

Clearinghouse Rule 14-004

STATE OF WISCONSIN
BOARD OF NURSING

IN THE MATTER OF RULE-MAKING : PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE : BOARD OF NURSING
BOARD OF NURSING : ADOPTING RULES
: (CLEARINGHOUSE RULE)

PROPOSED ORDER

An order of the Board of Nursing to repeal and recreate chapter N 1 relating to school approval.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted: §§ 441.01(3) and (4) and 441.12, Wis. Stats.

Statutory authority: §§ 15.08(5)(b) and 441.01(3), Wis. Stats.

Explanation of agency authority:

The board shall promulgate rules for its own guidance and for the guidance of the profession to which it pertains.

Specifically, the board may establish minimum standards for schools for professional nurses and schools for licensed practical nurses, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing. It shall approve all rules for the administration of chapter 441, Wis. Stats.

Related statute or rule: §§ 441.01(3) and (4) and 441.12, Wis. Stats

Plain language analysis:

The proposed rule repeals and recreates the nursing school approval process chapter. The chapter has not been updated since 1989 and the school approval process has evolved since that time.

There are three stages to the approval process. The first stage is the authorization to plan a school of nursing. The institution will provide to the board the name and address of the

controlling institution, accreditation status, statement of intent including the academic and licensure levels; evidence of the availability of clinical facilities, plan to recruit an educational administrator and faculty and the proposed timeline. The board will review the application and make a decision within two months of the completed application. The second stage is the authorization to admit students. The school of nursing will provide to the board verification of employment of an educational administrator, evidence of faculty, the school's philosophy and objectives, an overview of the curriculum, verification of student policies, the ability for the students to acquire clinical skills and an updated timeline. The board will review the materials and make a decision within two months. The last stage is approval of the school of nursing. A school may apply for approval upon graduation of the first class, but no later than graduation of the third class (class is defined as a 12 month period). The board may conduct a site survey. The decision on the application will occur within two months of the completed site survey or the completed application whichever is later. The board may grant approval, conditional approval or deny approval. If the board grants conditional approval, the board will state the basis and the school of nursing may not admit any new students into the school until the board meets the standard and receives full approval. If the school of nursing is denied approval, the school will receive a notice of denial and will take steps to close the school. The school may request a hearing and the closure of the school may be postponed during the appeals process.

Out of state schools operating in the state of Wisconsin will be approved and continual to be approved if the school is approved by the board of the state where the school is located and the school has approved nursing accreditation.

A school of nursing must receive national nursing accreditation within 3 years of school approval and all schools which already have approval as of July 1, 2014 must have accreditation by July 1, 2017. Failure to maintain nursing accreditation will result in loss of school approval.

School of nursing standards include:

- The institution shall have legal responsibility for overall conduct of the school of nursing.
- The educational administrator will have a license or privilege to practice nursing in Wisconsin, a graduate degree with a major in nursing, knowledge of learning principles for adult education or 2 years experience as an instructor in a nursing education program within the last 5 years and current knowledge of nursing practice.
- Faculty will have a license or privilege to practice nursing in Wisconsin. Professional nursing faculty members will have a graduate degree with a major in nursing; practical nursing faculty members will have a baccalaureate degree with a major in nursing.
- If a school of nursing is unable to have faculty whom meeting the standards, the school may apply to the board for a faculty exception.

- Curriculum will enable to student to develop the knowledge, skills and abilities necessary for competent nursing practice expected at the level of licensure. It will be revised as necessary to reflect advances in health care and its delivery.
- There will be clinical learning experiences in a variety of clinical or simulated settings.
- Preceptors will be approved by the faculty of the school of nursing and have clear roles and responsibilities. The preceptors will have an unencumbered license or privilege to practice in Wisconsin.
- The school of nursing will implement a plan for ongoing evaluation.

The national council licensure exam (NCLEX) pass rate standards for the school is one of the following

- A minimum of 80% of first time test takers within 6 months of graduation
- A minimum of 80% of all students taking the NCLEX and a plan to meet the first time test taker standard.

