

Chapter N 1

GENERAL ACCREDITATION POLICIES FOR SCHOOLS OF NURSING

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N 1.01 DEFINITION OF TERMS. For the purpose of Chapter N the following definitions apply: (1) Board. The board means the Wisconsin state board of nursing.

(2) Accredited School of Nursing. Accredited school of nursing, school of nursing and school mean, unless otherwise specified, a school, a program, or a department of nursing which has been accredited under the standards of the board.

(3) Associate Unit. An associate unit is a health agency which provides a segment of a professional school's curriculum. The unit provides the instructional staff and the clinical facilities but is not under direct control of the school. The school carries the responsibility for planning and evaluating the educational outcomes to be achieved by such affiliation.

(4) Extended Unit. An extended unit is a health agency which permits the use of its clinical facilities by a school. The instructional program is the complete responsibility of the school's faculty.

(5) Cooperating Health Agency. A cooperating health agency is one which provides one or more segments of the practical nursing curriculum. A hospital may provide the instructional staff and clinical facilities but it is not under the direct control of the institution offering the program. The school carries the responsibility for planning and evaluating the educational outcomes to be achieved by such affiliation.

(6) Faculty. Faculty means a group of persons employed full-time or part-time for the purpose of administrative, teaching, and guidance functions for the school.

(7) Requirements. Requirements are mandatory standards which schools, associate and extended units, and cooperating health agencies shall meet in order to be accredited or approved.

N1.02 LEGAL AUTHORITY. Section 149.01 (3) Wisconsin statutes, provide that the board shall "establish minimum standards for schools for nurses and schools for trained practical nurses licensed under this chapter, and to make and provide periodic surveys and consultations to such schools." In order to fulfill this mandate, the board accredits schools and associate units. It approves extended units and cooperating health agencies.

N 1.03 ACCREDITATION. (1) Purposes. (a) To insure the safe practice of nursing by setting minimum standards for the accreditation of schools which prepare the practitioner.

(b) To help the prospective nursing student and his counselor by providing a list of accredited schools to aid in the selection of a school best suited to the needs of the student.

(c) To promote optimum development of schools by helping with their self improvement programs.

(d) To insure the graduates of schools of their eligibility for admission to the examination for registration or licensure and to facilitate their registration or licensure without examination in other states.

(2) Philosophy of Accreditation. (a) An institution will be evaluated in relation to the stated purposes of the school, the adequacy of these purposes, and the degree to which the purposes guide the accepted program.

(b) The school will be judged by the total pattern it presents. It is accepted as a principle of procedure that strengths in certain areas may compensate for weaknesses in other areas provided that an area does not show deficiencies which endanger the total program.

(c) Individuality will be recognized provided sound principles of education are maintained.

N 1.04 INITIAL ACCREDITATION PROCEDURE. The controlling board of an institution contemplating establishment of a school shall confer with the board early in the planning stage. When a local board of vocational and adult education desires to conduct a program in practical nursing, the consent of the state director of the board of vocational and adult education is required.

(1) Application. The institution desiring to conduct an accredited school shall submit an application, a written plan of organization and any additional information requested by the board. These shall be presented not later than six months prior to the anticipated opening date. The plan shall contain statements setting forth the:

- (a) Purpose for establishing the school.
- (b) Composition, powers, duties and responsibilities of the governing body of the school.
- (c) Financial provisions for supporting the program in nursing.
- (d) Philosophy, purpose and objectives of the program in nursing.
- (e) Faculty positions, qualifications and duties.
- (f) Proposed curriculum and the plan for its administration, including faculty - student ratio.
- (g) Clinical facilities.
- (h) Plan for student admission, class attendance, promotion and graduation.
- (i) Provision for student health and welfare.

(2) Evaluation. The plan of organization and related information will be evaluated and if it appears the institution may be eligible for accreditation, the board will arrange for its representative to visit the institution and submit a written report.

(3) Survey. The representative of the board will submit a written report of findings. 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 and adult education, a copy of the report will be sent to the state director of the board of vocational and adult education.

(4) Status of New School. The school may be granted initial accreditation.

N 1.05 TYPES OF ACCREDITATION. (1) Initial. A school or associate unit shall be granted initial accreditation upon the admission of the first class provided the date of admission is within one year after the application for accreditation is approved by the board. If the operation of the program is not satisfactory to the board during this period of initial accreditation it will withdraw accreditation.

