

Chapter N 2

SCHOOLS OF PROFESSIONAL NURSING

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History: Chapter N 2 as it existed on June 30, 1962 was repealed and a new chapter N 2 was created effective July 1, 1962.

N 2.01 Philosophy. Any institution in Wisconsin seeking initial and continuing accreditation of a basic professional nursing program shall have and include in its catalog a clearly defined statement of philosophy.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.02 Purpose. The purpose shall be realistic, educationally sound and socially acceptable. It should recognize the three-fold aspect which characterizes education in the development of the individual as a person, a citizen and a nurse. The excellence of the program depends upon the extent to which the purpose is understood and implemented. The graduate of the program is the professional nurse who has acquired the beginning competencies of a nursing practitioner and is prepared to continue professional development through experience and education. (1) A professional nurse is one who: (a) Uses logical thinking in making decisions.

(b) Is able to communicate his thoughts with sufficient clarity and logic to be effective.

(c) Has an appreciation of aesthetic values.

(d) Appreciates the value of and takes initiative for his continuous growth and education.

(e) Has grown in his ability to identify moral issues in his personal and professional life and uses ethical principles and spiritual resources to guide his actions.

(f) Has an understanding of the principles governing the formation and functioning of the basic sociological groups in our culture.

(g) Shows growth in his relations with other people and accepts both the freedoms and the responsibilities involved in democratic living.

(h) Has some knowledge of the principles of democratic group processes which enables him to contribute to the improvement of individual and community life.

(i) Manifests an appreciation of people who are different from himself in cultural, racial, religious, economic, and national background.

(j) Possesses and demonstrates knowledge and skills which are needed in common nursing situations.

(k) Understands physical and biologic principles sufficiently well to maintain a safe environment for the welfare of all.

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(l) Has an understanding of effective ways for maintaining health in all age groups.

(m) Has sufficient knowledge of the principles of growth and development to use them effectively in dealing with individuals and families.

(n) Has a sufficient understanding of the programs of community health and welfare agencies to enable him to interpret their services to the patient and family.

(o) Appreciates the heritage of nursing and assumes responsibility with other members of his profession in contributing toward the advancement of nursing.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.03 Organization, administration and finance of governing body.

(1) **AUTHORIZATION.** There shall be authorization for conduct of the school in the Wisconsin Statutes, the charter or articles of incorporation of the controlling institution.

(2) **GUARANTEE.** The governing body shall insure for the nursing education program the financial support, facilities and leadership which will provide the best services to students and faculty.

(3) **ORGANIZATION.** (a) The controlling institution shall have an effective organization appropriate to its size, purpose, and instructional programs.

(b) Administrative control of the nursing education program shall be centered in the educational administrator.

(c) The faculty shall be formally organized to carry responsibility for developing and administering the nursing program. Minutes shall be kept of faculty meetings.

(d) The program shall be so organized that the administration and faculty responsible for nursing education will have effective relationships with all other divisions or departments of the institution.

(e) 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.

(f) There shall be a handbook for administrative and faculty members outlining administrative policies.

(g) There shall be an advisory committee in a school operated by a hospital which will serve in an advisory capacity to the faculty and to the governing body and as a liaison between school and community.

(4) **ADMINISTRATION.** (a) When the school arranges for facilities or courses in other institutions or agencies, there shall be a written agreement which defines the allocation of responsibility and authority. It shall be signed by administrative authorities in both institutions.

(b) Faculty members shall have an active part in establishing and maintaining desirable employment practices. Each member shall be informed in writing of policies regarding: salary range and increments, teaching load, health program, vacation, sick leave, leave of absence for professional advancement, attendance at conventions and professional meetings, and the system of retirement.

(c) There shall be an adequate record system for all phases of school administration.

(d) A school shall publish a bulletin at regular intervals.

(5) FINANCE. (a) The governing body shall provide the school with a stable source of income to enable it to carry out its stated purpose.

(b) A budget shall be prepared in accordance with sound financial and educational practice. Income and expenditures relating to non-educational activities such as housing, food service, etc., shall be separated from educational income and expenditures.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.04 Faculty. (1) COMPOSITION. (a) The faculty shall be the group of administrative and instructional staff which formulates and implements the educational policies of the school under powers delegated to it by the governing body of the institution.

(b) The number of faculty members required shall vary with the number and types of programs offered, philosophy and purpose of school, number of classes and students admitted annually, curriculum plan, non-teaching functions of faculty, the experience and preparation of the faculty and the number, types and location of educational facilities.