Failure to meet the standard will result in a warning letter and school of nursing to submit an institutional plan for improvement of the NCLEX pass rate. The school of nursing will submit progress reports until the standard is met.

A school of nursing will submit annual self-evaluation reports, all documents submitted to or received from nursing accreditation agencies and notify the board if there is a change in accreditation status. Failure to maintain nursing accreditation will result in loss of school approval. The board may review the school of nursing to determine whether the standards are being met in the following situations:

- Change in accreditation status
- Nursing accreditation reports indicate accreditation standards are not being met
- Complaints received regarding the school
- Failure to meet NCLEX pass rate standard for more than 2 consecutive years
- Violation of any rules under this chapter.

The review of the school may include a site survey, self-study report or a progress report. If standards are not being met, the school of nursing shall submit a plan and progress reports as requested. The board may withdraw board approval if the school continues to not meet standards.

Closure of a school of nursing involves providing a placement for students and indicating where the academic records and transcripts will be stored and how access to those records will be maintained.

Nurse refresher courses are designed for nurses who have been out of practice for more than five years. The course will contain theory, skills labs and clinical experience. The board will review nurse the curriculum for inclusion on a listing of approved courses. The student who participates in a non-approved course may submit curriculum for approval.

Summary of, and comparison with, existing or proposed federal regulation: None

Comparison with rules in adjacent states:

Illinois: Illinois program approval process includes: a letter of intent, a feasibility study, hiring of a nurse administrator, submission of a curriculum proposal, and a site survey. Continued approval is based upon annual evaluation reports, full routine site visits and maintaining a NCLEX pass rate of 75% of first time test takers. Major and minor curricular changes are reported to the board. Closure of the school involves responsibility for assisting students in transferring and notification of location of records storage. The standards for the school include institutional requirements, curriculum standards, clinical standards, nurse administrator and faculty qualifications (allows for variances to faculty standards) and student standards.

Iowa: Iowa program approval process includes: first step involves an application with information regarding the controlling institution and needs assessment; second step involves verification of employment of the head of program, submission of program's philosophy and objectives, curriculum plan, letter of intent from clinical facilities, evidence of provision of faculty, proposed budget and timeframe for implementation; next step is interim approval based upon program proposal and site visit; final approval is upon graduation of first class and NCLEX pass rate results. Provisional approval may be granted to program until standards are met. Change of controlling institution and changes in administrative personnel in the program. The program shall submit annual reports. Closure of the school involves responsibility for assisting students in transferring and notification of location of records storage. The standards for the school include institutional requirements, curriculum standards, clinical standards, nurse administrator and faculty qualifications, student standards and evaluation of the program. NCLEX pass rate standard is a minimum of 95% of the national passing percentage based upon first time test takers within 6 months of graduation.

Michigan: Michigan program approval process includes: the first step requires submission of a letter of intent, evidence of funding and other support, copy of Michigan Department of Career Development approval (if necessary), evidence of availability of clinical experiences, proposed number of students, proposed first date of admission, plans for recruiting director of the program and faculty and a site visit; initial approval involves a self-student report and annual progress reports; full approval is after the graduation of the 2nd class, but no later than graduation of the 4th class (a class for each 12 month period) and requires submission of a self-study report and a site visit. Every 4 years the school shall submit a self-study report and accredited schools shall follow the schedule of the accrediting agency. Program changes shall be submitted to the board. Closure of the school involves responsibility for assisting students in transferring and notification of location of records storage. The standards for the school include institutional requirements, curriculum standards, clinical standards, nurse administrator and faculty qualifications (allows for variances to faculty standards), student standards, and evaluation of the program. NCLEX pass rate standard is 75% of first time test takers

