

SCHOOL OF ANAESTHESIA

37 MILITARY HOSPITAL



HAND BOOK

WELCOME TO THE SCHOOL OF ANAESTHESIA 37 MILITARY HOSPITAL

DIRECTOR'S DESK

The school is made up of a dedicated team of professionals. We have very impressive facilities and we believe you will find an exciting and simulating environment.

We are committed to advancing an environment in which you can grow professionally and personally. This Handbook is designed to equip you with useful information you will need during your studies with us. It is to help you understand the opportunities and benefits available to you as a student as well as the general rules that govern your affiliation with the school.

You will have the chance to challenge yourself, to meet people from various backgrounds and cultures and to build strong foundations for your future. I am certain that your experience with the school will be productive, memorable, and successful. The entire academic and non-academic staffs are always available to assist you if you have any further queries, or any suggestions that may make your experience even more enjoyable. Please feel free therefore, to contact the relevant units/committees as indicated. We are pleased that you have joined us and extend best wishes for a successful programme. Once again welcome.



DR CAROLINE TETTEYFIO KONEY
DIRECTOR

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2.0 SCHOOL OF ANAESTHESIA

2.1 BRIEF HISTORY

The 37 Military Hospital was established in July 1941 during the Second World War. In 2003 the Hospital Board of Directors found the need to set up the School of Anaesthesia in response to the shortage of Anaesthetists within the Medical Service of the Ghana Armed Forces.

The first intake started training on 15th June, 2004 with a total of eight students from the Military Hospital but the subsequent intakes admitted personnel from other health institutions and facilities. Graduates from the school were awarded Advanced Higher Diploma in Nurse Anaesthesia.

The school is currently affiliated with the University of Cape Coast and it is running BSc Anaesthesia programme.

MISSION STATEMENT

To promote high quality training of health professionals in providing competent anaesthesia, emergency and intensive care services both locally and internationally.

VISION

To be the best anaesthesia training institution in the sub-region; tapping into an efficient and ethically disciplined workforce, capable of competing and being an affiliate to other global medical institutions of excellence.

CORE VALUES

This is similar with the values and principles from which health services policies are derived. It is based on the recognition that clients require constant expert care, more than the basic general care delivered in our health institutions.

For anaesthesia to be more responsive in society, the program must be developed in consonance with changes in treatment approaches.

We believe that;

- i. The INDIVIDUAL has the right to CARE and this must be delivered according to his/her needs, with the view of maintaining a high standard of medical care.
- ii. The Anaesthetist is a highly trained professional who has the competence to identify the needs of the client, makes informed professional decisions and acts appropriately.

- iii. The Anaesthetist should be able to collaborate with and carry out instructions from other health professionals to plan, implement and evaluate the specialized care.
- iv. By virtue of the training, the Certified Registered Anaesthetist though supervised by an anaesthesiologist, is accountable for his/her actions. He/she undertakes these actions with the view to promoting the health of the client and his/her family

The student in the anaesthesia programme is an adult and therefore expected to be independent in decision making and consult when necessary.

2.2 PHYSICAL FACILITIES

1. An Anaesthesia secretariat
2. 2 Lecture rooms
3. A Seminar room at the Post-graduate for continuing clinical lectures
4. 3 Teaching staff offices.
5. 1 Common room.
6. 1 fully equipped Computer laboratory
7. Skills laboratory and demonstration rooms made up of the following:
8. Eight (8) fully equipped operating theatres each accommodating at least two students at a time,
9. 8 bedded, well equipped recovery unit,
10. 12 bedded well equipped Intensive Care Unit (ICU),
11. 12 bedded capacity High Dependency Unit (HDU),
12. The institution has two main well equipped libraries both electronic and hard copy books available for students. They are the situated in the Nursing Training School and library and the post-graduate college.
13. There are good internet facilities with Wi-Fi connections
14. Students also have access to the Department of Anaesthesia e-library
15. Books are available to students even at the theatres for quick reference.
16. The following are some of the working and learning tools found in the

17. Demonstration room and other learning areas.
18. Mannequins of various types for practical demonstrations
19. Anaesthetic machines both old and new versions.
20. Laryngoscope sets.
21. Video laryngoscope, fibre optic intubation device.
22. Defibrillators, cardiac monitors, infusion pumps and warmers
23. Standard ICU beds, ventilators etc.

All the wards and departments of the 37 Military Hospital, Accra form part of the training facilities

2.3 HOSPITAL INFORMATION

2.3.1 Clinical Specialties in the 37 Military Hospital

1. Anaesthesia
2. Internal Medicine
3. Paediatrics
4. General Surgery
5. Orthopaedics and Trauma
6. Neurosurgery
7. Maxillofacial Surgery
8. E.N.T
9. Obstetrics and Gynaecology
10. Ophthalmology / Optometry
11. Aviation Medicine
12. Public Health
13. Psychiatry
14. Dermatology and Sexually Transmitted Diseases

2.3.2 Emergency Units

1. Trauma, Surgical Emergency Unit
2. Medical Emergency
3. Paediatric Emergency Unit
4. Gynaecology Emergency
5. Emergency response

2.3.3 Intensive Care Unit

1. Adult Care/Burns
2. Neonatal Intensive Care Unit

2.3.4 Diagnostic and Clinical Support

1. Pharmacy
2. Radiology
3. Laboratories
4. Physiotherapy Unit
5. Health Information System (HIS)
6. Endoscopy Unit

2.3.5 Social Worker

2.3.6 Chaplain/imam

2.3.7 Veterinary Medicine

2.4 ACADEMIC PROGRAMME

The programme is designed to help develop middle-level professional who will be able to administer safe anaesthesia in accordance with the standards of practice in Ghana, as set by the Ghana Anaesthetists Society (GAS) and the Medical and Dental Council of Ghana (MDC).

The school offers a two- year degree of Bachelor of Science in Anaesthesia.

Module I (Regular)

Module II (Sandwich)

3. GENERAL REGULATIONS

3.1 Introduction

These regulations shall apply to all registered students of the school.

3.1.1 The Academic Board shall from time to time make regulations affecting students in line with the Governing Act and the Statutes of the school and those promulgated by the Governing Body.

3.1.2 Ignorance of these regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student on enrolment shall be required to obtain a copy of all the regulations of the Institute.

3.1.3 Students shall conduct themselves in an orderly manner and shall pursue their studies with all diligence and shall observe and conform to all such regulations and orders.

3.1.4 The operation of these regulations is without prejudice to the application of the Armed Forces Regulations.

3.2 Admissions

Annual admissions are under the authority of the Director General of the Ghana Armed Forces Medical services to advertise for qualified candidates to apply for admission into the school. The authority granted covers all procedures for selecting prospective applicants.

3.2.1 A student who fails to pay the appropriate fees at the beginning of each semester or whose accounts are in arrears and unpaid at the beginning of a semester shall not, normally, be allowed to attend lectures and seat for examinations. The affected student(s) shall have his/her name deleted from the records on eligibility grounds.

3.2.2 Dates of semesters are announced on the school's notice boards and through other appropriate communication channels such as the school's website among others.

3.2.3 Admission of students to the school shall be subject to passing a medical examination by GAMS at a cost by the applicants.

3.3 Names of Students

Students shall be known only by the names which they have filled on the Application Forms and are known by those names only in the sequence in which they were filled. (i.e. Surname, First Name and Other Names)

3.4 Change of Name

3.4.1 Students are not allowed to change their names with the exception of female students who in the course of their studies legally get married.

3.4.2 In case a female student got married, she may apply to have her name changed with the support of appropriate documents.

