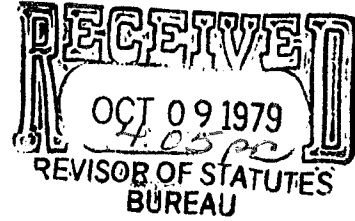


N 1 to 3



CERTIFICATE

STATE OF WISCONSIN )  
DEPT. OF REGULATION AND LICENSING) SS  
BOARD OF NURSING )

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Robert Roeming, Chairman of the Board of Nursing, and custodian of the official records of said board do hereby certify that the annexed rules relating to accreditation of schools for the education of nurses, were duly approved and adopted by this board on September 20, 1979.

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 department at 1400 East Washington Avenue in the city of Madison, this 4<sup>th</sup> day of October A.D. 1979.

SEAL

Robert F. Roeming  
(Officer)

940-839



(6) "Approved plan" means a plan to establish a school which meets standards.

(7) "Board" means the State of Wisconsin board of nursing.

(8) "Educational administrator" means the registered nurse faculty member whose primary responsibility is to administer the educational program in nursing regardless of any title assigned by the governing institution.

(9) "Extended unit" means an agency which is approved by the board to be used for student practicum (clinical laboratory experience).

(10) "Faculty" means a group of registered nurses meeting standards and employed by the governing institution for the purpose of administration, teaching, evaluation, guidance and research in nursing.

(11) "Governing institution" means the body, agency or institution which has authority to conduct a school of nursing.

(12) "Survey" means a planned visit by a board representative to a school, an institution or agency for the purpose of conferring with administrative, instructional and service personnel; visiting educational and service facilities; and reviewing and evaluating program plans, activities, records and reports.

(13) "Transcript" means a legible and official copy of the student's original record which bears the seal of the institution or a notarization and the signature of the registrar or the educational administrator.

N 1.03 Accreditation and approval. Schools and extended units will retain accreditation and approval status until a resurvey is completed.

(1) Accreditation.

(a) Purpose. Accreditation is performed by the board to set minimum standards for schools which prepare nurses and trained practical nurses; to encourage study and to require evaluation within educational programs for the development and improvement of education; to assure graduates of eligibility for admission to the state board test pool examination; and to facilitate licensure by endorsement to other states.

(b) Types of and requirements for accreditation. 1. "Initial accreditation" is a status assigned a new school upon admission of the first class provided the date of admission is within 18 months after the board approves the plan.

a. During the period of initial accreditation, the school must submit documentation of having implemented the approved plan.

b. Toward the end of the initial accreditation period, the faculty shall conduct a study evaluating the educational program and submit a written report to the board.

c. Initial accreditation may continue if the school has not made sufficient progress for full accreditation or accreditation may be withdrawn if standards are not met.

2. "Full accreditation" is a status assigned to a school if the school meets standards.

a. A school with initial accreditation is eligible for full accreditation upon graduation of its first class providing there is evidence that standards have been met.

b. The board bases the decision to grant full accreditation upon review of the following: program evaluation by the faculty; state board test pool examination results; survey report by the board representative; other facts that pertain to the school.

c. Accredited schools shall submit reports to the board as deemed necessary to document that standards are being met.

d. Accredited schools shall be surveyed at periodic intervals by a board representative and written reports of the surveys shall be submitted to the board.

e. If standards are not met, the board shall specify the deficiencies and state a time limit for correction.

3. "Conditional accreditation" is a status assigned to a school when standards are not met.

a. The board shall notify the governing institution and the program when being assigned conditional accreditation.

b. The board shall specify a period of time in which standards must be met.

(2) Withdrawal of accreditation. The board may withdraw all recognition of a school assigned conditional accreditation if standards are not met within the specified time, and if a class is not admitted for one year.

(3) Certificate of accreditation.

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

(b) The certificate shall be posted in a public area of the school.

(c) The certificate remains the property of the board.

(4) List of accredited schools. The board shall periodically issue a list of schools showing the accreditation status of each.

(5) "Approval" is a status assigned an agency used as an extended unit.

- (a) An agency used for student education must be approved by the board.
- (b) To be approved as an extended unit, an agency must meet the standards in sections N 2.08 or N 3.08, Wis. Adm. Code.

N 1.04 Establishment of a school.

- (1) The governing institution planning the establishment of a school may consult with the board concerning accreditation standards.
- (2) The governing institution planning to apply for approval to conduct a school of nursing shall:

- (a) File an application and submit to the board a written program plan including preliminary investigations and evaluations of educational and clinical facilities and resources, projected budget and documentation of need no less than 10 months prior to the anticipated opening date for a school of professional nursing.

- (b) File an application and submit to the board a written program plan including preliminary investigations and evaluations of educational and clinical facilities and resources, projected budget and documentation of need no less than 7 months prior to the anticipated opening date for a program of practical nursing.

