

Chapter N 3

SCHOOLS OF PRACTICAL NURSING

N 3.01	Administrative control	N 3.05	Students
N 3.02	Criteria for hospital conducting or participating in training program	N 3.06	Physical facilities
N 3.03	Finances	N 3.07	School bulletin
N 3.04	Teaching staff	N 3.08	Curriculum
		N 3.09	Monthly and annual reports

**N 3.01 Administrative control.** (1) **ORGANIZATION.** Practical nurse training programs fall into 3 general classes according to the controlling institution or body. They are programs sponsored by boards of vocational and adult education, by independent organizations, and by hospitals. (a) A program sponsored by a board of vocational and adult education is expected to meet the requirements of the state board of vocational and adult education in addition to the minimum standards established by the board.

(2) **CHART.** An organization chart showing lines of authority within the school and its functional relationships to other institutions or agencies shall be on file in the office of the director of the school and, also, the office of the state department of nurses. A copy shall be made available to all agencies participating in the training program.

(3) **AGREEMENT.** Whenever a school of practical nursing enters into any type of cooperative relationship or affiliation with another organization, a carefully drawn-up agreement shall be signed by the responsible officers of both organizations. A copy of the agreement is to be filed with the board.

(4) **ADVISORY COMMITTEE.** There shall be created a committee which serves in an advisory capacity to the board of control, the nurse administrator, and the faculty in furthering the interests of the school.

**N 3.02 Criteria for hospital conducting or participating in training program.** (1) **INCORPORATION.** The hospital shall be incorporated.

(2) **ACCREDITATION.** It shall be accredited by the joint commission on hospital accreditation.

(3) **LENGTH OF OPERATION.** It shall have been in operation for at least one year preceding application for conducting a school.

(4) **SERVICES.** It shall provide adequate facilities in clinical areas to be used for student training. Services for training in care of mothers, newborn and children shall be segregated.

(5) **NURSING SERVICE.** It shall provide a qualified supervisor to teach and supervise students in the clinical area. There should be a sufficient staff of registered professional nurses to provide skilled nursing care for the acutely ill.

(a) A qualified supervisor shall have completed courses in educational psychology, sociology, ward management and teaching. She shall have had at least one year of professional experience with a minimum of 6 months as a head nurse.

**N 3.03 Finances.** (1) **BUDGET.** Funds shall be available to provide an adequate educational program based upon the objectives of the school. A financial plan shall be prepared by the director of the school in cooperation with the faculty and be approved by the administrator. (a) When a program is supported by a board of vocational and adult education the local budgets for practical nurse training will provide funds for the operating of instruction, taking into account any aids allowed by the state board of vocational and adult education.

(2) **STUDENT FEES.** An itemized list of all fees shall be printed in the school announcement, together with a statement of terms under which they will be returned.

**N 3.04 Teaching staff.** (1) **NUMERICAL ADEQUACY.** The minimum teaching staff for an accredited school shall consist of: (a) Director (referred to as teacher-coordinator in a vocational school).

(b) Instructor (known as resident teacher in a vocational school). There shall be one instructor to 25-30 students in the total program.

(c) Home economist.

(2) **QUALIFICATIONS.** The strength of a school is judged by the competency of its teaching staff. The members shall have the preparation and qualifications for carrying out the specifications of the positions for which they have been employed.

(a) *Non-nurse.* Non-nurse teachers shall be prepared in their special fields and should have broad general education and experience.

(b) *Nurse.* Nurse members shall hold a currently renewed Wisconsin certificate of registration and should have broad general and professional education and experience. If in a vocational and adult school they shall meet the requirements of the state board of vocational and adult education for teachers in the vocational system.

1. **Director.** Shall hold a baccalaureate degree from an approved college or university. Her program shall have included or been supplemented by a program of studies in professional and practical nursing education. Experience of at least 5 years including 2 years in an accredited school of professional or practical nursing in one or more of the following: supervision, instruction or assistant to a director is essential.

2. **Instructor.** Shall have completed at least 60 semester hours of study in an approved college or university including courses in educational psychology, sociology, principles of teaching nursing, principles of vocational education and materials and methods for teaching practical nurses. Two years of professional experience 6 months of which shall have been spent in teaching in an accredited school of nursing is required.

