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**BOARD OF NURSING**  
**Room N208, 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**November 8, 2018**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**9:00 A.M.**

**OR IMMEDIATELY FOLLOWING THE NURSE PRACTICE ACT (NPA) EDUCATION  
WORKGROUP MEETING**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-4)**

**B. Approval of Minutes of October 11, 2018 (5-10)**

**C. Administrative Matters – Discussion and Consideration**

1. Board Members – Term Expiration Dates:
  - a. Paul Abegglen – 7/1/2019
  - b. Rosemary Dolatowski – 7/1/2022 (appointed, not yet confirmed)
  - c. Jennifer Eklof – 7/1/2021
  - d. Elizabeth Smith Houskamp – 7/1/2020
  - e. Peter Kallio – 7/1/2022
  - f. Sheryl Krause – 7/1/2018
  - g. Lillian Nolan – 7/1/2019
  - h. Luann Skarlupka – 7/1/2021
  - i. Pamela White – 7/1/2019
2. Department Updates
3. Appointment of Liaisons and Alternates

**D. Education and Examination Matters – Discussion and Consideration**

1. Lakeshore Technical College – Practical Nursing (PN) School Approval (**11-43**)

**E. Legislative and Administrative Rule Matters – Discussion and Consideration (44-49)**

1. Act 108 Report – Review of Chapters N 2 and 4
2. Updates on Legislation and Pending or Possible Rulemaking Projects

**F. Speaking Engagement(s), Travel, or Public Relation Request(s) – Discussion and Consideration**

1. Travel Report: Sheryl Krause and Beth Smith-Houskamp – 2018 NCSBN Scientific Symposium in Chicago, IL on October 24 & 25, 2018
2. Travel Report: Jennifer Eklof – NCLEX Item Review on October 22, 2018

**G. National Council of State Boards of Nursing (NCSBN) Items – Discussion and Consideration**

1. Nurse Practice Act (NPA) Education Workgroup Update

**H. Board of Nursing Liaison Reports – Discussion and Consideration**

**I. Deliberation on Items Added After Preparation of Agenda:**

1. Introductions, Announcements and Recognition
2. Election of Officers
3. Appointment of Liaisons and Alternates
4. Delegation of Authorities
5. Administrative Matters
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislative and Administrative Rule Matters
10. Liaison Reports
11. Board Liaison Training and Appointment of Mentors
12. Informational Items
13. DLSC Matters
14. Presentations of Petitions for Summary Suspension
15. Petitions for Designation of Hearing Examiner
16. Presentation of Proposed Stipulations, Final Decisions and Orders
17. Presentation of Proposed Final Decision and Orders
18. Presentation of Interim Orders
19. Petitions for Re-Hearing
20. Petitions for Assessments
21. Petitions to Vacate Orders
22. Requests for Disciplinary Proceeding Presentations
23. Motions
24. Petitions
25. Appearances from Requests Received or Renewed
26. Speaking Engagement(s), Travel, or Public Relation Request(s)

**J. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**K. Credentialing Matters**

**1. Application Review**

- a. David Lenninger – R.N. & A.P.N.P Renewal Applicant (**50-77**)
- b. Holly Moeller – L.P.N. Applicant (**78-99**)
- c. Erika Palomino – R.N. Applicant (**100-113**)

## **L. Deliberation on DLSC Matters**

### **1. Attorney Elizabeth Bronson**

#### **a. Stipulations and Final Decisions and Orders**

1. 17 NUR 452 – Carol P. Jeuck (**114-121**)

### **2. Attorney Alicia Kennedy**

#### **a. Stipulations and Final Decisions and Orders**

1. 17 NUR 357 – Angela R. Buss-Espinoza, R.N. (**122-127**)
2. 17 NUR 447 – Ian W. Cummins, R.N. (**128-134**)
3. 17 NUR 635 – Zita M. Cooper, L.P.N. (**135-140**)
4. 18 NUR 067 – Jonathan L. Long, R.N. (**141-146**)

### **3. Attorney Lesley McKinney**

#### **a. Stipulations and Final Decisions and Orders**

1. 17 NUR 168 – Casey I. Kirchman, R.N. (**147-153**)
2. 17 NUR 482 – Kristine M. Disrud, R.N. (**154-159**)

### **4. Attorney Zachary Peters**

#### **a. Administrative Warnings**

1. 16 NUR 749 – S.M.B. (**160-161**)

### **5. Monitoring (162-163)**

#### **a. Department Monitor Erin Graf**

1. **APPEARANCE: Susan Thiel, R.N.** – Requesting Access to Controlled Substances and Reduction in AA/NA Meetings (**164-191**)
2. Kimberly Anderson, R.N. – Requesting Ability to Pass Narcotics in NICU and Reduction in Screens (**192-229**)
3. Renee Bender, R.N. – Requesting Full Licensure (**230-267**)
4. Heidi Hargis, R.N. – Requesting Full Licensure (**268-308**)
5. Mark Knogshaug, R.N. – Requesting Ability to Work in Home Health and Public Health, Termination of Direct Supervision and Reduction of AA/NA to Once Per Week (**309-339**)

#### **b. Department Monitor Jesse Benisch**

1. Elizabeth Watts, R.N. – Requesting Full Licensure (**340-357**)

#### **c. Department Monitor – Zoua Cha**

1. Kimberly Hughes, L.P.N. – Requesting Full Licensure (**358-376**)
2. Heather Pierce, R.N. – Requesting Full Licensure (**377-411**)
3. Justine Schneider, R.N. – Violation of Board Order (**412-448**)

### **6. Case Closings (449)**

## **M. Deliberation of Items Added After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Administrative Warnings

10. Review of Administrative Warnings
11. Proposed Final Decision and Orders
12. Matters Relating to Costs/ Orders Fixing Costs
13. Case Closings
14. Board Liaison Training
15. Proposed Interim Orders
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

N. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**O. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

**P. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration**

1. Newsletter Planning

Q. Board Strategic Planning and its Mission, Vision and Values – Discussion and Consideration

**ADJOURNMENT**

**NEXT MEETING DATE: DECEMBER 13, 2018**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, 2<sup>nd</sup> Floor, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**BOARD OF NURSING  
MEETING MINUTES  
OCTOBER 11, 2018**

**PRESENT:** Paul Abegglen, Rosemary Dolatowski, Jennifer Eklof, Peter Kallio, Lillian Nolan, Luann Skarlupka, Elizabeth Smith-Houskamp, Pamela White

**EXCUSED:** Sheryl Krause

**STAFF:** Brittany Lewin, Division Administrator; Colleen Meloy, Legal Counsel; Sharon Henes, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; and other DSPS Staff

**CALL TO ORDER**

Peter Kallio, Vice Chair, called the meeting to order at 8:08 a.m. A quorum of eight (8) members was confirmed.

**ADOPTION OF THE AGENDA**

**Amendments to the Agenda**

- Closed Session: Under item “N. Deliberation on DLSC Matters; 1. Attorney Alicia Kennedy; b. Stipulations and Final Decisions and Orders” **ADD:**
  - 16 NUR 638 – Andrea R. Elverman, L.P.N.
- Closed Session: Under item “N. Deliberation on DLSC Matters; 2. Monitoring; b. Department Monitor – Zoua Cha” correct the request of Karleen Delikowski, R.N. to “Requesting a Reduction in Drug Screens and Access to Controlled Substances”
- Under item “D. Administrative Matters; 1. Board Members – Term Expiration Dates; Update the status of Rosemary Dolatowski to include “(Appointed, not yet confirmed)”

**MOTION:** Pamela White moved, seconded by Luann Skarlupka, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF SEPTEMBER 13, 2018**

**MOTION:** Luann Skarlupka moved, seconded by Beth Smith-Houskamp, to approve the minutes of September 13, 2018 as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION**

**Cheryl Streeter, L.P.N. – Resignation**

**MOTION:** Luann Skarlupka moved, seconded by Jennifer Eklof, to thank Cheryl Streeter for her service to the Board of Nursing. Motion carried unanimously.

## **EDUCATION AND EXAMINATION MATTERS**

### **Lakeland University – Request for Authorization to Plan (RN to BSN)**

**MOTION:** Luann Skarlupka moved, seconded by Beth Smith-Houskamp, to acknowledge and thank Kerry Hamm of Lakeland University for her appearance before the Board. Motion carried unanimously.

**MOTION:** Luann Skarlupka moved, seconded by Beth Smith-Houskamp, to grant Lakeland University authorization to plan a RN School of Nursing. Motion carried unanimously.

### **APPEARANCE: GRETCHEN MROZINSKI – DELEGATION OF AUTHORITY TO THE DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) FOR SPECIFIC CASES**

**MOTION:** Pamela White moved, seconded by Jennifer Eklof, to delegate pre-screening decision making authority to the DSPS Screening Attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years with an AODA assessment that shows active impairment or addiction.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug test.
4. Conviction of misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded by the new language of Wis. Stat. ch. 111.
5. Allegations of diversion at work where complaint includes “admission” by the nurse of diversion.

Motion carried unanimously.

**MOTION:** Pamela White moved, seconded by Jennifer Eklof, to delegate pre-screening decision making authority to the DSPS Screening Attorney for closing cases with 1 OWI conviction and no evidence of dependency. Motion carried unanimously.

## **LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

### **Act 262 Report**

**MOTION:** Lillian Nolan moved, seconded by Luann Skarlupka, to approve the Act 262 Report on Opioid Abuse. Motion carried unanimously.

## CLOSED SESSION

**MOTION:** Pamela White moved, seconded by Luann Skarlupka, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (ss.19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s.19.85(1)(g), Stats.). Peter Kallio, Vice Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Paul Abegglen-yes; Rosemary Dolatowski-yes; Jennifer Eklof-yes; Peter Kallio-yes; Lillian Nolan-yes; Luann Skarlupka-yes; Elizabeth Smith-Houskamp-yes; Pamela White-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:13 a.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Pamela White moved, seconded by Jennifer Eklof, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:41 a.m.

## VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

## CREDENTIALING MATTERS

### Conviction Reviews

#### ***APPEARANCE: Kelli Engen, R.N. and Attorney Ashley Richter – Renewal Applicant***

**MOTION:** Luann Skarlupka moved, seconded by Rosemary Dolatowski, to acknowledge the appearance of Kelli Engen, R.N. and Attorney Ashley Richter before the Board. Motion carried unanimously.

**MOTION:** Luann Skarlupka moved, seconded by Rosemary Dolatowski, to authorize the Credentialing Liaison and Board Counsel to offer an amended 2-year limited license to Registered Nurse Renewal applicant Kelli Engen, R.N. Motion carried unanimously.

***APPEARANCE: Jean Shanahan, R.N., and Attorney Patrick Knight – Renewal Applicant***

**MOTION:** Lillian Nolan moved, seconded by Paul Abegglen, to acknowledge the appearance of Jean Shanahan, R.N. and Attorney Patrick Knight before the Board. Motion carried.

**MOTION:** Lillian Nolan moved, seconded by Paul Abegglen, to withdraw the limited license offered to Jean Shanahan, R.N., and to approve her Registered Nurse Renewal application. Motion carried.

*(Pamela White recused herself and left the room for deliberation and voting in the matter concerning Jean Shanahan, R.N.)*

**DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS**

**Attorney Alicia Kennedy**

***Administrative Warnings***

**17 NUR 252 – G.L.F.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to issue an Administrative Warning in the matter of 17 NUR 252 (G.L.F.). Motion carried unanimously.

**17 NUR 646 – C.K.H.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to issue an Administrative Warning in the matter of 17 NUR 646 (C.K.H.). Motion carried unanimously.

***Stipulations and Final Decisions and Orders***

**16 NUR 638 – Andrea R. Elverman, L.P.N.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Andrea R. Elverman, L.P.N., DLSC Case Number 16 NUR 638. Motion carried unanimously.

**16 NUR 702 – Mandi L. Stelloh, L.P.N.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Mandi L. Stelloh, L.P.N., DLSC Case Number 16 NUR 702. Motion carried unanimously.

**17 NUR 701 – Kiki Walker, R.N.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kiki Walker, R.N., DLSC Case Number 17 NUR 701. Motion carried unanimously.

**17 NUR 718 – Carol J. Sams, R.N.**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Carol J. Sams, R.N., DLSC Case Number 17 NUR 718. Motion carried unanimously.

**Monitoring**

*Department Monitor Jesse Benisch*

**Jamie Larsen, R.N.  
Requesting Full Licensure**

**MOTION:** Lillian Nolan moved, seconded by Pamela White, to grant the request of Jamie Larsen, R.N., for full licensure. Motion carried unanimously.

*Department Monitor Zoua Cha*

**Karleen Delikowski, R.N.  
Requesting a Reduction in Drug Screens and Access to Controlled Substances**

**MOTION:** Paul Abegglen moved, seconded by Lillian Nolan, to deny the request of Karleen Delikowski, R.N., for a reduction in drug screens and access to controlled substances. **Reason for Denial:** Failure to demonstrate continuous and successful compliance. Respondent needs to fully comply with the complete terms and conditions of the original Board Order (3/9/2017). Motion carried unanimously.

**Tracy Hoepfner, R.N. – Requesting Full Licensure**

**MOTION:** Lillian Nolan moved, seconded by Jennifer Eklof, to grant the request of Tracy Hoepfner, R.N., for full licensure. Motion carried unanimously.

**Samantha Schlesner, R.N.– Requesting Full Licensure**

**MOTION:** Lillian Nolan moved, seconded by Pamela White, to grant the request of Samantha Schlesner, R.N., for full licensure. Motion carried unanimously.

*Department Monitor Erin Graf*

**Coreen Elliott, R.N. – Violation of Board Order**

**MOTION:** Paul Abegglen moved, seconded by Jennifer Eklof, to make a finding that Coreen Elliott, R.N., has violated the terms of the Board Order (8/16/2012) which is conduct imperiling the public health, safety and welfare. The Board authorizes the Monitoring Liaison and Board Counsel to draft an Order imposing a suspension and additional conditions and limitations as a result of violation of the terms of the Order. Motion carried unanimously.

**Case Closures**

**MOTION:** Paul Abegglen moved, seconded by Pamela White, to close the DLSC Cases for the reasons outlined below:

1. 16 NUR 386 – A.N.U. – Prosecutorial Discretion (P7)
2. 16 NUR 713 – J.T. – Insufficient Evidence
3. 16 NUR 744 – D.A. – Insufficient Evidence
4. 17 NUR 126 – S.C. – No Violation
5. 17 NUR 151 – D.J.M. – Prosecutorial Discretion (P2)
6. 17 NUR 487 – A.J.D. – No Violation
7. 17 NUR 583 – K.S. – No Violation
8. 17 NUR 615 – M.J. – Prosecutorial Discretion (P2)
9. 17 NUR 700 – K.A.T. – Insufficient Evidence
10. 18 NUR 194 – D.S.W. – No Violation

Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Jennifer Eklof moved, seconded by Luann Skarlupka, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:44 a.m.

## AGENDA REQUEST FORM

<b>1) Name and Title of Person Submitting the Request:</b> Joan R. Gage, OEE Program Manager		<b>2) Date When Request Submitted:</b> 10/31/2018	
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting			
<b>3) Name of Board, Committee, Council, Sections:</b> Board of Nursing			
<b>4) Meeting Date:</b> 11/8/2018	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Lakeshore Technical College – Practical Nursing School Approval	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Lakeshore Technical College is seeking approval of their Practical Nursing School.			
<b>11) Authorization</b>			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8366  
Madison, WI 53708-8366

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

1400 E. Washington Avenue  
Madison, WI 53708-8366

E-Mail: [dsp@wisconsin.gov](mailto:dsp@wisconsin.gov)  
Website: [dsp.wisconsin.gov](http://dsp.wisconsin.gov)

## BOARD OF NURSING

### NURSING SCHOOL SELF-EVALUATION REPORT FOR INITIAL BOARD OF NURSING APPROVAL

As indicated in Chapter N 1.05, a school of nursing may apply for approval of the school of nursing upon graduation of the first class or eligibility to sit for the NCLEX, but may not apply later than graduation of the third class. The school of nursing shall submit a self-evaluation report setting forth evidence of compliance with the standards in N 1.08 and an evaluation of the NCLEX success rate. This form #3029 must be completed as part of the self-evaluation report for initial Board of Nursing approval.

**Directions for completing the Self-Evaluation Report:** On the line next to each requirement, please indicate the date of compliance or anticipated compliance, or "NA" for not applicable. For each "NA" indicated, please explain why the requirement does not apply to the nursing school in the space provided on page six or on attached clearly labeled pages.

After receiving the Self-Evaluation Report, the Board may conduct a site survey of the school of nursing to verify compliance with Board standards.

Please submit this completed and signed report to [dspexaminationoffice@wisconsin.gov](mailto:dspexaminationoffice@wisconsin.gov).

Name of Nursing School: Lakeshore Technical College

Address: 1290 North Avenue  
Cleveland WI 53015

Program (ADN, BSN, Other): Practical Nursing

An electronic version of Chapter N 1 is available at: [https://docs.legis.wisconsin.gov/code/admin\\_code/n/1.pdf](https://docs.legis.wisconsin.gov/code/admin_code/n/1.pdf).

### CHAPTER N 1.08(1) ORGANIZATION AND ADMINISTRATION

#### N 1.08 (1)(a) Governing Institution

**NOTE:** *The Board may examine administrative policies during a site survey to ensure Board standards are being met.*

1. Yes Institution assumes legal responsibility for overall conduct of the school of nursing.
2. Yes Institution has a designated educational administrator, established administrative policies and fiscal, human, physical, clinical and technical learning resources adequate to support school processes, security and outcomes.
3. Yes Institution has maintained institutional accreditation; *attach evidence of accreditation to Self-evaluation Report.*
4. Yes Institution has developed and maintained written school of nursing administrative policies which are in accord with the institution.

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5. Yes Institution has written contracts in place between the school of nursing and institutions which offer associated academic study, clinical facilities and agencies for related services for students.

### CHAPTER N 1.08(2)(a) EDUCATIONAL ADMINISTRATOR

6. Yes Nursing school educational administrator holds a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
7. Yes Nursing school educational administrator has evidence of a graduate degree with a major in nursing.
8. Yes Nursing school educational administrator has knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation, and either educational preparation or 2 years experience as an instructor in a nursing education program within the last 5 years.
9. Yes Educational administrator has current knowledge of nursing practice.
10. Yes Institution must notify the board within 48 hours of the termination, resignation or retirement of an educational administrator and designate the interim educational administrator within 5 business days. The institution may request board approval of an interim educational administrator who does not meet the qualifications in N 1.08 (2)(a), but the interim educational administrator may serve no longer than 6 months. The institution may request an extension of time based upon hardship.

### CHAPTER N 1.08(3) FACULTY

**NOTE:** Evidence of meeting faculty standards shall be noted on Form #1114 and kept on file in the School of Nursing office and the forms may be examined by the Board representative(s) during the survey.

11. Yes School of nursing has evidence of the faculty meeting the standards in N 1.08 on file in the school of nursing office and available to the board upon request.
12. Yes All faculty of the school of professional nursing hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
13. Yes All faculty of the school of professional nursing have a graduate degree with a major in nursing. Interprofessional faculty teaching non-clinical nursing courses all have advanced preparation appropriate for the content being taught.
14. Yes All faculty of the school of practical nursing hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
15. Yes All faculty of the school of practical nursing have a baccalaureate degree with a major in nursing.
16. NA If faculty exceptions are utilized, all were requested for approval following requirements in N 1.08 (3)(d).