- (c) Appoint an educational administrator sufficiently in advance of the projected date for admission of students to develop an organizational plan and administrative policies and to continue program development for implementation.

- (d) Appoint faculty in advance of admission of students to participate in the development of the school's statement of purpose, philosophy and objectives and to determine the structure or design for the curriculum. See Chapters N 2.02(7) and 3.02(7), Wis. Adm. Code for schedule of faculty appointments.

- (3) The board shall notify the governing institution of action taken by the board.

- (4) Approval may be withdrawn if a class is not admitted within 18 months after the board approves the plan. The school is notified in writing of the withdrawal of approval.

N 1.05 Approval as an extended unit.

- (1) A school shall make the initial contact with an agency for use of clinical facilities as an extended unit for nursing education.

- (2) A written faculty evaluation and plan for use of the agency as an extended unit shall be submitted to the board two months prior to date of intended use.

- (3) An agency being considered for approval shall submit reports as required by the board.
- (4) Staff of the board shall review evaluation and plan for use submitted by faculty.
- (5) A preliminary approval for use of the facility may be given by staff of the board.
- (6) A survey of the agency may be conducted by staff of the board.
- (7) The action of the board shall be reported to the agency and the school.
- (8) Extended units shall be surveyed periodically and written reports of the surveys shall be submitted to the board.
- (9) If standards are not met, the board shall identify the deficiencies and specify a time period for correction.
- (10) Approval as an extended unit may be withdrawn if the deficiencies are not corrected within the specified period of time.

N 1.06 Voluntary closure of accredited school, change in ownership or organization.

(1) When the governing institution considers the closing of a school, it shall confer with the board and shall notify the board in writing stating the reason, plan and date for closing the school.

(a) Closing procedures: A governing institution may choose one of the following procedures:

1. The school shall continue the program until the last class enrolled is graduated.

a. The school shall continue to meet the standards for accreditation until all the enrolled students have graduated.

b. The date of closing is the date on the diploma of the last graduate.

c. The board shall be notified by the governing institution of the closing date.

2. The school shall close the program after assisting in the transfer of students to other accredited programs.

a. The school shall continue to meet the standards required for accreditation until all students are transferred.

b. A list of the names of students who have been transferred to accredited schools and the date on which the last student was transferred shall be submitted to the board by the governing institution.

c. The date on which the last student was transferred shall be the closing date of the school.

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

(c) Custody of records.

1. If the school closes but the governing institution continues to function, it shall assume responsibility for the records of the students and graduates. The board shall be advised of the arrangements made to safeguard the records.

2. If the governing institution ceases to exist, the academic transcript of each student and graduate shall be transferred to the board for safe keeping.

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

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

(2) Change in ownership or organization.

(a) Accreditation of the school shall continue under new control provided the standards for accreditation continue to be met.

(b) When an accredited school changes its organizational structure or program plan, accreditation shall continue after such changes provided the standards for accreditation shall continue to be met.

## RULES OF THE BOARD OF NURSING

### Chapter N 2

#### PROGRAMS FOR CERTIFICATION AS REGISTERED NURSES

N 2.01 ORGANIZATION AND ADMINISTRATION OF PROGRAM. To be eligible for accreditation by the board, a program must have the following:

(1) A governing institution.

(a) The governing institution shall assume full legal responsibility for the overall conduct of the program.

(b) The governing institution shall designate an educational administrator, establish administrative policies, provide sufficient financial support, resources and facilities for the operation of the program.

(c) The governing institution shall provide an organizational chart and written plan which describes the relationship of the nursing program to the governing institution and the organization of the nursing program.

(2) Administrative policies.

(a) There shall be written administrative policies which are in accord with those of the governing institution, and available to interested parties.

(b) A written plan for the orientation of the faculty to the governing institution, the program and the extended units shall be implemented. The staff of the extended units shall be oriented to the program by the faculty.

(c) There shall be written contracts between the school and institutions for academic study, extended units and agencies for related services.

1. The contract shall be initiated by the school, mutually drawn by both parties, and clearly identify the responsibilities and privileges of both parties.

2. The contract shall bear the signature of the administrative authorities of each organization. Signatures shall include the program educational administrator and the nursing service administrator of the extended unit if the unit has a nursing service administrator.

3. The contract with an extended unit shall vest in the faculty complete control of the student experience in such unit, subject to the policies of the unit.

4. The contract shall be kept current and available to interested parties.

(d) The educational administrator shall have authority and responsibility in the following areas:

1. Participation in the preparation of the budget.

2. Administration of the budget.

3. Screening and recommendation of candidates for faculty appointment, retention and promotion.

4. Selection of students for admission to the program.

5. Development, implementation and evaluation of the educational program.

6. Implementation of school policies.

7. Achievement of the program goals.

8. Development and maintenance of collaborative relationships with the administration of the institution, other divisions or departments within the institution, extended units and the community.

