

# Wisconsin Department of Safety and Professional Services

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## 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 [dspsexaminationsoffice@wisconsin.gov](mailto:dspsexaminationsoffice@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