3.5 Lecturers and Examinations

3.5.1 Students are required to attend lectures of the programme and to undertake all written and practical work as well as examinations prescribed.

3.5.2 Students who absent themselves from lectures and practicals for 21 days for Regular and 7 days for Sandwich in a semester will be deemed not to have satisfied the attendance requirements for the semester. Such students shall not be allowed to write the end of semester examination.

3.6 Other Regulations

Willfully causing damage to school property or the good name of the school and incite others to cause such damage.

3.7 Disciplinary Procedures

If a student violates any regulations of the school, this shall be reported to the Coordinator of the School, who will notify the Director for appropriate sanctions. For serious offences such as disputes involving a group of students, the Coordinator shall investigate the matter and apply appropriate disciplinary sanction or make recommendations to the Director.

3.8 Sanctions

3.8.1 Any student who does not observe the Statues and regulations of the school, or commits any act subversive of discipline or good order or tending to bring discredit upon the school, or neglects his/her duties, may be punished by a warning, or reprimand, or fine, suspension not exceeding one academic year, or withholding of results of examination or outright dismissal or a combination of sanctions.

3.8.2 Sanctions which involve temporary or permanent removal from the school shall be done only with the consensus of the Academic Board.

3.9 Appeal

3.9.1 Any student who is aggrieved by any disciplinary sanctions may appeal to the Director/Academic Board for a review within seven days of the notification to him/her of the sanctions imposed on him/her.

The Director/Academic Board on receipt of a report from the appropriate source may request a review of the sanction so imposed. When carrying out a review, the Director may act on the advice of a Committee on which student's interest is represented.

3.10 Health Care

Student should have valid NHIS cards at all time. Students who may fall sick during the training are required to report sick with the SICK BOOK at the hospital with NHIS card. Excused duty forms should be submitted to the administrator.

All students are to undergo medical examination. Filled medical examination forms which are attached to the admission letter are to be submitted by the time of submission.

All students are to be fully immunized against Hepatitis. Proof of vaccinations should be attached to the medical exams form.

Students are to strictly adhere to Covid-19 prevention protocols. Students should have their personal facemasks and hand sanitizers. Students are to wear facemask at all time and wash their hands frequently under running water with soap and use hand sanitizer when applicable.

3.11 Fitness to Practice

It is the responsibility of students to be in Good Standing with their respective regulatory bodies. Students must at all times have a valid PIN to practice.

4. PROGRAMME REGULATIONS

4.1 Academic Programme

4.1.1 Each student is expected to be familiar with all the information outlined in this handbook.

4.1.2 The Institute reserves the right to conduct academic work (especially examinations) on any particular day of the year.

4.1.3 The school reserves the right to change rules, regulations and policies, as well as programme and course requirements without prior notice.

4.2 Admissions

4.2.1 The Admission Board shall be presented with a list of all candidates who satisfy the conditions for admission for the Board to decide which candidates may be offered admission.

4.2.2. Candidates who do not satisfy the conditions for admission shall not be considered by the Admissions Board. The school reserves the right to withdraw a candidate who accepts an offer of admission while not satisfying the admissions requirements, notwithstanding progress made in course.

4.3 Deferment of Programme

4.3.1 A student may defer the programme once started.

4.3.2 Where the ground for interruption of studies is medical, a medical report should reach the Director for approval.

4.4 Inability to Complete Study Programme/Deferment.

A student who is unable to complete his/her study programme within the maximum period allowed shall lose all credits accumulated and his/her studentship cancelled. Such a student may be allowed to re-apply for admission into the school.

4.5 Academic Year

The school's Academic Year runs from the month of August to June and is divided into two semesters:

A. Regular

First Semester: August to December.

Second Semester: January to June.

B. Sandwich

June to July

4.6 Academic Supervisors

Students shall be assigned academic supervisor(s) who shall provide counsel to them in the course of the programme.

4.7 Structure of Semester

4.7.1 A semester shall be of 16 weeks duration for Regular students and shall be structured as follows:

- Thirteen (13) weeks of teaching.
- One (1) week of revision
- Two (2) weeks of examination

4.7.2 A semester shall be 8 weeks duration for Sandwich students and shall be structured as follows:

1. Six (6) weeks of teaching
2. One (1) week of revision
3. One (1) week of examination

4.7.3 Late submission of Project Work will attract a fine to be determined by the Academic Board.

4.7.4 Students who fail to submit their project work/dissertation within two academic year shall have their academic records deleted.

4.8 Grading System (ucc.edu.gh/grading-system)

The School of Anaesthesia, 37 Military Hospital is affiliated to the University of Cape Coast (UCC). Graduates of the program will receive a Bachelor of Science degree in Anaesthesia from UCC.

We use letter grades corresponding to numeric weightings. The raw scores (combination of continuous assessment and end of semester examination) are converted according to the following scheme:

RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
80 – 100	A	4.0	Excellent
75 – 79	B+	3.5	Very Good
70 – 74	B	3.0	Good
65 – 69	C+	2.5	Average
60 – 64	C	2.0	Fair
55 – 59	D+	1.5	Barely Satisfactory
50 – 54	D	1.0	Weak Pass
Below 50	E	0	Fail

Degree Classification

Degrees are classified according to the student's Cumulated Grade Point Average (C.G.P.A.) as follows:

Class Designation	C.G.P.A.
1 ST Class	3.6 – 4.0
2 ND Class (Upper Division)	3.0 – 3.5
2 ND Class (Lower Division)	2.5 – 2.9
3 RD Class	2.0 – 2.4
Pass	1.0 – 1.9

4.9. Referral

4.9.1. A candidate shall be referred if he/she fails in either one or two examination papers in a semester and shall re-sit the referred paper(s) the next time the examination(s) is set.

4.9.2 Repeat

A candidate shall be asked to repeat the semester if he/she fails in three examination papers in a semester.

4.9.3 Withdrawal

- i. A candidate who fails in four or more examination papers in a semester shall be withdrawn from the school.

- ii. A student who does not pass prescribed for level 300, and 400 also does not meet the requirements for probation, as in levels 300, and 400 shall be asked by the Director to withdraw from the school. Late publication of examination results will not affect the sanctions applicable to those who fail to meet the requirements.
- iii. The delay in publication of examination results shall not affect the sanctions applicable to those who fail to meet the requirements.

4.10. Cumulative Grade Point Average (CGPA)

The student's cumulative grade point average is calculated by dividing the total number of grade points obtained, up to any specific time, by the total number for credits of all courses for which the student has registered up to that time.

4.11 Final Grade Point Average (FGPA)

The FGPA is the CGPA for all courses under consideration calculated up to the end of a student's academic programme.

4.12 Confirmation of Award

A list of candidates who are deemed eligible for award of degree shall be laid before the Academic Board for approval in conjunction with UCC. No award shall be confirmed unless the Board is satisfied that the candidate has satisfied all the conditions for the award of a Degree.

4.13 Presentation of Award

A student shall be to be awarded a Bachelor's Degree by UCC after satisfying all necessary requirements.

4.14 Cancellation of Award

4.14.1 Notwithstanding previous confirmation of an award of the degree the Academic Board shall notify UCC to at any time cancel an award, even with retrospective effect, if it becomes known that:

- I. A student had entered the school with false qualifications, or
- ii. A student had impersonated someone else, or
- iii. A student had been guilty of any examination malpractice, or
- iv. That there are other reasons that would have led to the withholding of confirmation of the award in the first place.

4.14.2 In any such event, the decision of the Academic Board shall be published on the school's Notice Board and the students will be notified. Such cancellation and the reason for it shall be entered on the student's transcript.

4.15 Transcript of Academic Record

After a student has completed the programme, the school shall, on the payment of an appropriate fee, issue to the student a complete transcript of his/her academic record.

