

Chapter N 1**GENERAL ACCREDITATION POLICIES FOR
SCHOOLS OF NURSING**

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History: Chapter N 1 as it existed on August 31, 1970 was repealed and a new chapter N 1 was created, Register, August, 1970, No. 176, effective September 1, 1970.

N 1.01 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.** Means a school, a program, a department or a division of nursing which has met the standards of chapters N 1 and N 2 or N 1 and N 3.
- (3) **AGREEMENT.** A written covenant entered into by the controlling institution with an associate unit, extended unit or other organization.
- (4) **APPROVED SCHOOL.** Is one which the board recognizes as meeting the minimum standards for the establishment of a school as found in chapters N 1, 2, and 3, but has not admitted its first class. See section N 1.03 (2) (h). Date of accreditation.
- (5) **ASSOCIATE DEGREE PROGRAM.** A school of nursing organized and administered by a technical college/institute, a college or university which leads to an associate degree in nursing and to eligibility for admission to the examination for certification as a registered nurse.
- (6) **ASSOCIATE UNIT.** A health agency which has been approved/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.
- (7) **BACCALAUREATE DEGREE PROGRAM.** A school of nursing organized and administered by a senior college or university which leads to a baccalaureate degree in nursing and to eligibility for admission to the examination for certification as a registered nurse.
- (8) **BOARD.** The state of Wisconsin, board of nursing.
- (9) **CONTROLLING INSTITUTION.** The single agency or institution that administers the program in its entirety.
- (10) **DIPLOMA PROGRAM IN NURSING.** A school of nursing organized and administered by a hospital or independent school which leads to a diploma in nursing and to eligibility for admission to the examination for certification as a registered nurse.
- (11) **EDUCATIONAL ADMINISTRATOR.** A registered nurse faculty member whose primary responsibility is the educational nursing pro-

gram. This responsibility encompasses planning, organizing, directing, controlling, coordinating, and evaluating the educational program including: (a) selection and evaluation of students and faculty; (b) determination of faculty student ratio; (c) planning and implementing the curriculum; (d) administration of the program.

(12) **EXTENDED UNIT.** An agency which has been approved by the board to provide facilities for student learning experiences, including clinical laboratory practice. The student learning experiences are the complete responsibility of the faculty of the school.

(13) **FACULTY.** A group of qualified persons employed for the purpose of administration, teaching, evaluation, guidance and research in nursing.

(14) **PLAN OF ORGANIZATION.** A written statement by the institution including: (a) setting forth the composition, powers, duties and responsibilities of the governing body; (b) financial provisions; (c) philosophy, purpose and objectives of the program; (d) faculty positions, qualifications and functions; (e) the conceptual framework for the curriculum design and the plan for its administration; (f) educational and clinical facilities; (g) plan for student admission, class attendance, promotion and graduation; (h) records and transcripts; (i) provision for student health and welfare.

(15) **PRACTICAL NURSING PROGRAM.** A school of 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 admission to the examination for licensure as a practical nurse.

(16) **REQUIREMENT.** A mandatory condition which a school, associate or extended unit must meet for accreditation or approval. Requirements are indicated by the terms "shall" and "must".

(17) **SECRETARY.** The secretary of the board of nursing, the examining council on registered nurses and the examining council on licensed practical nurses.

(18) **SURVEY.** A scheduled visit to an institution or agency for the purpose of conferring with administrative, instructional and service personnel; visiting educational and service facilities; reviewing program plans, records and reports, prior to granting or denying accreditation, reaccreditation, approval or reapproval by the board.

(19) **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.

(20) **TYPES OF PROGRAMS.** See N 1.01 (5), (7), (10), and (15).

(21) **UNIT.** 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) Two hours of clinical laboratory practice, exclusive of conference time, each week throughout a semester or its equivalent in a baccalaureate program in nursing.

(c) Three hours of clinical laboratory practice exclusive of con-

ference time, each week throughout a semester or the equivalent for associate degree, diploma or practical nursing schools.

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70; am. (2), renum. (3) and (4) to be (5) and (6) and am., cr. (4), renum. (5) and (6) to be (3) and (7) and am., renum. (7) and (8) to be (8) and (9), renum. (9) through (16) to be (10) through (17) and am., renum. (17) to be (21) and am., renum. (18) to be (19), cr. (18) and (20), Register, December, 1974, No. 228, eff. 1-1-75.

N 1.02 Legal authority. "The board may establish minimum standards for schools for nurses and schools for trained practical nurses licensed under this chapter, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing . . ." section 441.01 (3) Wis. Stats. In order to fulfill this responsibility the board accredits schools and associate units and approves extended units.

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70; am. Register, December, 1974, No. 228, eff. 1-1-75.

