

2019-
2020

MCW Master of Science in Anesthesia

Program Handbook

Last revision 6-1-19



INTRODUCTION

This MSA Program Handbook provides information regarding policies and procedures applicable to students in the Master of Science in Anesthesia (MSA) Program, at the Medical College of Wisconsin's Milwaukee campus. Changes to existing policies or new policies may be adopted and implemented by the program. In such cases, students will receive notification of the policy change. The broader MCW Student Handbook policies also apply to the MSA Program and its students.

Program Goal

“To prepare competent entry-level Anesthesiologist Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

MCW Medical School Mission

To be a national leader in the education and development of the next generation of physicians and scientists; to discover and translate new knowledge in the biomedical sciences; to provide cutting-edge, interdisciplinary and compassionate clinical care of the highest quality; to improve the health of the communities we serve.

MCW Master of Science in Anesthesia Program Mission

The MCW Master of Science in Anesthesia Program provides high-quality anesthesia education through student-centered classroom and clinical education/mentorship. The program develops graduates who embrace the Anesthesia Care Team (ACT) model and deliver exceptional value-based care.

MCW Master of Science in Anesthesia Program Vision

Transform health care education through courageous innovation and a dedication to our community.

Anesthesiologist Assistant Oath

I will strive to reduce the suffering of my patients at all times, and never will I use my skills to knowingly cause injury or for any wrongdoing.

I will treat each patient with equal energy, and respect his or her diversity, while safeguarding their privacy and honoring their right of autonomy.

I will work to be an exemplary ambassador of the Anesthesiologist Assistant profession, and will always work to strengthen its place in the healthcare team.

Accreditation

The Master of Science of Anesthesia Program has been awarded accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
727 210 2350
www.caahep.org

MSA Student Government

Role and Responsibilities

- Facilitates constructive, effective and consistent communication among the student body, faculty and administration.
- Maintains effective communication among students.
- Ensures that student concerns remain visible to faculty and administration, and that students are represented in decision-making processes.
- Focuses diffuse student ideas, concerns, and issues into coherent, well-considered plans of action.
- Facilitates student development as adults and medical professionals.
- Teaches students about process and consensus-building as constructive means of accomplishing goals.
- Empowers students to positively influence their academic environment.
- Works to improve student quality of life by implementing useful programs and support services.
- Represent the student body of the Medical College of Wisconsin in good faith by soliciting and sharing information from a diverse and representative cross-section of the student body.
- Fairly administer and distribute all funds currently designated as Student Activity Fees.
- Maintain a constructive and professional relationship with students, faculty and administration at the Medical College of Wisconsin.
- Work to improve the quality of student experiences at the Medical College of Wisconsin.
- Create its own constitution, bylaws, subcommittees and agenda consistent with the overall mission of the Medical College of Wisconsin.

Committee shall meet throughout the academic year to discuss various program activities. The committee will be responsible for presenting pertinent information to the Program Director and Program Administration, and to the student body through class meetings.

Affiliated Members and Organizations

Two or more representatives of each MSA class will be elected to serve as representatives to the American Academy of Anesthesiologist Assistants. These representatives will facilitate communication between the AAAA, the program, and the student body.

MSA Program Committees

Advisory Committee

- Evaluate the program, make recommendations as to policy changes and program improvement
- Ensure accreditation compliance
- Review educational goals and objectives, course content and sequencing, and instructional methods
- Plan for adequate learning resources necessary to achieve instructional goals
- Establish and review student clinical performance criteria

Admissions Committee

- Interview, review, select applicants for Program matriculation
- Promote the mission and vision of MCW through interview processes
- Reports the proceedings of the Dean and Faculty Council on a routine basis

Curriculum Committee

- Formulate educational goals consistent with Program requirements
- Implement procedures to evaluate Program educational goals
- Use evaluation results to improve educational programs

Academic Standing Committee

- Operate under the guidance and direction of MCW's Academic Standing Committee
- Follow MCW Academic Standing Committee procedures
- Provide input to MCW's Academic Standing Committee for all decisions with regard to 1) the promotion, suspension and discharge of individual students for academic reasons and 2) the determination of whether a student has satisfied the requirements for the MSA degree program

MSA Curriculum

Requirements for the MSA Degree

The following are the requirements for the MSA degree from the Medical College of Wisconsin:

- Successfully complete all required coursework and clinical rotations.
- Successfully pass a comprehensive anesthesia simulation exam prior to advancing to the clinical phase of the program (Semester 4 and 5)
- Demonstrate competence in patient care and anesthetic management as defined by the Master of Science in Anesthesia Global Competencies (*adopted from the NCCAA*).
- Demonstrate integrity in personal conduct, respect for the rights of others and evidence of ethical conduct and mature judgment throughout the course of study.
- Meet the “Physical and Technical Standards for the Anesthesiologist Assistant Student”
- Attend the commencement exercises.

