

2. A statement of the plans to qualify, including the time period, agreed upon by the director and the appointee shall be submitted to state department of nurses.

3. Individuals holding provisional or emergency approval shall complete at least 4 semester hours in each 12 months to retain approval.

(3) RECORDS. (a) The credentials of proposed staff members shall be submitted to the board prior to appointment. An educational transcript shall be attached to the faculty qualification record.

(b) There shall be on file in the school office complete records of the qualifications and preparation of the teaching staff.

(4) ORGANIZATION. The teaching staff 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.

(5) PERSONNEL POLICIES AND PRACTICE. 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 increment; 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 3.05 Students.** (1) ADMISSION, TRANSFER AND ADVANCED STANDING REQUIREMENTS. Completion of 2 years of high school or equivalent education is required. An official transcript shall be sent to state department of nurses at the time the monthly report (E3) is submitted. The signature of the principal or his authorized representative and the seal of the high school or notarization are essential. The high school diploma may be accepted in lieu of a transcript but the original diploma shall be submitted to the department. It will be returned. (a) Students shall not be admitted later than 3 days after the program of studies has started.

(b) Re-admission of a student after withdrawal from a school shall be at the discretion of the director of the school. The date of re-admission shall be in accordance with the classes that are being offered. A student who has been out of school for more than a year shall not be readmitted until her record has been reviewed by the committee on credits of the board.

(c) Before accepting a student by transfer a certified record should be obtained from the school in which the student is enrolled. If the student is from a school out of state, a copy of her records shall be submitted to the committee on credits for evaluation prior to her acceptance.

(d) An individual who has withdrawn from an accredited school of professional or practical nursing may request admission with advanced standing. Prior to her admission her credentials shall be submitted to the committee on credits of the board for evaluation.

(2) AGE. A student shall be at least 17 years of age at the time of admission. This shall be verified by a birth certificate.

(3) HEALTH PROGRAM. The health program begins before the student is admitted and continues throughout the period of her residence in the school.

(a) A physical examination, including chest x-ray, diagnostic tests and immunization as prescribed by the physician of the school is re-

quired before entrance. An examination immediately prior to completion of the program is advised.

(b) A program for tuberculosis prevention and detection shall be carried out. It includes:

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

2. X-ray of chest using 14 x 17 film (70 mm. film may be substituted providing 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.

3. If a BCG program is followed modification may be made but all students shall be x-rayed on admission and prior to completion of the program.

(4) SICK LEAVE. A student shall be permitted at least 7 days for illness. A student assigned for training either in the home hospital or an affiliated agency shall not be required to make up time lost because of illness unless it exceeds 2 days in a 5 week assignment. The director of the school shall determine time which is to be made up.

(5) HOURS. (a) The total hours in class and practice per week shall not exceed 44. Students may be assigned to evening or night duty after the 9th month in the school but assignment to either tour of duty may not exceed 3 weeks. This training shall be under the direction of a qualified supervisor.

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

(7) RECORDS. Complete records shall be kept for each pupil.

(a) Pre-entrance records include: application; transcript or other evidence of high school education; birth certificate; medical health record, including complete physical examination; x-ray of chest, serology and immunization; and dental record.

(b) After admission records include: class record; in-service clinical training record; general ability and adjustment record; and final summary.

(c) When a student resigns or is dismissed, a transcript of her record shall be submitted to the board on form E 10.

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

**N 3.06 Physical facilities.** (1) OFFICES. Office space for the administrative and teaching staff is required.

(2) NURSING ARTS LABORATORY. A room shall be provided which is sufficiently large to seat the class and provide for an adequate number of patient units to allow for student practice. It shall be adequately equipped.

(3) LECTURE ROOM. Where several classes are admitted per year or when the nursing arts laboratory does not seat the entire class, provision shall be made for a lecture room.

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