

2024-  
2025

# MCW Master of Science in Anesthesia

Program Handbook

*Last revision 8/20/2024*



## **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**

We are committed to providing our students with a premier educational experience. Through a supportive and rigorous curriculum along with access to comprehensive and diverse clinical training, students are prepared for a rewarding career in the communities they serve.

### **MCW Master of Science in Anesthesia Program Vision**

Meet community needs for improved access to high-quality anesthesia care by providing our students with cutting edge, evidence-based education.

### **Core Values**

- Student-centered
- Professionalism
- Resiliency
- Equity and Inclusion
- Quality Physician-led, team-based care

### **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  
9355 113<sup>th</sup> Street N  
#7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

**MSA Student Government****Role and Responsibilities**

- Facilitates constructive, effective and consistent and effective communication among the student body, faculty and administration.
- 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.
- Adherence to a consistent monthly meeting schedule to discuss agenda items

## MSA Program Committees

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

### 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

### Exam Committee

- Create exam items consistent with MSA goals of student preparation for the NCCAA national certification exam and knowledge required for practice as an anesthesiologist assistant.
- Review exam items both prior and after official testing to verify errors, statistical performance, and content appropriateness.
- Assess validity of student challenges on exam items.
- Provide feedback to students related to committee decisions on exams.

### 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 regarding:
  - 1) Promotion, suspension and discharge of individual students for academic reasons
  - 2) 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 advanced clinical phase of the program (Sessions 5, 6 a/b, 7)
- 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 (100 Total Credits)

#### Didactic and Early Clinical Phase (Sessions 1, 2, 3a, 3b, and 4)

Session 1		
Course	Cr.	Title
MSAN 5011	2.5	Intro to Physiology
MSAN 5041	1.5	Pharmacology I
MSAN 5021	1.5	Human Anatomy
MSAN 5031	1.5	Physics for Anesthesia
MSAN 5211	2	Foundations in Anesthesia
MSAN 5311	0.5	Patient Assessment I
MSAN 5411	0.5	Anesthesia Planning I
MSAN 5511	2	Anesthesia Simulation I
MSAN 5711	0.5	Intro to Clinical Anesthesia
<b>Total</b>	<b>12.5</b>	

Session 2		
Course	Cr.	Title
MSAN 5121	2.5	Perioperative Monitoring
MSAN 5042	2	Pharmacology II
MSAN 5221	2	Implementation and Management I
MSAN 5312	0.5	Patient Assessment II
MSAN 5412	0.5	Anesthesia Planning II
MSAN 5512	2	Anesthesia Simulation II
MSAN 5712	5	Clinical Anesthesia I
MSAN 5611	1	Seminar I
<b>Total</b>	<b>15.5</b>	

Session 3a		
Course	Cr.	Title
MSAN 5413	0.5	Anesthesia Planning III
MSAN 5222	1	Implementation and Management IIa

<b>MSAN 5513</b>	1	Anesthesia Simulation IIIa
<b>MSAN 5713</b>	2.5	Clinical Anesthesia IIa
<b>MSAN 5811</b>	1	Special Topics in Anesthesia Ia
<b>MSAN 5911</b>	0.5	Professionalism
Total	6.5	

<b>Session 3b</b>		
<b>MSAN 5223</b>	1	Implementation and Management IIb
<b>MSAN 5413</b>	2	Ultrasound for Anesthesia
<b>MSAN 5514</b>	1	Anesthesia Simulation IIIb
<b>MSAN 5714</b>	2.5	Clinical Anesthesia IIb
<b>MSAN 5812</b>	1	Special Topics in Anesthesia Ib
Total	7.5	

<b>Session 4</b>		
<b>Course</b>	<b>Cr.</b>	<b>Title</b>
<b>MSAN 6223</b>	2	Implementation and Management III
<b>MSAN 6414</b>	0.5	Anesthesia Planning IV
<b>MSAN 6711</b>	6	Clinical Anesthesia III
<b>MSAN 6612</b>	0.5	Seminar II
<b>MSAN 6812</b>	1	Special Topics in Anesthesia II
Total	10	

