

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #3

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NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

AGENCY West Virginia State Board of Examiners for Licensed Practical Nurses TITLE NUMBER: 10

CITE AUTHORITY W.V. Code 30-7A-1 et seq

AMENDMENT TO AN EXISTING RULE: YES NO

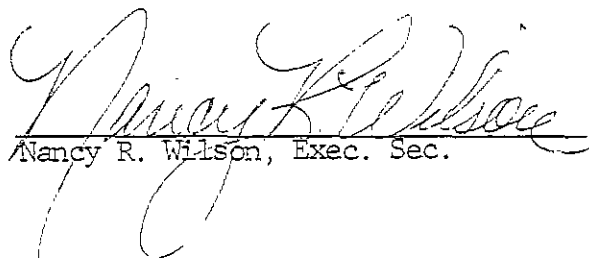
IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 1

TITLE OF RULE BEING AMENDED: Policies and Procedures for Development and Maintenance of Educational Programs in Practical Nursing

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.


Nancy R. Wilson, Exec. Sec.

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. --Authority. --W.Va. Code §30-7A-1 et seq.
- 1.3. Filing Date. --
- 1.4. Effective Date. --
- 1.5. Repeal of Former Rule. -- This Legislative Rule repeals West Virginia Legislative Rule "West Virginia Board of Examiners for Licensed Practical Nurses, Series 1 (1981 amended), effective July 1, 1981.

§10-1-2. Definition of Terms.

- 2.1. The term "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. The term "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.
- 2.3. The term "Board" in this document refers to the West Virginia State Board of Examiners for Licensed Practical Nurses.
- 2.4. An "Accredited" school of practical nursing is one which has met the requirements of the law and of the Board as outlined in this document and is currently accredited by this Board.
- 2.5. The term "Program" refers to an accredited school of practical nursing.
- 2.6. The verb "Shall," when used, indicates mandatory conditions which a program of practical nursing must meet in order to be accredited.
- 2.7. A "Curriculum" is a total written plan of learning activities included during the program in practical nursing.
- 2.8. The verb "Should" indicates suggestions for thorough consideration by practical nursing programs.
- 2.9. The term "Sponsoring Agency" refers to those agencies providing financial and administrative support for a program in practical nursing.

§10-1-3. New Programs.

- 3.1. Contemplation of a program. --When a new program is contemplated, advice and counsel shall be sought from the Board and the interested agency should request a copy of the manual entitled, "Manual of Recommendations and Requirements for Education and Licensure." Agencies are encouraged to consult with staff of the Board throughout the planning process to provide guidance with program preparation.
- 3.2. Planning process. --The following steps shall be included in planning a program:
 - 3.2.1. Pre-planning meetings:
 - 3.2.1.1. A pre-planning conference shall be held with representatives of sponsoring agency and Board to begin preliminary discussions related to roles and responsibilities of practical nurse education, and faculty and administration.
 - 3.2.1.2. A community meeting shall be held with representatives of Board, sponsoring agency, clinical facilities, potential employers, resource people and interested citizens. This meeting shall be planned by the interested sponsoring agency to discuss present and future manpower needs, implications of expansion of existing health services, staffing patterns and the use of clinical facilities.
 - 3.2.2. Temporary approval to Plan a Program:

The sponsoring agency shall submit ten (10) copies of the application with resume of potential coordinator and instructors to the Board with required fee. Other preliminary information which shall be submitted to the Board prior to or at the time the application is submitted includes documentation of need for graduates of the program, availability of adequate clinical facilities, estimated number of qualified applicants for initial and future classes, adequate classroom and laboratory facilities and the basis for financial support during planning phase and for initial and future classes. This material shall be submitted 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.

3.2.3. Employment of coordinator by the sponsoring agency.

3.2.4. The proposed program shall submit draft copies of supplementary materials to the Board including philosophy, objectives, administrative structure, functions and names of advisory committee members, faculty qualifications and job descriptions, program policies, student policies, curriculum, rotation schedule and affiliation agreements between clinical facilities and educational agency. This material may be submitted all at once or in sections as completed. The materials shall be reviewed by a representative of the Board and recommendations for revision shall be made where deemed necessary to meet Board standards and assure quality in the educational program.

3.2.5. An official visit shall be conducted by representatives of the Board to review final draft of program materials and to survey clinical facilities planned for use by the program.