Course List

Semester 1	
ANE 501	Foundations in Clinical Science
ANE 502	Foundations of Clinical Practice
ANE 503	Foundations in Anesthesia
ANE 511	Physics and Delivery Systems for Anesthesia
ANE 521	Patient Assessment I: Approach to the Health Patient
ANE 531	Planning and Preparation I: Approach to the Healthy Patient
ANE 541	Implementation and Management I: General Anesthesia and Sedation
ANE 551	Anesthesia Simulation I: The General Anesthetic and MAC
ANE 561	Professionalism I: Introduction to Professional Behavior, Medical Ethics, and Value-based Care
Semester 2	
ANE 522	Patient Assessment II: Approach to the Patient with Comorbidities
ANE 532	Planning and Preparation II: Approach to the Patient with Comorbidities
ANE 542	Implementation and Management II: Care for the Complex Patient undergoing Surgical Care
ANE 552	Anesthesia Simulation II: Managing the Patient with Comorbidities
ANE 562	Professionalism II: Organizations and Evidence-Based Practice
ANE 571	Clinical Anesthesia I
Semester 3	
ANE 581	Subspecialty Practice: Introduction to Patient Assessment and Planning for Special Populations
ANE 553	Anesthesia Simulation III: Advanced Techniques and Crisis Management
ANE 563	Professionalism III: Practice management, Professional Issues and Compensation
ANE 572	Clinical Anesthesia II
Semester 4-5	

ANE 671	Clinical Anesthesia III
ANE 672	Clinical Anesthesia IV
ANE 681	Seminar in Reflective Practice
ANE 682	Seminar in Reflective Practice
ANE 661	Professionalism IV: Quality Improvement in Anesthesia

MSA Technical Standards for Admission, Promotion, and Graduation

Technical standards, distinguished from academic standards, consist of the minimum physical, cognitive, and emotional attributes required to provide reasonable assurance that a student can complete the entire course of study and participate fully in all aspects of their training.

Refer to Physical and Technical Standards for the Anesthesiologist Assistant Student.

MSA Global Competencies and Terminal Objectives

At the end of their curriculum, students must be able to demonstrate the following competencies (adapted from the NCCAA):

Competency Category 1: Foundational Knowledge

- Foundational Cardiovascular Physiology for Anesthesia Practice
- Foundational Pulmonary Physiology for Anesthesia Practice
- Foundational Renal Physiology for Anesthesia Practice
- Foundational Nervous System Physiology for Anesthesia Practice
- General Physiology and Pharmacology for Anesthesia Practice
- Foundational Physics for Anesthesia Practice
- Foundational Knowledge of Equipment and Technology for the Anesthetic Practice

Competency Category 2: Team-based Direct Patient Care

Subcategory A: Patient Assessment

Obtain and review current and previous medical/anesthetic records to determine problems and solutions as well as potential risks so that known complications that may result in patient morbidity or mortality are avoided.

Interview patients and/or families, gather pertinent patient history, and confer with OR team and other healthcare colleagues to formulate the care plan.

Identify and assess implications of patient's current medications and other treatments or therapies (for example, supplements, CPAP/BiPap) to provide optimal patient care.

Perform an anesthesia focused physical examination in order to identify any potential concerns that may require additional work up, consultation, or evaluation.

Obtain and analyze pre-operative test results for the purpose of identifying anesthetic considerations that require treatment, intervention or additional consultation.

Determine patient's NPO status with respect to the ASA NPO guidelines/institutional NPO guidelines in order to foster patient safety.

Subcategory B: Planning and Preparation

Contribute to the development of the anesthetic care plan, in collaboration with the ACT, by

incorporating results from the patient assessment, which addresses the specific requirements of the procedure.

Review and discuss anesthetic choices, including the explanation of risks and benefits to obtain/verify informed patient consent.

Ensure the availability of personnel and resources (for example, intraoperative monitoring, equipment, blood products, and medications) required for patient management.

Establish communication with the perioperative team to discuss pertinent information (for example, patient care hand-off, lab results, surgical plans, anesthetic concerns) to maximize patient safety.

