

(b) An adequate faculty is one in which no less than one-half of the minimum faculty have full approval and no more than one-fourth have emergency approval.

(5) RECORDS. (a) The director of the school shall submit to the board the credentials of proposed faculty members prior to appointment. A current college transcript shall be attached to the faculty qualification record (El).

(b) There shall be on file in the school office complete records of qualifications and teaching load for each faculty member.

(6) ORGANIZATION. The faculty shall be organized so that each member participates in the shaping of the educational policies of the school. There shall be evidence that the plan of organization is adapted to the needs of the educational unit.

(7) CONDITIONS OF EMPLOYMENT. Members shall have an active part in developing and assisting in maintaining sound personnel practices. Each member shall be informed in writing of policies regarding: salary range and increments; maximum teaching load; health program; vacation; sick leave; leave of absence for professional advancement; attendance at conventions and professional meetings; and the system of retirement.

N 2.06 Students. (1) ADMISSION, TRANSFER AND ADVANCED STANDING REQUIREMENTS. Graduation from high school or its equivalent is required. An official transcript shall accompany Forms A4 and A5 when applying for certification to examination. The signature of the principal or his authorized representative and the high school seal or notarization are essential. (a) Students shall not be admitted later than one week after the program of studies has begun.

(b) A student who has been on leave of absence for more than one year shall not be readmitted until her record has been reviewed by the committee on credits of the board.

(c) All requests for transfer are to be cleared with the board. If a student desires to transfer from an out-of-state school an official transcript of her general and professional credits shall be submitted to the committee on credits. In order to be considered for transfer the student should be enrolled in the school from which she desires to transfer at the time of filing her application.

(d) An individual who has withdrawn from an accredited school may request admission with advanced standing. Her credentials shall be submitted to the committee on credits for evaluation prior to her admission.

(2) CREDIT. (a) Credit for college courses completed prior to admission may be recognized with the approval of committee on credits.

(b) No credit may be recognized for time spent in a non-accredited school of nursing, college or university.

(3) HEALTH PROGRAM. The school shall offer a readily available and continuous service which offers emergency, preventive and remedial care.

(a) A health service directed by a physician and coordinated by a registered nurse is required.

(b) A thorough physical examination including chest x-ray, diagnostic tests and immunization (in accordance with institutional policies) is required on admission, at intervals as indicated and immediately prior to the completion of the program.

1. A program for tuberculosis prevention and detection shall be carried out. It shall include:

a. Intracutaneous test on admission (within one week); every 6 months thereafter until test is positive or until graduation; re-test at graduation if all previous tests have been negative.

b. X-ray of chest using 14 x 17 film (70 mm. film may be substituted provided all suspicious reports are followed by 14 x 17) upon admission; if the intracutaneous test and x-ray upon admission indicate possible tuberculosis, an x-ray shall be taken each six months thereafter until the student is declared free of any possible signs of tuberculosis. If the intracutaneous test and x-ray upon admission are negative, the test shall be repeated at six month intervals. A final x-ray of the chest shall be taken upon completion of program.

(4) SICK LEAVE. A minimum of 21 days sick leave shall be granted.

(a) A student assigned for clinical experience in a hospital or other agency shall not be required to make up time lost because of illness unless it exceeds 5 days in a 12 week assignment or 3 days in an 8 week assignment.

(5) VACATION. A vacation of 3 weeks in each 12 months is required. It shall be granted at well-spaced intervals and shall be taken within each 12 month period. Illness and convalescence shall not be substituted for vacation.

(6) HOURS. The total hours of planned instruction and experience shall not exceed 44 per week. One full day free from class and clinical experience is required.

(7) EVENING AND NIGHT EXPERIENCE. (a) Ninety days of assignment to evening practice (3 P.M.—11 P.M.) is maximum. (A student assigned between 7 A.M. and 7 P.M. is not considered to be on the evening tour.)

(b) A term of night practice (11 P.M.—7 A.M.) shall not exceed 28 days at one time and shall not exceed 90 days in the entire program. No assignment to night practice is permitted in the first year and until after completion of instruction in general medical and surgical nursing.

(8) GUIDANCE PROGRAM. There shall be an organized guidance program designed to help students in their educational, social and personal problems.

(9) ORGANIZATION. There shall be an organization with stated purposes through which the students formulate policies governing their extra-professional activities.

(10) RECORDS. (a) The records shall provide a comprehensive picture of the student. The records essential are admission; general education; evaluation; classroom; health; experience and final records.

