



WEST VIRGINIA  
STATE BOARD OF EXAMINERS  
FOR LICENSED PRACTICAL NURSES

NANCY R. WILSON, R.N.  
EXECUTIVE SECRETARY

LANETTE L. ANDERSON, J.D., R.N.  
ASSISTANT EXECUTIVE SECRETARY



TELEPHONE  
(304) 558-3572

FAX  
(304) 558-4367

101 DEE DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1688

November 29, 1999

Honorable Ken Hechler  
Secretary of State  
Building 1 Suite 157K  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0770

Dear Sir:

Pursuant to direction from the West Virginia State Board of Examiners for Licensed Practical Nurses, I hereby enclose for filing the required documentation and text of proposed amendments to Legislative Rules, 10 C.S.R. 1, Policies and Procedures for Development and Maintenance of Educational Programs in Practical Nursing. Said Rules were approved by the members of the Board during its last scheduled meeting on October 14, 1999.

Thank you for your attention to this matter.

Sincerely yours,

A handwritten signature in cursive script that reads "Nancy R. Wilson, R.N.".

Nancy R. Wilson, R.N.  
Executive Secretary

NRW/lla

Enclosures:

TITLE 10  
LEGISLATIVE RULES  
WEST VIRGINIA STATE BOARD OF  
EXAMINERS FOR LICENSED PRACTICAL NURSES

SERIES 1 - POLICIES AND PROCEDURES FOR DEVELOPMENT AND  
MAINTENANCE OF EDUCATIONAL PROGRAMS IN PRACTICAL NURSING

SUMMARY OF PROPOSAL

Proposed changes are primarily editorial in nature with the exception of the addition of stated goals of accreditation, curriculum evaluation by the faculty of the educational program, and notification to the Board of results of criminal history records checks of applicants to the Board for the licensure examination.

TITLE 10  
LEGISLATIVE RULES  
WEST VIRGINIA STATE BOARD OF  
EXAMINERS FOR LICENSED PRACTICAL NURSES

SERIES 1 - POLICIES AND PROCEDURES FOR DEVELOPMENT AND  
MAINTENANCE OF EDUCATIONAL PROGRAMS IN PRACTICAL NURSING

STATEMENT OF CIRCUMSTANCES REQUIRING RULE

Proposed changes to this Rule reflect requirements for educational programs in practical nursing. Goals of accreditation by the Board are clearly stated. Action taken by the Board for an educational programs with a high failure rate on the licensure examination is clarified. Suggested subject matter is suggested for the social science course in the practical nursing programs. In response to an increasing number of applicants to the Board who have had criminal convictions, results of criminal history records checks are reported to the Board by the nurse coordinator of the educational program.

**APPENDIX B**

**FISCAL NOTE FOR PROPOSED RULES**

Policies and Procedures for Development and Maintenance

**Rule Title:** of Educational Programs in Practical Nursing

**Type of Rule:**  Legislative     Interpretive     Procedural

**Agency**                    West Virginia State Board of Examiners for LPNs

**Address**                    101 Dee Drive

Charleston, West Virginia 25311-1688

**1. Effect of Proposed Rule**

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	TWO/THREE/YEARS
<b><u>ESTIMATED TOTAL COST</u></b>	\$ NONE	\$ NONE	\$ NONE	\$ NONE	\$ NONE
<b>PERSONAL SERVICES</b>					
<b>CURRENT EXPENSE</b>					
<b>REPAIRS &amp; ALTERATIONS</b>					
<b>EQUIPMENT</b>					
<b>OTHER</b>					

**2. Explanation of above estimates:**

**3. Objectives of these rules:**

Make editorial and other changes in rules for schools of practical nursing.

**Rule Title:** Policies and Procedures for Development and Maintenance of Educational Programs in Practical Nursing

**4. Explanation of Overall Economic Impact of Proposed Rule.**

**A. Economic Impact on State Government.**

None

**B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of Citizens.**

None

**C. Economic Impact on Citizens/Public at Large.**

None

**Date:**

11/29/99

**Signature of Agency Head or Authorized Representative**

Nancy K. Wilson, R.N.

DRAFT  
10/14/99

TITLE 10  
LEGISLATIVE RULES  
WEST VIRGINIA STATE BOARD OF  
EXAMINERS FOR LICENSED PRACTICAL NURSES  
SERIES 1  
POLICIES AND PROCEDURES FOR DEVELOPMENT AND MAINTENANCE  
OF EDUCATIONAL PROGRAMS IN PRACTICAL NURSING

**§10-1-1. General.**

1.1. Scope. --These legislative rules establish the administrative Rules and Regulations for development and maintenance of educational programs in practical nursing.

1.2. Authority. -- WV Code §30-7A-5 & §64-9-17(d)

1.3. Filing Date. --

1.4. Effective Date. --

**§10-1-2. Definition of Terms.**

2.1. "Practical Nursing" means the performance for compensation of selected nursing acts in the care of the ill, injured or infirm under the direction of a registered professional nurse or a licensed physician or a licensed dentist, and not requiring the substantial specialized skill, judgment and knowledge required in professional nursing.

