

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

(5) RECORDS. (a) The director of the school shall submit to the board the credentials of proposed faculty members prior to appointment. A current college transcript shall be attached to the faculty qualification record (E1).

(b) There shall be on file in the school office complete records of qualifications and teaching load for each faculty member.

(6) ORGANIZATION. The faculty shall be organized so that each member participates in the shaping of the educational policies of the school. There shall be evidence that the plan of organization is adapted to the needs of the educational unit.

(7) CONDITIONS OF EMPLOYMENT. Members shall have an active part in developing and assisting in maintaining sound personnel practices. Each member shall be informed in writing of policies regarding: salary range and increments; maximum teaching load; health program; vacation; sick leave; leave of absence for professional advancement; attendance at conventions and professional meetings; and the system of retirement.

N 2.06 Students. (1) ADMISSION, TRANSFER AND ADVANCED STANDING REQUIREMENTS. Graduation from high school or its equivalent is required. An official transcript shall accompany Forms A4 and A5 when applying for certification to examination. The signature of the principal or his authorized representative and the high school seal or notarization are essential. (a) Students shall not be admitted later than one week after the program of studies has begun.

(b) A student who has been on leave of absence for more than one year shall not be readmitted until her record has been reviewed by the committee on credits of the board.

(c) All requests for transfer are to be cleared with the board. If a student desires to transfer from an out-of-state school an official transcript of her general and professional credits shall be submitted to the committee on credits. In order to be considered for transfer the student should be enrolled in the school from which she desires to transfer at the time of filing her application.

(d) An individual who has withdrawn from an accredited school may request admission with advanced standing. Her credentials shall be submitted to the committee on credits for evaluation prior to her admission.

(2) CREDIT. (a) Credit for college courses completed prior to admission may be recognized with the approval of committee on credits.

(b) No credit may be recognized for time spent in a non-accredited school of nursing, college or university.

(3) HEALTH PROGRAM. The school shall offer a readily available and continuous service which offers emergency, preventive and remedial care.

(a) A health service directed by a physician and coordinated by a registered nurse is required.

(b) A thorough physical examination including chest x-ray, diagnostic tests and immunization (in accordance with institutional poli-

cies) is required on admission, at intervals as indicated and immediately prior to the completion of the program.

1. A program for tuberculosis prevention and detection shall be carried out. It shall include:

a. Intracutaneous test on admission (within one week); every 6 months thereafter until test is positive or until graduation; re-test at graduation if all previous tests have been negative.

b. X-ray of chest using 14 x 17 film (70 mm. film may be substituted providing all suspicious reports are followed by 14 x 17) on admission; every 6 months and immediately prior to completion of the program.

(4) SICK LEAVE. A minimum of 21 days sick leave shall be granted.

(a) A student assigned for clinical experience in a hospital or other agency shall not be required to make up time lost because of illness unless it exceeds 5 days in a 12 week assignment or 3 days in an 8 week assignment.

(5) VACATION. A vacation of 3 weeks in each 12 months is required. It shall be granted at well-spaced intervals and shall be taken within each 12 month period. Illness and convalescence shall not be substituted for vacation.

(6) HOURS. The total hours of planned instruction and experience shall not exceed 44 per week. One full day free from class and clinical experience is required.

(7) EVENING AND NIGHT EXPERIENCE. (a) Ninety days of assignment to evening practice (3 P.M.—11 P.M.) is maximum. (A student assigned between 7 A.M. and 7 P.M. is not considered to be on the evening tour.)

(b) A term of night practice (11 P.M.—7 A.M.) shall not exceed 28 days at one time and shall not exceed 90 days in the entire program. No assignment to night practice is permitted in the first year and until after completion of instruction in general medical and surgical nursing.

(8) GUIDANCE PROGRAM. There shall be an organized guidance program designed to help students in their educational, social and personal problems.

(9) ORGANIZATION. There shall be an organization with stated purposes through which the students formulate policies governing their extra-professional activities.

(10) RECORDS. (a) The records shall provide a comprehensive picture of the student. The records essential are admission; general education; evaluation; classroom; health; experience and final records.

(c) Upon withdrawal of a student a completed withdrawal form (E10) shall be submitted to state department of nurses.

(11) HEARING BEFORE ADVISORY COMMITTEE. A student shall be accorded an opportunity to be heard before the advisory committee prior to dismissal.

History: 1-2-56; Am. (1); r. (10) (b), Register, September, 1957, No. 21, eff. 10-1-57.

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