(c) Upon withdrawal of a student a completed withdrawal form (E10) shall be submitted to state department of nurses.

(11) HEARING BEFORE ADVISORY COMMITTEE. A student shall be accorded an opportunity to be heard before the advisory committee prior to dismissal.

History: 1-2-56; Am. (1); r. (10) (b), Register, September, 1957, No. 21, eff. 10-1-57; am. (3) (b) l. b. Register, April, 1959, No. 40, eff. 5-1-59.

Register, April, 1959, No. 40

N 2.07 Physical facilities. (1) **OFFICES.** Offices for administrative and instructional staff are required.

(2) **LECTURE ROOMS.** There shall be at least 2 classrooms, properly constructed, located and equipped.

(3) **NURSING ARTS LABORATORY.** A room shall be provided which will seat the class and provide for an adequate number of patient units to allow for student practice. It shall be provided with equipment to approximate that used in the hospital.

(4) **SCIENCE LABORATORY.** If the sciences are taught in the home school at least one laboratory is required. It shall be adequately equipped for teaching the sciences.

(5) **DIET LABORATORY.** A diet laboratory, separate from the hospital kitchen, is required if the courses in nutrition and diet therapy are taught in home school.

(6) **WARD CONFERENCE ROOMS.** On each clinical division of the hospital to which students are assigned, a room shall be provided for ward classes and conferences.

(7) **LIBRARY.** Adequate provision shall be made for a library.

N 2.08 Resident facilities. If a dormitory is provided in which students must reside it shall be separate from the hospital. Each student shall be provided with a single bed, a dresser or chest of drawers, a study desk or table, a study lamp, desk chair and ample closet space.

N 2.09 School bulletin. A school is required to publish and maintain an up-to-date bulletin which adheres to generally recognized good form.

N 2.10 Educational programs. (1) **PURPOSES.** Any institution in Wisconsin seeking initial and continuing accreditation of a basic professional nursing program shall include in its catalog a clearly defined statement of philosophy and purpose which is realistic, educationally sound and socially acceptable. The purposes should recognize the three-fold aspects which characterize education in the development of the individual as a person, a citizen and a nurse. The excellence of the program depends upon the extent to which the purposes are understood and implemented. The graduate of the program is the professional nurse who has mastered the beginning competencies of a nursing practitioner. He is prepared to continue professional development through experience and education. A professional nurse is one who:

- (a) Uses logical thinking in making decisions.
- (b) Is able to communicate his thoughts with sufficient clarity and logic to be effective.
- (c) Has an appreciation of aesthetic values.
- (d) Appreciates the value of and takes initiative for his continuous growth and education.
- (e) Has grown in his ability to identify moral issues in his personal and professional life and uses ethical principles and spiritual resources to guide his actions.
- (f) Has an understanding of the principles governing the formation and functioning of the basic sociological groups in our culture.

(g) Shows growth in his relations with other people and accepts both the freedoms and the responsibilities involved in democratic living.

(h) Has some knowledge of the principles of democratic group processes which enables him to contribute to the improvement of individual and community life.

(i) Manifests an appreciation of people who are different from himself in cultural, racial, religious, economic, and national background.

(j) Possesses and demonstrates knowledge and skills which are needed in common nursing situations.

(k) Understands physical and biologic principles sufficiently well to maintain a safe environment for the welfare of all.

(1) Has an understanding of effective ways for maintaining health in all age groups.

(m) Has sufficient knowledge of the principles of growth and development to use them effectively in dealing with individuals and families.

(n) Has a sufficient understanding of the programs of community health and welfare agencies to enable him to interpret their services to the patient and family.

(o) Appreciates the heritage of nursing and assumes responsibility with other members of his profession in contributing toward the advancement of nursing.

(2) CURRICULUM. The curriculum shall follow an organized pattern which carries out the school's stated purposes. The minimum curriculum shall provide for the acquisition of:

(a) A sound professional education; hence, provision shall be made to help the student attain a reasonable degree of understanding and appreciation of:

1. Principles of physical and mental health as applied to the individual.

2. Growth and development of the individual in the social setting.

3. Cultural patterns and social organization of the family and community.

4. The effects of scientific research on improving living and health conditions of people.

5. Ethical and spiritual values which give meaning and dignity to man and human relationships.

6. Aesthetic values in daily living.

(b) Personal abilities and social qualities which shall promote fitness for active participation in civic, health, and professional affairs; hence, provision shall be made for:

1. Attainment of an acceptable command of spoken and written English.

2. The continued development of an individual with a personality wholesome for a professional person.

3. The development of an awareness of local problems and activities related to health and community welfare and beginning participation in them insofar as is practicable.