Verify completion of required documentation related to patient assessment, planning, and preparation of patient care.

Plan for immediate post-operative needs for the patient (for example, post-op mechanical ventilation, direct admission to an ICU) to ensure a smooth and safe transfer of patient care between providers

Subcategory C: Implementation and Management

Perform anesthetic related procedures and utilize evidence-based best practice to optimize patient, anesthetic and surgical care.

Ensure optimal patient positioning with respect to the surgical procedure to prevent injury.

Anticipate and manage common and critical events with consideration of co-existing diseases, to optimize patient outcomes and prevent patient injury.

Communicate concerns to the attending anesthesiologist and to members of the perioperative team, to ensure continuous safe and effective patient care.

Implement and interpret the results of, continuous physiologic monitoring, to evaluate and respond to changes in the patient's physiologic parameters through use of medical equipment and pharmaceuticals.

Perform proper transfer of care with effective hand-off to other healthcare providers, by exchanging all relevant information, in order to ensure safe post-anesthesia care.

Competency Category 3 : Clinical Practice Management and Development

Advocate for the practices and principles of the anesthesiologist-directed Anesthesia Care Team to deliver safe and quality anesthetic care.

Participate in quality improvement/assurance activities to enhance safety and effectiveness of patient care.

Integrate evidence-based practice from validated contemporary research and clinical case reviews.

Promote adherence to regulations, standards of care, and evidence-based practice recommendations.

Practice cost effective healthcare that optimizes resource allocation and quality of care.

Practice truthfulness and transparency as they relate to patients, families, healthcare professionals and the public.

Competency Category 4 : Professionalism

Establish a true and transparent relationship of care with patients and families by describing the role of the AAs on the healthcare team.

Demonstrate sensitivity, empathy, accountability, and respect to diverse patient populations.

Accept and adhere to professional codes of ethics.

Participate in professional development activities (for example, continuing medical education, conferences and workshops).
Maintain active membership in AAAA and other anesthesia-related professional organizations. Apply for NCCAA certification.
Contribute to the anesthesia body of knowledge (for example, participate in peer review process, research, publish scholarly literature, deliver presentations) to advance the delivery of quality care and improve patient safety.
Provide education, mentoring and support to AA students and other healthcare providers.
Identify prospective AA leaders and mentor toward teaching and administrative roles in order to foster the development and promotion of the AA profession.
Advocate for the role and contribution of AAs to the public, healthcare providers, health systems, and policy makers.
Maintain personal wellness (for example, stress management, work/life balance) in order to provide the safest possible patient care).

Demonstration of these competencies is a requirement for Master of Science in Anesthesia degree completion and graduation. If a student cannot successfully demonstrate these competencies, the student's program may be extended or otherwise altered to ensure successful performance as an anesthesiologist assistant. Changes to the course of study are at the discretion of Program Director and the Academic Standing Committee and may include course repeat, remedial course requirements, and additional clinical rotation requirements.

MSA Academic Standards of Progress and Grading

Introduction

This policy has been developed to ensure that students pursuing the MSA degree maintain an acceptable rate of academic progress toward the completion of that degree and meet the expected academic standards of the Medical College of Wisconsin. This policy will also ensure that the student financial aid program meets or exceeds requirements set forth by federal regulations governing academic standards for financial aid eligibility.

Scope

This policy applies to all students enrolled in the MSA program.

Grading System

The Medical College of Wisconsin MSA Program employs a Satisfactory (S) and Unsatisfactory (U) grading scale. A grade of Incomplete can be used only when a student has not been able to complete course requirements for some acute and unexpected circumstances beyond the student's control. A course grades of S corresponds to a grade of B or better. S/U courses meet program requirements for full-time status and degree requirements. Course completion requirements are defined in the course syllabus.

Fully Satisfactory Performance

Fully satisfactory performance means that the student earns a minimum grade of S and satisfactory achievement of all course competencies.

Course Competency Assessment

The safe practice of anesthesia requires satisfactory achievement in knowledge, skill and professional

behavior. To ensure graduates of the MSA Program achieve competency as an entry-level anesthesiologist assistants, successful completion of each course includes mastery of defined course competencies. The minimum achievement requirements for each competency are determined by the course instructor and defined in the course syllabus. If a student fails to satisfactorily complete any course competency, a retest opportunity will be offered. Any competency not completed by the end of the semester, will result in a grade of Incomplete (I). Retests will be similar in format and content to the original course material presented, and scheduled at the discretion of the course instructor.