Minnesota: Minnesota program approval process includes: Phase 1 requires letter of intent including institution information, timetable for development and implementation,

documentation of availability of academic facilities, impact on nursing programs in the area; Phase II involves a site visit and documentation of compliance with educational standards in order to be granted initial approval; Phase III is full approval and continual approval based upon meeting the minimum first time NCLEX success rate and acquiring national nursing education accreditation. Minnesota requires surveys of all schools on a periodic basis to maintain approval. NCLEX pass rate standard is 75% of first time test takers. All schools must be accredited by 2016. Annual reports shall be submitted to the Board. Closure of the school involves responsibility for assisting students in transferring and notification of location of records storage. The standards for the school include institutional requirements, clinical standards, nurse administrator and faculty qualifications, student standards, and evaluation of the program. The curriculum standard is the program must provide diverse learning activities that are consistent with program outcomes. Minnesota has an approval process for schools applying for innovative approaches which may require exemption from certain rules.

Summary of factual data and analytical methodologies:

The Board considered the National Council of State Boards of Nursing's model practice rules and the rules and processes of our neighboring states.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The rule was posted for 14 days for economic impact comments and none were received.

Fiscal Estimate and Economic Impact Analysis:

The Fiscal Estimate and Economic Impact Analysis is attached.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Tom.Engels@wisconsin.gov, or by calling (608) 266-8608.

Agency contact person:

Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Board Services, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-261-2377; email at Sharon.Henes@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Board Services, 1400 East

Washington Avenue, Room 151, P.O. Box 8366, Madison, WI 53708-8935, or by email to Sharon.Henes@wisconsin.gov. Comments must be received at or before the public hearing to be held on February 13, 2014 to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. Chapter N 1 is repealed and recreated to read:

N 1.01 Authority and Intent. (1) The rules in this chapter are adopted pursuant to authority of ss. 15.08(5)(b) and 441.01(3), Wis. Stats.

(2) The intent of the board of nursing in adopting rules in this chapter is to clarify requirements, develop efficient timelines for the nursing school approval process and to reduce duplication that exists between the board and national nursing accreditation processes for nursing schools.

N 1.02 Definitions. In this chapter:

(1) “Annual NCLEX pass rate” means the NCLEX pass rates for those who took the NCLEX between January 1st and December 31st.

(2) “Certificate of completion” means a student has completed the portion of the program equivalent to a diploma in practical nursing or professional nursing.

(3) “Class” means a graduating class for each 12 month period

(4) “Institution” means the college, university or governing body which has the authority to conduct a school of nursing.

(5) “National nursing accreditation” means the school of nursing conforms to the standards of a board approved nursing accreditation agency.

(6) “NCLEX” means national council licensure examination.

(7) “Out of state school” means a school operating in Wisconsin with a physical location outside of Wisconsin.

(8) “Regional accreditation” means that institution conforms to the standards of education prescribed by a regional accrediting commission recognized by the U.S. department of education.

(9) “School of Nursing” means a school for professional nurses or practical nurses.

(10) “School of practical nursing” means a school preparing students for practical nurse licensure.

(11) “School of professional nursing” means a school preparing students for registered nurse licensure. This includes schools granting certificate of completion for practical nurse licensure or professional nurse licensure.

N 1.03 Authorization to plan a school of nursing. (1) An institution planning to establish and conduct a school of nursing for professional or practical nursing shall file with the board an application including all of the following:

(a) Name and address of the controlling institution and evidence of the accreditation status of the controlling institution.

- (b) Statement of intent to establish a school of nursing, including the academic and licensure levels of all programs to be offered and the primary method of instruction.
 - (c) Evidence of the availability of sufficient clinical facilities and resources.
 - (d) Plans to recruit and employ a qualified educational administrator and qualified faculty.
 - (f) A proposed time line for planning and implementing the program and intended date of entry for the first class.
- (2) The board shall make a decision on the application within two months of the receipt of the completed application and notify the controlling institution of the action taken.