3.2.6. Tentative Accreditation:

The proposed program shall submit ten (10) copies of the supplementary materials to the Board. Materials are to be submitted 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 accreditation.

3.3. Consultation Visits. -- Consultation visits shall be made by the Executive Secretary and/or a member of the Board when:

- (a) the program has been in operation six (6) months;
- (b) the program requests a visit; or
- (c) the Board determines the need for a visit.

§10-1-4. Accreditation.

A certificate of accreditation shall be issued by the Board and shall to be displayed in the school.

4.1. Types of Accreditation. -- 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.

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

4.1.2. Provisional state accreditation. -- A program which fails to maintain the minimum requirements and has been duly notified that it must meet the Board recommendations within one (1) year from date of the notice shall be known as a "State Provisionally Accredited Program."

4.1.3. Full state accreditation. -- A program which has met the requirements herein set forth, 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, shall be known as a "State Accredited Program."

4.1.4. Scheduled Board visits for the purpose of continuing full state accreditation shall be made at three (3) year intervals. Additional visits may be made at any time depending upon the needs of the program as determined by the Board or the individual school. Additional visits may be announced or unannounced. Following a visit, a report will be sent to the program stating the findings and recommendations. Copies of visitation reports shall be presented to the Board for approval to continue full state accreditation.

4.1.5. National accreditation. -- All programs are urged to seek accreditation through appropriate national organization authorized to grant such accreditation.

4.2. Withdrawal of state accreditation. -- Any program which fails to meet legal standards and Board requirements, as verified by results of an on site survey, shall be given written notice of deficiencies with a specified date by which the deficiencies are to be corrected (§30-7A. Code of WV). The letter shall be immediate notice that the program's accreditation status is in jeopardy. The program shall be maintained on the list of

accredited schools, as a Provisionally accredited program, for the period specified to correct deficiencies.

4.2.1. A sponsoring agency of a program placed on Provisional State Accreditation may request a hearing before the Board on behalf of the Program.

4.2.2. A program that has had its accreditation withdrawn and desires to reopen shall be required to follow the established procedure for a new program.

4.2.3. A program that has a high failure rate on the licensure examination, as determined by the Board based on state and national averages, shall be contacted by a representative of the Board for the purpose of providing guidance in developing an evaluation mechanism to determine probable causes. The Board representative may also 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.

4.3. Change in control of programs. -- When an accredited program undergoes a change in administrative control, the new agency shall notify the Board, in writing, of its intent to sponsor the program and seek Board approval prior to assuming responsibility for the program.

4.4. Closing a program. -- The sponsoring agency of a practical nursing program scheduled to close shall inform the Board, in writing, of:

- (a) The proposed closing date;
- (b) Plan made for students currently enrolled to assure completion of the program and their eligibility to take the licensure examination;
- (c) Provision for storage of student records.

4.5. Reopening of a program. -- A program previously accredited, and in good standing with the Board, may reopen if the sponsoring agency remains the same and it is within one (1) year of completion of the last class. The Board shall be notified in writing no less than eight (8) weeks prior to the proposed reopening date so a visit can be made by a representative of the Board.

A program which has been closed for more than one (1) year from the date of completion of a the last class, shall reapply as a new program.

4.6. Practical Nurse Program Advisory Committee. -- The agency offering a course in practical nursing shall appoint an advisory committee composed of members of the community whose interest is in education of practical nurses and the health care of individuals.

4.6.1. The practical nurse program advisory committee shall meet at least twice a year.

4.6.2. Membership on the committee should include at least one (1) of each of the following: consumer, director of nursing service, hospital administrator, licensed practical nurse, physician, registered nurse, and a representative of general education. The nurse coordinator and county vocational director shall be ex officio members of the Practical Nurse Program Advisory Committee.

4.6.3. Functions of the committee. -- Members should be expected to:

- (a) be knowledgeable of working and financial relationships between the practical nursing programs and practice areas;
- (b) assist in interpreting the practical nursing program to the community, e.g., function in a liaison capacity;
- (c) keep informed of current concepts in practical nurse education and health trends in the area; and
- (d) make recommendations for practical nurse program improvement.

