

## Chapter N 2

PROGRAMS PREPARING FOR CERTIFICATION  
AS REGISTERED NURSES

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**History:** Chapter N 2 as it existed on August 31, 1970 was repealed and a new chapter N 2 was created, Register, August, 1970, No. 176, effective September 1, 1970.

**N 2.01 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 a written plan for the orientation of the faculty to an extended unit and the staff of the extended unit to the school.

3. 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 insure the faculty of complete control of the educational program.

d. Guidelines may be obtained from the board.

(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 and 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. The educational administrator should participate in developing the information regarding nursing.

(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.

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; am. (2) (c) 4 and (2) (d), renum. (2) (b) 2 to be 3 and am., cr. (2) (b) 2, Register, December, 1974, No. 228, eff. 1-1-75.

**N 2.02 Faculty.** (1) **NUMBER.** 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;

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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) Expertness shall be maintained in the clinical and/or functional area of specialization.

(d) A current certificate to practice as a registered nurse in Wisconsin shall be held.

(3) MINIMUM NURSING FACULTY. It shall include a qualified educational administrator and instructors in the major fields of nursing. A minimum of 5 instructors is required. 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. 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. A minimum of 5 years of recent nursing experience is required, 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 nursing experience, one of which is in teaching. The instructor should have a three month period of recent experience in nursing practice appropriate to the teaching assignment.

(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 recent nursing experience. An assistant instructor shall not be responsible for teaching a course.

(5) Faculty members appointed on or after July 1, 1975 shall have the following academic qualifications:

(a) Educational administrators shall have a master's degree with a major in nursing or its equivalent supplemented by courses appropriate to the position, such as administration and content identified for the instructor. A minimum of 5 years of recent nursing experience including directing or assisting to direct an educational program in nursing is essential. Leadership qualities should be evident.

(b) The instructor shall have a master's degree in nursing or its equivalent supplemented by advanced nursing courses appropriate to the teaching assignment. Content in educational principles, teaching, curriculum development, guidance and counseling is essential for all instructors in nursing. The instructor shall have at least a 3 month period of recent nursing practice appropriate to the teaching assignment.

(c) The assistant instructor shall have a baccalaureate degree, preferably in nursing; and content in educational principles and teaching. One year of recent nursing practice is required, 3 months of which is appropriate to the teaching assignment.

(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 prerequisite degree and at least one-half of the other specified qualifications plus current nursing practice. The assistant instructor shall have at least a baccalaureate degree as stated in subsection (5) (c) above.

(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 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.

(d) The plan for qualifying shall be submitted to the board within 2 months of notification of approval status.

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

(a) Associate degree and diploma

1. Nine months before the admission of the first class the school shall have an educational administrator.

2. Six months before the admission of the first class the school shall have 2 instructors in major fields of nursing.

3. On admission of the first class the school shall have 4 instructors in major fields of nursing who meet requirements as prescribed in N 2.02 (5).

4. At the beginning of the second year the school shall have a minimum of 5 instructors in the major fields of nursing.

(b) Baccalaureate

1. Nine months before the admission of the first class the school shall have an educational administrator.

2. Six months before the admission of the first class to the academic major the school shall have 4 instructors who meet requirements as prescribed in N 2.02 (5).

3. On admission of the first class to the academic major the school shall have 5 instructors in major fields of nursing.

(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.

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; r. and rec. (7) (a), Register, September, 1971, No. 189, eff. 10-1-71; r. and rec. (2) (c) and (d), (6) and (7), am. (3), (4) and (5), Register, December, 1974, No. 228, eff. 1-1-76.

**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 of the nursing program.

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

2. A statement of policy concerning the evaluation and acceptance of transfer students to the nursing program shall be set forth in writing in at least one current publication of the school. This policy shall be acceptable to the faculty and to the board of nursing.

3. All transfer and attainment credit needs to be identified on the final transcript of the student. An official transcript for accepted (prior) courses may be required as deemed necessary to substantiate that the individual has met the standards of the program from which graduated.

