

N 1 to 9

ORDER OF THE STATE OF WISCONSIN BOARD OF  
NURSING ADOPTING, AMENDING OR REPEALING RULES

Pursuant to authority vested in the State of  
Wisconsin Board of Nursing by sections 441.01(3), Wis.  
Stats., the Board hereby repeals and recreates chapters  
N 1, 2, 6, 7, 9, attached hereto.

The repeals and rules contained herein shall take  
effect as provided in section 227.026(1), Wis. Stats.

Dated: July 17, 1970

State of Wisconsin Board  
of Nursing

*Adele G. Stahl*  
Adele G. Stahl, Secretary

Filed July 20, 1970  
9 am



State of Wisconsin \ DEPARTMENT OF REGULATION AND LICENSING

Kenneth E. Priebe  
Secretary

BOARD OF NURSING AND DIVISION OF NURSES  
ADELE G. STAHL, R.N., SECRETARY/ADMINISTRATOR  
110 N. HENRY STREET  
MADISON, WISCONSIN 53703

STATE OF WISCONSIN )  
Department of Regulation & Licensing - BOARD OF NURSING) SS  
)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Adele G. Stahl, Secretary of the Board of Nursing, and custodian of the official records of said board, do hereby certify that the annexed rules and regulations relating to General Accreditation Policies, Programs Preparing For Certification As Registered Nurses, Pleading, Practice And Procedure, Scholarship Funds, and Supplemental Education For Nurses, were duly approved and adopted by this board on June 24, 1970 following public hearing on May 27, 1970.

I further certify that said copy has been compared by me with the original on file in this board and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the board at the Capitol, in the City of Madison, this 17th day of July A.D. 1970.

Adele G. Stahl, R.N.

STATE OF WISCONSIN BOARD OF NURSING

Chapter N1  
GENERAL ACCREDITATION POLICIES FOR  
SCHOOLS OF NURSING

- N1.01 DEFINITION OF TERMS. For the purpose of chapter N the following definitions apply:
- (1) Accrediting body. The State of Wisconsin, Board of Nursing.
  - (2) Accredited school. A school of nursing, unless otherwise specified, means a school, a program, a department or a division of nursing which has met the standards of chapter N1 and N2 or N1 and N3.
  - (3) Associate degree program. An accredited program in nursing organized and administered by a technical college, institute or a junior college which leads to an associate degree in nursing and to eligibility for certification as a registered nurse.
  - (4) Associate unit. A health agency which has been accredited by the board to provide a segment of the curriculum of a school preparing students for registration. The unit provides the instructional staff and clinical facilities but is not under direct control of the school.
  - (5) Agreement. A covenant entered into by the controlling institution with an associate unit, extended unit or other organization.
  - (6) Baccalaureate degree program. An accredited program in nursing organized and administered by a collegiate institution which leads to a baccalaureate degree in nursing and to eligibility for certification as a registered nurse.
  - (7) Board. The State of Wisconsin, Board of Nursing.
  - (8) Controlling institution. The single agency or institution that administers the program in its entirety.
  - (9) Diploma program in nursing. An accredited program in nursing organized and administered by a hospital or independent school which leads to a diploma in nursing and to eligibility for certification as a registered nurse.

(10) Educational administrator. A registered nurse who assumes leadership and responsibility for the educational program. This includes planning, organizing, directing, controlling, coordinating, and evaluating the educational program.

(11) Extended unit. A health agency which has been approved by the board to provide facilities for student learning experiences. The educational program is the complete responsibility of the faculty of the school.

(12) Faculty. A group of persons employed full or part time for the purpose of administration, teaching and guidance in nursing.

(13) Plan of organization. A written statement of the school desiring accreditation setting forth purposes; the composition, powers, duties and responsibilities of the governing body; financial provisions; philosophy, purpose and objectives of the program; faculty positions, qualifications and duties; proposed curriculum and the plan for its administration; educational and clinical facilities; plan for student admission, class attendance, promotion and graduation; and provision for student health and welfare.

(14) Practical nursing program. An accredited program in nursing organized and administered by either a vocational, technical and adult education system on an adult level or an independent school which leads to a diploma in practical nursing and to eligibility for licensure as a trained practical nurse.

(15) Requirement. A mandatory condition which a program, associate or extended unit must meet for accreditation or approval. Requirements are indicated by the terms "shall" and "must".

(16) Secretary. The secretary of the board.

(17) Unit of credit. The curriculum shall be presented in units. The unit shall consist of: (a) one hour of theoretical instruction in each week throughout a semester of 15 - 18 weeks or its equivalent.

(b) Laboratory practice. 1. A minimum of 2 hours of laboratory in each week throughout a semester, or its equivalent, for the registered nurse program. 2. A minimum of 3 hours of laboratory practice in each week throughout a semester, or its equivalent for the trained practical nurse program. 3. The amount of credit assigned for faculty guided clinical nursing practice shall be computed on the basis of concentration of educational experience.

(18) Transcript, is a copy of the student's original record which bears the seal of the institution or a notarization and the signature of the registrar or educational administrator. The reproduction shall have permanence.

N 1.02 LEGAL AUTHORITY. The Wisconsin Statutes provide that the board may establish minimum standards for schools for nurses and schools for trained practical nurses licensed under this chapter and make and provide periodic surveys and consultations to such schools. In order to fulfill this responsibility, the board accredits schools and associate units and approves extended units.

N 1.03 ACCREDITATION. (1) Philosophy and purpose of board. (a) Philosophy.

1. Accreditation of programs in nursing is a method of assuring sound educational standards. In order to serve the people of Wisconsin all schools of nursing shall be accredited prior to admitting students.
2. A nursing program is evaluated in relation to the stated purposes of the school, the possibility of achievement, and the degree to which the purposes direct the program. Educational standards should be responsive to social and scientific forces.
3. Each school is judged by the total pattern it presents. The board accepts the principle of procedure that strengths in certain areas compensate for weaknesses in other areas provided that an area does not show deficiencies which will endanger the total program.

4. Individuality is recognized provided sound principles of education are maintained.

5. The board provides consultation service upon written request. The purpose for which service is requested shall be identified.

(b) Purpose. 1. To insure the safe practice of nursing by setting minimum standards for the accreditation of schools which prepare the practitioner.

2. To encourage study and evaluation within educational programs for the development and improvement of education for nursing.

3. To assist in identifying educational needs and promote cooperation among nursing schools.

4. To provide a list of accredited schools and thus assist prospective students of nursing and counselors in the selection of schools which offer accredited programs.

5. To insure graduates of accredited schools of their eligibility for admission to the state board examination and to facilitate their licensure without examination in other states.

(2) Procedure for establishment of school. (a) The controlling board of an institution contemplating establishment of a school shall confer with the board early in the planning stage. When an area vocational, technical and adult education district desires to conduct a program in nursing, the consent of the state director of the board of vocational, technical and adult education is required.

(b) A representative of the board shall arrange for consultation visits with individuals responsible for the establishment of the program. The purpose of this consultation is to assist school officials in planning for the program.

(c) Application. 1. The institution shall submit to the board a petition to conduct an accredited school and a written plan of organization which shall be in accordance with the standards for accreditation.