9. Facilitation of continuing academic and professional development for the faculty.



(e) There shall be provision for a system of records and reports essential to the operation of the nursing program. The system shall include records of:

1. Enrolled and previously enrolled students.
2. Nursing program activities such as minutes and reports.
3. Faculty members.
4. Annual reports including program developments, proposals and plans for future development and recommendations.

(f) There shall be official school publications made available to all students which contain relevant information to include:

1. A description of the educational program.
2. Statements of policies on admission, progression, dismissal, graduation and student grievance procedures.
3. A description of student services.

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

1. Position expectations.
2. Faculty rights and responsibilities.

N 2.02 FACULTY (1) NUMBER AND COMPOSITION. The faculty shall include but not be limited to an educational administrator and instructors in the major areas of clinical nursing practice.

(a) The faculty shall be adequate in number and composition to develop and implement the program in nursing in relation to its stated purposes, philosophy and objectives; number and size of classes admitted annually; and the extended units used in the program.

(b) At least 50% of the faculty shall hold instructor status as stated in subs. (3), par. (b), (4) and (5) of this section.

(c) At least 50% of the instructors and 50% of the assistant instructors shall be fully approved as stated in sub. (3) of this section.

(2) GENERAL QUALIFICATIONS. Qualifications of the faculty shall be relevant to clinical or functional area of responsibility or both.

(a) Competence shall be maintained in the clinical or functional area of responsibility or both.

(b) Current registration to practice as a registered nurse in Wisconsin shall be in effect.

(3) SPECIFIC QUALIFICATIONS. A faculty member appointed prior to January 1, 1980 shall retain approval status unless a change in appointment occurs. Faculty members appointed on or after January 1, 1980 shall have the following qualifications for approval:

(a) The educational administrator shall have:

1. A baccalaureate degree in nursing.
2. A master's degree.
3. A minimum of 5 years of nursing experience, within the immediate past ten years including 1 year of directing or assisting to direct a nursing education program.
4. Competency in administration.
5. Competency identified for the instructor in this subsection par. (b) subs. 4.

(b) The instructor shall have:

1. A baccalaureate degree in nursing.
2. A master's degree.
3. A minimum of 2 years nursing experience within the immediate past five years.
4. Competency in:
  - a. applying principles of learning
  - b. teaching
  - c. curriculum development
  - d. guidance and counseling

(c) The assistant instructor shall have:

1. A baccalaureate degree in nursing.
2. A minimum of 2 years nursing experience within the immediate past five years.
3. Competency in:
  - a. applying principles of learning
  - b. teaching

(d) Competency requirements enumerated under subsections (a) (b) & (c) of this section, obtained through academic credit, institutes, extension courses, planned in-service education, continuing education offerings, and experience may be submitted as documentation of meeting specific qualifications.

(4) Exceptions: A person without the above stated qualifications may be granted approval provided (a) the prerequisite degree(s) are held and proof of experience equivalent to the other qualifications is submitted as stated in sub. (3), or (b) qualifications and experience are deemed equivalent by the board.

(5) PROVISIONAL APPROVAL. (a) A person without the above stated qualifications may be appointed to the faculty and granted provisional approval if the faculty appointee holds the prerequisite degree(s) and recent nursing experience as stated in sub. (3). (b) Individuals holding provisional approval shall complete at least one qualifying requirement per year with all requirements being met within 3 years of date of

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

(6) FACULTY ASSIGNMENTS. An instructor with provisional approval who has not met 1/2 of the course content requirements as stated in sub. (3) par. (b) subd. 4 and the assistant instructor shall not be assigned responsibility for a course.

(7) FACULTY REQUIREMENTS FOR NEW PROGRAMS. The schedule for appointment of required faculty shall be:

(a) The school shall appoint an educational administrator as stated in sec. N1.04 sub. (2) par. (c).

(b) Six months before the admission of the first class to the clinical nursing courses, the school shall have 4 instructors who represent major clinical practice areas and who meet requirements as stated in subs. (2) and (3), par. (b) of this section.

(c) At the beginning of the second year of clinical nursing courses, there shall be a minimum of 5 instructors plus the additional faculty needed to achieve the objectives of the educational program.

(8) EVALUATION OF FACULTY RECORDS. The educational administrator shall submit to the board for evaluation the qualifications of faculty members upon appointment.

(a) Official college transcripts or copies verified by the educational administrator or designee shall be submitted to the board.

(b) There shall be on file in the school office complete and official records of qualifications, workload and area of instruction for each faculty member.

(9) RE-EVALUATION OF FACULTY RECORDS. The board shall review the qualifications of the faculty of schools annually. Schools without the required faculty shall be notified that a new class shall not be enrolled until a minimum faculty has been obtained, as stated in sub. (1) of this section.

(10) CLERICAL ASSISTANCE. The number of clerical assistants shall be determined by the number of students and faculty. There shall be at least one full-time clerical assistant.

(11) ORGANIZATION. The faculty organization should provide the structure for faculty to implement the functions.