Full-time Student Status

All students in the MSA program must enroll officially through the Registrar's Office. Enrollment must be for full-time study; no part-time or lightened course load is allowed in the program.

Transfer and Experiential Credit

The Master of Science in Anesthesia program presents a rigorous and fast-paced curriculum. Therefore, credit for previous coursework or experiential learning will not be offered.

Academic year

Academic year refers to a period of time during which most students complete a standard course of study, such as the freshman year, sophomore year, etc. The duration and term of an academic year varies with the year of study. For MSA students, the first academic year is normally divided into two semesters: August through December, and January through June. Subsequent years are divided into two semesters: July through December, and January through June.

Professional Degree Requirements and Time Limits

To complete the MSA program and be considered for conferral of degree, students must complete all coursework listed in the curriculum and meet the prescribed grading criteria.

Students are expected to complete the requirements for their degree within the following time limits: Standard 28 months, maximum 40 months.

Course Progression

The Master of Science in Anesthesia curriculum has been thoughtfully designed to integrate learning across the curriculum and throughout the student's progression through the program. Therefore, all coursework must be taken in the described sequence. Students will not be permitted to register for subsequent coursework until all courses from the previous terms are completed with at least a minimum passing grade of S. Students may not register for less than the full course load in any semester as described in course list.

Course Retake, Repeat, and Remediation

In the event a student does not earn at least a minimum grade of "S" on initial course offering, the student will be offered a comprehensive remediation exam. Upon passing the remediation exam, the student's transcripts will reflect a grade of "S (R)" and will be noted as a "S Remediated". Upon failing a remediation exam, the original course grade of "U" will remain, and the course must be repeated, if eligible (see Academic Dismissal). A student may only remediate up to two courses while enrolled in the MSA Program.

A student who fails to complete all coursework in the first year (Semester 1 and 2), either through initial offering or a remediation assignment, will be required to repeat the entire first year coursework. All

didactic and clinical coursework in Semester 1, 2, and 3 must be completed prior to advancing to the clinical phase of the program (semester 4 and 5). Failure to complete all coursework prior to the clinical phase will require extension of the program. A student who fails to complete all coursework in semester 3, either through initial offering or remediation, will be required to complete a comprehensive remedial course prior to progressing to the clinical phase of training. There are no remedial courses offered for clinical phase coursework.

All clinical courses must be completed prior to graduation. Each clinical course is comprised of multiple clinical rotations of varying length (two weeks to four months). A student who fails to successfully complete a clinical rotation as defined by the course syllabus, regardless of length, will be required to complete an additional one-month clinical rotation, resulting in extension of the program. The additional rotation will occur immediately following the unsuccessful rotation and may occur at any previously scheduled location or any alternate location at the discretion of the program director. If all clinical rotations, including any additional clinical rotation, are not completed by the end of the term, the student will receive a course grade of "I" until all requirements are complete. Upon successful completion of any clinical course where an additional rotation was assigned, the course grade will be "S (R)" and will be noted as a "S Remediated". If a student fails to successfully complete two assigned clinical rotations or any additional rotations, the student will receive a course grade of "U" and may be placed on academic probation or considered for dismissal. Requirements for successful completion of a clinical course are described in the course syllabus.

Rules for Exam Review and Appeals

Dependent on the individual course director and specific examination, students may have opportunities to review exam performance and submit subsequent appeals. Course syllabi will outline the process for each course.

Academic Probation

Students pursuing the MSA degree at the Medical College of Wisconsin are expected to demonstrate an acceptable rate of academic progress toward earning their degree by maintaining enrollment as a full-time student and by achieving an expected level of academic performance. Students who do not maintain adequate academic progress may be placed on academic probation. Students may be placed on academic probation due to the following circumstances:

- any grade of "S Remediated" or lower
- other patterns of academic or professional difficulty deemed to be of significant concern by the program

Once placed on academic probation, a student will typically remain on probation for the remainder of the program. However, in some instances students may qualify to be removed from academic probation if academic achievement is demonstrated. Students will be notified in writing when placed on or removed from probationary status. Academic probation will not be recorded on the student's transcript but may be reported on the student's formal academic record.

Academic Dismissal

Students who are on academic probation must maintain acceptable academic progress in all subsequent coursework. If a student who is currently on academic probation receives any grade of “S Remediated” or lower in any course, the student will be referred to the Academic Standing and Professionalism Committee of the Medical College of Wisconsin for dismissal.