2.2. "Practical Nurse" means a person who has met all the requirements for licensure as a practical nurse and who engages in practical nursing as defined in this section.

2.3. "Board" means the West Virginia State Board of Examiners for Licensed Practical Nurses.

2.4. "Program" means an accredited program of practical nursing that has met the requirements of WV Code §30-7A-8, and of the Board as specified in this rule.

2.5. "Curriculum" means a total written plan of learning activities included during the program of practical nursing.

2.6. "Sponsoring Agency" refers to those agencies providing financial and administrative support for an accredited program in practical nursing.

2.7. An "Affiliating agency" refers to a health care agency used by a sponsoring agency for clinical experience for students enrolled in the accredited program.

2.8. "Licensure examination" refers to the written examination provided to qualified applicants, as required in 10 CSR 2, Policies Regulating Licensure of the Licensed Practical Nurse.

**RULES AND REGULATIONS - BPN - EDUCATION**

**§10-1-3. Accreditation**

The Board ~~shall~~ issues a certificate of accreditation to ~~the~~ each accredited program ~~of a sponsoring agency which meets the requirements of WV Code §30-7A-8 and this rule.~~ The sponsoring agency ~~shall~~ displays the certificate of accreditation at the program site.

3.1. Goals of Accreditation

3.1.a. Primary Goal: Graduate safe, competent practitioners of practical nursing with a skill mix adequate to meet employer demands.

3.1.b. Contributing Goals:

1. Administration, faculty and the professional community understand and support the philosophy, goals and objectives of practical nursing.

2. Faculty maintain current curricular concepts.

3. Faculty and clinical facilities staff partner to develop client care experiences which enhance student competence in the clinical area.

4. Faculty utilize varied and effective mechanisms for evaluating student knowledge base in practical nursing.

5. Administration and faculty maintain a positive learning environment for students.

6. Graduates successfully complete the licensure examination at a rate at least equal to the national passing standard.

7. Health care agencies hire program graduates.

3.1-2. Minimum requirements for accreditation

~~In order for a~~ The sponsoring agency ~~to establish or maintain a program in practical nursing it must:~~

3.1-2.a. establish maintains a practical nursing program advisory committee as required in section 5 of this rule,

3.1-2.b. provides classroom and clinical facilities as required by section 6 of this rule,

3.1-2.c. employs qualified faculty as required by section 7 of this rule,

3.1-2.d. provides a program of instruction as required by section 8 of this rule,

3.1-2.e. selects students and develop student policies as required by section 9 of this rule, and

3.1-2.f. maintaing records, reports and bulletins as required by section 10 of this rule.

3.2-3. Types of Accreditation

RULES AND REGULATIONS - BPN - EDUCATION

All programs shall have tentative, provisional or full accreditation by the Board for graduates of the program to be eligible to take the licensure examination for practical nurses.

3.2-3.a. Tentative state accreditation

A new program for which the sponsoring agency requires time to demonstrate its eligibility for accreditation ~~shall be~~ is known as a "State Tentatively Accredited Program." Tentative accreditation is valid for operation of the program until after the first meeting of the Board following ~~its~~ receipt of the licensure examination results ~~for the first examination following for~~ graduates of the first class.

3.2-3.b. Full state accreditation

A program which ~~has~~ meets the requirements set forth in this rule, and ~~has~~ demonstrated the ability to provide an adequate educational program which reflects current educational trends and current concepts in the delivery of health services, is known as a "State Accredited Program."

3.4. National accreditation

All programs are urged to seek accreditation through appropriate national organizations authorized to grant such accreditation.

3.3-5. Accreditation site visits

A representative of the board ~~shall~~ visits each program once every three (3) years to evaluate compliance with minimum requirements for maintaining an accredited program in practical nursing. A representative of the board ~~may~~ makes additional visits ~~at any time depending upon the~~ based on needs of the program as determined by the board, the sponsoring agency or faculty of the program. Additional visits may be announced or unannounced. Following a visit, the board representative ~~shall~~ sends a report to the nurse coordinator and agency administrator stating the findings and recommendations. The board representative ~~shall~~ provides copies of visitation reports to the Board ~~for approval and to continue the program's full state accreditation.~~ to be utilized in determining accreditation status.

A representative of the board contacts the coordinator of a program that has a failure rate on the licensure examination which substantially exceeds the national passing rate. The board representative may ask that the coordinator develop and present to the board a plan for corrective action. The board may accept the plan devised by the coordinator or offer alternative suggestions for corrective action.

3.2-6. Provisional state accreditation

A program which fails to maintain the minimum requirements and which the board has duly notified, is known as a "State Provisionally Accredited Program". ~~that it must~~ The program is required to meet the Board recommendations within one (1) year from the date of the notice. Representatives of the sponsoring agency of a program placed on Provisional State Accreditation may request a hearing before the board on behalf of the program.