(a) The principle functions of the faculty are to:

1. Formulate the purposes, philosophy and objectives of the program.
2. Develop, implement and evaluate the program.
3. Plan for and utilize educational facilities and resources.
4. Determine methods of instruction.

5. Conduct studies and research.
6. Promote public relations.
7. Cooperate and plan with other faculty of the institution.

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

(c) The faculty should participate in appropriate activities of the governing institution.

#### N 2.03 STUDENTS

(1) POLICIES: A statement of policy concerning student admission, readmission, selection, attendance, progression, dismissal and graduation shall be set forth in writing and appear in at least one current official publication of the school.

(a) Admission.

1. Policies and methods for student selection shall be in accord with the purposes, philosophy and objectives of the institution and the nursing program.

2. There shall be proof of high school graduation or its equivalent on file in the school.

3. Upon admission, each student shall be advised in writing of the requirements for eligibility for admission to the state board test pool examination.

(b) Readmission. The final decision shall be at the discretion of the educational administrator of the nursing program.

(c) Admission by transfer or advanced standing.

1. A student seeking admission through transfer from another program or advanced standing shall meet the standards of the regularly enrolled student.

2. Academic credit for non-academic study and experience shall be given to the student after successful examination or demonstration of understandings and skills.

3. An official transcript for accepted prior courses shall be filed in the school to which the transfer has been effected. All transfer and attainment credit which meet requirements shall be identified on the final transcript of the student.

(d) Graduation.

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

2. There shall be official proof the student has met requirements of the degree or diploma conferring institution.

(2) SERVICES.

(a) Services should be available for orientation, academic advisement, health, personal and financial aids counseling.

(b) Upon admission, each student shall be advised in writing of policies pertaining to services which state the respective responsibilities of the school and student.

(c) Records of services provided should be maintained.

(d) Each school shall take appropriate steps for adequate screening and monitoring of student health for the protection of the student and the patient.

N 2.04 CURRICULUM LEADING TO ELIGIBILITY FOR CERTIFICATION AS A REGISTERED NURSE.

(1) APPROVAL. A curriculum plan must be approved by the board prior to implementation. A curriculum plan must include supporting evidence that students will be able to acquire the nursing skills essential for safe practice upon graduation.

(2) ORGANIZATION. (a) There shall be a written plan describing organization and development of the curriculum. (b) There shall be a rationale for the organization and development of the curriculum. (c) The curriculum design shall reflect the philosophy and objectives of the program. (d) The organization of the curriculum shall show sequential development. (e) There shall be a rationale delineated for credit allocated to theory and clinical laboratory experience. (f) Credits allocated to theory and clinical experience shall be separately identified.

(3) TYPES OF NURSING PROGRAMS. Three types of programs prepare graduates for eligibility to be admitted to the state board test pool examination for certification as a registered nurse.

(a) "Associate degree program" means a school of nursing organized and administered by a technical college/institute, a college or university which awards the graduate an associate degree in nursing upon meeting the requirements of the institution.

(b) "Diploma program" means a school of nursing organized and administered by a hospital or independent school which awards the graduate a diploma upon meeting the requirements of the school.

(c) "Baccalaureate degree program" means a school of nursing organized and administered by a senior college or university which awards the graduate a baccalaureate degree in nursing upon meeting the requirements of the institution.

(4) CURRICULUM COMPONENTS. The curriculum shall include:

(a) Area of General Education.

1. Scientific understandings basic to nursing practice which include facts and principles from the biological and physical sciences.

2. Human and cultural understandings which include currently accepted concepts and principles from the social and behavioral sciences and are basic to understanding motivation and behavior.

(b) Area of Nursing Education. The curriculum shall include theory and selected experiences designed to enable students to provide nursing care for pregnant women, mothers and newborns, children, adults and the aged for the promotion, maintenance and restoration of physical and mental health.

(5) Upon completion of the program, the graduate will be able to:

- (a) Use the nursing process to provide nursing care.
- (b) Apply facts and principles derived from the scientific, human and cultural areas to meet health needs.
- (c) Individualize nursing care during preventive, maintenance and restorative phases.
- (d) Support patients, family members and significant others in terminal illness and death experiences.
- (e) Promote health practices.
- (f) Understand the roles and relationship of the various levels of nursing and other health care workers.
- (g) Plan for health services with clients, peers, families and health care providers.
- (h) Practice nursing within the legal and ethical parameters of society.
- (i) Function as a responsible, accountable practitioner of nursing.
- (j) Develop an awareness of the need for continued competency.
- (k) Appreciate the historical development of trends in nursing.

(6) A variety of clinical laboratory settings shall be utilized as extended units to meet program objectives.

(7) Curriculum change. For any major change in curriculum, the faculty shall:

(a) Consult with the board in planning.

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

#### N 2.05 INSTRUCTION

(1) There shall be objectives which give direction to planning student experiences.