2. The institution applying for accreditation to conduct a school to prepare registered nurses shall submit a written plan of organization satisfactory to the board 9 months prior to the anticipated opening date. The institution applying to conduct a program of practical nursing shall submit a plan 6 months prior to the anticipated opening date.
3. Within this period a representative of the board shall conduct a general survey of the proposed educational program and extended units and shall submit a written report to the board.
4. The board at a scheduled meeting, at which representatives of the proposed program may appear, shall consider the evidence presented and shall take action.
5. The board shall notify the controlling institution of the action taken. 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 technical and adult education, a copy of the report will be sent to the state director of the board of vocational, technical and adult education. This approval qualifies the school to admit its first class. Approval shall be withdrawn without a hearing if a class is not admitted within 18 months of the date of board action.
6. New programs shall be visited as deemed necessary by the board. Reports may be required until full accreditation is granted.
  - (3) Procedure for the accreditation/approval of an associate/extended unit.
    - (a) A program representative shall make his own contact with an agency for the use of clinical facilities.
    - (b) A written plan for the use of the agency accompanied by the course objectives and the criteria used in the selection of the facility shall be sent by the school to the board with a request for accreditation of

an associate unit or approval of an extended unit. This request should be made 6 months prior to the date of intended use.

(c) The board shall determine if a survey of the agency by its representative shall be made preliminary to action on the request.

(4) Types of accreditation. (a) Initial. A new school or associate unit may be granted initial accreditation upon admission of the first class provided that the date of admission is within 18 months after the approval of the application for accreditation by the board.

(b) Full. A school may be granted full accreditation upon graduation of the first class and evidence that standards have been met. An associate unit may be granted full accreditation after satisfactory operation for one year and evidence that standards have been met.

(c) Conditional. A school or associate unit with full accreditation may have its status changed to conditional accreditation if standards are not met. Accreditation may be removed if the deficiencies are not corrected within the stated time.

(5) Continued accreditation. (a) The board shall require such reports from accredited schools and associate units as may be deemed necessary to determine eligibility for continuing accreditation.

(b) A representative of the board shall conduct a general survey of the ongoing program at periodic intervals and shall submit a written report to the board.

(c) The board shall consider the evidence as presented and take action. If standards are not met, the board shall specify the deficiencies and state a time limit for correction. Accreditation may be withdrawn after a hearing if the deficiencies are not corrected within the stated time. If a class is not admitted for one year the board may withdraw accreditation after a hearing.

(6) Certificate of accreditation. (a) A certificate of initial or full accreditation shall be issued to an accredited program.



- (b) Certificate shall be posted in a public area of the school.
- (c) Certificate remains the property of the board.
- (7) Accredited list of schools. (a) The board shall publish an annual list of the accreditation status of the schools. (b) A school with accreditation may be removed from the list if it is evident that standards are not being maintained or a class has not been admitted for one year.
- (8) Accreditation by other organizations. An institution which conducts a school or which serves as an associate or extended unit shall be approved/accredited by recognized agencies. These include: (a) North central association of colleges and secondary schools. The degree granting institution conducting a basic program in nursing shall be accredited by the north central association of colleges and secondary schools or show evidence of recognized candidacy for accreditation. This accreditation is also required of a college or university which provides courses for students enrolled in a diploma program in nursing.
- (b) Joint commission on accreditation of hospitals. 1. A hospital which provides one or more of the 5 major clinical fields (medical, surgical, pediatric, obstetric, and psychiatric) shall be accredited by the joint commission on accreditation of hospitals.
2. Nursing homes and extended care facilities shall be accredited by the joint commission on accreditation of hospitals.
- (c) The board shall decide whether other facilities being used for nursing education have appropriate accreditation or recognition.
- (9) Voluntary closure of accredited school or associate unit. (a) Notification of Intent to close. When the board of the controlling institution contemplates the closing of a program or associate unit it shall confer with the board. If it decides to close the program or associate unit it shall notify the board in writing stating the reason, plan and date.

(b) Methods of closing. 1. Continue until the last class enrolled is graduated. The board will continue the accreditation of the program until the enrolled students have graduated provided the educational program is safeguarded. a. The final date of closing is the date on the diploma of the last graduate.

b. The secretary shall be notified of the date of closing.

2. Close the program and assist in transferring students to other accredited programs. Such transfers shall be cleared with the board.

a. The secretary shall receive a list of the names of the students who have been transferred to accredited programs and the date on which the last student was transferred. This date shall be the closing date of the school.

(c) Certificate of accreditation. The educational administrator shall surrender the certificate of accreditation to the board.

(d) Custody of records. 1. If the program closes but the controlling institution continues to function, it shall assume responsibility for the records of the graduates. The secretary shall be advised of the arrangements made to safeguard the records.

2. If the controlling institution ceases to exist, the academic transcript of each graduate shall be transferred to the board.

3. The information forwarded on the transcript of the graduate shall be attested to by the custodian of records and shall identify the date on which the school was closed.

4. The secretary shall be consulted about the disposition of all other records.

(e) School seal. The seal of the school which has been closed if used only for the nursing program is no longer valid and shall be destroyed.

(10) Change of ownership or organization. (a) When the controlling institution changes ownership the new governing body shall notify the

board in writing if it intends to continue the nursing program. The board may require the new owner to file an application for accreditation.

(b) When an accredited school changes its pattern of organization it shall report to the board. The school may be required to reapply for accreditation.

STATE OF WISCONSIN BOARD OF NURSING

Chapter N2  
PROGRAMS PREPARING FOR CERTIFICATION AS  
REGISTERED NURSES

N2.01 ORGANIZATION AND ADMINISTRATION OF SCHOOL. (1) Control of school of nursing.

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

(b) Ultimate control of a school of nursing shall be vested in a board of control responsible for determining general goals and broad policies.

(c) The functions of the board of control in relation to the school shall be stated in the by-laws, rules and regulations, or minutes of the controlling institution.

(d) The board of control shall insure for the school the financial support, facilities, and leadership which will provide the best services to faculty and students.

(e) The controlling institution shall have the structure and organization which makes possible the effective performance of its total function and which permits the inclusion of the school of nursing as a part of that function.

(f) 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.

(2) Organization and administration. In a vocational, technical and adult education system, a college or a university, the organization, administration and policies shall be in accord with the general policies which govern the organization and administration of other divisions or departments of the controlling institution. (a) There shall be a plan of organization and administration for the school of nursing.

(b) Administration shall provide the resources and facilities needed by the school of nursing. 1. There shall be financial support for the school with provision for the budget and its administration after it is approved.

2. There shall be written agreements between the school and board approved institution/agency for academic study, clinical facilities and related services.
  - a. The agreement shall be initiated by the school; it shall identify the responsibilities and privileges of both parties; and bear the signatures of the administrative authorities of each organization.
  - b. The agreement shall be in written form, reviewed annually and kept current.
  - c. The agreement with an extended unit shall ensure the faculty of complete control of the educational program.
- (c) The educational administrator in the school of nursing shall have the authority and responsibility to:
  1. Participate in the preparation of the budget and to administer it after approval.
  2. Screen and recommend candidates for faculty appointment, retention, and promotion.
  3. Direct the educational program.
  4. Assume responsibility for: carrying out the policies and standards of the school; developing and maintaining satisfactory relationships with central administration, other divisions or departments within the institution, with associate or extended units, and the community.
  5. Organize and administer the school in such a way that:
    - a. The administrative and functional relationships among the faculty are clearly defined.
    - b. The work is equitably and appropriately distributed among the members of the faculty.
    - c. Regularly scheduled conferences concerned with improvement of the program are planned and conducted.
    - d. Reports and minutes of faculty action are recorded, filed systematically and kept available for reference.
    - e. Current administrative policies for the school are readily available.
    - f. There are records for all phases of school administration. Records shall be safely stored to prevent loss, destruction, or unauthorized use.