(d) *Graduation.* Graduation shall depend upon the satisfactory com-

pletion 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.

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; r. and recr. (1) (b) and (c), Register, December, 1974, No. 228, eff. 1-1-75.

**N 2.04 Curriculum leading to certification as a registered nurse.**

(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 minimum units 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. There shall be a rationale and conceptual framework of the organization and development of the program of learning.

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

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(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 exclusive of conference time 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 judgement 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.

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

2. Nursing content or 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.

c. Nursing of adults. Not less than 16 units in nursing the adult with physical illness. Content shall include the care of adults in all age groups in health and with common acute and chronic physical and mental health problems.

d. Mental illness. Not less than 5 units. This may be taught as a course or may be incorporated throughout the curriculum. It needs to be identifiable.

e. In addition to clinical nursing laboratory practice in the hospital, learning experiences may be provided in one or more of the following: child care agency, clinic, doctor's office, nursery school, outpatient department and other appropriate and recognized agencies. 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.

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

**N 2.05 Instruction.** (1) The objectives of each nursing course shall reflect the philosophy and purpose of the program of learning.

(2) The selection of methods or processes for teaching-learning nursing shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal. Instructional media serves as good preparation for clinical experience and strengthens it, but is not to be substituted for or replace clinical laboratory experience.

(3) The hours allocated to auto-tutorial or simulated laboratory learning shall be specified and justified.

(4) Multi-media shall not be a substitute for qualified instructors.

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

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

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

**N 2.06 Evaluation.** Evaluation shall be a planned ongoing learning activity of the faculty that is directed toward the improvement of the program. There shall be provision for systematic 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.

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

**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 AND MATERIAL RESOURCES.** Holdings shall be adequate for effective use in teaching and study by faculty members and stu-

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dents. (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) Provision shall be made for the purchase of new books and various media by which information is stored and disseminated. 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.

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; am. (2) (c), Register, December, 1974, No. 228, eff. 1-1-75.

**N 2.08 Housing. History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; r. Register, December, 1974, No. 228, eff. 1-1-75.

N 2.08 Standards for the selection and use of health facilities.

(1) **CHARACTERISTICS OF HOSPITAL OR COMMUNITY AGENCY.** (a) Accreditation—see N 1.03 (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. The board may waive segregation in psychiatry if circumstances justify this exception.

(e) There shall be compliance with all applicable laws and regulations of legally authorized agencies.

(f) Conference space shall be available.

(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 administration.

2. The availability of a registered pharmacist if drugs are dispensed from stock supply.

3. The availability of patients representing major 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) Statement 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, such as the use of the Kardex, nursing care plans, individualized medication system and clarity of medical care plans.

(f) A staff of registered nurses, licensed practical nurses and auxiliary nursing personnel sufficient in number and available to insure effective care of patients at all times.

(g) Registered nurse coverage 24 hours a day, 7 days a week to plan, direct and supervise all nursing care. In agencies operating on a 5 or 6 day week and limited hours, there shall be coverage by registered nurses during hours when open for service.

(h) Budget for operation.

(i) Mode for estimating its needs and means for control and use of equipment, facilities and supplies.

(j) Mode for developing and maintaining an effective system of clinical and administrative records and reports.

(k) Program of inservice education.

(l) Appraisal program for evaluating progress toward attainment of established objectives.

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70, renum. N 2.09 to be N 2.08 and am. Register, December, 1974, No. 228, eff. 1-1-75.

**N 2.09 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 N 1 and N 2.

(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 N 2.08.

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

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; renum. N 2.10 to be N 2.09, Register, December, 1974, No. 228, eff. 1-1-75.

**N 2.10 Reports to the board of nursing. (1) ANNUAL.** An annual report governing 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 N 2.02.

**(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 within 2 months of execution.

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

**History:** Cr. Register, August, 1970, No. 176, eff. 9-1-70; renum. N 2.11 to be N 2.10 and am. Register, December, 1974, No. 228, eff. 1-1-75.

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