

Filed April 30, 1963
1:30 P.M.

N 6 to 10

STATE OF WISCONSIN)
SS
DEPARTMENT OF NURSES)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Adele G. Stahl, Secretary of the Wisconsin State Board of Nursing, and custodian of the official records of said board, do hereby certify that the annexed rules and regulations and amendments relating to chapters N6, N8, N9, and N10, were duly approved and adopted by the Wisconsin State Board of Nursing on April 3, 1963, to take effect July 1, 1963.

I further certify that said copy has been compared by me with the original on file in this board and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have here-
unto set my hand and affixed the official
seal of the Wisconsin State Department
of Nurses, in the city of Madison, this
30th day of April, 1963.

Adele G. Stahl

Adels G. Stahl

Secretary, Wisconsin State Board of Nursing
Director, Wisconsin State Department of Nurses

ORDER OF THE WISCONSIN STATE BOARD OF NURSING
ADOPTING, AMENDING OR REPEALING RULES

Pursuant to authority vested in the Wisconsin State Board of Nursing by Section 149.01 (3) Wis. Stats., the following sections of Chapter N are hereby repealed, recreated and amended as follows:

Section N6.09 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N6.09 Conduct of hearings; continuances; appearances; examination of witnesses. Unless otherwise ordered by the board, all hearings shall be conducted on behalf of the board by the executive committee or any member thereof and shall be presided over by the director or a deputy director, who shall swear all witnesses competent to take an oath. Continuances and adjournments may be granted by the executive committee for cause shown. The respondent may appear in person or by any officer, regular employee or attorney. Witnesses may be examined on behalf of the board by any member of the executive committee or by a representative of the attorney general acting as counsel for committee. The respondent or any of its agents, officers or employees may be examined adversely as prescribed by section 325.14 Wis. Stats.

Section N8.01(2) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.01 Election. The officers of the board, except the secretary, (2) shall be elected annually by ballot at the regular meeting in July. The candidate receiving the largest number of votes shall be declared elected. Officers shall assume office at the close of the meeting at which they are elected.

Section N8.01(3)(c) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.01 Secretary. A vacancy in the office of secretary shall be (3)(c) filled by the designated deputy director until the director of nursing education has been appointed.

Section N8.01(5)(a)(b)(e) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated and Section N8.01 (5)(e) is amended to read:

N8.01 Committees. (a) There shall be 4 standing committees in (5) addition to those provided in sections 149.03 and 149.09(1), Wis. Stats. They shall consist of at least 3 members who shall be appointed by the president with the consent of the board after the annual meeting in July.

1. Committee on credits
2. Committee on revisions
3. Committee on scholarship
4. Executive committee

(b) The committee on credits shall review and approve or disapprove the school's plan for readmission of an applicant who has been absent for more than one year or who transfers from one school to another.

- (c) The committee on revision shall study existing rules, and make such recommendations for revision as may seem necessary from time to time.
- (d) No change.
- (e) The executive committee shall review complaints regarding registered professional and licensed practical nurses and recommend action to the board. It shall be represented by at least one member at all hearings for Wisconsin certified or licensed nurses. It shall assume other duties as designated by the board.
- (f) No change.

Section N8.01(6)(a)(b) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

- N8.01 Meetings. The meetings of the board shall be designated as regular and special. (6) (a) Regular meetings shall be held 4 times a year, on the second Wednesday in January, April, July, and October, unless otherwise ordered by the president. A notice of a regular meeting shall be sent to each member at least 10 days before the date of meeting.
- (b) The July meeting shall be the annual meeting.

Section N8.04(7)(g) of the WISCONSIN ADMINISTRATIVE CODE is repealed.

Section N8.05 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

- N8.05 Department of Nurses. When the director of nursing education is out of the office or otherwise engaged she shall designate a deputy director to act in her behalf. If the position of director is vacant or the director has been unable to make the designation, the president of the board shall designate a deputy director until the next meeting of the board at which time the board shall appoint an acting director. The designation of a deputy director shall be in writing and the selection limited to persons within the state department of nurses who are in the civil service classification of graduate nurse IV, V, or VI.