(d) There shall be a current bulletin. It shall contain information describing the program for a specific period of time; policies pertaining to admission, transfer, class attendance, promotion, and graduation, illness and absence.

(e) There shall be written job descriptions for all faculty.

(f) There shall be written personnel policies for faculty which include:

1. Qualifications for position.
2. Faculty load.
3. Contracts.
4. Salary scale and promotion.
5. Vacation and sick time.
6. Leave of absence for study.
7. Retirement plans.
8. Health services.
9. Personal and professional growth.

N 2.02 FACULTY. (1) The faculty shall be adequate in number to develop and implement the program in nursing in relation to its stated philosophy, objectives, and purposes; number and size of classes admitted annually; experience and preparation of the faculty; and the number of community health agencies used in the program as well as their location.

(2) General qualifications. (a) Qualifications of each nurse faculty member shall be relevant to his clinical and/or functional area of responsibility.

(b) Preparation shall be related to the type program in which the faculty member will function.

(c) He shall maintain expertness in his clinical and/or functional area of specialization.

(d) He shall hold a current certificate to practice as a registered nurse in Wisconsin.

(3) Minimum nursing faculty. It shall include a qualified educational administrator and instructors in nursing fundamentals, medical, surgical, obstetric, pediatric, and psychiatric nursing. If a program draws upon an

associate unit to achieve program objectives the faculty may be reduced accordingly. At least 50% of the faculty shall have full approval from the board.

(4) Qualifications on and after July 1, 1970. New appointees shall meet the following qualifications: (a) Educational administrator shall have a master's degree in nursing with content in administration, or a master's degree and academic preparation in educational administration, curriculum development, teaching, educational principles, guidance and counseling, and research. He shall have a minimum of 5 years of recent professional experience, 2 of which shall have been in directing or assisting to direct an educational program in nursing.

(b) Instructor shall have a baccalaureate degree and content in educational principles, teaching, curriculum development, and guidance and counseling. The instructor shall have a minimum of 2 years of recent professional experience, one of which was in teaching.

(c) Assistant instructor. The diploma or associate degree graduate shall have a minimum of 60 semester hours of credit in a college or university exclusive of the credits earned as a part of the basic nursing program. All assistant instructors shall have content in educational principles, teaching, social science, and communications, and one year of professional nursing experience. He shall not be responsible for teaching a course.

(5) Faculty members appointed on or after July 1, 1975 shall have the following academic qualifications: (Until this date, the qualifications remain as outlined July 1, 1970.)

(a) The instructor shall have a master's degree in a major nursing area or a master's degree with academic preparation in: educational principles, teaching, curriculum development, guidance and counseling.

(b) The assistant instructor shall have a baccalaureate degree, preferably in nursing; and content in educational principles and teaching.

(6) Exceptions. (a) A person without the enumerated qualifications may be appointed to the faculty and granted provisional approval. The appointee to

the position of educational administrator or instructor shall have the pre-requisite degree and at least one-half of the other specified qualifications plus current nursing practice. The assistant instructor shall have at least 30 semester hours of credit and one-half of the other specified qualifications plus current nursing practice.

(b) If the content enumerated under "qualifications" above can be obtained through institutes, extension courses and planned in-service education, and if such source of non-credit education is approved by the board, it may be submitted as meeting the specified requirement.

(c) Individuals holding provisional approval shall submit proof of unqualified admission to a college or university acceptable to the board and a plan for meeting the requirements for a degree.

(d) Individuals holding provisional approval shall complete at least 3 semester hours in the first academic year of appointment and 6 semester hours in each succeeding 12 months to retain faculty status.

(7) Faculty requirement for new programs. The schedule for appointment of minimum faculty shall be:

(a) Associate degree and diploma

1. One year before the admission of the first class the school shall have an educational administrator.
2. On admission of the first class the school shall have 4 instructors who meet requirements as prescribed in N2.02(5)(a).
3. At the beginning of the second year the school shall have 6 instructors.

(b) Baccalaureate

1. One year before the admission of the first class the school shall have an educational administrator.
2. One year before the admission of the first class to the academic major the school shall have 4 instructors who meet



requirements as prescribed in N2.02(5)(a).

3. On admission of the first class to the academic major the school shall have 6 instructors.

(8) Evaluation of faculty records. The educational administrator shall submit to the board the qualifications of faculty members for evaluation upon appointment. (a) Official 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 member.

(9) Re-evaluation of faculty records. (a) The secretary shall re-evaluate the qualifications of the faculty 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.

(10) Clerical assistance. The number of clerical assistants shall be determined by the number and types of programs and the size of the faculty. There shall be at least one full-time clerical assistant.

(11) Organization. There shall be a faculty organization which meets regularly and functions in such a manner that all members cooperate to carry out the purposes of the school. (a) The faculty organization shall be concerned with:

1. The educational philosophy and purposes of the program.
2. The development, implementation, and evaluation of the program for fulfillment of the purposes.
3. Educational facilities and resources.
4. Methods of instruction.
5. The budget for the program.
6. Personnel policies and job descriptions for faculty.
7. Public relations.
8. Studies/research.

9. Student services.

(b) There shall be minutes of all faculty and committee meetings.

(c) In a vocational, technical and adult education system, a college, or a university, the faculty shall share in the responsibilities and participate in the activities of the total faculty of the institution.

N 2.03 STUDENTS. (1) Admission, attendance, promotion, and graduation. A statement of policy concerning student admission, attendance, promotion, and graduation requirements shall be set forth in writing and appear in at least one current official publication of the school. (a) Admission.

1. Policies for student selection shall be in accord with the philosophy and objectives of the school.

2. High school education. a. In a school preparing the registered nurse there shall be proof of high school graduation or its equivalent.

b. The high school transcript shall bear the signature of the principal or his authorized representative and either the seal of the school or a notarization.

(b) Readmission. The readmission shall be at the discretion of the educational administrator.

(c) Admission by transfer. 1. A student seeking admission through transfer from another program shall meet the standards for the regularly enrolled student.

2. The faculty determines the units of credit it deems acceptable for prior general education courses.

3. The educational plan by which the student will meet the nursing course requirements of the associate degree, or diploma program shall be submitted to the board for approval prior to admission.

4. The plan shall be outlined and include the schools' curriculum, the courses accepted by transfer, scores obtained on examinations to establish units of credit, the courses and units of credit to be completed and the estimated date of graduation.

5. Official transcript(s) for nursing courses accepted by transfer, shall accompany the plan.

(d) Graduation. Graduation shall depend upon the satisfactory completion of the total general education and nursing requirements of the program.

(2) Health and welfare. (a) Health. 1. It shall be incumbent upon the school within its stated objectives to provide for student health and safety. There shall be written policies pertaining to health care which state the respective responsibilities of the school and student. These policies shall be acceptable to the board. Records shall be maintained to indicate how the objectives are being met.

2. A program for tuberculosis prevention and detection shall be in effect.

3. The health service shall be directed by a licensed physician and coordinated by a registered nurse.

(b) Welfare. The school shall provide a program designed to promote the personal development of each student. There shall be an organized orientation program, educational and personal guidance, assistance in meeting financial needs, and policies relative to student employment.

#### N 2.04 CURRICULUM FOR REGISTERED NURSE PROGRAM

(1) Approval. The curriculum of a school is subject to approval by the board prior to implementation. The board reserves the right to refuse approval to a curriculum which, although providing the 34 weeks of instruction and concurrent clinical nursing practice, does not, in its opinion, provide the students with minimal nursing skills for safe practice.

