

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 266-2602
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dsps.wi.gov
Website: <http://dsps.wi.gov>

BOARD OF NURSING

INFORMATION REGARDING NURSING PROGRAM CHANGES

Pursuant to ch. N 1.07, schools previously approved by the Board of Nursing shall notify the Board of any of the following changes which require approval of the Board prior to initiating the change:

- (1) Plan for voluntary or involuntary closure of a school;
- (2) Changes *that alter the program's compliance with ch. N 1* in the areas of organization and administration, curriculum, instruction, or faculty; or
- (3) Changes in ownership.

Changes of type (2) above only require Board approval when the change may cause the program to fall out of compliance with ch. N 1. The purpose for requiring Board approval for this type of change is to provide nursing programs the opportunity to verify that the programmatic change will not result in probationary status due to noncompliance with Board standards. This document may be used by nursing programs to determine whether changes in the areas of organization and administration, curriculum, instruction, or faculty alter the program's compliance with ch. N 1.

Directions: The following list of standards from N 1.06 may be utilized as a reference for nursing programs in determining whether changes in the areas of organization and administration, curriculum, instruction, or faculty alter the program's compliance with ch. N 1. **In the subsection that corresponds to the desired programmatic change**, nursing programs should indicate whether their nursing program will comply with Board standards after the program change by writing "yes", "no", "unclear", or "NA" (not applicable) on the line next to each requirement. **The Board will work with programs to address proposed changes that correspond to an answer of "no" or "unclear" in order to ensure compliance with ch. N 1. Programs should not proceed with such changes until they have received a response from the Board.**

NOTE: It is not necessary to submit this form unless an answer of "no" or "unclear" is indicated. When required, please submit to dspsexaminationsoffice@wisconsin.gov.

Please provide a chart similar to the one on page 5 to clearly describe the program areas that will be impacted by the proposed program change, the ways in which the proposed program change differs from the current program, and the rationale for the program change.

An electronic version of these rule requirements can be accessed at: https://docs.legis.wisconsin.gov/code/admin_code/n/1

Institution requesting Board approval of a program change:

Name of Program: _____

Address: _____

Program (ADN, BSN, Other): _____

Wisconsin Department of Safety and Professional Services

CHAPTER N 1.06 (1) ORGANIZATION AND ADMINISTRATION OF THE PROGRAM

N 1.06 (1) (a) Governing Institution

1. _____ The nursing program has a governing institution that assumes legal responsibility for the overall conduct of the program.
2. _____ The governing institution has designated an educational administrator; established administrative policies; and provided sufficient financial support, resources, and facilities for the operation of the program.
3. _____ The governing institution has attached to the Self-Evaluation Report 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.
4. _____ The governing institution has attached to the Self-Evaluation Report evidence of being regionally accredited.

N 1.06 (1) (b) Administrative Policies

5. _____ The nursing program has administrative policies that are in accord with those of the governing institution.
6. _____ The nursing program has written contracts between the school and institutions which offer associated academic study, clinical facilities and agencies for related services.
7. _____ The administrative policies specify that the educational administrator has authority and responsibility for the development, implementation, and evaluation of the program.
8. _____ The administrative policies contain provisions for a system of records and reports essential to the operation of the program.
9. _____ The administrative policies include written personnel policies for the faculty which include position expectations and faculty rights and responsibilities.

CHAPTER N 1.06 (2) CURRICULUM

10. _____ Curriculum is based on a stated purpose, philosophy, conceptual framework, and program objectives expressed in terms of student competencies, and a copy of the curriculum is attached to the Self-Evaluation Report. For clarity, the sections of the curriculum that satisfy requirements are highlighted with the corresponding item number (listed on the left-hand side of each requirement) clearly indicated.
11. _____ Clinical and theoretical learning experiences are consistent with the stated program objectives.
12. _____ Curricular content reflects current nursing practice and encompasses health needs throughout the life span.

N 1.06 (2) (a) Professional Nursing Curriculum

13. The professional nursing curriculum contains an 'area of general education' which covers:
 - (a) _____ scientific knowledge basic to nursing practice including principles from the biological and physical sciences

Wisconsin Department of Safety and Professional Services

- (b) _____ human and cultural knowledge basic to understanding motivation and behavior including currently accepted concepts and principles from the social and behavioral sciences.
14. _____ The professional nursing curriculum contains an ‘area of nursing education’ which includes theory and selected experiences designed to enable students to provide nursing care that promotes, maintains, and restores the physical and mental health of the individual throughout the life span.
15. After completion of the professional nursing curriculum, graduates will be able to:
- (a) _____ Use the nursing process to plan and provide nursing care.
 - (b) _____ Apply knowledge derived from the scientific, human and cultural areas to meet health needs.
 - (c) _____ Individualize nursing care during preventative, maintenance, restorative, and terminal phases.
 - (d) _____ Promote positive health practices.
 - (e) _____ Understand the roles and relationship of nurses to other health care providers.
 - (f) _____ Plan for health services with individuals, families, communities and health care providers.
 - (g) _____ Practice professional nursing according to the legal standards of N 6.
 - (h) _____ Function as a responsible, accountable nursing professional.
 - (i) _____ Identify the need for continued competency.
 - (j) _____ Recognize the impact of historical trends in nursing.