4. Opportunity for each student to participate in and share responsibility for student organizations and various social and special interest groups.

(c) Knowledge of the health field; hence, provision shall be made for the study of:

1. Common health problems of society and society's method of dealing with them.
2. Various phases of health work: promotion and maintenance of health, prevention, detection, and correction of defects; care during illness and rehabilitation.
3. Physical, mental, spiritual, and emotional components of health and health problems.
4. The role of nursing in the health field.

(d) Skills in nursing based on knowledge and understanding of individuals, their common health problems, and nursing needs; hence, provision shall be made for:

1. Development of the ability to plan and give safe nursing care.
2. Application of the principles of growth and development including the dynamics of behavior.
3. Applications of basic principles of nursing practice common to various disease conditions, types of individuals, and age groups.
4. Opportunity to work with practitioners in related professional health fields.
5. Opportunity to work with and direct auxiliary nursing personnel.

(e) An understanding of what is involved in being a professionally responsible person: hence, provision shall be made for:

1. Activities designed to foster the development of a person who assumed individual responsibility as a nurse in relation to society's welfare.
2. Planned participation designed to foster the development of a nurse who assumed group responsibilities with other members of his own profession and related health fields.

(3) CURRICULUM COMPONENTS. (a) *Area of scientific understanding. 330 hours.*

1. Biological and physical sciences. Anatomy and physiology, microbiology, chemistry and pharmacology shall be included.
2. Positive health concepts. Growth and development, nutrition, preventive medicine and rehabilitation shall be included.

(b) *Area of human and cultural understanding. 150 hours.*

1. Communication skills. There shall be emphasis on the technics of listening, conversing, reading, writing, observing and empathizing.
2. Socio-economic and psychological principles. There shall be stress on cultural patterns, social organization on the family and community levels, and dynamics of human behavior.
3. Ethical and spiritual values.
4. Aesthetics.

(c) *Area of nursing—Exclusive of laboratory experience. 450 hours.* In the laboratory experience there shall be emphasis on mental health concepts, diet therapy, rehabilitation and teaching the patient and his family; the care of patients with a variety of common diseases in all age groups; and working with members of allied professions and with auxiliary personnel.

1. Fundamentals of nursing.
2. Medical nursing. Tuberculosis, communicable disease, eye, ear, nose, throat, orthopedic, urologic and gynecologic nursing may be included.

3. Nursing of children.
4. Nursing of mothers and newborn.
5. Nursing of the mentally ill.
6. Surgical nursing. Fundamentals of nursing in the operating room shall be included. Tuberculosis, communicable disease, eye, ear, nose, throat, orthopedic, urologic and gynecologic nursing may be included.

(d) *Area of professional relationships and responsibility. 70 hours.*

1. Principles of leadership.
2. Historical development and current trends in nursing.
3. Legal aspects of nursing.
4. Citizenship.

(4) **CURRICULUM PATTERN.** The faculty shall be responsible for developing a curriculum pattern. Collegiate programs may deviate from the minimum standards with the prior approval of the state board of nursing. A complete plan shall be submitted for each new class admitted.

(a) The curriculum plan shall show the placement of courses and clinical practice in each school year for each student. It shall show the number of hours allotted to class and practice.

(b) A school shall demonstrate that its full time instructional personnel is sufficient in number and quality to insure effective teaching and supervision of students.

(c) Time for study shall be taken into consideration in planning the schedule for students.

(5) **CLINICAL FIELD FOR STUDENT INSTRUCTION.** Nursing experience stated in weeks shall represent an experience of not less than 20 hours per week exclusive of formal classes.

(a) *Dietary division. 2 Weeks.* There shall be a daily average of 4 varied therapeutic diets per student.

1. Plan one. Daily experience shall include four varied dietary modifications used in therapeutic and preventive situations. Each student shall plan menus, consult with patients concerning diet, help patients to develop a constructive attitude toward diet and study charts of the patients for whom she plans diet.

2. Plan two. In lieu of the 2 weeks of dietary experience an integrated experience may be given, correlating nutrition with clinical courses. Prior written approval of the board is required.

(b) *Medical division. 24 Weeks.* This experience shall include a minimum of 8 weeks of general medical nursing. Experiences in approved services for communicable diseases, tuberculosis and diet therapy may be counted toward the fulfillment of the total requirements in medical nursing as well as practice in eye, ear, nose and throat, gynecologic, urologic and orthopedic nursing.

