

## Chapter N 1

## PROGRAM APPROVAL

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Note: Chapter N 1 as it existed on January 31, 1983 was repealed and a new chapter N 1 was created effective January 1, 1983.

**N 1.01 Authority and intent.** (1) The rules in this chapter are adopted pursuant to authority of ss. 15.08 (5) (b), 227.11 and 441.03 (3), Stats.

(2) The intent of the board of nursing in adopting rules in this chapter is to reduce duplication that has existed between the board and national accreditation processes for nursing schools, to clarify requirements, and to develop efficient timelines for the nursing school approval process.

History: Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. (2), Register, August, 1989, No. 404, eff. 9-1-89; correction in (1) made under s. 13.93 (2m) (b) 7, Stats., Register, August, 1989, No. 404.

**N 1.02 Definitions.** (1) "Approval" means that status of the school upon graduation of the first class after standards have been met.

(2) "Authorization to admit" means permission to admit the first class of nursing students and conduct a nursing program of professional or practical nursing prior to graduation of the first class.

(3) "Board" means the state of Wisconsin board of nursing.

(4) "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.

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

(6) "Governing institution" means the body, agency or institution which has authority to conduct a school of nursing that meets the standards under s. N 1.06.

(7) "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.

(8) "Probationary status" means the status assigned to a school upon a finding that any board imposed requirement related to standards under s. N 1.06 has not been met, for the purpose of affording the school an

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opportunity to meet the requirements of the board before approval is withdrawn.

(9) "Professional nursing program" means the following types of school of nursing programs only:

(a) "Associate degree program" which is offered through a school of nursing organized and administered by a technical college or institute, a college or university which awards the graduate an associate degree in nursing upon meeting the requirements of the institution. This includes associate degree progression programs for the licensed trained practical nurse.

(b) "Baccalaureate degree program" which is offered through a school of nursing organized and administered by a senior college or university that awards the graduate a baccalaureate degree in nursing upon meeting the requirements of the institution. This includes articulation programs for associate degree- and diploma-registered nurses.

(c) "Diploma program" which is offered in a school of nursing organized and administered by a hospital or independent school that awards the graduate a diploma upon meeting the requirements of the school.

(10) "Regionally accredited" means that a college or university or other educational institution conforms with the standards of education prescribed by a regional accrediting commission recognized by the U.S. commissioner of education.

(11) "School" means school for professional nurses or school for practical nurses.

(12) "Standards" means those measures or indicators of acceptability as defined in s. N 1.06.

(13) "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.

(14) "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 educational administrator.

(15) "Withdraw approval" means removal by the board of authorization to admit or removal of approval of a nursing program following a board imposed probationary status during which board standards continue to be unmet.

History: Cr. Register, January, 1983, No. 325, eff. 2-1-83; r. and recr. (1), r. (5) and (7), renum. (2) to (4), (8), (10) and (11) to be (3) to (5), (7), (13) and (14), cr. (2), (8), (10) to (12) and (15), am. (6) and (9) (intro.), Register, July, 1989, No. 403, eff. 8-1-89.

**N 1.03 Board approval of new nursing programs.** (1) **NEW NURSING PROGRAMS.** All new nursing programs not previously approved or granted authorization to admit by the board as of July 1, 1988 are required to be approved by the board under the procedures prescribed in this section.

Note: The effective date of September 1, 1989, rather than the July 1, 1988 date in this subsection controls approval standards for new nursing programs.

Register, August, 1989, No. 404

(2) **AUTHORIZATION TO PLAN A PROGRAM.** An institution planning to establish and conduct a program in professional or practical nursing shall:

(a) Provide for nursing expertise to develop the written proposal.

(b) File an application and submit to the board a written program proposal in accordance with the board's procedures for proposed programs at least 12 months prior to the anticipated opening date.

Note: A copy of the application for proposed programs may be obtained from the Bureau of Health Service Professions, P.O. Box 8935, Madison, Wisconsin 53708-8935.

(c) Identify in the written proposal the administrative and organizational structure of the governing institution and its relationship to the nursing program, the type of program, curriculum plan, instructional methods, projected use of clinical facilities and resources, and plan for employment of faculty.