(2) Full. A school shall be granted full accreditation upon satisfactory operation culminating in the graduation of the first class. An associate unit shall be granted full accreditation after satisfactory operation for one year.

(3) Conditional. A school or associate unit with full accreditation shall have its accreditation changed to conditional accreditation at any time it is not meeting the rules of the board. If the defects are not corrected within the time specified by the board the school or associate unit may be removed from the accredited list.

N 1.06 CERTIFICATES OF ACCREDITATION. (1) Ownership. Certificates remain the property of the board and may be recalled whenever the school or associate unit fails to meet the minimum standards outlined in Chapter N.

(2) Initial. A certificate of initial accreditation shall be issued upon admission of the first class of students provided the date of admission is within one year after the application for accreditation is approved by the board.

(3) Full. A certificate of full accreditation shall be issued following the graduation of the first class admitted to the school if all provisions of Chapter N have been met. A certificate shall be issued to an associate unit at the end of the first year if all provisions have been met.

N 1.07 RESURVEY. A school or associate unit will be resurveyed periodically. An accredited school or associate unit which is not meeting the minimum standards outlined in Chapter N will be warned in writing of its weaknesses and the time granted for their removal. If the school or associate unit does not show definite evidence of having met the standards, a hearing will be scheduled to determine whether the school or associate unit should be removed from the accredited list.

N 1.08 REMOVAL FROM ACCREDITED LIST. A school or associate unit with full accreditation may be removed from the list at any time it is evident that minimum standards are not being maintained or a class has not been admitted for one year. A school which has notified the board that it wishes to close will be governed by section N 1.10. A school will not be removed from the list without a hearing.

N 1.09 ACCREDITATION BY OTHER ORGANIZATIONS. An institution which conducts a school or which serves as an associate or extended unit or a cooperating health agency shall be approved or accredited by recognized agencies.

(1) North Central Association of Colleges and Secondary Schools. The college or university conducting basic programs in nursing shall be accredited by the north central association of colleges and secondary schools. Such accreditation is also required for a college or university which provides courses for students of schools of nursing conducted by other institutions.

(2) Joint Commission on Accreditation of Hospitals. A hospital which provides one or more of the five major clinical fields (medical, surgical, pediatric, obstetric, and psychiatric) shall be accredited by the joint commission on accreditation of hospitals.

N 1.10 CLOSING OF AN ACCREDITED SCHOOL OR ASSOCIATE UNIT. (1) Notice. When the controlling board of an institution contemplates the closing of an accredited school or associate unit it shall confer with the board. If it decides to discontinue the school or associate unit the institution shall notify the board in writing.

(2) Continuation of Accreditation. The board will continue the accreditation of the school until the enrolled students have been graduated provided the educational program is safeguarded.

(3) Transfer. If students are to be transferred to another accredited school, the transfer shall be cleared with the board.

(4) Removal from List. The name of the school will be removed from the accredited list when the last student is graduated.

(5) Records. An institution closing a school shall provide for safe storage of vital records and should confer with the board about this.

(6) Return of Certificate. The certificate of accreditation shall be surrendered to the board.

N 1.11 CHANGE OF OWNERSHIP OR ORGANIZATION. When an accredited school changes ownership or its pattern of organization it is required to make application for initial accreditation.

N 1.12 PUBLICATION OF ACCREDITED LIST. The board publishes a list of accredited schools of nursing with pertinent facts characteristic of each school.

N 1.13 CONSULTATION. The board will provide consultation service upon written request. The purpose for which assistance is requested shall be identified.

CHAPTER N 2

SCHOOLS OF PROFESSIONAL NURSING

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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.

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.

(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.

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.

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.

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.

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.

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.

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.

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.

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 tonsillectomy 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.

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.

(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.

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.

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

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.

