

## Chapter N 8

## POLICIES GOVERNING BOARD AND COMMITTEE MEETINGS

N 8.01	State board of nursing	N 8.04	Committee of examiners for trained practical nurses
N 8.02	Policies of state board of nursing	N 8.05	Department of nurses
N 8.03	Committee of examiners for nurses		

N 8.01 State board of nursing. (1) OFFICERS. The officers of the board shall consist of a president, vice-president, and secretary.

(2) ELECTION. The officers of the board, except the secretary, shall be elected annually by ballot at the regular meeting in July. The candidate receiving the largest number of votes shall be declared elected. Officers shall assume office at the close of the meeting at which they are elected.

(3) VACANCIES IN OFFICE. (a) *President*. A vacancy occurring in the office of the president shall be filled by the vice-president for the period of the unexpired term.

(b) *Vice-president*. A vacancy in the office of vice-president shall be filled by appointment by the president for the period of the unexpired term.

(c) *President and vice-president*. Vacancies in both the offices of president and vice-president shall require a special election. Persons so elected shall hold office for the unexpired term of the person who vacated the office.

(d) *Secretary*. A vacancy in the office of secretary shall be filled by the designated deputy director until the director of nursing education has been appointed.

(4) DUTIES OF OFFICERS. (a) *President*. The president shall preside at meetings and shall appoint members to serve on special sub-committees as may be created. The president shall be an ex-officio member of all standing and special sub-committees.

(b) *Vice-president*. The vice-president shall preside at meetings in the absence of the president and shall assume the duties of president.

(c) *Secretary*. 1. The secretary shall make the necessary arrangements for the meetings of the board, and send notices of meetings to members, prepare the agenda and record the minutes of the meetings and conduct the necessary correspondence for the board.

2. Previous to the expiration of the term of office of a member of the committee of examiners for nurses and the committee of examiners for trained practical nurses she shall obtain a list of eligible candidates and their credentials as herein provided and present the same to the board.

(5) COMMITTEES. (a) There shall be 4 standing committees in addition to those provided in sections 149.03 and 149.09 (1), Wis.

Stats. They shall consist of at least 3 members who shall be appointed by the president with the consent of the board after the annual meeting in July.

1. Committee on credits.
2. Committee on revisions.
3. Committee on scholarship.
4. Executive committee.

(b) The committee on credits shall review and approve or disapprove the school's plan for readmission of an applicant who has been absent for more than one year or who transfers from one school to another.

(c) The committee on revision shall study existing rules, and make such recommendations for revision as may seem necessary from time to time.

(d) The committee on scholarship shall prepare rules and policies for the granting of scholarships, prepare announcements and send forms as are necessary for scholarships subject to the approval of the board. The committee shall assemble and evaluate the credentials of applicants for scholarships and submit to the board a list of eligible candidates.

(e) The executive committee shall review complaints regarding registered professional and licensed practical nurses and recommend action to the board. It shall be represented by at least one member at all hearings for Wisconsin certified or licensed nurses. It shall assume other duties as designated by the board.

(f) A special committee may be created by the board, as necessary, and shall cease to exist upon completion of the special work for which it was created.

(6) MEETINGS. The meetings of the board shall be designated as regular and special.

(a) Regular meetings shall be held 4 times a year, on the second Wednesday in January, April, July, and October, unless otherwise ordered by the president. A notice of a regular meeting shall be sent to each member at least 10 days before the date of meeting.

(b) The July meeting shall be the annual meeting.

(c) Special meetings may be called by the president, secretary, or upon the written request of two members. Section 149.01 (2), Wis. Stats.

(d) A quorum shall consist of 5 members. Section 149.01 (2), Wis. Stats.

(e) The business at each regular meeting shall follow Robert's Rules of Order, revised.