4.7. Faculty. -- The sponsoring agency shall submit evidence that all faculty meets minimum requirements of the Board.

4.7.1. Number of faculty members. -- The number of faculty members in an accredited program of practical nursing will vary according to the size of the class, distribution of students in the clinical facilities and the philosophy of the educational program. Part-time instructors shall be employed to assist faculties numbering less than three (3) and other instances as deemed necessary.

4.7.2. The ratio of students to faculty in the clinical area shall not exceed one (1) instructor to ten (10) students. A lower ratio shall be considered when clinical space and patient census are not sufficient to accommodate the 1 to 10 ratio or when innovation is undertaken.

4.7.3. Nurse coordinator. -- A nurse coordinator shall be designated for each program of practical nursing. The nurse coordinator shall be the supervisor of the program of instruction and shall be responsible for planning, implementing and evaluating the entire program.

4.7.4. Instructor. -- Instructors shall be responsible for supervision of students within the clinical areas, plus development and teaching of theory.

4.7.5. Qualifications of faculty. -- All faculty shall:

- (a) be a registered professional nurse currently licensed or qualified for licensure in the state of West Virginia;
- (b) have or be working toward a baccalaureate degree preferably in nursing;
- (c) have a minimum of three (3) years of professional experience. The most recent experience shall be within the past three (3) years;
- (d) include a minimum of three (3) years experience in one or more of the following fields: teaching, supervision or administration; and
- (e) show evidence of continuing education.

4.7.6. Part-time and substitute instructors. -- Shall meet the same criteria as full-time faculty. Exceptions will be made for specific subject areas, i.e., nutrition.

4.7.7. Faculty responsibilities. -- Faculty responsibilities include: all activities relating to administration, organization, curriculum development, instruction, student guidance and maintaining a learning environment for the student in the classroom and clinical practice areas. Faculty shall participate in a minimum of 15 contact hours of continuing education each year relating to their specific employment responsibilities as identified under faculty functions outlined in section 4.7.8 of these rules and regulations. Evidence of participation in continuing education shall be submitted to the Board annually.

4.7.8. Faculty functions.

4.7.8.1. The nurse coordinator shall:

- (a) assume responsibility for organizing and directing the program under the jurisdiction of the sponsoring agency;
- (b) seek from the advisory committee recommendations for establishing policies for recruitment, selection, admission progression, dismissal and counseling of students;
- (c) schedule regular faculty conferences and maintain a written record of discussions and decisions.
- (d) establish a system for maintaining essential records that will be used to evaluate student progress while enrolled in the program and follow up after graduation;
- (e) report at least monthly the status of the program to the administrator and to the advisory committee as necessary.
- (f) visit clinical practice areas regularly to evaluate student experience and maintain communications with facility administration and staff;
- (g) plan and implement, with agency administration, an annual budget for the program;
- (h) make recommendations for faculty appointments and promotions;
- (i) arrange for selection activities including testing, interviewing and selection of students;
- (j) interpret changing practices in the utilization of the graduate practical nurse and adjust the educational program to accommodate these changes;
- (k) develop short and long range objectives and strategies for strengthening the program;
- (l) establish criteria for ongoing evaluation of curriculum, clinical facilities and faculty;
- (m) evaluate and document, at least every six (6) months, beginning instructor performance in

terms of personal and professional achievement; and evaluate tenured faculty annually.

The nurse coordinator shall not be expected to carry a teaching load equal to that of other faculty members. Adequate time shall be allotted to carry out activities related to coordination of the program, however, the nurse coordinator may:

- (n) develop course outlines and lesson plans for teaching the nursing skills and related courses;
- (o) direct and supervise student learning in the classroom and clinical areas;
- (p) evaluate and record student performance;
- (q) participate in the counseling and guidance of students related to their course of study;
- (r) perform other duties and responsibilities related to practical nurse education as assigned by administration.

4.7.8.2. The instructor/s shall:

- (a) develop course outlines and lesson plans for teaching the nursing skills and related courses;
- (b) direct and supervise student learning in the classroom and clinical areas;
- (c) evaluate and record student performance;
- (d) participate in the counseling and guidance of students related to their course of study;
- (e) assist with administrative duties when indicated including interviewing, testing and selection of students; and
- (f) other duties and responsibilities related to practical nurse education as assigned by the nurse coordinator.

4.7.8.3. Secretarial assistance. -- Adequate clerical assistance shall be provided to the faculty of practical nurse programs.