(c) A minimum faculty shall include the educational administrator, assistant educational administrator and instructors of sciences (natural and social) and nursing (fundamentals, medical, surgical, obstetric, pediatric and psychiatric). Where sciences are taught in a college or university, or a segment of the nursing program is obtained in an associate unit the minimum faculty may be reduced proportionately.

(2) TITLE, FUNCTION AND LOAD. (a) Titles of faculty in a diploma program shall indicate the educational nature of the position. In a collegiate school appropriate faculty rank shall be accorded members which is comparable to other faculty within the college with similar competence and responsibility. There shall be written descriptions indicating the qualifications, responsibilities and functions of each category of position.

(b) Instructors of nursing practice shall be responsible for all instruction including laboratory experiences in the classroom and hospital.

(c) The faculty load shall include all activities related to instruction, curriculum development, student advisement, co-curricular activities, and any other related activities. Time shall be allowed for study and class preparation. The instructional load shall be adjusted when other activities are required or expected.

(3) QUALIFICATIONS. On and after July 1, 1965, new appointees shall meet these qualifications. Until this date, the qualifications remain as outlined January 2, 1956. When reference is made to academic preparation the intent is to describe content rather than to identify a course. (a) *Nurse*. Nurse members shall be currently registered in Wisconsin and shall possess the personal and professional characteristics cited as desirable in the code for professional nurses.

1. Educational administrator. He shall have a master's degree and academic preparation in: administration of nursing education, educational principles, teaching, curriculum development, guidance and counseling, communications, current trends in nursing on a graduate level, applied social sciences, and research. Five years of varied nursing experience are required such as general duty nurse, head nurse, instructor, assistant educational administrator.

2. Assistant educational administrator. He shall have a master's degree and academic preparation as identified for the educational administrator. Three years of varied nursing experience are required such as general duty nurse, head nurse, and instructor.

3. Instructor. He shall have a baccalaureate degree and academic preparation in: educational principles, curriculum development, guidance and counseling, social science, teaching, communications and current trends in nursing on a graduate level. One year of nursing experience is required such as general duty nurse, head nurse, and instructor.

4. Assistant instructor. He shall have 18 semester hours of credit in a college or university exclusive of the credit given for the completion of a basic diploma nursing program. Academic preparation shall include: educational principles, communications, teaching in nursing, and social science. One year of nursing experience is required such as general duty nurse, assistant head nurse.

(b) *Non-nurse*. 1. Instructor. The instructor of the natural or social sciences shall have a baccalaureate degree with academic preparation in his specialty. The instructor of diet therapy shall have a baccalaureate degree and an internship in diet therapy.

(c) *Exceptions*. 1. Appointments may be made to the faculty of persons not meeting the qualifications enumerated in (a) with the approval of the board. They shall be of 2 types: a. Provisional approval. The appointee to the position of educational administrator, assistant educational administrator or instructor shall have the prerequisite degree and at least one-half of the other specified qualifications. The assistant instructor shall have met at least one-half of the qualifications.

b. Emergency approval. The appointee to the position of educational administrator, or assistant educational administrator, shall have a baccalaureate degree and at least one-half of the other specified qualifications. The appointee to the position of instructor shall have 60 semester hours of credit in a college or university exclusive of the credit given for the completion of a diploma nursing program and one-half of the other qualifications. The appointee to the position of assistant instructor has less than one-half of the qualifications.

2. A statement of the plans to qualify, including the time period agreed upon by the educational administrator and the faculty member shall be submitted to the board.

3. Individuals holding provisional or emergency approval shall complete at least 4 semester hours in each 12 months to retain approval.

(4) CLERICAL ASSISTANCE. The faculty shall have at least one full time clerical assistant.

(5) EVALUATION OF FACULTY RECORDS. The educational administrator shall submit the qualifications of faculty members to the board for evaluation upon appointment. (a) Current 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 faculty member.

(6) RE-EVALUATION OF FACULTY RECORDS. (a) The secretary of the board shall re-evaluate the qualifications of the faculties 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 and no more than one-fourth have emergency approval.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.05 Student admission, promotion, graduation, and welfare. (1) ADMISSIONS. (a) There shall be selective admission policies which are related to the purpose of the school.

(b) Provision shall be made for obtaining, compiling and filing information relative to candidates applying for admission.

(c) Proof of high school graduation or its equivalent shall be on file in the school. If a transcript is submitted as proof it shall bear the signature of the principal or his authorized representative and the high school's seal or notarization.