### CHAPTER N 1.08(4)(a) CURRICULUM

17. Yes Curriculum enables 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.
18. Yes Curriculum is developed by a faculty member with a graduate degree and is revised as necessary to maintain a program that reflects advances in health care and its delivery.

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19. The curriculum includes all of the following:

- (a) Yes Evidence-based learning experiences and methods of instruction consistent with the written curriculum plan. *Note: Method of instruction may include distance education methods.*
- (b) Yes Diverse, didactic and clinical learning experiences consistent with program outcomes.

20. Coursework includes all of the following:

- (a) Yes Content in the biological, physical, social and behavioral sciences to provide a foundation for safe and effective nursing practice.
- (b) Yes Content regarding professional responsibilities, legal and ethical issues, and history and trends in nursing and health care.
- (c) Yes 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.

### CHAPTER N. 1.08(5) CLINICAL LEARNING EXPERIENCES

NOTE: *The Board may inspect clinical facilities during a site survey to ensure Board standards are being met.*

21. Patient experiences occur in a variety of clinical or simulated settings and include all of the following:

- (a) Yes Integration of patient safety principles throughout the didactic and clinical coursework.
- (b) Yes Implementation of evidence-based practice to integrate best research with clinical expertise and patient values for optimal care, including skills to identify and apply ~~of~~ best practices to nursing care.
- (c) Yes Provision of 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 doing the following:
  - 1) Yes Respect of patient differences, values, preferences, and expressed needs.
  - 2) Yes Involvement of patients or designees in decision-making and care management.
  - 3) Yes Coordination and management of patient care across settings.
  - 4) Yes Explanation of appropriate and accessible interventions to patients and populations that may positively affect their ability to achieve healthy lifestyles.
- (d) Yes Collaboration of interprofessional teams to foster open communication, mutual respect and shared decision-making in order to achieve quality patient care.
- (e) Yes Participation 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.
- (f) Yes Use of information technology to communicate, mitigate errors and support decision-making.

## Wisconsin Department of Safety and Professional Services

22. Yes All cooperating agencies selected for clinical experiences have standards which demonstrate concern for the patient and evidence of the skillful application of all measures of safe nursing practices.
23. Yes All faculty teaching clinical or practicum courses are experienced in the clinical areas of the course and maintain clinical expertise.
24. Yes Faculty-supervised clinical practice includes all of the following:
- (a) Yes Development of skills in direct patient care.
  - (b) Yes Making clinical judgments.
  - (c) Yes Care and management of both individuals and groups of patients across the lifespan.
  - (d) Yes Delegation to and supervision of other health care providers.
25. Yes Clinical experiences shall be supervised by qualified faculty.
26. Yes All student clinical experiences, including those with preceptors, shall be directed by nursing faculty.

### CHAPTER N 1.08(6) PRECEPTORS

27. NA Preceptors shall be approved by the faculty of the school of nursing:
28. NA 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.
29. NA 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.
30. NA Preceptors shall demonstrate competencies related to the area of assigned clinical teaching responsibilities.

### CHAPTER N 1.08(7) EVALUATION

31. Yes Educational administrator shall implement a comprehensive, systematic plan for ongoing evaluation and evidence of implementation shall reflect progress toward or achievement of program outcomes.

### CHAPTER N 1.09 NCLEX PASS RATES

**IMPORTANT:** 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.

32. Yes Nursing school must provide a self-evaluation of NCLEX success rate, including any current steps being taken to improve NCLEX success rate or plans to implement steps in the near future.

# Wisconsin Department of Safety and Professional Services

## SELF-EVALUATION NOTES

For each "NA" indicated in this report, please provide an explanation as to why the rule does not apply to the specific nursing school in the space provided below. Please write the corresponding report item number for each explanation. Attach clearly labeled additional pages as necessary.

#16 - No faculty exceptions needed.

#27-30 - No preceptors used.

## REPORT/FORM COMPLETED BY:

Kay Avci MSN R.N.  
Educational Administrator

Kay Avci  
Signature

920-693-1207  
Telephone Number

Associate Dean - Nursing  
Title

August 14, 2018  
Date

kay.avci@gotolte.edu  
Email Address



# Lakeshore Technical College

## Institutional Status and Requirements Report

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### Institution and Contact Information

Institution ID: 1859  
Institution Name: Lakeshore Technical College  
Institution Address: 1290 North Avenue, Cleveland, WI 53015  
Phone: (920) 693-1000  
Web Page: www.gotoltc.edu

Accreditation Liaison Officer (ALO) : Karla Zahn (karla.zahn@gotoltc.edu)  
Chief Academic Officer (CAO) : Barbara Dodge (barb.dodge@gotoltc.edu)  
Chief Executive Officer (CEO) : Michael Lanser (michael.lanser@gotoltc.edu)  
Chief Financial Officer (CFO) : Molly O'Connell (molly.o'connell@gotoltc.edu)  
Data Update Coordinator : Cheryl A Terp (cheryl.terp@gotoltc.edu)

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### Accreditation Status

Accreditation Status: Accredited  
Accredited 04/13/1977 -  
Candidate 07/20/1973 - 04/12/1977  
Nature of Institution  
Control: Public  
Degrees Awarded: Associates

Reaffirmation of Accreditation  
Year of Last Reaffirmation of Accreditation: 2014 - 2015  
Year of Next Reaffirmation of Accreditation: 2024 - 2025

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Accreditation Liaison Jeffrey Rosen

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### Accreditation Stipulations

General:  
Prior Commission approval is required for substantive change as stated in Commission policy.

Additional Location:  
The Commission's Notification Program is available for new locations within the Commission's 19-state region.

Distance and Correspondence Courses and Programs:  
Approved for distance education courses and programs. The institution has not been approved for correspondence education.

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**Accreditation Events**

Accreditation Pathway: Open Pathway, Year 1

**Upcoming Events:**

Comprehensive Evaluation: 2024 - 2025

Assurance Review: 08/01/2018

**In-process Events:****Monitoring****Upcoming Events:****In-process Events:**

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**Institutional Data****Educational Programs Offered****Undergraduate**

Certificates 111

Associate Degrees 37

Baccalaureate Degrees 0

**Graduate**

Master's Degrees 0

Specialist Degrees 0

Doctoral Degrees 0

**Extended Operations****Branch Campuses****Additional Locations**

Cedar Grove-Belgium High School, 321 N. 2nd Street, Cedar Grove, WI, 53013 - Inactive

Johnsonville Sausage, N6928 Johnsonville Way, Sheboygan Falls, WI, 53085 - Active

Kiel High School, 210 Raider Heights, Kiel, WI, 53042 - Inactive

Lakeshore Culinary Institute , 712 Riverfront Drive, Sheboygan, WI, 53081 - Active

LTC Manitowoc , 3733 Dewey St., Manitowoc, WI, 54220 - Active

LTC Sheboygan, 3620 Wilgus Ave., Sheboygan, WI, 53081 - Active

LTC-Plymouth Science and Technology Center, 125 Highland Avenue, Plymouth, WI, 53073 - Inactive

Mishicot High School, 660 Washington St, Mishicot, WI, 54228 - Inactive

Reedsville High School, 340 Manitowoc Road, Reedsville, WI, 54230 - Inactive

Two Rivers High School, 4519 Lincoln Ave, Two Rivers, WI, 54241 - Inactive

**Distance Delivery**

In an effort to present a more complete picture of the offerings at member institutions, HLC is exploring the feasibility of collecting information regarding the institutional program offerings and publishing them in the ISR Report. At this time, HLC is documenting member institutions' distance delivery offerings through HLC's distance education stipulation. HLC stipulations identify the approval level regarding an institution's offerings. HLC is not displaying up-to-date information regarding each distance education offering at an institution. More information about this project will be available in the coming year.

- 09.0799 - Radio, Television, and Digital Communication, Other, Associate, 10-170-1 Broadcast Captioning
- 13.1210 - Early Childhood Education and Teaching, Associate, 10-307-1 Early Childhood Education
- 22.0303 - Court Reporting/Court Reporter, Associate, 10-106-1 Court Reporting
- 41.0205 - Nuclear/Nuclear Power Technology/Technician, Associate, 10-624-1 Nuclear Technology
- 51.0805 - Pharmacy Technician/Assistant, Certificate, 31-536-1 Pharmacy Technician
- 51.0907 - Medical Radiologic Technology/Science - Radiation Therapist, Associate, 10-526-1 Radiography
- 51.2011 - Pharmaceutical Marketing and Management, Associate, 10-536-1 Pharmacy Services Management
- 51.3801 - Registered Nursing/Registered Nurse, Associate, 10-543-1 Nursing-Associate Degree
- 51.3901 - Licensed Practical/Vocational Nurse Training, Certificate, 31-543-1 Practical Nursing
- 52.0201 - Business Administration and Management, General, Associate, 10-102-3 Business Management
- 52.0203 - Logistics, Materials, and Supply Chain Management, Associate, 10-182-1 Supply Chain Management
- 52.0205 - Operations Management and Supervision, Associate, 10-196-1 Supervisory Management
- 52.0408 - General Office Occupations and Clerical Services, Certificate, 31-106-1 Office Assistant
- 52.0904 - Hotel/Motel Administration/Management, Associate, 10-109-1 Hotel/Hospitality Management
- 52.1001 - Human Resources Management/Personnel Administration, General, Associate, 10-196-4 Human Resources
- 52.1401 - Marketing/Marketing Management, General, Associate, 10-104-3 Marketing

### **Correspondence Education**

### **Contractual Arrangements**

### **Consortial Arrangements**

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## **Non-Financial Indicators**

### **Financial Indicators**

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## **History**

5/4/2015 - Quality Checkup, Continue Accreditation.