4.8. Facilities.

4.8.1. Classroom facilities.

4.8.1.1. Nursing laboratory. -- Sufficient numbers of modern patient care units shall be provided to meet the objectives of the program. The laboratory shall contain up-to-date equipment and training aides adequate to provide necessary learning experiences for students.

4.8.1.2. Classroom or lecture room. -- The classroom shall be well lighted and well ventilated. It shall contain desk-arm chairs and/or tables and chairs, chalkboard, bulletin board and visual aids.

4.8.1.3. Library. -- The reference library shall have an atmosphere conducive to learning and be accessible to students for convenience of study. There shall be available the latest editions of resourceful practical nursing textbooks, nursing review books and the latest editions of professional nursing periodicals. The nursing resource textbooks shall be updated or replaced as new editions are available.

4.8.1.4. Student lounge. -- Lavatory facilities and space for students' personal belongings shall be provided.

4.8.1.5. Offices. -- The nurse coordinator should have a separate office with a telephone. An office with adequate space for records and files for the secretary should be provided in close proximity to the coordinator. Faculty offices shall be adequate in size and number to provide the faculty with the opportunity for work and privacy for student conferences.

4.8.2. Educational program.

4.8.2.1. Curriculum concepts.

4.8.2.1.1. The philosophy and objectives of the program should be developed by the faculty and shall be used as a basis for curriculum development.

4.8.2.1.2 The curriculum for practical nurse education should be planned to meet community nursing

needs. In developing and evaluating curriculum, current concepts in health care and changing roles of all nurse practitioners shall be considered.

4.8.2.1.3. Emphasis shall be placed on development of measurable objectives for the total program rather than number of hours. Programs may adapt and enrich curriculum in accord with stated objectives, clinical resources and facilities.

4.8.2.1.4 Current educational concepts and methods of teaching including integration, career mobility, career ladder/open curriculum, individual study and competency based instruction shall be utilized where appropriate in the curriculum.

4.8.2.1.5. Major curriculum changes shall be made only after written consultation with the Executive Secretary and/or Board.

4.8.2.2. Length of program. -- The length of the program shall be twelve (12) months unless permission is obtained from the Board on the basis of a written plan.

4.8.2.3. Curriculum content.

4.8.2.3.1. A master plan of the curriculum shall be developed and available to students showing length and sequence of courses, areas of content to be covered and settings used (classroom/clinical).

4.8.2.3.2. The master plan shall provide evidence that the curriculum is designed to meet the objectives of the program and include:

- (a) instruction of students in the classroom and clinical areas to meet both physical and psychosocial needs of all age groups;
- (b) concurrent learning experiences in theory and clinical practice with emphasis on basic nursing principles and procedures related to practice nursing;
- (c) integration of basic concepts of nutrition, anatomy, physiology, pharmacology, mental health, communications, history and trends in nursing, vocational responsibilities and family living;
- (d) arrangements for learning to progress from simple to complex;
- (e) clinical practice beginning by the third week of the program to facilitate concurrent learning; and
- (f) clinical instruction in medical, surgical, geriatric, mental health, maternal and infant care, and pediatric areas.

Acute, long-term and community health facilities and agencies shall be utilized if appropriate learning experiences are available. Specialty areas, including but not limited to intensive care, coronary care and emergency room shall be used only with faculty supervision and after written justification has been provided to the Board.

4.8.2.4. Suggested hours. -- Division of hours for classroom and supervised clinical instruction may vary from program to program depending on availability of learning experiences.

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	1,300

Not less than one fourth (1/4) nor more than one half (1/2) of the actual instructional time shall be devoted to theory unless written justification is presented to and approved by the Board.

4.8.2.5. Rotation plan.

4.8.2.5.1. A complete rotation plan shall be developed and posted for each student showing daily classroom theory content corresponding clinical practice for the various nursing practice experiences.

4.8.2.5.2. The rotation plan should be developed by the coordinator in cooperation with the affiliating facilities and agencies, with consideration being given to available clinical services, quantity and quality of supervision needed and requirements of the Board.

4.8.2.5.3. The rotation of students through the clinical services shall follow the established rotation plan and shall not be changed by the affiliating agency or the coordinator except by mutual agreement.