(d) Credit for college courses completed prior to admission may be recognized with the approval of the board. No credit shall be recognized for time spent in a non-accredited school of nursing, college or university.

(e) Students shall not be admitted later than one week after the program of studies has begun.

(f) A student seeking admission through transfer from another nursing program shall meet the standards for regularly enrolled students. His nursing school transcript and the requirements for graduation shall be approved by the board.

(g) The readmission of a student shall be at the discretion of the educational administrator. A student who has been out of school for more than a year shall not be readmitted until his transcript and the requirements for graduation have approval of the board.

(2) **CLASS ATTENDANCE.** There shall be a statement of policy concerning student class attendance in the bulletin and this must be acceptable to the board.

(3) **PROMOTION AND GRADUATION.** (a) There shall be a statement of policy concerning promotion and graduation in the bulletin.

(b) Graduation shall depend upon satisfactory completion of the total requirements of the program, including personal fitness and scholastic achievement.

(4) **WELFARE.** (a) The program shall be designed to permit the student to achieve maximum benefit from his school experience by providing student activities, an organized orientation program, educational, vocational and personal counseling, health services, assistance in meeting financial needs, and student organization.

(b) **Health.** The school shall offer a readily available and continuous service which offers emergency, preventive and remedial care.

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

2. A thorough physical examination including chest x-ray, diagnostic tests and immunization (in accordance with institutional policies) is required on admission, at intervals as indicated and immediately prior to the completion of the program.

3. 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 provided all suspicious reports are followed by 14 x 17) upon admission; if the intracutaneous test and x-ray upon admission indicate possible tuberculosis, an x-ray shall be taken each six months thereafter until the student is declared free of any possible signs of tuberculosis. If the intracutaneous test and x-ray upon admission are negative, the test shall be repeated at six month intervals. A final x-ray of the chest shall be taken upon completion of program.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.06 Curriculum. (1) **APPROVAL.** The curriculum of a school of nursing is subject to approval by the board prior to implementation. Requests for approval shall be accompanied by course outlines.

(2) **ORGANIZATION.** (a) The faculty shall assume responsibility for total curriculum development.

(b) The plan shall be based on the philosophy and purpose of the school, current health needs and trends.

(c) For each group of students within a class the curriculum plan shall show: 1. Placement of courses according to year and semester or term.

2. Sequence of clinical practice.

3. Number of hours of instruction in each semester or term and weeks of day, evening and night clinical practice.

(d) Steady progress shall be made to distribute the hours of instruction throughout the clinical program.

(e) Collegiate programs shall report the curriculum in credit hours.

(f) Experimentation in curriculum development is encouraged. For any major change in curriculum the faculty shall: 1. Consult with the board early in the planning. 2. Present the completed plan to the board for approval before implementation.

(3) **PURPOSES.** The curriculum shall provide for the acquisition of:

(a) A sound professional education; hence, provision shall be made to help the student attain a reasonable degree of understanding and appreciation of: 1. Principles of physical and mental health as applied to the individual.

2. Growth and development of the individual in the social setting.

3. Cultural patterns and social organization of the family and community.

4. The effects of scientific research on improving living and health conditions of people.

5. Ethical and spiritual values which give meaning and dignity to man and human relationships.

6. Aesthetic values in daily living.

(b) Personal abilities and social qualities which shall promote fitness for active participation in civic, health, and professional affairs; hence, provision shall be made for: 1. Attainment of an acceptable command of spoken and written English.

2. The continued development of an individual's personality.

3. The development of an awareness of local problems and activities related to health and community welfare and beginning participation in them insofar as is practicable.

4. Opportunity for each student to participate in and share responsibility for student organizations and various social and special interest groups.

(c) Knowledge of the health field; hence, provision shall be made for the study of:

1. Common health problems of society and society's method of dealing with them.

2. Various phases of health work: promotion and maintenance of health, prevention, detection, and correction of defects; care during illness and rehabilitation.

3. Physical, mental, spiritual, and emotional components of health and health problems.

4. The role of nursing in the health field.

(d) Skills in nursing based on knowledge and understanding of individuals, their common health problems, and nursing needs; hence, provision shall be made for:

1. Development of the ability to plan and give safe nursing care.

2. Application of the principles of growth and development including the dynamics of behavior.

3. Applications of basic principles of nursing practice common to various disease conditions, types of individuals, and age groups.

