



BOARD OF NURSING
Room N208, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Debra Sybell (608) 266-2112
September 17, 2019

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

8:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-6)

B. Approval of Minutes of July 11, 2019 (7-14)

C. Administrative Matters

- 1) Department, Staff and Board Updates
- 2) Board Members – Term Expiration Dates

D. Education and Examination Matters – Discussion and Consideration

- 1) **APPEARANCE – Nigel Longworth, Chief Operating Officer: Herzing University**
 - a. Request to Withdraw Application for Authorization to Plan **(15-19)**
- 2) **Chippewa Valley Technical College (20-85)**
 - a. Request for Authorization to Admit

E. APPEARANCE – Gina Bryan, Wisconsin Advanced Practice Registered Nurse Coalition: APRN Modernization Act

F. APPEARANCE – Gretchen Mrozinski, Attorney Supervisor: Division of Legal Services and Compliance (DLSC) Matters – Discussion and Consideration

- 1) Request for Guidance on Case Resolution Involving Addiction Issues, Impairment, and Diversion **(86)**

G. Nursing Education Accrediting Authorities – Discussion and Consideration

H. Nursing Forward Newsletter Planning – Discussion and Consideration (87-89)

I. Nurse Licensure Compact Update – Discussion and Consideration

J. Legislative and Administrative Rule Matters Items – Discussion and Consideration

- 1) Legislation and Pending or Possible Rulemaking Projects

K. Board of Nursing Liaison Reports – Discussion and Consideration

L. Discussion and Consideration of Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Matters
- 3) Election of Officers
- 4) Appointment of Liaisons and Alternates
- 5) Delegation of Authorities
- 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) Division of Legal Services and Compliance (DLSC) Matters
- 14) Presentations of Petitions for Summary Suspension
- 15) Petitions for Designation of Hearing Examiner
- 16) Presentation of Stipulations, Final Decisions and Orders
- 17) Presentation of Proposed Final Decisions 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 Engagements, Travel, or Public Relation Requests, and Reports

M. 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.).

N. Credentialing Matters

- 1) **Application Reviews**
 - a. Timothy Dietzen – LPN Renewal Application **(90-98)**
 - b. Joni Freeman – RN Application **(99-112)**
 - c. Kathryn Techmeier – RN Application **(113-211)**

O. Deliberation on DLSC Matters

- 1) **Administrative Warnings**
 - a. 18 NUR 085 – E.J.J. **(212-213)**
 - b. 18 NUR 093 – M.E.K. **(214-215)**
 - c. 18 NUR 258 – K.W.L. **(216-217)**
 - d. 18 NUR 306 – J.L.K. **(218-219)**
 - e. 18 NUR 549 – E.U.A. **(220-221)**
 - f. 18 NUR 690 – M.J.T. **(222-223)**

2) **Case Closings**

- a. 17 NUR 424 – P.K. **(224-227)**
- b. 17 NUR 529 – F.B. **(228-234)**
- c. 17 NUR 570 – M.K.J.P., S.B., C.B. **(235-243)**
- d. 17 NUR 601 – N.L.B. **(244-246)**
- e. 17 NUR 621 – C.J.F. **(247-249)**
- f. 17 NUR 627 – S.N.A. **(250-253)**
- g. 17 NUR 795 – E.V.R. **(254-258)**
- h. 17 NUR 801 – T.C. **(259-262)**
- i. 17 NUR 814 – J.A.M. **(263-266)**
- j. 18 NUR 018 – Unknown **(267-272)**
- k. 18 NUR 028 – D.M.H. **(273-276)**
- l. 18 NUR 051 – C.L.G. **(277-279)**
- m. 18 NUR 057 – L.A.C.H. **(280-286)**
- n. 18 NUR 070 – M.T. **(287-290)**
- o. 18 NUR 083 – L.B.W. **(291-294)**
- p. 18 NUR 100 – K.A.D. **(295-298)**
- q. 18 NUR 140 – L.R.M. **(299-303)**
- r. 18 NUR 141 – E.L.O. **(304-308)**
- s. 18 NUR 147 – L.A. **(309-312)**
- t. 18 NUR 156 – J.S. **(313-320)**
- u. 18 NUR 157 – R.A.A. **(321-327)**
- v. 18 NUR 169 – P.J.C. **(328-332)**
- w. 18 NUR 193 – V.C.S. **(333-335)**
- x. 18 NUR 199 – K.L.K. **(336-340)**
- y. 18 NUR 207 – E.L.V. **(341-343)**
- z. 18 NUR 214 – S.E.E. **(344-348)**
- aa. 18 NUR 246 – E.M. **(349-354)**
- bb. 18 NUR 280 – K.M.G. **(355-359)**
- cc. 18 NUR 311 – J.M.A. **(360-362)**
- dd. 18 NUR 327 – E.R.F. **(363-366)**
- ee. 18 NUR 338 – L.S.A. **(367-370)**
- ff. 18 NUR 375 – L.M.M. **(371-373)**
- gg. 18 NUR 376 – K.K.N. **(374-377)**
- hh. 18 NUR 404 – K.J.D. **(378-380)**
- ii. 18 NUR 497 – S.P. **(381-384)**
- jj. 18 NUR 578 – M.A.C. **(385-387)**
- kk. 18 NUR 779 – C.V.M. **(388-391)**
- ll. 19 NUR 017 – C.K.W. **(392-394)**
- mm. 19 NUR 048 – L.M.O. **(395-398)**
- nn. 19 NUR 066 – M.J.J. **(399-402)**

- 3) **Proposed Stipulations and Final Decisions and Orders**
 - a. 17 NUR 132 – Lori L. Lasee, R.N. **(403-408)**
 - b. 17 NUR 320 – Jenny L. Nowak, R.N. **(409-414)**
 - c. 17 NUR 644 – Amanda M. Gatrel, R.N. **(415-422)**
 - d. 17 NUR 763 – Anne E. Rachwal, R.N. **(423-429)**
 - e. 18 NUR 040 – Stephanie N. Bylsma, L.P.N. **(430-436)**
 - f. 18 NUR 061 – Renee E. Rosencrans, R.N. **(437-443)**
 - g. 18 NUR 069 – Holly Bowyer, R.N., A.P.N.P. **(444-450)**
 - h. 18 NUR 114 – Kristine J. Racer, R.N. **(451-456)**
 - i. 18 NUR 114 – Shelby L. Braun, R.N. **(457-462)**
 - j. 18 NUR 132 – Sharon A. Embke, R.N. **(463-469)**
 - k. 18 NUR 135 – Caressa L. Scott, L.P.N. **(470-476)**
 - l. 18 NUR 145 – Jessica N. Erby, R.N. **(477-484)**
 - m. 18 NUR 153 – Teresa L. Moran, L.P.N. **(485-490)**
 - n. 18 NUR 253 – Peter K. Lemons, R.N. **(491-497)**
 - o. 18 NUR 361 – Pamela E. Engelhart, R.N. **(498-503)**
 - p. 18 NUR 434 – Carrie A. Buchholz, R.N. **(504-512)**
 - q. 18 NUR 680 – Gabrielle Warzecha, R.N. **(513-518)**
 - r. 18 NUR 695 – Donald L. Vollmer, III, R.N. **(519-525)**
 - s. 19 NUR 083 – Andrew R. Barca, R.N. **(526-536)**
- 4) **Monitoring Matters (537-538)**
 - a. ***Monitor Jesse Benisch***
 1. Quinn Knetter, R.N. – Requesting Full Licensure **(539-560)**
 2. San-Hua Robinson, R.N. – Requesting Reduction in Screens and Reduction in AODA **(561-600)**
 3. Diane White, R.N. – Requesting Full Licensure **(601-621)**
 - b. ***Monitor Zoua Cha***
 1. Mina Cleereman, R.N. – Requesting Reinstatement of Full Licensure **(622-636)**
 2. Dean Drake, R.N. – Requesting Reinstatement of Full Licensure **(637-652)**
 3. Jeffrey Peters, R.N. – Requesting Reinstatement of Full Licensure **(653-679)**
 4. Jessica Placek, R.N. – Requesting Reinstatement of Full Licensure or Reduction in Drug and Alcohol Screens **(680-717)**
 5. Stacy Rutsch, R.N. – Requesting Termination of Direct Supervision, Termination of Treatment Requirement and Termination or Reduction in AA/NA Meetings **(718-741)**
 6. Lindsey Sears, R.N. – Requesting Full Licensure **(742-762)**
 7. Matthew Staudinger, R.N. – Requesting Reduction in Drug Screens and Termination of AA/NA Verification Logs **(763-786)**
 8. Tabitha Vanden Plas, R.N. – Requesting Reinstatement of Full Licensure **(787-814)**
 9. Jordan Waly, R.N. – Review of AODA Assessment **(815-829)**
 - c. ***Monitor Erin Graf***

1. Patricia Bolan, R.N. – Requesting Termination of Direct Supervision, Reduction in Screens and Termination of AANA Meetings **(830-857)**
2. Christina Brockhaus, R.N. – Requesting Termination of Direct Supervision, Decrease in Treatment Sessions and Reduction in Screens **(858-885)**
3. Joni Eberhardy, R.N. – Requesting Full Licensure OR Termination of Practice Limitations, Termination or Decrease in AANA Meetings and Reduction in Screens **(886-911)**
4. Lisa Halpin, L.P.N. – Requesting Full Licensure **(912-920)**
5. Anna Juckem, R.N. – Requesting Full Licensure **(921-931)**
6. Kristina Kendall, L.P.N. – Review of AODA Assessment **(932-948)**

P. Deliberation on Proposed Final Decisions and Orders

- 1) Rhonda L. Pace, L.P.N., Respondent (DHA Case Number SPS-19-0027/DLSC Case Numbers 17 NUR 655 and 18 NUR 244) **(949-963)**

Q. Deliberation on Matters Relating to Costs/Orders Fixing Costs

- 1) Mary E. Akins, R.N., Respondent (DHA Case Number SPS-18-0048/DLSC Case Number 17 NUR 001) **(964-982)**
- 2) Jill Y. Kimmes, L.P.N., Respondent (DHA Case Number SPS19-0024/DLSC Case Number 17 NUR 031) **(983-1000)**
- 3) Derek P. Steinke, R.N., Respondent (DHA Case Number SPS-18-0046/DLSC Case Number 17 NUR 034) **(1001-1024)**

R. 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) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 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

S. Consulting with Legal Counsel

- 1) Planned Parenthood of Wisconsin, Inc. v. Wisconsin Board of Nursing, Et Al; USDC, Western District of Wisconsin

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- T. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- U. Open Session Items Noticed Above Not Completed in the Initial Open Session
- V. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration
- W. Board Strategic Planning and its Mission, Vision and Values – Discussion and Consideration

ADJOURNMENT

NEXT DATE: OCTOBER 10, 2019

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, 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
JULY 11, 2019**

PRESENT: Rosemary Dolatowski, Jennifer Eklof, Peter Kallio, Lisa Pisney, Luann Skarlupka, Elizabeth Smith Houskamp, Pamela White, Emily Zentz (*excused at 3:31 p.m.*)

EXCUSED: Lillian Nolan

STAFF: Debra Sybell, Executive Director; Lauren Tobiason, Legal Counsel; Sharon Henes, Administrative Rules Coordinator; Kimberly Wood, Program Assistant Supervisor-Adv.; and other DSPS Staff

CALL TO ORDER

Peter Kallio, Chairperson, called the meeting to order at 10:04 a.m. A quorum of eight (8) members was confirmed.

ADOPTION OF THE AGENDA

Amendments to the Agenda

- Closed Session: Under item “K. Credentialing Matters; 1) Application Review” **ADD:**
 - “g. Lorna Scholtens – Registered Nurse Renewal Applicant”

MOTION: Pamela White moved, seconded by Elizabeth Smith Houskamp, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 13, 2019

MOTION: Jennifer Eklof moved, seconded by Luann Skarlupka, to approve the Minutes of June 13, 2019 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Board Members – Term Expiration Dates

MOTION: Elizabeth Smith Houskamp moved, seconded by Luann Skarlupka, to recognize and thank Lillian Nolan for her 7 years of dedicated service to the Board and State of Wisconsin. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

Lac Courte Oreilles Ojibwe Community College – Request to Admit

MOTION: Pamela White moved, seconded by Elizabeth Smith Houskamp, to acknowledge and thank Lisa Munive and Dr. Sajeetha Babu, Ed.D., of Lac Courte Oreilles Ojibwe Community College for their remote appearance before the Board. Motion carried unanimously.

MOTION: Pamela White moved, seconded by Rosemary Dolatowski, to approve the request of Lac Courte Oreilles Ojibwe Community College Lakeland University to admit students contingent upon receipt of an updated application including only qualified faculty and written agreements for clinical sites by no later than August 1, 2019. Motion carried unanimously.

Herzing University-Menomonee Falls

MOTION: Rosemary Dolatowski moved, seconded by Jennifer Eklof, to acknowledge and thank Dr. Tricia Wagner, DNP, GNP-BC and Dr. Pat Edwards, of Herzing University-Menomonee Falls for their appearance before the Board. Motion carried unanimously.

MOTION: Elizabeth Smith Houskamp moved, seconded by Emily Zentz, to grant the request of Herzing University-Menomonee Falls for authorization to plan a Nursing School contingent upon the submission of the following documentation, satisfactory to the Board, to be submitted by no later than July 18, 2019.

- Documentation of clearance and interim report due to the Higher Learning Commission on September 14, 2018 on retention, persistence and completion;
- The compliance report due to the Commission on Collegiate Nursing Education on June 1, 2018; and
- A draft of the school's notification to current and prospective students outlining the present Board of Nursing stance on approval of the application to plan and application to admit.

Motion carried unanimously.

MOTION: Pamela White moved, seconded by Luann Skarlupka, to deny the Application to Admit Students submitted by Herzing University-Menomonee Falls. The Board will review an application at a subsequent meeting. Reason for Denial: Lack of authorization to plan, self-reported noncompliance, and inaccurate and incomplete website information. Motion carried unanimously.

APPEARANCE: GINA BRYAN, WISCONSIN ADVANCED PRACTICE REGISTERED NURSE COALITION – APRN MODERNIZATION ACT

MOTION: Lisa Pisney moved, seconded by Luann Skarlupka, to acknowledge and thank Gina Bryan, Wisconsin Advanced Practice Registered Nurse Coalition, and Gina Dennick-Champion, Wisconsin Nursing Association, for their appearance before the Board. Motion carried unanimously.

CLOSED SESSION

MOTION: Luann Skarlupka moved, seconded by Pamela White, 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 warnings (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, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Rosemary Dolatowski-yes; Jennifer Eklof-yes; Peter Kallio-yes; Lisa Pisney-yes; Luann Skarlupka-yes; Elizabeth Smith Houskamp-yes; Pamela White-yes; and Emily Zentz-yes. Motion carried unanimously.

The Board convened into Closed Session at 1:25 p.m.

CREDENTIALING MATTERS

Application Reviews

Philip Jacobs Registered Nurse Applicant

MOTION: Jennifer Eklof moved, seconded by Emily Zentz, to approve the Registered Nurse Renewal application of Philip Jacobs, subject to acceptance of a Limited License for a period of at least two (2) years, and to authorize the Credentialing Liaison and Board Counsel to offer a Limited License to Philip Jacobs. Motion carried unanimously.

Christine Beckmann Licensed Practical Nurse Applicant

MOTION: Pamela White moved, seconded by Lisa Pisney, to request completion of an AODA assessment and Fitness to Practice Evaluation in the matter of the Licensed Practical Nurse application of Christine Beckmann. Motion carried unanimously.

Jill Kaneski Registered Nurse Applicant

MOTION: Pamela White moved, seconded by Jennifer Eklof, to approve the Registered Nurse application of Jill Kaneski, subject to acceptance of a Limited License for a period of at least two (2) years, and to authorize the Credentialing Liaison and Board Counsel to offer a Limited License to Jill Kaneski. If the Limited License is not accepted by the applicant, then a denial will be issued. Motion carried unanimously.

Todd Mehrhoff
Registered Nurse Renewal Applicant

MOTION: Jennifer Eklof moved, seconded by Luann Skarlupka, to approve the Registered Nurse renewal application of Todd Mehrhoff, once all requirements are met. Motion carried unanimously.

Macy Westphal
Registered Nurse Renewal Applicant

MOTION: Pamela White moved, seconded by Emily Zentz, to approve the Registered Nurse renewal application of Macy Westphal, subject to acceptance of a Limited License for a period of at least two (2) years, and to authorize the Credentialing Liaison and Board Counsel to offer a Limited License to Macy Westphal. If the Limited License is not accepted by the applicant, then a denial will be issued. Motion carried unanimously.

David Lenninger
Registered Nurse and Advanced Practice Nurse Prescriber Renewal Applicant

MOTION: Elizabeth Smith Houskamp moved, seconded by Jennifer Eklof, to approve the Registered Nurse and Advanced Practice Nurse Prescriber renewal applications of David Lenninger, subject to acceptance of a Limited License for a period of at least two (2) years, and to authorize the Credentialing Liaison and Board Counsel to offer a Limited License to David Lenninger. If the Limited License is not accepted by the applicant, then the denial issued on November 8, 2018 will be reaffirmed. Motion carried.