6/30/2014 - Institutional Change: Notification, Request Approved. Request for access to the Notification Program for additional locations.

11/9/2013 - Strategy Forum.

7/18/2012 - Change Panel, Additional Location Added. Approved three additional locations: LTC Manitowoc, Manitowoc, WI; Lakeshore Culinary Institute, Sheboygan, WI; LTC Sheboygan, Sheboygan, WI

7/16/2012 - Institutional Change: Location, . CHANGE PANEL:  
Request to open three additional locations:  
LTC Manitowoc  
3733 Dewey St.,  
Manitowoc, WI 54220

Lakeshore Culinary  
Institute  
712 Riverfront Drive  
Sheboygan, WI 53081

LTC Sheboygan  
3620 Wilgus Ave. Sheboygan, WI  
53081

5/16/2011 - Desk Review, Certificate approved. Horticulture Technician CIP: 1.0699

3/12/2009 - AQIP, Systems Appraisal Feedback Report.

5/8/2008 - AQIP, Reaffirmation of Accreditation.

3/21/2007 - AQIP, Quality Checkup Report.

1/8/2002 - AQIP, Action Project Annual Update.

9/16/2000 - AQIP, Participation in AQIP. Agreement signed for Participation in AQIP

9/16/2000 - AQIP, Schedule Reaffirm. of Accred. Current accreditation status extended to 2007-08.

2/25/2000 - Staff Recommendation, Visit postponed. Next comprehensive postponed to 2002-03.

5/5/1993 - Staff Action, Cancel report required. Report no longer required for 1/1/94.

5/5/1993 - Staff Action, Progress report accepted. Report outlining: 1) which outcomes it proposes to assess in its initial assessment of student academic achievement, 2) precisely which data it intends to collect to document those outcomes, and 3) how and when it intends to collect those data. Each component of the required report should be responsive to student academic achievement assessment guidelines published by the North Central Association.

8/7/1992 - Continued Accreditation, Accreditation continued.

8/7/1992 - Continued Accreditation, Progress report required. 1/1/93: report outlining: 1) which outcomes it proposes to assess in its initial assessment of student academic achievement, 2) precisely which data it intends to collect to document those outcomes, and 3) how and when it intends to collect those data. Each component of the required report should be responsive to student academic achievement assessment guidelines published by the North Central Association.

8/7/1992 - Continued Accreditation, Progress report required. 1/1/94: report which present specific outcomes data in accordance with the plans outlined in the report filed the previous January and with student academic achievement guidelines of NCA. The report should demonstrate that the assessment plans of the institution have been successfully implemented.

6/3/1992 - Staff Action, Editorial Change. Diploma added to Educational Programs section.

10/26/1982 - Continued Accreditation, Accreditation continued.

4/1/1980 - Staff Action, Progress report accepted.

4/13/1977 - Initial Accreditation, Accreditation granted.

4/13/1977 - Initial Accreditation, Progress report required. 4/1/80: report dealing with items identified by the visiting team.

4/8/1975 - Continued Candidacy, Candidacy continued.

8/1/1973 - Change Visit, Consultant Assigned.

7/20/1973 - , Candidacy status revised. Institution became Candidate for Accreditation under new policy.

3/28/1973 - Initial Candidacy, Candidacy granted. Recognized Candidate for Accreditation status granted at Associate's level.

9/1/1970 - Change Visit, Consultant Assigned.

4/8/1970 - , Correspondent status granted.

Accreditation Commission for Education in Nursing

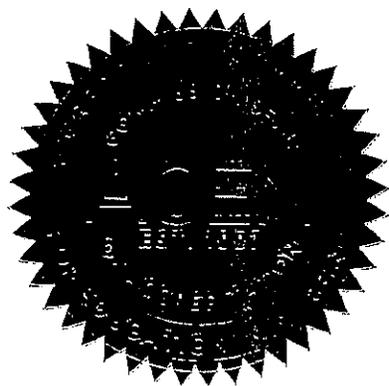
Has Awarded  
Accreditation  
to

Lakeshore Technical College

Practical Nursing Program

For Achievement of Quality and Excellence in Nursing Education

Spring 2018 – Spring 2023



*Catherine McJannet*  
Catherine McJannet, MN, RN, CEN  
Chair, ACEN

*Marsal P. Stoll*  
Marsal P. Stoll, EdD, MSN  
Chief Executive Officer, ACEN

# NCLEX Pass Rates - Board Approved RN Schools

School		1st Time RN Candidates	1st Time RN Candidates	All RN Takers (Including Repeaters)		1st Time PN Candidates	1st Time PN Candidates	All PN Takers (Including Repeaters)	<small>1 Percentage of 1st time RN candidates who passed the NCLEX.                      2 Percentage of all RN candidates who passed the NCLEX regardless of times taking the test. This is percentage is only calculated for schools who did not meet the standard of 1st time takers.                      3 PN Candidates receiving a certificate of completion from a RN school to take the PN NCLEX.                      4 Percentage of 1st time PN candidates who passed the NCLEX.                      5 Percentage of all RN candidates who passed the NCLEX regardless of times taking the test. This is percentage is only calculated for schools who did not meet the standard of 1st time takers.</small>
		2017	2017	2017		2017	2017	2017	
		Number Individuals	% Passed <sup>1</sup>	% Passed <sup>2</sup>		Number Individuals <sup>3</sup>	% Passed <sup>4</sup>	% Passed <sup>5</sup>	
Herzing College - Madison	#Passed	50							
US50405500	#Cand	84	59.52	76.0					
					# Passed	11			
US50102000					# Cand	11	100.00		
Lakeshore Tech College	# Passed	51							
US50407600	# Cand	55	92.73						
					# Passed	32			
US50109800					# Cand	33	96.97		
Madison Area Tech College	# Passed	149							
US50407900	# Cand	174	85.63						
					# Passed	62			
US50105600					# Cand	62	100.00		
Maranatha Baptist Bible Col.	#Passed	11							
US50500100	# Cand	11	100.00						
Marian University	# Passed	69							
US50503900	# Cand	89	77.53	95.0					
Marquette University	# Passed	146							
US50509000	# Cand	159	91.82						
Mid State Tech College	# Passed	56							
US50400000	# Cand	60	93.33						

Jan-Jun

Per Mountain Measures 2018  
 RN # passed 48  
 # cand - 49 = 97.96%

Stand alone program (new)  
 PN # passed 7  
 # cand. - 7 = 100%

(1 candidate has not taken - no results yet)

LAKESHORE TECHNICAL COLLEGE  
 PRACTICAL NURSING PROGRAM  
 SYSTEMATIC EVALUATION PLAN

End-of-program Student Learning Outcomes and Program Outcomes (EOPSLO)					
PLAN				IMPLEMENTATION	
Component	Assessment Method(s)	Expected Level of Achievement	Frequency of Assessment	Result of Data Collection and Analysis Including actual level(s) of Achievement	Actions For Program Development, Maintenance, or Revision
<b>EOPSLO #1</b> Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence based practice.	Students will take the HESI Fundamentals exam at the end of Introduction to Clinical	80% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area of NLN Educational Competency "Professional Identity	Biannually in May of odd years (2019)	100% of the students scored at or above the acceptable level (850).	ELA met. Continue to monitor.

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

	Students will assess the core ability of "Responsible and Professional Workplace Behavior" by the end of the semester in Nursing Fundamentals.	80% of students will meet the core ability of "Responsible and Professional Workplace Behavior" by the end of the semester in Nursing Fundamentals.	Biannually in August of odd years (2019)	100% of students met this core ability in Nursing Fundamentals.	ELA met. Will continue to monitor.
	A minimum of 10 questions will be linked to EOPSLO#1 on the final exam for Nursing Health Alterations	80% of students will score 80% or higher on test items linked to EOPSLO #1	Biannually in May of odd years (2019)	25% of the students scored 80% or higher on test items linked to EOPSLO #1.	PN cohort consisted of 8 students. Difficult to determine validity of results based on such a small number. Faculty reworded the exams to most closely mirror NCLEX style format and will deploy this exam in Spring 2019. Nursing program has also implemented a test revision policy to determine the validity and reliability of test items. This was instituted in FA 18.

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

<p><b>EOPSLO #2</b> Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.</p>	<p>Students will take the HESI PN Exit Exam at the end of Health Promotions.</p>	<p>80% of the students score at an acceptable level (850) or above on the HESI PN Exit exam in area of Nursing Concepts "Communication"</p>	<p>Biannually in May of even years (2020)</p>	<p>75% of the students scored at or above the acceptable level of the HESI Fundamentals Exam in the area of Nursing Concepts "Communications"</p>	<p>ELA not met. Due to small number of students in the cohort (8) it is difficult to determine validity of results. Will continue to monitor.</p>
	<p>Students will assess their core ability of "Communicates Effectively" in Health Promotions.</p>	<p>80% of students will meet the core ability of "Communicates Effectively" in Health Promotions by the end of spring semester</p>	<p>Biannually in May of even years (2020)</p>	<p>100% of students met the core ability of "communicates effectively."</p>	<p>ELA met. Will continue to monitor.</p>

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

	Students will complete the Process Recording assignment in Clinical Care Across the Lifespan	80% of students will achieve an 80% or higher on the Process Recording assignment in Clinical Care Across the Lifespan	Biannually in May of even years (2020)	100% of students received a score of at least 80% in the Process Recording assignment.	ELA met. Will continue to monitor.
<b>EOPSLO #3</b> Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making.	Students will take the HESI PN Exit exam at the end of Health Promotions	80% of the students score at an acceptable level (850) or above on the HESI PN Exit exam in area of NLN Educational Competencies "Nursing Judgment"	Annually in May of odd years (2019)	67% of the students scored at acceptable level or above on the HESI Fundamentals Exam in the area of NLN Educational Competencies "Nursing Judgment"	ELA not met. Due to small number of students in the cohort (8) it is difficult to determine validity of results. Will continue to monitor another year.