**RULES AND REGULATIONS - BPN - EDUCATION**

3.5-7. Withdrawal of state accreditation

The board ~~shall~~ gives written notice of deficiencies to any program which fails to meet requirements of WV Code §30-7A-1 et seq. and this rule. ~~with a specific date by which the program is to correct deficiencies.~~ The letter is immediate notice that the program's accreditation status is in jeopardy. The board ~~shall~~ maintains the program on the list of accredited programs, as a Provisionally Accredited Program, for ~~the~~ a specified period not to exceed one year, specified to correct deficiencies. A representative of the board ~~shall~~ makes an on site visit at the end of the specified period to determine if the sponsoring agency and faculty have corrected specified deficiencies in the provisionally accredited program. The board reviews findings resulting from the site visit. The board withdraws state accreditation if criteria for Full State Accreditation are not met.

3.7.a. The sponsoring agency of a program that has had its accreditation withdrawn follows established procedures for closing a program.

3.5-7.b. The sponsoring agency of a program that has had its accreditation withdrawn ~~who~~ and desires to reopen a program is required to follow the established procedure for opening a new program.

~~3.5.3. A representative of the board shall contact a program that has a high failure rate on the licensure examination for the purpose of providing guidance in developing an evaluation mechanism to determine probable causes. The board representative may ask that the faculty develop and present to the board a plan for corrective action. The board may accept the plan devised by faculty or offer alternative suggestions for corrective action.~~

3.6-8. Change in control of a program

When a sponsoring agency transfers a program to a new sponsoring agency, the new sponsoring agency ~~shall~~ notifies the Board, in writing, of its intent to sponsor the program and seek Board approval prior to assuming responsibility for the program.

3.7-9. Closing a program

The sponsoring agency of a program of practical nursing scheduled to close ~~shall~~ informs the Board, in writing, of;

- a. the proposed closing date,
- b. plans for students currently enrolled in the program to complete the program, and
- c. provisions for permanent storage of student records.

3.8-10. Reopening a program

3.8-10.a. The sponsoring agency of a previously accredited program in good standing with the board may reopen the program within one (1) year of the date of graduation of the last class. The sponsoring agency ~~shall~~ notifies the board, in writing, no less than eight (8) weeks prior to the proposed reopening date. The Executive Secretary or a member of the board ~~shall~~ visits the program prior to the opening date.

10 CSR 1

RULES AND REGULATIONS - BPN - EDUCATION

~~3.8-10.b.~~ The sponsoring agency of a previously accredited program which has been closed for more than one (1) year from the date of graduation of the last class ~~shall~~ reapplies to the board as a new program.

§10-1-4. Establishing a New Program

4.1. Contemplation of a program

An agency contemplating sponsoring a new program of practical nursing ~~shall~~ requests a copy of the manual entitled, "Manual of Recommendations and Requirements for Education and Licensure". Sponsoring agencies should consult with board staff throughout the planning process.

4.2. Planning process

The following steps ~~shall be~~ are included in planning a program of practical nursing.

4.2.a. Pre-planning meetings

4.2.a.1. Representatives of a sponsoring agency and the Board ~~shall~~ hold a pre-planning conference to begin preliminary discussions about roles and responsibilities of faculty and administration in practical nursing education.

4.2.a.2. Representatives of the Board, the sponsoring agency, the clinical facilities, potential employers, resource people and interested citizens ~~shall~~ hold a community meeting to discuss;

- A. present and the future need for additional licensed practical nurses,
- B. the implications of the expansion of existing health services,
- C. staffing patterns of local health care facilities, ~~and~~
- D. the use of clinical facilities for student experience, and
- E. role and function of the licensed practical nurse in that geographic area.

The sponsoring agency ~~shall~~ plans the meeting.

4.2.b. Temporary approval to plan a program of practical nursing

4.2.b.1. The sponsoring agency ~~shall~~ submits ten (10) copies of the application for a new program with resumes' of the potential nurse coordinator and instructors to the Board with the fee required in 10 CSR 4, Fees for Services Rendered by the Board. Prior to or at the time of application the sponsoring agency ~~shall~~ submits;

- A. documentation of need for graduates of the program,
- B. verification that adequate clinical facilities are available for student experience,

**RULES AND REGULATIONS - BPN - EDUCATION**

- C. the estimated number of qualified applicants for initial and future classes,
- D. a description of classroom and laboratory facilities, and
- E. the basis for financial support during the planning phase and for initial and future classes.

The sponsoring agency ~~shall~~ submits this material no less than three (3) weeks in advance of the Board meeting during which the program is scheduled to be considered for temporary approval to proceed with the planning process.

4.2.b.2. The sponsoring agency ~~shall~~ employs a nurse coordinator after the board has granted temporary approval to plan a program of practical nursing.

4.2.b.3. The sponsoring agency ~~shall~~ submits a draft copy of the curriculum and supplementary materials to the Board including;

- A. the program philosophy,
- B. the student terminal objectives,
- C. the administrative structure of the sponsoring agency,
- D. the functions and names of advisory committee members,
- E. the faculty qualifications and job descriptions,
- F. the program and student policies,
- G. the rotation schedule, and
- H. the affiliation agreements between clinical facilities and the sponsoring agency.

The sponsoring agency may submit this material all at once or in sections as it is completed. A representative of the board ~~shall~~ reviews the materials and makes recommendations for revision where necessary to meet board requirements.