Any student referred to MCW’s Academic Standing and Professionalism Committee is subject to the policies and procedures as outlined by MCW’s Office of Student Affairs.

Financial Aid Eligibility

Students must maintain acceptable academic progress to be eligible for Title IV financial aid programs, as set forth by federal regulations. Students who fail to maintain acceptable academic progress will lose financial aid eligibility. Please refer to the All Student Handbook for the current Financial Aid Satisfactory Academic Progress Policy.

Satisfactory Academic Progress

Students who fail to maintain the expected and acceptable rate of academic progress for any reason, whether because they encounter academic difficulties while on academic probation, or because of excessive leaves-of-absence, or because they fail to complete degree requirements within the requisite time limits, will be considered for dismissal from the Medical College of Wisconsin.

Leaves-of-Absence

Students may request a leave of absence for a number of reasons. All requests for leaves of absence must be approved by the Associate Dean for Student Affairs or her/his designee (see Leave of Absence policy). Students may take a leave of absence to pursue additional work (such as research or work toward an advanced degree) if they are in good academic standing. Such leaves of absence do not count against the time for degree completion. Students may take a personal leave of absence in accordance with the Leave of Absence policy. Students will be granted no more than twelve months of leave (including leaves mandated by the Academic Standing Committee, or school policy as a result of academic difficulty) from scheduled academic time during the entire duration of their enrollment at the Medical College. Students who take more than twelve months of leave will no longer be considered to be making satisfactory academic progress.

Attendance

Students are expected to attend all in-classroom, simulation, and clinical sessions. With the exception of unforeseen illness or emergency, failure to attend scheduled course activities will be considered unprofessional conduct and subject to Professional Conduct Standards policy.

Sick Leave and Absenteeism

If a student misses a didactic session, the student is responsible for learning the material presented at the missed session. If a student misses a simulation activity, the simulation activity may be rescheduled at the discretion of the program. All time missed from clinical activities must be made up. All make-up assignments must be coordinated with the program and the affiliated hospital. If additional time is not available, the student may not complete the course resulting in program extension. Clinical course requirements, including minimum hours and activities, are listed in the Clinical Course Syllabus and Guidebook. If a student misses three consecutive days due to illness of scheduled program activities, including classroom, simulation, clinical assignment, conference attendance, etc., must present medical

documentation for the absence.

Clinical Documentation

While on clinical rotations, students are required to document clinical time, log procedures, and gather daily evaluations from preceptors. Students are required to utilize their MCW-approved mobile device to complete the provided forms. Failure to submit forms that are complete and accurate by midnight following the end of the clinical shift, may be considered unprofessional conduct and subject to Professional Conduct Standards policy.

Professional Conduct Standards

All students are expected to exhibit professional behavior at all times, including but not limited to the following areas: classroom, simulation, clinical rotations, verbal and written communications, social media presence, completion of all program and curricular requirements, and maintaining a negative drug screen. Failure to do so may negatively impact student grades and lead to academic probation.

Professional Misconduct

If a student demonstrates unprofessional performance or behavior, they may be referred to MCW's Academic Standing and Professionalism Committee, and the MCW Associate Dean of Student Affairs. Professional misconduct may result in disciplinary sanctions including dismissal.

Non-Academic Policies

Orientation Policy

Accepted applicants must attend all orientation activities provided by MCW and the MSA Program. If an accepted applicant is not present for the first scheduled orientation activity, he or she will not be permitted to matriculate as scheduled, but may be given the option to defer to the next admissions cycle. Refer to the program's deferral policy.

Deferral Policy

Upon request, applicants may be offered one opportunity to defer admission. Any deferred admission must occur in the next available admission cycle.

Background Checks

Background check policy and procedures apply to incoming and continuing students.

MCW and the MSA Program are responsible for maintaining a safe learning environment for students, faculty, and staff. One method of ensuring this is through student background checks.

All MSA students are subject to federal and Wisconsin Caregiver background checks. Students who do not consent to a background check, or that report inaccurate information on the admission application, will not be considered for admission. Offers of admission will include a statement that the admission offer is pending the satisfactory completion of the background check.

Students who do not consent to a background check may be denied admission, suspended from courses or clinical rotations. Students with a history of criminal convictions will be referred to the Office of Student Affairs to determine eligibility for enrollment. Completion of the curriculum may involve clinical

rotations at affiliated hospitals, which may reserve the right to refuse placements. Inability to place the student may result in extension of the program timeline or failure to complete the degree requirements.