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

	Students will take a dosage calculation exam in Intro to Clinical Care Management.	80% of the students will score 80% or higher on the dosage calculation exam in Intro to Clinical Care Management	Biannually in May of odd years (2019)	87.5% of students scored 80% or higher on the dosage calculation exam in Intro to Clinical Care Management	ELA met. Will continue to monitor. Faculty has revised the calculation exam to reflect the NCSBN guidelines for math NCLEX test items.
	A minimum of 10 test items for the Pharmacology final exam will be linked to EOPSLO #3	80% of students will score 80% or higher on the items linked to EOPSLO #3 in the Pharmacology final exam	Biannually in January of odd years (2019)	Test items for Pharmacology will be linked to test items starting in fall 2018	Plan to use test items linked to this EOPSLO using EAC Visual Nursing Pharmacology in fall semester as third method of assessment.

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

<p><b>EOPSLO #4</b> Provide patient centered care under supervision by participating in the nursing process across diverse populations and health care settings</p>	<p>Students score will take the HESI Fundamentals exam at the end of Intro to Clinical</p>	<p>80% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area Nursing Process "Assessment"</p>	<p>Biannually in January of even years (2020)</p>	<p>60% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area Nursing Process "Assessment"</p>	<p>ELA not met. Faculty have made revisions to Skills course which covers assessment to include more case studies. Have extended time in Skills lab to increase amount of practice time available to students. Have added academic support staff to assist students in learning assessment skills.</p>
	<p>Students will take the HESI PN Exit exam at the end of Intro to Clinical</p>	<p>80% of the students score at an acceptable level (850) or above on the HESI PN Exit exam in area Nursing Process "Implementation"</p>	<p>Biannually in May of even years (2020).</p>	<p>87.5% of the students scored an acceptable level (850) or above on the HESI PN Exit exam in the area of Nursing Process "Implementation"</p>	<p>ELA met. Will continue to monitor.</p>

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

	Students will assess the core ability of "Respect and Appreciate Diversity" in Clinical Care Across the Lifespan	80% of the student will meet the core ability of "Respect and Appreciate Diversity" in Clinical Care Across the Lifespan	Biannually in May of even years (2020)	100% of the students have met the core ability.	ELA met. Continue to monitor.
<b>EOPSLO #5</b> Minimize risk of harm to patients, providers, and self through safe individual performance and participation in system effectiveness.	Students will take the HESI Fundamentals exam at the end of Intro to Clinical	80% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area of Client Needs "Safety and Infection Control"	Biannually in January of odd years (2019)	92% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area of Client Needs "Safety and Infection Control"	ELA met. Will continue to monitor

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

	Students will take the HESI PN Exit exam at the end of Health Promotions	80% of students score at an acceptable level (850) or above on HESI PN Exit exam in the area of Client Needs "Safety and Infection Control"	Biannually in January of odd years (2019)	62% of the students scored at an acceptable level (850) or above on the HESI Fundamentals exam in the area of Client Needs "Safety and Infection Control"	ELA not met. Due to small cohort size (8) Will continue to monitor for another year.
	A minimum of 10 test questions will be linked to EOPSLO #5 in the final exam for Nursing Health Alterations	80% of students will score an 80% or higher on test items linked to EOPSLO #5 in the final exam for Nursing Health Alterations	Biannually in May of odd years (2019)	25% of students scored 80% or higher on test items linked to EOPSLO #5 in the final exam for Nursing Health Alterations	PN cohort consisted of 8 students. Difficult to determine validity of results based on such a small number. Faculty reworded the exams to most closely mirror NCLEX style format and will deploy this exam in Spring 2019. Nursing program has also implemented a test revision policy to determine the validity and reliability of test items. This was instituted in FA 18.

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

<p><b>EOPSLO #6</b> Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan.</p>	<p>Students will take the HESI Fundamentals exam at the end of Intro to Clinical</p>	<p>80% of the students score at an acceptable level (850) or above on the HESI Fundamentals exam in area of Nursing Concepts "Collaboration- Managing Care"</p>	<p>Biannually in May of even years</p>	<p>33% of the students score at an acceptable level (850) or above on HESI Fundamentals exam at the end of Intro to Clinical.</p>	<p>ELA not met. Students receive most of the information on management of care in second semester theory course and practice this in their clinical courses by managing 2 to 6 residents. Dietician and respiratory therapist meet with the students in the clinical setting to discuss their roles. Need to develop multidisciplinary team members into simulation since students do not encounter them in their evening clinical courses. HESI PN exam results for "Collaboration-managing care" increased to 75% of students scored at acceptable level or above. Will continue to monitor.</p>
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**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

<p><b>EOPSLO #6</b> Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan (cont.)</p>	<p>Students will assess the core ability of “Work Cooperatively” in Clinical Care Across the Lifespan</p>	<p>80% of students will meet the core ability of “Work Cooperatively” in Clinical Care Across the Lifespan</p>	<p>Annually in spring semester</p>	<p>100% of students were able to meet this core ability.</p>	<p>ELA met. Will continue to monitor.</p>
	<p>A minimum of 10 test questions on the final exam for Nursing Health Alterations will be linked to EOPSLO #6</p>	<p>80% of students will score 80% or higher on test questions linked to EOPSLO #6 on final exam in Health Alterations</p>	<p>Biannually in May of even years (2020)</p>	<p>75% of students scored 80% or higher on test items linked to EOPSLO #6 on final exam in Health Alterations.</p>	<p>ELA not met. Due to small number of students in cohort, will continue to monitor.</p>
<p><b>EOPSLO #7</b> Use information and technology to communicate, manage data, mitigate error, and assist with decision making</p>	<p>Students will take the HESI Fundamentals exam at the end of Intro to Clinical</p>	<p>80% of students will score at or above the acceptable level (850) in the HESI Fundamentals subcategory of Nursing Concepts “Informatics-Technology”</p>	<p>Biannually in May of odd years (2019)</p>	<p>58% of students scored at or above the acceptable level in the HESI subcategory of Nursing Concepts “Informatics-Technology” in HESI Fundamentals Exam</p>	<p>ELA not met. Plans are to include more information on this topic in Health Alterations and add questions to the course exams to assess the student’s knowledge prior to the HESI PN Exit Exam in SPR 19.</p>

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PRACTICAL NURSING PROGRAM**

	Students will assess the core ability of “Integrate Technology” in Nursing Pharmacology.	80% of the students will meet the core ability of “Integrate Technology” in Nursing Pharmacology.	Biannually in January of odd years (2019)	90% of students were able to meet the core ability.	ELA met. Will continue to monitor.
	A minimum of 10 questions will be linked to EOPSLO #7 in final exam of Nursing Health Alterations.	80% of students will score at least 80% on test items linked to #EOPSLO #7 on final exam in Nursing Health Alterations	Biannually in May of odd years (2019)	Plan to start in Spring 2019.	Plan to use test items linked to this EOPSLO using EAC Visual (which will be available Fall 2018) in Nursing Health Alterations as third assessment method.
	80% of students will successfully demonstrate the clinical course competencies (which are identical to the EOPSLO’s) for each clinical course.	80%	Annually in May	100% of students were able to demonstrate the clinical course competencies.	At this point ELA is met. One student was unsuccessful in clinical due to separate course assignment scores (i.e. care plans, communication assignment, etc.) but was able to demonstrate the EOPSLOs during

**LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM**

					patient care. Continue to monitor.
<b>Licensure Exam Pass Rate</b> <i>NCLEX**</i>	Based on State Board of Nursing Information.	80% of PN graduates pass NCLEX PN on the first attempt.	Annually in October	100% of PN graduates passed NCLEX PN on first attempt.	ELA met. Continue to monitor.
<b>Program Completion Rates</b>	Compare number of students who complete the program to the number of students in the Practical Nursing program at the beginning of the Nursing Skills course. Students will graduate within two (2) semesters.	70% of students completed the PN program within 3 semesters.  ELA Rationale: Same as ADN	Annually in May	53% completion rate at end of first semester due student failures/incompletion due to family and health concerns.	Will not be able to meet the ELA. One student not able to pass Nursing Skills class due to rigor of course and family/work demands. Student was encouraged to repeat course but student is now enrolled in MA class which she states is better "fit" for her at this time. One student was not able to complete due to complications from her pregnancy. Returned to program in fall 2018. Another student dropped out of program stating she had family concerns. Student did not respond to instructor

LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM

					<p>or program counselor when she was contacted and encouraged to take the course again.</p> <p>Pharmacology is the course with highest attrition. Course instructor and Associate Dean met weekly to monitor students' progress throughout semester to develop means to provide academic support to the students. Newly hired PN instructor joined meetings starting the end of October.</p> <p>Course Statistics:</p> <ol style="list-style-type: none"> <li>1. Section offered             <ol style="list-style-type: none"> <li>a. 13 enrolled</li> <li>b. 2 withdrew</li> <li>c. 7 passed</li> <li>d. 4 did not meet the 80% exam average to pass</li> </ol> </li> </ol>
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LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM

					<p>e. 63.6% pass rate of those completing</p> <p>f. 53.8% pass rate of those enrolled</p> <p>2. <u>Test Blueprint</u>  <u>Identify the development or any modification of test blueprint for each learning plan/final exam. Discuss changes to test blueprint and rationale for the change:</u></p> <ul style="list-style-type: none"> <li>Initially, all course exams, quizzes, practice exams, unit exams, and the final were modeled after the ADN pharmacology course. After the first exam, it was noted that the quizzes, practice exams, and unit exams included duplicate questions.</li> </ul>
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LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM

					<p>New questions created to cover the content and duplicate questions were eliminated. In addition, minimally one math question was included in each of the subsequent exams.</p> <p><u>Test analysis</u></p> <p>1. Test analysis was conducted on each exam utilizing Blackboard's EAC Visual data. Based on the item analysis, test questions were nullified if p-value was statistically less than 40%. If the exam item had a p-value of 50% but the point biserial was negative the exam question was nullified. Partial credit was granted for any questions with multiple components</p>
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LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM

					<p>assigned multiple points. To achieve alignment with course objectives the new PN instructor audited the course to: review the course material being presented in the class lecture; review each exam for congruency of materials being presented and tested; review alignment of each exam question to course objectives</p> <p><u>Plan was developed to improve exam pass rates &lt; 80% during the fall of 2017:</u></p> <p>Study Group: All students were encouraged to participate in weekly study groups to enhance their understanding of the course materials. Only one of the students who was not</p>
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LAKESHORE TECHNICAL COLLEGE  
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					<p>successful in the course attended. Faculty offered to work with individual's schedules to provide tutoring on a weekly basis. Students who failed did not take advantage of this opportunity.</p> <p>Exam Review: Students were encouraged to meet with the instructor to review the module exam prior to taking the next module exam. The students could review the exam either before or after class or set up an appointment with the instructor. Only one student who failed took advantage of this option.</p> <p>Exam Aid: An exam aid in the form of one 3X5 note card was</p>
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LAKESHORE TECHNICAL COLLEGE  
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					<p>allowed for all the computerized proctored exams as well as the face to face proctored final exam.</p> <p>Fall 2017 semester issues:  <u>New Instructor</u>            New course instructor was assigned 2 weeks prior to start of the course due to unexpected events. Newly hired PN instructor joined the course as academic support staff in middle of October.</p> <p><u>New schedule/time of delivery</u>            Schedule and time of delivery of course unchanged but required reading and pre-course work was expected prior to the face to face class. Additionally, all exams were expected to be</p>
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LAKESHORE TECHNICAL COLLEGE  
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					<p>taken outside of allotted class time to devote the full class time to course delivery.</p> <p><u>New grading plan</u> No changes in grading plan, however students who did not score the required 80% on their cumulative exam grades were given the opportunity to take a second final exam. Four students chose this option. All four students scored less than the original final score. These students will be able to repeat the course in the fall semester 2018.</p> <p><u>New Assignments:</u> Tools to complete medications sheets were provided and encouraged but use was optional.</p>
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LAKESHORE TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM

					<ul style="list-style-type: none"> <li>• Fall 2018 course changes planned:             <ol style="list-style-type: none"> <li>1. <u>New instructor</u> PN instructor who functioned as Academic Specialist will be the course instructor for in Fall 2018. Academic Specialist will be available for study groups and tutoring</li> <li>2. <u>New schedule/time of delivery</u> Schedule and time of delivery of course is unchanged but exams will be completed during class time. No outside testing is required.</li> <li>3. <u>New grading plan:</u> Grading plan will remain the same but Mandatory Academic Coaching will be required for students who do not pass an</li> </ol> </li> </ul>
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**LAKESHORE TECHNICAL COLLEGE  
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					<p>exam or who are repeating the course. Academic specialist may meet with students on line using Blackboard Collaborate if students are not able to meet on campus due to scheduling difficulties.</p> <p>4. <u>Changes in assignments or assessments</u>: Students will be required to complete medication sheets per learning plan and schedule</p>
<b>Job Placement Rate</b>	Compile the results of the Graduate Satisfaction Survey.	<p>ELA: 80%</p> <p>ELA Rationale: Same as ADN</p>	Annually in November	No graduates until May 2018	Data will be available in November 2018

\*Most recent annual licensure examination pass rate will be at least 80% for all first-time test takers during the same 12-month period.

## AGENDA REQUEST FORM

<b>1) Name and Title of Person Submitting the Request:</b> Sharon Henes Administrative Rules Coordinator		<b>2) Date When Request Submitted:</b> 26 October 2018 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
<b>3) Name of Board, Committee, Council, Sections:</b> Board of Nursing			
<b>4) Meeting Date:</b> 8 November 2018	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Legislative and Administrative Rule Matters 1. Act 108 Report – Review of chapters N 2 and 4 2. Updates on Legislation and Pending or Possible Rulemaking Projects	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>			
<b>11) Authorization</b>			
<i>Sharon Henes</i>		<i>10/26/18</i>	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## Chapter N 2

### LICENSURE

#### Subchapter I — Authority; Definitions

- N 2.01 Authority.  
N 2.02 Definitions.

#### Subchapter II — Licensure By Examination

- N 2.10 Qualifications for licensure.  
N 2.11 Application procedure for applicants from board-approved schools.  
N 2.12 Application procedure for applicants from comparable schools.

#### Subchapter III — Licensure by Endorsement

- N 2.20 Endorsement of an applicant from a nurse licensure compact state.  
N 2.21 Endorsement of an applicant from another U.S. state, territory or Canada.

#### Subchapter IV — Temporary Permits

- N 2.30 Definitions.  
N 2.31 Application.  
N 2.32 Title.  
N 2.33 Supervision.  
N 2.34 Duration.  
N 2.35 Renewal.  
N 2.36 Denial or revocation.

#### Subchapter V — Renewal

- N 2.40 Renewal.  
N 2.41 Reinstatement.

**Note:** Chapter N 4 as it existed on July 31, 1981 was repealed and a new chapter N 4 was created effective August 1, 1981. Chapter N 4 as it existed on March 31, 1984 was repealed and a new chapter N 2 was created effective April 1, 1984. Chapter N 2 as it existed on July 31, 2014 was repealed and a new chapter N 2 was created effective August 1, 2014.

#### Subchapter I — Authority; Definitions

**N 2.01 Authority. (1)** This chapter is adopted pursuant to authority of ss. 15.08, 227.11, and 441.01 (3), Stats.

**History:** Cr. Register, March, 1984, No. 339, eff. 4-1-84; am. (2), Register, May, 1990, No. 413, eff. 5-1-90; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1990, No. 413, eff. 6-1-90; CR 14-002: r. and recr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.02 Definitions.** As used in this chapter:

- (1) “Board” means board of nursing.  
(2) “Board-approved school” means any of the following:  
(a) A school in Wisconsin which has been approved by the board or the board has granted authorization to admit students under ch. N 1.  
(b) A school which participates in the electronic application process.  
(3) “Certificate of approval” means the verification from a school of nursing that the applicant has been approved to take the NCLEX prior to receiving a diploma in practical nursing or professional nursing.  
(4) “Certificate of completion” means the verification from a school of nursing that the applicant has completed the portion of the program equivalent to a diploma in practical nursing or professional nursing.  
(5) “Comparable school” means any of the following:  
(a) A school holding nursing accreditation by a board-recognized nursing accreditation organization.  
(b) A school located in the United States approved by the board of nursing for that jurisdiction.  
(c) A school located in a U.S. territory or a province of Canada which is approved by the board of nursing for that jurisdiction and meets the standards of the Wisconsin board of nursing.  
(6) “Department” means the department of safety and professional services.  
(7) “Direct supervision” means immediate availability to coordinate, direct and inspect the practice of another.  
(8) “LPN” means licensed practical nurse.  
(9) “NCLEX” means national council licensure examination  
(10) “RN” means registered nurse.

**History:** Cr. Register, March, 1984, No. 339, eff. 4-1-84; renum. (1), (2), (4) to (6) to be (2), (1), (5), (6) and (4) and am. (2), (4) and (5) am. (3), Register, May, 1990, No. 413, eff. 6-1-90; CR 01-049: am. (2), cr. (5m), Register October 2001 No. 550, eff. 11-1-01; correction in (3) made under s. 13.92 (4) (b) 6., Stats., Register November 2011 No. 671; CR 14-002: r. and recr. Register July 2014 No. 703, eff. 8-1-14.

#### Subchapter II — Licensure By Examination

**N 2.10 Qualifications for licensure. (1)** REGISTERED NURSE APPLICANTS. An applicant is eligible for licensure as a registered nurse if the applicant complies with all of the following requirements:

- (a) Graduates from a high school or its equivalent.  
(b) Does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, Stats.  
(c) Graduates from any of the following:  
1. A board-approved school of professional nursing.  
2. A comparable school of professional nursing.  
(d) In lieu of meeting the requirement in par. (c), evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation.  
(e) Passes the NCLEX.

**(2)** LICENSED PRACTICAL NURSE APPLICANTS. An applicant is eligible for licensure if the applicant meets all of the following requirements:

- (a) Completed two years of high school or its equivalent.  
(b) Is 18 years or older.  
(c) Does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335.  
(d) Graduates from any of the following:  
1. A board-approved school of practical nursing.  
2. A comparable school of practical nursing.  
(e) In lieu of meeting the requirement in par. (d), evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation.  
(f) Passes the NCLEX.

**History:** CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14; correction in (2) (intro.) made under s. 35.17, Stats., Register July 2014 No. 703.

**N 2.11 Application procedure for applicants from board-approved schools. (1)** Each applicant from a board-approved school shall complete and submit an application by the electronic application process or on forms provided by the department and shall pay the fee.

**(2)** The educational administrator or designee for a school of professional nursing or practical nursing shall submit any of the following:

- (a) Via the electronic application process a verification that the applicant has graduated or received a certificate of completion.  
(b) A certification of graduation or completion to the department.

**(3)** (a) The examination accepted by the board is the NCLEX.

(b) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of any of the following:

1. Certificate of approval.
2. Graduation.
3. Certificate of completion.

(c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time the notice of eligibility is received by the applicant.

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. N 7, shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

**History:** CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14; correction to (3) (title) and renumbering (3) made under s. 13.92 (4) (b) 1. and 2., Stats., Register July 2014 No. 703.

**N 2.12 Application procedure for applicants from comparable schools.** (1) Each applicant from a comparable school shall complete and submit an application on forms provided by the department.