(2) Organization. (a) The curriculum shall reflect the philosophy and objectives of the program and shall be flexible to meet both present and changing needs.

(b) The development, organization, and implementation of the curriculum shall be the responsibility of the faculty.

(c) The curriculum shall be organized to reflect the generally accepted pattern for each type of nursing program.

(d) The curriculum pattern shall show the placement of courses according to year and term, the relationship of theory to clinical nursing laboratory practice, and the number of units allotted to theory and laboratory in each term.

(3) Types of nursing programs. Three types of programs prepare graduates for admission to the state board examination for certification as a registered nurse:

- (a) Associate degree programs
- (b) Diploma programs
- (c) Baccalaureate degree programs

(4) Curriculum components. The curriculum for the preparation of the nurse shall include content from: (a) Area of scientific understanding.

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

2. Positive health concepts: growth and development, nutrition, safety, preventive medicine and rehabilitation shall be included.

(b) Area of human and cultural understanding. 1. Communication skills: there shall be emphasis on the technics of listening, conversing, reading, writing and observing.

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

3. Aesthetics.

(c) Area of professional relationships and responsibility. 1. Historical development and trends in nursing.

2. Ethical values.

3. Legal aspects of nursing.

4. Individual and group responsibilities of the nurse to society, to members of his profession and to related health fields.

(d) Area of Nursing. No less than 34 units of instruction and concurrent clinical nursing laboratory practice shall be offered.

1. Nursing course shall include: a. Preventive, remedial, supportive, and rehabilitative aspects of nursing.

b. Related content in environmental health, medical science, pharmacology, nutrition, diet therapy, and communication skills.

c. The identification of the nursing care needs of patients and the judgment necessary to meet these needs.

d. Manipulative skills essential to effective care of patients of all ages and in a variety of settings.

e. Health teaching based upon generally accepted understanding as to what constitutes optimal physical and mental health.

f. Physical, emotional, social, and spiritual aspects of illness.

g. Growth and development (physical, emotional, and social) from the prenatal period through senescence.

h. Social sensitivity and human understanding.

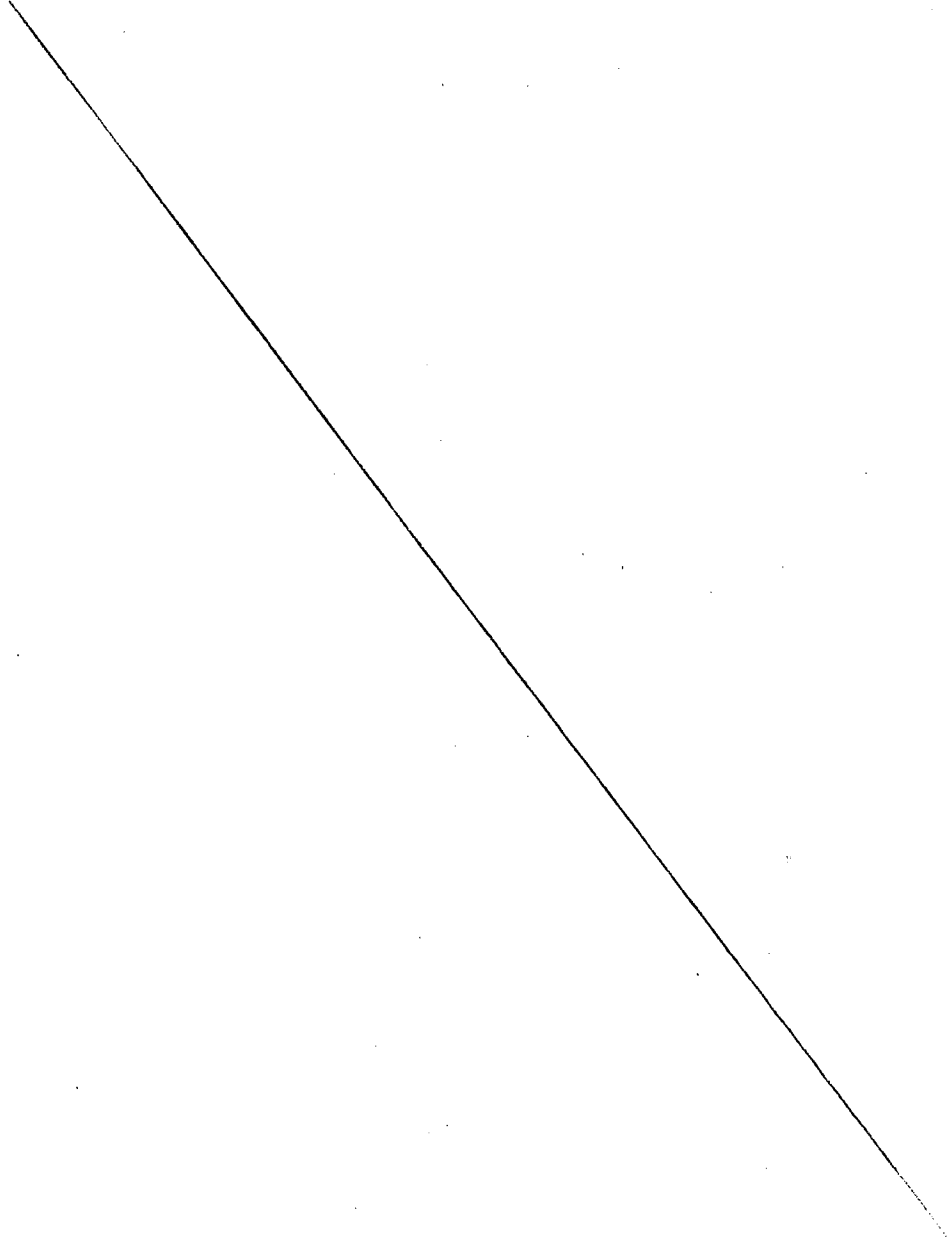
1. The patient and his family in both the hospital and the community.

2. Nursing courses shall provide learning experiences in: a. Nursing fundamentals. Not less than 5 units. Content shall introduce the student to the problem solving process, approaches to patient care and skills needed to solve selected nursing problems.

b. Maternal and child nursing. Not less than 8 units. Content shall include the care of mother and baby within the framework of the family unit in the prenatal, natal, and postnatal phases of parturition; and the care of well and sick children. In addition to clinical nursing laboratory practice in the hospital, learning experiences shall be provided in one or more of the following: child care agency, clinic, licensed physician's office, nursery school, or outpatient department.

c. Nursing of adults. Not less than 21 units of which 16 shall be in nursing the adult with physical illness and 5 in nursing the adult with mental illness.

Content shall include the care of adults in all age groups in health and with more common acute and chronic physical and mental health problems. Operative nursing with patient-centered laboratory practice in the operating room shall be included.



(5) Innovation in curriculum development is encouraged. For any major change in curriculum the faculty shall: (a) Consult with the board early in the planning.

(b) Present the completed plan to the board for approval before implementation.

N 2.05 INSTRUCTION. (1) Each course or segment of teaching shall reflect the objectives of the specific part and contribute to the objectives of the program.

(2) Teaching methods shall vary with the purpose and content of courses.

(3) The selection of methods or processes for teaching nursing shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal.

(4) Individual differences in students shall be recognized and given consideration in the instructional plan.

(5) Administration shall provide the conditions conducive to good teaching.