Chapter N 4

REGISTRATION FOR THE PRACTICE OF PROFESSIONAL NURSING

N 4.01	Proof of intention to qualify for registration	N 4.08	Application fee to be earned fee
N 4.02	Eligibility for examination	N 4.09	Abandonment of application
N 4.03	Eligibility without examination	N 4.10	Renewal of certificate of registration
N 4.04	Nurse with deficiencies in professional preparation	N 4.11	Inactive list of registrants
N 4.05	Nurse with practice in unaccredited hospital	N 4.12	Delinquent registrants
N 4.06	Other qualifications	N 4.13	Replacement of certificate
N 4.07	Permits	N 4.14	Change of name
		N 4.15	High school education equivalent

N 4.01 PROOF OF INTENTION TO QUALIFY FOR REGISTRATION. A nurse shall be considered to have indicated her intention to qualify for registration if the registration fee of \$25.00 has been paid to the state department of nurses.

N 4.02 ELIGIBILITY FOR EXAMINATION. (1) Graduate Of State Accredited School.

(a) Shall be a U. S. citizen or submit proof of intention to become a citizen; have graduated from high school or its equivalent; and hold a diploma from an accredited school of nursing.

(b) Application, statements, documents, and \$25.00 shall be on file as specified in section N 8.03 (6).

(c) Shall be able to speak, read and write English.

(2) Graduate Of Experimental Program. A nurse who holds a license in another state, territory or province of Canada, who graduated from an accredited experimental program and who has met the requirements as outlined in section N 4.02 (1), may be granted a certificate of registration provided the board has reviewed the program and the minutes indicate its approval.

(3) Graduate Of School in Foreign Country. (a) A nurse licensed in a foreign country, with the exception of Canada, is required to meet the requirements outlined in section N 4.02 (1).

(b) All statements and documents written in a foreign language shall be accompanied by notarized translations. The cost of the translation is to be paid by the nurse.

(c) A nurse with credentials shall submit proof of instruction and experience which the board determines to be comparable to preparation required in a Wisconsin accredited school. In addition 6 months of supervised practice in medical and surgical nursing in a hospital associated with an accredited school of nursing is required. A report of the applicant's professional competency shall be submitted by the director of nursing upon completion of the period of practice. Additional practice may be required in any clinical area in which there is a deficiency.

1. In courses which do not meet the minimum requirements the national league for nursing's achievement tests shall be taken. A score at or above the 50th percentile is required.

(d) A nurse without credentials shall submit certified statements attesting to his professional preparation. At least 2 certifications are required, one of which may be made by the applicant. A 12 month period of supervised practice in a hospital

associated with an accredited school of nursing is required. Twelve weeks of practice is required in each of these 4 areas: medical and surgical nursing, pediatric, obstetric and psychiatric nursing. A report on the applicant's professional competency shall be submitted by the director of nursing at the completion of every 3 months. In addition, the national league for nursing's achievement tests shall be taken in all subjects. A score at or above the 50th percentile is required.

(e) A nurse meeting (a), (b) and (c) or (d) shall be qualified for admission to examination.

(4) Graduate Nurses Registered In Other States But Not Eligible For Registration Without Examination. A nurse who holds a license from another state, territory or province of Canada shall be required to qualify and take the examination if his professional educational qualifications and other qualifications are not comparable to those required of Wisconsin nurses during the years he was in school.

N 4.03 ELIGIBILITY WITHOUT EXAMINATION. (1) Recognition Of Out-Of-State Licenses. A nurse licensed as a professional nurse in another state, territory or province of Canada "shall be granted a certificate of registration without examination if her credentials of general and professional educational qualifications and other qualifications are comparable to those required in Wisconsin during the same period". (Section 149.06 (1) Wis. Stats.)

(2) Recognition Of First Waiver. A nurse licensed as a professional nurse under the first waiver in another state, territory or province of Canada shall be granted a certificate of registration without examination.

N 4.04 NURSE WITH DEFICIENCIES IN PROFESSIONAL PREPARATION. Time Allowed To Qualify. A nurse whose qualifications are not comparable shall be granted 12 months from the date of notification in which to meet the requirements. An extension of time may be granted by the director for justifiable cause.

(2) Fifth Service. A nurse graduated between January 1, 1930 and December 31, 1947 who has not had clinical practice in one of these 4 areas - tuberculosis, public health, communicable disease or psychiatry, may be given the opportunity to demonstrate that he has comparable knowledge and experience by taking a standardized test as determined by the board. A score at or above the 50th percentile shall be acceptable.