N 1.04 Authorization to admit students. (1) The school of nursing shall file with the board an application including all of the following:

- (a) Verification of employment of an educational administrator.
 - (b) Evidence of provision of faculty meeting the qualifications in s. N 1.08(3).
 - (c) The school of nursing's philosophy and objectives.
 - (d) An overview of curriculum including:
 1. Content.
 2. Course sequence.
 3. Course descriptions.
 4. Program evaluation plan.
 5. Course syllabi for 1st year and plan for subsequent years.
 - (e) Verification of the establishment of student policies for admission, progression, retention and graduation.
 - (f) Verification of the students' ability to acquire clinical skills by providing all of the following:
 1. Letter of intent or contracts from clinical facilities securing clinical opportunities and documentation of the facility, type, size, number of beds and type of patients.
 2. Documentation of simulation equipment and experiences.
 - (g) An updated time line for implementing the program and intended date for entry of the first class.
- (2) The board shall make a decision on the application within two months of the receipt of the completed application.
- (3) Withdrawal of authorization may occur for failure to meet N 1.08 standards.

N 1.05 Approval of school of nursing. (1) A school of nursing may apply for approval of the school of nursing upon graduation on the 1st class or eligibility for NCLEX, but may not apply later than graduation of the 3rd class. The school of nursing shall submit all of the following:

- (a) A self-evaluation report setting forth evidence of compliance with the standards in s. N 1.08.
- (b) The school of nursing's ongoing systematic evaluation plan, including an evaluation of the NCLEX success rate.

(2) The board may conduct a site survey of the school of nursing. A determination to conduct a site survey shall occur within 2 months of receipt of completed application for approval.

(3) The board shall make a decision on the application within two months of the completed site survey or receipt of the completed application, whichever is later. The board shall approve the school based on verification that the school of nursing is in compliance with nursing education standards in N 1.08.

(4) The board may grant conditional approval. The notice of conditional approval shall contain a short statement in plain language of the basis, specifying the standard upon which the conditional approval is based. A school of nursing that receives a conditional approval may not admit new students to the school of nursing until the school of nursing receives full approval. The school of nursing may apply for full approval in three months.

(5) If the board denies the school of nursing approval, the notice of denial shall contain a short statement in plain language of the basis for denial, specifying the standard upon which the denial is based. The school of nursing shall do all of the following:

(a) The controlling institution shall implement the time frame established by the board for transfer of enrolled students to an approved school of nursing and report to the board the date of transfer for each student by name.

(b) Arrange for the secure storage and access to academic records and transcripts for the next 50 years. Provide the board with the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.

(c) School closure shall occur when the last student has transferred.

(d) The board may require progress reports during the closure process.

(6) The school of nursing denied approval or given a conditional approval may request a hearing within 30 calendar days after the mailing of a notice. The school of nursing may be granted a stay of the school closure during the appeal process.

N 1.06 Approval of out of state school of nursing. (1) APPROVAL. An out of state school of nursing shall be approved if all of the following requirements are met:

(a) The school is approved by the board of the state the school is located.

(b) The school is accredited by a nursing accreditation body approved by the Wisconsin board.

(2) CONTINUED APPROVAL. An out of state school shall maintain approval as long as school of nursing meets the requirements in s. 1.06(1)(a) and (b).

N 1.07 Accreditation. (1) A school of nursing shall receive national nursing accreditation by a board recognized nursing accreditation agency within three years of school approval. Schools of nursing which have received board approval prior to July 1, 2014 shall receive national nursing accreditation by a board recognized nursing accreditation agency by July 1, 2017.

(2) Schools of professional nursing that grant a certificate of completion shall hold accreditation at the level of the complete degree at which a diploma is conferred.

(3) Failure to maintain national nursing accreditation shall result in withdrawal of school approval.

N 1.08 Standards (1) ORGANIZATION AND ADMINISTRATION. The institution shall assume legal responsibility for overall conduct of the school of nursing.

(a) The institution shall designate an educational administrator, establish administrative policies and provide fiscal, human, physical, clinical and technical learning resources adequate to support school processes, security and outcomes.

(b) The institution shall maintain regional accreditation.

(c) There shall be written administrative policies which are in accord with the institution.

(d) There shall be written contracts between the school of nursing and institutions which offer associated academic study, clinical facilities and agencies for related services.