N2.06 EVALUATION. Evaluation shall be a planned and ongoing activity of the faculty that is directed toward the improvement of the program. There shall be provision for periodic evaluation of the: (1) Organization and administration of the program.

(2) Curriculum.

(3) Resources and facilities.

(4) Methods and instruments used to measure student achievement and performance.

(5) Graduates.

(6) Teacher effectiveness.

N 2.07 EDUCATIONAL FACILITIES AND RESOURCES. The facilities and resources that are needed for effective development of the nursing program shall be provided by the controlling institution. (1) Physical facilities. These shall be designed to meet the objectives of the nursing program and to facilitate administrative and instructional activities. The location and arrangement of

educational facilities shall be such that there is an identifiable center for nursing education. Teaching space shall be based on the size of the student group and teaching methods used. It shall include: (a) Classrooms, lecture-demonstration room, multipurpose room, conference rooms, and library.

(b) Offices for administrative personnel, faculty, and secretarial staff. These shall be adequately equipped.

(c) Storage space for equipment and instructional materials.

(d) Locker rooms and lounges.

(2) Library resources. Holdings shall be adequate for effective use in teaching and study by faculty members and students. (a) Holdings shall include reference books on nursing and related subjects; periodicals of the nursing profession and allied fields; and appropriate current pamphlets.

(b) Materials shall be organized, maintained and located so that they are readily available.

(c) Nurse faculty shall participate in the selection of additions to the library.

(d) Appropriate materials shall be available for reference during clinical nursing laboratory practice.

(3) Teaching aids. Audio-visual equipment, and models appropriate to instructional techniques shall be provided.

(4) Clinical facilities. The school shall arrange for facilities to be used in hospitals and other health and community agencies.

N 2.08 HOUSING. When housing facilities are provided they shall offer an environment conducive to wholesome group living. There shall be provision for: (1) An adequate physical plant.

(2) Facilities for study, social and recreational activities.

(3) Twenty-four hour supervision.

N 2.09 STANDARDS FOR THE SELECTION AND USE OF HEALTH FACILITIES. (1) Characteristics of hospital or community agency. (a) Accreditation - see N1.03(8)(b) and (c).



- (b) Administration and staff of the hospital or community agency shall indicate interest in having the school use its facilities and have an understanding of the objectives of the nursing program.
- (c) It shall have been in operation for at least one year preceding application for the use of its facilities.
- (d) The obstetric, pediatric and psychiatric services shall be segregated to qualify for student practice.
- (e) There shall be compliance with all applicable laws and regulations of legally authorized agencies.
- (f) Conference rooms shall be available for each clinical division to which students are assigned.
- (g) The adequacy of clinical facilities shall be determined by:
1. The quality of patient care as provided by the medical, paramedical, and nursing personnel and influenced by hospital administration.
  2. The availability of a registered pharmacist if drugs are dispensed from stock supply.
  3. The availability of patients in various age groups and stages of illness to provide nursing care problems in sufficient number for students to achieve curriculum objectives.
  4. The number of other educational programs using these facilities.
- (2) Characteristics of the department of nursing service in a hospital or community agency. It is essential that the student learns to nurse in a facility where good nursing care is being given and in a climate conducive to learning. Hence nursing service shall be judged by its:
- (a) Statements of philosophy and objectives.
  - (b) Established plan of organization.
  - (c) Mode for developing and implementing written administrative policies.
  - (d) Mode for developing and implementing policies for its personnel.
  - (e) Mode for developing and implementing program for providing nursing care.

- (f) Budget for operation.
- (g) Mode for estimating its needs and means for control and use of equipment, facilities and supplies.
- (h) Mode for developing and maintaining an effective system of clinical and administrative records and reports.
- (i) Program of inservice education.
- (j) Appraisal program for evaluating progress toward attainment of established objectives.

N 2.10 STANDARDS TO BE MET BY AN ASSOCIATE OR EXTENDED UNIT. (1) Associate unit.

- (a) It shall adhere to the minimum standards set forth in chapters N1 and N2.
- (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 section N2.09.

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

N 2.11 REPORTS TO THE BOARD OF NURSING. (1) Annual. An annual report covering the period from September 1 to August 31 is required from each school by November 15 on forms supplied by the board. Reports prepared by schools for other accrediting agencies may be substituted if in the opinion of the board they meet its requirement.

- (2) Faculty. (a) A school shall report changes in its faculty to the board within 30 days after:
1. Employment of a faculty member has been terminated.
  2. A vacant position has been filled.
  3. A newly created position has been filled.

(b) The original faculty qualification record, supplied by the board, and an official college transcript shall be on file for all persons identified in section N2.02.

(3) Agreement. A copy of the agreement between a school and an associate or extended unit shall be filed by the educational administrator of the school

with the board.

(4) Other reports. The board shall require such reports from schools as may be deemed necessary to determine continued eligibility for accreditation.

STATE OF WISCONSIN BOARD OF NURSING

Chapter N6  
PLEADING, PRACTICE AND PROCEDURE

- N 6.01 DEFINITIONS. As used in these rules "board" means the board of nursing; "executive committee" means the executive committee of the board of nursing; "secretary" means the secretary of the board of nursing who also is the administrator of the division of nurses; "chairman" means the member of the board of nursing elected to serve as presiding officer of the board of nursing; "administrator" means the registered nurse, appointed by the board of nursing, in charge of the division of nurses; "hearing officer" means the person authorized by the board to conduct hearings under this chapter.
- N 6.02 HOW PROCEEDINGS INITIATED. Proceedings to revoke the certificate of a registered nurse or the license of a licensed trained practical nurse, or to remove a school of nursing from the accredited list may be initiated by the board, the executive committee or the secretary of the board. The secretary shall initiate such proceedings whenever ordered to do so by the board.
- N 6.03 STYLE OF PLEADINGS, ETC. All pleadings, notices, orders and other papers filed in such proceedings shall be captioned, "Before the State of Wisconsin Board of Nursing" and shall be entitled "In the Matter of the Revocation of the certificate of \_\_\_\_\_, R.N., (or, the license of \_\_\_\_\_, T.P.N.) Respondent" or "In the Matter of the Removal of the \_\_\_\_\_ School of Nursing (or School for Trained Practical Nurses), Respondent, from the Accredited List."
- N 6.04 NOTICE OF HEARING AND STATEMENT OF ISSUES. Notices of hearing shall be addressed to the respondent at his last post office address, shown on the records of the board, shall include the statement of issues and shall be in substantially the following form: (1) IF FOR REVOCATION OF A CERTIFICATE OR LICENSE:

"To \_\_\_\_\_ R.N. (or T.P.N.)  
 \_\_\_\_\_ St.  
 \_\_\_\_\_ Wis.  
 Respondent

"Please take notice that a hearing will be held on the \_\_\_\_\_  
 day of \_\_\_\_\_, 19\_\_\_\_, at room no. \_\_\_\_\_ (or other proper  
 designation) of the \_\_\_\_\_ building (or other proper  
 designation) no. \_\_\_\_\_ st. in the city of \_\_\_\_\_ Wis.  
 at \_\_\_\_\_ o'clock, \_\_\_\_\_ m., or as soon thereafter as the matter  
 may be reached, on the question of whether the \_\_\_\_\_  
 (license or certificate  
 \_\_\_\_\_ heretofore issued to the above named respondent  
 of registration  
 pursuant to chapter 441 of the Wis. Stats. should be revoked.