N 4.05 NURSE WITH PRACTICE IN UNACCREDITED HOSPITAL. A nurse who holds a license in another state, territory or province of Canada whose experience as a student was obtained in a hospital which was not accredited by the joint commission on accreditation of hospitals or its predecessor, may be granted a certificate of registration provided he meets all other requirements.

N 4.06 OTHER QUALIFICATIONS. Other qualifications as specified in section 149.06 (1) Wis. Stats. is interpreted to mean the nurse shall be a U. S. citizen or submit proof of intention to become a citizen.

N 4.07 PERMITS. (1) Graduate Nurses Not Registered. A graduate of an accredited school of professional nursing in any state, territory or province of Canada who desires to practice nursing for compensation shall be granted a permit from the board upon the receipt of proof of graduation; the registration fee of \$25.00 and the permit fee of \$2.00. (a) The diploma from the school or a notarized statement signed by the director of the school or his authorized representative; or the official school transcript signed by the director or his representative, shall be considered proof of graduation.

(b) A permit shall be issued to a graduate nurse writing the examination for the first time. The expiration date on the permit shall be designated by the director of the state department of nurses based upon the anticipated date for the release of examination results. A permit may be extended without fee for cause.

(c) A second permit may be issued without fee to a nurse who is unsuccessful in his first examination provided he has been successful in at least 4 areas. This permit is void if the nurse does not re-write within one year or is unsuccessful on the second examination.

(d) A permit shall not be issued to a nurse who has failed in 2 or more areas in the first examination nor to one who has failed any part of the examination 2 or more times.

(d) A nurse with a valid permit shall be called a graduate nurse. He may use the letters "G. N.".

(2) Graduate Nurses Licensed In Other States. (a) A graduate nurse licensed in a state, territory or province of Canada who desires to practice nursing for compensation shall be granted a permit from the board upon the receipt of a non-lapsed state license, the registration fee of \$25.00 and the permit fee of \$2.00. If the name on the license is different from the one used in making application an affidavit of change of name shall be filed.

(b) A permit shall be issued for a 3 month period during which time the nurse is expected to complete his registration. If for justifiable reason the complete credentials are not filed within the 3 months the permit may be extended for an additional 3 months without fee.

(c) A permit may be issued to a nurse with deficient qualifications provided he has submitted a written agreement to qualify within 12 months from the day of notification. It must be renewed every 3 months. A permit fee is due every 6 months.

(d) If deficiencies are removable in the original 12 month period but have not been removed, the expired permit is to be recalled and no new permit is to be issued unless authorized by the director.

(3) Graduate Of School In Foreign Country. A permit to practice may be issued during the period in which the nurse is qualifying for registration. It must be renewed every 3 months. A permit fee is due every 6 months.

N 4.08 APPLICATION FEE TO BE EARNED FEE. Effective July 1, 1962, a fee received in connection with an application for a certificate by or without examination, or a permit shall be an earned fee upon receipt. The applicant shall be notified in writing of the results of the evaluation of the application. The applicant is not entitled to a refund of the fee if a certificate or permit is denied.

N 4.09 ABANDONMENT OF APPLICATION. (1) By Examination. An applicant whose application for examination has been accepted shall be deemed to have abandoned the application if he does not take such examination within a three-year period from the date of the first examination for which he is eligible under said application. An applicant whose application for examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice and take an examination within a three-year period from the date of the written evaluation notice.

(2) Without Examination. An applicant whose application for certificate without examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice within a three-year period from the date of the written evaluation notice.

(3) No Exceptions. (a) Submission of additional data, requests for reconsideration or re-evaluation, or other inquiries or statements involving an application, shall not extend the time periods specified in subsections (1) and (2).

(b) An application submitted subsequent to the abandonment of a former application shall be treated as a new application.

(c) An applicant whose application was filed prior to the effective date of the section as amended in 1962 shall have the applicable time periods designated in subsections (1) and (2) of this section without the application having been deemed to have been abandoned.

N 4.10 RENEWAL OF CERTIFICATE OF REGISTRATION. A registered nurse practicing for compensation shall renew his certificate as provided in section 149.06 (3), Wis. Stats. If the nurse does not complete the application for reregistration as directed it may be returned to him for completion before issuance of his reregistration card.