(Peter Kallio recused himself and left the room for deliberation and voting in the matter concerning the Registered Nurse and Advanced Practice Nurse Prescriber renewal application of David Lenninger. Pamela White chaired the meeting for the duration of this item.)

Lorna Scholtens
Registered Nurse Renewal Applicant

MOTION: Lisa Pisney moved, seconded by Jennifer Eklof, to approve the Registered Nurse renewal application of Lorna Scholtens, subject to acceptance of a Limited License for a period of at least two (2) years, and to authorize the Credentialing Liaison and Board Counsel to offer a Limited License to Lorna Scholtens. If the Limited License is not accepted by the applicant, then a denial will be issued. Motion carried unanimously.

DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Administrative Warnings

18 NUR 016 – A.E.M.

MOTION: Jennifer Eklof moved, seconded by Luann Skarlupka, to issue an Administrative Warning in the matter of A.E.M., DLSC Case Number 18 NUR 016. Motion carried unanimously.

Case Closings

MOTION: Jennifer Eklof moved, seconded by Luann Skarlupka, to close the following DLSC Cases for the reasons outlined below:

1. 17 NUR 235 – T.M.R. – Prosecutorial Discretion (P5)
2. 17 NUR 610 – A.M.M. – No Violation (NV)
3. 17 NUR 711 – T.R.B. – Prosecutorial Discretion (P7)
4. 17 NUR 761 – J.H. – Prosecutorial Discretion (P5)
5. 18 NUR 059 – C.M.S. – Prosecutorial Discretion (P2)
6. 18 NUR 204 – J.J.W, S.L.M., L.A.S, R.K.T. – No Violation (NV)
7. 18 NUR 224 – P.J.F. – No Violation (NV)
8. 18 NUR 229 – M.L.E. – Prosecutorial Discretion (P5)
9. 18 NUR 571 – A.E.S. – Prosecutorial Discretion (P2)
10. 18 NUR 605 – M.E.N. – Insufficient Evidence (IE)
11. 18 NUR 663 – P.A.B. – Prosecutorial Discretion (P1)

Motion carried unanimously.

Proposed Stipulations and Final Decisions and Orders

MOTION: Jennifer Eklof moved, seconded by Luann Skarlupka, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 17 NUR 282 and 17 NUR 790 – Stephanie P. Boyd, L.P.N.
2. 17 NUR 517 – Martini J. Washington, R.N.
3. 18 NUR 233 – Kim F. Hugo, L.P.N.
4. 19 NUR 074 – Annette L. Leivick, R.N.

Motion carried unanimously.

Proposed Rescission of Interim Order

Rebecca Fabisch, R.N., A.P.N.P. – 18 NUR 355

MOTION: Jennifer Eklof moved, seconded by Emily Zentz, to rescind the Findings of Fact, Conclusions of Law and Interim Order (9/21/2018) in the matter of disciplinary proceedings against Rebecca Fabisch, R.N., A.P.N.P., DLSC Case Number 18 NUR 355. Motion carried unanimously.

Monitoring Matters

**Mallory Fife, R.N.
Requesting Access to Controlled Substances, Reduction in AA/NA
Meetings and Reduction in Screens**

MOTION: Luann Skarlupka moved, seconded by Pamela White, to grant the request of Mallory Fife, R.N. for access to controlled substances and reduction in the frequency of AA/NA meetings to once per week and to deny the request for a reduction in the frequency of drug screens. Reason for Denial: Insufficient time under the Board Order (2/12/2015). Motion carried unanimously.

**Jacob Kummer, R.N.
Requesting Full Licensure**

MOTION: Luann Skarlupka moved, seconded by Elizabeth Smith Houskamp, to grant the request of Jacob Kummer, R.N. for full licensure. Motion carried unanimously.

**Laura Weber, R.N.
Requesting Full Licensure**

MOTION: Luann Skarlupka moved, seconded by Jennifer Eklof, to deny the request of Laura Weber, R.N., for full licensure. Reason for Denial: Failure to demonstrate continuous and successful compliance under the terms of the Order (5/12/2016). Motion carried unanimously.

**Ann Schulze, R.N.
Requesting Reinstatement of Full License**

MOTION: Luann Skarlupka moved, seconded by Jennifer Eklof, to grant the request of Ann Schulze, R.N. for reinstatement of full license. Motion carried unanimously.

**Stephanie Green-Schlafer, R.N.
Requesting Reduction in AA/NA to Once Per Week and Reduction in Screens**

MOTION: Elizabeth Smith Houskamp moved, seconded by Lisa Pisney, to deny the request of Stephanie Green-Schlafer, R.N., for reduction in AA/NA to once per week and reduction in the frequency of drug screens. Reason for Denial: Failure to demonstrate continuous and successful compliance under the terms of the Order (12/14/2017). Motion carried unanimously.

Kathleen Sayles, R.N.
Requesting Access to Controlled Substances and Reduction in Screens

MOTION: Luann Skarlupka moved, seconded by Jennifer Eklof, to deny the request of Kathleen Sayles, R.N., for access to controlled substances and reduction in the frequency of drug screens. 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 (3/10/2014). Motion carried unanimously.

DELIBERATION ON PROPOSED FINAL DECISIONS AND ORDERS

Jamie L. Soteropoulos, R.N.

MOTION: Pamela White moved, seconded by Rosemary Dolatowski, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Jamie L. Soteropoulos, R.N., Respondent – DHA Case Number SPS-19-0012/DLSC Case Numbers 17 NUR 127, 18 NUR 254, 18 NUR 270. Motion carried.

(Elizabeth Smith Houskamp recused herself and left the room for deliberation and voting in the matter concerning Jamie L. Soteropoulos, R.N., Respondent – DHA Case Number SPS-19-0012/DLSC Case Numbers 17 NUR 127, 18 NUR 254, 18 NUR 270.)

Debourne A. Williams, R.N.

MOTION: Pamela White moved, seconded by Rosemary Dolatowski, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Debourne A. Williams, R.N., Respondent – DHA Case Number SPS-19-0019/DLSC Case Number 17 NUR 153. Motion carried unanimously.

Ann M. Lenck, R.N.

MOTION: Pamela White moved, seconded by Rosemary Dolatowski, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Ann M. Lenck, R.N., Respondent – DHA Case Number SPS-19-0020/DLSC Case Number 17 NUR 463. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Luann Skarlupka moved, seconded by Pamela White, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 3:25 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, 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.)

(Emily Zentz was excused at 3:31 p.m.)

ADJOURNMENT

MOTION: Luann Skarlupka moved, seconded by Rosemary Dolatowski, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:35 p.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request:		2) Date when request submitted: 9/4/2019	
		Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 9/17/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Herzing University	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input checked="" type="checkbox"/> Yes Nigel Longworth, Herzing <input type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed:			
11) Authorization			
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
Directions for including supporting documents: 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.			



August 1, 2019

Wisconsin Department of Safety and Professional Services
P.O. Box 8366
Madison, WI 53708-8366

To: Debra Sybell debra.sybell@wisconsin.gov, dspsexaminationsoffice@wisconsin.gov

Attn: Board of Nursing and Ms. Sybell,

As discussed in our meeting at DSPS yesterday, Herzing University is no longer seeking to establish a new school of nursing. Please accept this letter as our request to withdraw the Application for Authorization to Plan a School of Nursing that was submitted on July 5, 2019.

As discussed we are working with CCNE on revising the accredited location of record for our online nursing programs to the University's main campus in Madison, WI. We will additionally request a letter directly from CCNE regarding such revision, which we will also provide to you.

Until CCNE has updated the accredited location of record for our online nursing programs to the University's main campus in Madison, WI, we have stopped enrolling new students in the graduate and post-masters certificate programs across all states.

Should you have any questions, please do not hesitate to contact me by phone or email. Thank you for your time and attention to our request.

Respectfully,

Nigel Longworth
Chief Operating Officer
Herzing University
nlongworth@herzing.edu
414-271-5616

From: Longworth, Nigel <nlongworth@herzing.edu>
Sent: Tuesday, August 20, 2019 4:49 PM
To: Sybell, Debra - DSPS <debra.sybell@wisconsin.gov>
Cc: Wittenwyler, Mike <mwittenw@gklaw.com>
Subject: FW: Checking in: Herzing updates?

Deb,

Please find attached the letter from CCNE, confirming the approval.

Please advise of any additional information that would be helpful for the WBON. I plan to attend the September 12 WBON board meeting to provide a brief update and answer any questions board members may have about how our online program is now operating and admitting students.

If you, your colleagues or the board members have questions or need anything prior to that meeting, please let us know.

Regards,
Nigel

From: Sybell, Debra - DSPS [<mailto:debra.sybell@wisconsin.gov>]
Sent: Monday, August 19, 2019 5:55 PM
To: Longworth, Nigel <nlongworth@herzing.edu>
Cc: Wittenwyler, Mike <mwittenw@gklaw.com>
Subject: RE: [EXTERNAL] Checking in: Herzing updates?

Thanks Nigel!

Best,

Deb

From: Longworth, Nigel <nlongworth@herzing.edu>
Sent: Monday, August 19, 2019 5:13 PM
To: Sybell, Debra - DSPS <debra.sybell@wisconsin.gov>
Cc: Wittenwyler, Mike <mwittenw@gklaw.com>
Subject: RE: [EXTERNAL] Checking in: Herzing updates?

Deb,

We have received a verbal update from CCNE that at its August 14 meeting, the CCNE board approved the request to update the record of location for online graduate nursing program approvals to our main campus location in Madison, Wisconsin. We are expecting to receive the letter from CCNE shortly, confirming the approval. As soon as the letter has been received, I will forward along to you.

Regards,
Nigel

From: Sybell, Debra - DSPS [<mailto:debra.sybell@wisconsin.gov>]
Sent: Monday, August 19, 2019 9:35 AM
To: Longworth, Nigel <nlongworth@herzing.edu>
Cc: Wittenwyler, Mike <mwittenw@gklaw.com>
Subject: [EXTERNAL] Checking in: Herzing updates?

Hi Nigel,

I am just checking in to see if there are any updates I can pass along to the Board of Nursing?

I look forward to hearing from you.

Best,

Deb

Deb Sybell
Executive Director
Division of Policy Development
Wisconsin Department of Safety and Professional Services
Debra.Sybell@wisconsin.gov
(608) 267-7223



655 K STREET NW
SUITE 750
WASHINGTON DC 20001

202-887-6791

CCNEACCREDITATION.ORG

August 20, 2019

Patricia Wagner, DNP, GNP-BC, RN
Interim Nursing Department Chair
Department of Nursing
Herzing University, Madison
5218 East Terrace Drive
Madison, WI 53718

Dear Dr. Wagner,

I am pleased to inform you that the Board of Commissioners of the Commission on Collegiate Nursing Education (CCNE) considered your letter of August 5, 2019, submitted by the nursing units at Herzing University, Madison and Herzing University, Online at its meeting on August 14, 2019, and acted to approve the request. The request from the institutions was to transfer ownership of the CCNE-accredited baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate program from Herzing University, Online to Herzing University, Madison.

In light of the Board's action, which is effective August 14, 2019, please make note of the following accreditation term expiration dates for each program:

The term of accreditation for the baccalaureate degree program will expire **June 30, 2024**. The next on-site evaluation is scheduled for Fall 2023.

The term of accreditation for the master's degree program, now operating under the auspices of Herzing University, Madison, will expire **June 30, 2027**. The next on-site evaluation is scheduled for Fall 2026.

The term of accreditation for the post-graduate APRN certificate, now operating under the auspices of Herzing University, Madison, will expire **June 30, 2027**. The next on-site evaluation is scheduled for Fall 2026.

Modifications have been made to CCNE's accreditation records to acknowledge this transfer and the fact that Herzing University, Madison is now the parent institution for all three programs identified above. If the institution wishes to host an earlier review of its master's degree program and post-graduate APRN certificate program to coincide with the Spring 2024 on-site evaluation of the baccalaureate degree nursing program, please contact CCNE to discuss this further.

As a reminder, all programs are expected to comply with the CCNE standards and procedures that are in effect throughout the period of accreditation. This includes advising CCNE in the event of a substantive change affecting the nursing program. Substantive change notifications must be submitted to CCNE no earlier than 90 days prior to implementation or occurrence of the change, but no later than 90 days after implementation or occurrence of the change. These reporting requirements are described further in the CCNE [Procedures for Accreditation of Baccalaureate and Graduate Nursing Programs](#) (2019).

The Commissioners join me in expressing our best wishes as you proceed with tasks important to the future of your nursing program.

Sincerely,

Mary Jane S. Hanson, PhD, CRNP, CNS, FNP-BC, ACNS-BC, FAANP
Chair, CCNE Board of Commissioners

cc: CCNE Board of Commissioners

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Joan Gage		2) Date When Request Submitted: 8/29/2019 <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>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 9/12/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Authorization to Admit Students/Chippewa Valley Technical College	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (<u>Fill out Board Appearance Request</u>) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Chippewa Valley Technical College is seeking approval to admit students to their nursing college.			
11) Signature of person making this request 		Authorization	Date 8/29/2019
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 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.			

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Madison, WI 53703

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Website: <http://dps.wi.gov>

BOARD OF NURSING

REQUEST FOR AUTHORIZATION TO ADMIT STUDENTS TO A NURSING SCHOOL

After authorization to plan a nursing school is granted by the Board of Nursing to an institution, the institution must submit a request to the Board for authorization to admit students to the nursing school; the application must include all of the following:

- (1) Verification of employment of an educational administrator meeting the qualifications in N 1.08 (2) including the following:
 - Current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered
 - Graduate degree with a major in nursing
 - 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
 - Current knowledge of nursing practice
- (2) Evidence of faculty meeting the qualifications in N 1.08(3) including the following:
 - A) For Professional Nursing Faculty:
 - Current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered
 - Graduate degree with a major in nursing; interprofessional faculty teaching non-clinical nursing courses must have advanced preparation appropriate for the content being taught.
 - B) For Practical Nursing Faculty:
 - Current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
 - Baccalaureate degree with a major in nursing.
- (3) School's philosophy and objectives
- (4) Overview of curriculum including all of the following:
 - Content
 - Course sequence
 - Course descriptions
 - Program evaluation plan
 - Course syllabi for the first year and plan for subsequent years
- (5) Verification of establishment of student policies for admission, progression, retention and graduation
- (6) Updated timeline for implementing the program and intended date for entry of the first class

- (7) Verification of students' ability to acquire clinical skills by providing all of the following:
- Letter of intent or contracts from clinical facilities securing clinical opportunities and documentation of the facility type, size, number of beds, and type of patients.
 - Documentation of simulation equipment and experiences.

The Board will make a decision on the application to admit students within two months of receipt of the completed application and notify the institution of the action taken on the application. Once a school receives authorization to admit, the school may begin admitting students while seeking to obtain program approval.

Withdrawal of authorization may occur if the school fails to meet and maintain standards in N 1.08.

To apply for authorization to admit students, submit the following required items to dspsexaminationoffice@wisconsin.gov:

- (1) Form #1114 for each faculty member and for the program educational administrator
- (2) A written proposal addressing items three (3), four (4), five (5) and six (6) above.
- (3) Form #1004 for each clinical facility

Institution applying for authorization to admit students:

Name of School: Chippewa Valley Technical College

Address: 620 Clairemont Ave

East Claire WI 54701

Nursing Program(s) (ADN, BSN, Other): LPN

Amy Olson
Nursing Educational Administrator

Amy Olson
Signature

715-831-7236
Telephone Number

Associate Dean of Health
Title

8/15/19
Date

ao/son133@cvtc.edu
Email Address

Wisconsin Department of Safety and Professional Services

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Website: dsps.wisconsin.gov

BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

New nursing school seeking authorization to admit students: Completion of this form is required for each faculty member and the educational administrator. This form must be submitted to the Board of Nursing along with the request for authorization to admit students.

Nursing school approved by the Board of Nursing: Completion of this form is required for each faculty member and the educational administrator. The form must be kept on file in the school of nursing office and made available to the Board upon request for all faculty members and educational administrators hired by the nursing school.

Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Olson, Amy WI RN License #: 175001

School of Nursing Employed By: Chippewa Valley Technical College

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: Educational Administrator Faculty

Appointment Effective Date: 8/2013

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
Western Governors	Utah	5/2015	MSN	Nursing Education	
UWEC	EAU Claire, WI	2013	BSN	Nursing	
CVTC	EAU Claire, WI	2010	ADN	Nursing	

Wisconsin Department of Safety and Professional Services

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BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Abrahamson, Coiré WIRN License #: 200981
School of Nursing Employed By: Chippewa Valley Technical College
Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 3/2017

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
Capella	IL	2018	MSN	Nursing	

Wisconsin Department of Safety and Professional Services

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BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Davis, Tami WIRN License #: 138073

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: Educational Administrator Faculty

Appointment Effective Date: 3/2017

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
<u>Western Governors</u>	<u>Utah</u>	<u>2018</u>	<u>MSN</u>	<u>Nursing</u>	

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BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (*Last, First*): Gonyer, Chelsea WI RN License #: 173266

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 11/2015

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
Western Governors	Utah	2017	MSN	Nursing	

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BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

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Nursing school approved by the Board of Nursing: Completion of this form is required for each faculty member and the educational administrator. The form must be kept on file in the school of nursing office and made available to the Board upon request for all faculty members and educational administrators hired by the nursing school.

Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Hanson-Rasmussen, Jodi WIRN License #: 159730

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 8/2014

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
UWEC	EAU CLAIRE, WI	2019	DNP	Nursing	

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BOARD OF NURSING

FACULTY / EDUCATIONAL ADMINISTRATOR QUALIFICATION RECORD

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Nursing school approved by the Board of Nursing: Completion of this form is required for each faculty member and the educational administrator. The form must be kept on file in the school of nursing office and made available to the Board upon request for all faculty members and educational administrators hired by the nursing school.

Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Huppert, Krista WI RN License #: 221101

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 10/2017

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
<u>Western Governors</u>	<u>Utah</u>	<u>2018</u>	<u>MSN</u>	<u>Nursing</u>	

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BOARD OF NURSING

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Kincaid, Peggy WI RN License #: 94412

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 8/2004

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
<u>Phoenix</u>	<u>Arizona</u>	<u>2005</u>	<u>MSN</u>	<u>Nursing</u>	

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BOARD OF NURSING

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): O'Connor, Tennille WI RN License #: 10302

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 8/2014

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
<u>Liberty</u>	<u>Virginia</u>	<u>2017</u>	<u>MSN</u>	<u>Nursing</u>	

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Sigler, Julie WI RN License #: 115794

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: _____ Educational Administrator Faculty

Appointment Effective Date: 8/2017

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
<u>UWEC</u>	<u>WI</u>	<u>2010</u>	<u>MSN</u>	<u>Nursing</u>	<u>Administration</u>

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Change in educational administrator: Institutions are required to notify the Board of Nursing within 48 hours of the termination, resignation or retirement of an educational administrator and designate an interim educational administrator (EA) within five (5) business days. Completion and submission of this form is required as part of the notification process.

Faculty/EA Name (Last, First): Zech, Sarah WI RN License #: 123954

School of Nursing Employed By: CVTC

Type of Nursing Program(s) (ADN, PN, BSN, etc.): ADN, PN

Position: Educational Administrator Faculty

Appointment Effective Date: 01/2014

FACULTY APPOINTMENTS (complete Section A below).

Fully-qualified faculty must have a current, active Registered Nurse license or privilege to practice in Wisconsin that is not encumbered and a graduate degree with a major in nursing.

A. EDUCATIONAL PREPARATION

Name of Institution	Location City/State	Graduation Date	Degree Earned or # of Credits	Major	Minor
Jacksonville	Florida	2015	MSN	Nursing	

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: dsps@wisconsin.gov
Website: dsps.wisconsin.gov

BOARD OF NURSING

CLINICAL FACILITY SELECTION AND SIMULATED SETTING EXPERIENCES

Completion of this form is required for each clinical facility or simulated setting experience as part of the application for authorization to admit students. In addition, this form shall be completed, kept on file in the school of nursing office, and made available to the Board upon request for all clinical facilities and all simulated setting experiences utilized by the nursing school.

I. IDENTIFYING DATA

- A. Name of facility: Dove Healthcare - West
Address: 1405 Triax Blvd
East Claire WI 54703
Telephone: 715-552-1030
- B. Type of facility: Hospital Nursing Home Community Health Agency
 Other: _____
- C. Number of beds at facility: _____
- D. Types of patients: variety of long term care, rehab, hospice, memory care
- E. Administrator of facility: Kendall Rosemeyer
- F. Director of nursing service: Shelby Kolan
- G. School(s) of nursing utilizing the facility: UWEC, CVTC

II. EXHIBITS (attach to this form)

- A. Copy of formal agreement signed by:
1. Administrator of facility
 2. Educational administrator of nursing school
- B. Copy of the position description for:
1. Registered Nurses
 2. Licensed Practical Nurses
- C. Listing of simulation activities provided and a listing of types of simulation equipment utilized

Wisconsin Department of Safety and Professional Services

III. PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

A. Have the nursing school objectives been shared with the facility? Yes No

Comments: _____

B. Does the facility agree to cooperate in promoting the nursing school objectives? Yes No

Comments: _____

C. Are there experiences in the facility available to students to meet clinical objectives? Yes No

Comments: _____

D. Is the practice of registered nursing in the facility within the legal scope of practice for registered nurses as defined in Chapter 441.11(4), Wisconsin Statutes? (If no, facility may not be approved.)

Yes No

Comments: _____

E. Is the practice of licensed practical nursing in the facility within the legal scope of practice for licensed practical nurses as defined in Chapter 441.11(3), Wisconsin Statutes? (If no, facility may not be approved.)

Yes No

Comments: _____

F. If simulated settings are utilized, list the activities, responsibilities and equipment which are included in the learning experience:

Simulation is used in addition to clinical hours not in replace of. Simulation scenarios focus on safety and communication.

Chippewa Valley Technical College
Nursing School

Amy Olson
Educational Administrator

Amy Olson
Signature

715-831-7236
Telephone Number

LPN, RN
Nursing Program(s) Utilizing Facility/Simulated Setting

Associate Dean of Health
Title

8/15/19
Date

aolson133@cvtc.edu
Email Address

**CLINICAL AFFILIATION AGREEMENT FOR
HEALTH OCCUPATIONS**

This Agreement is made effective this 14 day of August, 2019 ("Effective Date") by and between the Chippewa Valley Technical College, a Wisconsin institution for technical education and training and Covenant Healthcare, a Wisconsin clinical education setting.

LLC d/b/a Dove Healthcare - West.

WITNESSETH

WHEREAS, Chippewa Valley Technical College administers educational curricula for various health occupations and seeks to provide, as part of the Program curricula, supervised clinical experiences for Chippewa Valley Technical College students enrolled in the Programs and

WHEREAS, the Clinical Education Setting serves patients in various health services through the provision of medical or other services consistent with the one or more Programs, and seeks to train future health care practitioners by providing Students with supervised clinical experiences at the Clinical Education Setting sites, consistent with the educational objectives of Students and Chippewa Valley Technical College; and

WHEREAS, Chippewa Valley Technical College and the Clinical Education Setting have determined that each may best accomplish its objectives by mutual assistance, and seek to describe their affiliation in this Agreement combined with one or more Program Addenda attached (or that later may be attached) to and made a part of this Agreement;

NOW THEREFORE, in consideration for the mutual promises contained herein, Chippewa Valley Technical College and the Clinical Education Setting agree as follows:

AGREEMENT

1. Chippewa Valley Technical College. In addition to its rights and responsibilities described elsewhere in this Agreement, XYZ COLLEGE shall have the following rights and responsibilities:

1.1 Preparation of Students for Clinical Placement. Chippewa Valley Technical College shall ensure, through qualified faculty, that each Student assigned to the Clinical Education Setting is adequately prepared to benefit from such assignment. A Student's preparedness shall be measured by: (i) academic performance indicating an ability to understand what Student will observe and/or perform during the clinical placement; and (ii) appreciation of the nature and seriousness of the work Student will observe and/or perform.

1.2 Assigning Students to the Clinical Education Setting. After receiving from the Clinical Education Setting the number of placements available for Students, Chippewa Valley Technical College shall select Students to be assigned to the Clinical Education Setting. Chippewa Valley Technical College shall notify the Clinical Education Setting of the Students assigned to the Clinical Education Setting, and each Student's availability for participation in clinical experiences.

1.3 Educational Coordinator. Chippewa Valley Technical College shall appoint a faculty member to serve as Educational Coordinator for each Program, and shall communicate his or her name, title and telephone number to the Clinical Education Setting. The Educational Coordinator shall be responsible for overall management of the Students' educational experience, and may be assigned as Educational Coordinator for one or more Programs.

1.4 Professional Liability Insurance. Chippewa Valley Technical College shall provide to each Student assigned to the Clinical Education Setting professional liability insurance pursuant to Section 8.1 of this Agreement. This coverage shall be provided at no cost to the Clinical Education Setting.

1.5 Accreditation and Licensure. Chippewa Valley Technical College maintain, at all times during the term of this Agreement: (i) accreditation as an educational institution; (ii) all licensures and approvals from the State of Wisconsin necessary to the applicable Program; and (iii) full and unrestricted accreditation of the Programs from the accrediting organization specified in the applicable Program Addendum. Chippewa Valley Technical College shall promptly notify the Clinical Education Setting of any change in its accreditation or licensure status.

1.6 Background Investigative Disclosure. If required, responsibility for background investigative disclosure, pursuant to the Wisconsin Caregiver Background Check Law, shall be as described in the Program Addendum.

2. CLINICAL EDUCATION SETTING RIGHTS AND RESPONSIBILITIES. In addition to its rights and responsibilities described elsewhere in this Agreement, the Clinical Education Setting shall have the following rights and responsibilities:

2.1 Number of Placements. The Clinical Education Setting shall have sole discretion to determine its capacity to accept Students for clinical placement under this Agreement, whether such capacity is described in terms of the number of Students on-site at any one time, the number of hours of clinical supervision that the Clinical Education Setting can provide over a period of time, or other description of capacity. The Clinical Education Setting shall communicate such capacity to Chippewa Valley Technical College before Students may be assigned to the Clinical Education Setting.

2.2 Site Coordinator. The Clinical Education Setting shall appoint an employee to serve as a coordinator at the site for each Program (for purposes of this Agreement, the "Site Coordinator" and as may be described in the Program Addendum), and shall communicate his or her name, title and telephone number to Chippewa Valley Technical College. The Site Coordinator shall be responsible for overall management of the experience at the Clinical Education Setting, and may be assigned as Site Coordinator for one or more Programs.

2.3 Orientation. The Clinical Education Setting shall provide Chippewa Valley Technical College faculty and Students with a comprehensive orientation to the Clinical Education Setting, including all applicable policies and procedures and expectations of the Clinical Education Setting, and a tour of the physical plant. Such orientation shall include a comprehensive orientation to the Clinical Education Setting's emergency and safety protocols and policies and other orientation activities as may be mutually agreed to by Chippewa Valley Technical College and Clinical Education Setting as set forth in any Program Addendum attached hereto.

2.4 Qualified Supervision. Clinical Education Setting shall assure that a qualified practitioner supervises each Student. A practitioner shall be qualified if he or she: (i) maintains licensure or certification as appropriate for the particular Program; (ii) possesses adequate experience; (iii) demonstrates competence in the area of practice; and (iv) demonstrates interest and ability in teaching. The student to practitioner ratio shall not exceed that ratio specified in the applicable Program Addendum, if any.

2.5 Student Access to the Clinical Education Setting and Patients. The Clinical Education Setting shall permit access by Students to any and all areas of the Clinical Education Setting as reasonably required to support Students' clinical development and as permitted under applicable law. These areas shall include, without limitation, patient care units, laboratories, ancillary departments, health science libraries, cafeteria and parking facilities.

2.6 Accreditation, Licensure and Eligibility. The Clinical Education Setting shall maintain, at all times during the term of this Agreement all qualifications necessary to provide services under this Agreement, including: (i) full and unrestricted accreditation, as appropriate and as described

in the Program Addendum; (ii) all necessary licensures, certifications and approvals from the State of Wisconsin or other authority; and (iii) if applicable, eligibility for participation in the Medicare and Medicaid programs. The Clinical Education Setting shall immediately notify Chippewa Valley Technical College of any change in the Clinical Education Setting's qualifications, accreditation, licensure or eligibility status.

2.7 Clinical Component Requirements. The clinical component offered by Chippewa Valley Technical College shall in all respects be implemented and administered by the Clinical Education Setting in a manner that meets the requirements of any agency that accredits, licenses, certifies or otherwise oversees the Program, other authorities identified by Chippewa Valley Technical College, and all applicable laws.

2.8 Inspections. The Clinical Education Setting shall, upon reasonable request, permit inspection of its premises by Chippewa Valley Technical College.

2.9 Final Authority. The Clinical Education Setting retains final authority for all aspects of operations at and management of the Clinical Education Setting.

2.10 Remuneration. Students may not receive remuneration for services relating to the Program and performed for or on behalf of the Clinical Education Setting.

3. JOINT RIGHTS AND RESPONSIBILITIES. In addition to their rights and responsibilities described elsewhere in this Agreement, Chippewa Valley Technical College and the Clinical Education Setting shall have the following rights and responsibilities.

3.1 Supervision and Evaluation of Students. Chippewa Valley Technical College and the Clinical Education Setting shall, in good faith, work cooperatively to assure adequate supervision and evaluation of Students while Students are on-site at the Clinical Education Setting. Both parties shall reinforce with Students: (i) the seriousness of the service being performed at the Clinical Education Setting, including the Students' impact upon patients' wellbeing; (ii) the importance of abiding by the Clinical Education Setting rules and regulations; and (iii) the confidentiality of patient identities and health information. Chippewa Valley Technical College shall, if the Clinical Education Setting so desires, assure prompt feedback to the Clinical Education Setting regarding Students' evaluation of their clinical experience at the Clinical Education Setting. The Clinical Education Setting shall assure prompt feedback to Chippewa Valley Technical College regarding Students' performance at the Clinical Education Setting and additional feedback as described in the Program Addendum, if any.

3.2 Review and Evaluation of Affiliation. Chippewa Valley Technical College and the Clinical Education Setting agree to review and evaluate any and all aspects of their affiliation at periodic intervals, and to work cooperatively to establish and maintain clinical experiences that meet their respective objectives. This Agreement may be amended or modified, pursuant to Section 6 below, to reflect changes in the parties' relationship.

3.3 Nondiscrimination. Chippewa Valley Technical College and the Experience Setting shall comply with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all laws protecting the rights of the disabled. Both parties will not discriminate against any faculty member, student, employee or applicant for employment or admission into a Program, on the basis of race, color, age, gender, national origin, disability or marital status.

4. STUDENT RIGHTS AND RESPONSIBILITIES. Chippewa Valley Technical College and the Clinical Education Setting shall instruct Students regarding Students' rights and responsibilities

while onsite at the Clinical Education Setting. These rights and responsibilities shall include the following:

4.1 Conduct. Student shall, at all times while on the Clinical Education Setting premises, conduct himself or herself in a professional manner and shall refrain from loud, boisterous, offensive or otherwise inappropriate conduct. Student shall refrain from the improper use of alcohol or other drugs, and shall not carry any firearms or other weapons while on the Clinical Education Setting premises. Student shall abide by all policies, rules and regulations established by the Clinical Education Setting and Chippewa Valley Technical College. Failure to abide by these policies, rules and regulations may result in the student's removal from the Clinical Education Setting.

4.2 Timeliness. Student shall report to the Clinical Education Setting at the assigned place and time. Student shall immediately inform the Clinical Education Setting and Chippewa Valley Technical College of Student's inability to report to the Clinical Education Setting as assigned.

4.3 Uniform and Identification. Student shall wear the uniform or other clothing as directed by Chippewa Valley Technical College. Student shall display proper identification as directed by the Clinical Education Setting. Student's appearance shall be, at all times, neat and clean.

4.4 Insurance. Student shall maintain comprehensive health and medical insurance or student health insurance as required under Section 8.3 of this Agreement.

4.5 Personal Expenses. While at the Clinical Education Setting, Student shall be responsible for Student's personal expenses such as meals, travel, medical care and incidentals.

4.6 Evaluation of Clinical Experience. Student shall, upon request of Chippewa Valley Technical College, or the Clinical Education Setting, provide a candid written evaluation of the clinical experience at the Clinical Education Setting including, without limitation, preparation for the on-site experience, orientation to the Clinical Education Setting and experience and supervision at the Clinical Education Setting.

5. STUDENT HEALTH POLICIES

5.1 Emergency Medical Services. If Student is injured or becomes ill while at the Clinical Education Setting, the Clinical Education Setting shall provide emergent or urgent medical care, as appropriate, consistent with the Clinical Education Setting's capability and policies. The Clinical Education Setting shall promptly notify Chippewa Valley Technical College that Student has been injured or has become ill. Student shall bear full financial responsibility for charges associated with said treatment.

5.2 Immunizations. Chippewa Valley Technical College shall assure that Student has received, before reporting to the Clinical Education Setting, appropriate immunizations and vaccines, or, in the alternative, has completed the appropriate declination of immunization form, notice of which is provided to the Clinical Education Setting.

5.3 OSHA Policies. Clinical Education Setting shall instruct Students regarding precautions and other procedures to protect Students, patients and the Clinical Education Setting personnel from blood borne and other pathogens.

6. TERM AND TERMINATION

6.1 Initial and Renewal Term. Subject to Section 6.2 below, this Agreement shall be effective as of the date set forth above ("Effective Date") and shall continue for an initial term of one academic or Program year as set forth in the Program Addendum. Thereafter, this Agreement shall

automatically renew and continue in full force and effect for any and all periods during which any Student in a Program is placed at and accepted by the Clinical Education Setting. Notwithstanding the foregoing, either party may choose not to renew this Agreement at the end of the then-current Program by providing the other with not less than one hundred twenty (120) days' advance written notice of its intent not to renew prior to the end of then-current Program. In the event that either party's non-renewal of this Agreement disrupts the clinical experience of any Student(s) in a Program, the Agreement shall remain in full force and effect until such time as this Agreement may expire without disruption of said Student(s)' clinical experience. Upon notice of non-renewal by either party, no new Student may be placed at the Clinical Education Setting.

6.2 Termination. Notwithstanding Section 6.1 above, this Agreement may be terminated as follows.

A. By Mutual Agreement. Chippewa Valley Technical College and the Clinical Education Setting may terminate this Agreement at any time, and on any terms, to which they agree in writing, though the parties shall attempt, in good faith and using their best effort, to effectuate the termination to coincide with a normal academic or Program break.