4.2.b.4. Representatives of the board ~~shall~~ conduct an official visit to review the final draft of program materials and to survey clinical facilities planned for use by the program.

4.2.c. Tentative state accreditation

4.2.c.1. The sponsoring agency ~~shall~~ submits ten (10) copies of the curriculum and supplementary materials identified in subsection 4.2.2.3. of this rule, with necessary revisions, to the board. The sponsoring agency ~~shall~~ submits the materials to the board office no less than three (3) weeks in advance of the date scheduled by the board for consideration of the new program for tentative state accreditation.

4.2.c.2. The Executive Secretary of the board and/or a member of the board ~~shall make~~ conducts a ~~consultations~~ visit to a program with tentative state accreditation when:

10 CSR 1

**RULES AND REGULATIONS - BPN - EDUCATION**

- A. the program has been in operation six (6) months;
- B. the sponsoring agency or faculty of an accredited program requests a visit; or
- C. the board determines the need for a visit.

**§10-1-5. Practical Nursing Program Advisory Committee**

The sponsoring agency offering a program in practical nursing ~~shall~~ appoints an advisory committee composed of members of the community interested in the education of practical nurses and the health care of individuals.

5.1. The practical nursing program advisory committee ~~shall~~ meets at least twice each year.

5.2. The committee should include at least one (1) of each of the following: a consumer, a director of nursing service, a hospital administrator, a licensed practical nurse, a physician, a registered nurse, and an educator not associated with the program. The committee members represent acute and long term care facilities and community health agencies. The nurse coordinator and sponsoring agency administrator are ex officio members of the advisory committee.

5.3. Functions of the committee

Members ~~should~~:

5.3.a. ~~be~~ are familiar with the relationships between the program and clinical practice areas;

5.3.b. assist in interpreting the program to the community, e.g., function in a liaison capacity;

5.3.c. ~~be~~ are aware of the current concepts in practical nurse education and health trends in the area; and

5.3.d. make recommendations for improvement in the program.

**§10-1-6. Classroom and Clinical Facilities**

6.1. Classroom and office facilities

The sponsoring agency ~~shall~~ provides:

6.1.a. a nursing laboratory with sufficient numbers of modern patient care units and up-to-date equipment and training aides to meet the objectives of the program and the learning needs of students;

6.1.b. a classroom or a lecture room that is well lighted and well ventilated and contains desk-arm chairs or tables and chairs, a chalkboard, a bulletin board and visual aids;

6.1.c. access to a computer lab for development of computer skills;

6.1.~~3~~.d. a reference library containing the latest editions of practical nursing textbooks, nursing review books and periodicals;

**RULES AND REGULATIONS - BPN - EDUCATION**

6.1.4.e. a student lounge, lavatory facilities and space for students' personal belongings;

6.1.5.f. a separate office with a telephone for the nurse coordinator; and,

6.1.6.g. faculty offices adequate in size and number to provide the faculty with privacy for work and for student conferences.

The sponsoring agency should provide an office for the secretary, in close proximity to the nurse coordinator.

6.2. Clinical facilities

Agencies used as clinical facilities ~~shall~~ meet the minimum requirements set forth in this section.

6.2.a. Acute care facilities ~~shall~~:

1. ~~be~~ are licensed by the State Department of Health and Human Services;
2. ~~be~~ are accredited or working toward accreditation by the Joint Commission of Accreditation of Health Care Organizations;
3. have an active in-service education program; and
4. ~~be~~ are staffed by qualified service personnel.

6.2.b. Long-term care facilities ~~shall~~:

1. ~~be~~ are licensed by the State Department of Health and Human Services;
2. have an active in-service education program; and
3. ~~be~~ are staffed by qualified service personnel.

6.2.c. Other inpatient and outpatient facilities and agencies ~~shall~~ meet appropriate state requirements for operation.

**§10-1-7. Faculty**

The sponsoring agency ~~shall~~ submit evidence that all faculty members meet minimum requirements of the Board as set forth in this section.

7.1. Number of faculty members

The number of faculty members in an accredited program of practical nursing ~~will vary~~ varies according to the size of the class, distribution of students in the clinical facilities and the philosophy of the educational program. The sponsoring agency ~~shall employ~~ employs part-time instructors to assist faculties numbering less than three (3) and in other instances as considered necessary by the board or the sponsoring agency.

RULES AND REGULATIONS - BPN - EDUCATION

7.2. Clinical ratio of students to faculty

The ratio of students to faculty in the clinical area ~~shall not exceed~~ is ten (10) students to one (1) instructor. The sponsoring agency ~~shall~~ considers a lower ratio when clinical space and patient census are not sufficient to accommodate the ten (10) to one (1) ratio or when ~~innovation is undertaken~~ the nature of the student assignment requires close individual supervision.

7.3. Nurse coordinator

The sponsoring agency ~~shall~~ designates a nurse coordinator for each practical nursing program. The nurse coordinator ~~shall be~~ is the supervisor of the program of instruction and is responsible for planning, implementing and evaluating the entire program.

