

Chapter N 3

PROGRAMS PREPARING FOR LICENSURE
AS PRACTICAL NURSES

N 3.01	Organization and adminis- tration of school	N 3.08	Housing
N 3.02	Faculty	N 3.09	Standards for the selection and use of health facilities
N 3.03	Students	N 3.10	Standards to be met by an associate or extended unit
N 3.04	Curriculum for practical nursing	N 3.11	Reports to the board of nursing
N 3.05	Instruction		
N 3.06	Evaluation		
N 3.07	Educational facilities and resources		

History: Chapter N 3 as it existed on September 30, 1971 was repealed and a new chapter N 3 was created, Register, September 30, 1971, effective October 1, 1971.

N 3.01 Organization and administration of school. (1) **CONTROL OF SCHOOL OF NURSING.** (a) There shall be authorization for the conduct of the school in the Wisconsin statutes, the charter, articles of incorporation or minutes of the controlling institution.

(b) Ultimate control of a school of nursing shall be vested in a board of control responsible for determining general goals and broad policies.

(c) The functions of the board of control in relation to the school shall be stated in the by-laws, rules and regulations, or minutes of the controlling institution.

(d) The board of control shall insure for the school the financial support, facilities, and leadership which will provide the best services to faculty and students.

(e) The controlling institution shall have the structure and organization which makes possible the effective performance of its total function and which permits the inclusion of the school of nursing as a part of that function.

(f) A chart showing the organization of the institution, the place of the nursing program within it, relationships with other institutions and agencies shall be on file.

(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.

(a) There shall be a plan of organization and administration for the school of nursing.

(b) Administration shall provide the resources and facilities needed by the school of nursing.

1. There shall be financial support for the school with provision for the budget and its administration after it is approved.

2. 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.

(c) The educational administrator in the school of nursing shall have the authority and responsibility to:

1. Participate in the preparation of the budget and to administer it after approval.

2. Screen and recommend candidates for faculty appointment, retention, and promotion.

3. Direct the educational program.

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 or extended units, and the community.

5. Organize and administer the school in such a way that:

a. The administrative and functional relationships among the faculty are clearly defined.

b. The work is equitably and appropriately distributed among the members of the faculty.

c. Regularly scheduled conferences concerned with improvement of the program are planned and conducted.

d. Reports and minutes of faculty action are recorded, filed systematically and kept available for reference.

e. Current administrative policies for the school are readily available.

f. There are records for all phases of school administration. Records shall be safely stored to prevent loss, destruction, or unauthorized use.

(d) There shall be a current bulletin. It shall contain information describing the program for a specified period of time; policies pertaining to admission, transfer, class attendance, promotion, and graduation, illness and absence.

(e) There shall be written job descriptions for all faculty.

(f) There shall be written personnel policies for faculty which include:

1. Qualifications for position.

2. Faculty load.

3. Contracts.

4. Salary scale and promotion.

5. Vacation and sick time.

6. Leave of absence for study.

7. Retirement plans.

8. Health services.

9. Personal and professional growth.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.02 Faculty. (1) The faculty shall be adequate in number to develop and implement the program in nursing in relation to its stated philosophy, objectives, and purposes; number and size of classes admitted annually; experience and preparation of the faculty; and the

Register, September, 1971, No. 189

number of community health agencies used in the program as well as their location.

(2) General qualifications:

(a) Qualifications of each nurse faculty member shall be relevant to his clinical and/or functional area of responsibility.

(b) Preparation shall be related to the type of program in which the faculty member will function.

(c) He shall maintain expertness in his clinical and/or functional area of specialization.

(d) He shall hold a current certificate to practice as a registered nurse in Wisconsin.

(e) He 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, 110 North Henry Street, Madison, Wisconsin 53703, and the Secretary of State, and the Revisor of Statutes, and may be obtained for personal use from American Nurses Association, 10 Columbus Circle, New York, 10019.

(3) Minimum nursing faculty for a school admitting a class of approximately 30 students shall be 3 full time registered nurses. One nurse shall be the educational administrator and 2 shall be instructors.

(4) Faculty qualifications on and after July 1, 1970:

(a) Educational administrator shall have a baccalaureate degree with advanced preparation in administration, curriculum development, educational principles, teaching, guidance and counseling. He shall have 5 years of recent professional nursing experience, 2 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 or at least 60 semester hours of study exclusive of the credits given for the completion of an associate degree or diploma program. He shall have academic preparation in communications, social science, educational principles, teaching, and curriculum development. He shall have a minimum of 2 years of recent professional nursing. Three months of this experience shall have been obtained in a general hospital within the year prior to employment.