B. For Cause. In the event Chippewa Valley Technical College or the Clinical Education Setting fails in any substantial manner to perform as required herein, this Agreement may be terminated as described below:

(1) Either party may terminate this Agreement at any time, upon material breach of any of its provisions by the other party; provided, however, if such breach is curable, that not less than thirty (30) days prior to termination, written notice shall be given by the non-breaching party to the breaching party that states the intention of the non-breaching party to terminate this Agreement, the nature of the material breach giving rise to termination, and shall permit the breaching party reasonable opportunity to cure such material breach to the reasonable satisfaction of the non-breaching party during said thirty (30) day period.

(2) If the material breach is not resolved to the reasonable satisfaction of the non-breaching party during the thirty (30) day period as provided in B. (1) above, the non-breaching party shall immediately give the breaching party written notice of termination of the Agreement.

(3) In the event that termination of the Agreement by the Clinical Education Setting pursuant to this Section 6.2 (B) disrupts the clinical experience of any Student(s) in a Program, the parties shall attempt, in good faith and using their commercially reasonable best efforts, to continue Students' clinical experiences and this Agreement shall remain in full force and effect until such time as this Agreement may expire without disruption of said Students' clinical experience. During any time period in which notice of termination has been given and existing Students are completing the Program, no new Student may be placed at the Clinical Education Setting.

C. Immediate Termination. Chippewa Valley Technical College may immediately terminate this Agreement and any and all Program Addenda if the Clinical Education Setting fails to maintain full and unrestricted accreditation, licensure and, if applicable, eligibility as required under Section 2.6 of this Agreement. The Clinical Education Setting may terminate this Agreement immediately upon written notice to Chippewa Valley Technical College if Chippewa Valley Technical College fails to maintain full and unrestricted accreditation and licensure as required under Section 1.5 of this Agreement. In addition, the Clinical Education Setting may also terminate any Program Addenda if Chippewa Valley Technical College fails to maintain full and unrestricted accreditation with respect to said Program as required under the applicable Program Addendum.

6.3 Effect of Termination. Upon termination of this Agreement, no party shall have any further obligation hereunder except for obligations accruing under the terms of this Agreement prior to the date of termination.

6.4 Amendments and Modifications. This Agreement may be changed at any time with the written approval of the parties. Such amendments or modifications will be written, signed by the parties and made a part of this Agreement.

7. INDEMNIFICATION AND LIABILITY

7.1 Chippewa Valley Technical College shall indemnify, defend and hold harmless the Clinical Education Setting, its governing board, officers, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by Chippewa Valley Technical College or any of its employees. Chippewa Valley Technical College shall indemnify the Clinical Education Setting for any negligent acts or omissions by any Student that may arise during the course and scope of the clinical experience as described in this Agreement and the attached Program Addenda. Chippewa Valley Technical College shall not indemnify the Clinical Education Setting for any willful acts or failures to act by any Student that may arise out of this Agreement and attached Program Addenda.

7.2 The Clinical Education Setting. The Clinical Education Setting shall indemnify, defend and hold harmless Chippewa Valley Technical College, its governing board, officers, faculty, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by the Clinical Education Setting or any of its employees, agents, medical residents or members of its medical staff that may occur during or that may arise out of this Agreement.

7.3 Costs. In the event each party is found to be at fault, then each shall bear its own costs and attorney fees and its proportionate share of any judgment or settlement based on its percentage of fault, as determined by a procedure established by the parties.

7.4 Survival. This Section 7 shall continue beyond the expiration, non-renewal or termination of this Agreement.

8. INSURANCE

8.1 Chippewa Valley Technical College shall maintain, at no cost to the Clinical Education Setting, general and professional liability insurance covering Chippewa Valley Technical College as an entity and each of its employees and agents against general and professional liability claims, in the minimum amount of one million dollars (\$1,000,000) per occurrence. Evidence of such insurance shall be provided to the Clinical Education Setting upon request.

8.2 The Clinical Education Setting. The Clinical Education Setting shall maintain, at no cost to Chippewa Valley Technical College, general and professional liability insurance covering the Clinical Education Setting as an entity and each of its physician-employees, nonphysician-employees, medical residents and agents against professional liability claims, in the minimum amount of one million dollars (\$1,000,000) per occurrence. Clinical Education Setting agrees to list Chippewa Valley Technical College as an additional insured on all policies required to be maintained under this Section 8.2 and to promptly provide Chippewa Valley Technical College with evidence of such insurance upon request.

8.3 Students. Students shall maintain, at no cost to Chippewa Valley Technical College or the Clinical Education Setting (unless either such party consents to such cost),

comprehensive health and medical insurance or student health insurance. Evidence of such insurance shall be provided to XYZ COLLEGE and Clinical Education Setting upon request.

9. DISPUTE RESOLUTION. Any dispute arising under or in any way related to this Agreement that is not resolved by agreement of Chippewa Valley Technical College and Clinical Education Setting may be submitted by either party to binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association. The parties agree that such arbitration shall result in a final and binding award in the State of Wisconsin, and may be judicially enforced. Each party shall bear its own arbitration costs and expenses, unless otherwise determined by the arbitrator.

10. NOTICES AND COMMUNICATION.

10.1 Notices. All notices under this Agreement shall be given in writing and shall be deemed to have been properly given when delivered:

If to Chippewa Valley Technical College:

If to the Clinical Education Setting:

620 Clairemont Ave

1405 Truax Blvd.

Eau Claire, WI 54701

Eau Claire, WI 54703

or at other such addresses as a party from time to time may designate by written notice to the other party.

10.2 Other Communications. Communications, other than notices as described in Section 10.1 above, whether written or oral, shall be directed to the appropriate Chippewa Valley Technical College Dean, Educational Coordinator or Site Coordinator as indicated in the applicable Program Addendum.

11. NON-EXCLUSIVE. The parties agree that Chippewa Valley Technical College shall be free to enter into similar agreements with other facilities, and that the Clinical Education Setting shall be free to enter into similar agreements with other educational institutions.

12. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the Laws of the State of Wisconsin.

13. INVALID PROVISION. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

14. ASSIGNMENT. No assignment by a party of this Agreement or its rights and responsibilities hereunder shall be valid without the specific written consent of the other party.

15. RELATIONSHIP OF PARTIES. Chippewa Valley Technical College and the Clinical Education Setting, including their respective agents and employees, shall be, at all times, independent contractors of the other. Nothing in this Agreement is intended or shall be construed to create a joint venture relationship, a partnership, a lease, or a landlord/tenant relationship. Should any governmental agency question or challenge the independent contractor status of Chippewa Valley Technical College, the Clinical Education Setting or their employees, both Chippewa Valley Technical College and the Clinical Education Setting, upon receipt by either of them of notice, shall promptly notify the other party and afford the other party the opportunity to participate in any government agency discussion or negotiations, irrespective of how such discussions are initiated.

16. CONFIDENTIALITY OF RECORDS

16.1 Student Records. Chippewa Valley Technical College and the Clinical Education Setting acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA") and that, generally, student permission must be obtained before releasing specific student data to anyone other than Chippewa Valley Technical College. Chippewa Valley Technical College agrees to provide the Clinical Education Setting with guidance with respect to compliance with FERPA.

16.2 Patient Health Care Records. Chippewa Valley Technical College and the Clinical Education Setting acknowledge that patient health information is protected under Wisconsin law (e.g., Wis. Stat. §§ 146.82, 51.30 and 252.15) and the Health Insurance Portability and Accountability Act ("HIPAA") and its accompanying regulations. The Clinical Education Setting agrees to provide Students and Chippewa Valley Technical College with guidance with respect to compliance with these statutes and regulations.

17. NON-DISCRIMINATION. Chippewa Valley Technical College and the Clinical Education Setting shall not unlawfully discriminate against any individual on the basis of race, creed, color, sex, religion, age, disability or national origin, and shall comply with applicable anti-discriminatory laws and policies promulgated by Chippewa Valley Technical College.

18. ENTIRE AGREEMENT. This Agreement, together with one or more Program Addenda attached (or that later may be attached) hereto, constitutes the entire agreement between the parties and contains all the agreements between the parties with respect to the subject hereof. This Agreement supersedes any and all other agreements, in writing or oral, between the parties hereto with respect to the subject matter thereof.

THIS AGREEMENT PRESUMES THE EXECUTION OF ONE OR MORE PROGRAM ADDENDA.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Chippewa Valley Technical College:

By:

Amy Olson
Associate Dean of Health

Its:

Date:

8/14/19

CLINICAL EDUCATION SETTING:

By:

Kendall L. Rosemeier

Its:

Administrator

Date:

08/14/19

Disclaimer for Acknowledgement of Risks / Acceptance of Responsibility Agreement and Release:

This document is a template Agreement and Release that sets forth the "best practices" in protecting both the organization and its student participants. The document attached is not to be construed as legal advice, such being specifically denied. This document is intended to be used in conjunction with written program materials. The potential risks and benefits of participating in a particular program should be outlined as specifically as possible. The written program materials should be reviewed on a regular basis to ensure that they reflect the current demands and requirements of the program. The written materials should clearly state that admission to the Program cannot be deemed a guarantee of clinical or work experience placement.

PROGRAM ADDENDUM TO THE CLINICAL AFFILIATION AGREEMENT FOR HEALTH OCCUPATIONS

This Program Addendum is made effective this 14 day of August, 2019 ("Effective Date") by and between Chippewa Valley Technical College a Wisconsin institution for technical education and training and Coverant, a Wisconsin clinical education setting ("Clinical Education Setting").
Healthcare, LLC d/b/a Dove Healthcare - West

WHEREAS, Chippewa Valley Technical College and Clinical Education Setting have executed a Clinical Affiliation Agreement for Health Occupations dated 08/14/19 ("Agreement") that describes their relationship regarding educational and clinical experiences for Students enrolled in one or more of Chippewa Valley Technical College health occupation programs; and

WHEREAS, the Agreement presumes the execution of a Program Addendum pertaining to each health occupations program to which it applies and any capitalized terms not defined in this Program Addendum shall have the meaning set forth in the Agreement; and

WHEREAS, the parties desire to execute this Program Addendum to effectuate the Agreement with regard to Chippewa Valley Technical College _____ Program ("Program");

NOW, THEREFORE, with regard to the Program, the parties agree as follows:

1. Pursuant to Section 1.3 of the Agreement, Chippewa Valley Technical College Educational Coordinator for the Program shall be _____.

2. Pursuant to Section 1.6 of the Agreement, all Students who are assigned to the Clinical Education Setting shall have had a background check performed under the direction of Chippewa Valley Technical College in accordance with applicable Wisconsin Caregiver Background Check Law. The background check shall include obtaining, as applicable, information from the Department of Justice, the Department of License and Regulation, the Department of Health and Family Services and from out-of-state agencies if the Student has lived outside of Wisconsin within the past three years. If the Student has a criminal record, it will be evaluated by Chippewa Valley Technical College to determine if the individual is barred from performing duties at the Clinical Education Setting. Prior to placement of the Student, Chippewa Valley Technical College will notify the Clinical Education Setting in writing of any crime of which Student has been convicted so that the Clinical Education Setting may make a determination as to whether the conviction(s) is substantially related to the duties the Student would be performing. The Clinical Education Setting may refuse placement of any Student the Clinical Education Setting believes could put its patients, employees and/or visitors at risk. Chippewa Valley Technical College hereby agrees to notify the Clinical Education Setting when Chippewa Valley Technical College becomes aware that any Student on site at the Clinical Education Setting is charged with or convicted of any crime or is investigated by any governmental agency. Both Chippewa Valley Technical College and the Clinical Education Setting understand that the Student has an ongoing duty to report to Chippewa Valley Technical College should there be any change from the initial background check.

3. Pursuant to Section 2.2 of the Agreement, the Clinical Education Setting's Site Coordinator shall be Shelby Kolar.

4. Pursuant to Section 2.4, responsibility for qualified supervision shall be as follows: Clinical Instructors assigned to the Program will be responsible for provision, coordination and supervision of the clinical instruction, and the experience to be provided by Clinical Education Setting to the Students enrolled in the Program. Clinical Instructors will be licensed by the State of Wisconsin in good professional standing with at least one (1) year of experience as _____ or such higher number

of years' experience as requested by accreditation agencies, and have such other qualifications and experience as agreed to by Chippewa Valley Technical College and Clinical Education Setting, or as required for Program accreditation by accrediting agencies and authorities.

5. Pursuant to Section 2.7 of the Agreement, the clinical component offered by Chippewa Valley Technical College shall in all respects be implemented and administered by the Clinical Education Setting in a manner that meets the requirements of any accreditation agency that accredits the Program, including the Dept. of Health & Human Services.

6. Pursuant to Section 3.1 of the Agreement, the Clinical Education Setting shall provide the following additional feedback to the Program: Evaluation of clinical performance by enrolled Students at the Clinical Education Setting will be the responsibility of the Clinical Instructors and the Clinical Education Setting. The Clinical Instructors will participate in evaluation of the Student through written communication. It is the responsibility of the Clinical Instructors to notify Chippewa Valley Technical College of performance of a Student that is less than satisfactory in a timely manner so that appropriate remediation may be initiated by the Clinical Education Setting, and if necessary, other action taken with the assistance of Chippewa Valley Technical College. Chippewa Valley Technical College, following review of written reports and input from the Clinical Education Setting concerning Student performance and coursework in the Program, will assign the final Pass-Fail grade to the Student for each clinical internship.

7. Pursuant to Section 6.1, the Agreement shall continue for an initial term of one Program year ending on Aug. 13, 2020

8. All other terms of the Agreement shall apply, as applicable, to the Program and this Program Addendum.

9. This Program Addendum shall be effective as of the date first written above and shall continue in full force and effect for so long as the Agreement remains in full force and effect unless this Program Addendum is (a) terminated prior to termination of the Agreement pursuant to Section 6.2 of the Agreement, or (b) superseded by the execution of an amended and/or restated Program Addendum.

IN WITNESS WHEREOF, the parties have executed this Program Addendum to the Affiliation Agreement for Health Occupations as of the Effective Date.

Chippewa Valley Technical College:

By: Amy Olson
Its: Associate Dean of Health
Date: 8/14/19

CLINICAL EDUCATION SETTING:

By: Kendall L. Prosenya
Its: Administrator
Date: 08/14/19

Revised: 2/1/2018



JOB DESCRIPTION: REGISTERED NURSE

POLICY:

It is the policy of this facility that each employee receives and understands their responsibilities as outlined in the job description for which the individual is hired.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Dove Healthcare is an equal opportunity employer, and will not discriminate against any applicant or employee on the basis of race, religion, color, age, sex, national origin, disabilities, or any other reasons prohibited by law. Additionally, it is and will continue to be our policy to provide promotion and advancement opportunities in a non-discriminatory fashion.

JOB SUMMARY:

The Registered Nurse is responsible for the daily management and direction of nursing care of the residents, staff, and the unit assigned to her/him.

ACCOUNTABLE TO:

This position reports directly to the Director of Nursing, Nurse Manager, or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a degree from an accredited School of Nursing and current licensure in the State of Wisconsin as a Registered Nurse.

This position also requires the working knowledge of geriatric nursing and nursing techniques. It also requires the ability to recognize significant changes in the condition of residents and take action as necessary. Individuals must also have the ability to understand and carry out technical oral and written instructions and have the ability to apply therapeutic treatments as prescribed. In addition, individuals must be able to assign, observe, and evaluate those under his/her direction, have excellent time management skills, accept direction, work as a team player, and have good character and personal integrity. The ability to handle confidential information and resolve conflicts is also pertinent to this position.

WORKING CONDITIONS:

ENVIRONMENTAL

Position works in a clean, well-lit environment. Employees may be required to care for disruptive residents.

HAZARDOUS EXPOSURE RISK

Potential risks with this position include, but are not limited to muscle strain, back/shoulder injuries, stress illnesses, inflicted wounds, needle sticks, falls, allergic reactions, bruises/injuries from disruptive patient behavior.

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGEN RISKS

This position is classified as Category I exposure (see Infection Control for description). In this job classification there is occupational exposure due to the nature of tasks performed as part of the job routine. This exposure includes contact with infectious diseases, including AIDS and Hepatitis.

PHYSICAL REQUIREMENTS

This position requires the employee to be physically and mentally capable of performing job duties and responsibilities including the ability to endure prolonged sitting, standing, bending, stooping, climbing and walking. Employees must be capable of frequently carrying objects weighting up to 10 pounds, lifting up to 20 pounds, and occasionally lifting 20 to 35 pounds and frequently pushing and pulling of up to 50 pounds.

It is the expectation that employees evaluate each situation and consider his or her own ability relevant to the situation and seek assistance if necessary.

CODE OF CONDUCT

Dove Healthcare strives to provide the best service in a friendly, warm atmosphere, and treat residents, visitors, and co-workers with respect and courtesy. The employee expectation is to commit to continually enforcing and adopting the attitude and behaviors that support our culture, through our Code of Conduct and Core Values. Our Code of Conduct identifies four core values: trust, respect, communication, and teamwork.