(7) COMMITTEE OF EXAMINERS FOR NURSES. (a) *Candidates.* Several months prior to the expiration of the term of office of a member of the committee of examiners for nurses the secretary of the board shall request the names of possible candidates from directors of schools of nursing, the Wisconsin state nurses' association, the Wisconsin league for nursing, and the members of the board. The secretary shall obtain the credentials of the candidates and, from the names of candidates she shall prepare a list of eligible candidates and their qualifications to be presented to the board at the regular meeting preceding the date of expiration of the examiner's term of office.

- (b) *Qualifications.* 1. Registered in Wisconsin.
- 2. Actively engaged in nursing for a period of at least 3 years immediately preceding application.
- 3. A minimum of 3 years' experience in nursing, preferably in teaching, supervision or administration in an accredited school of nursing or a public health nursing agency affiliated with a school of nursing.
- 4. College graduate.
- 5. Knowledge of content of courses in the current curriculum of a school of nursing.
- 6. Knowledge of principles underlying test construction and experience in constructing, administering and scoring objective tests.
- (c) *Selection of candidates.* Candidates shall be elected by ballot and the candidate receiving the highest number of votes shall be appointed.
- (d) *Vacancy.* A vacancy may be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such list has been compiled within one year and as provided in 7 (a).

(8) COMMITTEE OF EXAMINERS FOR TRAINED PRACTICAL NURSES.  
 (a) *Candidates.* Several months prior to the expiration of the term of office of a member of the committee of examiners for trained practical nurses, the secretary of the board shall request the names of possible candidates from directors of schools for trained practical nurses, the Wisconsin state nurses' association, the Wisconsin league for nursing, the state medical society of Wisconsin, the Wisconsin state practical nurses' association, and the members of the board. The secretary shall obtain the credentials of the candidates and, from the names of candidates she shall prepare a list of eligible candidates and their qualifications to be presented to the board at the regular meeting preceding the date of expiration of the examiner's term of office.

- (b) *Qualifications.* 1. Registered in Wisconsin.
- 2. High school graduate or its equivalent. Graduation from college recommended.
- 3. Knowledge of content of courses in the current curriculum of a school for trained practical nurses.
- 4. Interest in and willingness to devote sufficient time to the study of principles underlying test construction to contribute to the construction, administering and scoring of objective tests.
- (c) *Selection.* Candidates shall be elected by ballot and the candidate receiving the highest number of votes shall be appointed.
- (d) *Vacancy.* A vacancy may be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such a list has been compiled within one year and as provided in 7 (a).

(9) AMENDMENTS. These regulations may be amended at any regular meeting by majority vote of those members present and voting.

**History:** 1-2-56; am. (2), (3) (c); r. and recr. (5) (a), (b) and (e); and am. (5) (c); am. (6) (a) and (b), Register, June, 1963, No. 90, eff. 7-1-63; r. and recr. (3) (c) and cr. (3) (d), Register, September, 1964, No. 105, eff. 10-1-64.

**N 8.02 Policies of state board of nursing. (1) BOARD MATERIALS.** Each new member, upon appointment, shall receive a copy of chapter

149, Wis. Stats., and chapter N Wisconsin administrative code. (a) Within 2 weeks after retiring from the board, all materials, including reports of survey of schools, shall be returned to the secretary.

(2) **AGENDA.** (a) A copy of the agenda for each meeting shall be sent to each member at least 3 days prior to the meeting.

(b) Any member wishing to have a special topic introduced for discussion at a regular meeting shall submit the same to the secretary at least 7 days prior to the date of the meeting for placement on the agenda.

(3) **REPORTS OF SURVEYS AND VISITS TO SCHOOLS.** (a) Written reports of surveys of schools and affiliated agencies with a list of requirements to be met and recommendations for improvement shall be sent to each member with the agenda.

(b) After the board has approved the report, the requirements and recommendations, copies shall be sent to the director of the school, the assistant director of nursing education, the chairman of the nursing school committee and the administrator or president of the governing body.