"The issues involved and the charges there to be considered are  
 as follows: (Here set out the alleged grounds for revocation as  
 provided by section 441.07 Wis. Stats., with sufficient  
 particularity to permit the respondent to answer and defend the  
 charges.)

"You are required to make answer in writing to the said charges at  
 least \_\_\_\_\_ days before the time set for said hearing; other-  
 wise the charges will be deemed to be admitted.

"Dated at Madison, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_,  
 19\_\_\_\_.

STATE OF WISCONSIN BOARD OF NURSING

By \_\_\_\_\_  
 Secretary (or Chairman)"

(2) IF FOR REMOVAL OF A SCHOOL OF NURSING (OR SCHOOL FOR TRAINED  
 PRACTICAL NURSES) FROM THE ACCREDITED LIST.

"To \_\_\_\_\_ School of Nursing  
 \_\_\_\_\_ St.  
 \_\_\_\_\_ Wis.  
 Respondent

"Please take notice that a hearing will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at room no. \_\_\_\_\_ (or other proper designation) of the \_\_\_\_\_ building (or other proper designation) No. \_\_\_\_\_ st. in the city of \_\_\_\_\_, Wis. at \_\_\_\_\_ o'clock, \_\_\_\_\_ m., or as soon thereafter as the matter may be reached, on the question whether the respondent above named should be removed from the list of accredited schools of nursing.

"The issues involved and the matters there to be considered are whether the said respondent meets the standards established for such schools pursuant to sec. 441.01(3) Wis. Stats., in the following respects:

(Here set out matters in which it is claimed the school is deficient)

"Dated at Madison, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

STATE OF WISCONSIN BOARD OF NURSING

By \_\_\_\_\_  
Secretary (or Chairman)"

N 6.05 ANSWER. A written answer shall be filed in all cases involving revocation of licenses and certificates of registration, but not in cases involving accrediting of schools. The answer shall be verified, unless an admission of the allegations might subject the party to prosecution for a felony, and shall be filed with the administrator in triplicate (original and two copies) within at least one-half the time intervening between the notice of hearing and the time set for said hearing, and such time for answer shall be stated in said notice as required by section N6.04. The answer must contain: (1) A specified denial of each material allegation of the charges controverted by the respondent.

(2) A statement of any new matter constituting a defense or mitigating the

offense charged, which the respondent wishes to have considered.

- N 6.06 **ADMISSION BY NOT DENYING.** Every material allegation of the charges not controverted as prescribed shall be taken as true, but new matter in the answer shall be deemed controverted without any reply being served or filed.
- N 6.07 **DEFAULT; RELIEF THEREFROM.** In case the respondent fails to submit an answer as required by section N6.05, or fails to appear at the hearing at the time fixed therefor, the charges specified may be taken as true and the board may make findings and enter its order on the basis of the facts revealed by its investigation and made part of the record. But the administrator, executive committee or board may, for good cause shown, relieve the respondent from the effect of such default and permit him to answer and defend the proceeding, at any time before the board enters its order or within 60 days thereafter.
- N 6.08 **SERVICE AND FILING OF PAPERS.** Unless otherwise provided by law, all orders, notices and other papers may be served by the administrator or the board by first class or registered mail addressed to the party at the last post office address, shown on the records of the board, or to his attorney of record. Papers required to be filed with the administrator or board may be mailed to the address designated by the administrator or board.
- N 6.09 **CONDUCT OF HEARINGS; CONTINUANCES; APPEARANCES; EXAMINATIONS OF WITNESSES.** Unless otherwise ordered by the board, all hearings shall be conducted on behalf of the board by a hearing officer designated by the administrator or deputy administrator, who shall swear all witnesses competent to take an oath. Continuances and adjournments may be granted by the hearing officer for cause shown. The respondent may appear in person or by any officer, regular employee or attorney. Witnesses may be examined on behalf of the board by any member of the board or executive committee or by a representative of the attorney general acting as counsel for board. The respondent or any of its agents, officers,

depositions taken as prescribed by the Wis. Stats. governing such matters in civil court proceedings.

- N 6.10 **SUBPOENAS; WITNESS FEES.** Subpoenas may be signed and issued by the secretary, any member of the board or the clerk of any court of record. Witness fees and mileage of witnesses subpoenaed on behalf of the board shall be paid at the rate prescribed for witnesses in circuit court, upon filing with the secretary their affidavits of attendance and travel, and shall be charged to the appropriation for the administration of the Wis. Stats. governing such matters.
- N 6.11 **PREHEARING CONFERENCES.** Prehearing conferences may be held at the convenience of the parties and shall be conducted by the hearing officer, who shall keep and preserve a record of any agreement as to the issues or procedure or admission of fact which may be made at such conference. Such record shall be attached to the file and constitute a part of the official record of the case.
- N 6.12 **ARGUMENTS.** Except as provided in section 227.12 Wis. Stats., arguments shall be submitted to the board in writing unless otherwise ordered. Ten copies of such written arguments shall be filed with the hearing officer within such time as may be fixed at the hearing. The hearing officer shall forthwith send a copy to each member of the board.
- N 6.13 **VARIANCES.** The provisions of the Wis. Stats., governing variances between the allegations and the proof in civil court proceedings shall apply to proceedings under these rules.
- N 6.14 **PETITION FOR RULES OR DECLARATORY RULINGS.** (1) Petitions for the adoption, repeal or amendment of rules and for declaratory rulings shall be governed by sections 227.015 through 227.022, and sec. 227.06 Wis. Stats. (2) Petitions shall be captioned. "Before the State of Wisconsin Board of Nursing." (3) The duties with reference to investigation, filing of papers, giving



of notices, etc. shall be performed by the administrator.

(4) Hearings shall be conducted by the administrator unless otherwise ordered by the board.

(5) All final determinations shall be made by the board.

STATE OF WISCONSIN BOARD OF NURSING

Chapter N7  
SCHOLARSHIP FUNDS

- N 7.01 FUNDS. (1) Board of Nursing. This scholarship fund was created by the 1945 Legislature. When the unencumbered funds of the division of nurses exceeds \$15,000 on June 30 the additional monies are transferred to the scholarship fund and are to be used to promote the professional education of Wisconsin registered nurses. It also may be used for the training of trained practical nurses through support of workshops, institutes, lectures or demonstrations. (See sections 20.165(2)(IV) and 441.01(5) Wis. Stats.)
- (2) Legislative Scholarships for Nursing Educators. The 1965 Legislature established this fund to assist in alleviating the critical shortage of qualified instructional and administrative personnel for nursing schools, to strengthen and increase existing school facilities and permit the establishment of new nursing schools. (See sections 20.165(2)(a) and 441.01(6) Wis. Stats.) The first funds were appropriated in August 1966. The board believes these are incentive scholarships.
- N 7.02 INTERPRETATION. As used in section 441.06 Wisconsin Statutes and throughout Chapter N7: (1) Course of study means the planned program for which funds are allocated in the fiscal year (12 months); (2) Agency participating in an educational program refers to associate unit as identified in Chapter N1.01(4) and to colleges and universities which are offering undergraduates or graduate courses (credit or non-credit) in nursing education to registered nurses.
- N 7.03 BOARD OF NURSING. (1) Eligibility. (a) Individual. A nurse who holds a Wisconsin certificate of registration may be considered eligible for a scholarship as provided in section 441.01(5) Wis. Stats. if he: 1. Has had a minimum of 6 months successful nursing experience in Wisconsin since receipt of a certificate of registration;
2. Is eligible for unconditional admission to an accredited college or university at the time of filing application;

3. Has demonstrated his ability to carry the course of study successfully; has shown ability in the field of nursing in which preparation is desired; is holding a position for which he is not fully qualified.