N 1.06 (b) Practical Nursing Curriculum

16. The practical nursing curriculum contains an ‘area of health, growth, and development’ that covers:
- (a) _____ the general aspects of human structure and body function.
 - (b) _____ the general aspects of health, signs of physical and emotional health and normal development, effects of emotional climate upon health, attitudes and behavior of individuals and the family as a social unit.
17. The practical nursing curriculum contains an ‘area of personal and vocational relationships’ that covers:
- (a) _____ basic principles of human relationships.
 - (b) _____ legal and ethical responsibilities in nursing.
18. _____ The practical nursing curriculum contains an ‘area of nursing education’ which provides content with experiences in meeting basic nursing needs of the individual throughout the life span.
19. After completion of the practical nursing curriculum, graduates will be able to:
- (a) _____ Identify basic needs of a patient.
 - (b) _____ Employ common nursing measures to meet basic needs of patients.

Wisconsin Department of Safety and Professional Services

- (c) _____ Observe and report relevant data regarding a patient's health status.
- (d) _____ Use communication techniques to assist patients to achieve identified goals.
- (e) _____ Establish positive relationships with patients and other health team members.
- (f) _____ Practice practical nursing according to the legal standards of ch. N 6.
- (g) _____ Identify the need for continued competency.

CHAPTER N 1.06 (3) INSTRUCTION

- 20. _____ Instruction is based on written objectives which give direction to planning student objectives.
- 21. _____ A variety of teaching methods are used to facilitate student learning.
- 22. _____ Criteria based on written objectives are used in the evaluation of student learning.
- 23. _____ Clinical laboratory learning experiences are supervised by nursing faculty meeting standards under N 1.06 (4).
- 24. _____ There are written contracts with an adequate number of clinical facilities and resources to meet the program objectives.
- 25. The clinical facilities meet the following standards:
 - (a) _____ The clinical experience gained from each clinical facility is consistent with the nursing program objectives.
 - (b) _____ Formal written agreements between each clinical facility and nursing program demonstrate willingness to cooperate in promoting the nursing program clinical objectives.
 - (c) _____ The practice of the registered nurse and the licensed practical nurse at each clinical facility is within the legal scope of practice under s. [441.001 \(3\)](#) and [\(4\)](#), Stats.

CHAPTER N 1.06 (4) FACULTY

- 26. _____ The faculty are adequate in number and academic and professional qualifications to develop, implement and evaluate the program in nursing in relation to its stated purpose, philosophy, objectives and conceptual framework, number and size of classes admitted annually, and the clinical facilities used in the program.
- 27. _____ The educational administrator of the professional nursing education program holds a current license to practice as a registered nurse in Wisconsin, has a minimum of 2 years of full-time or equivalent direct care experience as a practicing nurse, has 3 years of experience in nursing education within the last 10 years, and holds a master's degree with a major in nursing.
- 28. _____ The educational administrator of the practical nursing education program holds a current license to practice as a registered nurse in Wisconsin, has a minimum of 2 years of full-time or equivalent direct care experience as a practicing nurse, has 3 years of experience in nursing education within the last 10 years, and holds a master's degree with a major in nursing or a related field.

Wisconsin Department of Safety and Professional Services

29. _____ All nurse faculty members who teach nursing courses in a professional nursing program hold a current license to practice as a registered nurse in Wisconsin, have at least 2 years of full-time or equivalent direct care experience as a practicing nurse, were employed in nursing within the last five years, and hold a master's degree with a major in nursing.
30. _____ All nurse faculty members who teach nursing courses in a professional nursing program hold a current license to practice as a registered nurse in Wisconsin, have at least 2 years of full-time or equivalent direct care experience as a practicing nurse, were employed in nursing within the last five years, and hold a baccalaureate degree with a major in nursing.
31. _____ The ratio of students to faculty in the clinical area allow for meeting clinical course objectives and safe patient care.
32. _____ The educational administrator has taken responsibility for ensuring that individual faculty members are academically and professionally qualified, and that faculty staff is adequate to carry out program objectives.

CHAPTER N 1.06 (5) EVALUATION

33. _____ The educational administrator will conduct systematic and periodic evaluations of the total program.

FORM COMPLETED BY:

Educational Administrator

Title

Signature

Date

Telephone Number

Email Address

Attached documents: Please provide a chart similar to the one below to clearly describe the program areas that will be impacted by the proposed program change, the ways in which the proposed program change differs from the current program, and the rationale for the program change.

Program Area (organization etc.)	Current Program Component(s)	Proposed Change	Rationale for Change