

(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 (EI).

(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(d) An individual who has withdrawn from an accredited school may request admission with advanced standing.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-

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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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N 2.07 Physical facilities. (1) **OFFICES.** Offices for administrative and instructional staff are required.

(2) **LECTURE ROOMS.** There shall be at least 2 classrooms, properly constructed, located and equipped.

(3) **NURSING ARTS LABORATORY.** A room shall be provided which will seat the class and provide for an adequate number of patient units to allow for student practice. It shall be provided with equipment to approximate that used in the hospital.

(4) **SCIENCE LABORATORY.** If the sciences are taught in the home school at least one laboratory is required. It shall be adequately equipped for teaching the sciences.

(5) **DIET LABORATORY.** A diet laboratory, separate from the hospital kitchen, is required if the courses in nutrition and diet therapy are taught in home school.

(6) **WARD CONFERENCE ROOMS.** On each clinical division of the hospital to which students are assigned, a room shall be provided for ward classes and conferences.

(7) **LIBRARY.** Adequate provision shall be made for a library.

N 2.08 Resident facilities. If a dormitory is provided in which students must reside it shall be separate from the hospital. Each student shall be provided with a single bed, a dresser or chest of drawers, a study desk or table, a study lamp, desk chair and ample closet space.

N 2.09 School bulletin. A school is required to publish and maintain an up-to-date bulletin which adheres to generally recognized good form.

N 2.10 Curriculum. (1) **PURPOSE.** The purpose of a well-planned curriculum is to serve as a guide to the administrative and instructional personnel of the school in carrying out the aims and objectives of the school.

(2) **INSTRUCTION AND EDUCATIONAL EXPERIENCE.** (a) Hours of instruction and weeks of clinical practice listed below are minimum. The faculty is encouraged to increase instruction and practice where it is necessary to produce a nurse who will fulfill the objectives of the school.

(b) Placement of courses and experience is the responsibility of the faculty. It shall be consistent with principles of education.

(c) Recognizing that a yardstick continues to be necessary in the evaluation of instruction, courses have been listed under major titles and sub-titles. Courses may be combined, but the faculty shall be prepared to demonstrate that the minimum requirements of the professional curriculum are being met. Emphasis on the emotional, spiritual, social and health concepts throughout the program is the responsibility of the faculty.

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(3) SCHEDULE OF MINIMUM HOURS OF INSTRUCTION AND WEEKS OF CLINICAL EXPERIENCE.

	Hours of Inst. ††	Wks. of Clin. Exp.
(a) Biological and physical science.....	240	-----
Anatomy and Physiology.....	112	-----
Chemistry.....	64	-----
Microbiology.....	64	-----
(b) Social science.....	184	-----
History.....	24	-----
Prof. Adjustments I and II.....	48	-----
Psychology, including Mental Hygiene.....	32	-----
Sociology.....	32	-----
Social and Health Concepts.....	48	-----
(c) Medical science, nursing and allied arts.....	656††	82†††
Intro. to Medical Sciences.....	24	-----
Medical and Surgical Nursing		
General Medical.....	48	12
General Surgical.....	48	12
Communicable Disease.....	32	6†
Eye, Ear, Nose and Throat.....	16	2†
Geriatrics.....	8	2
Gynecologic.....	16	4
Operative.....	16	8
Orthopedic.....	16	4
Tuberculosis.....	16	6†
Urologic.....	16	2†
Nursing of Children including		
Child Development and Guidance.....	64	12
Nursery School.....	-----	2-4†
Nursing and Health Service in Family.....	-----	8†
Nutrition, Foods and Diet Therapy.....	72	4
Obstetric Nursing, Nursery and Birth Room.....	64	12
Out-Patient Nursing Emergency.....	-----	4†
Pharmacology.....	64	-----
Psychiatric Nursing.....	64	12
Principles and Practices in Nursing.....	136	-----
Rural Nursing.....	-----	6†

† Recommended. †† Does not include ward instruction. ††† Does not include electives, vacation or preclinical period.

(4) MODIFICATION OF CURRICULUM FOR MEN STUDENTS. The program for men students shall be as outlined in (3) except that the educational experience shall not include the care of post-partum and gynecologic patients. Urologic nursing experience of 4 weeks and tuberculosis nursing experience of 6 weeks are required.