(2) The school of professional nursing or practical nursing shall forward directly to the department, official transcripts of nursing education for applicants who graduated from the school. If the applicant graduated from a school of professional nursing or practical nursing from a U.S. territory or outside the United States, the applicant shall submit any of the following:

(a) For a professional nursing applicant, a valid certificate issued by the commission on graduates of foreign nursing schools or another board-approved entity which evaluates education.

(b) For a practical nursing applicant, a credential evaluation service academic report and demonstration of passing a board accepted language proficiency exam.

(3) (a) The examination accepted by the board is the NCLEX.

(b) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of any of the following:

1. Certificate of approval.
2. Graduation.

(c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time the notice of eligibility is received by the applicant.

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. N 7, shall provide the board with

all related information regarding the act necessary for the board to make a determination on the application for licensure.

**History:** CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14; correction to (3) (title) and renumbering (3) made under s. 13.92 (4) (b) 1. and 2., Stats., Register July 2014 No. 703.

### Subchapter III — Licensure by Endorsement

**N 2.20 Endorsement of an applicant from a nurse licensure compact state.** (1) A current license from a state which has adopted the nurse licensure compact under s. 441.50, Stats., is considered to have met educational and other qualifications comparable to those required in this state.

(2) An applicant from a nurse licensure compact state shall file a completed application, declare Wisconsin as the primary state of residence, and pay the applicable fee.

(3) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board with all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relates to the practice of nursing.

(4) An applicant who has committed any act, which would be subject to discipline under ch. N 7, shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

(5) An applicant who has a nursing license encumbered by adverse action shall provide the board with all related information necessary to determine whether the board deems the action taken to warrant a denial in Wisconsin. Any license issued to an applicant with an encumbered nursing license elsewhere shall be a single state license to practice in the state of Wisconsin.

**History:** CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.21 Endorsement of an applicant from another U.S. state, territory or Canada.** (1) (a) A license from a U.S. state that has not adopted the nurse licensure compact under s. 441.50, Stats., a U.S. territory or Canada is considered to have met educational and other qualifications comparable to those required in this state provided the requirements of the initial license included all of the following:

1. Graduation from a school approved by the board in the jurisdiction of initial licensure or had education the board in the jurisdiction of initial licensure deemed to be comparable to a school that board approves.

2. Passage of the NCLEX.

(b) An applicant, whose initial license from another U.S. state, territory or Canada does not meet the requirements in par. (a), shall submit all of the following to the board to assist the board in determining whether the qualifications are comparable:

1. Evidence of educational qualifications.

2. Evidence of passing the NCLEX or other nursing licensure examination.

(2) An applicant shall submit a completed application and pay the applicable fee. The application shall include the following:

(a) Verification of licensure from the state, territory or province in which the original license by examination was issued and the state, territory or province in which the current, active license was issued.

(b) Documentation of employment history.

(c) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board with all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(d) An applicant who has a license encumbered by adverse action shall provide the board will all related information neces-

sary to determine whether the board deems the action taken to warrant a denial in Wisconsin.

(e) An applicant who has been terminated from any employment related to nursing shall provide the board with all related information necessary to determine current competency.

(f) An applicant who has committed any act, which would be subject to discipline under ch. N 7, shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

(3) An applicant who does not have current nursing education or been employed in a position that requires a nursing license within the last 5 years may apply to the board for a limited license to enable the applicant to complete a nursing refresher course approved by the board. Upon successful completion of an approved nursing refresher course, the license holder may petition the board for full licensure.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

### Subchapter IV — Temporary Permits

**N 2.30 Definitions.** In this subchapter:

(1) “G.N.” means graduate nurse.

(2) “G.P.N.” means graduate practical nurse.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.31 Application.** A nurse who has graduated from a board-approved school or comparable school or granted a certificate of completion by a board-approved school may be granted a temporary permit. An applicant shall submit a completed application and pay the applicable fee. The application shall include any of the following:

(1) Verification from a board-approved school via the electronic application process that the applicant has graduated or received a certificate of completion.

(2) A certification of graduation or completion from a board-approved school.

(3) An official transcript of nursing education submitted by the school of professional nursing or practical nursing directly to the department.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.32 Title. (1)** A registered nurse applicant for licensure by exam who is granted a temporary permit may use the title “graduate nurse” or the letters “G.N.”

(2) A practical nurse applicant for licensure by exam who is granted a temporary permit may use the title “graduate practical nurse” or the letters “G.P.N.”

(3) A registered nurse or practical nurse for licensure by endorsement who is granted a temporary permit may use the title “registered nurse” or “licensed practical nurse.”

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.33 Supervision. (1)** Except as provided in sub. (2), the holder of a temporary permit shall practice only under the direct supervision of a registered nurse.

(2) A holder of a temporary permit who is currently licensed as a registered nurse or practical nurse in another jurisdiction may practice without the direct supervision of a registered nurse.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.34 Duration.** The temporary permit is valid for a period of 3 months or until the holder receives notification of failing the NCLEX, whichever occurs first. Practice under temporary permits, including renewals under s. N 2.35, may not exceed 6 months total duration.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.35 Renewal. (1)** A temporary permit for a registered nurse or practical nurse may be renewed once by completing an

application, completing a nursing workforce survey and payment of applicable fees.

(2) Subsequent renewals may be granted in hardship cases including illness, family illness or death, accident, natural disaster or delay of verification from another state. The board shall consider each application for renewal under this subsection individually on its merits, and the board may grant a renewal as deemed appropriate.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

**N 2.36 Denial or revocation.** A temporary permit may be denied or revoked for the following:

(1) Providing fraudulent information on an application for licensure.

(2) Misrepresentation of being an R.N., G.N., L.P.N. or G.P.N. without holding a valid temporary permit.

(3) Violation of any of the rules of conduct set forth in ch. N 7.

History: CR 14-002: cr. Register July 2014 No. 703, eff. 8-1-14.

### Subchapter V — Renewal

**N 2.40 Renewal. (1) GENERAL.** A person with an expired credential may not reapply for a credential using the initial application process.

(2) **RENEWAL WITHIN 5 YEARS.** A person renewing the credential within 5 years shall do all of the following:

(a) Pay the renewal fee as determined by the department under s. 440.03 (9) (a), Stats., and any applicable late renewal fee.

(b) Pay a nursing workforce survey fee.

(c) Complete the nursing workforce survey to the satisfaction of the board.

(3) **RENEWAL AFTER 5 YEARS.** This subsection does not apply to credential holders who have unmet disciplinary requirements or whose credential has been surrendered or revoked. A person renewing the credential after 5 years shall do all of the following:

(a) Pay the renewal fee as determined by the department under s. 440.03 (9) (a), Stats., and the late renewal fee.

(b) Pay a nursing workforce survey fee.

(c) Complete the nursing workforce survey to the satisfaction of the board.

(d) Meet one of the following requirements:

1. Documentation of employment requiring a nursing license within the last five years.

2. Completion of a board approved nursing refresher course or education equivalent to a nursing refresher course. A nursing refresher course requires a limited license for the purpose of completing the clinical component of the course.

Note: The licensee may request the Board grant a limited license for the sole purpose of completing a nurse refresher course.

History: CR 15-099: cr. Register August 2016 No. 728, eff. 9-1-16.

**N 2.41 Reinstatement.** A credential holder who has unmet disciplinary requirements and failed to renew the credential within 5 years or whose credential has been surrendered or revoked may apply to have the credential reinstated in accordance with all of the following:

(1) Evidence of completion of the requirements in s. N 2.40 (3) if the license has not been active within 5 years.

(2) Evidence of completion of the disciplinary requirements, if applicable.

(3) Evidence of rehabilitation or change in circumstances warranting reinstatement.

(4) A revoked license may not be reinstated earlier than one year following revocation. This subsection does not apply to a license that is revoked under s. 440.12, Stats.

History: CR 15-099: cr. Register August 2016 No. 728, eff. 9-1-16.

## Chapter N 4

### LICENSURE OF NURSE–MIDWIVES

N 4.01 Authority and intent.

N 4.02 Definitions.

N 4.03 Qualifications for licensure.

N 4.04 Application procedures for licensure.

N 4.05 Temporary permits.

N 4.06 Scope of practice.

N 4.07 Limitations on the scope of practice.

N 4.08 Licensure and exception.

N 4.09 Health care facilities where practice shall occur.

N 4.10 Malpractice insurance coverage.

**Note:** Chapter N 6 as it existed on September 30, 1985 was renumbered Chapter N 4, effective October 1, 1985.

**N 4.01 Authority and intent. (1)** The rules in this chapter are adopted pursuant to authority of ss. 15.08 (5), 227.11 and 441.15, Stats.

**(2)** The intent of the board of nursing in adopting rules in this chapter, interpreting s. 441.15, Stats., is to specify the requirements for obtaining licensure as a nurse–midwife; the scope of practice of nurse–midwifery; the types of facilities in which such practice may occur; and malpractice insurance requirements for nurse–midwives.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; am. (2), Register, May, 1990, No. 413, eff. 6–1–90; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, May, 1990, No. 413; CR 03–009: am. (2), Register November 2003 No. 575, eff. 12–1–03.

**N 4.02 Definitions.** As used in this chapter:

**(1)** “Board” means board of nursing.

**(2)** “Bureau” means bureau of health service professions within the department of safety and professional services, located at 1400 East Washington Avenue, Madison, Wisconsin.

**(2m)** “Collaboration” has the meaning specified in s. 441.15 (1) (a), Stats.

**(4)** “Complications” means those conditions which jeopardized the health or life of the patient and which deviate from normal as defined in the written agreement consistent with the standards of practice of the American College of Nurse–Midwives.

**(5)** “Direct supervision” means immediate availability to continually coordinate, direct and inspect at first hand the practice of another.

