clinical hours of credit, the student must provide a complete, legible copy of the CME certificate awarded by the AAAA, ASA, or CSA. For the ASA and CSA meetings, the student will be granted clinical hours equal to the number of CME hours which they receive for the meeting. For the AAAA meeting, the student must attend all scheduled lectures in order to receive any credit for the meeting.

**PRACTICE OF ANESTHESIA**
Personal Risks Associate with the Practice of Anesthesia
Exposure to Pathogens
Anesthesiologist assistants, physicians, nurses, and other healthcare providers that have direct contact with patients are at risk for occupational exposure to pathogenic organisms. Exposure can occur via contact with blood and other body fluids and tissues, air-borne and droplet transmission, and needle stick or other penetration of skin.

The Master of Medical Science in Anesthesiology Program and the University of Colorado School of Medicine promote the safety and well-being of students as follows:

- The Program and other departments and divisions in the University of Colorado School of Medicine provide mandatory training in universal precautions and other work-safety practices.
- All clinical training sites provide students on rotation with the OSHA-mandated safety and protection equipment and disposables.
- In the event of exposure to known or suspected pathogenic organisms, the student is entered into a protocol established by the University of Colorado through the University Health Service and/or the protocol established by the clinical site at which the exposure occurred.

Exposures During Pregnancy
Certain risks exist for pregnant women in healthcare environments, including exposure to communicable diseases (eg, cytomegalovirus) and exposure to anesthetic gases and vapors.

Technical Standards
To undertake and successfully complete the Master of Medical Science in Anesthesiology Program, as well as successfully function as an anesthetist after graduation, students are required to meet certain fundamental physical, cognitive, and behavioral standards with or without a reasonable accommodation, for successful completion of degree requirements. The requisite technical skills for admission, promotion, and graduation 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, in general.
- 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 skills, and coordination to perform diagnostic and
therapeutic tasks, including invasive procedures, on patients in a timely manner so as to
insure 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,
bag-and-mask ventilation, laryngeal mask airway insertion and management, and
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.

It is the policy of the University and the Program to provide reasonable accommodations to
qualified students with a disability so they can meet these required technical standards.
Whether an accommodation is reasonable is determined on an individual case-by-case basis.
Qualified students in need of accommodations must contact the University’s Disability
Resources and Services Office for eligibility and accommodation determinations. More
information may be found on the Disability Resources and Services website located at:
http://library.auraria.edu/services/disability/service.

PROFESSIONAL ORGANIZATIONS
The American Academy of Anesthesiologist Assistants (AAAA) is the principal national
professional organization for anesthesiologist assistants. AAAA offers a student membership,
which is currently $60 for the lifetime of the program (typically 2 years). Visit AAAA at
www.anesthetist.org to apply.

The American Society of Anesthesiologists (ASA) offers membership to anesthesiologist
assistant students and practitioners. Student membership is currently $25 per year. Visit the
ASA at www.asahq.org to apply.
Membership is highly suggested in both the AAAA and the ASA while enrolled as a student in
the Master of Medical Science in Anesthesiology Program.

SIMULATION
Simulation is used in the Program both for instruction and for evaluation. Once instruction of a
topic or skill has been completed, that topic or skill may be evaluated during any subsequent
simulation session, or by the use of standardized evaluation tools, including but not limited to:
computer based testing (CBT), written examinations, audiovisual recordings of task
performance, and objective, structured clinical evaluations (OSCE). Evaluations are conducted
uniformly across student cohorts. Evaluation scores may be used in the calculation of clinical
grades, and may also be used in assessing students for advancement from semester to
semester from the first year to the senior year.
STUDENT RECORDS AND FILES

According to the Family Educational Rights and Privacy Act (FERPA), students may annually file written notification requesting the withholding of certain personal information from public inquiry. Such requests must be filed with the Registrar’s Office. Without such filing, the Registrar’s Office may provide identifying information regarding enrolled students, as permitted by law.

The official record of each student enrolled in the University of Colorado is maintained in the Office of the Registrar. To assist in evaluating each student’s progress in the Program, records also are maintained in the Program Office. It is the policy of the Program that student records are to be maintained securely, and are not to be made available to anyone other than faculty and staff of the Program and those persons who hold a legitimate educational interest in the educational records of the student.

TRANSPORTATION
Students are responsible for all transportation costs, including parking, for all educational activities and clinical rotations within the Program. Public transportation to the medical campus is available. The RTD College Pass is available for all active (enrolled) Anschutz Medical Campus degree seeking students. For more information, please access the following site: http://www.ucdenver.edu/life/services/student-assistance/student-resources/Pages/Parking-Transportation.aspx.

TUITION AND FEES
A current listing of tuition and fees is available in the Office of the Registrar. Payment of tuition and fees is due at registration for each semester. Tuition and fees are subject to change and will affect all students, unless otherwise specified. Please refer to the university calendar for tuition payment deadlines.

Mandatory Confirmation of Payment
Because every semester of the Master of Medical Science in Anesthesiology Program contains clinical assignments, and because tuition and fees must be paid at registration of each semester in order for liability insurance coverage to be in effect, no student will be permitted to participate in a clinical rotation or assignment in any semester until he/she has confirmation in writing in the Program Office that his/her tuition and fees have been paid for that semester.

Criminal Background Checks
As part of admission to the Program, all students are required to complete and pass a criminal background check. A letter attesting to having passed this check has been placed in student academic files and is sent to rotation sites when requested. A student who has passed a background investigation prior to beginning the Program will not be re-investigated except under the following conditions:
• the student has not participated in the program for more than one year
• it is determined by the program that another background investigation is warranted

Current students are required to report any criminal convictions to the Program Director within 30 days for any of the following types of offenses:
• Felony or misdemeanor convictions for drug use or distribution (including alcohol)
• Felony or misdemeanor convictions for serious or violent crimes
• Felony convictions for nonviolent offenses
• Felony or misdemeanor convictions related to moral turpitude

Repeat background investigations will require a new consent/release form signed by the student prior to conducting the background investigation as well as the payment of the background check fee. Students who refuse to consent to additional background investigations will be subject to discipline, up to and including dismissal from the Program.
The Student Promotions and Progress Committee will review results of the criminal background investigation. The student may be subject to probation or dismissal.

FORMS

Forms to be Completed at Matriculation
Eight forms must be completed by each student matriculating into the Master of Medical Science in Anesthesiology Program. All forms must be completed and on file within three (3) days from the first day of class for the then current semester. Failure to complete all of the forms within the three-day limit will result in suspension. Separate copies of each required form will be provided at orientation for your signature and then will be placed in your student file. Your reference copy of each of the following forms is provided in this Handbook:
• Student Handbook
• Consent for Release and Exchange of Educational Records
• Consent for Release of Medical Information
• Acknowledgment of Continuous Health Insurance Coverage
• Statement Concerning NCCAA Certifying Examination
• HIPAA Confidentiality Statement (to be completed electronically)
• Matriculant Information
• Attestation of Technical Standards

Forms to be used During Enrollment
The following forms are available in the Program Office for your use. Your reference copy of each of the following forms is provided in this Handbook:
• Request to be Absent
MASTER OF MEDICAL SCIENCE IN ANESTHESIOLOGY PROGRAM
University of Colorado School of Medicine

STUDENT HANDBOOK

Name of Student

I acknowledge that I have accessed, read, and understood the information, regulations, and requirements contained in the Student Handbook.

I agree to adhere to and abide by the regulations and requirements contained in the Student Handbook.

I acknowledge receipt of a copy of this form.

________________________________________
STUDENT’S SIGNATURE

______-______-________
DATE