(5) CLINICAL FACILITIES. (a) *Medical division.* An acute service with a daily average census of not less than 25 patients including men and women and a variety of conditions in such frequency of occurrence that each student shall be assured of adequate nursing experience.

(b) *Surgical division.* An acute service with a daily average census of not less than 50 patients, including men and women and a variety of conditions in such frequency of occurrence that each student shall be assured of adequate nursing experience.

(c) *Operating room.* An active service which will provide the student practice in surgical asepsis so she gains an insight into the condition of surgical patients and understands the relation of the operation to patient care. A minimum of 15 scrubs per student shall be provided. All students shall be assured experience in a variety of cases.

(d) *Obstetric division.* This service shall be segregated and have a daily average census of 15 patients. The service shall provide each student nursing practice in the birth rooms and the care of mothers and infants. The students shall follow a minimum of 12 patients through the stages of labor and shall scrub for 12 deliveries.

(e) *Pediatric division.* This service shall be segregated with an average daily census of not less than 20 patients. Of this number, not more than 2 patients with tonsillectomy and adenoidectomy may be included. Each student shall be provided with practice in caring for children in all age groups. Observation and/or participation in nursery school activities may be included.

(f) *Psychiatric division.* This service shall be segregated and have a daily average census of 30 patients. It shall provide each student practice in the care of patients, including men and women and a variety of conditions in such frequency of occurrence that each student shall be assured of adequate nursing experience.

(g) *Dietary division.* This service shall be in charge of a graduate dietitian. It shall provide practice in the calculation of qualitative and quantitative diets and the preparation and serving of special diets. A minimum daily average of 4 therapeutic diets per student is required. Opportunity to contact and instruct patients is essential.

(h) *Formula laboratory.* The adequacy of this service shall be determined by the variety and the number of formulae prepared. This experience shall be offered as a part of dietary, pediatric or obstetric experience.

(6) EDUCATIONAL PROGRAM OBTAINED IN OTHER AGENCIES. Experience in other agencies is required when the clinical division has inadequate experience or teaching personnel.

(a) *Selecting an agency.* The director of the school arranges for affiliations. The institution in which experience is to be obtained shall be approved by the board before an agreement is signed.

(b) *Written agreement.* Definite terms of agreement between the school and affiliating agency shall be in writing. A copy of the agreement is to be filed with the board by the affiliating agency.

(c) *Classes.* Students shall not be required to attend classes in the home school except with the approval of the board.

(d) *Experience.* Please refer to section N 2.12.

(7) WARD INSTRUCTION. Two hours of ward instruction per week are required in each clinical assignment.

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(8) **MASTER PLAN.** A master plan of rotation for clinical practice is essential.

(9) **EXPERIMENTATION.** Experimentation in curriculum development is encouraged. For any major change in the curriculum the following plan shall be pursued:

(a) *Consultation.* Consultation with the state board of nursing shall be sought early in the planning.

(b) *Presentation and acceptance.* Completed plan shall be presented to the board and accepted before the plan is implemented.

N 2.11 Monthly and annual reports. (1) A monthly report (E3) shall be submitted to the state department of nurses by the 10th of the following month with the required supporting evidence.

(2) An annual report covering the period from September 1 to August 31 is required from each school by December 1 on forms submitted by the board.

N 2.12 Educational agencies offering instruction and experience. All agencies offering student instruction and experience shall adhere to the policies and requirements for professional schools.

N 2.13 Criteria for establishment of program in rural nursing. (1) **COMMUNITY.** Should be small enough so that people know each other, and there is a small town spirit. It shall have demonstrated its interest in the affiliation through the establishment of an advisory committee with records of meetings held which show the support given to it.

(a) *Facilities.* 1. Organized public health services in the county under the direction of qualified personnel.

2. Social agencies.

3. Public schools with school health programs.

4. Religious and social resources.

5. Farm organizations.

6. Doctors' offices and/or clinics.

7. Voluntary agencies in the field of health.

8. Protective community resources.

(2) **PERSONNEL.** One full or part time qualified nursing instructor and one qualified public health nurse in the community to participate in the program are essential.

(3) **CURRICULUM.** Prerequisites for this program shall be instruction and practice in medical, surgical, obstetric and pediatric nursing.

(4) **WEEKLY TIME PLAN.** A minimum of 16 hours per week in community health activities is required. A maximum of 26 hours which include 2 hours of ward teaching and hospital practice is permitted.