4.16 Repeat Examination

4.16.1 A student may decide to re-register for and repeat a failed course on a future date. If he/she repeats the course and passes its examination, he/she shall be awarded the full grade earned on that occasions the candidate took the examination for that particular course and the grades earned on all such occasions.

4.16.2 However, in determining the final GPA, a weighted average of all repeat courses shall be used, as for instance, a 3-credit course with a 'a' at the second attempt shall attract a total of 6 credits in the computation of the Grade Point Average of that particular course.

4.2 MODULE I (REGULAR)

4.2.1 ENTRY REQUIREMENTS

i. **Category I**

Candidates (SSCE/WASSCE) start at Level 100.

Has an aggregate score of 24 or better in SIX (6) subjects (3 cores and 3 electives).

Science with Biology, Physics, Chemistry or Elective mathematics, Agricultural Science with Biology, Chemistry or Physics

ii. **Category II**

Candidates (Registered Midwives/Registered Psychiatry Nurses) start at Level 200

Must provide proof of clinical practice (experience); of two years (2years).

iii. **Category III**

Candidates (Registered General Nurse (RGN)/Physician Assistant- Medical) start at Level 300.

Must provide proof of clinical practice (experience) of two year (2yrs)

All candidates must pass a selection interview

All candidates will be required to undergo medical examinations as part of the admission process.

4.2. 2 COURSE DURATIONS

The duration of the course is two (2) academic years. Then an additional six (6) months will be spent in the field for their mandatory internship.

4.2.3 PROGRAMME DESIGN AND CERTIFICATION

The programme is competency-based and emphasis is placed on skills development based on sound theoretical foundation. The programme runs over a period of four (4) semesters and also a part for internship. The first four (4) semesters are academic-based, with clinical practice scheduled at intervals. The six (6) months following the completion of the programme is wholly clinical-based, during which students would be attached to the clinical areas to strengthen their skills under senior anaesthetists. Graduates of the programme will receive a Bachelor of Science degree in Anaesthesia. The long-term plan is for graduates to upgrade to a Master's degree.

4.2.4. REQUIREMENTS FOR GRADUATION

Candidates for a degree of BSc Anaesthesia must satisfy the following requirements:

- a) Pass all prescribed examinations with a CGPA of > 1.0 and above
- b) Practice satisfactorily
- c) Accumulation of a minimum of 120 credits
- d) Not barred for disciplinary reasons
- e) Must settle all financial obligations to the school
- f) Completion of six (6) months mandatory intern-ship

4.2.5. PRACTICAL TRAINING

All practical trainings are clearly outlined in this curriculum and are awarded credits. Practical training may be within the semester or inter-semester. All practical training should be in an approved health facility under the supervision of either Physician Anaesthetist or a Certified Registered Anaesthetist (above the rank of Principal CRA)

4.2.6 PROGRAMME STRUCTURE

FIRST YEAR: FIRST SEMESTER (LEVEL 100)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 101	Diversity of Living Organisms	2	3	3
SOA 103	Physics for Health Students	2	3	3
SOA 105	Chemistry for Health Students	2	3	3
SOA 107	Sociology of Health	2	0	2
SOA 109	African Studies	1	0	1
SOA 111	Communicative Skills	2	0	2
SOA 113	Nursing and Midwifery Informatics	2	3	2
Total Credits		13	12	17

FIRST YEAR: SECOND SEMESTER (LEVEL 100)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 102	Therapeutic Communication	2	0	2
SOA 104	Intro to Human Anatomy & Physiology	2	3	3
SOA 106	Microbiology and infection prevention	2	3	3
SOA 108	Medical Genetics	2	0	2
SOA 110	Basic Nursing Practice	2	3	3
SOA 112	Personal and Environmental Health	2	0	2
SOA 114	Introduction to General Psychology	2	0	2
Total Credits		14	09	17

SECOND YEAR: FIRST SEMESTER (LEVEL 200)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 201	Intro to Anaesthesia	2	3	3
SOA 203	Professional Adjustment in Nursing	2	0	2
SOA 205	Intro Pharmacology & Pharmacovigilance	2	0	2
SOA 207	First Aid, Emergency and Disaster Management	2	3	3
SOA 209	Nutrition and Dietetics	2	3	3
SOA 211	Advance Nursing Practice	2	3	3
SOA 217	Vacation Practicum I	0	9	3
TOTAL		12	21	19

SECOND YEAR: SECOND SEMESTER (LEVEL 200)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 202	Concepts & Theories in Anaesthesia Practice	2	0	2
SOA 204	General Medical Nursing	2	3	3
SOA 206	General Surgical Nursing	2	3	3
SOA 208	General Obstetric & Paediatric Nursing	2	3	3
SOA 210	Mental Health Nursing	2	3	3
SOA 212	Patients/Family Care Study	0	6	2
SOA 218	Vacation Practicum II	0	9	3
TOTAL		10	27	19

THIRD YEAR: FIRST SEMESTER (LEVEL 300)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 301	Applied Anatomy	2	3	3
SOA 303	Applied Physiology I	2	0	2
SOA 305	Applied Pharmacology I	2	0	2
SOA 307	Clinical Biochemistry I	2	3	3
SOA 309	Computer Applied Skills	0	3	1
SOA 311	Principles and Practice of Anaesthesia I	2	3	3
SOA 313	General Pathology	3	0	3
SOA 315	Applied Physics & Equipment	2	3	3
SOA 317	Practicum I	0	3	1
TOTAL				21

THIRD YEAR: SECOND SEMESTER (LEVEL 300)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 302	Applied Physiology II	2	0	2
SOA 304	Applied Pharmacology II	2	0	2
SOA 306	Clinical Biochemistry II	2	3	3
SOA 310	Principles and Practice of Anaesthesia II	2	3	3
SOA 312	Medicine for Anaesthesia	2	3	3
SOA 314	Pain Management	2	3	3
SOA 318	Practicum II	0	3	1
SOA 399	Research Methods	3	0	3
TOTAL				20

FOURTH YEAR: FIRST SEMESTER (LEVEL 400)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 401	Critical Care Medicine I	2	3	3
SOA 403	Specialised Anaesthesia I	2	3	3
SOA 405	Biostatistics	2	3	3
SOA 407	Behavioural Science in Anaesthesia	2	0	2
SOA 409	Local and Regional Anaesthesia Techniques	2	3	3
SOA 411	Principles and Practice of Anaesthesia III	2	3	3
SOA 417	Practicum III	0	3	1
TOTAL				18

FOURTH YEAR: SECOND SEMESTER (LEVEL 400)

COURSE CODE	COURSE TITLE	CREDITS		
		Theory (T)	Practical (P)	Total (T)
SOA 402	Critical Care Medicine II	2	3	3
SOA 404	Specialised Anaesthesia II	2	3	3
SOA 408	Healthcare Ethics and Law	2	0	2
SOA 410	Health Systems Management & Entrepreneurship	3	0	3
SOA 418	Practicum IV	0	3	1
SOA 499	Project work	0	9	3
TOTAL				15

4.3 MODULE II (SANDWICH PROGRAMME)

4.3.1 ENTRY REQUIREMENTS

1. Candidates for the course must be practicing Certified Registered Anaesthetists
2. Candidates must be a) registered and b) in good standing with the Medical and Dental Council of Ghana.

4.3.2 COURSE DURATION

The duration of the course is two (2) years. This comprises of **two (2) on-campus sessions lasting 8 - 9 weeks** and **two (2), ten (10) months off- campus sessions**. Each on-campus session involves 8 weeks of intensive class work, demonstration and practical sessions.