(c) A written report of each visit to a school shall be placed on file but shall not be presented for discussion except upon request of one or more members or unless action by the board is indicated.

**N 8.03 Committee of examiners for nurses.** (1) **OFFICERS.** The officers of the committee shall consist of a chairman, a vice-chairman, and a secretary.

(2) **ELECTION.** The officers of the committee, except the secretary, shall be elected by the members at the meeting preceding the fall examination of the odd years and shall assume office at the close of the meeting at which they are elected. They shall hold office for a period of 2 years or until their successors are elected.

(3) **VACANCIES.** (a) *Chairman.* A vacancy in the office of the chairman shall be filled by the vice-chairman until the next meeting of the committee at which time it will elect a chairman for the unexpired term.

(b) *Vice-chairman.* A vacancy in the office of vice-chairman may be filled by the chairman, the appointee to serve for the period of the unexpired term.

(c) *Secretary.* A vacancy in the office of secretary shall be filled by the assistant director of nursing education who shall serve until the position of director of nursing education has been filled.

(4) **DUTIES OF OFFICERS.** (a) *Chairman.* The chairman shall preside at all meetings of the committee and appoint such standing and special committees as may be necessary.

(b) *Vice-chairman.* The vice-chairman shall preside at meetings in the absence of the chairman and discharge the duties of the chairman.

(c) *Secretary.* 1. The secretary shall record the minutes of all meetings, send out notices of and prepare the agenda for all meetings.

2. She shall make arrangements for conducting examinations, preparing the notice and schedule of the examinations, sending them to the schools at least 6 weeks prior to the date of the examination.

3. She shall obtain the credentials of applicants for the examination, review their qualifications and notify them of their eligibility for the examination.

4. She shall recommend the temporary appointment of the number of assistants necessary to conduct the examination, efficiently.

(5) MEETINGS. Meetings shall be held at least once a year. Notices of meetings shall be sent to members of the committee at least one week prior to the meeting.

(6) EXAMINATION. (a) *Regular and Special*. 1. A regular examination is for candidates writing a licensing examination for the first time.

2. A special examination is for candidates who are rewriting one or more tests and for persons who are licensed in foreign countries.

(b) *Time and Place*. Examinations shall be held at the times and in places designated by the committee.

(c) *Final date for filing*. 1. Application, fees and all credentials (general and professional education) shall be in the office of the state department of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted.

2. If the number of approved candidates exceeds the seating space provided and the proctors available for the scheduled examination and another examination is not scheduled within 60 days the secretary may arrange for extension of the examination into the first 2 days immediately following the scheduled date. When this procedure is followed it shall be considered as one examination. The deadline for filing application and credentials shall be no later than 4:30 P.M., 28 days before the scheduled date of examination.

(d) *Admission*. 1. Priority shall be given to candidates whose application and credentials were complete and approved first on a calendar basis.

2. A candidate who has completed the total educational program but is on a terminal vacation may be admitted to examination if subsections (c) and (d), above have been met and his records show inclusive dates of the terminal vacation.

(e) *Areas*. The examination shall be based upon the content of the curriculum and shall be incorporated in subject areas.

(f) *Test items*. Shall be held strictly confidential and shall not be reviewed by those assisting with the conduct of the examination.

(g) *Credentials to examination center*. Each candidate shall present an admission card and a signed photograph which is a duplicate of the one attached to his application at the opening session of the examination.

(h) *Critical score*. 1. The standard score used to determine whether or not the candidate has been successful in each nursing area shall be based upon the standard deviation method. The committee shall determine the critical or passing standard score in each nursing area; and shall issue a certificate of registration to candidates with passing scores in all nursing areas.

2. The standard scores shall be used on records in the files of the department and for the report to the candidate's school.

(i) *Unsuccessful candidates.* 1. A candidate who fails to meet the critical score in one or more subject areas shall be required to rewrite these areas.

