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Filed October 31, 1974
2:00pm B.F.P.

STATE OF WISCONSIN)
) SS
WISCONSIN BOARD OF NURSING)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Elaine F. Ellibee, 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 N1, N2, N3, N7, and N8 were duly approved and adopted by the Board of Nursing on October 30, 1974, to take effect January 1, 1975.

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

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Wisconsin Board of Nursing in the city of Madison, this 31st day of October 1974.

Elaine F. Ellibee

Secretary, Wisconsin Board of Nursing
Administrator, Division of Nurses,
Department of Regulation and Licensing

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

Pursuant to authority vested in the State of Wisconsin Board of Nursing by sections 15.403 (1)(b) 1&2, 441.01 (3)&(5), 441.04, 441.10 and 227.014 Wis. Stats., the secretary of the Board of Nursing, Elaine F. Ellibee, R.N., hereby repeals, amends, and adopts rules as follows:

Section N1.01 (2) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.01 (2) Accredited school. Means a school, a program, a department or a division of nursing which has met the standards of Chapter N1 and N2 or N1 and N3.

Section N1.01 (3) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (5) Associate degree program. A school of nursing organized and administered by a technical college/institute, a college or university which leads to an associate degree in nursing and to eligibility for admission to the examination for certification as a registered nurse.

Section N1.01 (4) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (6) Associate unit. A health agency which has been approved/accredited by the board to provide a segment of the curriculum of a school preparing students for registration. The unit provides the instructional staff and clinical facilities but is not under direct control of the school.

Section N1.01 (4) of the WISCONSIN ADMINISTRATIVE CODE is created as follows:

N1.01 (4) Approved school. Is one which the board recognizes as meeting the minimum standards for the establishment of a school as found in chapter N1, 2, and 3, but has not admitted its first class. See section N1.03 (2)(h). Date of accreditation.

Section N1.01 (5) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended as follows:

N1.01 (3) Agreement. A written covenant entered into by the controlling institution with an associate unit, extended unit or other organization.

Section N1.01 (6) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended as follows:

N1.01 (7) Baccalaureate degree program. A school of nursing organized and administered by a senior college or university which leads to a baccalaureate degree in nursing and to eligibility for admission to the examination for certification as a registered nurse.

Section N1.01 (7) and (8) of the WISCONSIN ADMINISTRATIVE CODE are renumbered as follows:

N1.01 (8) Board. The State of Wisconsin, Board of Nursing.

N1.01 (9) Controlling institution. The single agency or institution that administers the program in its entirety.

Section N1.01 (9) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (10) Diploma program in nursing. A school of nursing organized and administered by a hospital or independent school which leads to a diploma in nursing and to eligibility for admission to the examination for certification as a registered nurse.

Section N1.01 (10) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (11) Educational administrator. A registered nurse faculty member whose primary responsibility is the educational nursing program. This responsibility encompasses planning, organizing, directing, controlling, coordinating, and evaluating the educational program including: (a) selection and evaluation of students and faculty; (b) determination of faculty student ratio; (c) planning and implementing the curriculum; (d) administration of the program.

Section N1.01 (11) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (12) Extended unit. An agency which has been approved by the board to provide facilities for student learning experiences, including clinical laboratory practice. The student learning experiences are the complete responsibility of the faculty of the school.

Section N1.01 (12) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (13) Faculty. A group of qualified persons employed for the purpose of administration, teaching, evaluation, guidance and research in nursing.

Section N1.01 (13) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (14) Plan of organization. A written statement by the institution including: (a) setting forth the composition, powers, duties and responsibilities of the governing body; (b) financial provisions; (c) philosophy, purpose and objectives of the program; (d) faculty positions, qualifications and functions; (e) the conceptual framework for the curriculum design and the plan for its administration; (f) educational and clinical facilities; (g) plan for student admission, class attendance, promotion and graduation; (h) records and transcripts; (i) provision for student health and welfare.

Section N1.01 (14) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N1.01 (15) Practical nursing program. A school of nursing organized and administered by either a vocational, technical and adult education system on an adult level or an independent school which leads to a diploma in practical nursing and to eligibility for admission to the examination for licensure as a practical nurse.

Section N1.01 (15) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended as follows:

Nl.01 (16) Requirement. A mandatory condition which a school, associate or extended unit must meet for accreditation or approval. Requirements are indicated by the terms "shall" and "must".

Section Nl.01 (16) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

Nl.01 (17) Secretary. The secretary of the board of nursing, the Examining Council on Registered Nurses and the Examining Council on Licensed Practical Nurses.

Section Nl.01 (17) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

Nl.01 (21) Unit. The curriculum shall be presented in units. The unit shall consist of: (a) One (1) hour of theoretical instruction in each week throughout a semester of 15-18 weeks or its equivalent. (b) Two (2) hours of clinical laboratory practice, exclusive of conference time, each week throughout a semester or its equivalent in a baccalaureate program in nursing. (c) Three (3) hours of clinical laboratory practice exclusive of conference time, each week throughout a semester or the equivalent for associate degree, diploma or practical nursing schools.

Section Nl.01 (18) of the WISCONSIN ADMINISTRATIVE CODE is renumbered as follows:

Nl.01 (19) Transcript. Is a copy of the student's original record which bears the seal of the institution or a notarization and the signature of the registrar or educational administrator. The reproduction shall have permanence.

Section Nl.01 (18) of the WISCONSIN ADMINISTRATIVE CODE is created to read:

Nl.01 (18) Survey. A scheduled visit to an institution or agency for the purpose of conferring with administrative, instructional and service personnel; visiting educational and service facilities; reviewing program plans, records and reports, prior to granting or denying accreditation, reaccreditation, approval or reapproval by the board.

Section N1.01 (20) of the WISCONSIN ADMINISTRATIVE CODE is created to read:

N1.01 (20) Types of Programs. See N1.01 (5), (7), (10), and (15).

Section N1.02 of the WISCONSIN ADMINISTRATIVE CODE is amended as follows:

N1.02 LEGAL AUTHORITY. "The board may establish minimum standards for schools for nurses and schools for trained practical nurses licensed under this chapter, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing....." Section 441.01 (3) Wis. Stats. In order to fulfill this responsibility the board accredit schools and associate units and approves extended units.

Section N1.02 (1)(a) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.03 ACCREDITATION. (1) Philosophy and purpose of board.
(a) Philosophy. 1. Accreditation is a method of assuring sound educational standards. In order to protect the people of Wisconsin, schools of nursing shall not admit students until granted approval/accreditation by the board. See Section 441.12 (2) Wis. Stats.

Section N1.03(1)(a)2 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.03(1)(a)2. A nursing program is evaluated in relation to the stated purposes of the school, the possibility of achievement and the degree to which the purposes direct the program. Educational standards shall be responsive to social and scientific forces.

Section N1.03 (2) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N1.03 (2) Procedure for establishment of school. (a) The controlling board of an institution contemplating establishment of a school shall confer with the board early in the planning stage. When a

vocational, technical and adult education district desires to conduct a program in nursing, the consent of the state director of the state board of vocational, technical and adult education is required.

(b) A representative of the board shall arrange for consultation visits with individuals responsible for the establishment of the program. The purpose of this consultation is to assist school officials in planning for the program.

(c) Application. The institution shall submit to the board a request for copies of the appropriate forms to conduct an accredited school leading to certification as a registered nurse or licensure as a practical nurse.

(d) Prerequisite to filing application. An institution filing an application shall meet the following requirements:

1. Appoint an educational administrator sufficiently in advance of the projected date for admission of students to permit the development of an organizational plan and administrative policies; obtain a faculty; develop budgetary plans and make preliminary investigation and evaluation of educational facilities (classroom and clinical laboratory). See N2.02 (7) and N3.02 Wis. Adm. Code for appointment time.
2. Appoint other qualified faculty in advance of admission of students in time to participate in developing the school's statement of philosophy, purpose and objectives, determining the conceptual framework and design for the curriculum. See N2.02 (7) and N3.02 Wis. Adm. Code.

(e) Filing date. The institution applying for accreditation to conduct a school to prepare registered nurses shall submit a written plan of organization satisfactory to the board 9 months prior to the anticipated opening date. The institution applying to conduct a program of practical nursing shall submit a plan 6 months prior to the anticipated opening date.

(f) Review of application and survey. Within this period a representative of the board shall conduct a general survey of the proposed educational program and extended units and shall submit a written report to the board.