(2) EDUCATIONAL ADMINISTRATOR. (a) The qualifications for the educational administrator are all of the following:

1. Current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.

2. A graduate degree with a major in nursing.

3. Knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation and either educational preparation or two years experience as an instructor in a nursing education program within the last five years.

4. Current knowledge of nursing practice.

(b) The institution shall notify the Board within 48 hours of the termination, resignation or retirement of an educational administrator and designate the interim educational administrator within five business days. The institution may request board approval of an interim educational administrator who does not meet the qualifications in paragraph (a). The interim educational administrator may serve no longer than 6 months. The institution may request an extension of time based upon hardship.

(3) FACULTY. The school of nursing shall have evidence of the faculty meeting standards on file in the school of nursing office and available upon request to the board.

(a) *Qualifications for professional nursing faculty.* The qualifications for the faculty of a school of professional nursing are all of the following:

1. Hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.

2. A graduate degree with a major in nursing. Interprofessional faculty teaching non-clinical nursing courses shall have advanced preparation appropriate for the content being taught.

(b) *Qualifications for practical nursing faculty.* The qualifications for the faculty of a school of practical nursing are all of the following:

1. Hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.

2. A baccalaureate degree with a major in nursing.

(c) *Faculty Exceptions.* An educational administrator may apply to the board for exceptions to faculty requirements. A school of nursing that is granted a faculty exception for a faculty member shall provide the faculty member with a supervisor who

meets the qualifications in par. (a) or (b). A minimum of fifty percent of faculty must meet the faculty qualifications.

1. 'Standard exception.' A standard exception may be renewed upon showing proof of progress and continued active enrollment each year. The standard exception is for a person who has a baccalaureate degree in nursing and is actively enrolled in one of the following:
 - a. A master's program with a major in nursing.
 - b. A bachelor's in nursing to doctorate program in nursing.
 - c. A doctorate program in nursing.
2. 'Emergency exception.' A person with a baccalaureate degree in nursing may be employed for a short term, unanticipated emergency situation including medical leave. The emergency exception is for a term no longer than one semester and may not be renewed.
3. 'Non nursing masters degree exception.' Each school of professional nursing is allowed to apply for one exception of the graduate degree qualifications provided the person meets all of the following:
 - a. A bachelor's degree in nursing.
 - b. A graduate degree related to the topic of the course the person is teaching.
 - c. Nursing experience in the area of teaching assignment.
 - d. Unique combination of knowledge, experience and skills that will best serve the school of nursing, faculty and students in a specific content area.

(4) CURRICULUM. The curriculum shall enable the student to develop the nursing knowledge, skills and abilities necessary for the level, scope and standards of competent nursing practice expected at the level of licensure. All curriculum shall be developed by a faculty member with a graduate degree. Curriculum shall be revised as necessary to maintain a program that reflects advances in health care and its delivery. The curriculum shall include the following:

- (a) Evidence-based learning experiences and methods of instruction consistent with the written curriculum plan. The methods of instruction may include distance education methods.
 - (b) Diverse didactic and clinical learning experiences consistent with program outcomes.
 - (c) Coursework shall include:
 1. Content in the biological, physical, social and behavioral sciences to provide a foundation for safe and effective nursing practice.
 2. Content regarding professional responsibilities, legal and ethical issues, history and trends in nursing and health care.
 3. Didactic content and supervised clinical experiences in the prevention of illness and the promotion, restoration and maintenance of health in patients across the lifespan and from diverse cultural, ethnic, social and economic backgrounds.
- (5) CLINICAL LEARNING EXPERIENCES. (a) Patient experiences shall occur in a variety of clinical or simulated settings and shall include:
1. Integrating patient safety principles throughout the didactic and clinical coursework.