Drug Screening

Policy: Drug screening policy and procedures apply to incoming and continuing students.

MCW and the MSA Program are responsible for maintaining a safe learning environment for students, faculty, and staff. One method of ensuring this is through drug screenings.

All MSA students are subject to drug screenings. Offers of admission will include a statement that the admission offer is pending the satisfactory completion of the drug screen process. Students who do not consent to a drug screen or receive a positive result may be denied admission, suspended from courses including clinical rotations as determined by the Program in communication with the Dean of Student Affairs.

Procedures:

MSA students, prior to orientation and continuing throughout the course of the program, will undergo 10-panel urine drug screens. The screenings are facilitated by MCW's Office of Occupational Health or suitable facility and results are forwarded directly to the Program.

If a student receives a positive result, the student will be immediately suspended from academic and clinical activities and referred to the Dean of Student Affairs. Students will be asked to disclose the details of the failed screening, to include the type of substance(s) so that results may be reviewed for any unlawful or illicit activity, evidence of impairment while on duty, or behavior that poses a risk to the student, patients, or others. Such findings or refusal to disclose the results will result in dismissal from the Program.

Students with a positive drug test result will be subject to disciplinary sanctions. These sanctions could result in dismissal. An individual's participation in, and successful completion of, an approved drug or alcohol counseling program coupled with his/her consent to random testing may be considered in the disciplinary process but does not ensure that dismissal will not occur.

MSA Student Immunization Requirements

All students will be required to show evidence of having completed specific immunizations before having patient contact. MCW Occupational Health will facilitate the process and the requirements will be available in D2L prior to orientation day.

There may be exceptions to this policy which can be discussed on a case-by-case basis. There may also be additional requirements specific to certain MSA clinical rotation sites.

MSA Program Attire Guidelines

MSA students are expected to exhibit professionalism in attire. While attending classroom activities, appropriate dress for men includes slacks, shirt or sweater (tie optional); for women, skirt or dress of professional length, slacks, blouse or sweater. Inappropriate items include the following: denim, flip-flops, spandex, tee-shirts, sweat pants, athletic wear, halter or tank tops, short skirts or dresses, leggings with no skirt/dress, midriff tops, or low-cut tops. White coats will be required for visiting lectureships or other educational events as informed by the MSA Program staff. Scrubs will be required during

operating room and simulation activities.

When on clinical rotations, students are expected to dress business professional along with the white coat to and from the hospital. Each clinical site may have additional specific guidelines for dress which students are required to follow. Piercings are acceptable as long as the clinical site dress code is followed.

Proposed attire modifications from students must be submitted in writing to the Program Director for consideration.

Evaluation Process

Collecting student feedback is an important part of program evaluation and improvement. Students will be required to complete evaluations of courses, faculty, clinical affiliates, and the program. Failure to submit evaluations in a timely fashion may be considered unprofessional conduct and subject to Professional Conduct Standards policy.

Student Travel

The program's expectations for student conference travel are as follows.

1. AAAA required for all students
2. WSA required for 2nd + 3rd year
3. (ASA optional for 2nd + 3rd year)

If the student is receiving program funding for travel, he or she is representing the Medical College of Wisconsin, and must adhere to the policies set forth by the school and program. All travel documentation and receipts must be submitted to the Program offices no later than one week after the travel occurs.

Program funding for student travel, if provided, will be in a pre-determined amount typically based on a quad-occupancy approach. Students are required to receive program approval, prior to booking travel. Expenses in excess of the program funding are the responsibility of the student. Funding support can be requested from MCW's Office of Financial Aid on a case-by-case basis. Students traveling on alternate days outside of the program-approved travel days, will receive prorated reimbursement amounts.

Clinical Rotation Scheduling

The MSA program is responsible for scheduling all clinical rotation experiences for students. Revisions to the clinical schedule will occur at the discretion of the program. Offers from away rotations must be approved by the program and must reasonably fit into the student's overall clinical rotation schedule. Students may not accept an away rotation offer without first seeking the approval of the program. Away rotations may not conflict with scheduled specialty rotations, unless the away rotation site can offer the same or similar specialty experience. Students must be in good academic standing in order to be assigned away rotations. Once assigned, any elective or away rotation is considered mandatory as part of the student's clinical schedule; failure to attend the rotation will be subject to the absenteeism policy.

National Certification Exam

As a requirement for graduation, students will be required to sit for the National Commission for Certification of Anesthesiologist Assistants certification exam.