

Chapter N 2

PROGRAMS PREPARING FOR CERTIFICATION
AS REGISTERED NURSES

N 2.01	Organization and administration of school	N 2.08	Housing
N 2.02	Faculty	N 2.09	Standards for the selection and use of health facilities
N 2.03	Students	N 2.10	Standards to be met by an associate or extended unit
N 2.04	Curriculum for registered nurse program	N 2.11	Reports to the board of nursing
N 2.05	Instruction		
N 2.06	Evaluation		
N 2.07	Educational facilities and resources		

History: Chapter N 2 as it existed on August 31, 1970 was repealed and a new chapter N 2 was created, Register, August, 1970, No. 176, effective September 1, 1970.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 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 ensure the faculty of complete control of the educational program.

(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 or 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.

(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.

N 2.02 Faculty. (1) **NUMBER.** The faculty shall be adequate in number to develop and implement the program in nursing in relation to Register, August, 1970, No. 176

its stated philosophy, objectives, and purposes; number and size of classes admitted annually; experience and preparation of the faculty; 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) He shall maintain expertness in his clinical and/or functional area of specialization.

(d) He shall hold a current certificate to practice as a registered nurse in Wisconsin.

(3) **MINIMUM NURSING FACULTY.** It shall include a qualified educational administrator and instructors in nursing fundamentals, medical, surgical, obstetric, pediatric, and psychiatric nursing. 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 ON AND AFTER JULY 1, 1970.** New appointees shall meet the following qualifications:

(a) *Educational administrator.* 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. He shall have a minimum of 5 years of recent professional experience, 2 of which shall have been in directing or assisting to direct an educational program in nursing.

(b) *Instructor.* 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 professional experience, one of which was in teaching.

(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 professional nursing experience. He shall not be responsible for teaching a course.

(5) **QUALIFICATIONS ON AND AFTER JULY 1, 1975.** Faculty members appointed on or after July 1, 1975 shall have the following academic qualifications: (Until this date, the qualifications remain as outlined July 1, 1970.)

(a) *Instructor.* The instructor shall have a master's degree in a major nursing area or a master's degree with academic preparation in: educational principles, teaching, curriculum development, guidance and counseling.

(b) *Assistant instructor.* The assistant instructor shall have a baccalaureate degree, preferably in nursing; and content in educational principles and teaching.

(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 30 semester hours of credit and one-half of the other specified qualifications plus current nursing practice.

(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 submit proof of unqualified admission to a college or university acceptable to the board and a plan for meeting the requirements for a degree.

(d) 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.

(7) **FACULTY REQUIREMENT FOR NEW PROGRAMS.** The schedule for appointment of minimum faculty shall be:

(a) Associate degree and diploma.

1. One year before the admission of the first class the school shall have an educational administrator.

2. On admission of the first class the school shall have 4 instructors who meet requirements as prescribed in section N 2.02 (5) (a).

3. At the beginning of the second year the school shall have 6 instructors.

(b) Baccalaureate.

1. One year before the admission of the first class the school shall have an educational administrator.

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

3. On admission of the first class to the academic major the school shall have 6 instructors.

(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.

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.

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

2. The faculty determines the units of credit it deems acceptable for prior general education courses.

3. The educational plan by which the student will meet the nursing course requirements of the associate degree, or diploma program shall be submitted to the board for approval prior to admission.

4. The plan shall be outlined and include the school's curriculum, the courses accepted by transfer, scores obtained on examinations to establish units of credit, the courses and units of credit to be completed and the estimated date of graduation.

5. Official transcript(s) for nursing courses accepted by transfer, shall accompany the plan.

(d) *Graduation.* Graduation shall depend upon the satisfactory completion 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.

N 2.04 Curriculum for registered nurse program. (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 weeks 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.

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

(b) *Area of human and cultural understanding*. 1. Communication skills: there shall be emphasis on the technics of listening, conversing, reading, writing and observing.

Register, August, 1970, No. 176

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 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 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. In addition to clinical nursing laboratory practice in the hospital, learning experiences shall be provided in one or more of the following: child care agency, clinic, licensed physician's office, nursery school, or outpatient department.

c. Nursing of adults. Not less than 21 units of which 16 shall be in nursing the adult with physical illness and 5 in nursing the adult with mental illness. Content shall include the care of adults in all age groups in health and with more common acute and chronic physical and mental health problems. Operative nursing with 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.

Register, August, 1970, No. 176

N 2.05 Instruction. (1) Each course or segment of teaching shall reflect the objectives of the specific part and contribute to the objectives of the program.

(2) Teaching methods shall vary with the purpose and content of courses.

(3) The selection of methods or processes for teaching nursing shall take into account a choice of instructional techniques, media, aids, types of assignments and types of appraisal.

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

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

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

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

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 RESOURCES.** Holdings shall be adequate for effective use in teaching and study by faculty members and students. (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) Nurse faculty shall participate in the selection of additions to the library.

Register, August, 1970, No. 176

(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.

N 2.08 Housing. When housing facilities are provided they shall offer an environment conducive to wholesome group living. There shall be provision for:

(1) An adequate physical plant.

(2) Facilities for study, social and recreational activities.

(3) Twenty-four hour supervision.

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

N 2.09 Standards for the selection and use of health facilities.

(1) **CHARACTERISTICS OF HOSPITAL OR COMMUNITY AGENCY.** (a) Accreditation—see Wis. Adm. Code section 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.

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

(f) Conference rooms shall be available for each clinical division to which students are assigned.

(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 hospital administration.

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

3. The availability of patients in various 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) Statements 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.

(f) Budget for operation.

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

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

(i) Program of inservice education.

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

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

N 2.10 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 N1 and N2.

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

(2) EXTENDED UNIT. It shall adhere to section N 2.09.

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

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

N 2.11 Reports to the board of nursing. (1) ANNUAL. An annual report covering 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.

(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.

Next page is numbered 35