2. Implementing evidence-based practice to integrate best research with clinical expertise and patient values for optimal care, including skills to identify and apply best practices to nursing care.
 3. Providing patient-centered culturally competent care that recognizes that the patient or designee is the source of control and full partner in providing coordinated care by the following:
 - a. Respecting patient differences, values, preferences and expressed needs.
 - b. Involving patients or designees in decision-making and care management.
 - c. Coordinating and managing patient care across settings.
 - d. Explaining appropriate and accessible interventions to patients and populations that may positively affect their ability to achieve healthy lifestyles.
 4. Collaborating with interprofessional teams to foster open communication, mutual respect, and shared decision-making in order to achieve quality patient care.
 5. Participating in quality improvement processes to monitor patient care outcomes, identify possibility of hazards and errors and collaborate in the development and testing of changes that improve the quality and safety of health care systems.
 6. Using information technology to communicate, mitigate errors and support decision-making.
- (b) All cooperating agencies selected for clinical experiences shall have standards which demonstrate concern for the patient and evidence the skillful application of all measures of safe nursing practices.
- (c) All faculty teaching clinical or practicum courses shall be experienced in the clinical area of the course and maintain clinical expertise.
- (d) Faculty supervised clinical practice shall include the following:
1. Development of skills in direct patient care.
 2. Making clinical judgments.
 3. Care and management of both individuals and groups of patients across the lifespan.
 4. Delegation to and supervision of other health care providers.
- (e) Clinical experiences shall be supervised by qualified faculty.
- (f) All student clinical experiences, including those with preceptors, shall be directed by nursing faculty.
- (6) PRECEPTORS. (a) Preceptors shall be approved by the faculty of the school of nursing.
- (b) The school of nursing shall provide each preceptor with an orientation concerning the roles and responsibilities of the students, faculty and preceptors. The preceptor shall have clearly documented roles and responsibilities.
- (c) Clinical preceptors shall have an unencumbered license or privilege to practice in Wisconsin as a nurse at or above the licensure level for which the student is being prepared.

(d) Preceptors shall demonstrate competencies related to the area of assigned clinical teaching responsibilities.

(7) EVALUATION. The school of nursing shall implement a comprehensive, systematic plan for ongoing evaluation. Evidence of implementation shall reflect achievement of program outcomes.

N 1.09 NCLEX pass rates. The school of nursing NCLEX pass rate includes all programs or tracks in the school of nursing. The board shall consider both the registered nurse NCLEX and practical nurse NCLEX pass rates when evaluating a school of professional nursing that grants a certificate of completion for practical nursing.

(1) NCLEX PASS RATE STANDARD. A school of nursing meets the NCLEX pass rate standard by one of the following:

(a) The annual NCLEX pass rate of graduates taking the NCLEX for the first time within six months of graduation is a minimum of 80%.

(b) The annual NCLEX pass rate of all graduates taking the NCLEX, including those who repeated the test, is a minimum of 80%. The school shall submit an explanation or analysis documentation and the school's plan to meet the pass rate of those who take the NCLEX for the first time. The plan does not require board approval.

(2) NCLEX PASS RATE STANDARD NOT MET. (a) If the NCLEX pass rate standard is not met, the school of nursing shall receive a warning letter. The school shall identify factors that are potentially affecting the low NCLEX pass rate and submit an institutional plan for assessment and improvement of NCLEX results including outcomes and timeframes which is approved by the board no later than July 1st. The plan shall address administration, faculty, students, curriculum, resources and policies.

(b) The school of nursing shall submit annual progress reports to the board including the outcomes of the institutional approved plan as long as the NCLEX pass rate standard is not met.

N 1.10 Continuation of board approval. (1) Schools of nursing shall file with the board the following:

(a) Annual self-evaluation reports.

(b) All documents submitted to or received from nursing accreditation agencies.

(c) Notification of withdrawal or change in school nursing accreditation status.

(2) Failure to maintain nursing accreditation shall result in withdrawal of board approval and the procedures in s. N 1.11(2) will commence.

(3) The board may review the school of nursing to determine whether N 1.08 standards are being met in the following situations:

(a) Change in school nursing accreditation status.

(b) Nursing accreditation reports indicate standards are not being met.