(c) Assistant instructor shall have 30 semester hours of credit exclusive of the credits given for the completion of the associate degree or diploma program. He shall have academic preparation in communications, social science, educational principles, and teaching. He shall have a minimum of one year of experience in the practice of nursing, 3 months of which shall have been in a general hospital within the year prior to employment. He shall not be responsible for teaching a nursing course.

(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 in nursing with content in administration, or a master's degree and academic preparation in administration, curriculum development, teaching, educational principles, guidance and counseling, and research.

(b) The instructor shall have a baccalaureate degree with advanced preparation in educational principles, teaching and curriculum development.

(c) The assistant instructor shall have a minimum of 60 semester hours of credit exclusive of credits given for the completion of the

associate degree or diploma nursing program. He shall have academic preparation in communications, special science, educational principles, and teaching.

(6) 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 60 semester hours of credit exclusive of credits given for the completion of an associate degree or diploma nursing program and at least one-half of the other specified qualifications plus current nursing practice. The assistant instructor shall have 30 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 3 semester hours in the first academic year of appointment and 6 semester hours in each succeeding 12 months to retain faculty status.

(c) If the content enumerated under "Faculty qualifications" subsection (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 for a degree.

(7) Faculty requirements for the new schools. The schedule for appointment of a minimum faculty shall be:

(a) One year before the admission of the first class the school shall have an educational administrator holding a master's degree as in section N 3.02 (5) (a).

(b) One semester before the admission of the first class the school shall have 2 instructors with baccalaureate degree as in section N 3.02 (5) (b).

(8) 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.

(9) Re-evaluation of faculty records.

(a) The secretary 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.

(10) 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.

(11) 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 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.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.03 Students. (1) **ADMISSION, ATTENDANCE, PROMOTION, AND GRADUATION.** A statement of policy concerning student admission, attendance, promotion and graduation requirements shall be set forth in writing and appear in at least one current official publication of the school.

(a) *Admission.* 1. Policies for student selection shall be in accord with the philosophy and objectives of the school.

2. A registered nurse faculty member shall serve on the admissions committee of the school to select students for the nursing program.

3. High school education. a. In a school preparing the trained practical nurse there shall be proof of a minimum of 2 years of high school education or its equivalent. High school graduation is preferred.

b. The high school transcript shall bear the signature of the principal or his authorized representative and either the seal of the school or a notarization.

(b) *Readmission.* The readmission shall be at the discretion of the educational administrator.

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

2. The faculty determines the units of credit it deems acceptable for prior general education courses.

3. The educational plan by which the student will meet the nursing course requirements of the practical nurse program shall be submitted to the board for approval prior to admission.

4. The plan shall be outlined and include the schools' curriculum, the courses accepted by transfer, scores obtained on examinations to establish units of credit, the courses and units of credit to be completed and the estimated date of graduation.

5. Official transcript(s) for nursing courses accepted by transfer, shall accompany the plan.

Register, September, 1971, No. 189

(d) *Graduation.* Graduation shall depend upon the satisfactory completion of the total general education and nursing requirements of the program.

(2) **HEALTH AND WELFARE.** (a) *Health.* 1. It shall be incumbent upon the school within its stated objectives to provide for student health and safety. There shall be written policies pertaining to health care which state the respective responsibilities of the school and student. These policies shall be acceptable to the board. Records shall be maintained to indicate how the objectives are being met.

2. A program for tuberculosis prevention and detection shall be in effect.

3. The health service shall be directed by a physician and coordinated by a registered nurse.

(b) *Welfare.* The school shall provide a program designed to promote the personal development of each student. There shall be an organized orientation program, educational and personal guidance, assistance in meeting financial needs, and policies relative to student employment.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71

N 3.04 Curriculum for practical nursing. (1) **APPROVAL.** The curriculum of a program in practical nursing is subject to approval by the board prior to implementation. The board reserves the right to refuse approval to a curriculum which, although meeting minimum hours and units, 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.

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

(c) 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.

(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.

(4) **PURPOSE.** The purpose shall be realistic, educationally sound and socially acceptable. The excellence of the program depends upon the extent to which the purpose is understood and implemented. The graduate of the program is the trained practical nurse who has acquired the competencies of a beginning nursing practitioner and is prepared to continue his development through experience and in-service education.