4. Opportunity to work with practitioners in related professional health fields.

5. Opportunity to work with and direct auxiliary nursing personnel.

(e) An understanding of what is involved in being a professionally responsible person; hence, provision shall be made for:

1. Activities designed to foster the development of a person who assumes individual responsibility as a nurse in relation to society's welfare.

2. Planned participation designed to foster the development of a nurse who assumes group responsibilities with other members of his own profession and related health fields.

(4) COMPONENTS. (a) *Area of scientific understanding.* 330 hours.

1. Biological and physical sciences. Anatomy and physiology, microbiology, chemistry and pharmacology shall be included.

2. Positive health concepts. Growth and development, nutrition, preventive medicine and rehabilitation shall be included.

(b) *Area of human and cultural understanding.* 150 hours.

1. Communication skills. There shall be emphasis on the technics of listening, conversing, reading, writing, observing and empathizing.

2. Socio-economic and psychological principles. There shall be stress on cultural patterns, social organization on the family and community levels, and dynamics of human behavior.

3. Ethical and spiritual values.

4. Aesthetics.

(c) *Area of nursing. 450 hours and 80 weeks of clinical nursing.*

1. Instruction is required in:
 - a. Fundamentals of nursing.
 - b. Medical nursing. Tuberculosis, communicable diseases, eye, ear, nose, throat, orthopedic, urologic and gynecologic nursing may be included.
 - c. Nursing of children.
 - d. Nursing of mothers and newborn.
 - e. Nursing of the mentally ill.
 - f. Surgical nursing. Fundamentals of nursing in the operating room shall be included. Tuberculosis, communicable diseases, eye, ear, nose, throat, orthopedic, urologic and gynecologic nursing may be included.
2. Laboratory experience shall emphasize mental health concepts, diet therapy, rehabilitation and teaching the patient and his family; the care of patients with a variety of common diseases in all age groups; and working with members of allied professions and with auxiliary personnel.
 - a. A week shall represent a laboratory experience of not less than 20 hours exclusive of formal class.
 - b. Dietary. *Adult*—2 weeks—shall be provided either by a 2 week assignment in which each student shall plan menus, consult with patients concerning diet, help patients to develop a constructive attitude toward diet, and study charts of the patients for whom he plans diets; or, in lieu of the 2 weeks of dietary experience, an integrated experience in which nutrition is correlated with clinical courses. If the latter is used prior written approval of the board is required.

Children—a laboratory experience in preparing formulae and subsequent demonstration and teaching of formula and food preparation to mothers of infants and children is required.
 - c. Medical nursing—24 weeks—shall include a minimum of 8 weeks of general medical nursing. Experiences in approved services for communicable diseases, tuberculosis and diet therapy may be counted toward the fulfillment of the total requirement in medical nursing as well as practice in eye, ear, nose and throat, gynecologic, urologic and orthopedic nursing.
 - d. Nursing of mothers and newborn—8 weeks—shall include the care of mothers in all stages of labor, the post-partum period and the care of the newborn.
 - e. Operative nursing—6 weeks—shall include scrubbing and circulating for selected patients with a variety of conditions.
 - f. Nursing of children—12 weeks—shall include caring for children in a variety of age groups. Nursery school experience may be included.
 - g. Public health nursing is optional. If included, it shall be in a generalized family health service.
 - h. Nursing the mentally ill—12 weeks—shall include the opportunity to function as members of the team with qualified persons in allied health disciplines in meeting the needs of the patient. If a faculty gives evidence that a well integrated program of mental health is offered in relation to the student, himself, and the care of patients throughout the program, 4 weeks may be credited toward the psychiatric nursing experience. Prior written approval of the board is required.

i. Surgical nursing—24 weeks—shall include general surgical nursing and fundamentals of nursing in the operating room. It may include gynecologic, urologic, orthopedic, and eye, ear, nose and throat nursing.

(d) *Area of professional relationships and responsibility*, 70 hours.

1. Principles of leadership.
2. Historical development and current trends in nursing.
3. Legal aspects of nursing.
4. Citizenship.

(5) COLLEGIATE PROGRAMS. College or university programs may deviate from the minimum curriculum with the prior written approval of the board.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.07 Instruction. (1) Administration shall provide the conditions conducive to good teaching.

(2) The faculty shall utilize a variety of instructional methods appropriate to higher education.

(3) The faculty shall demonstrate that instruction is evaluated systematically through the performance of the student in the program and later as members of the profession.

(4) The evaluation and grading system shall be realistic in terms of the objectives of the program and the intellectual capacity of students admitted.