2. An unsuccessful candidate for registration shall appear for re-examination within one year or rewrite the entire examination. Exceptions are to be made only by the committee.

(j) *Proctoring.* 1. By other jurisdictions. The committee will not authorize the writing of the first Wisconsin examination in another jurisdiction. Candidates are advised to apply for and write the examination in the jurisdiction in which they are residing. When a Wisconsin repeater candidate residing outside of the state is rewriting one or more tests and undue hardship would be caused by his return to Wisconsin, the staff may arrange with the jurisdiction in which he is residing to proctor the examination. The examination fee shall be received before authorization is granted to proctor the examination.

2. For other jurisdictions. The staff, at the request of another jurisdiction, may arrange for the proctoring of an examination for the person specified. The individual may either be assigned to a scheduled regular or special examination or have the examination proctored in the office of the state department of nurses. If the person has made application for Wisconsin registration and paid the required fees a service fee of five dollars shall be charged. This fee is payable prior to examination. If he has not made application for Wisconsin registration the service charge shall be \$25 for the entire examination. When only a part of the examination is written the charge shall be \$10 for one or 2 tests and \$5 for each additional test.

(7) **TEST ITEMS.** (a) *Type.* Items, objective in type will be used.

(b) *Submitting.* Items should be submitted to the office of the state department of nurses for typing at least 3 weeks preceding the meeting at which they are to be reviewed.

(c) *Review.* Items will be reviewed and approved by the committee before release for printing.

(d) *Selection.* The committee may enter into a contract with an agency providing a test pool service provided the committee may select the nursing areas and the security procedures are satisfactory.

(e) *Member responsibility.* Members of the committee are expected to participate in the preparation of each new series of the examination.

(8) **FEEES.** (a) *Earned.* Fifteen dollars of the \$25 examination fee is an earned fee upon receipt. (b) *Refunded.* 1. Ten dollars of the \$25 fee "shall be refunded to an applicant who gives advance written notice that she is unable to be present for the examination." Section 149.04 Wis. Stats.

2. The advance written notice shall be received in the office of the state department of nurses at least 7 days before the scheduled date of examination. Exceptions may be made to this provision if after review of the facts the committee believes the circumstances which resulted in the non-attendance could not have been anticipated or would cause undue hardship.

**History:** 1-2-56; r. and recr. (6) (a), (b), (c), (d), (e) and (f); (6) (g) is renum. to be (i); cr. (6) (g) and (h); Register, December, 1962, No. 84, eff. 1-1-63; cr. (6) (j) and (8), Register, September, 1964, No. 105, eff. 10-1-64.

Register, September, 1964, No. 105

**N 8.04 Committee of examiners for trained practical nurses.**

(1) **OFFICERS.** The officers of the committee shall consist of a chairman, a vice-chairman and a secretary.

(2) **ELECTION.** The officers of the committee, except the secretary, shall be elected by the members at the meeting preceding the fall examination of the odd year and shall assume office at the close of the meeting at which they are elected. They shall hold office for a period of 2 years or until their successors are elected.

(3) **VACANCIES.** (a) *Chairman.* A vacancy in the office of the chairman shall be filled by the vice-chairman until the next meeting of the committee at which time it will elect a chairman for the unexpired term.

(b) *Vice-chairman.* A vacancy in the office of vice-chairman may be filled by the chairman, the appointee to serve for the period of the unexpired term.

(c) *Secretary.* A vacancy in the office of secretary shall be filled by the assistant director of nursing education who shall serve until the position of director of nursing education has been filled.

(4) **DUTIES OF OFFICERS.** (a) *Chairman.* The chairman shall preside at all meetings of the committee and appoint such standing and special committees as may be necessary.

(b) *Vice-chairman.* The vice-chairman shall preside at meetings in the absence of the chairman and discharge the duties of the chairman.

(c) *Secretary.* 1. The secretary shall record the minutes of all meetings, send out notices of and prepare the agenda for all meetings.