During the off-campus periods, students will have field work involving practicing anaesthesia at their usual place of work. This period includes interactions with lecturers of the school by e-mail, phone or direct supervision. Assignments will be sent to students regularly and scored. This program will also involve research work.

4.3.3 PROGRAMME DESIGN AND CERTIFICATION

The programme is competency-based and emphasis is placed on skills development based on sound theoretical foundation. Graduates of the programme will receive a Bachelor of Science degree in Anaesthesia. The long-term plan is for graduates to upgrade to a Master's degree.

4.3.4 REQUIREMENTS FOR GRADUATION

Candidates for a degree of BSc Anaesthesia must satisfy the following requirements:

- a) Pass all prescribed examinations with a CGPA of above 1.0
- b) Practice satisfactorily
- c) Accumulation of a minimum of 120 credits including advance credits
- d) Not barred for disciplinary reasons
- e) Must settle all financial obligations to the school.

4.3.5 PROGRAMME STRUCTURE

FIRST SESSION	OFF CAMPUS SESSION I	SECOND SESSION	OFF CAMPPUS SESSION II
<ul style="list-style-type: none"> • Lectures • Practical sessions • Assignments (individual/group) • Assessment 	<ul style="list-style-type: none"> • Assignments • Project work • Practical sessions 	<ul style="list-style-type: none"> • Lectures • Seminars • Assignments • Assessment 	<ul style="list-style-type: none"> • Assignments • Practical sessions • Project work submission and defence

COURES STRUCTURE:**FIRST YEAR: FIRST SESSION**

COURSE CODE	COURSE TITLE	THEORY (T)	PRACTICALS (P)	TOTAL (T)
SOA 313S	General Pathology	3	0	3
SOA 307S	Clinical Biochemistry I	2	3	3
SOA 309S	Computer Applied Skills	0	3	1
SOA 308S	Research Methods	3	0	3
SOA 403S	Specialised Anaesthesia I	2	3	3
SOA 401S	Critical Care Medicine I	2	3	3
SOA 407S	Pain Management	2	3	3
SOA 314S	Medicine for Anaesthesia	3	0	3
SOA 317S	Practicum I	0	3	1
TOTAL				23

YEAR TWO: SECOND SESSION

COURSE CODE	COURSE TITLE	THEORY (T)	PRACTICALS (P)	TOTAL (T)
SOA 405S	Biostatistics	2	3	3
SOA 306S	Clinical Biochemistry II	2	3	3
SOA 410S	Health Systems Management & Entrepreneurship	3	0	3
SOA 409S	Local and Regional Anaesthesia Techniques	2	3	3
SOA 402S	Critical Care Medicine II	2	3	3
SOA 404S	Specialised Anaesthesia II	2	3	3
SOA 318S	Practicum II	0	3	1
SOA 408S	Healthcare Ethics and Law	2	0	2
SOA 499S	Project work	0	9	3
TOTAL				24

4.3.6 COURSE DURATION

The duration of the course is two (2) sandwich semesters. Each semester involves 8 weeks of intensive class work, demonstration and practical sessions. It will also involve presentation of research work. In between the above mentioned on-campus periods, students will have field work involving practicing anaesthesia at their usual place of work. This period includes interactions with lecturers of the school by e-mail, phone or direct supervision. Assignments will be sent to students regularly and scored.

4.3.7 PROGRAMME DESIGN AND CERTIFICATION

The programme is competency-based and emphasis is placed on skills development based on sound theoretical foundation. Graduates of the programme will receive a Bachelor of Science degree in Anaesthesia. The long-term plan is for graduates to upgrade to a Master's degree.

4.3.8 REQUIREMENTS FOR GRADUATION

Candidates for a degree of BSc Anaesthesia must satisfy the following requirements:

- a) Pass all prescribed examinations with a CGPA of above 1.0
- b) Practice satisfactorily
- c) Accumulation of a minimum of 120 credits including advance credits
- d) Not barred for disciplinary reasons
- e) Must settle all financial obligations to the school

5.0 REGISTRATION

1 Registration Procedure

- a) Before registration, students should have:
 - i. Paid their fees in full
 - ii. Obtained information from their Department in respect of the courses on offer for the particular semester.
- b) Continuing students will proceed to do registration of their courses online. Fresh students, on the other hand, will, upon payment of fees, have their registration numbers and passwords sent to them electronically and register courses online.
- c) Students MUST obtain print outs of the registered courses which should be kept as evidence of registration.

Students who fail to register by the close of the registration period will not receive any grades even if they attend lectures and take examinations.

5.1 Penalties for Late Registration

There is a penalty for late registration. Students who fail to register within the first two weeks of re-opening but register in the third week will be charged a late registration fee. No student will be allowed to register after the third week of re-opening.

5.2 Repeating/External Candidate

If a student fails a total of 10 to 12 credits, he/she will be allowed to repeat the failed courses as an ‘‘external candidate’’. An external candidate is one not taking the full complement of courses and is therefore reading only repeated courses. He/she will register for the repeated courses only and must pass them within one academic year before progressing to the next level.

An external candidate:

- a) will retain the lower level status until he/she meets the requirements for progression to another level
- b) will be required to attend lectures and practicals, fulfil continuous assessment requirements and pay 60% of the approved University fees and any other fees to be determined by the University from time to time
- c) must pass the repeated courses at one sitting only. If an external candidate fails to pass any of the failed courses, he/she will be dismissed for poor academic performance
- d) must avail himself/herself of and benefit from Academic Advisory and Counselling Services provided by the University.

5.3 Deferment of Programme

Students who, due to various reasons, wish to defer their programmes should first consult their Academic Advisors for advice.

Deferment may be granted for one academic year only (and two years in special cases) within the time-limit allowed for the completion of the programme of study.

With the exception of severe and sudden medical conditions, an application for the deferment of study must be made and approved two (2) months before the beginning of the academic year the student wishes to defer. Emergency cases shall be dealt with on their own merit.

All applications for deferment of programme shall be addressed to the Director.

Where an application for deferment is on medical grounds, the application must be supported by a medical report.

Where an application for deferment is granted, deferment shall be for one academic year.

Students must notify the University before resumption of academic work.

5.6 Collection of Certificate

Certificates for programmes pursued successfully shall be ready for collection at designated points on the day of graduation.

After the day of graduation, graduates may collect their certificates from the Office of the Director upon payment of the appropriate fees.

Certificates not collected five or more years from the date of graduation shall attract a special charge on collection.

5.7 Cancellation of Award

Notwithstanding previous confirmation of an award of a degree as in Section 4.12 and presentation of certificate as in Section 4.13, the Academic Board may, at any time, cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the university with false qualifications, or
- ii. a candidate had impersonated someone else, or
- iii. a candidate had been guilty of an examination malpractice, or
- iv. There are other reasons that would have led to the withholding of confirmation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on the University Notice Board and the candidate notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

5.8 Responsibilities of Academic Staff and Students

5.8.1 Lecturers

The Lecturer is required to:

- a. be present at all scheduled classes for the course and to give advance notice to students for justifiable and unavoidable absence
- b. provide full information to students on course content, required textbooks, reading materials, and other class requirements that will form the basis of student assessment
- c. ensure that the course content is effectively delivered and well covered
- d. give at least two continuous assessment tests not later than two weeks before the commencement of end-of-semester examination and display the scores on the departmental notice board at least a week before the start of the examinations
- e. conduct end-of-semester examination and submit a final grade for each student at the end of the course
- f. get feedback from students at the end of the course through formal and informal means including showing students their marked examination scripts and discussing problems with their assessment.