7.4. Instructors

Instructors are responsible for the supervision of students within the clinical areas, and for the development and teaching of theory.

7.5. Qualifications of faculty

Each faculty member ~~shall~~:

7.5.a ~~be~~ is a registered professional nurse currently licensed in West Virginia;

7.5.b. ~~hasve~~ or ~~be~~ is working toward a baccalaureate degree, preferably in nursing;

7.5.c. ~~hasve~~ a minimum of three (3) years of ~~professional~~ experience as a registered professional nurse which should includes;

7.5.c.1. one (1) year of patient side nursing care experience in an acute, intermediate or long term care clinical facility; and,

7.5.c.2. have a minimum of three (3) two (2) years experience in one or more of the following areas: teaching, supervision or administration. and,

7.5.d. with the most recent experience as a registered professional nurse is within the three (3) years immediately preceding employment as a faculty member;

7.5.e. ~~show~~ presents evidence of continuing education.

7.6. Part-time and substitute faculty members

Each part-time and substitute faculty ~~shall~~ meets the same criteria as full-time faculty. The board may make exceptions for faculty employed to teach specific subject areas, i.e., nutrition.

7.7. Faculty member responsibilities

Faculty members are responsible for all activities relating to classroom and clinical experience, administration and organization, curriculum development, classroom and clinical instruction, student guidance and for maintaining a learning environment for the student. Faculty ~~shall~~ participate in a minimum of

**RULES AND REGULATIONS - BPN - EDUCATION**

fifteen (15) contact hours of continuing education each year relating to their specific employment responsibilities as identified under faculty functions outlined in section 7.8 of this rule. Faculty members ~~shall~~ annually submit evidence of continuing education to the board.

7.8. Faculty functions

7.8.a. The nurse coordinator ~~shall~~:

1. assumes responsibility for organizing and directing the program under the jurisdiction of the sponsoring agency;
2. seeks recommendations from the practical nursing advisory committee for establishing policies for the recruitment, selection, admission, progression, dismissal and counseling of students;
3. schedules regular faculty conferences and maintain a written record of discussions and decisions;
4. establishes a system to maintain essential records that ~~will be~~ is used to evaluate a student progress while the student is enrolled in the program and to follow up on the student after his or her graduation;
5. reports, at least monthly, the status of the program to the sponsoring agency administrator and to the advisory committee as necessary;
6. visits clinical practice areas regularly to evaluate student experience and maintain communications with facility administration and staff;
7. plans and implements, with the sponsoring agency administrator, an annual budget for the program;
8. makes recommendations for faculty appointments and promotions;
9. arranges for activities for selecting students including testing and interviewing;
10. interprets changing practices in the utilization of the graduate practical nurse and adjust the educational program to accommodate these changes;
11. develops short and long range objectives and strategies for strengthening the program;
12. establishes criteria for the ongoing evaluation of the curriculum, the clinical facilities and the faculty; and,
13. evaluates and documents, at least every six (6) months, a new instructor's performance in terms of personal and professional achievement; and evaluate tenured faculty annually.

10 CSR 1

**RULES AND REGULATIONS - BPN - EDUCATION**

- 7.8.b. The nurse coordinator is not expected to carry a teaching load equal to that of other faculty members. The sponsoring agency administrator ~~shall~~ allots adequate time to the nurse coordinator to carry out activities related to coordination of the program.

The nurse coordinator may:

1. develop course outlines and lesson plans for teaching the nursing skills and related courses;
2. direct and supervise student learning in the classroom and clinical areas;
3. evaluate and record student performance;
4. participate in the counseling and guidance of students related to their course of instruction;
5. perform other duties, related to the program of practical nursing, assigned by the sponsoring agency administrator.

- 7.8.c. The instructor/s ~~shall~~:

1. develops course outlines and lesson plans for teaching nursing skills and related courses;
2. directs and supervises student learning in the classroom and clinical areas;
3. evaluates and records student performance;
4. participates in the counseling and guidance of students related to their course of instruction;
5. assists with administrative duties when requested by the nurse coordinator or sponsoring agency administrator including the reviewing, testing and selecting of students; and
6. performs other duties, related to program of practical nursing, assigned by the nurse coordinator.

- 7.8.d. Secretarial assistance

The sponsoring agency ~~shall~~ provides adequate secretarial assistance to the faculty of a program.

**§10-1-8. Program of Instruction**

- 8.1. Length of program

The program of instruction ~~shall be~~ is twelve (12) months in length unless the sponsoring agency administrator provides written justification to the board and the variance is approved by the board.

- 8.2. Curriculum concepts.

**RULES AND REGULATIONS - BPN - EDUCATION**

8.2.a. The faculty ~~should~~ develops the philosophy and student terminal objectives for the program. The faculty shall use these philosophy and objectives as a basis for curriculum development.

8.2.b The faculty ~~should~~ plans the curriculum for the program of practical nursing to meet community nursing needs. The faculty shall consider current concepts in health care and the changing roles of all levels of nursing nurse practitioners in developing and evaluating the curriculum.