JOB DUTIES AND RESPONSIBILITIES:

1. Adheres to dress code and maintains a professional appearance.
2. Licensed nursing staff, are required within the facility 24 hours per day, therefore all full time and part time Registered Nurses are required to work every other weekend and every other holiday, unless otherwise specified.
3. Reports to work on time and as scheduled. Completes work within designated time.
4. Provides nursing care in accordance with standards established by Nursing Service and Administrative policies.
5. Follows the organizations Code of Conduct when dealing with staff, residents and families.
6. Directs, provides assistance, observes and monitors the activities of LPNs, Nurse Techs, CMAs, and Certified Nursing Assistants on his/her unit and contributes to the evaluation of their performance as requested.
7. Assists with the development and revision and manages and directs the plan of care by directly administering care or by directing and supervising nursing acts delegated to Certified Nursing Assistants.
8. Maintains accurate and complete records of nursing care and reports significant observations to patient/resident's physician and/or family as appropriate.
9. Administers medication, treatments and maintains accurate records. Observes patient/residents for signs and symptoms of adverse drug reactions and reports appropriately.
10. Administers special treatments, procedures, dressing changes, irrigations, and other procedures requiring special techniques based on his/her nursing education.
11. Accompanies physicians on rounds when necessary, reviews physician's orders and documents accurately to insure prompt and accurate execution.
12. Attends resident care conferences as directed.
13. Attends staff meetings, annual review, CPR classes and other in-services/programs as directed.
14. Assists with personal cares, transfers, and safety of the patient/residents in conjunction with other staff.
15. Maintains a clean, safe and organized work area.
16. Provides assistance to families and visitors as necessary.
17. Monitors consistent application of resident goals and approaches and refers any necessary changes for further assessment.
18. Recognizes verbal and nonverbal indicators of pain and notifies the appropriate staff.
19. Answers call lights, and responds to resident alarms.
20. Checks for any appointments for residents and directs staff to have residents prepared for transport in a timely manner.
21. Reports any work related injury to the appropriate supervisor immediately.

22. Assists employees with a work related injury, including assuring proper paperwork is completed, (incident report and supervisor's investigation report). Performs first aid as necessary and directs the employee to receive continued medical treatment as appropriate.
23. Manages and operates equipment safely and correctly.
24. Communicates broken equipment, safety concerns and other situations that may cause an accident for staff, residents or others immediately.
25. Ensures all medication rooms are locked and med carts are locked and secured when not in use.
26. Performs job responsibilities with customer service attitude that encourages attention to needs and conflict resolutions when required. Reports situations where resident/family dissatisfaction is a concern.
27. Processes physician orders which may be in the form of a telephone order, verbal order, faxed, or written.
28. Communicates effectively and timely with pharmacy for medication delivery and availability.
29. Follows the Nursing Standards of Care and if uncomfortable with a procedure or task, consults with Director of Nursing, supervisor, or nurse in charge for direction or assistance.
30. Demonstrates the ability to be flexible, organized and respond appropriately under stressful situations.
31. Maintains confidentiality of all information relating to the resident including the medical condition and personal affairs.
32. Demonstrates appropriate response to emergency situations.

Other Duties as Assigned

Every effort has been made to identify the essential functions of this position. The designation of "essential functions" and "other duties" is for purposes of compliance with the Americans with Disabilities Act. Employees holding this position will be required to perform all job duties, consistent with law. However, this position description in no way states or implies that these are the only duties that an employee will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or is an essential function of the position.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions give this classification. It is not intended to limit or modify the right of any supervisor to assign, direct, control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and Dove Healthcare. Dove Healthcare reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

ACKNOWLEDGEMENT OF ASSIGNED DUTIES

I have read the listed job duties and understand the expectations. I accept the position and agree to meet the defined job related duties to the best of my ability.

Employee Name—Printed

Employee Signature

Date



JOB DESCRIPTION: LICENSED PRACTICAL NURSE

POLICY:

It is the policy of this facility that each employee receives and understands their responsibilities as outlined in the job description for which the individual is hired.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Dove Healthcare is an equal opportunity employer, and will not discriminate against any applicant or employee on the basis of race, religion, color, age, sex, national origin, disabilities, or any other reasons prohibited by law. Additionally, it is and will continue to be our policy to provide promotion and advancement opportunities in a non-discriminatory fashion.

JOB SUMMARY:

The Licensed Practical Nurse is responsible for the daily management and direction of nursing care of the residents, staff and the unit assigned to him/her.

ACCOUNTABLE TO:

This position reports directly to the Director of Nursing, Unit Manager, or designee.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a degree from an accredited School of Nursing and current licensure in the State of Wisconsin as a Licensed Practical Nurse. In addition, this position requires the working knowledge of geriatric nursing and nursing techniques. It also requires the ability to recognize significant changes in the condition of residents and take action as necessary. Individuals must also have the ability to understand and carry out technical oral and written instructions and have the ability to apply therapeutic treatments as prescribed. In addition, individuals must be able to assign, observe, and evaluate those under his/her direction, have excellent time management skills, accept direction, work as a team player, and have good character and personal integrity. The ability to handle confidential information and resolve conflicts is also pertinent to this position.

WORKING CONDITIONS:

ENVIRONMENTAL

Position works in a clean, well-lit environment. Employees may be required to care for disruptive residents.

HAZARDOUS EXPOSURE RISK

Potential risks with this position include, but are not limited to muscle strain, back/shoulder injuries, stress illnesses, inflicted wounds, needle sticks, falls, allergic reactions, bruises/injuries from disruptive patient behavior.

OCCUPATIONAL EXPOSURE TO BLOOD-BORNE PATHOGEN RISKS

This position is classified as Category I exposure (see Infection Control for description). In this job classification there is occupational exposure due to the nature of tasks performed as part of the job routine. This exposure includes contact with infectious diseases, including AIDS and Hepatitis.

PHYSICAL REQUIREMENTS

This position requires the employee to be physically and mentally capable of performing job duties and responsibilities including the ability to endure prolonged sitting, standing, bending, stooping, climbing and walking. Employees must be capable of frequently carrying objects weighting up to 10 pounds, lifting up to 35 pounds and frequently pushing and pulling of up to 50 pounds.

It is the expectation that employees evaluate each situation and consider his or her own ability relevant to the situation and seek assistance if necessary.

ATTENDANCE REQUIREMENTS

Licensed nursing staff, are required within the facility 24 hours per day. All full time and part time Licensed Practical Nurses are required to work every other weekend and every other holiday, unless otherwise specified. Reports to work on time and as scheduled. Completes work within designated time.

CODE OF CONDUCT

Dove Healthcare strives to provide the best service in a friendly, warm atmosphere, and treat residents, visitors, and co-workers with respect and courtesy. The employee expectation is to commit to continually enforcing and adopting the attitude and behaviors that support our culture, through our Code of Conduct and Core Values. Our Code of Conduct identifies four core values: trust, respect, communication, and teamwork.

JOB DUTIES AND RESPONSIBILITIES:

1. Adheres to dress code and maintains a professional appearance.
2. Provides nursing care in accordance with standards established by Nursing Service and Administrative policies.
3. Follows the organizations Code of Conduct when dealing with staff, residents and families.
4. Directs, provides assistance, observes and monitors the activities of Certified Nursing Assistants on his/her unit and contributes to the evaluation of their performance as requested.
5. Assists with the development and revision of nursing care plans under the guidance of a Registered Nurse.
6. Manages and directs the plan of care by directly administering care or by directing and supervising nursing acts delegated to Certified Nursing Assistants.
7. Maintains accurate and complete records of nursing care.
8. Reports significant observations or change in resident condition to the Registered Nurse in charge and the physician and family of the resident.
9. Administers medication, treatments and maintains accurate records. Observes patients/residents for signs and symptoms of adverse drug reactions and reports appropriately.
10. Administers special treatments, procedures, dressing changes, irrigations, and other procedures requiring special techniques based on his/her nursing education.
11. Accompanies physicians on rounds when necessary, reviews physician's orders and documents accurately to insure prompt and accurate execution.
12. Recognizes verbal and nonverbal indicators of pain and notifies the appropriate staff.
13. Attends resident care conferences as directed.
14. Attends staff meetings, annual review, CPR classes and other in-services/programs as directed.
15. Maintains a clean, safe and organized work area.
16. Provides assistance to families and visitors as necessary.
17. Monitors consistent application of resident goals and approaches and refers any necessary changes to the Registered Nurse in charge for further assessment.
18. Assists with personal cares, transfers, and safety of the patient/residents in conjunction with other staff.
19. Answers call lights, and responds to resident alarms.

20. Checks for any appointments for residents and directs staff to have residents prepared for transport in a timely manner.
21. Reports any work related injury to the appropriate supervisor immediately.
22. Communicates broken equipment, safety concerns and other situations that may cause an accident for staff, residents or others immediately.
23. Performs job responsibilities with customer service attitude that encourages attention to needs and conflict resolutions when required. Reports situations where resident/family dissatisfaction is a concern.
24. Follows the Nursing Standards of Care and if uncomfortable with a procedure or task, consults with Registered Nurse in charge for direction or assistance.
25. Demonstrates the ability to be flexible, organized and respond appropriately under stressful situations.
26. Maintains confidentiality of all information relating to the resident including the medical condition and personal affairs.
27. Demonstrates appropriate response to emergency situations.

Other Duties as Assigned

Every effort has been made to identify the essential functions of this position. The designation of "essential functions" and "other duties" is for purposes of compliance with the Americans with Disabilities Act. Employees holding this position will be required to perform all job duties, consistent with law. However, this position description in no way states or implies that these are the only duties that an employee will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or is an essential function of the position.

This description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions give this classification. It is not intended to limit or modify the right of any supervisor to assign, direct, control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and Dove Healthcare. Dove Healthcare reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

ACKNOWLEDGEMENT OF ASSIGNED DUTIES

I have read the listed job duties and understand the expectations. I accept the position and agree to meet the defined job related duties to the best of my ability.

Employee Name—Printed

Employee Signature

Date

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8366
Madison, WI 53705-8366

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

4822 Madison Yards Way
Madison, WI 53705-8366
E-Mail: dsps@wisconsin.gov
Website: dsps.wisconsin.gov

BOARD OF NURSING

CLINICAL FACILITY SELECTION AND SIMULATED SETTING EXPERIENCES

Completion of this form is required for each clinical facility or simulated setting experience as part of the application for authorization to admit students. In addition, this form shall be completed, kept on file in the school of nursing office, and made available to the Board upon request for all clinical facilities and all simulated setting experiences utilized by the nursing school.

I. IDENTIFYING DATA

- A. Name of facility: Mayo Clinic Health System - NW Wisconsin
Address: 1221 Whipple St
Eau Claire WI 54703
Telephone: 715-838-3311
- B. Type of facility: Hospital Nursing Home Community Health Agency
 Other: Ambulatory Clinic
- C. Number of beds at facility: varies by facility
- D. Types of patients: varies by facility
- E. Administrator of facility: ~~Donna Brown~~ Jason Craig
- F. Director of nursing service: Pam White
- G. School(s) of nursing utilizing the facility: UWEC - Nursing

II. EXHIBITS (*attach to this form*)

- A. Copy of formal agreement signed by:
1. Administrator of facility
 2. Educational administrator of nursing school
- B. Copy of the position description for:
1. Registered Nurses
 2. Licensed Practical Nurses
- C. Listing of simulation activities provided and a listing of types of simulation equipment utilized

Wisconsin Department of Safety and Professional Services

III. PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

A. Have the nursing school objectives been shared with the facility? Yes No

Comments: _____

B. Does the facility agree to cooperate in promoting the nursing school objectives? Yes No

Comments: _____

C. Are there experiences in the facility available to students to meet clinical objectives? Yes No

Comments: _____

D. Is the practice of registered nursing in the facility within the legal scope of practice for registered nurses as defined in Chapter 441.11(4), Wisconsin Statutes? (If no, facility may not be approved.) Yes No

Comments: _____

E. Is the practice of licensed practical nursing in the facility within the legal scope of practice for licensed practical nurses as defined in Chapter 441.11(3), Wisconsin Statutes? (If no, facility may not be approved.) Yes No

Comments: _____

F. If simulated settings are utilized, list the activities, responsibilities and equipment which are included in the learning experience:

Chippewa Valley Technical College
Nursing School

Amy Olson
Educational Administrator

Amy Olson
Signature

715-831-7236
Telephone Number

RN, LPN
Nursing Program(s) Utilizing Facility/Simulated Setting

Associate Dean of Health
Title

8-26-19
Date

Olson133@cutc.edu
Email Address

RECEIVING – NURSING STUDENTS 2017

**Clinical Education Agreement
between
MAYO CLINIC HEALTH SYSTEM – NORTHWEST WISCONSIN REGION
and
CHIPPEWA VALLEY TECHNICAL COLLEGE**

This Clinical Education Agreement (“Agreement”) shall be effective as of the last date signed below. The parties to this Agreement are **MAYO CLINIC HEALTH SYSTEM – NORTHWEST WISCONSIN REGION**, 1221 Whipple Street, Eau Claire, WI 54703, (“**Mayo Clinic**”) and **CHIPPEWA VALLEY TECHNICAL COLLEGE**, with an address of 620 West Clairemont Avenue, Eau Claire, WI 54701 (“**School**”).

WHEREAS, School is a duly licensed and accredited educational institution providing a program in **Practical Nursing** (“**Program**”) which requires clinical experiences of its students (hereinafter “**Students**”);

WHEREAS, Mayo Clinic has health care facilities, as listed in Attachment A, which have the resources in equipment and staff to provide the clinical experiences required by the School Program;

WHEREAS, it is to the benefit of both School and Mayo Clinic to cooperate in the educational preparation of Students, so as to promote excellence in patient care, to ensure professional competence, and to provide maximum utilization of community resources.

NOW THEREFORE, the parties agree as follows:

1. Education Program.

(a) School shall be fully responsible for organizing, establishing and administering the academic education program. School will provide Mayo Clinic with objectives for the clinical experience and implement the objectives in cooperation with Mayo Clinic’s designated representative.

(b) Mayo Clinic agrees to permit School to place its Students, and instructors if applicable, at Mayo Clinic hospitals and clinics for the purpose of providing clinical experiences to Students. Mayo Clinic will identify to School specific hospitals and clinics which have agreed to accept Students and instructors from School. Mayo Clinic locations covered by this agreement are listed in Attachment A.

(c) The number of Students accepted for clinical experiences and the dates of each Student’s clinical experience shall be arranged by the mutual agreement of School and Mayo Clinic. For Mayo Clinic locations that are currently using The Clinical Coordination Partnership (TCCP) computerized scheduling program, individual Student rotations must be confirmed through this system. For Mayo Clinic locations not yet using TCCP program, individual Student rotations must be confirmed through the respective Mayo Clinic clinical coordinator. All students shall be subject

to Mayo Clinic's admission standards. In the event it becomes necessary to cancel a reserved space or change a Student assignment, School will immediately notify Mayo Clinic.

(d) School agrees to designate for participation in the clinical experience covered by this Agreement only Students who have completed the necessary training, appropriate pre-requisites and didactic work for such programs, and are in good standing with School. School shall provide Mayo Clinic with advance notice of any Student subject to activity restrictions or who otherwise requires accommodation of which School is reasonably aware and not prohibited from sharing with Mayo Clinic. Mayo Clinic may, upon request, evaluate the needs and abilities of any such Student and determine the accommodation appropriate for the Student and the clinical area where the Student will receive training.

(e) Students offered clinical experience at Mayo Clinic must comply with Mayo Clinic's prevailing admissions requirements, including, but not limited to, the following:

- (i) Tuberculin skin test (TST) within 12 months of beginning rotation. If student has documentation of being a positive reactor to TST, a chest x-ray within 12 months prior to beginning rotation.
- (ii) Proof of Measles, Mumps, and Rubella immunity by positive antibody titers or 2 doses of MMR.
- (iii) Varicella immunity, by positive antibody titer of chickenpox or proof of 2 doses of Varicella immunization.
- (iv) Proof of Hepatitis B immunization or completion of a certificate of declination of vaccine, if patient contact is anticipated.
- (v) Proof of tetanus/diphtheria immunization within 10 years.
- (vi) Proof of influenza vaccination. Students rotating at Mayo Clinic between October 1 and March 31 are required to provide evidence of the vaccination.
- (vii) Wisconsin Caregiver background study within 12 months prior to beginning rotation:
 - a. Students completing rotations in Wisconsin who are expected to have direct patient contact are required to complete a caregiver background check in accordance with Wis. Stats. §§ 48.685 and 50.065 and Wis. Administrative Code Chp. HFS 12.
 - b. School shall retain completed Wis. Background Information Disclosure (BID) forms for those students (and Faculty if applicable) and results from all Caregiver Background Checks for inspection by the Department of Health and Family Services.
- (viii) Medical health insurance coverage for the duration of the rotation.
- (ix) HIPAA, Confidentiality, and other training deemed necessary by Mayo Clinic.

School shall be the central repository for documentation of Students' health information, insurance, and background studies. Random audits of student records may be performed annually. School is required to respond to audit request within five business days. The costs for all the admissions requirements are the responsibility of the Student and/or School.

(f) School shall perform background studies as required by state laws on any School faculty who supervise Students on-site at Mayo Clinic, assure that immunizations and tuberculin skin test are up-to-date, and ensure that all such faculty are eligible to have direct contact with Mayo Clinic's patients and Students.