5.8.2 Students

Students must:

- a. Be present at all classes, laboratory/practical sessions, quizzes and examinations scheduled for the course.
- b. Procure consumable materials not normally provided by the Department or the University.
- c. Submit all assignments, test/examination papers, and other forms of evaluation prescribed for the course. Absence from class will not relieve the student from these requirements.

It is the student's responsibility to obtain prior permission from the lecturer for justifiable and unavoidable absence from class. In case of illness and hospital attendance, it is the student's responsibility to obtain a medical report and have it certified by the Director, before submission to the Department. The regulation on the absence (Class Attendance Policy) from the class will apply regardless of the reasons for absence.

Students may request to see their marked examination scripts within 21 days after the display of results in their portals or on notice boards.

5.9 Qualifying to write Examinations

A candidate shall qualify to write an Examination if:

He/she has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks contact hours for the course.

He/she has continuous assessment marks for relevant subject areas.

He/she is not under suspension from the School.

He/she does not owe fees to the School.

5.10 Students Identity Cards

Identity Cards of students will be inspected during examinations. Candidates are, therefore, requested to display their student identity cards on their tables for inspection by examination officers.

Candidates who have misplaced their Identity Cards should report to the Director (Academic Affairs) for replacement before the examination.

Candidates who have no evidence of any School of Anaesthesia Identity Card will not be allowed to take the examination.

6.0 EXAMINATION REGULATIONS AND PROCEDURE

6.1. Candidates must ensure that they sign the examination attendance sheet.

On receipt of the answer books, candidates should carefully read the provided on the answer book. All used supplementary sheets should be fastened following the last page of the answer book instructions on the front cover of the answer books and enter their index numbers and other details as required. No part of the answer books may be torn off and all used books must be left on the table.

Rough work must be done in the answer books and should be crossed out to show that it is not part of the answer.

It shall be the candidate's responsibility to provide for themselves such materials as **pen, pencil, eraser, ruler, calculator** for the examination. **Borrowing of these materials will not be allowed.** Candidates are to ensure that they are given the right question papers and other material(s) needed for the examination.

The use of correction fluid in the examination room is prohibited.

Under no circumstances should a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their **Index Numbers** throughout the examination period. Unless otherwise instructed, candidates are to sit according to their Index Numbers for all written papers.

There should be **no verbal or any other form of communication** between candidates during the period of the examination. Candidates would be told by the invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

As soon as the '**stop work**' order is announced, candidates are to stop writing. Candidates should remain seated for their answer books to be collected by the invigilator/invigilation assistant and permitted to leave the examination room before they do so. Candidates have personal responsibility for ensuring that their answer books are collected by the invigilator/invigilation assistant.

At the end of each examination, candidates should ensure that numbers of questions are entered in the order they have been answered in the space. At the end of each examination, candidates should not take away any answer books or supplementary sheets whether used or unused.

PENALTIES FOR EXAMINATION OFFENCES

OFFENCE	PENALTY
Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
Consulting or trying to consult during the examination any book, notes or other unauthorized materials	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for examination.
Persistently disturbing other	

candidate(s) or detracting their attention	In addition, candidate shall be rusticated for two semesters.
Verbal assault in invigilator	Stopping candidate from continuing the examination
Physical assault on invigilator	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two Semesters
Destroying materials suspected as evidence	Dismissal of the offender
Refusal to write a statement	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper and therefore shall be deemed to have failed the examination. In addition, candidate shall be rusticated for two semesters
Writing after the examination has ended	Cancellation of paper. Candidate shall earn a mark of zero (0) for paper. In addition, candidate shall be rusticated for two semesters
Fabrication of data	
Plagiarism	Loss of 5 marks for the examination paper Cancellation of candidate's result Cancellation of candidate's Project work

6.3 Submission of Project

1. Project work should be submitted to Head of Department not later than one (1) month after the End-of -Semester Examinations.
2. The result for a project work submitted later than one (1) month after the End-of Semester Examinations will be considered after one (1) academic year.

6.4 Procedures for Appeal

A candidate who is not satisfied with the result of any University Examination affecting him/her may request for re-marking by submission of an application to the Registrar and payment of the appropriate re-marking fee.

An application for re-marking shall be submitted to the Registrar **not later than 21 days after the release of the said result and shall state the grounds for re-marking.** No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

The result of the re-marking should be considered by the Faculty/School Board.

If it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

6.5 A candidate writing the school's Examination must have pursued the approved course as a regular or sandwich student over the required period.

A candidate shall not be allowed to sit for the Examination if:

- i.** He/ She has not followed the course as a regular or sandwich student.
- ii.** He/ She is under suspension or has been dismissed from the school.
- iii.** He/ She has been asked to withdraw for poor academic performance.

It shall be the duty of the candidate to consult the daily time table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself available at the appointed place at least one-half hour before the examination.

A candidate may not be allowed to write the school's Examination if he/she reports to the Examination more than half an hour after commencement.

i. Any candidate who is seen with lecture notes or book or Cellular/Mobile phone or any unauthorized material in the Examination Center or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination.

ii. A candidate shall uphold the highest standard of civility and courtesy in an Examination Centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination Centre commits an offence.

An investigation shall be launched into the conduct of the candidate and appropriate sanctions taken by the Academic Board upon the receipt of the report from a committee to be set-up by the Coordinator.

iii. An examination candidate shall for the purpose of identification by the Chief Invigilator/Invigilator, carry on him his student identity card and place it on the examination table to enable the invigilator ascertain the identity of the person writing the examination.

The Chief Invigilator shall reserve the right to refuse any candidate without an identity card entry to the examination.

iv. A candidate shall not disturb or distract any other candidate during an examination.

v. A candidate may attract the attention of the invigilator by raising his/her hands.

vi. Any candidate caught engaging in an examination malpractice shall be made to write a written statement duly signed by him/her. The candidate shall be allowed to continue the examination thereafter.

vii. The invigilator, at the end of the examination shall make a formal written report to the officer-in-charge of the examination.

Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In such cases, the invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material.

A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Attendant designated by the invigilator.

A candidate who finishes an examination ahead of time may leave the examination room after surrendering his/her answer books. The candidate shall not be allowed to return to the Examination Room.

A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a required paper means failure in that paper.

The following shall not be accepted as reason for being absent from any paper at the school's Examination:

- i. Mis-reading the time-table;
- ii. Forgetting the date or time of examination;
- iii. Inability to locate the examination hall
- iv. Inability to rouse oneself from sleep in time for the examination;
- v. Failure to find transport
- vi. Pregnancy
- vii. Ill health
- viii. Death of a relation

7.0 SEXUAL HARASSMENT REGULATIONS AND PROCEDURES

7.1 Sexual Harassment

7.1.1 These regulations and procedures shall apply in all cases where any member of staff/student of the school believes that he/ she is being or has been sexually harassed.

7.1.2 There shall be a Committee as established under the Act: The decision of the Committee shall be final and binding in all matters of sexual harassment.

7.1.3 Designated officers shall be appointed from the school from time to time by the Director. Each Designated Officer shall undergo training implementation of the issues relating to Sexual Harassment Regulations Procedures and shall be made known to all employees and students of the Institute.

Further, each Designated Officer, shall serve for 2 years, but it shall be open appointed to the Director to re-appoint a person to be designated officer for an additional term for 2 years, after which another person shall be appointed to hold such office in replacement of the person whose term has expired or indisposed.

7.1.4 Sexual harassment refers to any unwanted, unsolicited and/or repeated verbal or sexual advances, sexually derogatory statements or sexually discriminatory remarks made by a member of the school in respect of another member of the community, whether in or outside the school, which are offensive or objectionable to the recipient, or which cause the recipient's discomfort or humiliation or which the recipient believes interferes with the performance or create a threatening or intimidating work or study.