(g) Board action.

1. At a scheduled meeting, at which representatives of the proposed program may appear, the board shall consider the evidence presented and shall take action.
2. The secretary shall notify the controlling institution and the school of the action taken. If the report indicates the institution is able to provide a sound program of instruction and laboratory practice the report will be approved and copies of it

will be sent to the institution's administrative officer. When the program is associated with a school of vocational, technical and adult education, a copy of the report will be sent to the state director of the board of vocational, technical and adult education. This approval qualifies the school to admit its first class.

(h) Date of accreditation. A program, approved by the board, is granted initial accreditation upon the admission of the first class.

(i) Withdrawal of approval. Approval shall be withdrawn without a hearing if a class is not admitted within 18 months of the date of board action.

Section N1.03 (3)(a) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.03 (3) Procedure for the accreditation/approval of an associate/extended unit. (a) A school shall make its own contact with an agency for the use of clinical facilities.

Section N1.03 (3)(b) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.03 (3)(b) A written plan for the use of the agency accompanied by the course objectives and the criteria used in the selection of the facility shall be sent by the school to the board with a request for accreditation of an associate unit or approval of an extended unit. This request should be made 6 months prior to the date of intended use except for emergencies.

Section 1.03 (4) of the WISCONSIN ADMINISTRATIVE CODE IS repealed and recreated as follows:

N1.03 (4) Types of accreditation. (a) Initial. A new school or associate unit may be granted initial accreditation upon admission of the first class provided that the date of admission is within 18 months after the approval of the application for accreditation by the board.

1. Toward the end of the period of initial accreditation the faculty shall make a self-evaluation study and submit a written report to the board.

2. During this period additional reports are required and a resurvey will be made. Initial accreditation extends through the length of time required for the first student group to have completed the

program. The board may continue initial accreditation, if in its opinion, the program has not made sufficient progress to merit full accreditation.

(b) Full. 1. A school may be granted full accreditation upon graduation of the first class and evidence that standards have been met. An associate unit may be granted full accreditation after satisfactory operation for one year and evidence that standards have been met.

2. Review and resurvey of the school or associate unit and action by the board are essential for full accreditation.

3. In making its determination as to whether the program merits full accreditation, the board considers the survey report, the faculty's self-evaluation report and the results of the program's graduates' performance on the state board test pool examination and any other pertinent facts it deems essential.

(c) Conditional. A school or associate unit with full accreditation may have its status changed to conditional accreditation if standards are not met.

1. If this action is warranted, the board shall notify the controlling institution and the school. A definite period of time will be indicated by the board in which the weaknesses shall be corrected.

2. Should the unsatisfactory conditions not be corrected within the period specified, the board shall act to withdraw all recognition of the program or associate unit for the safety of the public.

3. The program is entitled to a public hearing as governed by Chapter 227 Wis. Stats. It may waive this privilege if the faculty so indicates in writing.

Section N1.03 (9)(d)2. of the WISCONSIN ADMINISTRATIVE CODE is amended

to read:

N1.03 (9)(d)2. If the controlling institution ceases to exist, the academic transcript of each graduate shall be transferred to the board for safe keeping.

Section N1.03 (10)(a) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N1.03 (10) Change of ownership or organization. (a) When the controlling institution changes ownership, accreditation is void unless and until the new governing body shall notify the board in writing of its intention to continue the nursing program. The board may require the new owner to file an application for accreditation.

Section N1.04 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

N1.04 CAREER MOBILITY IN NURSING.

(1) Open Curriculum. The board believes that:

(a) Individuals who wish to change career goals should have the opportunity to do so.

(b) Educational opportunities without lowering standards, should be provided for those who are interested in upward mobility.

(c) Opportunity should be provided to validate previous education with experience.

(d) Educational plans must be developed.

(e) Guidance should be provided at all stages of student development.

(2) Validation. Accredited programs in nursing shall rely upon attainment (challenge) examinations to exempt enrolled students of nursing from certain nursing courses on the basis of previous education with experience.

(a) The faculty shall measure the objectives of the specific courses being challenged and assess the students' cognitive skills and performance in the use of knowledge in the resolution of nursing problems in each clinical course challenged.

(b) A school with a credit by examination plan shall have it approved by the board prior to implementation. Thereafter, it shall be reviewed as a part of the re-survey process.

(c) Credit by examination for previous education and experience is preferred. Giving "blanket" credit or advanced standing is discouraged. A program structured for individual remediation to pass the examinations is not the responsibility of the faculty of the school.

(d) Guidelines - Career Mobility in Nursing is available on request from the board.

CHAPTER N2

Section N2.01 (2)(b)2 of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N2.01 (2)(b)3. There shall be written agreements between the school and board approved institution/agency for academic study, clinical facilities and related services.

- a. The agreement shall be initiated by the school; it shall identify the responsibilities and privileges of both parties; and bear the signatures of the administrative authorities of each organization.
- b. The agreement shall be in written form, reviewed annually and kept current.
- c. The agreement with an extended unit shall insure the faculty of complete control of the educational program.
- d. Guidelines may be obtained from the board.

Section N2.01 (2)(b)2 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

N.2.01 (2)(b)2. There shall be a written plan for the orientation of the faculty to an extended unit and the staff of the extended unit to the school.

Section N2.01 (2)(c)4 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N2.01 (2)(c)4. Assume responsibility for: carrying out the policies and standards of the school; developing and maintaining satisfactory relationships with central administration, other divisions or departments within the institution, with associate and extended units, and the community.

Section N2.01 (2)(d) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N2.01 (2)(d). There shall be a current bulletin. It shall contain information describing the program for a specific period of time; policies pertaining to admission, transfer, class attendance, promotion, and graduation, illness and absence. The educational administrator should participate in developing the information regarding nursing.

Section N2.02 (2)(c) & (d) of the WISCONSIN ADMINISTRATIVE CODE

is repealed and recreated to read:

N2.02 (2)(c) Expertness shall be maintained in the clinical and/or functional area of specialization.

(d) A current certificate to practice as a registered nurse in Wisconsin shall be held.

Section N2.02 (3) of the WISCONSIN ADMINISTRATIVE CODE is amended

as follows:

N2.02 (3) Minimum nursing faculty. It shall include a qualified educational administrator and instructors in the major fields of nursing. A minimum of five instructors is required. If a program draws upon an associate unit to achieve program objectives the faculty may be reduced accordingly. At least 50% of the faculty shall have full approval from the board.

Section N2.02 (4)(a)(b)(c) of the WISCONSIN ADMINISTRATIVE CODE is amended

to read:

N2.02 (4) Qualifications. New appointees shall meet the following qualifications:

(a) Educational Administrator shall have a master's degree in nursing with content in administration, or a master's degree and academic preparation in educational administration, curriculum development, teaching, educational principles, guidance and counseling, and research. A minimum of 5 years of recent nursing experience is required, 2 of which shall have been in directing, or assisting to direct, an educational program in nursing.

(b) Instructor shall have a baccalaureate degree and content in educational principles, teaching, curriculum development, and guidance and counseling. The instructor shall have a minimum of 2 years of recent nursing experience, one of which is in teaching. The instructor should have a three month period of recent experience in nursing practice appropriate to the teaching assignment.

(c) Assistant instructor. The diploma or associate degree graduate shall have a minimum of 60 semester hours of credit in a college or university exclusive of the credits earned as a part of the basic nursing program. All assistant instructors shall have content in educational principles, teaching, social science, and communications, and one year of recent nursing experience. An assistant instructor shall not be responsible for teaching a course.

Section N2.02 (5) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N2.02 (5) Faculty members appointed on or after July 1, 1975 shall have the following academic qualifications: (a) Educational administrator shall have a master's degree with a major in nursing or its equivalent supplemented by courses appropriate to the position, such as administration and content identified for the instructor. A minimum of 5 years of recent nursing experience including directing or assisting to direct an educational program in nursing is essential. Leadership qualities should be evident.

(b) The instructor shall have a master's degree in nursing or its equivalent supplemented by advanced nursing courses appropriate to the teaching assignment. Content in educational principles, teaching, curriculum development, guidance and counseling is essential for all instructors in nursing. The instructor shall have at least a 3 month period of recent nursing practice appropriate to the teaching assignment. (c) The assistant instructor shall have a baccalaureate degree, preferably in nursing; and content in educational principles and teaching. One year of recent nursing practice is required, three months of which is appropriate to the teaching assignment.

