BOARD OF NURSING
REQUEST FOR APPROVAL OF A NURSING REFRESHER COURSE

Approval by the Board of Nursing is required for all nursing refresher courses.

To apply for Board of Nursing approval, the course provider must submit this completed form and the course curriculum to dspsexaminationoffice@wisconsin.gov.

NOTE: Individual course participants are only required to submit curriculum to the Board of Nursing for approval if the course is not on the list of approved nursing refresher courses.

All approved courses will be included on an approved course list posted to the DSPS website; providers are urged to inform the Board of Nursing of any changes in the contact information listed on this application form to ensure accurate, current information is included on the list of approved courses.

I. COURSE PROVIDER

1. Name of course provider: ___________________________________________________________

2. Provider address: ___________________________________________________________________

3. Name of course administrator: _______________________________________________________

4. Type of nursing refresher course: □ Professional Nurse (RN) □ Practical Nurse (PN)

II. COURSE INSTRUCTOR

5. Do all instructors of the nursing refresher course have a master’s degree in nursing and recent clinical experience or clinical teaching experience? □ Yes □ No

6. If preceptors are used, are they selected by the instructor using criteria developed for the course and does the instructor provide supervision of the preceptors? □ Yes □ No

III. COURSE CURRICULUM

A. PROFESSIONAL NURSING (RN) REFRESHER COURSE CURRICULUM REQUIREMENTS

A1. Does the RN skills lab include basic nursing skills review and technology and equipment update? □ *Yes □ No *List number of required hours in skills lab: _______________

A2. Is direct supervision or precepted clinical experience performed in a hospital, clinic, long-term or subacute facility required? □ *Yes □ No *List number of required hours: _______________
Does the theory portion of the RN nursing refresher course include all of the following content?

A3. ☐ Yes ☐ No  Nursing process review
A4. ☐ Yes ☐ No  Infection control
A5. ☐ Yes ☐ No  Medication and pharmacology update
A6. ☐ Yes ☐ No  Recent trends in nursing techniques and responsibilities
A7. ☐ Yes ☐ No  Communication
A8. ☐ Yes ☐ No  Documentation and reporting
A9. ☐ Yes ☐ No  Supervision and delegation

B. PRACTICAL NURSING (PN) REFRESHER COURSE CURRICULUM REQUIREMENTS

B1. Does the PN skills lab include basic nursing skills review and technology and equipment update?  ☐ *Yes ☐ No  *List number of required hours in skills lab:______________

B2. Is direct supervision or precepted clinical experience performed in a hospital, clinic, long-term or subacute facility required?  ☐ *Yes ☐ No  *List number of required hours:______________

Does the theory portion of the PN nursing refresher course include all of the following content?

B3. ☐ Yes ☐ No  Nursing process review
B4. ☐ Yes ☐ No  Infection control
B5. ☐ Yes ☐ No  Medication and pharmacology update
B6. ☐ Yes ☐ No  Recent trends in nursing techniques and responsibilities
B7. ☐ Yes ☐ No  Communication
B8. ☐ Yes ☐ No  Documentation and reporting
B9. ☐ Yes ☐ No  Supervision and delegation
B10. ☐ Yes ☐ No  Aging population

Nursing Refresher Course Administrator __________________________  Title __________________________

__________________________________  __________________________
Signature Date

__________________________________  __________________________
Telephone Number Email Address