(g) School faculty may participate in Mayo Clinic fall orientation annually and must complete annual online training as indicated by the Chief Nursing Officer. Online training may include, but is not limited to, patient safety, drug diversion, integrity and compliance. School faculty shall notify Chief Nursing Officer before coming on Mayo Clinic campus to make necessary arrangements for access. School faculty providing on-site Student supervision at Mayo Clinic must hold a current registered nurse license in the State of Wisconsin.

(h) Students and School faculty agree to participate in education and training of the electronic medical record. Students and School faculty shall be subject to and follow all Mayo Clinic's rules, regulations, policies and procedures for the electronic medical record. The electronic medical record policies, procedures, rules and regulations are subject to change and Mayo Clinic agrees to provide prior notice of any change.

(i) Where applicable, all parties certify that they are in good standing with their respective accrediting bodies, and upon request, will provide documentation of accreditation.

(j) School and Mayo Clinic agree to abide by the limitations set forth in the Family Educational Rights and Privacy Act ("FERPA) and regulations at 34 CFR 99.33 regarding the protection of educational data. Both parties acknowledge that this Agreement allows access to educational data, and agree to hold that information in strict confidence. Both parties agree not to use or disclose educational data received from or on behalf of either institution except as permitted or required by this Agreement, as otherwise required by law, or as authorized in writing by Student.

(k) School agrees:

- (i) To provide direct supervision of Students by School faculty (unless Section 1(l)(iii) below applies);
- (ii) That all notes or charting concerning a patient's treatment or progress, if written by a Student, will be signed by the Student and will include a supervisory clinical note by the School faculty, unless 1(l)(iii) below applies; and
- (iii) To be responsible for evaluation of Students.

(l) Mayo Clinic agrees:

- (i) To assign a Staff Nurse to have ultimate supervision over patient care. The Staff Nurse will delegate appropriate Student supervisory responsibilities to School faculty.

(ii) To permit School faculty and students to use its patient care and patient service facilities for clinical education according to a mutually approved plan.

(iii) If deemed appropriate for the clinical rotation, Student(s) will be paired directly with Mayo Clinic preceptor. Mayo Clinic is responsible for coordinating this experience and notifying School. In this instance, Mayo Clinic preceptor will provide direct supervision of Student(s), countersign clinical notes, and provide Student evaluation to School.

(m) Mayo Clinic assumes full responsibility for the care of its patients. It is understood that School does not derive direct revenue from patient care activity at Mayo Clinic.

2. **Health Insurance Portability and Accountability Act.** Students shall be instructed by School prior to beginning the clinical experience concerning the confidentiality of medical information of Mayo Clinic's patients and regarding standard precautions. For purposes of compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), and associated privacy regulations, Students shall be considered part of Mayo Clinic's work force as that term is defined in HIPAA to include trainees and students. Students are not considered work force or employees of Mayo Clinic for other purposes, including but not limited to tax or employment law. Mayo Clinic shall provide the necessary training specific to HIPAA.

3. **Policies and Procedures Governing Students.** Students and School faculty shall be subject to and follow all Mayo Clinic's rules, regulations, policies and procedures, including standard precautions. Students enrolled in the program covered by this Agreement will also be governed in accordance with the policies and procedures established through School's programs.

4. **Termination of Student Experience.** Mayo Clinic may decline to appoint a student or may terminate the participation of a Student in a clinical experience if: (a) the Student is or has been employed at Mayo Clinic and has been involuntarily terminated from employment or (b) the Student's work, conduct or health may, in Mayo Clinic's judgment, have a detrimental effect on its patients, staff or operations. A Student generally will not be removed from a clinical experience until Mayo Clinic has discussed its concerns with a representative of the School. However, Mayo Clinic reserves the right to take immediate action to suspend a Student's participation in response to concerns of patient care or the safety and respect of its staff. Mayo Clinic shall not be arbitrary or discriminatory in the exercise of this right.

5. **Student Health Insurance and Emergency Medical Care.** Students shall maintain health insurance throughout the entire term of their participation in the clinical experience at Mayo Clinic. Students shall be furnished emergency medical care and treatment, if needed, while on duty at Mayo Clinic with the associated expense to be the responsibility of the Student.

6. **Insurance.**

(a) School will provide and maintain insurance for Students and School faculty providing on-site supervision at Mayo Clinic as described below:

- (i) Professional liability insurance (or comparable coverage under a program of self-insurance) providing coverage on an “occurrence basis” for occurrences during the term of this Agreement with limits no less than \$1 million per occurrence and \$3 million aggregate.
- (ii) Comprehensive general liability insurance (or comparable coverage under a program of self-insurance) providing coverage on an “occurrence basis” for occurrences during the term of this Agreement with limits no less than \$1 million per occurrence and \$3 million annual aggregate.

(b) The insurance required in Section 6(a) above shall be in full force and effect prior to the arrival of Students at Mayo Clinic. It shall not be modified or terminated except upon thirty (30) calendar days’ prior written notice to Mayo Clinic. In the event any “claims made” policy is procured to meet the insurance requirements hereunder, “tail” coverage shall also be procured for a period of four (4) years after termination of such policy.

(c) Upon request, School shall provide Mayo Clinic with a Certificate of Insurance evidencing the above-stated coverage.

7. **Liability.** Each party is solely responsible for any of its own claims, causes of action, liabilities or the like that may arise out of this Agreement. Furthermore, neither party shall compensate the other party for any of the foregoing. The terms of this section shall survive expiration or termination of this Agreement.

8. **Independent Contractors.** Each party is a separate and independent institution, and this Agreement shall not be deemed to create a relationship of agency, employment, or partnership between or among them. Each party understands and agrees that this Agreement establishes a bona fide training relationship and that the agents or employees of each respective party are not employees or agents of the other party.

9. **Term.** This Agreement shall be effective as of the last date signed below and shall remain in effect for a total of five (5) years, unless terminated as described in paragraph 10 below.

10. **Termination.**

(a) Either party may terminate this Agreement for any reason by giving at least ninety (90) days written notice to the other party.

(b) In the event that this Agreement is terminated pursuant to this paragraph, the parties hereby agree that no Students participating in an ongoing experience will be denied the opportunity to complete the affiliation, even when the effective date of termination occurs prior to the completion date of the clinical experience. In such event, all applicable provisions of this Agreement, including the right to terminate any Student pursuant to Section 4, shall remain in force during the extension period from the effective date of termination, until the end of the academic term in which the Student is enrolled.

11. **Amendments.** This Agreement may be amended from time to time by written agreement of the parties.

12. **Notices.** Any notice under this Agreement shall be deemed sufficiently given if sent by facsimile, courier, electronic transmittal or similar reliable means of delivery, with receipt confirmed. Such notice shall be directed as set forth below:

For Mayo Clinic:
Pam White, DNP, RN, NE-BC
Chief Nursing Officer
Mayo Clinic Health System –
Northwest Wisconsin Region
1221 Whipple Street
PO Box 4105
Eau Claire, WI 54702-4105
White.Pam@mayo.edu

With copy to:
Education Business Services
Siebens 5
Mayo Clinic
200 First Street SW
Rochester, MN 55905
EduAffiliations@mayo.edu

For School:
Amy Olson, MSN, RN
Associate Dean of Health
Chippewa Valley Technical College
615 W. Clairemont Ave
Eau Claire, WI 54701
Aolson133@cvtc.edu

13. **Use of Name.** Neither party will use the name or trademarks of the other party in any news release, publicity, advertising, endorsement, or commercial communication without the prior written approval of the other party. All requests for approval for the use of Mayo's name pursuant to this Section must be submitted to the Mayo Clinic Public Affairs Business Relations Group, at the following E-mail address: BusinessRelations@mayo.edu at least 5 business days prior to the date on which a response is needed; however, the existence and scope of the programs available via this Agreement may be made known to Students as a means of assistance in completing their training requirements.

14. **Assignment.** No party has the right or the power to assign this Agreement, in whole or in part, without the prior written consent of the other parties, and any purported assignment in contravention of this provision shall be null and void.

15. **Governing Law.** This Agreement shall be construed in accordance with the law of the State of Wisconsin.

16. **Excluded Entity or Individual.** Each party shall immediately notify the other party in the event that it becomes excluded from any federal health care program.

17. **Enforceability and Waiver.** The invalidity or unenforceability of any term or provision of this Agreement shall in no way affect the validity or enforceability of any other term or provision. The invalid or unenforceable provision shall be fully severable. The waiver by a party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach thereof.

18. **Non-exclusive Agreement.** Each party may enter into similar agreements with other training institutions, provided that such agreements do not materially interfere with the ability of each party to carry out its obligations hereunder.

19. **Compliance with Laws.** Each party shall comply with all federal, state and local laws and regulations applicable to their respective operations, including, but not limited to, those dealing with employment opportunity, immigration and affirmative action such as 42 U.S.C. Sec. 2000 (e) et seq., The Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Immigration Reform Act of 1986, the Americans with Disabilities Act of 1990 and any amendments and applicable regulations pertaining thereto.

20. **Entire Agreement.** This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior agreements and representations.

21. **Authority.** The persons signing this Agreement warrant that they have full authority to do so and that their signatures shall bind the parties for which they sign. Each party hereto consents to be bound by photocopy, scanned PDF, facsimile or electronic signatures of such party's representative(s) hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the respective dates written below.

**MAYO CLINIC HEALTH SYSTEM –
NORTHWEST WISCONSIN REGION**

**CHIPPEWA VALLEY TECHNICAL
COLLEGE**

By: DocuSigned by:
Pamela L. White, DNP, RN, NE-BC
826F0348BCD740A...
Name: Pam White, DNP, RN, NE-BC

Title: Chief Nursing Officer

Date: 8/23/2019

Mayo EBS
Reviewed by:
BW

By: Amy Olson MSN, RN
Name: Amy Olson MSN, RN

Title: Associate Dean of Health

Date: 8/20/2019

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A

Mayo Clinic sites covered by this agreement include:

Mayo Clinic Health System – Eau Claire Hospital

Mayo Clinic Health System in Eau Claire – Luther Campus Clinic

Mayo Clinic Health System in Eau Claire – Clairemont Campus Clinic

Mayo Clinic Health System – Chippewa Valley, Inc.

Mayo Clinic Health System – Northland, Inc.

Mayo Clinic Health System – Oakridge, Inc.

Mayo Clinic Health System – Red Cedar

Mayo Clinic Health System – Pharmacy & Home (Northwest Wisconsin Region)



Job Description/Performance Appraisal

Job Description	Performance Appraisal
Job Code: 604178	
Position: RN DAY AD/DIP	Document Completed as: <input type="checkbox"/> Self Assessment <input type="checkbox"/> 360 Assessment (Optional) <input type="checkbox"/> Manager's Assessment (Summary/File Copy)
Job Description Last Reviewed/Revised: Not Set	Employee Name:
Addendum: <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee ID:
	Next Review Date:
	Supervisor Code:
	Reporting Unit:

Organizational Relationships:

Reports to assigned immediate nursing supervisor. Supervises assigned members of the nursing team. Works collaboratively with multidisciplinary team members.

Position Overview: (Major Functions and Non-Essential Functions):

The registered nurse (RN) is accountable for the coordination of nursing care, including direct patient care, patient/family education and transitions of care. The RN supports professional nursing practice across practice settings and across the continuum of care to meet the needs of the patient and family. The RN will function within the Mayo Clinic Nursing Professional Practice Model, which includes accountability for planning, implementing, evaluating and communicating all phases of nursing care for assigned patients. The ANA Nursing: Scope and Standards of Practice provide a basis for the practice of the RN. The RN provides leadership through activities such as preceptor role, informal leadership roles, and quality improvement efforts. The RN delegates patient care according to skill level, experience, patient acuity, fiscal accountability, and adequacy of resources. The RN possesses excellent communication skills; is skillful in mentoring and teaching; and may participate on committees or projects.

Minimum Education and/or Experience Required: (Education Requirements and Experience):

Graduate of an Accreditation Commission for Education in Nursing (ACEN) accredited associate's degree or diploma program. Exceptions to this may be made in the MCHS sites prior to a law change requiring accreditation expected in 2018. If graduated from a nursing program that was not accredited by ACEN, at least one year of RN experience (within the last five years) in an applicable care setting is required. If graduation did not occur within the last two years, one year of RN experience in an applicable care setting or one year of current LPN experience at Mayo Clinic is required. Rochester campus: All entry-level associate degree registered nurses with a RN start date after September 1, 2010, must provide documented evidence of program completion of their baccalaureate degree in nursing from an accredited nursing program within six years from the last day of the month of their RN start date. All entry-level associate degree registered nurses with a RN start date of September 1, 2014 and after must provide documented evidence of program completion of the baccalaureate degree in nursing from an accredited nursing program within five years

from the last day of the month of the RN start date. Florida campus: All entry-level associate degree registered nurses with a RN start date after January 1, 2013, must provide documented evidence of program completion of their baccalaureate degree in nursing from an accredited nursing program within six years from the last day of the month of their RN start date. Arizona campuses: All entry-level associate degree registered nurses with a RN start date after January 1, 2013, must provide documented evidence of program completion of their baccalaureate degree in nursing from an accredited nursing program within six years from their RN start date. Mayo Clinic Health System: All entry-level associate degree registered nurses with a RN start date after September 1, 2013, must provide documented evidence of program completion of their baccalaureate degree in nursing from an accredited nursing program within six years from the last day of the month of their RN start date.

Additional Experience and/or Qualifications: (Has Achieved Competency in the Following Areas, Job Knowledge and Additional Considerations):

One year RN experience within the last five years preferred. Excellent communication skills (verbal and written). Experience working in a team environment. Computer skills required, prior experience with electronic medical record systems preferred. Ability to work flexible hours, which may include days, evenings, nights, holidays, and weekends and on-call. Ability to adapt to unpredictable situations within the work setting. Demonstrated leadership, effective communicator, and excellent critical thinking skills.

Licensure/Certification Required:

Current RN license by applicable state requirements. Arizona and Florida - Maintains Basic Life Support (BLS) competency. Midwest - Maintains current Basic Life Support for Health Care Providers from one of the following programs: American Heart Association or American Red Cross. Additional specialty certification/training as required by the work area.

List any specialty-specific certifications of licensures on an addendum and attach to job description.

Complete the Job Requirements-Physical/Environmental Factors(MC0061)form and attach it to any new job description.

Mayo Core Values apply to every position and support Mayo's Primary value that the needs of our patients come first.

Performance Levels: **AE** Achieves Expectations **NFD** Needs Further Development **UTA** Unable to Assess

NOTE: The Performance Expectations/Accountabilities (Criteria) are listed under each Core Value (Service Value).

Supporting comments are required for each Core Value (Service Value) that needs further development.

1. Respect: Treat everyone in our diverse community including patients, their families and colleagues with dignity.

	Performance Levels		
	AE	NFD	UTA

a. Supports an inclusive work environment by actively discouraging negative stereotypes that reflect differences in people including but not limited to culture, race, religion, age, disability, socioeconomic status, education, sexual orientation, veteran status, marital status, or gender.			
b. Contributes to a work place that supports diversity and is free from harassment by treating others with dignity in all interactions and respecting individual differences.			
c. Performs job specific competencies in a culturally sensitive manner.			
d. Actively listens to others, seeking to understand different perspectives, ideas and beliefs.			

2. Integrity: Adhere to the highest standards of professionalism, ethics and personal responsibility, worthy of the trust our patients place in us.

	Performance Levels		
	AE	NFD	UTA
a. Adheres to patient confidentiality and conducts discussions of confidential information in appropriate settings to avoid unintentional disclosure.			
b. Understands the necessity for maintaining confidentiality of all sensitive oral, paper-based and electronic information and restricts the flow of such information to those who have a legitimate "need to know."			
c. Conducts work-related activities in accordance with the Mayo Clinic Code of Conduct and Integrity Program.			
d. Complies with all Mayo policies, procedures, department guidelines, and applicable laws in the conduct of routine activities and the solution of problems.			
e. Complies with Mayo's absence policy (excludes absences related to Family Medical Leave).			
f. Effectively manages emotions, including anger and frustration.			

3. Compassion: Provide the best care, treating patients and family members [and colleagues] with sensitivity and empathy.

	Performance Levels		
	AE	NFD	UTA
a. Treats others with sensitivity and empathy, recognizing people are dealing with multiple challenges both professionally and personally.			
b. Seeks to understand emotions of others and recognizes that individuals meet and overcome challenges in different ways.			
c. Supports a caring work environment that is positive and reassuring to patients, family members and colleagues.			

4. Healing: Inspire hope and nurture the well-being of the whole person, respecting physical, emotional and spiritual needs.

	Performance Levels

	AE	NFD	UTA
a. Listens attentively to patients, visitors and colleagues to ensure understanding of their needs and asks questions if something is not clear.			
b. Delivers personalized service to others based on their physical, emotional or spiritual needs.			
c. Performs activities in a manner that ensures a safe environment for patients, employees, and the public by practicing 5 safe behaviors (pay attention to detail, communicate clearly, have a questioning and receptive attitude, hand off effectively, support each other).			
d. Seeks out resources for and practices good self-care.			

5. Teamwork: Value the contributions of all, blending the skills of individual staff members in unsurpassed collaboration.