7.1.5 Sexual harassment shall include, but no limited to unnecessary touching; unwanted physical contact; sexually suggestive approaches; persistently staring at a person's bod; compromising invitations or persons; requests or demands for sexual favors; displays of sexually suggestive or degrading pictures or objects in the workplace or the place of study; and any comments which imply that gender impairs the ability of a person to perform a job or undertake a course of study.

7.1.6 Sexual Harassment Committee shall mean the three person committee appointed from time to time by the Academic Board to carry out the functions and duties set out in this document.

The Committee shall contain at least one man and woman among its members, and a Chairperson. Members of the Committee shall be appointed to and hold office on rotational basis for a term of 3 years, after which another person shall be appointed to hold such office in replacement of the person whose term has come to an end.

Except as otherwise specified in this document, the Sexual Harassment Committee shall, in consultation with and subject to the approval of the Director, regulate its own procedures. Investigations and/or recommendations carried out or made in terms of the Sexual Harassment Regulations and Procedures shall be kept at the office of the Director.

7.1.7 The school is committed to a working and learning environment that is free from discrimination and or intimidation.

All employees and students concerned have a positive duty to maintain a work place and learning environment that is free from sexual harassment. Accordingly, sexual harassment of any kind will not be tolerated.

7.1.8 The Management shall take prompt and corrective action upon being made aware of occurrence of incident involving sexual harassment.

7.1.9 Sexual harassment shall constitute grounds for disciplinary action, which may include, but is not limited to dismissal from employment or expulsion from the school, or such other action of combination of actions short of dismissal, as may be considered appropriate by the Sexual Harassment Committee in accordance with the school's disciplinary and regulations applying to staff and students of the school.

7.1.10 Any difficulty in defining what constitutes sexual harassment shall not deter anyone from complaining of behavior which causes his or her distress, or shall anyone be deterred from making a complaint because of embarrassment or fear of intimidation and publicity. The school shall respect particularly sensitivity of sexual harassment complaints and their consequences.

7.1.11 No person shall be debarred from complaining of sexual harassment that has already occurred by the time a complaint is made. However, where more than 6 months have elapsed from the last date of date of occurrence of such sexual harassment to the lodgment of a relevant complaint for determination on a formal basis, it shall be the discretion of the Sexual Harassment Committee, whether to accept or reject the lodgment of the complaint, taking all the circumstances of such complaints into action.

7.2 Procedures for Redress

7.2.1 Informal Approach: where a member of the school believes that he/she is being or has been sexually harassed, such a member is encouraged but not obliged, prior to adopting the formal procedure outlined to advise the alleged offender that such behavior is unwelcome, must be stopped or must not occur again and is interpreted as sexual harassment in terms of this document. This approach may also be made by representative of the complainant on his or her behalf.

The following guidelines shall apply:

- i. The Complainant and/or his/her representative (if any) may discuss the matter informally with the designated officer.
- ii. The complainant, his or her representative (if any) and/or the designated officer with whom the matter is discussed may at this stage approach informally the relevant Management Representative.

The Management Representative approach will, attempt to resolve the matter by discussing it informally with the alleged offender. Before doing

- i. so, the Management Representative shall seek the advice of the designated Officer.
- ii. The Management Representative shall without delay, advice the complainant and/or his or her representative of the outcome of the informal discussion with the alleged offender.

7.2.2 Formal Approach: If the complainant is dissatisfied with the results of the informal approach, or the sexual harassment does not cease, or it has not been possible to approach the alleged offender without the formal grievance procedure set in this paragraph being invoked,

then the complainant and his or her representative shall take the matter further in writing with the Sexual Harassment Committee.

The following guidelines shall apply:

- i. The Sexual Harassment Committee shall be responsible for notifying the alleged offender that the matter is being taken further, that it may result in disciplinary action and that the alleged offender has a right to seek representation.
- ii. The Sexual Harassment Committee shall as soon as possible, but not later than 14 working days from receiving relevant request, cause separate investigatory meetings with the complainant and the alleged offender agree to a joint meeting being convened.
- iii. The Sexual Harassment Committee shall, without undue delay, advise the complainant and the alleged offender and/or their representative (if any) in writing of the outcome of the investigations and in particular but without limitation of any action to be taken by or against the alleged offender for the purposes of the protection of the complainant or the alleged offender aggrieved with outcome of the investigations and/or the action to be taken, he/she has a right of appeal to be exercised within seven (7) days.

The Director shall as soon as possible but not later than twenty- one (21) working days, review the case and render a decision. In reviewing the case, the Director shall call for such information as he/she shall deem necessary to enable him/her arrive at decision.

- i. In event that the complainant or the alleged offender is aggrieved with the Director's decision he/she shall have the right of appeal to the council to be exercised within fourteen (14) days from the date of the Director's decision.
- ii. In the event of the manifest error in the investigations and / or outcome thereof, the Council may at its discretion, review the proceedings and take such action as it deems appropriate and its decision shall in respect be final and binding.
- iii. If the Sexual Harassment Committee proposes any disciplinary action against the alleged offender then the procedure appropriate to the member of the school concerned shall be adopted. Any such action to be taken may be appealed against by the offender in terms of such disciplinary procedure, provided by that neither the provisions relative to the outcome of such appeal shall operate so as to prejudice any action recommended by the Sexual Harassment Committee for the protection of the complainant.

8.0 STUDENT HARASSMENT REGULATIONS

8.1 Harassment

8.1.1 Harassment of student(s) by other students or any member of staff is contrary to the Board's commitment to providing a physical and psychological safe environment for learning.

8.1.2 Student(s) harassment shall include any speech or action that creates a hostile, intimidating or offensive learning environment.

8.1.3 The Board is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of ethnic, verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member or a school visitor, in any way that avoids embarrassment and protects the confidentiality of the student.

8.1.4 All such reports are to be investigated by the Director promptly. Anyone found to have violated this policy and/ or the Code of Conduct shall be subjected to disciplinary action including suspension or expulsion from the school.

8.2 Gender / Religious / Disability / Height/Weight Harassment

8.2.1 Verbal

- i. Written or verbal insinuation, comments, jokes, insults, threats or disparaging remarks, concerning a person's gender, ethnic origin, religious persuasion, disability, height or weight and so on.
- ii. . Conducting a campaign of silence towards a fellow student, staff member, or any other person associated with the school by refusing to have any form of social interaction with the person.

8.2.2 Non- Verbal

- i. Placing objects, pictures or graphic commentaries in the School environment or making insulting or threatening gestures towards a fellow student, staff member or other person associated with the school.

8.2.3 Physical

- i. Any intimidating or disparaging action such as hitting, heckling or spitting on a fellow student, staff member or other person associated with the school.
- ii. Any student who believes that he/she is a victim of any of the above actions or has observed such actions taken by another student, staff member or other student person associated with the school should take promptly the following steps:

8.3 Procedures for Redress

7.3.1 If the alleged harasser is a student, staff member or other person associated with the school other than the Director, the affected student should as soon as possible after the incident contact the Director or the Coordinator.

- i. If the alleged harasser is the Director, the affected student should as soon as possible after the incident contact the chair of the board.

ii. The student may contact either by written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes is responsible to be responsible for the harassment and the nature of the harassing incident(s).

A written summary report is to be prepared promptly and forwarded to the board.