Section N2.02 (6) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N2.02 (6) Exceptions. (a) A person without the enumerated qualifications may be appointed to the faculty and granted provisional approval. The appointee to the position of educational administrator or instructor shall have the prerequisite degree and at least one-half of the other specified qualifications plus current nursing practice. The assistant instructor shall have at least a baccalaureate degree as stated in section (5)(c) above.

(b) If the content enumerated under "qualifications" above can be obtained through institutes, extension courses and planned in-service education, and if such source of non-credit education is approved by the board, it may be submitted as meeting the specified requirement.

(c) Individuals holding provisional approval shall complete at least 3 semester hours in the first academic year of appointment and 6 semester hours in each succeeding 12 months to retain faculty status.

(d) The plan for qualifying shall be submitted to the board within 2 months of notification of approval status.

Section N2.02 (7) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N2.02 (7) Faculty requirement for new programs. The schedule for appointment of minimum faculty shall be:

(a) Associate degree and diploma

1. Nine (9) months before the admission of the first class the school shall have an educational administrator.
2. Six (6) months before the admission of the first class the school shall have 2 instructors in major fields of nursing.
3. On admission of the first class the school shall have 4 instructors in major fields of nursing who meet requirements as prescribed in N2.02(5).
4. At the beginning of the second year the school shall have a minimum of 5 instructors in the major fields of nursing.

(b) Baccalaureate

1. Nine (9) months before the admission of the first class the school shall have an educational administrator.
2. Six (6) months before the admission of the first class to the academic major the school shall have 4 instructors who meet requirements as prescribed in N2.02(5).
3. On admission of the first class to the academic major the school shall have 5 instructors in major fields of nursing.

Section N2.03 (1)(b)&(c) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N2.03(1)(b) Readmission. The readmission shall be at the discretion of the educational administrator of the nursing program.

(c) Admission by transfer or examination. 1. A student seeking admission through transfer from another program shall meet the standards for the regularly enrolled student.

2. A statement of policy concerning the evaluation and acceptance of transfer students to the nursing program shall be set forth in writing in at least one current publication of the school. This policy shall be acceptable to the faculty and to the board of nursing.

3. All transfer and attainment credit needs to be identified on the final transcript of the student. An official transcript for accepted (prior) courses may be required as deemed necessary to substantiate that the individual has met the standards of the program from which graduated.

Section N2.04 (1)(2)(a)(b) and (d) of the WISCONSIN ADMINISTRATIVE

CODE is amended to read:

N2.04 CURRICULUM Leading to Certification as a Registered Nurse.

(1) Approval. The curriculum of a school is subject to approval by the board prior to implementation. The board reserves the right to refuse approval to a curriculum which, although providing the 34 minimum units of instruction and concurrent clinical nursing practical, does not, in its opinion, provide the students with minimal nursing skills for safe practice.

(2) Organization. (a) The curriculum shall reflect the philosophy and objectives of the program and shall be flexible to meet both present and changing needs. There shall be a rationale and conceptual framework of the organization and development of the program of learning.

(b) The development, organization, implementation and evaluation of the curriculum shall be the responsibility of the nursing faculty.

(d) The curriculum pattern shall show the placement of courses according to year and term, the relationship of theory to clinical nursing laboratory practice, and the number of units allotted to theory and laboratory in each term.

Section N2.04 (4)(d) of the WISCONSIN ADMINISTRATIVE CODE is amended

to read:

N2.04 (4)(d) Area of Nursing. No less than 34 units of instruction and concurrent clinical nursing laboratory practice exclusive of conference time shall be offered.

Section N2.04 (4)(d)2 of the WISCONSIN ADMINISTRATIVE CODE is amended

to read:

N2.04 (4)(d)2. Nursing content or courses shall provide learning experiences in:

a. Nursing fundamentals. Not less than 5 units. Content shall introduce the student to the problem solving process, approaches to patient care and skills needed to solve selected nursing problems.

b. Maternal and child nursing. Not less than 8 units. Content shall include the care of mother and baby within the framework of the family unit in the prenatal, natal, and postnatal phases of parturition; and the care of well and sick children.

c. Nursing of adults. Not less than 16 units in nursing the adult with physical illness. Content shall include the care of adults in all age groups in health and with common acute and chronic physical and mental health problems.

d. Mental illness. Not less than 5 units. This may be taught as a course or may be incorporated throughout the curriculum. It needs to be identifiable.

e. In addition to clinical nursing laboratory practice in the hospital, learning experiences may be provided in one or more of the following: child care agency, clinic, doctor's office, nursery school, outpatient department and other appropriate and recognized agencies. Patient-centered laboratory practice in the operating room shall be included.

Section N2.05 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated as follows:

N2.05 INSTRUCTION. (1) The objectives of each nursing course shall reflect the philosophy and purpose of the program of learning.

(2) The selection of methods or processes for teaching-learning nursing shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal. Instructional media serves as good preparation for clinical experience and strengthens it, but is not to be substituted for or replace clinical laboratory experience.

(3) The hours allocated to auto-tutorial or simulated laboratory learning shall be specified and justified.

(4) Multi-media shall not be a substitute for qualified instructors.

(5) Individual differences in students shall be recognized and given consideration in the instructional plan.

(6) Administration shall provide the conditions conducive to good teaching.

Section N2.06 (intro. par.) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N2.06 EVALUATION. Evaluation shall be a planned ongoing learning activity of the faculty that is directed toward the improvement of the program. There shall be provision for systematic evaluation of the:

Section N2.07 (2) title is amended to read Library and material resources and
Section N2.07 (2)(c) of the WISCONSIN ADMINISTRATIVE CODE is amended

to read:

N2.07 (2)(c) Provision shall be made for the purchase of new books and various media by which information is stored and disseminated. Nurse faculty shall participate in the selection of additions to the library.

Section N2.08 of the WISCONSIN ADMINISTRATIVE CODE is repealed.

Section N2.09 of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended as follows:

N2.08 STANDARDS FOR THE SELECTION AND USE OF HEALTH FACILITIES.

(1) Characteristics of hospital or community agency. (a) Accreditation - see N1.03 (8)(b) and (c).

(b) Administration and staff of the hospital or community agency shall indicate interest in having the school use its facilities and have an understanding of the objectives of the nursing program.

(c) It shall have been in operation for at least one year preceding application for the use of its facilities.

(d) The obstetric, pediatric and psychiatric services shall be segregated to qualify for student practice. The board may waive segregation in psychiatry if circumstances justify this exception.

(e) There shall be compliance with all applicable laws and regulations of legally authorized agencies.

(f) Conference space shall be available.

(g) The adequacy of clinical facilities shall be determined by:

1. The quality of patient care as provided by the medical, paramedical, and nursing personnel and influenced by administration.

2. The availability of a registered pharmacist if drugs are dispensed from stock supply.

3. The availability of patients representing major age groups and stages of illness to provide nursing care problems in sufficient number for students to achieve curriculum objectives.

4. The number of other educational programs using these facilities.

(2) Characteristics of the department of nursing service in a hospital or community agency. It is essential that the student learns to nurse in a facility where good nursing care is being given and in a climate conducive to learning. Hence nursing service shall be judged by its:

(a) Statements of philosophy and objectives.

(b) Established plan of organization.

(c) Mode for developing and implementing written administrative policies.

- (d) Mode for developing and implementing policies for its personnel.
- (e) Mode for developing and implementing program for providing nursing care, such as the use of the Kardex, nursing care plans, individualized medication system and clarity of medical care plans.
- (f) A staff of registered nurses, licensed practical nurses and auxiliary nursing personnel sufficient in number and available to insure effective care of patients at all times.
- (g) Registered nurse coverage 24 hours a day seven (7) days a week to plan, direct and supervise all nursing care. In agencies operating on a 5 or 6 day week and limited hours, there shall be coverage by registered nurses during hours when open for service.
- (h) Budget for operation.
- (i) Mode for estimating its needs and means for control and use of equipment, facilities and supplies.
- (j) Mode for developing and maintaining an effective system of clinical and administrative records and reports.
- (k) Program of inservice education.
- (l) Appraisal program for evaluating progress toward attainment of established objectives.

Section N2.10 of the WISCONSIN ADMINISTRATIVE CODE is renumbered to read:

N2.09 STANDARDS TO BE MET BY AN ASSOCIATE OR EXTENDED UNIT.