	Performance Levels		
	AE	NFD	UTA
a. Exhibits an understanding of the roles and responsibilities of team members and recognizes individuals for their contributions.			
b. Contributes to the enhancement of group effectiveness by exchanging information, collaborating with other team members, and providing constructive feedback.			
c. Helps develop team cohesiveness by offering assistance to team members and aligns individual work efforts to meet work unit and organizational goals for service excellence.			
d. Maintains a patient-centered, positive, and helpful orientation when working with individuals within and outside of the work unit.			

6. Innovation: Infuse and energize the organization, enhancing the lives of those we serve, through the creative ideas and unique talents of each employee.

	Performance Levels		
	AE	NFD	UTA
a. Supports an environment that encourages open exchange of ideas and dialogue for improvement.			
b. Contributes ideas and suggestions and participates in activities that improve systems, processes, and service for patients, visitors and colleagues.			
c. Engages in monitoring and evaluating (formal and informal) feedback and data from patients, visitors and colleagues to improve service and work unit's performance.			
d. Adjusts to change in a positive and supportive manner.			

7. Excellence: Deliver the best outcomes and highest quality service through the dedicated effort of every team member.

	Performance Levels		
	AE	NFD	UTA

a. Demonstrates patient-centered and customer focus by treating patients, visitors and colleagues as top priority to meet or exceed needs and expectations.			
b. Completes assignments on time, contributing extra effort to meet patients', visitors', and colleagues' needs.			
c. Attends and participates in classes, seminars, workshops, and other continuing education as appropriate to maintain and enhance professional knowledge and/or job skills.			
d. If applicable, maintains competence in the provision of care and services to patients of various ages, populations, and abilities.			
e. Freely shares knowledge and information to assist in educating and training allied health staff and physicians.			

8. Stewardship: Sustain and re-invest in our mission and extended communities by wisely managing our human, natural and material resources.

	Performance Levels		
	AE	NFD	UTA
a. Uses Mayo resources appropriately and for conducting Mayo business.			
b. Participates in Mayo Clinic recycling/energy reduction programs (e.g. shuts off lights/computers/equipment when not in use; recycles paper, cans, bottles; etc.).			
c. Offers suggestions if resources could be used more efficiently.			

Summary of comments, supporting examples, and/or plans for Core Values (Service Values) needing further development. Indicate corresponding principle number/letter where applicable.

JOB SPECIFIC COMPETENCIES (ESSENTIAL FUNCTIONS)

Performance Levels: **AE** Achieves Expectations **NFD** Needs Further Development **UTA** Unable to Assess

1. Assessment and Diagnosis: Collects and analyzes assessment data to determine diagnosis/issues.

	Performance Levels		
	AE	NFD	UTA
a. Assesses comprehensive data including but not limited to physical, psychosocial, emotional, cognitive, and spiritual needs and interprets assessment information to derive the diagnosis or issues as defined by the patient's condition.			

b. Uses evidence-based assessment techniques and instruments in collecting data and validates the diagnosis or issue with the patient, family and healthcare team members as appropriate.			
c. Prioritizes the data and information collected based on patient's immediate condition or anticipated needs and identifies potential risks or barriers to the patient's health or safety.			
d. Documents the data and information collected in compliance with established guidelines and reflective of the needs of the patient.			

2. Outcomes Identification and Planning: Identifies expected outcomes and develops a plan that prescribes strategies which address health promotion and restoration, health maintenance, or health related problems or issues and alternatives to attain expected outcomes.

	Performance Levels		
	AE	NFD	UTA
a. Involves patient, family and healthcare team members in formulating a culturally appropriate individualized plan of care and identifies expected outcomes based on nursing assessment and diagnosis.			
b. Applies evidence-based nursing practices in developing the individualized plan of care to attain expected outcomes and continuity of care.			
c. Modifies the individualized plan of care according to the ongoing assessment and reevaluation of the patient's response, status, and outcome indicators.			
d. Documents the expected outcomes as measurable goals and the plan in a manner that uses standardized language or recognized terminology.			

3. Implementation and Coordination of Care Delivery: Implements the identified plan and coordinates care delivery.

	Performance Levels		
	AE	NFD	UTA
a. Implements the plan of care in partnership with the patient, family and healthcare team members in a timely manner utilizing evidence-based interventions and treatments specific to the needs of the patient.			
b. Prioritizes interventions based on patient's condition, preferences, situation, or anticipated needs and performs treatments and procedures according to established procedural guidelines and protocols.			
c. Demonstrates compassionate behaviors of acceptance, caring and empathy for the patient and family.			
d. Ensures that all components of the individualized plan of care, including modifications, are documented in the patient health record.			
e. Communicates relevant information through hand-offs across levels of care and organizations.			

4. Health Teaching and Health Promotion: Employs strategies to promote health and a safe environment.

	Performance Levels		
	AE	NFD	UTA
a. Utilizes teaching strategies appropriate to the individual patient's condition and learning needs.			
b. Uses health promotion to support patients and families in developing skills that promote, maintain, or restore healthy lifestyles and self-management support.			
c. Maintains a safe, clean, and organized environment for the patient, families and staff.			
d. Seeks opportunities for feedback and evaluation of the effectiveness of the strategies used, including teach back.			

5. Evaluation: Evaluates progress toward attainment of outcomes.

	Performance Levels		
	AE	NFD	UTA
a. Evaluates the patient's/family's understanding of and response to the plan of care.			
b. Utilizes systematic and ongoing assessment data to revise nursing diagnoses, outcomes, and the plan of care.			
c. Involves the patient, family and healthcare team members in the evaluation process.			
d. Documents the reassessment of patient status; patient and family participation and understanding; and the rationale for any revision in the plan of care.			

6. Ethics: Applies the principles of professional codes of ethics that ensure individual rights in all areas of practice.

	Performance Levels		
	AE	NFD	UTA
a. Maintains a professional and therapeutic nurse-patient relationship and serves as a patient advocate assisting patients and families in developing skills for self-advocacy.			
b. Listens to patient care concerns and practice issues and communicates information to appropriate healthcare team members and documents in a timely manner.			
c. Speaks up to question healthcare practices as appropriate for safety and quality improvement.			
d. Utilizes available resources to help formulate ethical decisions.			
e. Discloses any observed illegal or incompetent practices and decisions made by potentially impaired health care staff per organizational policy.			

7. Evidence-based Practice and Research: Integrates evidence and research findings into practice.

	Performance Levels		
	AE	NFD	UTA

a. Utilizes current evidence-based nursing knowledge, including research findings, to guide and evaluate practice.			
b. May participate in evidence-based and research activities at various levels appropriate to the nurse's level of education and position.			
c. May share evidence-based and research findings with healthcare team members.			

8. Leadership: Demonstrates leadership behaviors in practice settings, across the profession, and in the community.

	Performance Levels		
	AE	NFD	UTA
a. Demonstrates a commitment to continuous learning and education for self and others and mentors healthcare team members for the advancement of nursing practices, the profession, and quality healthcare.			
b. Functions as a professional role model promoting a positive, team-based, organized, and safe work environment.			
c. Coordinates and supervises delegated activities to assure completion and serve as a resource for other healthcare team members.			
d. Demonstrates critical thinking in priority setting and decision making in response to patient needs.			
e. Pursues informal leadership opportunities.			
f. Participates actively in organizational shared decision making situations that improve the nursing practice, organizational performance, and outcomes.			
g. Assumes overall responsibility for managing all aspects of the nursing process and coordinating nursing care.			

9. Professional Practice Evaluation and Resource Utilization: Evaluates own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations. Also considers factors related to effectiveness, cost, environmental health, and impact on practice and organization.

	Performance Levels		
	AE	NFD	UTA
a. Utilizes current resources related to standards of care, policies and procedures, and patient needs.			
b. Navigates and utilizes electronic resources for information retrieval, communication, and documentation.			
c. Evaluates factors related to patient safety, effectiveness, availability, and cost when determining practice options.			
d. Responds to workload changes and patient needs effectively.			
e. Promotes a practice environment that reduces environmental health risks for staff.			
f. Assesses the practice environment for factors such as sound, odor, noise, and light that threaten health/safety.			
g. Advocates for the judicious and evidence-based use of products in health care.			

h. Communicates environmental health risks and exposure reduction strategies to healthcare consumers, families, colleagues, and communities.			
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Summary of comments, supporting examples, and/or plans for Job Specific Competencies (Essential Functions) needing further development. Indicate corresponding competency number/letter where applicable.

Supervisor is responsible for maintaining the following in the department, if applicable:	Completed (X or NA)
Assessment of additional competencies.	
Verification of current licensure, certification, continuing education, and/or mandatory education.	
Assessment of competency in providing care that is specific to the patient populations served.	

Document progress toward last year's goals and other accomplishments (e.g. work activities, committee involvement, presentations, continuous improvement activities, publications, etc.)

Goal 1:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 2:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

List mutually established goals for next year and plans for achievement. Consider professional, individual, and team goals and areas needing further development.

Goal 1:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
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	Action Plan	
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	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

Supervisor/manager summary comments:

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I have assessed this employee's ability to meet performance expectations as stated in his/her job description. This employee:



Achieves expectations



Does not achieve expectations (Full job description review and improvement plan must be completed if employee is not meeting expectations)

Input for this review was obtained from:

Supervisor Signature _____ Date: _____

Employee Signature _____ Date: _____

Additional Reviewer (optional) _____ Date: _____

Employee's comments:

Job Description/Performance Appraisal

Job Description	Performance Appraisal
Job Code: 604191	
Position: LPN AMBULATORY	Document Completed as: <input type="checkbox"/> Self Assessment <input type="checkbox"/> 360 Assessment (Optional) <input type="checkbox"/> Manager's Assessment (Summary/File Copy)
Job Description Last Reviewed/Revised: Not Set	Employee Name:
Addendum: <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee ID:
	Next Review Date:
	Supervisor Code:
	Reporting Unit:

Organizational Relationships:

Reports to assigned immediate nursing supervisor. Supervised by assigned registered nurse. Works collaboratively with multidisciplinary team members.

Position Overview: (Major Functions and Non-Essential Functions):

The licensed practical nurse (LPN) provides nursing care to assigned patients under the direct supervision of the registered nurse (RN) or other assigned supervisor and accepts delegation from the RN/assigned supervisor in meeting the needs of the patient/family. The LPN collects data through observation and communicates information to assist the RN and/or provider in patient assessment and care planning. The LPN participates as a member of the health care team and accepts delegation from the RN/assigned supervisor and provider in meeting needs of the patient/family. The LPN delivers care in accordance with the patient care plan, policies and procedures of the organization and principles of relationship-based care. The LPN possesses excellent communication skills; is skillful in mentoring and instructing; and may participate on committees or projects, including quality improvement projects.

Minimum Education and/or Experience Required: (Education Requirements and Experience):

Graduate of a school of practical nursing or passed LPN Boards after a defined period in a professional nursing program (e.g., some states allow RN students to take the LPN board exam after completing one to two years in the RN program). If graduation did not occur within the last two years, one year of LPN experience working in an applicable setting is required.

Additional Experience and/or Qualifications: (Has Achieved Competency in the Following Areas, Job Knowledge and Additional Considerations):

One year LPN experience within the last five years preferred. Excellent communication skills (verbal and written). Experience working in a team environment. Computer skills required, prior experience with electronic medical record systems preferred. Ability to work flexible hours, which may include days, evenings, nights, holidays, weekends, and on-call. Ability to adapt to unpredictable situations within the work setting. Graduate of an accredited school of practical nursing preferred.

Licensure/Certification Required:

Current LPN license by applicable state requirements. Arizona and Florida: Maintains current Basic Life Support (BLS) for Health Care Providers. Midwest: Maintains current Basic Life Support for Health Care Providers from one of the following programs: American Heart Association or American Red Cross. Additional specialty certification/training as required by the work area.

List any specialty-specific certifications of licensures on an addendum and attach to job description.

Complete the Job Requirements-Physical/Environmental Factors(MC0061)form and attach it to any new job description.

Mayo Core Values apply to every position and support Mayo's Primary value that the needs of our patients come first.

Performance Levels: **AE** Achieves Expectations **NFD** Needs Further Development **UTA** Unable to Assess

NOTE: The Performance Expectations/Accountabilities (Criteria) are listed under each Core Value (Service Value).

Supporting comments are required for each Core Value (Service Value) that needs further development.

1. Respect: Treat everyone in our diverse community including patients, their families and colleagues with dignity.

	Performance Levels		
	AE	NFD	UTA
a. Supports an inclusive work environment by actively discouraging negative stereotypes that reflect differences in people including but not limited to culture, race, religion, age, disability, socioeconomic status, education, sexual orientation, veteran status, marital status, or gender.			
b. Contributes to a work place that supports diversity and is free from harassment by treating others with dignity in all interactions and respecting individual differences.			
c. Performs job specific competencies in a culturally sensitive manner.			
d. Actively listens to others, seeking to understand different perspectives, ideas and beliefs.			

2. Integrity: Adhere to the highest standards of professionalism, ethics and personal responsibility, worthy of the trust our patients place in us.

	Performance Levels		
	AE	NFD	UTA
a. Adheres to patient confidentiality and conducts discussions of confidential information in appropriate settings to avoid unintentional disclosure.			

b. Understands the necessity for maintaining confidentiality of all sensitive oral, paper-based and electronic information and restricts the flow of such information to those who have a legitimate "need to know."			
c. Conducts work-related activities in accordance with the Mayo Clinic Code of Conduct and Integrity Program.			
d. Complies with all Mayo policies, procedures, department guidelines, and applicable laws in the conduct of routine activities and the solution of problems.			
e. Complies with Mayo's absence policy (excludes absences related to Family Medical Leave).			
f. Effectively manages emotions, including anger and frustration.			

3. Compassion: Provide the best care, treating patients and family members [and colleagues] with sensitivity and empathy.

	Performance Levels		
	AE	NFD	UTA
a. Treats others with sensitivity and empathy, recognizing people are dealing with multiple challenges both professionally and personally.			
b. Seeks to understand emotions of others and recognizes that individuals meet and overcome challenges in different ways.			
c. Supports a caring work environment that is positive and reassuring to patients, family members and colleagues.			

4. Healing: Inspire hope and nurture the well-being of the whole person, respecting physical, emotional and spiritual needs.

	Performance Levels		
	AE	NFD	UTA
a. Listens attentively to patients, visitors and colleagues to ensure understanding of their needs and asks questions if something is not clear.			
b. Delivers personalized service to others based on their physical, emotional or spiritual needs.			
c. Performs activities in a manner that ensures a safe environment for patients, employees, and the public by practicing 5 safe behaviors (pay attention to detail, communicate clearly, have a questioning and receptive attitude, hand off effectively, support each other).			
d. Seeks out resources for and practices good self-care.			

5. Teamwork: Value the contributions of all, blending the skills of individual staff members in unsurpassed collaboration.

	Performance Levels		
	AE	NFD	UTA

a. Exhibits an understanding of the roles and responsibilities of team members and recognizes individuals for their contributions.			
b. Contributes to the enhancement of group effectiveness by exchanging information, collaborating with other team members, and providing constructive feedback.			
c. Helps develop team cohesiveness by offering assistance to team members and aligns individual work efforts to meet work unit and organizational goals for service excellence.			
d. Maintains a patient-centered, positive, and helpful orientation when working with individuals within and outside of the work unit.			

6. Innovation: Infuse and energize the organization, enhancing the lives of those we serve, through the creative ideas and unique talents of each employee.

	Performance Levels		
	AE	NFD	UTA
a. Supports an environment that encourages open exchange of ideas and dialogue for improvement.			
b. Contributes ideas and suggestions and participates in activities that improve systems, processes, and service for patients, visitors and colleagues.			
c. Engages in monitoring and evaluating (formal and informal) feedback and data from patients, visitors and colleagues to improve service and work unit's performance.			
d. Adjusts to change in a positive and supportive manner.			

7. Excellence: Deliver the best outcomes and highest quality service through the dedicated effort of every team member.

	Performance Levels		
	AE	NFD	UTA
a. Demonstrates patient-centered and customer focus by treating patients, visitors and colleagues as top priority to meet or exceed needs and expectations.			
b. Completes assignments on time, contributing extra effort to meet patients', visitors', and colleagues' needs.			
c. Attends and participates in classes, seminars, workshops, and other continuing education as appropriate to maintain and enhance professional knowledge and/or job skills.			
d. If applicable, maintains competence in the provision of care and services to patients of various ages, populations, and abilities.			
e. Freely shares knowledge and information to assist in educating and training allied health staff and physicians.			

8. Stewardship: Sustain and re-invest in our mission and extended communities by wisely managing our human, natural and material resources.

	Performance Levels

	AE	NFD	UTA
a. Uses Mayo resources appropriately and for conducting Mayo business.			
b. Participates in Mayo Clinic recycling/energy reduction programs (e.g. shuts off lights/computers/equipment when not in use; recycles paper, cans, bottles; etc.).			
c. Offers suggestions if resources could be used more efficiently.			

Summary of comments, supporting examples, and/or plans for Core Values (Service Values) needing further development. Indicate corresponding principle number/letter where applicable.

JOB SPECIFIC COMPETENCIES (ESSENTIAL FUNCTIONS)

Performance Levels: **AE** Achieves Expectations **NFD** Needs Further Development **UTA** Unable to Assess

1. Collects, interprets, and takes action on patient related data consistent within scope of practice allowed by each individual state's Nurse Practice Act.

