

Chapter N 3

PROGRAMS FOR LICENSURE AS PRACTICAL NURSES

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Note: Chapter N 3 as it existed on December 31, 1979, was repealed and a new chapter N 3 was created effective January 1, 1980.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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) (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 10 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 par. (b) 2.

(b) The instructor shall have:

1. A baccalaureate degree in nursing.
2. A minimum of 2 years of nursing experience within the immediate past 5 years.
3. Competency in:
 - a. Applying principles of learning
 - b. Teaching
 - c. Curriculum development
 - d. Guidance and counseling

(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 5 years.
3. Competency in:

- a. Applying principles of learning
- b. Teaching

(d) Competency requirements, enumerated under pars. (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 $\frac{1}{2}$ of the course content requirements as stated in sub. (3) (b) 3. and the assistant instructor shall not be assigned responsibility for a course.

Note: The board interprets "course content" to be competency.

(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 N 1.04 (2) (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) (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 re-

quired 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 principal functions of the faculty are to:

1. Formulate the purpose, 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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.

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.

History: Cr. Register, December, 1979, No. 288, eff. 1-1-80.