(b) Organization. The Wisconsin Nurses Association, the Wisconsin Association of Licensed Practical Nurses, an educational group or a college or university may request financial assistance in conducting workshops, institutes, seminars and lectures if it is demonstrated there is a need.

(2) Institutions acceptable. The monies shall be used in institutions of higher learning acceptable to the board. In making its determination, the board will give highest priority to schools/programs which are accredited by appropriate voluntary agencies.

(3) Length of course of study. The program shall be a full-time program covering a period of not less than one academic year in a college or university. Exceptions may be made in individual cases for programs of one semester or summer session and workshops or institutes.

(4) Amount. The board shall determine the monies to be awarded. The maximum which may be awarded for the fiscal year (12 month period) is \$4000. The Board will be guided by the following in making awards:

(a) Academic year - \$3500.

(b) Semester - \$1750.

(c) Quarter - \$1230.

(d) Summer session - \$350. to \$500. The amount will be determined by the length of course of study, its location and the credit hours to be earned.

(e) Workshops, institutes, seminars - will be determined after review of the proposal, its length, the content, faculty, budget and the persons to be served.

(5) Obligation of recipient. (a) A recipient shall be expected to seek and accept employment in Wisconsin in the type of position for which he has prepared on completion of the course of study for which the scholarship was awarded. Exceptions may be made by the board if the recipient is continuing

In school. The length of time is dependent upon the monies which are granted.  
or academic year and summer session

1. Academic year<sup>A</sup> - 24 months of employment.

2. Semester, quarter or summer session - 12 months of employment.

(b) A recipient shall not be employed while attending school unless he has the prior permission of the board. This does not include vacation periods.

Exceptions will be made on an individual basis. If part time employment is deemed necessary the request for it should accompany the application for scholarship. The hours of employment may not exceed 16 hours per week and then only if not in conflict with the college or university policy.

(c) The recipient shall sign a promissory note before any monies are released.

(6) Refund. (a) Awards are to be totally repaid within a 3 year period if the recipient does not fulfill the agreement. He shall start repayment within 3 months after he has either withdrawn from the school in which he was enrolled or resigned from the position by which he was fulfilling his obligation. The board may extend the period before the first repayment is due if the circumstances justify such action.

(b) In determining the monies to be refunded, time credit by months shall be recognized for acceptable service after completion of the education for which award was granted.

(c) A recipient who has failed to meet his obligation through service or a refund shall not be certified to other jurisdictions unless an acceptable plan for repayment has been received. He shall be notified that failure to cooperate with the board could result in a hearing for revocation or suspension of his certificate on a charge of unprofessional conduct.

(7) Application deadline. (a) Application and all credentials shall be filed no later than May 10 and November 10. Applications filed by May 10 are for programs starting the first and second quarter/semester of the academic year and thereafter. Applications completed by November 10 are to be used for the second semester or third and fourth quarter of the academic year and thereafter. Exceptions may be made where circumstances are unusual.

(b) The credentials which shall be filed by the deadline include the application, a statement indicating unqualified acceptance from the college/university in which the course of study is offered; the courses to be completed during the period for which enrolled and the amount of credit to be awarded for prior preparation.

(c) Workshop and Educational Activities. Request for monies to conduct workshops, institutes, seminars and projects shall be filed in writing at least 3 months prior to the first day of meeting and shall be accompanied by the complete plan for the program. This plan should include the objectives, topics for discussion, names of leaders, place of meeting and approximate cost.

(8) Release of funds. (a) Monies shall be released to an individual only after he has filed with the division of nurses:

- (1) A signed agreement
- (2) A signed promissory note
- (3) A receipt from the bursar of the school in which he has enrolled indicating his fees have been paid.

(b) Monies shall be released on a term or semester basis unless otherwise deemed advisable by the board.

- N 7.04 LEGISLATIVE SCHOLARSHIPS FOR NURSING EDUCATORS. (1) Eligibility. A Wisconsin registered nurse or a nurse eligible for registration may be considered eligible for a scholarship as provided in section 441.01(6) Wis. Stats. if he: (a) Submits proof of unqualified admission to an accredited college or university acceptable to the board at the time of filing application;
- (b) Has demonstrated ability to carry a higher educational program successfully;
  - (c) Has shown leadership abilities and skill in nursing;
  - (d) Is holding a position for which he is not fully qualified or is assured of employment in an accredited nursing school, or an agency participating in an educational program upon completion of the course of study.
- (2) Institutions acceptable. The monies shall be used only in institutions

of higher learning acceptable to the board. In making its determination, the board will give highest priority to schools/programs which are accredited by the National League for Nursing for the preparation of nursing educators.

(3) Length of course of study. The course of study shall be a full-time program covering a period of not less than one academic year. Exceptions may be made on an individual basis if the applicant is able to fully qualify in a shorter period or if his absence from his position would jeopardize the school's educational program.

(4) Amount. The board shall determine the amount to be awarded. The maximum which may be awarded annually may not exceed \$4000. The board may request proof of financial status when it believes it essential to proper distribution of funds.

(5) Obligation of recipient. (a) He shall be expected to seek, accept and remain in a teaching or educational administrative position in a Wisconsin accredited school of nursing or an approved health agency participating in an educational program for nursing students for at least 24 months for each \$4000 or part thereof which is received between July 1 and June 30 of each year.

(b) Employment shall begin within three months of the completion of the course of study for which the scholarship was awarded. Exceptions may be made by the board if the recipient is continuing in school.

(c) The recipient shall not be employed while attending school unless he has the prior approval of the board. This does not include vacation periods. Exception will be made on an individual basis and requests for deviation must accompany the application for scholarship.

(d) The recipient shall sign a promissory note before any monies are released.

(6) Refund. Monies are to be repaid to the board for deposit in Wisconsin's general fund if the recipient does not comply with the employment provision.

(a) In determining the monies to be refunded, time credit by months shall be

the award was granted.

(b) In determining the amount to be refunded, interest shall be computed at the rate of 4% per annum from the date the program was completed or from the date on which the recipient discontinued his employment.

(c) If a recipient discontinues an authorized course of study for any reason including unsatisfactory achievement he shall be expected to refund the monies received. Interest shall be computed from the date program was discontinued.

(7) Application Deadline. (a) Application and all credentials shall be filed no later than May 10 and November 10. Applications filed by May 10 are for programs starting the first and second quarter or semester of the academic year and thereafter. Applications completed by November 10 are to be used for the second semester or third and fourth quarter of the academic year and thereafter. The deadline may be waived if the board determines the circumstances are unusual.

(b) Credentials which shall be filed by the deadline include the application, a statement indicating unqualified acceptance from the college/university in which the program is offered; the courses to be completed during the period for which enrolled and the amount of credit to be awarded for prior preparation.

(8) Release of funds. See N7.03(8).