- (1) Associate unit. (a) It shall adhere to the minimum standards set forth in chapters N1 and N2.
- (b) It shall be accredited by the board before it enters into an agreement with a school.
- (2) Extended unit. (a) It shall adhere to section N2.08.
- (b) It shall be approved by the board before it enters into an agreement with a school.

Section N2.11 of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

- N2.10 REPORTS TO THE BOARD OF NURSING. (1) Annual. An annual report governing the period from September 1 to August 31 is required from each school by November 15 on forms supplied by the board. Reports prepared by schools for other accrediting agencies may be substituted if in the opinion of the board they meet its requirement.
- (2) Faculty. (a) A school shall report changes in its faculty to the board within 30 days after:
 1. Employment of a faculty member has been terminated.
 2. A vacant position has been filled.
 3. A newly created position has been filled.

(b) The original faculty qualification record, supplied by the board, and an official college transcript shall be on file for all persons identified in section N2.02.

(3) Agreement. A copy of the agreement between a school and an associate or extended unit shall be filed by the educational administrator of the school with the board within 2 months of execution.

(4) Other reports. The board shall require such reports from schools as may be deemed necessary to determine continued eligibility for accreditation.

CHAPTER N3

Section N3.01 (2) (intro. par.) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.01 (2) Organization and administration. In a vocational, technical and adult education system, the organization, administration and policies shall be in accord with the general policies which govern the organization and administration of other divisions or departments of the controlling institution insofar as possible but compliance with Chapter N is required.

Section N3.01 (2)(b)2 of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N3.01 (2)(b)3. There shall be written agreements between the school and board approved institution/agency for academic study, clinical facilities and related services. a. The agreement shall be initiated by the school; it shall identify the responsibilities and privileges of both parties; and bear the signatures of the administrative authorities of each organization.
b. The agreement shall be reviewed annually and kept current.
c. The agreement with an extended unit shall insure the faculty of complete control of the educational program.
d. Guidelines may be obtained from the board.

Section N3.01 (2)(b)2 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

N3.01 (2)(b)2. There shall be a written plan for the orientation of the faculty to the school, to all extended units and for the staff of the extended units used by the school.

Section N3.01 (2)(c)5,d of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.01 (2)(c)5,d. Reports and minutes of action of the nursing faculty are recorded, filed systematically and kept available for reference.

Section N3.01 (2)(d) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.01 (2)(d) There shall be a current bulletin. It shall contain information describing the program for a specific period of time; policies pertaining to admission, transfer, class attendance, promotion, and graduation, illness and absence. The educational administrator shall participate in developing the information regarding nursing.

Section N3.02 (2)(c) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.02 (2)(c) Expertness shall be maintained in the clinical and/or functional area of specialization.

Section N3.02 (2)(d) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.02 (2)(d) A current certificate to practice as a registered nurse in Wisconsin shall be held.

Section N3.02 (2)(e) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.02 (2)(e) The individual shall possess the personal and professional characteristics cited as desirable in the Code for Professional Nurses.

Note: "Code for Nurses With Interpretive Statements" (1968) is on file in the offices of the State of Wisconsin Board of Nursing, Room 252, 201 East Washington Avenue, Madison, Wisconsin 53702 and the Secretary of State and the Revisor of Statutes, and may be obtained for personal use from the American Nurses Association 2420 Pershing Road, Kansas City, Missouri, 64108.

Section N3.02 (3) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.02 (3) Minimum nursing faculty for a school admitting a class of approximately 30 students shall be 4 full time registered nurses. One nurse shall be the educational administrator and 3 shall be instructors.

Section N3.02 (4) (a) (b) (c) of the WISCONSIN ADMINISTRATIVE CODE

is amended as follows:

N3.02 (4) Faculty qualifications of new appointees shall meet the following: (a) Educational administrator shall have a master's degree with advanced preparation in administration, curriculum development, educational principles, teaching, guidance and counseling. This person shall have 5 years of recent nursing experience, two years of which shall have been in nursing education. One year of this experience shall have been obtained the year prior to employment.

(b) Instructor of nursing shall have a baccalaureate degree and academic preparation in educational principles, teaching, and curriculum development. A minimum of two years of recent nursing, one of which is in teaching. The instructor shall have a three month period (60-90 days) of recent nursing practice appropriate to the teaching assignment.

(c) Assistant instructor shall have 45 semester hours of credit exclusive of the credits given for the completion of the associate degree or diploma program. There shall be evidence of academic preparation in educational principles and teaching. The assistant instructor shall have a minimum of one year of recent experience in the practice of nursing, three months of which shall have been in a general hospital within the year prior to employment. An assistant instructor shall not be responsible for teaching a nursing course.

Section N3.02 (5) of the WISCONSIN ADMINISTRATIVE CODE is repealed.

Section N3.02 (6) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N3.02 (5) Exceptions. (a) A person without the enumerated qualifications may be appointed to the faculty with provisional approval. The appointee to the position of educational administrator shall have the prerequisite degree and at least one-half of the other specified qualifications plus current nursing practice. The instructor shall have a baccalaureate degree and at least one-half of the other specified qualifications plus current nursing practice. The assistant instructor shall have 45 semester hours of credit exclusive of credits given for the completion of an associate degree or diploma nursing program and one-half of the other specified qualifications plus current nursing practice.

(b) Individuals holding provisional approval shall complete at least 2 to 4 semester hours in the first year of appointment and 6 semester hours in each succeeding 12 months to retain faculty status.

(c) If the content enumerated under "Faculty qualifications" (4) can be obtained through institutes, extension courses and planned in-service education, and if such source of non-credit education is approved by the board, it may be submitted as meeting the specified requirement.

(d) Individuals holding provisional approval shall submit proof of unqualified admission to a college or university acceptable to the board and a plan for meeting the requirements as outlined. The plan for qualifying shall be submitted to the board within 2 months of notification of approval status.

Section N3.02 (7) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N3.02 (6) Faculty requirements for new schools. The schedule for appointment of a minimum faculty shall be: (a) Nine months before the admission of the first class the school shall have an educational administrator holding a master's degree as in N3.02 (4) (a).

(b) One semester before the admission of the first class the school shall have two instructors with requirements as outlined in N3.02 (4) (b).

(c) The third instructor shall be employed no later than 3 months after admission of the first class.

Section N3.02 (8) of the WISCONSIN ADMINISTRATIVE CODE is renumbered to read:

N3.02 (7) Evaluation of faculty records. The educational administrator shall submit to the board the qualifications of faculty members for evaluation upon appointment. (a) Official college transcripts shall be attached to the faculty qualification record. (b) There shall be on file in the school office complete records of qualifications and teaching load for each member.

Section N3.02 (9) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N3.02 (8) Re-evaluation of faculty records. (a) The secretary of the board shall re-evaluate the qualifications of the faculty of schools and associate units each July. Those without the required minimum faculty shall be notified that no new students shall be enrolled until an adequate faculty has been obtained.

(b) An adequate faculty is one in which no less than one-half of the minimum faculty have full approval.

Section N3.02 (10) of the WISCONSIN ADMINISTRATIVE CODE is renumbered as follows:

N3.02 (9) Clerical assistance. The number of clerical assistants shall be determined by the number and types of programs and the size of the faculty. There shall be at least one full-time clerical assistant

Section N3.02 (11) of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended to read:

N3.02 (10) Organization. There shall be a faculty organization which meets regularly and functions in such a manner that all members cooperate to carry out the purposes of the school. (a) The faculty organization shall be concerned with: 1. The educational philosophy and purposes of the program.

2. The development, implementation, and evaluation of the program for fulfillment of the purposes.

3. Educational facilities and resources.

4. Methods of instruction.

5. The budget for the program.

6. Personnel policies and job descriptions for faculty.

7. Public relations.

8. Studies/research.

9. Student services.

(b) There shall be minutes of all nursing faculty and committee meetings.

(c) In a vocational, technical and adult education system, the faculty shall share in the responsibilities and participate in the activities of the total faculty of the institution.

Section N3.03 (1)(b) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.03 (1)(b) Readmission. The readmission shall be at the discretion of the educational administrator of the nursing program.

Section N3.03 (1)(c) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N3.03 (1)(c) Admission by transfer or examination. 1. A student seeking admission through transfer from another program or by attainment (challenge) examinations shall meet the standards of the regularly enrolled student.