(c) Complaints regarding the conduct of the school are received and it is necessary to validate the complaints.

(d) Failure to meet NCLEX pass rate standards in s. 1.09(1) for more than 2 consecutive years.

(e) Violation of any of the rules under this chapter.

(4) The review of the school may include any of the following:

- (a) A site survey.
 - (b) A self-study report.
 - (c) A progress report.
- (5) If the board makes a determination that N 1.08 standards are not being met, the following procedure shall be followed:
- (a) The school of nursing shall submit an institutional plan, including timelines, to correct identified deficiencies in the school of nursing.
 - (b) The board will review the proposed plan and may make modifications to the plan.
 - (c) The school of nursing will make progress reports to the board as requested.
 - (d) The board may withdraw board approval if the school of nursing continues to not meet standards.

N 1.11 Closure of a school of nursing. (1) VOLUNTARY. The institution shall do the following:

- (a) Submit a plan of intent to close a school of nursing, including the following:
 - 1. The date of intended closure.
 - 2. Reason for the closure.
 - 3. Provide placement for students who have not completed their nursing education.
 - (b) The institution shall ensure that the school of nursing is maintained, including retention of adequate number of faculty and approved curriculum, until the last student is transferred or graduates from the school of nursing.
 - (c) The institution shall notify the board of the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.
- (2) WITHDRAWAL OF NURSING APPROVAL. (a) If the board withdraws approval of the school of nursing, the notice of withdrawal of approval shall contain a short statement in plain language of the basis for withdrawal of approval. The school of nursing may request a hearing within 30 calendar days after the mailing of the notice.
- (b) The school of nursing shall do the following:
- 1. The institution shall implement the time frame established by the board for transfer of enrolled students to an approved school and report to the board the date of transfer for each student by name.
 - 2. Arrange for the secure storage and access to academic records and transcripts for the next 50 years. Provide the board with the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.
 - 3. School closure shall occur when the last student has transferred.
 - 4. The board may require progress reports during the closure process.
- (c) The school of nursing may be granted a stay of the closure of the school during the appeal process.

N 1.12 Nursing Refresher Course Approval. A nurse refresher course is designed for nurses who have not been practicing for five years or more.

- (1) FACULTY. (a) The instructor shall meet all of the following qualifications:

1. Masters degree in nursing
 2. Recent clinical experience or clinical teaching experience.
- (b) If preceptors are used, the preceptor is selected by the instructor using criteria developed for the course and the instructor provides supervision of preceptors.
- (2) PROFESSIONAL NURSE CONTENT. The nurse refresher course designed for professional nurse shall have the following content:
- (a) Theory portion including:
1. Nursing process review.
 2. Infection control.
 3. Medication and pharmacology update.
 4. Recent trends in nursing techniques and responsibilities.
 5. Communication.
 6. Documentation and reporting.
 7. Supervision and delegation.
- (b) Skills lab of at least 25 hours including basic nursing skills review and technology and equipment update.
- (c) Directly supervised or precepted clinical experience of 100 hours or more performed in a hospital, clinic, long term, or subacute facility.
- (3) PRACTICAL NURSE CONTENT. The nurse refresher course designed for practical nurses shall have the following content:
- (a) Theory portion including:
1. Nursing process review.
 2. Infection control.
 3. Medication and pharmacology update.
 4. Recent trends in nursing techniques and responsibilities.
 5. Communication.
 6. Documentation and reporting.
 7. Supervision and delegation.
 8. Aging population.
- (b) Skills lab of at least 15 hours including basic nursing skills review and technology and equipment update.
- (c) Directly supervised or precepted clinical experience of 70 hours or more performed in a hospital, clinic, long term or subacute facility.
- (4) APPROVAL PROCESS. The board will review curriculum of nurse refresher courses submitted for inclusion on a listing of approved courses. Individual course participants shall be required to submit curriculum only if the course is not on the approved list.

SECTION 2. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.22 (2) (intro.), Stats.

 (END OF TEXT OF RULE)