	Performance Levels		
	AE	NFD	UTA
a. Collects data and provides input to the RN/health care team to assist in developing and updating an individualized plan of care for the patient. In Minnesota, may perform focused assessment.			
b. Observes, recognizes, and reports information/changes related to the physical, spiritual, and psychosocial needs of the patient and takes action as appropriate.			
c. Utilizes communication techniques appropriate to patient population.			
d. Reports and documents appropriate information related to the patient/family regarding patient care, teaching/learning, and transitions in care needs.			

2. Provides patient care activities in accordance with the established plan of care, institutional standards, and as allowed by each state's Nurse Practice Act.

	Performance Levels		
	AE	NFD	UTA
a. Provides direct patient care as delegated by the RN and/or provider.			
b. Performs or assists with treatments and procedures and administers medications according to procedural guidelines and			

consistent with the patient's age/developmental level/cultural beliefs.			
c. May initiate immunization protocols, per state guidelines.			
d. Prioritizes patient/family needs to accomplish plan of care in a timely manner.			
e. Applies the principles of safety and infection control to patient care.			
f. Responds appropriately in emergency situations.			
g. Provides educational materials and health information in accordance with the established plan of care.			
h. Communicates health related information to patients utilizing age and culturally appropriate techniques.			
i. Performs health screening activities including use of standardized tools.			

Summary of comments, supporting examples, and/or plans for Job Specific Competencies (Essential Functions) needing further development. Indicate corresponding competency number/letter where applicable.

Supervisor is responsible for maintaining the following in the department, if applicable:	Completed (X or NA)
Assessment of additional competencies.	
Verification of current licensure, certification, continuing education, and/or mandatory education.	
Assessment of competency in providing care that is specific to the patient populations served.	

Document progress toward last year's goals and other accomplishments (e.g. work activities, committee involvement, presentations, continuous improvement activities, publications, etc.)

Goal 1:	
	Timeline
	Action Plan
	Measurable Outcome
	Accomplishments
Goal 2:	
	Timeline
	Action Plan

	Measurable Outcome	
	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

List mutually established goals for next year and plans for achievement. Consider professional, individual, and team goals and areas needing further development.

Goal 1:		
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	Action Plan	
	Measurable Outcome	
	Accomplishments	
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	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 3:		
	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

Supervisor/manager summary comments:

I have assessed this employee's ability to meet performance expectations as stated in his/her job description. This employee:

Achieves expectations

Does not achieve expectations (Full job description review and improvement plan must be completed if employee is not meeting expectations)

Input for this review was obtained from:

Supervisor Signature	_____	Date:	_____
Employee Signature	_____	Date:	_____
Additional Reviewer (optional)	_____	Date:	_____

Employee's comments:

Proposal for Substantive Change

Increased Enrollment: Reactivation of the Stand-Alone Practical Nursing Program

**Chippewa Valley Technical College
Eau Claire, Wisconsin**

Submitted to
The Wisconsin Board of Nursing

Proposal for Substantive Change Chippewa Valley Technical College Practical Nursing Program

Chippewa Valley Technical College (CVTC) Nursing Program is planning to increase enrollment, by reinstating the Practical Nursing Program. Since 2009, enrollment was significantly decreased and the college did not admit to the “stand-alone” program. In other words, only students who were admitted to the associate degree program and opted to stop after the first year and graduate with the diploma in practical nursing were considered practical nursing graduates. Due to continued economic growth in the CVTC district, there is an increased demand for health care professionals, including Licensed Practical Nurses. Admissions will consist of 16 students at the Eau Claire campus only. Historically, the PN Program was initiated at CVTC in 1971. The program was inactivated in 1986, was revised and received Wisconsin State Board of Nursing approval for reactivation in 1996, was revised again in 1999, and received NLNAC initial accreditation in 2001. Reaccreditation by the NLN occurred in 2008 and the program received full accreditation through ACEN in 2016 through 2024. A statewide nursing curriculum for both practical and associate degree nursing was initiated in 2005. CVTC is part of the 16-college Wisconsin Technical College System implementing the statewide nursing curriculum.

The Practical Nursing (PN) Program has been previously at CVTC 2001-2009. With a decrease in demand for licensed practical nurses (LPN’s) by district employers, admissions to the stand-alone PN program were placed on hold in 2008 and formally inactivated in 2009 (Wisconsin State Board of Nursing Meeting Minutes, April 2, 2009). Since that time, students admitted to the associate degree program have been allowed to graduate and take the LPN NCLEX exam if they chose this exit point.

With the current and projected shortage of health care workers, health care agencies in the CVTC district continue to request the college educate nursing personnel at all levels—nursing assistant, practical nursing and associate degree nursing. Current job data in CVTC’s district indicate there are currently 632 LPN jobs, with an expected growth of 6% in 5 years. The college’s and the nursing program’s mission includes providing seamless nursing education. Students accepted to LPN program will have the option to further their education with associate degree pathway in the future.

The current plan to reactivate the practical nursing program allows for admission of an initial cohort of 16 students to the PN Program at the Eau Claire campus. Prior to consideration for the PN program, applicants will be required to meet program admission standards including a criminal background study, certified nursing assistant training, and HESI admission testing.

The ACEN accredited PN curriculum at CVTC follows the statewide nursing program developed and implemented by all Wisconsin Technical College System nursing programs. The 32-credit curriculum is designed to provide seamless transition from practical nursing to associate degree nursing. The first year of the curriculum is designed to prepare the practical nurse. Courses of the first year of the statewide curriculum provide the knowledge, skills and values for dependent nursing practice while the second year of the curriculum expands the focus to independent nursing practice.

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Current Enrollment

The program currently admits 80 students to the associate degree nursing program at the Eau Claire campus and another 24 students to the associate degree program at the River Falls campus each semester. In addition, 8 students are admitted at each campus once per year into the LPN to RN completion program. The total number of students in the nursing program currently is 438.

The proposed addition would be a total of 16 PN students at the Eau Claire Campus. This represents an approximate increase of 4% in enrollment in the nursing program but a 100% increase in PN student enrollment. Funding to support the admission, education and resources for these cohorts is provided by the CVTC Nursing and college organizational budget, and other grant opportunities will be explored.

Student Resources

Students enrolled in the Practical Nursing Program at CVTC campuses will have access to all of the services available to all CVTC students. Students are able to register on-site, via telephone, and online for classes. Financial aid is available and applications can be completed either on campus or online. Academic advising and placement services are also available at both campuses.

Students will be informed on how to access accommodations for special needs via the success coach, the CVTC Student Handbook, each nursing course syllabi, and the Nursing Department Nursing Student Handbook. The CVTC Student Handbook and the Nursing Handbook- Nursing Department Policies and Procedures are provided to students upon entry into the college and program and are always available online through the CVTC website.

The CVTC bookstore is located at the Eau Claire campus. However, all textbooks, handouts, and other course materials are delivered to students at the River Falls campus. Textbooks are also available through the CVTC Online Bookstore.

The CVTC Learning Center provides a complete range of library and information services using new electronic methodologies and an extensive collection of materials to meet the needs and interests of faculty, staff, and students. Its collection of materials in all media formats is selected to enhance, enrich, and support the college's educational programs and contribute to the educational development of both students and staff. Online resources are available and materials are distributed to all CVTC campuses.

Technologies available to all students in the Nursing Program include on-campus computers and internet access. All students have access to campus e-mail and web services including an online learning management system. Students have online access to a variety of computer programs include Microsoft Word, PowerPoint and Excel. Computer labs and multi-media classrooms are available on all campuses. Technical support is available both on campus during the week, 8 a.m.-4 p.m. and via phone or online access on a 24/7 basis.

CVTC has a technology refresh initiative that ensures state of the art equipment for students and faculty at all campuses. Included in this initiative are computers, printers, network infrastructure and multimedia tools. Student labs have the highest priority for refresh – in most cases, every one to two years.

Curriculum and Instruction:

Courses for the practical nursing students will be taught in the traditional face-to-face format, with hybrid and online options available. The student/faculty ratio in nursing theory courses at CVTC is 27:1. The skills laboratory courses have a typical ratio of 12:1 and the clinical courses have a ratio of 8:1. These ratios mirror those of the associate degree program.

The nursing team, led by the Nursing Program Director, is responsible for the quality of the curriculum of the Practical Nursing Program. The same curriculum and evaluation plan is used at both the Eau Claire and River Falls campuses. All faculty teaching in the program, whether in Eau Claire or River Falls, follow the same curricular plan and use the same course forms, including syllabi and course evaluation tools. Consistency in types of clinical experiences and required coursework are also maintained between the two campuses. The nursing team regularly examines and evaluates the curriculum and student achievement, making modifications as deemed appropriate.

Faculty hired to teach in the Nursing Program are credentialed at a minimum of a master's degree in nursing, licensed as Registered Nurses in Wisconsin, and meet the standards of certification outlined by the Wisconsin Technical College System. A majority of faculty are hired full-time. Occasionally, adjunct faculty are hired and any who are not master's prepared must be approved as an exception by the Wisconsin Board of Nursing. Faculty at the River Falls campus may also teach clinical sections in Minnesota agencies and are therefore required to hold a Minnesota Registered Nurse license as well. All new faculty members are assigned an experienced faculty mentor and attend new faculty orientation. The CVTC Professional Development Team evaluates all new faculty members employed at the college every semester for the first three years of employment. The associate dean evaluates faculty members employed for more than three years according to established college policies. In addition, student evaluation of faculty is included in each type of evaluation.

Faculty at both campuses makes up the CVTC nursing team. All faculty members participate in faculty meetings either in person or through online two-way video and/or audio conferencing between faculty on both campuses, thereby maintaining currency in student and program issues. Faculty assignments may include classes at either or both campuses using traditional and/or distance education delivery systems.

All faculty members at the college are required to maintain WTCS teaching certification, which involves on-going educational activities as outlined in the faculty contract. In-service activities are also required at the beginning of each semester, and optional classes are offered for faculty during CVTC's May Academy (two weeks in May devoted to faculty and staff in-servicing). In addition, intermittent courses related to teaching methods and/or technologies are offered throughout the year.

All nursing courses in the Nursing program have been offered at both campuses. All clinical courses offered are conducted at health care agencies in the local area of each campus. The Eau Claire community includes three large acute-care hospitals, a few smaller critical-access hospitals, and many long-term care facilities. Within the community of River Falls, a hospital has obstetrical and medical-surgical care units along with up-to-date diagnostic equipment. In addition, several long-term care centers and two larger clinics provide for clinical experiences. The program also has contracts with other small district hospitals (Hudson and Baldwin, WI) and large Minnesota hospitals for acute care clinical experiences.

The nursing faculty reviews all courses in the curriculum on a yearly basis. The curriculum committee makes recommendations to the nursing team after reviewing course evaluations. Textbooks and other course materials are also reviewed annually for currency. Because the same curriculum with identical syllabi and evaluation tools are taught at both campuses, the curriculum at both sites is regularly examined and evaluated.

The Nursing Advisory Committee meets biannually. Based on dialogue with the agencies represented on this committee, the nursing team makes appropriate changes in the curriculum to ensure that the CVTC Practical Nursing graduates have the knowledge and skills sought by area employers.

CVTC employs a variety of technical support staff to assist students and faculty in using technology. The Facilities and Technology Team oversees such functions as computer hardware and software, audiovisual services, and instructional television. This team is composed of Audiovisual/Instructional services, Computer Services, and Telephone and Voice Mail Services. This team provides service to all of the CVTC campuses.

The Facilities and Technology Team's primary responsibility is to assist and support the faculty in the utilization of all media equipment and in the planning, designing, and producing of instructional materials for the classroom, both traditional and online, throughout the district. A full complement of audiovisual equipment is available for all employees to support their instructional needs, off campus or in the classroom. Off-air videotaping, audio recording, high-speed audiotape duplicating, videotape duplicating, closed captioning of videotapes, and equipment for teleconferences is also available through the Facilities and Technology Team.

In-service training for distance education is available for faculty at scheduled intervals and, individually, as needed. This training is provided by the ITV support staff, can be individualized to meet the instructor's need and conducted ahead of time or just-in-time as the instructor desires.

Curriculum Evaluation and Assessment:

The same grading scale is used in all Nursing Program courses on both the Eau Claire and River Falls campuses. The CVTC Practical Nursing Program in Eau Claire was granted initial accreditation in 2001. After reactivation of the Practical Nursing program at that time, NCLEX-PN passing rates for CVTC graduates in Eau Claire was approximately 95%. Upon reactivation, the Nursing Faculty Team will regularly evaluate several variables indicative of success in the PN Program, including course and program retention rates, licensure-preparedness, licensure examination results, job placement rates, and employer satisfaction.

Proposed Timeline for Practical Nursing Implementation:

Pre-Program

Recruitment and selection of students in Eau Claire area
543-300 Nursing Assistant (as needed; some may already have training)

Semester 1 – Anticipated for Fall 2020

Core first semester nursing courses upon admission to the PN program:

543-101 Nursing Fundamentals
543-102 Nursing Skills
543-103 Nursing Pharmacology
543-104 Nursing: Introduction to Clinical Practice
806-177 General Anatomy and Physiology
801-195 Written Communications

Semester 2 – Anticipated for Spring 2021

543-105 Nursing Health Alterations
543-106 Nursing Health Promotion
543-107 Nursing: Clinical Concepts Across the Lifespan
543-108 Nursing: Introduction to Clinical Management
801-196 Oral/Interpersonal Skills
809-188 Developmental Psychology

First graduating LPN cohort - May 2021

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Cori Altmann, on behalf of Attorney Gretchen Mrozinski, Division of Legal Services and Compliance		2) Date When Request Submitted: August 7, 2019 <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>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: September 12, 2019	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Guidance on case resolution involving addiction issues, impairment and diversion	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? Gretchen Mrozinski <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: DLSC is seeking guidance from the Board relating to appropriate resolution when impairment, diversion, alcohol/drug dependence, and/or illegal use of drugs are involved.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> </div> <div style="width: 35%; text-align: center;"> <p style="font-size: 1.5em;">8/7/19</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
Directions for including supporting documents: 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.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 9/5/2019 <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>									
3) Name of Board, Committee, Council, Sections: Board of Nursing											
4) Meeting Date: 9/17/2019	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Planning									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A								
10) Describe the issue and action that should be addressed: See the following items for review in planning the next newsletter: <ol style="list-style-type: none"> 1. Review the attached article submitted by Barbara Nichols, Wisconsin Center for Nursing, for consideration of inclusion in the next newsletter. (Attachment – WCN Article) 2. Plan the content for the next newsletter by reviewing the list of pending topics below. 3. Determine the distribution timing for the next newsletter. 4. Consider changing the format and distribution mechanism for the next newsletter. Potential Topics <ul style="list-style-type: none"> • Chair’s Corner – Kallio <ul style="list-style-type: none"> ○ Recognition of Lillian Nolan • Legislation and Administrative Rules Committee Update - Skarlupka • “Education re: Best Practices for Discharge as it Relates to Pain Management” • Topics resulting from the NCSBN Annual Meeting (Consider for future newsletter based on Board preference) • New Member Articles and photos – Zentz and Pisney • Future Articles/Ideas: <ul style="list-style-type: none"> ○ NLC Training Article – Kallio ○ Increased readership planning – Dolatowski 											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Kimberly Wood</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">9/5/2019</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Kimberly Wood	9/5/2019	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	
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Continuing the Vision: Future of Nursing 2020 – 2030

On March 20, 2019, The National Academy of Medicine (NAM) launched a new study on the future of nursing. The goal of the new Committee on the Future of Nursing 2020-2030 is to extend the original vision and chart a course for the nursing profession to help our nation create a culture of health, reduce health disparities, and improve the health and wellbeing of the U.S. population in the 21st century.

Nearly 10 years ago, NAM published the forward-thinking report: *The Future of Nursing: Leading Change, Advancing Health*, which included recommendations to improve access to safe and high-quality patient care through nursing. The landmark report called for action to build the capacity of the nursing workforce by:

- Fostering interprofessional collaboration,
- Improving diversity by making it a workforce priority,
- Increasing the proportion of baccalaureate-prepared nurses by 2020,
- Doubling the number of doctorally-prepared nurses by 2020,
- Utilizing advanced practice RNs (APRNs) to the full extent of their education and training,
- Ensuring that healthcare leadership positions are available to and filled by nurses.

During 2020, the Committee on the Future of Nursing 2020-2030 will highlight the unprecedented progress made, including recommendations leading to the context for the second report.

2018 Wisconsin RN Workforce Survey Report

Wisconsin is facing an impending primary care workforce shortage. Wisconsin's 90,143 registered nurses (RNs) are uniquely positioned to help meet the growing demand for effective primary care.

The 2018 Wisconsin RN Workforce Survey is required by Wisconsin State Statute. The survey is conducted by the Wisconsin Department of Safety and Professional Services, the Wisconsin Department of Workforce Development, and the Wisconsin Center for Nursing. This report offers recommendations for regional variation in nursing practice, education, and policy. It also includes evidence-based analysis by the research team from the University of Wisconsin – Madison, School of Nursing, and the Wisconsin Center for Nursing.

Through the data analysis, the researchers found the shift in health care reform and delivery suggests that health care organizations, in partnership with schools of nursing and communities, should emphasize recruitment, retention, and succession planning for optimum RN utilization.

Read the full report at www.wicenterfornursing.org