2. A statement of policy concerning the evaluation and acceptance of transfer or examination credit to the nursing program shall be set forth in writing in at least one current publication of the school. This policy shall be acceptable to the nursing faculty and to the board of nursing.

3. All transfer and attainment credit need to be identified on the final transcript of the student. An official transcript for accepted (prior) courses may be required, as deemed necessary, to substantiate that the individual has met the standards of the program from which graduated.

Section N3.04 2(b) & (c) of the WISCONSIN ADMINISTRATIVE CODE is repealed.

Section N3.04 (2)(b)(c)(d) & (e) is created to read:

N3.04 (2)(b) The curriculum plan shall be based on broad areas of learning and demonstrate the relationship of each segment to the whole.

(c) Learning experiences shall reflect written behavioral objectives.

(d) The development, organization, and implementation of the curriculum shall be the responsibility of the faculty.

(e) The curriculum pattern shall show the placement of courses according to term, the relationship of theory to clinical nursing laboratory practice, and the number of units allotted to theory and practice.

Section N3.04 (3) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.04 (3) Length. The program shall be a minimum of one academic year 36 weeks in length and a maximum of one academic year and a summer session. The latter is preferred in order that graduates of the school may be eligible for licensure in other jurisdictions.

Section N3.04 (4)(a)2,c of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.04(4)(a)2c. Helps the registered nurse in the performance of nursing measures.

Section N3.04 (5)(a)4,d of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.04 (5)(a)4,d. Awareness of community resources for continuing patient care.

Section N3.04 (5)(c) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N3.04 (5)(c) Assume responsibility for personal and vocational growth and development.

Section N3.04 (6)(d) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N3.04 (6)(d) The number of units assigned to class and clinical nursing laboratory practice and the distribution of these shall be in direct ratio to the amount of time necessary for the student at that stage of development to accomplish the behavioral objectives of the course.

Section N3.05 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N3.05 INSTRUCTION. (1) Each course or segment of teaching shall reflect the objectives of the specific part and contribute to the objectives of the program.

(2) The selection of or process of teaching-learning shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal. Instructional media serves as good preparation for clinical experience and strengthens it but it is not to be substituted for or replace clinical laboratory experience of the extended unit.

(3) The hours allocated to auto-tutorial or simulated laboratory learning shall be specific and justified.

(4) Multi-media shall not be a substitute for qualified instructors.

(5) Individual differences in students shall be recognized and given consideration in the instructional plan.

(6) Administration shall provide the conditions conducive to good teaching.

Section N3.06 (intro. par) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.06 EVALUATION. Evaluation shall be a planned ongoing learning activity of the faculty that is directed toward the improvement of the program. There shall be provision for periodic evaluation of the:

Section N3.07 (2) of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N3.07 (2) Library and Material resources. Holdings shall be adequate for effective use in teaching and study by faculty members and students. (a) Holdings shall include reference books on nursing and related subjects; periodicals of the nursing profession and allied fields; and appropriate current pamphlets.

(b) Materials shall be organized, maintained and located so that they are readily available.

(c) Provision shall be made for the purchase of new books and various media by which information is stored and disseminated. Nurse faculty shall participate in the selection of additions to the library.

(d) Appropriate materials shall be available for reference during clinical nursing laboratory practice.

Section N3.07 (4) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N3.07 (4) Clinical facilities. The faculty shall make the initial contact with the agency for use of the clinical resources. Guidelines for obtaining approval of an agency may be obtained from the board.

Section N3.08 and N3.09 of the WISCONSIN ADMINISTRATIVE CODE are repealed.

Section N3.08 of the WISCONSIN ADMINISTRATIVE CODE is created to read:

N3.08 STANDARDS FOR THE SELECTION AND USE OF HEALTH FACILITIES.
(1) Characteristics of hospital or community agency. (a) Accreditation - see N1.03(8) (b) and (c).

(b) Administration and staff of the hospital or community agency shall indicate interest in having the school use its facilities and have an understanding of the objectives of the nursing program.

(c) It shall have been in operation for at least one year preceding application for the use of its facilities.

(d) The obstetric, pediatric and psychiatric services shall be segregated to qualify for student practice. The board may waive segregation in psychiatry if circumstances justify the exception.

(e) There shall be compliance with all applicable laws and regulations of legally authorized agencies.

(f) Conference space shall be available.

(g) The adequacy of clinical facilities shall be determined by:

1. The quality of patient care as provided by the medical, paramedical, and nursing personnel and influenced by administration.
2. The availability of a registered pharmacist if drugs are dispensed from stock supply.
3. The availability of patients in various age groups and stages of illness to provide nursing care problems in sufficient number for students to achieve curriculum objectives.
4. The number of other educational programs using these facilities.

(2) Characteristics of the department of nursing service in a hospital or community agency. It is essential that the student learns to nurse in a facility where good nursing care is being given and in a climate conducive to learning. Hence nursing service shall be judged by its:

(a) Statements of philosophy and objectives.

(b) Established plan of organization.

(c) Mode for developing and implementing written administrative policies.

(d) Mode for developing and implementing policies for its personnel.

(e) Mode for developing and implementing program for providing nursing care such as the use of Kardex, nursing care plans, individualized medication system and clarity of medical care plans.

(f) A staff of registered nurses, licensed practical nurses and auxiliary nursing personnel sufficient in number and available to insure effective care of patients at all times.

(g) Registered nurse coverage 24 hours a day seven (7) days a week to plan, direct and supervise all nursing care. In agencies operating on a 5 or 6 day week and limited hours, there shall be coverage by registered nurses during all hours when the facility is open for service.

(h) Budget for operation.

(i) Mode for estimating its needs and means for control and use of equipment, facilities and supplies.

(j) Mode for developing and maintaining an effective system of clinical and administrative records and reports.

- (k) Program of inservice education.
- (1) Appraisal program for evaluating progress toward attainment of established objectives.

Section N3.09 of the WISCONSIN ADMINISTRATIVE CODE is created as follows:

- N3.09 STANDARDS TO BE MET BY AN EXTENDED UNIT. (1) It shall adhere to section N3.08.
- (2) It shall be approved by the board.

Section N3.11 of the WISCONSIN ADMINISTRATIVE CODE is renumbered and amended as follows:

- N3.10 REPORTS TO THE BOARD OF NURSING. (1) Annual. An annual report covering the period from September 1 to August 31 is required from each school by November 15 on forms supplied by the board. Reports prepared by schools for other accrediting agencies may be substituted if in the opinion of the board they meet its requirement.
- (2) Faculty. (a) A school shall report changes in its faculty to the board within 30 days after:
 - 1. Employment of a faculty member has been terminated.
 - 2. A vacant position has been filled.
 - 3. A newly created position has been filled.(b) The original faculty qualification record, supplied by the board, and an official college transcript shall be on file for all persons identified in section N3.02.
 - (3) Agreement. A copy of the written agreement between a school and extended unit shall be filed with the board by the educational administrator of the school within 2 months of execution.
 - (4) Other reports. The board shall require such reports from schools as may be deemed necessary to determine continued eligibility for accreditation.

CHAPTER N7

Section N7.01 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated as follows:

N7.01 FUNDS. (1) Board of Nursing. This scholarship fund was created by the 1945 Legislature. When the unencumbered funds of the division of nurses exceeds \$15,000. on June 30 the additional monies are transferred to the scholarship fund and is to be used to promote the professional education of Wisconsin registered nurses. It also may be used for the training of licensed practical nurses through support of workshops, institutes, lectures or demonstrations. (See section 441.01 (5) Wis. Stats.) (2) Legislative Scholarships for Nursing Educators. The 1965 Legislature established this fund to assist in alleviating the critical shortage of qualified instructional and administrative personnel for nursing schools, to strengthen and increase existing school facilities and permit the establishment of new nursing schools. The 1971 Legislature deleted these scholarships. All recipients of these awards shall continue to fulfill the obligation as agreed upon when funds were awarded.

Section N7.02 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N7.02 INTERPRETATION. As used in former section 441.06 Wisconsin Statutes and throughout Chapter N7: (1) Course of study means the planned program for which funds are allocated in the fiscal year (12 months); (2) Agency participating in an educational program refers to associate unit as identified in section N1.01 (6) and to colleges and universities which are offering undergraduate or graduate courses (credit or non-credit) in nursing education to registered nurses.