8.3.2 Each report received by the Director or the board as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation no information is to be released to anyone by law or is in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

8.3.3 The purpose of this provision is to:

- i. Protect the confidentiality of the student who files a complaint.
- ii. Encourage the reporting of any incidents of sexual or other forms of harassment.
- iii. Protect the reputation of any party wrongfully charged with harassment

8.3.4 Investigation of a complainant.

8.3.5 If the investigation reveals that the complaint is valid, then prompt appropriate remedial and/or disciplinary action shall be taken immediately to prevent the continuance of the harassment or its recurrence.

8.3.6 The Board reveals that the action determines whether a particular action or incident is harassment or, conversely, is reflective of an action with a discriminatory or intimidating intent or effect must be based on all of the facts in the matter.

8.3.7 Given the nature of harassing behavior, the Board recognizes that students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations charges against fellow students, a staff member, or others associated with the school.

9.0 CODE OF CONDUCT

9.1 Introduction

This Code of Conduct is a formulation of policies, rules or guidelines that define the specific actions or procedures of all members of staff and students of the school. The school has adopted the following as its ethical principles:

9.2 Attendance

9.2.1 It is compulsory for all registered students of the school to regularly attend lectures/practical sessions and to take part in all or any assignment/examination that may be conducted by the lecturer.

9.2.2 Students who absent themselves from lectures for a total of 21 days (Regular) and 7days (Sandwich) or more in any academic year without reasonable excuse, proof of which shall be on him/her be deemed not to have satisfied the attendance requirements for the year and may be prevented from participating in the years' examination and may be required to repeat the year in question.

9.3 Unlawful Behaviour

9.3.1 Any student or a staff member whose conduct amounts to a criminal offence may be dealt with as if that conduct amounts to a violation of this Code, notwithstanding that the Republic may institute criminal proceedings against him.

9.3.2 Any student whose behavior or activities amounts to a breach of the civil law, and which behavior or activity may undermine confidence in his integrity shall be deemed to have violated this Code and be dealt with accordingly.

9.4 Equity and Justice

9.4.1 The school is committed to the principle of equal opportunity and encourages staff to pursue equity in all aspects of their activities.

9.4.2 It shall be the responsibility of management to maintain an environment that is free from harassment. Harassment such as sexual, racism or bullying is unlawful and any member of staff or student who is guilty of this offence shall be punished accordingly.

9.4.3 Members of staff must not discriminate against or harass colleagues, students or member of the public on any grounds including sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment and HIV/AIDS. In addition, employees must not harass or discriminate on the grounds on political/religious conviction.

9.4.4 Staff and students of this school shall be entitled to fair and equitable grievance procedures.

8.4.5 Management has a responsibility to ensure the health and safety of all on campus and a duty to provide and maintain a working environment that is safe and without risks to health.

9.5 Respects for individual

9.5.1 Members of staff must care to respect the confidentiality and privacy of students and only provide information when authorized by the Coordinator's Office or for legitimate academic purposes.

9.5.2 Within the school, no staff member shall have access to information about any individual, without the individual's consent unless a responsible officer of the school is satisfied that the staff member is acting in the course of his or her duties and that the purpose for which it is being sought.

9.5.3 No computerized data about any individual should be accessed for other than institutional purposes without the full, written authority of that person. Access of personal, student or staff records without a specific, job-related purpose constitutes a breach of code.

9.5.4 No personal information about staff or students shall be released to a third party, unless the subject is informed of the reason for its collection and provides a full written approval; other than in special circumstances where the disclosure may prevent a serious and imminent threat to the life or health of the individual concerned or of another person. However, the school is legally obliged to respond to any request for information in the form of a police warrant, subpoena, summons or other court order.

9.6 Personal and Professional Responsibility

9.6.1 All members of staff must maintain and develop knowledge and understanding of their area of expertise or professional field. They should continuously seek to improve a work performance with an emphasis on quality skills.

9.6.2 All staff and students should actively seek out ways to bring about quality improvements in the school.

9.6.3 The highest ethical and professional standards are expected of members of staff particularly when representing the school at all levels.

9.7 General Comportment

9.7.1 Students shall dress decently with appropriate name tag for lectures and scrub for theatre.

9.7.2 Students shall, at all times, conduct themselves in an orderly manner, with dignity and self-respect.

9.7.3 Students are required to have their meals and snacks, at the officially appointed place and not within lecture halls or other offices.

9.7.4 Students shall show particular respect for authority and uphold law and order. Accordingly, it shall be a violation of this code for any student.

i. To conduct himself/herself in such a manner as would amount to rudeness or insulting behavior, towards any officer of the school.

ii. To intentionally or willfully disobey or disregard any regulations and orders as may be made for the orderly running of the school

9.8 Reporting Conducting and Complaints

9.8.1 All members of staff and students are encouraged to report suspicion of a corrupt conduct and serious and substantial waste of school's resources to the Director through the Coordinator.

9.8.2 All allegations or suspicions of corrupt conduct shall be treated with strict confidence and investigated appropriately.

9.8.3 The Institute shall apply the principles of natural justice in investigating complaints.

9.8.4 Staff and students should make every effort to direct their complaints through the appropriate channels and should refrain from making malicious and vexatious complaints.

9.9 Disputes

i. Any dispute among students should be peacefully settled among themselves where necessary, with the assistance of students or student leaders or fellow students. In extreme cases, any senior member may be contacted to help with settlement. Reported to the Coordinator or any of the parties, clearly specifying the issues in dispute.

9.10 Disciplinary Procedure

If a student violates any regulations of the school, this shall be reported to the Coordinator, who will notify the Director for appropriate sanctions. For serious offences such as disputes involving a group of students, Coordinator shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Director/Academic Board.

9.11 Sanctions

Depending on the nature of the violation a student may be punished by a warning or reprimand or fine, or withholding of results of examination or outright dismissal.

9.12 Appeal

Any student who is aggrieved by any disciplinary sanctions may appeal to the Director/Academic Board for a review within seven days of the notification to him/her of the sanctions imposed on him.

The Director/Academic board on receipt of a report from the appropriate source may request a review of the sanctions so imposed. When carrying out a review, the Director may act on the advice of a committee on which student interest are represented.

10.0 STAFF-STUDENT & STUDENT-STAFF RELATIONSHIPS

10.1 Managing Interactions and Relationships:

Establishing a good relationship with students can make teaching productive, but in rare circumstances the development of a close personal contact can lead to the misuse of the power differential between lecturers and students. At the extreme, there are serious risks of exploitation, and damage to reputations. While a lecturer bears most of the responsibility for managing student-lecturer interactions, and for avoiding any actual or perceived conflicts of interests that relationships can produce, students are also expected to behave in such a manner as to maintain an appropriate relationship. It is acknowledged that non-exploitative dual relationships can evolve, however, and thus there is need to specify guidelines for the practical management of such relationships to avoid even the perception of a conflict of interest.

10.2 The Lecturer's Role

i. A lecturer should respect students, treat them with dignity and recognize the power differential between students and teachers. A lecturer should always avoid the perception of favoritism or nepotism regarding matters such as grading or employing research assistants. Lecturers must not exploit students, discriminate unfairly between students, or allow conflicts of interest with students to arise.

ii. The lecturer is responsible for keeping relationships with students focused on academic matters, and for creating an appropriate social environment that fosters the educational objectives of the program or course. The lecturer must ensure that student personal relationships do not distract from student development.

10.3 The Student's Role

A student should keep relationships with lecturers focused on academic matters, and adopt social behaviour that are appropriate to academic matters, and adopt social behaviour that are appropriate to academic relationships. If a student becomes personally involved with a lecturer, the student is advised to seek independent advice. Because of the power differential the student is advised to disclose the existence of the relationship to a student counsellor, so as to ensure the student can be advised of the best means of managing the various consequences of the relationship, including the possibility of actual or perceived favouritism or malice by the lecturer.

