

## **Committee Structure – Nurse Anesthesia Program**

### **Policy**

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

### **Department-Education Committee**

#### **Responsibilities**

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

#### **Membership**

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

### **Academic Progression Committee**

#### **Responsibilities**

- Intense monitoring of grades or progress of residents having difficulty; failing to progress satisfactorily (below 83% or B); < 2.5 on midterm or final clinical anesthesia practicum evaluations; actual or suspected substance abuse; verbal or written allegations of misconduct; incompetent practice; or any professional/ethical problems of residents during any phase of the Nurse Anesthesia Program, on an as needed basis.
- The Academic Progression Committee meets to discuss and provide initial and ongoing written summaries of resident progress as needed.
- Academic Progression Committee may develop a written plan of action and/or academic contract, if needed

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

### **Membership**

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

### **Admission Committee**

#### **Responsibilities**

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

#### **Membership**

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

### **Annual Advisory Board**

#### **Responsibilities**

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

**Membership, meetings**

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

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