Section N7.03 (1) & (2) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N7.03 BOARD OF NURSING. (1) Eligibility. (a) Individual. A nurse who holds a Wisconsin certificate of registration may be considered eligible for a scholarship as provided in section 441.01 (5) Wis. Stats. if the person: 1. Has had a minimum of 6 months successful nursing experience in Wisconsin since receipt of a Wisconsin certificate of registration; 2. Is eligible for unconditional admission to an accredited college or university at the time of filing application;

3. Has demonstrated ability to carry the course of study successfully; has shown ability in the field of nursing in which preparation is desired; is holding a position for which not fully qualified.

(b) Organization. An educational group or a college or university may request financial assistance in conducting workshops, institutes, seminars and lectures if it is demonstrated there is a need.

(2) Institutions acceptable. The monies shall be used in institutions of higher learning acceptable to the board. In making its determination, the board will give highest priority to schools/programs which are accredited by appropriate voluntary agencies.

Section N7.03 (4) (a) (b) and (c) of the WISCONSIN ADMINISTRATIVE

CODE is amended to read:

N7.03 (4) Amount. The board shall determine the monies to be awarded to an individual. The maximum which may be awarded for the fiscal year (12 month period) is \$3,000. The board will be guided by the following in making awards:

- (a) Academic year - \$2,500.
- (b) Semester - \$1, 250.
- (c) Quarter - \$825.

Section N7.03 (5) (a)&(b) of the WISCONSIN ADMINISTRATIVE CODE is

amended to read:

N7.03 (5) Obligation to recipient. (a) A recipient shall be expected to seek and accept employment in Wisconsin in the type of position identified on the application and the course of study for which the scholarship was awarded. Exceptions may be made by the board if the recipient is continuing in school.

- 1. Academic year or academic year and summer session - 24 months of employment.
- 2. Semester, quarter or summer session - 12 months of employment.

(b) A recipient shall not be employed while attending school unless prior permission of the board has been received. This does not include vacation periods. Exceptions will be made on an individual basis. If part time employment is deemed necessary, the request for it should accompany the application for scholarship. The hours of employment may not exceed 16 hours per week and then only if not in conflict with the college or university policy.

(c) The recipient shall sign a promissory note before any monies are released.

Section N7.03 (6) of the WISCONSIN ADMINISTRATIVE CODE is amended as follows:

N7.03 (6) Refund. (a) Awards are to be totally repaid within a 3 year period if the recipient does not fulfill the agreement. Repayment shall start within 3 months after withdrawal from the school, or resignation from the position by which the obligation was being fulfilled. The board may extend the period before the first repayment is due if the circumstances justify such action. (b) In determining the monies to be refunded, time credit by months shall be recognized for acceptable service after completion of the education for which award was granted. (c) A recipient who has failed to meet the obligation through service or a refund shall not be certified to other jurisdictions unless an acceptable plan for repayment has been received. The recipient shall be notified that failure to cooperate with the board could result in a hearing for revocation or suspension of the certificate of registration held on a charge of unprofessional conduct.

Section N7.03 (7)(a)&(b) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N7.03 (7) Application deadline. (a) Application and all credentials shall be filed no later than April 30 and October 30. Applications filed by April 30 are for programs starting the first and second quarter/semester of the academic year and thereafter. Applications completed by October 30 are to be used for the second semester or third and fourth quarter of the academic year and thereafter. Exceptions may be made where circumstances are unusual. (b) Credentials. The credentials which are to be filed by the deadline include the application, a statement indicating unqualified acceptance from the college/university in which the course of study is offered; the courses to be completed during the period for which enrolled and the amount of credit to be awarded for prior preparation.

Section N7.03 (8) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N7.03 (8) Release of funds. (a) Monies shall be released to an individual only after the following have been filed with the division of nurses:

- (1) A signed agreement
 - (2) A signed promissory note
 - (3) A receipt from the school's bursar which indicates fees have been paid.
- (b) Monies shall be released on a term or semester basis unless otherwise deemed advisable by the board.

CHAPTER N8

Section N8.01 (4)(c)2 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.01 (4)(c)2. Previous to the expiration of the term of office of a member of the examining council on registered nurses and the examining council on licensed practical nurses the secretary shall assemble a list of eligible candidates and their credentials as herein provided and present the same to the board.

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

N8.01 (5) Committees. (a) There shall be 3 standing committees. Each committee shall consist of at least 3 members who shall be appointed by the chairman with the consent of the board following the annual meeting in July.

1. Committee on Credentials
2. Committee on Scholarship
3. Executive Committee

(b) The committee on credentials shall review and approve or disapprove the applications for registration/licensure by endorsement.

(c) The committee on scholarship shall prepare rules and policies for the granting of scholarships, prepare announcements and send forms as are necessary for scholarships subject to the approval of the board. The committee shall assemble and evaluate the credentials of applicants for scholarships and submit to the board a list of eligible candidates. It shall review the records of recipients who have failed to fulfill their obligations and recommend, to the board, action which should be taken.

(d) The executive committee shall act in behalf of the board between board meetings and assume such duties as the board may delegate. At least one member of this committee shall be present at all hearings regarding individual registrants, licensees and persons desiring to be heard by the board.

(e) A special committee may be created by the board, as necessary, and shall cease to exist upon completion of the special work for which it was created.

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

N8.01 (6) Meetings. The meetings of the board shall be designated as regular and special. (a) Regular meetings shall be held at least four (4) times a year. The board shall determine the exact number and dates of meetings for the year at its annual meeting in July. Effort will be made to hold meetings in January, April, July and November. The chairman may alter the dates of meeting if circumstances so indicate. A notice of 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.

(c) Special meetings may be called by the chairman or by a majority of the members on 24 hours notice. A telephone conference may be considered a special meeting.

(d) A quorum shall consist of 6 members.

(e) The business at each meeting shall follow Robert's Rules of Order, revised.

Section N8.01 (7) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.01 (7) Examining council on registered nurses. (a) Candidates. In January the secretary of the board shall request the names of possible candidates from the educational administrators of accredited schools of nursing, the Wisconsin Nurses' Association, the Wisconsin League for Nursing and the members of the board. The secretary shall obtain the credentials of the candidates and prepare a list of eligible candidates with their qualifications for presentation to the board at the regular meeting preceding the date of expiration of the councilor's term of office.

(b) Qualifications. 1. Registered in Wisconsin.

2. Qualified as an instructor who is currently engaged in teaching in a clinical field and has had a minimum of 3 years of practice in the area of specialization.

3. Knowledge of principles underlying test construction and experience in constructing, administering, evaluating and scoring objective tests.

(c) Selection of candidates. Candidates shall be elected by ballot and the candidate receiving the highest number of votes shall be appointed.

(d) A vacancy shall be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such list has been compiled within one year and as provided in (7)(a).

Section N8.01 (8) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.01 (8) Examining council on licensed practical nurses. (a) Candidates. In January the secretary of the board shall request the names of possible candidates from the nursing faculty of accredited schools of practical nursing, the Wisconsin Nurses' Association, the Wisconsin League for Nursing, the Wisconsin Association of Licensed Practical Nurses, and the members of the board. The secretary shall obtain the credentials of the candidates and prepare a list of eligible candidates with their qualifications for presentation to the board at the regular meeting preceding the date of expiration of the councilor's term of office.

(b) Qualifications. 1. Licensed practical nurse: a. Licensed in Wisconsin;

b. Actively engaged in nursing for 3 years immediately preceding appointment;

c. High school graduate or its equivalent; graduation from college preferred;

d. Knowledge of content in present curriculum in practical nursing;

e. Interest in and willingness to devote sufficient time to study of principles underlying test construction to contribute to the construction, administration, evaluation and scoring of objective tests.

2. Registered nurse: a. Registered in Wisconsin;

b. Actively engaged in nursing for 3 years immediately preceding appointment;

c. Holds at least a baccalaureate degree;

d. See (b) 1,d, above.

e. See (b) 1,e. above.

3. Registered nurse faculty member: a. Registered in Wisconsin;

b. Holds at least a baccalaureate degree in nursing;

c. Qualified as an instructor and currently engaged in teaching nursing in a practical nursing school;

d. See (b) 1,e. above.

(c) Selection. Candidates shall be elected by ballot and the candidate receiving the highest number of votes in (b) 1, 2 and 3 shall be appointed.