10.4 Confidentiality

It is expected that students, lecturers and other members of the institution will value and practice a level of confidentiality that is appropriate for professionals involved in a mentoring relationship. Upholding this standard serves to maintain and nurture academic trust and motivation in the lecturer-student relationship.

10.5 Maintaining Confidentiality

The lecturer's Role Details about the professional relationships between an individual student and the lecturer shall remain confidential except in cases of formal discipline procedures or of overriding concern for individual or collective welfare, or where it is appropriate to monitor and discuss student academic progress within an organizational unit.

Examples of Information about Students that would normally be confidential include:

1. Non-academic personal information such as age, address, and marital status.
2. Student number, academic performance, attendance, general behaviour, level of contribution, quality and quantity of assignments.
3. Personal opinions and political viewpoints expressed by students in a formal educational setting.
4. Any materials submitted or produced by a student in an educational setting.

10.6 Examples of behaviour that would normally violate the norm of confidentiality include:

- i. Providing student records to any third party without student consent.
- ii. Discussing without consent a student's grades or academic problems outside of the normal institutional mentoring context, example with student's peers, or with a relative or colleague of the student.
- iii. Using confidential information about an individual student to prejudice another lecturer's expectation of that student's performance.
- iv. Using privately communicated materials as teaching or research materials without consent.
- v. Posting of grades or distributing student papers or exams without attempting to minimize the public identification of the performance of individual students.

10.7 Maintaining Confidentiality:

The Student's Role

1. All students have a responsibility to be aware of and follow all the rules and policies regarding confidentiality in the settings in which they are studying.
2. Each student has a duty to protect the confidential relationship between the student and the lecturer in a way that mirrors the duties of the teacher towards the student as described above with the exception that from the student perspective the classroom is considered to be a public arena unless deemed otherwise by all participants in a particular course.
3. Each student has a responsibility to protect the confidentiality of other students and not to disclose without consent facts about such as personal information, academic information and progress. Such disclosure is warranted for the assessment of the contributions of others to group work for discipline proceedings or when there is an overriding concern for individual or collective welfare.

When the student reasonably suspects major misconduct, the disclosure of otherwise confidential information to the appropriate authority is warranted and the student has a duty to take appropriate action.

- i. All students must demonstrate that they have obtained consent before acting on another student's grades, papers or feedback from a lecturer or in discussing another student's progress with a lecturer. A student must not use privately disclosed information in assignments or papers without consent.

10.8 Respect for others: The students Role

1. A student should adhere to expectations of student's ethical conduct, and show tolerance and respect colleagues and lecturers. A student's practice shall conform to the professional code of conduct or ethics.
2. Student must be fair and objective when presenting an opinion and particularly should not allow personal feelings or bias to influence their assessment of the professional competence of lecturers.
3. A student should:
 - not discriminate unjustly or exploit other students.
 - not distract the lecture hall or the general learning environment.
 - not harass, intimidate or threaten other students, staff or lecturers.
 - not hide, hoard or destroy communal learning resources such as library materials, mannequin.

10.9 OTHERS

10.9.1 AFTER GRADUATION

A graduate is required to sit and pass a licensure Exam of the Medical and Dental Council MDC Ghana, and be registered by the MDC and be in good standing to practice in Ghana.

11. 0 Human Resource**Academic Staff**

Dr. Caroline Tetteyfiio Koney	Director
Dr. Irene Opai-Tetteh	Dep. Director
Col. (Dr.) M. K. N Kutin	lecturer
Lt. Col. (Dr.) M.M. Asare	lecturer
Cdr. T. Enniful	lecturer
Lt. Col. R.O Mintah	lecturer
Dr. Samad Lamptey	lecturer
Dr. Esime Sarfo	lecturer
Maj. E. Yobanya	lecturer
Maj A. Abiti	lecturer
Maj. Tenteh A. F. K.	lecturer
Sqn Ldr YA Boateng	lecturer
Lt. Cdr T.K Tata	lecturer
Alhaji Mumuni Nuhu	lecturer
Mr. Amos F. Kwakye	lecturer
Mr. Asiedu Emmanuel	lecturer

Preceptors

Lt. Col. G. Sulleyman
 Lt. Col. A. Mumuni
 Maj. Karim Issaka
 Mr. Alfred Afriyie Antwi
 Mr. Godwin Agbewu
 Mr. Reginald Oko-Adotey
 Mad. Bernice Addoquaye

Administrative Staff (Non-Academic Staff)

Mr. Isaac Yelson Mac-Asante	Administrator
Miss Benedicta Adinkrah	Administrative Manager

School Board of Governors**The Governing Board of the school / Composition of Board**

The Governing Board of the 37 School of Anaesthesia shall consist of:

- Chief of Defence Staff Representative (Chairman/Chairperson).
- Director General Medical- GHQ-GAF (General Headquarters- Ghana Armed Forces).
- Commanding Officer, 37 Military Hospital
- Legal Representative- Legal Directorate- GHQ-GAF (General Headquarters- Ghana Armed Forces).
- Director of School of Anaesthesia, 37 Military Hospital

- Director Human Resource, MOH
- Librarian – School of Anaesthesia, 37 Military Hospital
- Representative – Defence Financial comptroller
- Representatives – Faculty (2 members)
- Representative – Affiliate university (University of Cape Coast)
- Representative – Student
- Registrar – Secretary; School of Anaesthesia, 37 Military Hospital (Ex-officio member)

Academic Board Composition

There shall be an Academic Board of the School which shall consist of:

- Director, School of Anaesthesia, 37 Military Hospital - Chair
- Chairperson of the Educational Committee - Member
- Representative – Affiliate University (University of Cape Coast)- Member
- Representative – Students - Member
- Librarian – School of Anaesthesia, 37 Military Hospital - Member
- Head of basic science - Member
- Head of clinical science department - Member
- Head of research department - Member
- Registrar, School of Anaesthesia, 37 Military Hospital - Member

Educational Committee Composition

- Dr. Irene Opai-Tetteh MBChB, FGCS, FCA, -Chairperson
- Col (Dr.) MKN Kutin DA (SHANGHAI CHINA), MGCS -Member
- Cdr. T Enniful FGCS, DA (WACS) -Member
- Lt Cdr TK Tata MPHIL, PGDE, BA -Member
- Mr. Godwin Agbewu BSc ANAESTHESIA -Member
- Mr. Reginald Oko-Adotey BSc ANAESTHESIA -Member
- Benedicta Adinkrah MBA (HRM), BA (POL. SCI. WITH PHILOSOPHY) -Secretary
- Student Representative -Member

12. DEPARTMENTS

Basic Sciences Department

HEAD – Colonel (Dr.) M. Kutin

- Applied Anatomy
- Applied Physic & Equipment
- Applied Physiology
- Biochemistry
- Applied Pharmacology

Clinical Sciences Department

HEAD – Dr. Caroline Tetteyfio Koney

- Principles and Practice of Anaesthesia
- Principle and Practice of ICU
- Practical Conduct of Anaesthesia
- Practicum

Research and Social Sciences Department

HEAD – Dr. Irene Opai-Tetteh

- Biostatistics
- Medical Sociology
- Health Psychology
- Health systems, Ethics and Law
- Research methods

13. PHOTO GALLERY

Welcome to 37 SOA, your premium skills acquisition centre and ultra-modern hub for effective learning...



Board of Directors



Best Students Award 2018



Students





Lecture room



The Seminar room for continuing clinical lecture



A demonstration room



Graduates at Kakum National Park



Graduation class 2018, regular/ Top up



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37 Military Hospital
Neghelli Barracks
Accra

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Email: anaesthesiaschool37@gmail.com

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