(2) A variety of teaching methods shall be utilized to facilitate student learning.

(3) Criteria shall be utilized in the evaluation of student learning and in the selection of extended units.

(4) Clinical laboratory experience is required and shall be supervised by board approved nursing faculty.

(5) Administration shall provide conditions conducive to teaching.

N 2.06 EVALUATION. There shall be systematic and periodic evaluation of the total program to include:

(1) Organization and administration of the program.

(2) Curriculum.

(3) Resources and facilities.

(4) Teaching - learning methods.

(5) Faculty.

(6) Graduates.

N 2.07 EDUCATIONAL FACILITIES AND RESOURCES.

(1) The facilities and resources needed for development of the nursing program shall be provided by the institution.

(2) PHYSICAL FACILITIES. (a) The facilities shall be designed to meet the objectives of the nursing program and to facilitate administrative and instructional activities. (b) Teaching space shall be based on the size of the student group and teaching methods used. (c) The physical facilities shall include:

1. Classrooms, lecture-demonstration room, learning laboratory and conference rooms.

2. Offices equipped for administrative personnel, faculty, and secretarial staff.

3. Storage space for equipment and instructional materials.

(3) LIBRARY AND LEARNING RESOURCES. (a) Instructional material shall be readily available for use in teaching and study by faculty members and students.

(b) Library holdings should include current references on nursing and related subjects.

(4) CLINICAL FACILITIES. The school shall arrange for clinical laboratory practice of students in extended units.

N 2.08 STANDARDS FOR THE SELECTION AND USE OF EXTENDED UNITS.

(1) CHARACTERISTICS OF EXTENDED UNITS.

(a) There shall be compliance with applicable laws and rules of regulatory agencies.

(b) An agency shall have been in operation for at least one year preceding application for use.

(c) Administration and staff of the extended unit shall cooperate with the school and have an understanding of the objectives of the nursing program.

(d) Conference space shall be available for student and faculty use.

(e) The adequacy of a clinical facility to be used for nursing education shall be judged by:

1. The administrative organization of the facility.
2. The care provided by medical, nursing and other disciplines.
3. The number of other educational programs using the facility.
4. The physical facilities and equipment suitable for safe care and teaching.
5. A climate conducive to learning exists.

(2) CHARACTERISTICS OF NURSING SERVICES. The adequacy of nursing services shall be judged by:

- (a) Written philosophy and objectives.
- (b) Written plan of organization.
- (c) Mode for developing and implementing written administrative policies.
- (d) Mode for developing and implementing policies for personnel.
- (e) System for the delivery of safe nursing services.
- (f) Nursing staff to support the delivery of safe nursing services.
- (g) Registered nurse coverage, to plan, direct, supervise and evaluate all nursing care.
- (h) Budget for operation.
- (i) System of clinical and administrative records and reports.
- (j) Written program plan for orientation and in-service education.



(k) Process for evaluation of nursing care and achievement of nursing service objectives.

#### N 2.09 REPORTS TO THE BOARD OF NURSING.

##### (1) ANNUAL.

(a) A report is required from each school on forms supplied by the board.

(b) A faculty summary shall be submitted on forms supplied by the board.

(c) A report is required from each extended unit on forms supplied by the board.

##### (2) FACULTY.

(a) The original faculty qualification record and official college transcripts or legible copies verified by the educational administrator or designee shall be on file for all persons identified in section N 2.02, Wis. Adm. Code.

(b) A school shall report a change in its faculty composition within 30 days of such change.

(3) OTHER REPORTS. The board shall require such reports from schools and extended units as may be deemed necessary to determine continued eligibility for accreditation and approval.

### RULES OF THE BOARD OF NURSING

#### Chapter N 3

##### PROGRAMS FOR LICENSURE AS PRACTICAL NURSES

N 3.01 ORGANIZATION AND ADMINISTRATION OF PROGRAM. To be eligible for accreditation by the board, a program must have the following:

##### (1) A governing institution.

(a) The governing institution shall assume full responsibility for the overall conduct of the program.

(b) The governing institution shall designate an educational administrator, establish administrative policies, provide sufficient financial support, resources and facilities for the operation of the program.

(c) The governing institution shall provide an organizational chart and written plan which describes the relationship of the nursing program to the governing institution and the organization of the nursing program.

##### (2) Administrative policies.

(a) There shall be written administrative policies which are in accord with those of the governing institution, and available to interested parties.

(b) A written plan for the orientation of the faculty to the governing institution, the program and the extended units shall be implemented. The staff of the extended units shall be oriented to the program by the faculty.

(c) There shall be written contracts between the school and the board approved institutions for academic study, and extended units and agencies for related services.

1. The contract shall be initiated by the school, mutually drawn by both parties and clearly identify the responsibilities and privileges of both parties.

2. The contract shall bear the signature of the administrative authorities of each organization. Signatures shall include the program educational administrator and nursing service administrator of an extended unit if the unit has a nursing service administrator.