(d) "The board shall notify the governing institution of the action taken on the application and written proposal.

(3) **AUTHORIZATION TO ADMIT STUDENTS.** (a) The board shall authorize admissions of the first class of nursing students if it is satisfied that board standards under s. N 1.06 will be met based on submission of evidence of the following:

1. Appointment of an educational administrator who meets standards under s. N 1.06 (4) (a) or (b).

2. A statement of philosophy, purpose, objectives, conceptual framework and description of courses developed by faculty.

3. Evidence that faculty meet standards under s. N 1.06 (4) (c) or (d); and

4. Evidence that clinical facilities have been selected according to standards under s. N 1.06 (3) (e).

(b) Authorization to admit succeeding classes shall be withdrawn if new faculty and clinical facilities do not meet standards.

(4) **APPROVAL.** (a) A school shall be eligible for approval upon graduation of its first class. The board shall base its decision to grant approval on the following evidence: Self-evaluation report of the total curriculum and program completed by the school within 6 months of graduation of the first graduating class, addressing compliance with standards under s. N 1.06, the success rate of graduates on the national council licensure examination, survey report by the board representative, and other facts relating to compliance with board standards.

(b) A certificate of approval shall be issued to an approved school.

History: Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. (1), (2) (b) and (c), cr. (2) (d), r. and recr. (3), r. (4) and (5), renum. (6) to be (4) and am. Register, August, 1989, No. 404, eff. 9-1-89.

**N 1.04 Continuation of approval of schools based on accreditation by a board recognized nursing accreditation agency.** (1) Schools which have received accreditation from a board recognized nursing accreditation agency shall file evidence of initial accreditation with the board, and thereafter shall file notice of any change in school accreditation status.

(2) The board shall continue to grant approval to schools filing evidence of accreditation under sub. (1).

(3) Schools holding approval based on sub. (2) shall be responsible for complying with standards under s. N 1.06.

(4) If the board finds that standards under s. N 1.06 are not being met, it may place a school on probationary status. The following situations are cause for review by the board to determine if standards are being met:

(a) Complaints relating to violations of standards under s. N 1.06 which the board has verified;

(b) A success rate by the school's graduates on the national council licensure examination of less than the national percent passing on an annual basis over a 2-year period;

(c) Withdrawal or change of school accreditation status by a board recognized nursing accreditation agency or a general academic accreditation agency;

(d) Failure to report and obtain board approval of changes that require approval of the board under s. N 1.07;

(e) Providing false or misleading information to students or the public concerning the nursing program; or

(f) Violation of any of the rules under this chapter.

(5) The board may withdraw approval for a school to conduct a nursing program if it finds that standards continue to be unmet following a board imposed probationary status.

(6) The board shall make available recommendations to assist a school to reestablish approval under s. N 1.06.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. Register, July, 1989, No. 403, eff. 8-1-89.

**N 1.05 Continuation of approval of schools based on compliance with board standards.** (1) Schools that do not hold accreditation from a board recognized nursing accreditation agency shall be responsible for meeting standards prescribed in s. N 1.06.

(2) Schools in sub. (1) shall file self-evaluation reports and other documents as the board may require including documents submitted to or by nursing accreditation agencies, and shall be evaluated by the board or its representatives.

(3) If the board finds that standards under s. N 1.06 are not being met, it may place a school on probationary status. The following situations are cause for review by the board to determine if standards are being met:

(a) Complaints relating to violations of standards under s. N 1.06 which the board has verified;

(b) A success rate by the school's graduates on the national council licensure examination of less than the national percent passing on an annual basis over a 2-year period;

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(c) Denial of school accreditation by a board-recognized nursing accreditation agency or a general academic accreditation agency;

(d) Failure to report and obtain board approval of changes that require approval of the board under s. N 1.07;

(e) Providing false or misleading information to students or the public concerning the nursing program; or,

(f) Violation of any of the rules of this chapter.

(4) The board may withdraw approval for a school to conduct a nursing program if it finds that standards continue to be unmet following a board imposed probationary status.

(5) The board shall make available recommendations to assist a school to reestablish approval under s. N 1.06.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; r. and recr. Register, July, No. 403, eff. 8-1-89.