#### **Advanced Clinical Phase (Sessions 5, 6a, 6b, and 7)**

<b>Session 5</b>		
<b>Course</b>	<b>Cr.</b>	<b>Title</b>
<b>MSAN 6712</b>	15	Clinical Anesthesia IV
<b>MSAN 6611</b>	1	Seminar III
Total	16	

<b>Session 6a</b>		
<b>Course</b>	<b>Cr.</b>	<b>Title</b>
<b>MSAN 6713</b>	7.5	Clinical Anesthesia Va
<b>MSAN 6613</b>	0.5	Seminar IV
Total	8	

<b>Session 6b</b>		
<b>MSAN 6714</b>	7.5	Clinical Anesthesia Vb
<b>MSAN 6614</b>	0.5	Seminar V
Total	8	

Session 7		
Course	Cr.	Title
MSAN 6715	15	Clinical Anesthesia VI
MSAN 6615	1	Seminar VI
Total	16	

## 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 the [Physical and Technical Standards for the Anesthesiologist Assistant Student Guide](#)

## MSA Global Competencies and Terminal Objectives

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

### **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  
 Foundational Knowledge of Airway Management  
 Foundational Knowledge of Anesthesia Methods (e.g. general, regional, MAC)

### **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.

### **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

### **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, 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.

### **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.

Participate effectively in infection control and prevention.

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.



### **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 (I) 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. Incomplete coursework must be completed in accordance with MCW School of Medicine policy. A course grades of S

generally corresponds to a grade of C or better. S/U courses meet program requirements for full-time status and degree requirements. Course completion requirements are defined in each 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 Reports**

The safe practice of anesthesia requires satisfactory achievement in knowledge, skill and professional behavior. To ensure graduates of the MSA Program are aware of their competencies as an entry-level anesthesiologist assistants, the program will provide periodic reports of their competency proficiencies as they navigate the curriculum. It is the responsibility of the student to review failed competencies, with the recommendation of discussing challenges with their faculty mentors.

### **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 16 week sessions (Session 1 and Session 2) followed by two 8 week sessions (Session 3a and Session 3b). The second academic year is normally divided into two 16-week sessions (Session 4 and Session 5) and two 8 week sessions (Session 6a and Session 6b). The third academic year consists of one 16-week session (Session 7).

### **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 that escalates in challenge and reflects the typical student's progression through the program. Therefore, all coursework must be taken in the described sequence and courses are not offered asynchronously from this prescribed 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. Under special circumstances and with guidance from the institution, students may be considered for enrollment in a subsequent course if the incomplete work from the prior course is completed in a pre-determined time frame. 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 didactic course offering, the student will be offered a comprehensive remediation exam with a minimum passing score of 70%. The remediation exam must be completed within the next academic session unless otherwise specified by Academic Standing and Professionalism Committee. 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 process, 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. There is no remediation of clinical courses. If a student fails to earn a minimum grade of “S” in a clinical course, the course must be repeated if eligible (See Academic Probation and Academic Dismissal).

A student who fails to complete all coursework in the didactic and early clinical phase (Session 1, 2, 3a, 3b, and 4), either through initial offering or a remediation assignment, will be placed on probation and may be required to repeat the entire didactic and early clinical phase coursework. All didactic and early clinical phase coursework in Session 1, 2, 3a, 3b, and 4 must be completed prior to advancing to the advanced clinical phase of the program (Session 5, 6a, 6b, 7). Failure to complete all coursework prior to the advanced clinical phase will require extension of the program.