2. She shall make arrangements for conducting examinations, preparing the notice and schedule of the examinations, sending them to the schools at least six weeks prior to the date of the examination.

3. She shall obtain the credentials of applicants for the examination, review their qualifications and notify them of their eligibility for the examination.

4. She shall recommend the temporary appointment of the number of assistants necessary to conduct the examination efficiently.

(5) **PROCTORS.** A minimum of 2 proctors is required for the conduct of an examination, one of whom shall be a licensed trained practical nurse.

(6) **MEETINGS.** Meetings shall be held at least once a year. Notices of meetings shall be sent to members of the committee at least one week prior to the meeting.

(7) **EXAMINATION.** (a) *Place.* Examinations shall be held in places designated by the committee.

(b) *Final date for filing.* All credentials (application, proof of 10th grade education, final school record, or verification of experience and birth certification) and the fee shall be on file 21 days prior to the date of examination.

(c) *Areas.* The examination shall be based upon the content of the minimum curriculum.

(d) *Test items.* Shall be held strictly confidential and shall not be reviewed by those assisting with the conduct of the examination.

(e) *Credentials to examination center.* Each candidate shall present at the opening session the card of admittance and a photograph

(a duplicate of the one attached to the application) bearing the candidate's signature.

(f) *Critical score.* 1. The standard score used to determine whether or not the candidate has been successful in the examination shall be based upon the standard deviation method. The committee shall determine the standard score above which the candidate shall receive a license.

2. The standard score shall be used on records in the files of the department and for the report to the candidate's school.

(g) *Proctoring.* 1. By other jurisdictions. The committee will not authorize the writing of the first Wisconsin examination in another jurisdiction. Candidates are advised to apply for and write the examination in the jurisdiction in which they are residing. When a Wisconsin repeater candidate residing outside the state wishes to rewrite the examination and undue hardship would be caused by his return to Wisconsin, the staff may arrange with the jurisdiction in which he is residing to proctor the examination. The examination fee shall be received before authorization is granted to proctor the examination.

2. For other jurisdictions. The staff, at the request of another jurisdiction, may arrange for the proctoring of an examination for the person specified. The individual may either be assigned to a scheduled examination or have it proctored in the offices of the state department of nurses. If the person has made application for Wisconsin licensure and paid the required fee, a service charge of \$5 shall be made. This fee is payable prior to examination. If he has not made application for Wisconsin licensure, the service charge shall be \$15.

(h) *Fee.* The \$15 examination fee is an earned fee upon receipt. See Wis. Adm. Code section N 5.12.

(8) **TEST ITEMS.** (a) *Type.* Items, objective in type will be used.

(b) *Submitting.* Items should be submitted to the office of the state department of nurses for typing at least 3 weeks preceding the meeting at which they are to be reviewed.

(c) *Review.* Items will be reviewed and approved by the committee before release for printing.

(d) *Selection.* The committee may enter into a contract with an agency providing a test pool service provided the committee may select the nursing areas and the security procedures are satisfactory.

(e) *Member responsibility.* Members of the committee are expected to participate in the preparation of each new series of the examination.

**History:** 1-2-56; r. (7) (g), Register, June, 1963, No. 90, eff. 7-1-63; cr. (7) (g) and (h), Register, September, 1964, No. 105, eff. 10-1-64.

**N 8.05 Department of nurses.** When the director of nursing education is out of the office or otherwise engaged she shall designate a deputy director to act in her behalf. If the position of director is vacant or the director has been unable to make the designation, the president of the board shall designate a deputy director until the next meeting of the board at which time the board shall appoint an acting director. The designation of a deputy director shall be in writing and the selection limited to persons within the state department of nurses who are in the civil service classification of graduate nurse IV, V, or VI.

**History:** Cr. Register, June, 1963, No. 90, eff. 7-1-63.  
Register, September, 1964, No. 105