Chapter N 9 of the WISCONSIN ADMINISTRATIVE CODE is recreated to read:

CHAPTER N 9

SUPPLEMENTAL EDUCATION OF NURSES
EXCHANGE-VISITOR PROGRAMS

N9.01	General information	N9.05	Trainee remuneration
N9.02	Purposes	N9.06	Institution or agency
N9.03	Philosophy	N9.07	Cost of consultation and appraisal
N9.04	Temporary trainee permits		

N9.01 GENERAL INFORMATION. The exchange-visitor program originated in 1948 when the 80th Congress of the United States passed Public Law 402 entitled "United States Information & Education Act of 1948". (1) Purpose. The purpose of the act is "To promote better understanding of the United States among the peoples of the world and to strengthen cooperative international relations."

(2) Objectives. The objectives of the act are stated in the law as follows: "The Congress hereby declares that the objectives of this Act are to enable the government of the United States to promote a better understanding of the United States in other countries, and to increase mutual understanding between the people of the United States and the people of other countries."

(3) International Educational Exchange Service. One means of accomplishing the objectives was the establishment of the International Educational Exchange Service within the United States Department of State. The latter has designated United States agencies, institutions, foundations, and others as sponsors of the exchange-visitor program. The American Nurses' Association and many hospitals have been authorized to sponsor nurses from abroad.

(4) Foreign Professional Nurse. The 1961 Wisconsin Legislature provided for participation of institutions and agencies in the education of nurses from abroad through the exchange-visitor program by creation of section 149.081, Wis. Statutes. Foreign professional nurses seeking supplemental nursing education in Wisconsin under this section shall be recognized as exchange-visitors by the International Educational Exchange Service of the United States Department of State through direct or indirect sponsorship. The exchange-visitor nurse will be issued a temporary trainee permit if he meets the qualifications enumerated in section N9.04(1).

(5) Sponsorship Defined. A hospital or agency authorized by the U.S. State Department to serve as a sponsor is considered a direct sponsor. The American Nurses' Association which is authorized by the U.S. State Department to sponsor exchange-visitor nurses and to select the institution or agency in which the nurses are to be placed is considered an indirect sponsor.

(6) Approval as Sponsor. (a) Direct. A hospital or agency desiring to be approved as a sponsor for professional nurses should write to the Chief, Program Services Staff, International Education Exchange Services, The Secretary of State, Washington 25, D.C. Before sponsorship is granted the board of nursing is requested to approve the supplemental program the institution or agency is prepared to offer. The criteria for approval are specified in section N9.06.

(b) Indirect. An institution or agency desiring placement of exchange-visitor nurses by the American Nurses' Association should write to the Assistant Executive Secretary, International Unit, American Nurses' Association, 10 Columbus Circle, New York 19, N.Y. Before placement is made the supplemental program in addition to ANA approval shall be approved by the board of nursing and the nurse shall hold a temporary trainee permit.

N9.02 PURPOSES. The purposes of this section are to identify the minimum standards for approval of supplemental programs offered by hospitals and agencies to exchange-visitor nurses; to establish the requirements for issuance of temporary trainee permits; and to indicate the circumstances under which approval of the program may be withdrawn or a permit may be recalled.

N9.03 PHILOSOPHY. The board believes the intent of section 149.081, Wis. Stats., is to afford educational clinical nursing experiences for foreign professional nurses which will help them improve their knowledge and skills and will be useful to them when they return to their own countries. It, further, believes that the Legislature, because of the mandatory nature of the law relating to the practice of professional nursing and the citizenship requirement, intended section 149.081, Wis. Stats., to apply exclusively to the foreign qualified professional nurse who is in the United States temporarily and solely for the purpose of furthering his nursing education. The board is of the opinion that all persons associated with this supplemental program and its trainees have a major responsibility for promoting better understanding of the United States.

N9.04 TEMPORARY TRAINEE PERMITS. (1) Eligibility. The eligibility of the applicant for a trainee permit shall be determined by his professional nursing qualifications, his proficiency in the English language, recognition as an exchange-visitor nurse by the International Educational Exchange Services of the U.S. Department of State, or the American Nurses' Association, acceptance by an institution or agency with an approved supplemental program, and proof of financial independence.

(a) Professional nursing qualifications shall include proof of graduation from an approved or accredited nursing program, legal authorization to practice professional nursing in his own country and one or more years of successful nursing practice since graduation.

(b) Proficiency in the use of the English language includes the ability to read, write, speak, and understand. Proof of this ability shall be secured through the testing facilities offered by the U.S. Consular Office in the nurse's own country, or the English Language Institute of the University of Michigan, Ann Arbor, Michigan, or the National Nurses' Association.