(d) Vacancy. A vacancy shall be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such list has been compiled within one year and as provided in (8)(a).

Section N8.02 (2)(a) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.02 (2) Agenda. (a) A copy of the agenda for each meeting shall be sent to each member at least 5 days prior to the meeting.

Section N8.02 (3)(a) & (b) of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.02 (3) Reports of surveys and visits to schools. (a) Written reports of surveys of schools, associate and extended units with a list of suggested requirements to be met and recommendations for improvement shall be sent to each member with the agenda. Until the board has acted upon the reports the content is confidential. (b) After the board has approved the report, the secretary shall send a copy to the educational administrator and the administrator or president of the governing body.

Section N8.03 of the WISCONSIN ADMINISTRATIVE CODE is amended to read:

N8.03 DIVISION OF NURSES. When the administrator of the division of nurses is out of the office or otherwise engaged a deputy administrator shall be designated to act in his behalf. If the position of administrator is vacant or the administrator has been unable to make the designation, the chairman of the board shall appoint a deputy administrator until the next meeting of the board at which time the board shall appoint an acting administrator. The designation of a deputy administrator or acting administrator shall be in writing and the selection limited to persons within the division who are registered nurses.

Section N8.04 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated as follows:

N8.04 EXAMINING COUNCIL ON REGISTERED NURSES. (1) Officers. The officers of the examining council shall be a chairman, vice chairman, and a secretary.

(2) Elections. The officers of the examining council, except the secretary, shall be elected annually by the members at the first meeting in the year and shall assume office at the close of the meeting at which they are elected. The administrator of the division serves as secretary.

(3) Vacancies. (a) A vacancy in the office of chairman shall be filled by the vice-chairman until the next meeting of the examining council at which time it will elect a chairman for the unexpired term.

(b) Vice-chairman. A vacancy in the office of vice-chairman may be filled by the chairman, the appointee to serve for the period of the unexpired term.

(c) Secretary. A vacancy in the office of secretary shall be filled by the deputy or acting administrator of the division of nurses, who shall serve until the position of administrator of the division and secretary of the board has been filled.

(4) Duties of officers. (a) Chairman. The chairman shall preside at all meetings of the examining council and appoint such standing or special committees as may be necessary.

(b) Vice-chairman. The vice-chairman shall preside at meetings in the absence of the chairman and discharge the duties of the chairman.

(c) Secretary. The secretary shall: 1. Record the minutes of all meetings, send out notices of and prepare the agenda for all meetings.

2. Make arrangements for conducting examinations, prepare the notices and schedules of examinations, and send notice of examination to schools at least once each year.

3. Obtain the credentials of applicants for examination, review their qualifications and notify them of their eligibility for the examination.

4. Authorize and supervise the preparation and distribution of all admission cards to qualified candidates.

5. Select and arrange for temporary appointment of the number of assistants necessary to conduct all examinations, efficiently and securely.

(5) Meetings. (a) Meetings shall be held at least once a year. Notice of meeting shall be sent to members of the examining council at least one week prior to the meeting.

(b) A quorum shall be 3 members.

(6) Examination. (a) Candidates. All eligible persons who graduated within the past 2 years and are writing the examination for the first time are classified as regular candidates. All others will be classified as irregular candidates. These include persons: 1) whose date of graduation is more than 2 years in the past; 2) who were unsuccessful on examination in one or more subject areas in Wisconsin or any other jurisdiction; 3) graduates of schools in foreign countries found to be eligible to write the examination.

(b) Time and place. Examinations shall be held at least twice a year at the time designated by the examining council. In scheduling examinations there shall be compliance with the policies of the American Nurses Association's Council of State Boards of Nursing and the contract which the council has authorized be signed with the National League for Nursing. (Copies of these are available for review in the Division by confirmed appointment.) The secretary, in arranging for examination centers, shall provide separate facilities for irregular candidates. This is essential because the instructions must be re-stated at each session for irregular candidates and this results in delay for regular candidates. Should there be less than 8 irregular candidates and each of these writing the total examination, the secretary may assign them to a center for regular candidates.

(c) Proctors. A minimum of 2 proctors and a professional nurse employee of the division of nurses shall be assigned to each examining center. The ratio of examiners, assistant examiners, and proctors shall conform to the policies established by American Nurses Association's Council of State Boards of Nursing and the National League for Nursing contract.

(d) Final date for filing. Application, fee and all credentials (general and professional education) shall be in the office of the division of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted. Should complications arise which would preclude the receipt of the final transcript for any candidate from a Wisconsin accredited school, the educational administrator may substitute a notarized statement for the candidate. It shall provide the following information:

1. Name of the graduate;
2. The school in which the program was conducted;
3. The course completed;
4. The diploma or degree awarded;
5. The date on which the program was completed;
6. A statement that the candidate has completed a program which has met the minimum standards as outlined by the State of Wisconsin Board of Nursing.
7. The date on which the official transcript will replace the notarized statement. This shall be no more than six weeks from receipt of the notarized statement;
8. The signature of the educational administrator.

(e) Admission. Priorities for admission to examinations have been established because of the number seeking to write and the limitations on staff and facilities available. Therefore:

1. First consideration shall be given to all graduates of Wisconsin's schools of nursing who have qualified by the deadline for filing.
 2. After all qualified Wisconsin graduates have been accommodated, Wisconsin residents who are graduates of schools in other states will be considered.
 3. Out-of-state graduates who for their convenience may wish to write the examination in Wisconsin shall be accommodated if there is space available after candidates in 1 and 2 above are assigned.
 4. With each of the groups identified above assignment shall be based on the date application was approved.
- (f) Credentials.
1. The application shall be filled out completely. A photograph of head and shoulders, which has the signature of the applicant and the signature of the educational administrator of his school or the designee, taken within the past 2 years shall be affixed to the application.
 2. General and professional education transcripts shall be original documents and shall contain the authorized signature and the school seal. Notarization is acceptable in lieu of a school seal. Legible photocopies of transcripts are acceptable provided the reproduction has permanency, contains an authorized signature and the school seal. See (d) above.
 3. Each candidate shall present at the opening session of the examination an admission card and a signed photograph which is a duplicate of the one submitted with the application.
- (g) Areas. The examination shall be based upon the content of the curriculum and shall be incorporated in subject areas also referred to as tests.
- (h) Confidentiality of Test Items. All test booklets and items shall be confidential. There may be no review of these except under the provisions outlined in the National League for Nursing contract. (The contract is available for review in the Division by confirmed appointment.)
1. Proctors shall not open or review items in the test booklets.
 2. Candidates. No applicant who takes the examination shall disclose or discuss the contents of examination items with anyone unless authorized so to do in writing by the examining council.
 3. Others. No one shall solicit, accept, or compile information regarding the content of an examination or test items, either before, during, or after the administration of the examination.
 4. Penalty. (a) Registered nurses violating the security of the examination shall be charged with unprofessional conduct and may have to show cause why the certificate held should not be revoked or suspended.

(b) Candidates found to be in violation of examination security shall have the results declared null and void. This would necessitate the filing of a new application if in the opinion of the board the individual should be granted the privilege of re-writing the examination.

(c) Others. Appropriate legal action shall be taken.

5. All persons charged under Section (h)4(a) and (b) above are entitled to a public hearing before the board.

(i) Passing score. 1. The passing score in each area shall be a standard score. The examining council shall determine the passing score in each nursing area and shall authorize the issuance of a certificate of registration to each candidate receiving a passing score in all nursing areas.

2. The standard scores shall be used on all records in the files of the division of nurses, for the report to the candidate's school and for certification to other jurisdictions. Only employees of the division who are responsible to the secretary of the examining council and board shall have access to this information.

(j) Unsuccessful candidates. 1. A candidate who fails to meet the passing (critical) score in one or more areas shall be required to rewrite these areas.

2. An unsuccessful candidate shall appear for re-examination within one calendar year or rewrite the entire examination. Exceptions shall be made only by the examining council.

3. Candidates rewriting any part of the examination shall pay the fee of \$50.

(k) Proctoring. 1. By other jurisdictions. The examining council will not authorize the writing of the candidate's first Wisconsin examination in another jurisdiction. A candidate is advised to apply for and write the examination in the jurisdiction in which the individual resides. The secretary of the examining council may arrange for an unsuccessful candidate residing in another state to have his test proctored by another jurisdiction if undue hardship would be caused by his return to Wisconsin. (This procedure will rarely be used because jurisdictions are refusing to proctor examinations for other states because of number of candidates, limited facilities and staff.) In this instance the candidate shall pay all charges made by the proctoring jurisdiction in addition to the Wisconsin examination fee of \$50. The latter shall be on file in the division before arrangements are made with another jurisdiction.