**(5m)** “Nurse–midwife” means a nurse–midwife licensed by the board.

**(6)** “Written agreement” means an agreement between the collaborating physician and the nurse–midwife which is permanently recorded, dated and signed by both parties, is available for inspection upon reasonable request, and consists of at least the following: framework of mutually approved guidelines including conditions of collaboration and referral.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; cr. (8), Register, September, 1985, No. 357, eff. 10–1–85; am. (2), (6) and (8), Register, May, 1990, No. 413, eff. 6–1–90; CR 03–009: renum. (3), (4) and (8) to be (4), (6) and (5) and am. (4) and (6), cr. (2m), r. (5) and (7), correction made under s. 13.93 (2m) (b) 1., Stats., Register November 2003 No. 575; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register February 2012 No. 674.

**N 4.03 Qualifications for licensure.** An applicant for licensure as a nurse–midwife shall be granted licensure by the board, provided that the applicant meets all of the following:

**(1)** Has completed an educational program in nurse–midwifery accredited by the American College of Nurse–Midwives.

**(2)** Holds a certificate issued by the American College of Nurse–Midwives or the American College of Nurse–Midwives Certification Council.

**(3)** Is currently licensed to practice as a professional nurse in Wisconsin, or is currently licensed to practice professional nursing in another state which has adopted the nurse licensure compact.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; am. (intro.) and (3), Register, May, 1990, No. 413, eff. 6–1–90; CR 01–046: am. (3), Register October 2001 No. 550, eff. 11–1–01; CR 03–009: am. (intro.), (1) and (2) Register November 2003 No. 575, eff. 12–1–2003.

**N 4.04 Application procedures for licensure. (1)** An applicant for licensure to practice as a nurse–midwife shall file a completed, notarized application on a form provided by the bureau. The application shall include all of the following:

(a) Signature of the applicant.

(b) Fee specified under s. 440.05 (1), Stats.

(c) Evidence of completion of an educational program in nurse–midwifery approved by the American College of Nurse–Midwives and evidence of certification as a nurse–midwife from the American College of Nurse–Midwives or the American College of Nurse–Midwives Certification Council.

(d) Identification of current licensure as a professional nurse in Wisconsin or of current licensure in another state which has adopted the nurse licensure compact, including the license number and renewal information.

**(2)** A separate license shall be issued by the board for the practice of nurse–midwifery.

**(3)** Renewal of a license to practice nurse–midwifery shall be conducted as a separate procedure from the renewal of the nurse’s license as a professional nurse.

**(4)** The applicant for renewal shall inform the board whether the certificate issued to him or her by the American College of Nurse–Midwives or the American College of Nurse–Midwives Certification Council has been revoked or suspended.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; am. (1) (intro.), (c) and (d) and (3), Register, May, 1990, No. 413, eff. 6–1–90; CR 01–046: am. (1) (d) and (3), cr. (4), Register October 2001 No. 550, eff. 11–1–01; CR 03–009: am. (1) (intro.), (a) to (c) and (4) Register November 2003 No. 575, eff. 12–1–2003.

**N 4.05 Temporary permits. (1) ELIGIBILITY.** An applicant for licensure as a nurse–midwife who has completed an educational program in nurse–midwifery approved by the American college of nurse–midwives, who is currently licensed to practice as a professional nurse in Wisconsin and who has paid the fee specified in s. 440.05 (6), Stats., may be eligible for a temporary permit to practice nurse–midwifery.

**(2) ISSUING A TEMPORARY PERMIT.** The bureau of health service professions shall issue a temporary permit to an eligible applicant within one week of the determination of eligibility.

**(3) SUPERVISION REQUIRED.** The holder of a temporary permit shall practice under the direct supervision of a nurse–midwife certified under s. 441.15, Stats., or a physician. The holder may not practice beyond the scope of practice of a nurse–midwife as set forth in s. N 4.06.

**(4) TITLE.** The holder of a valid temporary permit under this section may use the title “graduate nurse–midwife” or the letters “G.N.M.”.

**(5) DURATION.** (a) Except as provided in pars. (b) to (e), the duration of a temporary permit granted by the board is:

1. For applicants who have been granted a temporary permit to practice as a registered nurse, the period which coincides with the registered nurse temporary permit.

2. For other applicants, 6 months.

(b) The temporary permit of a candidate who is unsuccessful on the examination administered by the American College of Nurse–Midwives Certification Council is void upon receipt of the examination results by the holder and shall be returned by the holder to the board immediately. Failure to return the permit promptly shall, without further notice or process, result in a board order to revoke the permit.

(c) A temporary permit may be renewed once for a period of 3 months.

(d) A second renewal for a 3–month period may be granted in hardship cases if an affidavit is filed with the board identifying the hardship. “Hardship cases”, as used in this paragraph, includes the inability to take or complete a scheduled examination because of illness, family illness or death, accident or natural disaster or because the person is awaiting examination results.

(e) Practice under temporary permits, including renewals under pars. (c) and (d), may not exceed 12 months total duration.

(6) DENIAL. A temporary permit may be denied an applicant for any of the reasons in sub. (7) for which the board may revoke a temporary permit or for the misrepresentation of being a nurse–midwife or a graduate nurse–midwife before the granting of a permit under this section.

(7) REVOCATION. A temporary permit may, after notice and hearing, be revoked by the board for any of the following reasons:

(a) Violation of any of the rules of conduct for registered nurses in ch. N 7 or for violation of the rules governing nurse–midwives under ch. N 4.

(b) Failure to pay the required fees under s. 440.05 (6), Stats.

(c) Provision of fraudulent information on an application for licensure.

**History:** Cr. Register, September, 1985, No. 357, eff. 10–1–85; r. and recr. (5) (a), am. (1) to (3) and (6), Register, May, 1990, No. 413, eff. 6–1–90; CR 03–009: am. (5) (b) Register November 2003 No. 575, eff. 12–1–2003.

**N 4.06 Scope of practice. (1)** The scope of practice is the overall management of women’s health care, pregnancy, childbirth, postpartum care for newborns, family planning, and gynecological services consistent with the standards of practice of the American College of Nurse–Midwives and the education, training, and experience of the nurse–midwife.

(2) The nurse–midwife shall collaborate with a physician with postgraduate training in obstetrics pursuant to a written agreement with that physician.

(3) The nurse–midwife shall consult with the consulting physician regarding any complications discovered by the nurse–midwife, or refer the patient pursuant to the written agreement.

(4) Upon referral, the nurse–midwife may manage that part of the care of the patient which is appropriate to the knowledge and skills of the nurse–midwife.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; renum. from N. 6.05, Register, September, 1985, No. 357, eff. 10–1–85; CR 03–009: am. Register November 2003 No. 575, eff. 12–1–2003.

**N 4.07 Limitations on the scope of practice. (1)** The nurse–midwife shall not independently manage those complications that require referral pursuant to the written agreement.

(2) The nurse–midwife may not perform deliveries by forceps or Caesarean section. The nurse–midwife may use vacuum extractors only in emergency delivery situations.

(3) The nurse–midwife may not assume responsibilities, either by physician–delegation or otherwise, which he or she is not competent to perform by education, training or experience.

(4) Following notification of a physician as required by s. 441.15 (4), Stats., a nurse–midwife may continue to manage the delivery when complications occur if emergency measures are required and the physician has not yet arrived.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; renum. from N. 6.06, Register, September, 1985, No. 357, eff. 10–1–85; CR 03–009: am. (1) and (2) Register November 2003 No. 575, eff. 12–1–2003.

**N 4.08 Licensure and exception. (1)** No person may practice or attempt to practice nurse–midwifery or use the title or letters “Certified Nurse–Midwife” or “C.N.M.”, “Nurse–Midwife” or “N.M.”, or anything else to indicate that he or she is a nurse–midwife unless he or she is licensed under this chapter.

(2) Nothing in this chapter shall be construed either to prohibit or to require a license under this chapter for any person lawfully practicing professional nursing within the scope of a license granted under ch. 441, Stats.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; renum. from N. 6.07, Register, September, 1985, No. 357, eff. 10–1–85; am. Register, May, 1990, No. 413, eff. 6–1–90.

**N 4.09 Health care facilities where practice shall occur.** A health care facility where the practice of nurse–midwifery may occur is one that has adequate equipment and personnel for conducting and monitoring the normal scope of practice and that has available methods for referral to or communication with a higher level care facility if the need arises.

(2) Deliveries may be arranged for only in a facility which has adequate sanitation, thermal regulation, staffing, communication systems and medical back–up.

(3) The above limitations do not apply to care given in emergency circumstances.

**History:** Cr. Register, December, 1981, No. 312, eff. 1–1–82; renum. from N. 6.08, Register, September, 1985, No. 357, eff. 10–1–85.

**N 4.10 Malpractice insurance coverage. (1)** Nurse–midwives shall maintain in effect malpractice insurance evidenced by one of the following:

(a) Personal liability coverage in the amounts specified in s. 655.23 (4), Stats.

(b) Coverage under a group liability policy providing individual coverage for the nurse–midwife in the amounts set forth in s. 655.23 (4), Stats.

(2) Notwithstanding sub. (1), malpractice insurance is not required for any of the following:

(a) A federal, state, county, city, village or town employee who practices nurse–midwifery within the scope of his or her employment.

(b) A nurse–midwife who practices as an employee of the federal public health service under 42 USC 233 (g).

(c) A nurse–midwife who does not provide care for patients.

(3) A nurse–midwife shall submit to the board satisfactory evidence that he or she has in effect malpractice insurance required by sub. (1) at the time established for credential renewal under s. 440.08 (2) (a) 50., Stats.

**Note:** Forms are available from the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

**History:** Emerg. cr. eff. 11–05–02; CR 03–009: cr., Register November 2003 No. 575, eff. 12–1–2003.