3. The contract with an extended unit shall vest in the faculty complete control of the student experience in such unit, subject to the policies of the unit.

4. The contracts shall be kept current and available to interested parties.

(d) The educational administrator shall have authority and responsibility in the following areas:

1. Participation in the preparation of the budget.

2. Administration of the budget.

3. Screening and recommendation of candidates for faculty appointment, retention and promotion.

4. Selection of students for admission to the program.

5. Development, implementation and evaluation of the educational program.

6. Implementation of school policies.

7. Achievement of program goals.

8. Development and maintenance of collaborative relationships with the administration of the institution, other divisions or departments within the institution, extended units and the community.

9. Facilitation of continuing academic and professional development for the faculty.

(e) There shall be provision for a system of records and reports essential to the operation of the nursing program. The system shall include records of:

1. Enrolled and previously enrolled students.
2. Nursing program activities such as minutes and reports.
3. Faculty members.
4. Annual reports including program developments, proposals and plans for future development and recommendations.

(f) There shall be official school publications made available to all students which contain relevant information to include:

1. A description of the educational program.
2. Statements of policies on admission, progression, dismissal, graduation and student grievance procedures.
3. A description of student services.

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

1. Position expectations.
2. Faculty rights and responsibilities.

### N 3.02 FACULTY

(1) NUMBER AND COMPOSITION. The faculty shall include but not be limited to an educational administrator and instructors in the major areas of clinical nursing practice. (a) The faculty shall be adequate in number and composition to develop and implement the program in nursing in relation to its stated purpose, philosophy and objectives; number and size of classes admitted annually; and the extended units used in the program. (b) At least 50% of the faculty shall hold instructor status as stated in subs. (3), par. (b), (4) and (5) of this section. (c) At least 50% of the instructors and 50% of the assistant instructors shall be fully approved by the board as stated in sub. (3) of this section.

(2) GENERAL QUALIFICATIONS. Qualifications of the faculty shall be relevant to clinical or functional area of responsibility or both.

(a) Competence shall be maintained in the clinical or functional area of responsibility or both.

(b) Current registration to practice as a registered nurse in Wisconsin shall be in effect.

(3) SPECIFIC QUALIFICATIONS. A faculty member appointed prior to January 1, 1980 shall retain approval status unless a change in appointment occurs. Faculty members appointed on or after January 1, 1980 shall have the following qualifications for approval:

(a) The educational administrator shall have:

1. A baccalaureate degree in nursing.
2. A master's degree.
3. A minimum of 5 years of nursing experience within the immediate past ten years including one year of directing or assisting to direct a nursing education program.
4. Competency of administration.
5. Competency identified for the instructor in this subsection par. (b) subd. 2.

(b) The instructor shall have:

1. A baccalaureate degree in nursing.
2. Competency in:
  - a. applying principles of learning
  - b. teaching
  - c. curriculum development
  - d. guidance and counseling
3. A minimum of 2 years of nursing experience within the immediate past five years.

(c) The assistant instructor shall have:

1. 45 semester hours of earned credits toward a baccalaureate degree in nursing and exclusive of the credits given for the completion of an associate degree or diploma nursing program.
2. A minimum of 2 years of nursing experience within the immediate past five years.
3. Competency in:
  - a. applying principles of learning
  - b. teaching

(d) Competency requirements, enumerated under subs. (a), (b) and (c) of this section, obtained through academic credit, institutes, extension courses, planned in-service education, continuing education offerings and experience may be submitted as documentation of meeting specific qualifications.

(4) EXCEPTIONS: A person without the above stated qualifications may be granted approval provided:

(a) The prerequisite degree(s) or credit hours are held.

(b) Proof of experience equivalent to the other qualifications is submitted as stated in sub. (3).

(5) PROVISIONAL APPROVAL.

(a) A person without the above stated qualifications may be appointed to the faculty with provisional approval if the faculty appointee holds the prerequisite degree(s) or earned credit hours and recent nursing experience as stated in sub. (3).

(b) Individuals holding provisional approval shall complete at least one qualifying requirement per year with all requirements being met within 3 years of the date of initial evaluation.

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

(6) FACULTY ASSIGNMENTS. The instructor with provisional approval who has not met 1/2 of the course content requirements as stated in sub. (3) par. (b) subd. 2. and the assistant instructor shall not be assigned responsibility for a course.

(7) FACULTY REQUIREMENTS FOR NEW PROGRAMS. The schedule for appointment of a required faculty shall be:

(a) The school shall appoint an educational administrator as stated in sec. N1.04 sub. (2) par. (c).

(b) One semester before admission of the first class, the school shall have 2 instructors who meet requirements as stated in subs. (2) and (3) par. (b) of this section.

(c) On admission of the first class, the third instructor shall be employed.

(8) EVALUATION OF FACULTY RECORDS. The educational administrator shall submit to the board for evaluation the qualifications of faculty members upon appointment.