2. For other jurisdictions. The secretary of the examining council, upon the request of another jurisdiction, may arrange for the proctoring of an examination or test for the person specified. The individual will be assigned as an irregular candidate on the regularly scheduled dates. If the person has made application for Wisconsin registration and paid the required fee, a service fee of ten dollars shall be charged. This fee is payable prior to examination. If the person has not made application for Wisconsin registration the service

charge plus the examination fee shall be \$60 for the entire examination. When only a part of the examination is written the charge shall be \$20 for one or 2 tests and \$10 for each additional test plus a service charge of \$10.

(1) Selection of Test Items. The secretary of the examining council shall be authorized to enter into a contract with an agency offering a test pool service provided the examining council selects the areas for use and the security procedures are satisfactory. In participating in a test pool examination the examining council shall be able to demonstrate it is in the best interest of the candidates and Wisconsin citizens.

(m) Member responsibility. Members of the examining council are expected to participate in the preparation of each new series of the examination, attend meetings of the examining council and proctor examinations as needed.

(7) Member responsibility. Members of the examining council are expected to attend all meetings, review test items and proctor examinations.

(8) Fee. (a) Earned. Forty dollars of the \$50 examination fee is an earned fee upon receipt.

(b) Refunded. Ten dollars of the \$50 fee shall be returned to an applicant who give 7 days advance written notice that he is unable to be present for the examination. Exceptions may be made if after review of the facts, the examining council believes the circumstances which resulted in non-attendance could not have been anticipated.

Section N8.05 of the WISCONSIN ADMINISTRATIVE CODE is repealed and recreated to read:

N8.05 EXAMINING COUNCIL ON LICENSED PRACTICAL NURSES. (1) Officers. See Section N8.04(1).

(2) Elections. See Section N8.04(2).

(3) Vacancies. See Section N8.04(3).

(4) Duties of officers. See Section N8.04 (4).

(5) Meetings. (a) See Section N8.04(5)(a).

(b) A quorum shall be 4 members.

(6) Examination. (a) Candidates. All eligible persons who graduated within the past 2 years and are writing the examination for the first time are classified as regular candidates. All others will be classified as irregular candidates. These include persons: 1) whose date of graduation is more than 2 years in the past; 2) who were unsuccessful on examination in Wisconsin or any other jurisdiction; 3) graduates of schools in foreign countries found to be eligible to write the examination.

(b) Time and place. Examinations shall be held at least twice a year at the time designated by the examining council. In scheduling examinations there shall be compliance with the policies of the American Nurses Association's Council of State Boards of Nursing and the contract which the council has authorized be signed with the National League for Nursing. (Copies of these are available for review in the Division by confirmed appointment.)

(c) Proctors. A minimum of 2 proctors and a professional nurse employee of the division of nurses shall be assigned to each examining center. One of the proctors shall be a licensed practical nurse. The ratio of examiners, assistant examiners and proctors shall conform to the policies established by American Nurses Association's Council of State Boards of Nursing and the National League for Nursing contract.

(d) Final date for filing. Application, fee and all credentials (general and nursing education) shall be in the office of the division of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted. Should complications arise which would preclude the receipt of the final transcript for any candidate from a Wisconsin accredited school, the educational administrator may substitute a notarized statement for the candidate. It shall provide the following information:

1. name of the graduate;
2. the school in which the program was conducted;
3. the course completed;
4. the diploma or degree awarded;
5. the date on which the program was completed;
6. a statement that the candidate has completed a program which has met the minimum standards as outlined by the State of Wisconsin Board of Nursing;
7. the date on which the official transcript will replace the notarized statement. This shall be no more than six weeks from receipt of the notarized statement;
8. the signature of the educational administrator.

(e) Admission. Priorities for admission to examination have been established because of the number seeking to write, and the limitations on staff and facilities available. Therefore:

1. First consideration shall be given to all graduates of Wisconsin's schools of nursing who have qualified by the deadline for filing.
2. After all qualified Wisconsin graduates have been accommodated, Wisconsin residents who are graduates of schools in other states will be considered.

3. Out-of-state graduates who for their convenience may wish to write the examination in Wisconsin shall be accommodated if there is space available after candidates in 1 and 2 above are assigned.

4. With each of the groups identified above assignment shall be based on the date application was approved.

(f) Credentials. 1. The application shall be filled out completely. A photograph of head and shoulders, which has the signature of the applicant and the signature of the educational administrator in nursing or the designee, taken within the past 2 years shall be affixed to the application.

2. General and vocational education transcripts shall be original documents and shall contain the authorized signatures and the school seal. Notarization is acceptable in lieu of a school seal. Legible photocopies of transcripts are acceptable provided the reproduction has permanence, contains an authorized signature and school seal. See (d) above.

3. Each candidate shall present at the opening session of the examination an admission card and a signed photograph which is a duplicate of the one submitted with his application.

(g) Content. The examination shall be based upon the content of the minimum curriculum.

(h) Confidentiality of Test Items. All test booklets and items shall be confidential. There may be no review of these except under the provisions outlined in the National League for Nursing contract. (The contract is available for review in the Division by confirmed appointment.)

1. Proctors shall not open or review items in the test booklets.

2. Candidates. No applicant who takes the examination shall disclose or discuss the contents of examination items with anyone unless authorized so to do in writing by the examining council.

3. Others. No one shall solicit, accept, or compile information regarding the content of an examination or test items, either before, during, or after the administration of the examination.

4. Penalty. (a) Registered nurses and licensed practical nurses violating the security of the examination shall be charged with unprofessional conduct or moral delinquency and may have to show cause why the certificate/license held should not be revoked or suspended.

(b) Candidates found to be in violation of examination security shall have the results declared null and void. This would necessitate the filing of a new application if in the opinion of the board the individual should be granted the privilege of rewriting the examination.

(c) Others. Appropriate legal action shall be taken.

5. All persons charged under Section (h)4(a) and (b) are entitled to a public hearing before the board.

(i) Selection of Test Items. See Section N8.04(6)(1).

(j) Passing score. 1. The passing score shall be determined by the examining council and reported as a standard score.

2. The examining council shall authorize the issuance of a license to each candidate receiving a passing score.

3. The standard score shall be used on all records in the files of the division of nurses, for the report to the candidate's school and for certification to other jurisdictions. Only employees of the division who are responsible to the secretary of the examining council and board shall have access to this information.

(k) Unsuccessful candidate. A person rewriting the examination shall pay the regular examination fee of \$30.

(l) Proctoring. 1. By other jurisdictions. The examining council will not authorize the writing of the candidate's first Wisconsin examination in another jurisdiction. A candidate is advised to apply for and write the examination in the jurisdiction in which he resides. The secretary of the examining council may arrange for an unsuccessful candidate residing in another state to have his test proctored by another jurisdiction if undue hardship would be caused by his return to Wisconsin. (This procedure will rarely be used.) In this instance the candidate shall pay all charges made by the proctoring jurisdiction in addition to the Wisconsin examination fee of \$30. The latter shall be on file in the division of nurses before arrangements are made with another jurisdiction.

2. For other jurisdictions. The secretary of the examining council, at the request of another jurisdiction, may arrange for proctoring the examination for a specified person. The individual will be assigned as an irregular candidate at the scheduled examination. If the person has made application for Wisconsin licensure and paid the required licensing fee, a service charge of \$10 shall be made. This fee is payable prior to examination. If the person has not made application for Wisconsin licensure, the charge shall be \$40 which includes the service charge of \$10.

(7) Member responsibility. 1. Members of the examining council are expected to attend all meetings, review test items, and proctor examinations as needed.

2. Registered nurse members are expected to participate in the preparation of each new form of the examination.

3. All knowledge of test items shall be held in strict confidence.

(8) Fee. (a) Earned. The \$30 examination fee is an earned fee upon receipt.

(b) Refunded. Seven dollars of the \$30 fee shall be returned to an applicant who gives 7 days advance written notice that the candidate is unable to be present for the examination. Exceptions may be made if after review of the facts, the examining council believes the circumstances which resulted in non-attendance could not have been anticipated.