(c) Financial independence shall be in the form of an affidavit from the applicant, or proof from the organization or individual sponsoring the applicant that it assume financial responsibility.

(2) Issuance. A temporary trainee permit shall be issued to an applicant who has complied with all the provisions in section N9.04(1) and has paid the \$30.00 permit fee. (a) The permit shall be issued for one year and shall specify the institution or agency in which it is valid.

(b) A permit may be reissued without fee during the first year the trainee is in Wisconsin if there is evidence of incompatibility between the trainee and personnel of the hospital or agency or the hospital or agency fails to fulfill its agreement.

(c) A permit may be renewed for the second year upon payment of \$30.00 if there is evidence that by extending the program the trainee will be benefited. A permit may be issued for educational clinical nursing experience in another hospital or agency if the program will benefit the trainee.

(d) Permits may be issued to a trainee for a maximum of two calendar years.

(3) Restriction. A permit shall not be valid for the practice of nursing in any other capacity than that of a trainee, or in any other hospital or agency except the one listed on the permit.

(4) Recall. A permit may be recalled if there is evidence, acceptable to the board, that the trainee is unprepared for the educational experience, fails to adhere to the policies or rules of the institution or agency, conducts himself in a manner which is not in the best interest of the public or nursing profession, violates section 119.06(4), Wis. Stats., or is not in good physical or mental health. The notice to recall the permit shall be sent by certified mail to the trainee's address on file in the department and copies shall be sent to the person in charge of the program in which he is enrolled and his sponsor, direct or indirect.

(5) Earned Fee. A permit fee which has been accepted is an earned fee and no part of it is refundable.

N9.05 TRAINEE REMUNERATION. A person holding a temporary trainee permit is a trainee assigned to an institution or agency for a selected educational nursing experience. He is not an employee whose responsibility is to help meet the service needs of the institution or agency. The trainee may be granted a maintenance allowance not to exceed \$50.00 per week. If room and board are provided a realistic charge shall be made and deducted from the allowance.

N9.06 INSTITUTION OR AGENCY. "No institution or agency may offer or undertake a program of supplemental education for holders of temporary trainee permits without prior authorization by the board and without the approval of such program by the board." (s. 119.081 Wis. Stats.) This authorization and approval shall be in writing and signed by the president or secretary of the board. (1) Accreditation. The institution or agency shall adhere to section N 1.09.

(2) Clinical facilities. The clinical facilities shall be evaluated by using section N 2.10 in part or in full as appropriate to the institution or agency. Where the word school appears it shall be interpreted to mean a supplemental program for the education of qualified exchange-visitor nurses.

(3) Nursing service. The criteria for nursing service shall be as outlined in section N 2.11(1), (2), and (3) with the substitution of the word trainees for the word students.

(4) Instructional personnel. (a) A qualified professional nurse shall be appointed whose primary functions shall be to counsel trainees and to plan, coordinate and supervise the supplemental program. He shall be designated as the coordinator. There shall be two qualified professional nurses to assist and relieve the coordinator during illness or time off duty and shall be known as assistant coordinators.

(b) The coordinator shall meet the requirements of an instructor as outlined in section N 2.05(3)(a)3.

(c) The assistant coordinators shall meet the requirements of assistant instructor as outlined in section N 2.05(3)(a)4.

(d) The qualified professional nurse, in addition to meeting the specific requirements regarding professional preparation and experience, shall be currently registered in Wisconsin and possess a personal temperament and attitude suitable for the assignment.

(5) Trainees. (a) The number of trainees shall not exceed ten percent of the number of employed registered professional nurses.

(b) Trainees shall be assigned to clinical nursing experience not to exceed a maximum of 35 hours per week and at all times shall be under the supervision of the coordinator or assistant coordinator.

(c) A trainee's clinical nursing experience is limited to the hours between 7 a.m. and 7 p.m. unless prior written approval has been received from the board.

(d) Each trainee shall keep a daily record showing his assignment, the hours of clinical nursing experience and hours of instruction.

(e) Trainees shall not be assigned to classes for basic nursing students except with the prior approval of the board.

(6) Program of supplemental education. (a) Approval. A program shall be planned for each trainee based upon his background and needs and shall be submitted to the board for approval prior to implementation. Requests for approval shall be accompanied by: 1. The plan for trainee orientation. Included in this plan shall be provision for orientation to living facilities, the hospital, its organization, personnel and policies, the community, the organization and functions of federal, state and local government, and the organization and function of medical and nursing organizations at all levels.