N 4.11 INACTIVE LIST OF REGISTRANTS. A registered nurse not practicing professional nursing in Wisconsin for compensation shall request placement on the inactive list by February 1 and no fee shall be charged.

N 4.12 DELINQUENT REGISTRANTS. A registered nurse who has been currently registered during the preceding year and who does not request placement on the inactive list shall be declared delinquent on February 1. Delinquent registrants shall not be endorsed to other states. A nurse, in order to clear his record, shall submit an affidavit to the effect that he has not engaged in the practice of professional nursing for compensation from the date on which he was recorded as delinquent. If he is unable to sign the affidavit he shall be required to submit the fee for each year in which he has practiced.

N 4.13 REPLACEMENT OF CERTIFICATE. (1) Original. An original certificate of registration which has been lost or destroyed may be replaced upon proper identification of the nurse. Proper identification includes the name of the school and date of graduation, date of original registration and date of birth. The replacement fee shall be \$5.00. A certificate replaced shall be marked duplicate.

(2) Reregistration Card. A duplicate reregistration card may be issued for a fee of \$1.00 upon receipt of proper identification as outlined in (1).

N 4.14 CHANGE OF NAME. (1) Credentials Required. The name of a nurse shall be changed on the records in the state department of nurses upon receipt of an affidavit, or a certified copy of the court record, or a certified copy of a marriage certificate.

N 4.15 HIGH SCHOOL EDUCATION EQUIVALENT. Education equivalent to a high school education may be established by any one of the following:

(1) Advisors. The University of Wisconsin through its department of admissions or the extension division and the department of public instruction shall be the

agencies which may advise the board regarding the amount of high school credit which may be granted.

(2) General Educational Development Test. A standard score of 35 or above on each of the five tests, or an average standard score of 45 or above on the entire five tests of the General Educational Development Test.

(3) Degree. A degree from any accredited junior college, college or university.

(4) Educational Equivalency Test. If applicant has no high school credentials he shall pass the 12th grade equivalency test as designated by the board.

Chapter N 5

LICENSURE TO PRACTICE AS A TRAINED PRACTICAL NURSE

N 5.01	Proof of intention to qualify for licensure	N 5.08	Delinquent licensee
N 5.02	Application fee to be earned fee	N 5.09	Replacement of license
N 5.03	Eligibility for examination	N 5.10	Change of name
N 5.04	Comparable training	N 5.11	High school education equivalent
N 5.05	Eligibility without examination	N 5.12	Abandonment of appli- cation
N 5.06	Renewal of license		
N 5.07	Inactive list of licensees		

N 5.01 PROOF OF INTENTION TO QUALIFY FOR LICENSURE. A nurse shall be considered to have indicated his intention to qualify for licensure if the licensing fee of \$15.00 has been paid to the state department of nurses.

N 5.02 APPLICATION FEE TO BE EARNED FEE. Effective July 1, 1962 a fee received in connection with an application for a license by or without examination shall be an earned fee upon receipt. The applicant shall be notified in writing of the results of the evaluation of the application. The applicant is not entitled to a refund of the fee if the license is denied.

N 5.03 ELIGIBILITY FOR EXAMINATION. (1) Graduates Of State Accredited School.
(a) Shall be a U. S. citizen or submit proof of intention to become a citizen; be at least 18 years of age; have completed 2 years (8 credits) of high school or its equivalent; hold a diploma from an accredited school of practical nursing in a state whose minimum standards meet Wisconsin's standards. A graduate of a program in a state not meeting Wisconsin's standard but whose program is equivalent to the minimum standards of Wisconsin may be eligible for examination.

(b) Application, statements, documents, and the \$15.00 shall be on file 21 days prior to date of examination.

(c) Shall be able to speak, read, and write English.

(2) Person With Comparable Training. (a) A person who is a U. S. citizen, or submits proof of intention to become a citizen; is at least 18 years of age; has completed 2 years (8 credits) of high school or its equivalent and can provide evidence of comparable preparation (section N 5.04) satisfactory to the board may be admitted to examination provided section N 5.01 has been met.

N 5.04 COMPARABLE TRAINING. (1) Partial Professional. A person who has completed approximately 18 months in an accredited school of professional nursing within 10 years of date of application and who has had at least 9 months of experience in the clinical areas (equivalent to the minimum program in a state accredited practical nursing school) plus 6 months of satisfactory nursing experience which has been obtained within the last 5 years may be considered to have had comparable preparation.