(5) Time for study shall be taken into consideration in planning the schedule for students.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.08 Educational facilities. The physical facilities of the school shall be designed to meet its purpose and to facilitate administrative and instructional activities.

(1) ROOMS. Classrooms, laboratories, conference rooms and administrative and instructional offices shall be sufficient in size, number, and type.

(a) Laboratories shall be provided for the teaching of nursing and the sciences. There shall be at least one science laboratory if the sciences are taught in the school.

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

(2) LIBRARY. The library shall be well organized and its holdings shall be commensurate with the need of the student and faculty.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.09 Maintenance. (1) RESIDENCE. When resident facilities are made available by the school it shall provide for: (a) A qualified supervisor and competent assistants.

(b) The personal safety and physical welfare of students.

(c) Suitable conditions for study.

(d) Facilities for social life in large and small groups.

(2) MEALS. When meals are provided they shall be of good quality and sufficient in quantity.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

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N 2.10 Clinical facilities. (1) **CHARACTERISTIC OF HOSPITAL CONDUCTING A SCHOOL.** (a) It shall be a general hospital.

(b) It shall have been in operation for at least one year preceding application for conducting a school.

(c) It shall have a daily average census of at least one hundred patients, excluding newborn infants.

(d) The obstetric, pediatric and psychiatric services shall be segregated.

(e) The clinical resources shall provide the learning experiences necessary to achieve the school's objectives.

(f) In new schools, the hospital shall provide at least 3 or more of the 5 major clinical nursing services.

(g) It shall be served by a registered pharmacist if drugs are dispensed from stock supply.

(2) **ADEQUACY.** The adequacy of clinical facilities shall be determined by the: (a) Quality of patient care as provided by the medical and nursing personnel and influenced by hospital administration.

(b) Daily average number of patients in each clinical service.

1. The dietary service shall provide a daily average of 4 varied therapeutic diets per student.

2. The obstetric service shall provide a minimum daily average of 10 mothers and their babies.

3. The pediatric service shall provide a minimum daily average of at least 15 patients. Of this number not more than 2 patients with a tonsilectomy and adenoidectomy may be included.

(c) Variety of patient conditions representing major health problems, stage of illness, and age groups.

(d) Number of students to be assigned and type of educational program.

(e) Physical facilities and equipment essential for good nursing care and teaching.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.11 Nursing service. (1) **QUALITY.** Students must observe good nursing in the practice field and must have an opportunity to practice it. Nursing service shall be judged by the: (a) Quality of direction and supervision provided.

(b) Medical, nursing and hospital administrative policies and practices.

(c) Number and ratio of registered professional nurses, licensed trained practical nurses and auxiliary nursing personnel to patients.

(d) Organization of nursing service for patient care.

(e) In-service educational program for the nursing staff.

(2) **COMPOSITION.** There shall be a nursing service administrator, and a head nurse for each unit to which students are assigned.

(3) **POSITIONS DEFINED.** (a) The nursing service administrator is a registered nurse who has complete responsibility for nursing care.

(b) A supervisor is a registered nurse who is responsible for the administration of the nursing service in 2 or more units.

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(c) A head nurse is a registered nurse who is responsible for the administration of nursing service in a unit.

(4) QUALIFICATIONS. On and after July 1, 1965 new appointees to the position of:

(a) Nursing service administrator shall hold a baccalaureate degree and have academic preparation in communications, applied social sciences, administration and current trends in nursing.

(b) Supervisor and head nurse shall have academic preparation in administration, teaching and communications.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.12 Associate and extended units. (1) ASSOCIATE UNIT. (a) It shall adhere to the minimum standards set forth for schools of nursing.

(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 sections N 2.10 and N 2.11.

(b) It shall provide the school with facilities to further administrative and instructional activities.

(c) It shall be approved by the board before it enters an agreement with a school.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.

N 2.13 Reports to the board. (1) MONTHLY. A monthly report shall be submitted to the board by the 10th of the following month with the required supporting evidence.

(2) ANNUAL. An annual report covering the period from September 1 to August 31 is required from each school by November 1 on forms submitted by the board. Reports from colleges and universities conducting programs in nursing shall include the period from the day classes begin in the fall or first semester (term) for a period of 12 months.

(3) FACULTY. A faculty qualification record and current college transcript(s) shall be on file with the board for all persons identified in sections N 2.04 and N 2.11.

(4) AGREEMENT. A copy of the agreement between a school and an institution shall be filed by the school's educational administrator with the board.

History: Cr. Register, June, 1962, No. 78, eff. 7-1-62.