(a) A trained practical nurse is one who is prepared to:

1. Care for patients, in simple nursing situations, under the general supervision of a qualified registered nurse and/or physician with a minimum of on-the-spot supervision. A simple nursing situation is one which is relatively free of scientific complexity. These 4 conditions prevail at the same time in such a situation:

a. The clinical state of the patient is relatively stable.

Register, September, 1971, No. 189

b. The measures of care ordered by the physician require abilities based on a relatively fixed and limited body of scientific facts and can be performed by following a defined procedure step by step.

c. Measures of medical and personal care are not subject to continuously changing and complex modifications because of the clinical or behavior state of the patient.

d. The patients' need for instruction is limited to essential elementary health teaching.

2. Function as an assistant to a qualified registered nurse in more complex nursing situations, where deep and intricate scientific understandings are necessary to make a prudent judgment. In this role, a practical nurse within a given nursing situation does as follows:

a. Meets specific nursing requirements of patients as directed by the registered nurse.

b. Prepares equipment, supplies, and facilities for the registered nurse.

c. Helps the registered nurse as he performs nursing measures.

(5) OBJECTIVES. The curriculum shall provide for the acquisition of knowledge, understanding, and skill in coping with basic types of situations of nursing practice; hence, provision shall be made for the student to:

(a) Assist with the preparation, implementation, and continuing evaluation of the nursing plan by:

1. Providing for the emotional and physical comfort and safety of patients in all age groups through:

a. Understanding of human relationships between and among patients, families, and personnel.

b. Through an awareness of cultural background and spiritual needs of patients.

c. Through an awareness of the effects of gross social and economic problems upon patients.

d. Protection of patients from behavior which would damage their self-esteem or their relationship with their families, other patients or personnel.

e. Participate in the development, revision, and implementation of procedures designed to insure comfort and safety of patients and personnel in health agencies.

f. Instruction in the general health care of patients, assisting with cleanliness, grooming, rest, nourishment and elimination.

g. Maintenance of an attractive and comfortable environment for patients.

2. Observing, recording and reporting to the appropriate person, symptoms, reactions and changes including:

a. General physical and mental condition of patients, and signs and symptoms which may be indicative of untoward changes.

b. Stresses in human relationships between patients, patients and personnel, and patients and their families and visitors.

3. Performing selected nursing procedures which have been assigned by a registered nurse such as:

a. Administration of selected medications and treatments prescribed by the physician.

b. Preparation and care of patients receiving specialized treatments administered by the physician or the registered nurse.

c. Performance of special nursing techniques in caring for patients with communicable diseases.

d. Practice of first-aid measures.

e. Utilization of nursing procedures as a means of facilitating communication and interaction between student and patient.

f. Preparation and after care of equipment.

4. Assisting with the rehabilitation of patients according to the patient care plan through:

a. Awareness of and the encouragement of the interests and special aptitudes of patients.

b. Encouragement of patients to help themselves within their own capabilities in performing activities of daily living.

c. Knowledge and application of the principles of prevention of deformities, the normal range of motion, body mechanics and body alignment.

d. Utilizing community resources for continuing patient care.

(b) Contribute to the attainment of the goals of the health agency by:

1. Fostering cooperative effort among personnel by understanding his functions and those of other persons involved in patient care and by active participation in team and staff conferences.

2. Utilizing community relationships to support improved public understanding of health services.

(c) Assume responsibility for personal and vocational growth and development through:

1. Active participation in nursing organizations.

2. Promoting and participating in inservice educational programs.

3. Promoting and participating in workshops, institutes and other educational programs.

(6) CURRICULUM. (a) Area of health, growth and developments. (5 units.) This area shall include:

1. General gross aspects of human structure and body function. (2 units.)

2. Signs of physical and emotional health and normal development at various ages; general physical, emotional and nutritional needs of all ages; affects of emotional climate upon the health, attitudes and behavior of individuals; general aspects of environment; the family as a social unit. (3 units.)