**N 1.06 Standards for school approval or continuing approval.** Except as provided in s. N 1.04, professional or practical nursing schools seeking approval or continuing approval shall provide evidence of meeting the following standards as prescribed in s. N 1.03 or 1.05:

(1) **ORGANIZATION AND ADMINISTRATION OF THE PROGRAM.** To be eligible for approval by the board, a program must have the following:

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

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

2. 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.

3. The governing institution shall submit evidence of being regionally accredited.

(b) *Administrative policies.* 1. There shall be written administrative policies which are in accord with those of the governing institution.

2. There shall be written contracts between the school and institutions which offer associated academic study, clinical facilities and agencies for related services.

3. The educational administrator shall have authority and responsibility for the development, implementation and evaluation of the program.

4. There shall be provisions for a system of records and reports essential to the operation of the nursing program.

5. There shall be written personnel policies for the faculty which include position expectations and faculty rights and responsibilities.

(2) **CURRICULUM.** The curriculum shall be based on a stated purpose, philosophy, conceptual framework, and program objectives expressed in terms of required student competencies. Clinical and theoretical learning

experiences shall be consistent with the stated program objectives. Curricular content shall reflect current nursing practice and encompass health needs throughout the life span.

(a) *Professional nursing curriculum.* All professional nursing programs shall include correlated theory and clinical experience in at least the following areas. This shall not prohibit a flexible curriculum that would provide appropriate integration of the various subject areas:

1. Area of general education. The curriculum in the area of general education shall include:

a. Scientific knowledge basic to nursing practice which includes principles from the biological and physical sciences.

b. Human and cultural knowledge which includes currently accepted concepts and principles from the social and behavioral sciences and are basic to understanding motivation and behavior.

2. Area of nursing education. The curriculum in the area of nursing education shall include theory and selected experiences designed to enable students to provide nursing care which shall promote, maintain, and restore physical and mental health of the individual throughout the life span. Upon completion of the program, the graduate shall be able to:

a. Use the nursing process to plan and provide nursing care.

b. Apply knowledge derived from the scientific, human and cultural areas to meet health needs.

c. Individualize nursing care during preventive, maintenance, restorative and terminal phases.

d. Promote positive health practices.

e. Understand the roles and relationship of nurses to other health care providers.

f. Plan for health services with individuals, families, communities and health care providers.

g. Practice professional nursing according to the legal standards of ch. N 6.

h. Function as a responsible, accountable nursing professional.

i. Identify the need for continued competency.

j. Recognize the impact of historical trends in nursing.

(b) *Practical nursing curriculum.* All practical nursing programs shall include correlated theory and clinical experience in at least the areas specified in subds. 1 to 3. This shall not prohibit a flexible curriculum that provides appropriate integration of the various subject areas:

1. Area of health, growth and development. a. General aspects of human structure and body function.

b. 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 and the family as a social unit.

2. Area of personal and vocational relationships. a. Basic principles of human relationships.

b. Legal and ethical responsibilities in nursing.

3. Area of nursing education. The curriculum shall provide content with experiences in meeting basic nursing needs of the individual throughout the life span. Upon completion of the program, the graduate shall be able to:

a. Identify basic needs of a patient.

b. Employ common nursing measures to meet basic needs of patients.

c. Observe and report relevant data regarding a patient's health status.

d. Use communication techniques to assist patients to achieve identified goals.

e. Establish positive relationships with patients and other health team members.

f. Practice practical nursing according to the legal standards of ch. N 6.

g. Identify the need for continued competency.

(3) INSTRUCTION. Instruction shall be based on written objectives which give direction to planning student experiences.

(a) A variety of teaching methods shall be used to facilitate student learning.

(b) Criteria based on written objectives shall be used in the evaluation of student learning.

(c) Clinical laboratory learning experiences shall be supervised by nursing faculty meeting standards under sub. (4).

(d) There shall be written contracts with an adequate number of clinical facilities and resources to meet the program objectives.