(2) License In Foreign Country. A person who holds a license in a foreign country as a professional nurse but who does not have the educational qualifications to receive a Wisconsin certificate of registration may be considered to have comparable preparation if he meets section N 5.03 (2), and has had instruction and practice in the care of medical and surgical patients, mothers, newborn infants and children plus 6 months satisfactory nursing experience in Wisconsin.

N 5.05 ELIGIBILITY WITHOUT EXAMINATION. (1) Recognition Of Out-Of-State License. A license shall be granted without examination to a person who is licensed as a trained attendant, licensed practical nurse or under a comparable title in another state, territory or province of Canada if: (a) the state, territory, or province has standards comparable to those established by the board.

(b) The applicant (whose program meets Wisconsin's standards) has written the same examination and received a score acceptable to Wisconsin.

N 5.06 RENEWAL OF LICENSE. A trained practical nurse practicing for compensation shall renew his license as provided in section 149.09 (4) (b) Wis. Stats. If he does not complete the application for relicensing as directed it may be returned to him for completion before issuance of a renewal card.

N 5.07 INACTIVE LIST OF LICENSEES. A trained practical nurse not practicing nursing for compensation in Wisconsin shall request placement on the inactive list by August 1, and no fee shall be charged.

N 5.08 DELINQUENT LICENSEE. A trained practical nurse who has been currently licensed during the preceding year and who does not request placement on the inactive list shall be declared delinquent on August 1. Delinquent licensees shall not be endorsed to other states. A nurse, in order to clear his record, shall submit an affidavit to the effect that he has not engaged in the practice of nursing as a trained practical nurse for compensation from the date on which he was recorded as delinquent. If he is unable to sign the affidavit he shall be required to submit the fee for each year in which he has practiced.

N 5.09 REPLACEMENT OF LICENSE. (1) Original. An original license which has been lost or destroyed may be replaced upon proper identification of the nurse. Proper identification includes the name of the school and date of graduation, date of original license and date of birth. The replacement fee shall be \$5.00. A license replaced shall be marked duplicate.

(2) Renewal Card. A duplicate renewal card may be issued for a fee of \$1.00 and upon receipt of proper identification as outlined in (1).

N 5.10 CHANGE OF NAME. (1) Credentials Required. The name of a trained practical nurse shall be changed on the records in the state department of nurses upon receipt of an affidavit, a certified copy of a court record or a certified copy of a marriage certificate.

N 5.11 HIGH SCHOOL EDUCATION EQUIVALENT. Education equivalent to 10th grade high school education (8 credits) may be established by any one of the following:

(1) Advisors. The University of Wisconsin through its department of admissions or the extension division and the department of public instruction shall be the agencies which shall advise the board regarding the amount of high school credit which shall be granted the applicant.

(2) General Educational Development Test. A standard score of 35 or above in each of the five tests, or an average standard score of 45 or above on the entire five tests of the General Educational Development Test.

(3) Degree. A degree from an accredited junior college, college, or university.

(4) Educational Equivalency Test. If the applicant has no high school credentials he shall pass the 10th grade equivalency examination designated by the board.

N 5.12 ABANDONMENT OF APPLICATION. (1) By Examination. An applicant whose application for examination has been accepted shall be deemed to have abandoned the application if he does not take such examination within a three year period from the date of the first examination for which he is eligible under said application. An applicant whose application for examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice and take an examination within a three year period from the date of the evaluation notice.

(2) Without Examination. An applicant whose application for license without examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice.

(3) No Exceptions. (a) Submission of additional data, requests for reconsideration or re-evaluation, or other inquiries or statements involving an application, shall not extend the time periods specified in subsections (1) and (2).

(b) An application submitted subsequent to the abandonment of a former application shall be treated as a new application.

(c) An applicant whose application was filed prior to the effective date of the section amended in 1962 shall have the applicable time periods designated in sections (1) and (2) of this section without the application having been deemed to have been abandoned.

The rules, amendments and repeals contained herein shall take effect on July 1, 1962.

WISCONSIN STATE BOARD OF NURSING

Adele G. Stahl
Adele G. Stahl, Secretary

Dated: April 4, 1962