8.2.c. The faculty ~~shall~~ places emphasis on development of measurable objectives for the total program rather than number of clock hours. The faculty may adapt and enrich curriculum in accordance with stated objectives, clinical resources and facilities.

8.2.d The faculty ~~shall~~ utilizes current educational concepts and methods of teaching including integration of content, career mobility, open entry and exit, and individualized and competency based instruction where appropriate in the curriculum.

8.2.e. The faculty ~~may~~ makes major curriculum changes only after written consultation with the board's Executive Secretary or the board.

8.3. Curriculum content

8.3.a. The faculty ~~shall~~ develops a master plan of the curriculum and ~~shall~~ makes the master plan available to students. The master plan ~~shall~~ shows length and sequence of courses, areas of content to be covered and classroom and clinical settings to be used.

8.3.b. The master plan ~~shall~~ provides evidence that the curriculum is designed to meet the objectives of the program and shall identify that:

1. classroom and clinical instruction meet the physical and psychosocial needs of all age groups;
2. concurrent learning experiences in theory and clinical practice emphasize basic nursing principles and procedures related to nursing;
3. clinical practice begins the third week of the program to facilitate concurrent learning;
4. basic concepts of nutrition, anatomy, physiology, pharmacology, mental health, communications, history and trends in nursing, vocational responsibilities, computer skills and family living are integrated into the program;
5. learning is arranged to progress from simple procedures to complex procedures; and
6. clinical instruction is included for medical, surgical, geriatric, mental health, maternal infant care, and pediatric areas.

The faculty ~~shall~~ utilizes acute, long-term and community health facilities and agencies in the program if appropriate learning experiences are available. The faculty ~~shall~~ utilizes specialty areas, such as intensive care, coronary care and emergency rooms in the program only with faculty supervision and after providing written justification to the board.

RULES AND REGULATIONS - BPN - EDUCATION

8.4. The board suggests the following subjects and combined classroom and clinical instructional hours.

Subject	Actual Instructional Time
Principles and Fundamentals	200
* Social Sciences Integrated	150
Body Structure	60
Nutrition and Diet Therapy	40
Pharmacology	80
** Medical-Surgical	450
Geriatrics	100
Mental Health	100
Obstetrics	60
Pediatrics	60
 Total Instructional Hours	 <hr/> 1,300

\* To include ethical and legal responsibilities such as advance directives, advocacy, professional boundaries, confidentiality, client rights, organ donation, informed consent, incident reporting, resource management, scope of practice, delegation/assignment, leadership, legal standards, endorsement, continuing competence, and grounds for disciplinary action including procedures and penalties.

\*\* To include prevention and early detection of health problems.

The faculty ~~shall~~ devote not less than one fourth (1/4) nor more than one half (1/2) of the actual instructional time to theory unless faculty provide written justification to the board and the variation is approved by the board.

8.5. Rotation plan.

8.5.a. The nurse coordinator ~~shall~~ develop and post a complete rotation plan for each student showing daily classroom theory content and corresponding clinical practice for all nursing practice experiences.

8.5.b. The nurse coordinator ~~should~~ develop the rotation plan in cooperation with the affiliating facilities and agencies, taking into consideration available clinical services, quantity and quality of supervision for students and requirements of the board.

8.5.c. The nurse coordinator and the affiliating agency may, by mutual agreement, change the established plan for rotation of students through the clinical services.

8.6. Faculty Supervision of Students

8.6.a. The board recommends that both faculty and students carry liability insurance.

8.6.b. The program faculty ~~shall~~ supervise all clinical practice.

**RULES AND REGULATIONS - BPN - EDUCATION**

8.6.c. Faculty members ~~shall be~~ are registered professional nurses. A licensed practical nurse may be employed by the sponsoring agency to aid the program faculty in the supervision of the students' laboratory and clinical practice provided that a registered nurse faculty member is immediately available for consultation. The sponsoring agency ~~shall base~~ base student-teacher ratio, as specified in subparagraph 7.2. of this rule, on the number of registered nurse faculty members.

8.6.d. The faculty ~~shall~~ select clinical practice areas that offer the student the opportunity to observe and practice good nursing care. Faculties are encouraged to use West Virginia facilities. The faculty ~~shall~~ periodically evaluate clinical practice areas to assure that adequate experiences are available to meet program objectives.

8.6.e. The overall objective of a program is to prepare the student for service, however, the affiliating agency is responsible for the provision of service to patients. The nursing service needs of the patients should not take precedence over the educational needs of the student.

8.6.f. A representative of the board ~~shall~~ reviews a program's clinical facilities when new facilities are added. ~~It is the responsibility of the sponsoring agency is responsible for requesting to request this visitation.~~

8.6.g. Students assigned to community agencies, i.e., clinics, nursery schools, day-care centers, community health agencies, rehabilitation centers, doctors' offices, mental health centers and other available health agencies may be supervised by an employee of that agency in lieu of a faculty member of the program, provided that the students do not provide direct patient care. The faculty ~~shall~~ develop written objectives for the experience. The written objectives shall relate to the overall objectives for the program. The faculty ~~shall~~ hold pre and post clinical conferences.