(c) *Clerical assistance.* The director and the teaching staff shall have adequate clerical assistance.

(d) *Exceptions.* 1. Appointments may be made to the teaching staff of persons not meeting the qualifications enumerated in (a) and (b) with the approval of the board. They shall be of two types:

a. *Provisional approval.* The appointee has met at least one-half of the qualifications for the position.

b. *Emergency approval.* The appointee has less than one-half of the qualifications.

*Ann  
Reg July  
1958  
8-1-58*

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-

3 R Reg  
July 1959  
2/8-1-59

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.

(4) **NUTRITION LABORATORY.** A laboratory equipped for teaching of meal planning is essential.

(5) **HOMEMAKING.** Provision shall be made for the teaching of this unit in facilities satisfactory to the board.

(6) **HOUSING.** If housing is provided it shall be satisfactory to the board.

**N 3.07 School bulletin.** A school is required to publish and maintain an up-to-date bulletin which adheres to generally recognized good form.

**N 3.08 Curriculum.** (1) **PURPOSE.** The purpose of a well-planned curriculum is to serve as a guide to the administrative and teaching personnel in carrying out the aims and objectives of the school.

(2) **COURSE OF STUDY.** The hours of instruction and experience given are minimum. The teaching staff is encouraged to increase instruction where it is necessary to produce a nurse who fulfills the objectives of the school.

(a) The sequence of courses and experience is the responsibility of the teaching staff but it shall be consistent with principles of education.

(b) Teaching units may be combined but the teaching staff shall be prepared to demonstrate that the minimum requirements are being met.

(c) Teaching units which are minimum are:

	Hours		Wks. of Training
	Class	Wd. Teaching	
Body Structure and Function.....	24		
Personal Adjustments.....	24		
Homemaking.....	48		
Meal Planning, Foods and Cookery.....	60		
Nursing.....	164		
Elementary Procedures.....	(80)		9 or 10
Medical and Surg. Nursing and the Aged.....	(24)	30	15
Children.....	(12)	10	5
Mothers and Infants.....	(12)	10	5
Mental.....	(12)	10*	5*†
Tuberculosis.....	(12)	10*	5*†
In Home.....	(12)	10*	5*†
Occupational Diversion.....	12		
Legislation and Employment Practices for T.P.N.....	12		
Other.....			4-7
<b>Total.....</b>	<b>344</b>	<b>70</b>	<b>39-52</b>

\* Not required in a 9 month's course.

† One of these required in 12 month's course. All three are recommended.

*Am  
Reg. July  
1959 eff  
8-1-59*

(d) Two hours of ward teaching is required for each week of clinical training.

(e) In a 9 months' course 39 weeks or 273 days shall be accounted for. In a 12 month course 52 weeks or 365 days shall be recorded.

(3) MODIFICATION OF CURRICULUM FOR MEN STUDENTS. The program for men students shall be as outlined in (2) except that the experience shall not include the care of mothers. Three weeks of urologic experience is required in lieu of care of mothers.

(4) CLINICAL FACILITIES. A school is required to provide adequate training in simple acts in the care of the convalescent, sub-acutely and chronically ill persons and selected simple acts or procedures in the care of the acutely ill under the immediate direction of a registered professional nurse.

(5) MASTER PLAN. A master plan of clinical rotation, for every student, prepared by the director is required.

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

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

(b) The completed plan shall be presented to the board and accepted before the plan is implemented.

(7) EXPERIENCE OFFERED IN OTHER AGENCIES. All agencies offering student teaching and practice shall adhere to the policies and requirements of an accredited school.

**N 3.09 Monthly and annual reports.** (1) A monthly report (E3) shall be submitted to state department of nurses by the 10th of the month with the required supporting evidence.

(2) An annual report (M.C 1 & 2) for the period September 1 to August 31 is required for each school and shall be submitted to state department of nurses. The hospital's patient statistics shall be for the 12 month period ending August 31 or the most recent 12 month period for which statistics are available.