N 1.03 Accreditation. (1) PHILOSOPHY AND PURPOSE OF BOARD.
(a) *Philosophy.* 1. Accreditation is a method of assuring sound educational standards. In order to protect the people of Wisconsin, schools of nursing shall not admit students until granted approval/accreditation by the board. See Section 441.12 (2) Wis. Stats.

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 *shall* 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 a vocational, technical and adult education district desires to conduct a program in nursing, the consent of the state director of the state 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. The institution shall submit to the board a request for copies of the appropriate forms to conduct an accredited school leading to certification as a registered nurse or licensure as a practical nurse.

(d) Prerequisite to filing application. An institution filing an application shall meet the following requirements:

1. Appoint an educational administrator sufficiently in advance of the projected date for admission of students to permit the development of an organizational plan and administrative policies; obtain a faculty; develop budgetary plans and make preliminary investigation and evaluation of educational facilities (classroom and clinical laboratory). See N 2.02 (7) and N 3.02 Wis. Adm. Code for appointment time.

2. Appoint other qualified faculty in advance of admission of students in time to participate in developing the school's statement of philosophy, purpose and objectives, determining the conceptual framework and design for the curriculum. See N 2.02 (7) and N 3.02 Wis. Adm. Code.

(e) Filing date. 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.

(f) Review of application and survey. 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.

(g) Board action. 1. At a scheduled meeting, at which representatives of the proposed program may appear, the board shall consider the evidence presented and shall take action.

2. The secretary shall notify the controlling institution and the school 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.

(h) Date of accreditation. A program, approved by the board, is granted initial accreditation upon the admission of the first class.

(i) Withdrawal of approval. Approval shall be withdrawn without a hearing if a class is not admitted within 18 months of the date of board action.

(3) Procedure for the accreditation/approval of an associate/extended unit. (a) A school shall make its 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 except for emergencies.

(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.

1. Toward the end of the period of initial accreditation the faculty shall make a self-evaluation study and submit a written report to the board.

2. During this period additional reports are required and a re-survey will be made. Initial accreditation extends through the length of time required for the first student group to have completed the program. The board may continue initial accreditation, if in its opinion, the program has not made sufficient progress to merit full accreditation.

(b) *Full*. 1. 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.

2. Review and resurvey of the school or associate unit and action by the board are essential for full accreditation.

3. In making its determination as to whether the program merits full accreditation, the board considers the survey report, the faculty's self-evaluation report and the results of the program's graduates' performance on the state board test pool examination and any other pertinent facts it deems essential.

(c) *Conditional*. A school or associate unit with full accreditation may have its status changed to conditional accreditation if standards are not met.

1. If this action is warranted, the board shall notify the controlling institution and the school. A definite period of time will be indicated by the board in which the weaknesses shall be corrected.

2. Should the unsatisfactory conditions not be corrected within the period specified, the board shall act to withdraw all recognition of the program or associate unit for the safety of the public.

3. The program is entitled to a public hearing as governed by chapter 227 Wis. Stats. It may waive this privilege if the faculty so indicates in writing.

(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) *Other.* 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 for safe keeping.

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, accreditation is void unless and until the new governing body shall notify the board in writing of its intention 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 for organization it shall report to the board. The school may be required to reapply for accreditation.

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70; am. (1) (a) 1 and 2., (3) (a) and (b), (9) (d) 2 and (10) (a), r. and recr. (2) and (4), Register, December, 1974, No. 228, eff. 1-1-75.

N 1.04 Career mobility in nursing. (1) OPEN CURRICULUM. The board believes that:

(a) Individuals who wish to change career goals should have the opportunity to do so.

(b) Educational opportunities without lowering standards, should be provided for those who are interested in upward mobility.

(c) Opportunity should be provided to validate previous education with experience.

(d) Educational plans must be developed.

(e) Guidance should be provided at all stages of student development.

(2) **VALIDATION.** Accredited programs in nursing shall rely upon attainment (challenge) examinations to exempt enrolled students of nursing from certain nursing courses on the basis of previous education with experience.

(a) The faculty shall measure the objectives of the specific courses being challenged and assess the students' cognitive skills and performance in the use of knowledge in the resolution of nursing problems in each clinical course challenged.

(b) A school with a credit by examination plan shall have it approved by the board prior to implementation. Thereafter, it shall be reviewed as a part of the re-survey process.

(c) Credit by examination for previous education and experience is preferred. Giving "blanket" credit or advanced standing is discouraged. A program structured for individual remediation to pass the examinations is not the responsibility of the faculty of the school.

(d) Guidelines—Career Mobility in Nursing is available on request from the board.

History: Cr. Register, December, 1974, No. 228, eff. 1-1-75.

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