8.7. Instruction

- a. The scheduled instructional time for classroom and clinical experiences ~~shall~~ does not exceed thirty-two (32) hours per week.
- b. A final passing score of "C" ~~shall be~~ is set in each course.

8.7.a. Classroom instruction.

The faculty ~~shall~~ develop and utilize a written outline for each course of instruction which includes a plan for each lesson. Each lesson ~~shall~~ containing behavioral objectives, an outline of lesson content, time allotment for the lesson, teaching methods, evaluation methods, visual aids and reference materials.

1. The behavioral objectives and the corresponding outline of lesson content ~~shall be~~ are consistent with and ~~shall~~ contributes to the achievement of the objectives of the program.
2. The scheduled learning experiences for a unit of content ~~shall be~~ are consistent with the master plan and rotation schedule and ~~shall~~ provide for concurrent clinical instruction.

10 CSR 1

RULES AND REGULATIONS - BPN - EDUCATION

3. The time allotted to each lesson ~~shall be~~ is consistent with the content to be covered and the learning expected of the students.
4. The content of the program and teaching methods ~~shall~~ reflect current concepts and practices in nursing education.

8.7.b. Clinical instruction

The faculty ~~shall~~ develop written objectives for each area of clinical instruction ~~and shall that~~ contribute to the achievement of the objectives of the program. Clinical learning experiences ~~shall~~:

1. ~~be~~ are concurrent with classroom instruction for a given course;
2. ~~be~~ are of adequate length to permit the instructor to modify the planned assignments to meet the needs of individual students;
3. ~~be~~ are selected by the program's faculty on the basis of their contribution to the objectives of the course and the total program;
4. include instructor-student conferences related to the care of patients;
5. include the opportunity for students to participate in staff conferences and inservice education programs;
6. provide for students to assist with the preparation, implementation and continuing evaluation of the nursing care plan for individual patients; and
7. provide for regular evaluation of the student's achievement utilizing measurable performance objectives.

The sponsoring agency ~~shall~~ requires that a student satisfactorily achieve the clinical performance objectives to progress in the program.

8.8. Affiliation agreements.

When a sponsoring agency that conducts a program of practical nursing enters into any type of cooperative relationship for provision of student experiences with another agency, the sponsoring agency ~~shall~~ executes a written agreement with the other agency.

Administrative representative(s) of each agency concerned with the program ~~shall~~ meet to establish their respective responsibilities. The responsible persons of each agency ~~shall~~ signs an agreement before the Board may grant final approval for use of the facility. Each agreement ~~shall~~ states clearly the responsibilities of each agency with regard to the educational program and the welfare of the student. The agreement ~~shall be~~ is available for review by the Board.

The agreement ~~shall~~ includes:

- 8.8.a. the names of the respective agencies;

**RULES AND REGULATIONS - BPN - EDUCATION**

- 8.8.b. the effective date of agreement;
- 8.8.c. the length of notice required by either party to terminate the agreement;
- 8.8.d. the signature, title and date signed, for the administrative representatives from both agencies involved;
- 8.8.e. provision for coordinated planning between the faculty and agency;
- 8.8.f. the responsibilities of the sponsoring agency to;
  - 1. appoint qualified faculty to teach, supervise and counsel students,
  - 2. provide basic learning experiences related to clinical assignment prior to assignment in the clinical area;
  - 3. arrange for orientation and supplemental teaching by agency personnel;
  - 4. select a student's clinical experiences;
  - 5. maintain student records;
  - 6. notify the affiliating agency of the inclusive dates of the affiliation and the expected numbers of students, in advance;
  - 7. schedule an annual conference for review of the program and its objectives, including the rotation plan; and,
  - 8. prepare a written evaluation of the clinical experiences.

The nurse coordinator ~~shall~~ retains a copy of the evaluation for review during accreditation site visits.

- 8.8.g. the responsibilities of the affiliating agency to;
  - 1. provide specific clinical learning experiences;
  - 2. make available conference areas and reference materials;
  - 3. meet with the program faculty at regular intervals for evaluation of the program and student experiences:

8.9. Curriculum Evaluation

8.9.a. The faculty evaluate the program of instruction at least once every two (2) years.

8.9.b. The faculty utilize a variety of resources when evaluating the program, including, but not limited to textbooks and references used in the program, student evaluations, graduate and graduate employer evaluations, clinical facility evaluations, advisory committee or other recommendations from the local community, student performance on the national licensure examination, and the most current job analysis and test plan used to develop the national licensure examination.

10 CSR 1

RULES AND REGULATIONS - BPN - EDUCATION

8.9-10. Student Evaluation

8.9-10.a. The faculty ~~shall~~ evaluate a student's progress in the clinical area at regular intervals. The student ~~shall~~ assist with this evaluation.

8.9-10.b. The faculty ~~shall~~ use standardized achievement tests in addition to the faculty designed testing program.