(b) Area of nursing. (25 units.) No less than 25 semester units of instruction and concurrent clinical nursing laboratory practice shall be offered. Nursing courses shall provide learning experience in:

1. The basic nursing needs of people during illness. (5 units.)

2. Nursing the patient (child and adult) with physical illness. (15 units.) Learning experiences shall include the care of the well and sick child and the adult from adolescence through senescence. These experiences shall include the patient who is:

a. A child with health deviations under medical control. (2 units.)

b. An adult whose state of health has been affected by the general malfunctioning of aging. (2 units.)

c. An adult whose nursing requirements arise from common diseases under medical control. (11 units.) An adult whose vital processes have been impaired by progressive irreversible pathological changes but where his symptoms are presently under medical con-

trol and regressive change is not proceeding rapidly; and one whose nursing care relates to that required because of major surgical measures and their effect.

3. Nursing the patient with mental illness. (3 units.) Clinical practice shall be included.

4. Nursing the mother and newborn infant. (2 units.) Experiences shall include:

a. The care of the mother and baby

b. Assisting the mother to meet her requirements for personal care where there are no postpartum complications

c. Observation of the natal stage of parturition.

d. Meeting the needs of the normal newborn infant.

(c) Area of personal and vocational relationships. (3 units.) Content shall include elementary principles of human relationships; responsibilities as a member of a vocation; legal responsibilities in nursing; range and scope of functions; ethical responsibilities in nursing; role of nursing organizations; administrative lines; trends in practical nursing; and factors important for vocational growth.

(d) Summary of minimum units allocated to class and clinical nursing laboratory practice.

Components	Class and Clinical Conferences		Clinical Nursing Lab. Practice	
	Hours	Units	Hours	Units
1. Health, growth and development				
Body structure.....	36	2		
Growth and development.....	54	3		
2. Nursing				
Basic needs of people.....	72	4	48	1
Mother and newborn.....	18	1	48	1
Patients with physical illness				
Child.....	18	1	48	1
Adult.....	90	5	288	6
Geriatric.....	18	1	48	1
Patients with mental illness.....	18	1	96	2
3. Personal and vocational relationships.....	54	3		
Totals.....	378	21	576	12

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.05 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) Teaching methods shall vary with the purpose and content of courses.

(3) The selection of methods or processes for teaching nursing shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal.

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

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

Register, September, 1971, No. 189

N 3.06 Evaluation. Evaluation shall be a planned and ongoing activity of the faculty that is directed toward the improvement of the program. There shall be provision for periodic evaluation of the:

- (1) Organization and administration of the program.
- (2) Curriculum.
- (3) Resources and facilities.
- (4) Methods and instruments used to measure student achievement and performance.
- (5) Graduates.
- (6) Teacher effectiveness.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.07 Educational facilities and resources. The facilities and resources that are needed for effective development of the nursing program shall be provided by the controlling institution.

(1) **PHYSICAL FACILITIES.** These shall be designed to meet the objectives of the nursing program and to facilitate administrative and instructional activities. The location and arrangement of educational facilities shall be such that there is an identifiable center for nursing education. Teaching space shall be based on the size of the student group and teaching methods used. It shall include:

- (a) Classrooms; lecture-demonstration room; multipurpose room, conference rooms; and library.
- (b) Offices for administrative personnel, faculty, and secretarial staff. These shall be adequately equipped.
- (c) Storage space for equipment and instructional materials.
- (d) Lockers rooms and lounges.

(2) **LIBRARY 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) 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.

(3) **TEACHING AIDS.** Audio-visual equipment, and models appropriate to instructional techniques shall be provided.

(4) **CLINICAL FACILITIES.** The school shall arrange for facilities to be used in hospitals and other health and community agencies.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.08 Housing. When housing facilities are provided they shall offer an environment conducive to wholesome group living. There shall be provision for:

- (1) An adequate physical plant.
- (2) Facilities for study, social and recreational activities.
- (3) Twenty-four hour supervision.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

Register, September, 1971, No. 189

N 3.09 Standards for the selection and use of health facilities. (1) CHARACTERISTICS OF HOSPITAL OR COMMUNITY AGENCY. (a) Accreditation—see section N 1.03 (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.

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

(f) Conference rooms shall be available for each clinical division to which students are assigned.

(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 hospital 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.

(f) Budget for operation.

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

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

(i) Program of inservice education.

(j) Appraisal program for evaluating progress toward attainment of established objectives.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 3.10 Standards to be met by an associate or extended unit. (1) It shall adhere to section N 3.09.

(2) It shall be approved by the board.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

Register, September, 1971, No. 189

N 3.11 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 N 3.02.

(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.

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

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71

Next page is numbered 49