STATE OF WISCONSIN BOARD OF NURSING

CHAPTER N 9  
SUPPLEMENTAL EDUCATION OF NURSES  
EXCHANGE-VISITOR PROGRAMS

- N 9.01 GENERAL INFORMATION. The exchange-visitor program originated in 1948 when the 80th Congress of the United States passed Public Law 402 entitled, "United States Information & Education Act of 1948".
- (1) Purpose. The purpose of the act is "To promote better understanding of the United States among the peoples of the world and to strengthen cooperative international relations."
  - (2) Objectives. The objectives of the act are stated in the law as follows: "The Congress hereby declares that the objectives of this Act are to enable the government of the United States to promote a better understanding of the United States in other countries, and to increase mutual understanding between the people of the United States and the people of other countries."
  - (3) International educational exchange service. One means of accomplishing the objectives was the establishment of the International Educational Exchange Service within the United States Department of State. The latter has designated United States agencies, institutions, foundations, and others as sponsors of the exchange-visitor program.
  - (4) Foreign registered nurse. The 1961 Wisconsin legislature provided for participation of institutions and agencies in the education of nurses from abroad through the exchange-visitor program by creation of section 441.09 Wis. Stats. Foreign registered nurses seeking supplemental nursing education in Wisconsin under this section are recognized as exchange-visitors by the International Educational Exchange Service of the United States Department of State through direct or indirect sponsorship. The exchange-visitor nurse will be issued a temporary trainee permit if he meets the qualifications enumerated in 9.04(1) Wis. Adm. Code.
  - (5) Sponsorship defined. A hospital or agency authorized by the U. S. State Department to serve as a sponsor is considered a direct sponsor.
  - (6) Approval as sponsor. A hospital or agency desiring to be approved as a sponsor of a registered nurse should write to the Chief, Program Services Staff,



(b) Proficiency in the use of the English language includes the ability to read, write, speak, and understand. Proof of this ability shall be secured through the testing facilities offered by the United States Consular office in the nurse's own country, or the English Language Institute of the University of Michigan, Ann Arbor, Michigan or the National Nurses' Association.

(c) Financial independence shall be in the form of an affidavit from the applicant, or proof from the organization or individual sponsoring the applicant that it assume financial responsibility.

(2) Issuance. A temporary trainee permit shall be issued to an applicant who has complied with all provisions in section N9.04(1) and has paid the \$30 permit fee. (a) The permit shall be issued for one year and shall specify the institution or agency in which it is valid.

(b) A permit may be reissued without fee during the first year the trainee is in Wisconsin if there is evidence of incompatibility between the trainee and personnel of the hospital or agency or the hospital or agency fails to fulfill its agreement.

(c) A permit may be renewed for the second year upon payment of \$30 if there is evidence that by extending the program the trainee will be benefited. A permit may be issued for educational clinical nursing experience in another hospital or agency if the program will benefit the trainee.

(d) Permits may be issued to a trainee for a maximum of 2 calendar years.

(3) Restriction. A permit shall not be valid for the practice of nursing in any other capacity than that of a trainee, or in any other hospital or agency except the one listed on the permit.

(4) Recall. A permit may be recalled if there is evidence, acceptable to the board, that the trainee is unprepared for the educational experience, fails to adhere to the policies or rules of the institution or agency, conducts himself in a manner which is not in the best interest of the public or nursing profession, violates section 441.06(4) Wis. Stats., or is not in good physical or mental health. The notice to recall the permit shall be sent by certified

mail to the trainee's address on file in the division of nurses and copies shall be sent to the person in charge of the program in which he is enrolled and his sponsor.

(5) Earned fee. A permit fee which has been accepted is an earned fee and no part of it is refundable.

N 9.05 TRAINEE REMUNERATION. A person holding a temporary trainee permit is a trainee assigned to an institution or agency for a selected educational nursing experience. He is not an employee whose responsibility is to help meet the service needs of the institution or agency. The trainee may be granted a maintenance allowance not to exceed \$100 per week. If room and board are provided a realistic charge shall be made and deducted from the allowance.

N 9.06 INSTITUTION OR AGENCY. "No institution or agency may offer or undertake a program of supplemental education for holders of temporary trainee permits without prior authorization by the board and without the approval of such program by the board." (section 441.09 Wis. Stats.) This authorization and approval shall be in writing and signed by the chairman or secretary of the board.

(1) Accreditation. The institution or agency shall be approved and accredited by agencies acceptable to the board. See Chapter N1.03(8).

(2) Clinical facilities. The facilities shall be evaluated by using Chapter N2.07 and N2.09 in part or in full as appropriate to the institution or agency.

(3) Nursing Service. The standards for nursing service shall be as outlined in Chapter N2.09(2).

(4) Instructional personnel. (a) A qualified registered nurse shall be appointed whose primary functions shall be to counsel trainees and to plan, coordinate and supervise the supplemental program. He shall be designated as the coordinator. There shall be at least one qualified registered nurse to assist and relieve the coordinator during illness or time off duty who shall be known as assistant coordinator. The board shall determine the number of personnel based on the number of trainees.

(b) The coordinator shall meet the requirements of an instructor as

outlined in Wis. Adm. Code N2.02 (4) (b).

(c) The assistant coordinator shall meet the requirements of assistant instructor as outlined in Wis. Adm. Code N2.02 (4) (c).

(d) The qualified registered nurse, in addition to meeting the specific requirements regarding professional preparation and experience, shall be currently registered in Wisconsin and possess a personal temperament and attitude suitable for the assignment.

(5) Trainees. (a) The number of trainees shall not exceed 10% of the number of employed registered nurses.

(b) Trainees shall be assigned to clinical nursing experience not to exceed a maximum of 35 hours per week and at all times shall be under the direct supervision of the coordinator or assistant coordinator.

(c) A trainee's clinical nursing experience is limited to the hours between 7 a.m. and 7 p.m. unless prior written approval has been received from the board.

(d) Each trainee shall keep a daily record showing his assignment, the hours of clinical nursing experience and hours of instruction.

(e) Trainees shall not be assigned to classes for basic nursing students except with the prior approval of the board.

(6) Program of supplemental education. (a) Approval. A program shall be planned for each trainee based upon his background and needs and shall be submitted to the board for approval prior to implementation. Requests for approval shall be accompanied by: 1. The plan for trainee orientation. Included in this plan shall be provision for orientation to living facilities, the hospital, its organization, personnel and policies, the community, the organization and functions of federal, state and local government, and the organization and function of medical and nursing organizations at all levels. 2. A detailed outline of the clinical nursing program. It shall identify the purposes, the hours of instruction and essential clinical nursing experiences and the plans for evaluation at stated intervals.

(b) Reports. A complete and accurate report shall be prepared and submitted to the board at 6 month intervals.

(c) Re-evaluation. The program will be re-evaluated at 3 to 6 month intervals unless the board directs otherwise.

(7) Withdrawal of approval. (a) The board may withdraw approval of a program when there is evidence that: 1. The trainee is receiving inadequate instruction and/or supervision.

2. The trainee is being utilized to help meet service needs of the institution or agency.

3. The approved program is not being followed.

4. The institution or agency has engaged in misleading advertisements which promise but do not fulfill the planned educational experience for the trainee.

5. The institution or agency has failed to reimburse the department for services within 90 days after being billed.

(b) Notice of withdrawal of approval shall be sent to the administrative officers of the institution or agency by certified mail. Copies of the notice shall be sent to the coordinator, the trainee, and the sponsor.

N 9.07 COST OF CONSULTATION AND APPRAISAL. (1) Consultation fee. A charge of \$10 per hour or any part thereof shall be charged for consultation in the office of the division of nurses. For consultation in the institution or agency the charge shall be \$75 per day plus expenses of the consultant.

(2) Appraisal fee. A charge of \$150 per day and the expenses of the appraiser shall be made for each evaluation and re-evaluation of a program or programs in one institution or agency.

(3) Billing. The institution or agency shall be billed at 3 month intervals. Reimbursement shall be expected within 90 days.