§10-1-9. **Students**

9.1. Selection of students

9.1.a. Admission requirements

An Applicant ~~must~~ have completed the tenth grade or its equivalent, as required by WV Code §30-7A-3. Applicants ~~must~~ hold a high school or equivalency diploma if a program wishes to participate in federal student loan programs. The faculty ~~should~~ use standardized tests that measure general intelligence and evaluate academic achievements on high school, college and GED transcripts when considering applicants. The nurse coordinator ~~shall~~ files a copy of the admission criteria, including the pre-entrance test used and the minimum acceptable score for admission, with the board.

9.1.b. Readmission, transfer, withdrawal and advance standing

9.1.b.1. The faculty ~~shall~~ prepare the written policies and evaluation procedures for readmission, transfer, withdrawal and advance standing of students. The nurse coordinator ~~shall~~ decide whether to accept transfer of a student.

9.1.b.2. ~~A minimum of ninety (90) days enrollment is required student shall be enrolled in the program which grants the diploma for a minimum of ninety (90) days in order to allow the faculty sufficient time to evaluate the students achievements in theory and skills before a diploma is granted.~~

9.1.b.3. The nurse coordinator ~~shall~~ prepares a final transcript of the student's grades showing credits given granted from the original program and credits given granted from the program graduating the student.

9.1.b.4. An applicant shall meet the requirements of the Board to be eligible to take the licensure examination.

9.1.c. Enrollment of students with law violations

The Board may refuse to admit an applicant to the licensure examination who has been convicted of a felony, is habitually intemperate or addicted to the use of habit forming drugs or who is mentally incompetent. 10 CSR 2, Policies Regulating Licensure for the Licensed Practical Nurse. A criminal history records check is recommended as a part of the admission requirements.

10 CSR 1

RULES AND REGULATIONS - BPN - EDUCATION

9.2. Student health

The sponsoring agency ~~shall~~ requires that students accepted into the program have a pre-admission physical, a drug screen, a PPD or chest x-ray, immunization for Hepatitis B, as well as other immunizations as recommended by the Centers for Disease Control. The board recommends that a student have a pre-admission dental examination with dental repairs. The program's faculty ~~is responsible for developing~~ policies related to student health services.

9.3. Random drug screening

The sponsoring agency should develop a written policy which provides for random drug screening during the course of the instructional year.

~~9.3-4.~~ Student sick leave

The faculty ~~shall~~ develops written policies regarding absences due to illness or other causes.

~~9.4-5.~~ Student vacation and holidays

The sponsoring agency ~~shall~~ determines the number and scheduling of vacation days and holidays. The board recommends a minimum of three (3) weeks vacation and all legal holidays.

~~9.5-6.~~ Counseling and guidance

The sponsoring agency should provide for qualified counseling services for the students. The faculty ~~should~~ refers students to the qualified counseling service for problems which are not related to the course of instruction.

~~9.6-7.~~ Graduation

The sponsoring agency ~~shall~~ establishes written policies regarding the scholastic and personal achievement required of students for graduation from the program. Students receiving a diploma indicating satisfactory completion of an accredited program in practical nursing are eligible to apply to take the licensure examination.

§10-1-10. **Records Reports and Bulletins**

10.1. The program faculty ~~shall~~ maintains a comprehensive record for each student currently enrolled including:

10.1.a. admission records including interview results, the pre-admission test scores, references and transcripts for all previous education;

10.1.b. health records including physical and dental examinations, and records of immunizations;

10.1.c. counseling records;

10.1.d. a record of instruction while in the program; and

10.1.e. an evaluation of the student's progress and grades.

10 CSR 1

**RULES AND REGULATIONS - BPN - EDUCATION**

10.2. The sponsoring agency ~~shall~~ keeps an individual permanent folder for each student who graduated. The graduate's permanent record ~~shall~~ includes:

10.2.a. the high school transcript, GED score or proof of completion of the tenth grade;

10.2.b. a record of the grades on the admission examination and standardized tests administered during the program;

10.2.c. a transcript of grades with an interpretation of each credit or unit; and

10.2.d. licensure examination results.

10.3. The sponsoring agency ~~shall~~ keeps an individual file for students who do not complete the program for five (5) years from the date the student leaves the program. The individual file ~~shall~~ includes:

10.3.a. entrance and departure dates;

10.3.b. the high school transcript, GED score or proof of completion of tenth grade;

10.3.c. a transcript of grades for courses completed; and

10.3.d. brief counseling and anecdotal record.

10.4. The nurse coordinator ~~shall~~ submits a final transcript, including the title of courses taken, clinical and theory grades, and clock hours or an interpretation of credits or units completed, for each graduate practical nurse who applies for the licensure examination.

10.5. The nurse coordinator indicates on the application to the board for examination for each program graduate whether a criminal history records check was conducted upon admission to the program or during the course of the program. The nurse coordinator submits with said application a true copy of all documents received from any law enforcement agency indicating conviction of any crime.

~~10.5-6.~~ The sponsoring agency is responsible for safeguarding student records so that graduates may obtain copies of their transcripts.

~~10.6-7.~~ Program brochure

The sponsoring agency offering a program in practical nursing should publish a brochure or bulletin of information for prospective students.

~~10.7-8.~~ Annual report

The nurse coordinator ~~shall~~ submits an annual report to the board, on forms provided by the board, within thirty (30) days of completion of a program.