(a) Official college transcripts or copies verified by the educational administrator or designee shall be submitted to the board.

(b) There shall be on file in the school office complete and official records of qualifications, workload and area of instruction for each faculty member.

(9) RE-EVALUATION OF FACULTY RECORDS. The board shall review the qualifications of the faculty of schools annually. Schools without the required faculty shall be notified that a new class shall not be enrolled until a minimum faculty has been obtained as stated in sub. (1) of this section.

(10) CLERICAL ASSISTANCE. The number of clerical assistants shall be determined by the number of students and faculty. There shall be at least one full-time clerical assistant.

(11) ORGANIZATION. The faculty organization should provide the structure for faculty to implement their functions.

(a) The principle functions of the faculty are to:

1. Formulate the purposes, philosophy, and objectives of the program.
2. Develop, implement and evaluate the program.
3. Plan for and utilize educational facilities and resources.
4. Determine methods of instruction.
5. Conduct studies and research.
6. Promote public relations.
7. Cooperate and plan with other faculty of the institution.

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

(c) The faculty should participate in appropriate activities of the governing institution.

### N 3.03 STUDENTS.

(1) POLICIES. A statement of policy concerning student admission, readmission, selection, attendance, progression, dismissal 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 and methods for student selection shall be in accord with the philosophy and objectives of the controlling institution and the nursing program.
2. There shall be proof of 2 years of high school or its equivalent on file in the school.
3. Upon admission, each student shall be advised in writing of the requirements for eligibility for admission to the state board test pool examination.

(b) Readmission. The final decision shall be at the discretion of the educational administrator of the nursing program.

(c) Admission by transfer.

1. A student seeking admission through transfer from another program shall meet the standards of the regularly enrolled student.

2. An official transcript for accepted prior courses shall be filed in the school to which the transfer has been effected. All transfer and attainment credit which meet requirements shall be identified on the final transcript of the student.

(d) Graduation.

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

(2) SERVICES.

(a) Services should be available for orientation, academic advisement, health, personal and financial aids counseling.

(b) Upon admission, each student shall be advised in writing of policies pertaining to services which state the respective responsibilities of the school and student.

(c) Records of services provided should be maintained.

(d) Each school shall take appropriate steps for adequate screening and monitoring of student health for the protection of the student and the patient.

N 3.04 CURRICULUM LEADING TO ELIGIBILITY FOR LICENSURE AS A PRACTICAL NURSE.

(1) APPROVAL. A curriculum plan must be approved by the board prior to implementation. A curriculum plan must include supporting evidence that students will be able to acquire basic nursing skills essential for safe practice upon graduation.

(2) LENGTH. The program shall be a minimum of one academic year (36 weeks) and a maximum of one academic year and a summer session.

(3) ORGANIZATION. (a) There shall be a written plan describing the organization and development of the curriculum. (b) The curriculum shall reflect the philosophy and objectives of the program. (c) The curriculum plan shall show the placement of courses according to term and the relationship of theory to clinical laboratory experience. (d) The amount of time allotted to theory and practice shall be separately identified.

(4) TYPE OF NURSING PROGRAM. "Practical nursing program" means a school of nursing organized and administered by a vocational, technical and adult education system or an independent school at a post secondary level which awards the graduate a diploma in practical nursing upon meeting requirements of the school.

(5) CURRICULUM COMPONENTS. The curriculum shall include:

(a) Area of health, growth and development. This area shall include:

1. General aspects of human structure and body function.
2. General aspects of health; signs of physical and emotional health and normal development; effects of emotional climate upon the health, attitudes and behavior of individuals; general aspects of environment; and the family as a social unit.

(b) Area of personal and vocational relationships. This area shall include:

1. Elementary principles of human relationships.
2. Legal and ethical responsibilities in nursing.

(c) Area of nursing education. The curriculum shall provide content with experiences in meeting basic nursing needs during illness for adults and children, pregnant women, mothers and newborns, the aged and patients with alterations in emotional status.

(6) UPON COMPLETION OF THE PROGRAM, THE GRADUATE WILL BE ABLE TO:

- (a) Identify basic needs of the patient.
- (b) Employ common nursing measures to meet basic needs of patients.
- (c) Use concepts of health maintenance and rehabilitation to meet basic needs of patients.
- (d) Use communication techniques to assist patients to achieve health goals.
- (e) Establish positive relationships with patients and other health team members.
- (f) Assume responsibility for own actions in providing care to patients.
- (g) Practice nursing as assigned within the legal and ethical parameters of society.
- (h) Develop an awareness of the need for continued competency.

(7) CURRICULUM CHANGE. For any major change in the curriculum, the faculty shall:

- (a) Consult with the board in planning.