2. A detailed outline of the clinical nursing program. It shall identify the purposes, the hours of instruction and essential clinical nursing experiences and the plans for evaluation at stated intervals.

(b) Reports. A complete and accurate report shall be prepared and submitted to the board at six month intervals.

(c) Re-evaluation. The program will be re-evaluated at three to six month intervals unless the board directs otherwise.

(7) Withdrawal of approval. (a) The board may withdraw approval of a program when there is evidence that: 1. The trainee is receiving inadequate instruction and/or supervision.

2. The trainee is being utilized to help meet service needs of the institution or agency.

3. The approved program is not being followed.

4. The institution or agency has engaged in misleading advertisements which promise but do not fulfill the planned educational experience for the trainee.

5. The institution or agency has failed to reimburse the department for services within 90 days after being billed.

(b) Notice of withdrawal of approval shall be sent to the administrative officers of the institution or agency by certified mail. Copies of the notice shall be sent to the coordinator, the trainee, and the sponsor, direct or indirect.

N9.07 COST OF CONSULTATION AND APPRAISAL. (1) Consultation fee. A charge of \$10.00 per hour or any part thereof shall be charged for consultation in the offices of the department. For consultation in the institution or agency the charge shall be \$75.00 per day plus expenses of the consultant.

(2) Appraisal fee. A charge of \$150.00 per day and the expenses of the appraiser shall be made for each evaluation and re-evaluation of a program or programs in one institution or agency.

(3) Billing. The institution or agency shall be billed at three month intervals. Reimbursement shall be expected within 90 days.

Sections N 9.01, N9.02 and N 9.03 of the WISCONSIN ADMINISTRATIVE CODE are renumbered to be N 10.01, N 10.02, and N 10.03, and as renumbered are amended to read:

N10.01 PRINTED FORMS. (1) Registration and Licensure

(a) Professional nurse by examination.

1. Application (A1).

2. Student Final Record (A2)

(b) Professional nurse by endorsement.

1. Application (B1).

2. Professional educational record (B2).

(c) Trained practical nurse.

1. Application (C1).

2. Summary record (C2).

(2) Re-registration & Re-licensing

(a) Application for re-registration (D2). (R.N.)

(b) Application for renewal (D11). (T.P.N.)

(3) General Forms

(a) Faculty qualification record (E1).

(b) Certificate of education (E2).

(c) Monthly report - accredited schools (E3).

(d) Monthly report - Wisconsin accredited agencies participating in educational program (E4).

(e) Admission card to examination (E6).

(f) Scholarship application (E8).

(g) Endorsement form (E11).

N10.02 MIMEOGRAPHED FORMS AND LETTERS. (1) Forms.

(a) Annual questionnaire to recipients of State Board of Nursing scholarships (ME2).

(b) Agreement with scholarship recipient (ME5).

(c) Preliminary report for accreditation of basic nursing program (ME8).

(d) Preliminary report for the accrediting of a public health agency (ME9).

(e) Faculty questionnaire (ME21).

(f) Recommendations from employers for trained practical nurse applying for licensure (MC3).

(g) Preliminary report for the accrediting of schools of practical nursing, Part I (MC8).

(h) Preliminary report for the accrediting of schools of practical nursing, Part II (MC9).

(i) Annual report Wisconsin accredited nursing programs and cooperating institutions/agencies (ME3).

(j) Change of name affidavit (ME5).

(k) Not practicing affidavit (ME6).

(l) Qualifications of applicants (nomination for committees of examiners) (ME7).

(m) Citizenship affidavit (ME8).

(n) Verification of professional program. (International Council of Nurses request) (ME13).

(o) Claim for per diem (ME20).

(2) Letters

- (a) Letter to employers (for names of registered nurses and trained practical nurses employed) (ME1)
- (b) Letter of inquiry regarding applicants for scholarships (ME2).

N10.03 TYPED FORMS. (1) Application to conduct an accredited school of nursing (T1).

- (2) Agreement to conduct an accredited school of nursing (T2).

Forms may be requested from the Wisconsin State Department of Nurses, 119 Monona Avenue, Room 607, Madison 3, Wisconsin.

The rules, amendments and repeals contained herein shall take effect on July 1, 1963.

WISCONSIN STATE BOARD OF NURSING

Adele G. Stahl
Adele G. Stahl, Secretary

Dated: April 30, 1963