(e) Standards used in the selection of clinical facilities shall include the following:

1. Identification that the clinical experience to be gained from the clinical facility is consistent with the nursing program objectives;

2. Willingness on the part of the clinical facility and nursing program to cooperate in promoting the nursing program clinical objectives as demonstrated in a formal written agreement between administrations; and

3. Identification by the school that the practice of the registered nurse and the licensed practical nurse at the clinical facility is within the legal scope of practice under s. 441.11 (3) and (4), Stats.

(f) Evidence of meeting standards shall be documented on forms provided by the board and kept on file in the school of nursing office. The forms shall be made available to the board upon request.

Note: A copy of the form may be obtained from the Bureau of Health Service Professions P.O. Box 8935, Madison, Wisconsin 53708-8935.

(4) **FACULTY.** The faculty shall be adequate in number and academic and professional qualifications to develop, implement and evaluate the program in nursing in relation to its stated purpose, philosophy, objectives, and conceptual framework, number and size of classes admitted annually, and the clinical facilities used in the program. A faculty member appointed prior to the effective date of these rules shall be considered to meet standards under par. (a), (b), (c) or (d) unless a change in appointment occurs. Faculty members appointed on or after July 1, 1988 shall have the following qualifications for approval:

Note: The effective date of September 1, 1989, rather than the July 1, 1988 date in this subsection controls faculty qualifications.

(a) The educational administrator of a professional or practical nursing education program shall hold a current license to practice as a registered nurse in Wisconsin, have a minimum of 2 years of full-time or equivalent direct care experience as a practicing nurse, 3 years of experience in nursing education within the last 10 years, and hold a master's degree with a major in nursing.

(b) The educational administrator of a practical nursing education program shall hold a current license to practice as a registered nurse in Wisconsin, have a minimum of 2 years of full-time or equivalent direct care experience as a practicing nurse, 3 years of experience in nursing education within the last 10 years, and hold a master's degree with a major in nursing or a related field.

(c) A nurse faculty member who teaches nursing courses in a professional nursing program shall hold a current license to practice as a registered nurse in Wisconsin, have at least 2 years of full-time or equivalent direct care experience as a practicing nurse be employed in nursing within the last 5 years and hold a master's degree with a major in nursing.

(d) A nurse faculty member who teaches nursing courses in a practical nursing program shall hold a current license to practice as a registered nurse in Wisconsin, have at least 2 years of full-time or equivalent direct care experience as a practicing nurse, be employed in nursing within the last five years and hold a baccalaureate degree with a major in nursing.

(e) The ratio of students to faculty in the clinical area shall allow for meeting clinical course objectives and safe patient care.

(f) The educational administrator of the nursing education program shall be responsible for ensuring that individual faculty members are academically and professionally qualified, and that faculty staff is adequate to carry out program objectives.

(g) Evidence of meeting faculty standards shall be on file in the school of nursing office and available to the board upon request.

(h) An educational administrator who desires to hire a nurse faculty member who does not fit the specific requirements of this chapter shall apply to the board under s. N 1.09.

(5) **EVALUATION.** There shall be systematic and periodic evaluation of the total program.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. (intro.), renum. (1) to (3) to be (2) to (4) and am. (2) (intro.), (a) (intro.), 1. a., 2. a. and d. through g., (b) (intro.), 1. b., 3. f., (3) (c) and (d), (e) 3., (4), cr. (1) and (5), Register, August, 1989, No. 404, eff. 9-1-89.

**N 1.07 Changes requiring approval of the board.** Schools approved under this chapter shall notify the board of any of the following changes which require approval of the board:

- (1) Plan for voluntary or involuntary closure of the school;
- (2) Changes that alter the program's compliance with ch. N 1 in the areas of organization and administration, curriculum, instruction, or faculty; or
- (3) Change in ownership.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. Register, August, 1989, No. 404, eff. 9-1-89.

**N 1.08 Closure of approved school.** Upon voluntary or involuntary closure of a school, the school shall:

- (1) Make provisions for students to complete their nursing education;
- (2) Assure continuing access to transcripts by former students and graduates for a minimum of 50 years; and
- (3) Surrender the certificate of approval to the board.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. Register, August, 1989, No. 404, eff. 9-1-89.

**N 1.09 Exceptions.** Requests for exceptions to the rules under this chapter may be considered by the board.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83.