(c) *Obstetric division. 8 Weeks.* This service should be segregated and shall provide a minimum daily average of 10 mothers and their babies. This experience shall include the care of 10 mothers in all stages of labor, the post-partum period and care of the newborn.

(d) *Operating room. 6 Weeks.* This experience shall include scrubbing and circulating for selected patients with a variety of conditions.

(e) *Pediatric division. 12 Weeks.* This service shall be segregated. It shall provide a minimum daily average of not less than 15 patients.

Of this number not more than 2 patients with a tonsilectomy and adenoidectomy may be included.

1. The student shall prepare and evaluate infant formulas, and have practice in meeting the nutritional needs of children in a variety of age groups.

2. Each student shall be provided with practice in caring for children in a variety of age groups.

3. Nursery school experience may be included.

(f) *Public health. 8 Weeks.*

1. If students are assigned for this experience, the following must be met:

a. The educational program shall be approved by the board.

b. There shall be generalized experience in a family health service.

(g) *Psychiatric division. 12 Weeks.*

1. Plan one. Experience in psychiatric nursing shall be in an approved segregated service and in institutions where students have the opportunity to function as members of the team with qualified persons in allied health disciplines to meet the needs of the psychiatric patient.

2. Plan two. If a faculty gives evidence that a well integrated program of mental health is offered in relation to the student himself and the care of patients throughout the program, 4 weeks may be credited toward the psychiatric nursing experience. Prior written approval of the board is required.

(h) *Surgical division. 24 Weeks.*

1. This experience shall include general surgical nursing and fundamentals of nursing in the operating room. It may include gynecologic, urologic, orthopedic, and eye, ear, nose and throat nursing.

(6) EDUCATIONAL PROGRAM OBTAINED IN OTHER AGENCIES. Experience in other agencies is required when the clinical division has inadequate experience or teaching personnel.

(a) *Selecting an agency.* The director of the school arranges for affiliations. The institution in which experience is to be obtained shall be approved by the board before an agreement is signed.

(b) *Written agreement.* Definite terms of agreement between the school and affiliating agency shall be in writing. A copy of the agreement is to be filed with the board by the affiliating agency.

(c) *Classes.* Students shall not be required to attend classes in the home school except with the approval of the board.

(d) *Experience.* Please refer to section N 2.12.

(7) WARD CONFERENCES. Two hours of conferences, specifically related to patients in the unit to which student has been assigned, are required.

(8) MASTER PLAN. A master plan of rotation for clinical practice is essential.

(9) EXPERIMENTATION. Experimentation in curriculum development is encouraged. For any major change in the curriculum the following plan shall be pursued:

(a) *Consultation.* Consultation with the state board of nursing shall be sought early in the planning.

(b) *Presentation and acceptance.* Completed plan shall be presented to the board and accepted before the plan is implemented.

History: 1-2-56; am. (1), (2), (3), (4), (5) and (7), Register, April, 1959, No. 40, eff. 5-1-59.

N 2.11 Monthly and annual reports. (1) A monthly report (E3) shall be submitted to the state department of nurses by the 10th of the following month with the required supporting evidence.

(2) An annual report covering the period from September 1 to August 31 is required from each school by December 1 on forms submitted by the board.

N 2.12 Educational agencies offering instruction and experience. All agencies offering student instruction and experience shall adhere to the policies and requirements for professional schools.

N 2.13 Criteria for establishment of program in rural nursing. (1) **COMMUNITY.** Should be small enough so that people know each other, and there is a small town spirit. It shall have demonstrated its interest in the affiliation through the establishment of an advisory committee with records of meetings held which show the support given to it.

(a) *Facilities.* 1. Organized public health services in the county under the direction of qualified personnel.

2. Social agencies.

3. Public schools with school health programs.

4. Religious and social resources.

5. Farm organizations.

6. Doctors' offices and/or clinics.

7. Voluntary agencies in the field of health.

8. Protective community resources.

(2) **PERSONNEL.** One full or part time qualified nursing instructor and one qualified public health nurse in the community to participate in the program are essential.

(3) **CURRICULUM.** Prerequisites for this program shall be instruction and practice in medical, surgical, obstetric and pediatric nursing.

(4) **WEEKLY TIME PLAN.** A minimum of 16 hours per week in community health activities is required. A maximum of 26 hours which include 2 hours of ward teaching and hospital practice is permitted.