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

#### N 3.05 INSTRUCTION.

- (1) There shall be objectives which give direction to planning student experiences.
- (2) A variety of teaching methods shall be utilized to facilitate student learning.
- (3) Criteria shall be utilized in the evaluation of student learning and in the selection of extended units.
- (4) Clinical laboratory experience is required and shall be supervised by board approved nursing faculty.
- (5) Administration shall provide conditions conducive to teaching.

N 3.06 EVALUATION. There shall be a systematic and periodic evaluation of the total program to include:

- (1) Organization and administration of the program.
- (2) Curriculum.
- (3) Resources and facilities.
- (4) Teaching - learning methods.
- (5) Faculty.
- (6) Graduates.

#### N 3.07 EDUCATIONAL FACILITIES AND RESOURCES.

(1) The facilities and resources needed for development of the nursing program shall be provided by the institution.

(2) PHYSICAL FACILITIES. (a) The facilities shall be designed to meet the objectives of the nursing program and to facilitate administrative and instructional activities. (b) Teaching space shall be based on the size of the student group and teaching methods used. (c) The physical facilities shall include:

1. Classrooms, lecture-demonstration rooms, learning laboratory and conference rooms.
2. Offices equipped for administrative personnel, faculty and secretarial staff.
3. Storage space for equipment and instructional materials.

(3) LIBRARY AND LEARNING RESOURCES. (a) Instructional material shall be readily available for use in teaching and study by faculty members and students.

(b) Library holdings should include current references on nursing and related subjects.

(4) CLINICAL FACILITIES. The school shall arrange for clinical laboratory practice of students in extended units.

### N 3.08 STANDARDS FOR THE SELECTION AND USE OF EXTENDED UNITS.

#### (1) CHARACTERISTICS OF EXTENDED UNITS.

(a) There shall be compliance with applicable laws and rules of regulatory agencies.

(b) An agency shall have been in operation for at least one year preceding application for use.

(c) Administration and staff of the extended unit shall cooperate with the school and have an understanding of the objectives of the nursing program.

(d) Conference space shall be available for student and faculty use.

(e) The adequacy of a clinical facility to be used for nursing education shall be judged by:

1. The administrative organization of the facility.
2. The care provided by medical, nursing and other disciplines.
3. The number of other educational programs using the facility.
4. The physical facilities and equipment suitable for safe care and teaching.
5. A climate conducive to learning exists.

(2) CHARACTERISTICS OF NURSING SERVICES. The adequacy of nursing services shall be judged by:

(a) Written philosophy and objectives.

(b) Written plan of organization.

(c) Mode for developing and implementing written administrative policies.

(d) Mode for developing and implementing policies for its personnel.

- (e) System for the delivery of safe nursing services.
- (f) Nursing staff to support the delivery of safe nursing services.
- (g) Registered nurse coverage to plan, direct, supervise and evaluate all nursing care.
- (h) Budget for operation.
- (i) System of clinical and administrative records and reports.
- (j) Written program plan for orientation and in-service education.
- (k) Process for evaluation of nursing care and achievement of nursing service objectives.

N 3.09 REPORTS TO THE BOARD OF NURSING

(1) ANNUAL.

- (a) A report is required from each school on forms supplied by the board.
- (b) A faculty summary shall be submitted on forms supplied by the board.
- (c) A report is required from each extended unit on forms supplied by the board.

(2) FACULTY.

(a) The original faculty qualification record and official college transcripts or legible copies verified by the educational administrator or designee shall be on file for all persons identified in section N 3.02, Wis. Adm. Code.

(b) A school shall report changes in its faculty composition within 30 days of such change.

(3) OTHER REPORTS. The board shall require such reports from schools and extended units as may be deemed necessary to determine continued eligibility for accreditation and approval.

The rules, amendments and repeals contained in this Order shall take effect on January 1, 1980.

DATED:

October 4, 1979

BY:

Robert Roeming  
Robert Roeming, Chairperson  
Board of Nursing

Administrative Rule  
FISCAL NOTE

Agency Department of Regulation and Licensing Board of Nursing	Rule No. N1, N2 and N3
Subsection	

Subject (Title) of Rule  
 General accreditation and approval policies for schools of nursing and extended units; programs for certification as registered nurses; and programs for licensure as practical nurses.

Local Fiscal Effect

- Local:  Increase/decrease Existing Fiscal Liability  
 Create New Fiscal Liability  
 Increase/Decrease Existing Revenues  
 No Local Fiscal Effect

Types of Local Governmental Units Affected:


- ( ) Towns      ( ) Villages      ( ) Cities      ( ) Counties      ( ) Others \_\_\_\_\_

Is Fiscal Effect: ( ) Permissive      ( ) Mandatory

Assumptions and methodology used in arriving at local fiscal impact or rationale for concluding that there is no fiscal impact.

The proposed rules were reviewed and it was determined there will be no local fiscal effect. The rules will affect licensees only and will be enforced by state personnel.

Long-Range Fiscal Implications

  
 Agency Head Signature

10/3/79  
 Date