All clinical courses must be completed prior to graduation. Each clinical course is comprised of multiple clinical rotations of varying length (typically two to four weeks). Clinical rotations are designated as general or specialty rotations and are defined in the course syllabus. A student’s clinical course may vary in the type and amount of general and specialty rotations based on the student’s needs and rotation availability and may change at any time. A student who fails to successfully complete a specialty clinical rotation as defined by the course syllabus, regardless of length, will be required to repeat a similar specialty rotation, which may result in extension of the program. Repeat rotations may occur immediately following the unsuccessful rotation or scheduled in subsequent clinical course based on availability and discretion of the program director. Repeat rotations may occur at any previously scheduled location or any alternate location at the discretion of the program director. If a student fails to achieve satisfactory performance in a clinical course, 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.

Simulation courses in Session 1 and 2 involve high-stakes performance assessments to determine student readiness for clinical participation. If a student fails the assessment and the subsequent remediation in a simulation course they will not be eligible for clinical participation in the following session and will be subject to repeating the early phase of the curriculum (Sessions 1-4).

### **Rules for Exam Review and Challenges**

For didactic coursework, students are given the opportunity to review exam questions and provide commentary to challenge the initial state of the question. The exam committee reviews challenges, statistical performance, and correlated expectations for content comprehension to determine if the question: stands as is, is dropped from the grading, or if the course’s passing score is adjusted based on the committee’s interpretation of the above.

### **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 will be referred to the Academic Standing and Promotions Committee. Students 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 may 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 in subsequent courses. Due to the unique nature of the curriculum, didactic-related probation may be reviewed after session 4 due to the predominant clinical focus of sessions 5-7. 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. If a student that is removed from probation fails a future course, they will still be subject to ASPC review and the policies listed in Course Retake, Repeat, and Remediation.

### **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 review and may be dismissed.

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 [MCW All Student Bulletin](#) 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.

### **Leave of Absence/Temporary Withdrawal**

Students may request a leave of absence for multiple reasons. All requests for leaves of absence must be approved by the Associate Dean for Student Affairs or her/his designee (see: MCW All Student Bulletin guidance on Temporary Withdrawals). 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.

### **Title IX**

Detailed non-discrimination statements can be found in the [MCW All Student Bulletin](#). MSA commits to all MCW related policies on Title IX to create a safe learning environment. Absences that meet the criteria of Title IX will be considered with special attention and guidance from institutional leaders.

### **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. It is highly recommended that students do not schedule vacation during official academic calendar dates (i.e. first day of the session to the last day of the session).

### **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 or may not be rescheduled at the discretion of the program. Most 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 and clearance for return to clinic.

### **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. Students must be available and participate in all scheduled MSA activities, some of which do not have the ability to be rescheduled.

**Academic Integrity**

The MSA program holds high standards of integrity in all domains of participation at MCW—whether it be in examinations, documentation of clinical experiences, or any other aspect of honest representation of expected work. Strict adherence to MCW’s policies on academic integrity is required and can be reviewed in the [MCW All Student Bulletin](#)

**Employment During the Program**

The MSA program *strongly discourages* employment while enrolled. The program requires 38-50 hours of work effort per week depending on the semester and type of coursework that is assigned. While we aim to adhere to a set schedule of activities, the nuances of scheduling faculty (all of which have clinical assignments), guest lecturers, and the availability of shared institutional resources may require acute scheduling changes. Due to these demands, the MSA program will not create accommodations to employment schedules unless they fall under a protected status (e.g. military service).

**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 Brightspace 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. 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 adhere to the guidelines of the MSA program and the affiliated hospital or clinic. The MSA program follows Froedtert Health's policies on appearance.

**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 the Professional Conduct Standards policy.

**Professional Organization Memberships**

All MSA students are required to maintain membership in state and national anesthesia organizations including: Wisconsin Academy of Anesthesiologist Assistants (WAAA), American Academy of Anesthesiologist Assistants (AAAA), Wisconsin Society of Anesthesiologists (WSA), and American Society of Anesthesiologists (ASA)

**Student Travel**

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

1. AAAA expected for all students
2. WSA expected 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 set by the program. 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. Students' clinical schedules may include local, regional, and national locations. Student travel for clinical rotations is required and may vary from year to year based on location availability. 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.