

Chapter N 1

GENERAL ACCREDITATION POLICIES FOR
SCHOOLS OF NURSING

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History: Chapter N 1 as it existed on August 31, 1970 was repealed and a new chapter N 1 was created, Register, August, 1970, No. 176, effective September 1, 1970.

N 1.01 Definition of terms. For the purpose of chapter N the following definitions apply:

- (1) **ACCREDITING BODY.** The state of Wisconsin, board of nursing.
- (2) **ACCREDITED SCHOOL.** A school of nursing, unless otherwise specified, means a school, a program, a department or a division of nursing which has met the standards of chapter N 1 or N 2 and N 3.
- (3) **ASSOCIATE DEGREE PROGRAM.** An accredited program in nursing organized and administered by a technical college, institute or a junior college which leads to an associate degree in nursing and to eligibility for certification as a registered nurse.
- (4) **ASSOCIATE UNIT.** A health agency which has been accredited by the board to provide a segment of the curriculum of a school preparing students for registration. The unit provides the instructional staff and clinical facilities but is not under direct control of the school.
- (5) **AGREEMENT.** A covenant entered into by the controlling institution with an associate unit, extended unit or other organization.
- (6) **BACCALAUREATE DEGREE PROGRAM.** An accredited program in nursing organized and administered by a collegiate institution which leads to a baccalaureate degree in nursing and to eligibility for certification as a registered nurse.
- (7) **BOARD.** The State of Wisconsin, Board of Nursing.
- (8) **CONTROLLING INSTITUTION.** The single agency or institution that administers the program in its entirety.
- (9) **DIPLOMA PROGRAM IN NURSING.** An accredited program in nursing organized and administered by a hospital or independent school which leads to a diploma in nursing and to eligibility for certification as a registered nurse.
- (10) **EDUCATIONAL ADMINISTRATOR.** A registered nurse who assumes leadership and responsibility for the educational program. This includes planning, organizing, directing, controlling, coordinating, and evaluating the educational program.
- (11) **EXTENDED UNIT.** A health agency which has been approved by the board to provide facilities for student learning experiences. The educational program is the complete responsibility of the faculty of the school.

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

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

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

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

(16) **SECRETARY.** The secretary of the board.

(17) **UNIT OF CREDIT.** The curriculum shall be presented in units. The unit shall consist of:

(a) *Theoretical instruction.* One hour of theoretical instruction in each week throughout a semester of 15-18 weeks or its equivalent.

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

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

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70.

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

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70.

N 1.03 Accreditation. (1) PHILOSOPHY AND PURPOSE OF BOARD.

(a) *Philosophy.* 1. Accreditation of programs in nursing is a method of assuring sound educational standards. In order to serve the people of Wisconsin all schools of nursing shall be accredited prior to admitting students.

2. A nursing program is evaluated in relation to the stated purposes of the school, the possibility of achievement, and the degree

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to which the purposes direct the program. Educational standards should be responsive to social and scientific forces.

3. Each school is judged by the total pattern it presents. The board accepts the principle of procedure that strengths in certain areas compensate for weaknesses in other areas provided that an area does not show deficiencies which will endanger the total program.

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

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

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

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

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

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

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

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

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

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

2. The institution applying for accreditation to conduct a school to prepare registered nurses shall submit a written plan of organization satisfactory to the board 9 months prior to the anticipated opening date. The institution applying to conduct a program of practical nursing shall submit a plan 6 months prior to the anticipated opening date.

3. Within this period a representative of the board shall conduct a general survey of the proposed educational program and extended units and shall submit a written report to the board.

4. The board at a scheduled meeting, at which representatives of the proposed program may appear, shall consider the evidence presented and shall take action.

5. The board shall notify the controlling institution of the action taken. If the report indicates the institution is able to provide a sound program of instruction and laboratory practice the report will be approved and copies of it will be sent to the institution's administrative officer. When the program is associated with a school of

vocational, technical and adult education, a copy of the report will be sent to the state director of the board of vocational, technical and adult education. This approval qualifies the school to admit its first class. Approval shall be withdrawn without a hearing if a class is not admitted within 18 months of the date of board action.

6. New programs shall be visited as deemed necessary by the board. Reports may be required until full accreditation is granted.

(3) PROCEDURE FOR THE ACCREDITATION/APPROVAL OF AN ASSOCIATE/EXTENDED UNIT. (a) A program representative shall make his own contact with an agency for the use of clinical facilities.

(b) A written plan for the use of the agency accompanied by the course objectives and the criteria used in the selection of the facility shall be sent by the school to the board with a request for accreditation of an associate unit or approval of an extended unit. This request should be made 6 months prior to the date of intended use.

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

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

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

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

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

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

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

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

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

(c) Certificate remains the property of the board.

(7) ACCREDITED LIST OF SCHOOLS. (a) The board shall publish an annual list of the accreditation status of the schools. (b) A school with accreditation may be removed from the list if it is evident that standards are not being maintained or a class has not been admitted for one year.

(8) **ACCREDITATION BY OTHER ORGANIZATIONS.** An institution which conducts a school or which serves as an associate or extended unit shall be approved/accredited by recognized agencies. These include:

(a) *North central association of colleges and secondary schools.* The degree granting institution conducting a basic program in nursing shall be accredited by the north central association of colleges and secondary schools or show evidence of recognized candidacy for accreditation. This accreditation is also required of a college or university which provides courses for students enrolled in a diploma program in nursing.

(b) *Joint commission on accreditation of hospitals.* 1. A hospital which provides one or more of the 5 major clinical fields (medical, surgical, pediatric, obstetric, and psychiatric) shall be accredited by the joint commission on accreditation of hospitals.

2. Nursing homes and extended care facilities shall be accredited by the joint commission on accreditation of hospitals.

(c) *Other.* The board shall decide whether other facilities being used for nursing education have appropriate accreditation or recognition.

(9) **VOLUNTARY CLOSURE OF ACCREDITED SCHOOL OR ASSOCIATE UNIT.**

(a) *Notification of intent to close.* When the board of the controlling institution contemplates the closing of a program or associate unit it shall confer with the board. If it decides to close the program or associate unit it shall notify the board in writing stating the reason, plan and date.

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

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

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

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

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

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

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

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

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

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

(10) CHANGE OF OWNERSHIP OR ORGANIZATION. (a) When the controlling institution changes ownership the new governing body shall notify the board in writing if it intends to continue the nursing program. The board may require the new owner to file an application for accreditation.

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

History: Cr. Register, August, 1970, No. 176, eff. 9-1-70.