4.8.2.6. Supervision.

4.8.2.6.1. It is recommended that both faculty and students carry liability insurance.

4.8.2.6.2. All clinical practice shall be supervised by the faculty of the program.

4.8.2.6.3. Faculty members must be registered professional nurses. A licensed practical nurse may be employed by the program to aid faculty in supervision of student's practice provided that a registered nurse faculty member is immediately available for consultation. Student-teacher ratio shall be based on the number of registered nurse faculty members.

4.8.2.6.4. Only those clinical practice areas shall be selected that offer the student the opportunity to observe and practice good nursing care. Programs are encouraged to utilize West Virginia facilities. Clinical practice areas shall be evaluated periodically by faculty to assure that adequate experiences are available to meet program objectives.

4.8.2.6.5. Although the overall objective of a program is to prepare the student for service, the provision of service to patients is the responsibility of the service agency, and the nursing service needs of the patients should not take precedence over the educational needs of the student.

4.8.2.6.6. Clinical facilities shall be reviewed by a representative of the Board. It is the responsibility of the sponsoring agency to request this visitation.

4.8.2.6.7. Agencies used as clinical facilities shall meet the following minimum requirements:

(a) Acute care facilities shall:

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

(b) Long-term care facilities shall:

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

(c) Other inpatient and outpatient facilities and agencies shall meet appropriate state requirements for operation.

4.8.2.6.8. 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 under the supervision of an employee of that agency in the absence of program faculty, providing students do not provide direct patient care. Written objectives for the experience shall be developed and relate to the overall objectives of the program and pre and post conferences shall be held by program faculty.

4.8.2.7. Instruction.

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

4.8.2.7.1. For each course of instruction faculty shall develop and utilize a written outline which includes a plan for each lesson that contains behavioral objectives, an outline of lesson content, time allotment, teaching methods, evaluation methods, visual aids and reference materials

4.8.2.7.2. Classroom instruction. -- The written outline to be utilized shall give evidence that:

- (a) the objectives of a course and the corresponding lessons are consistent with and contribute to the achievement of the objectives of the program;
- (b) the scheduled learning experiences for a unit of content are consistent with the master plan and rotation schedule and provide for concurrent clinical and classroom instruction;
- (c) the time allotted to each lesson is consistent with the content to be covered and the learning expected of the students; and
- (d) the content and teaching methods reflect current concepts and practices in nursing education.

4.8.2.7.3. Clinical instruction. -- Written objectives shall be developed for each area of clinical instruction and shall be related to the overall objectives of the program. Clinical learning experiences shall:

- (a) be concurrent with classroom instruction for a given course;
- (b) be of adequate length to permit the instructor to modify the planned assignments to meet the needs of individual students.
- (c) be selected by program faculty on the basis of their contribution to the objectives of the course and total program.
- (d) include instructor-student conferences (individual/group) related to the care of patients;
- (e) include the opportunity for students to participate in staff conferences and inservice education programs;
- (f) provide for students to assist with preparation, implementation and continuing evaluation of the nursing care plan for individual patients with the focus on patient goals; and
- (g) provide for regular evaluation of students utilizing measurable performance objectives.

Satisfactory attainment of clinical performance objectives shall be mandatory for a student to progress in the program.

4.8.2.8. Affiliation agreements. -- When a practical nurse education program, whether conducted by a vocational school, an independent organization or a hospital, enters into any type of cooperative relationship for provision of student experiences with another organization, a written agreement shall be executed by the responsible persons of the participating organizations.

Administrative representative(s) of each agency concerned with the program shall meet to establish their respective responsibilities. A written agreement shall be signed by the responsible persons before final approval is granted by the Board for use of the facility. Each agreement shall state clearly the responsibilities of each agency with regard to the educational program and the welfare of the student. The agreement shall be available for review by the Board.

The agreement shall include:

- (a) names of the respective agencies;
- (b) effective date of agreement;
- (c) length of notice required by either party for termination of agreement;
- (d) signatures and titles, as well as date signed, for administrative representative(s) from both agencies involved;
- (e) provision for coordinated planning between the faculty and agency;

(f) responsibilities of 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 student experience;
- (5) maintain student records;
- (6) notify affiliating agency, as far in advance as possible, of inclusive dates of affiliation and expected numbers of students;
- (7) schedule an annual conference for review of the program and its objectives, including the rotation plan, and prepare a written evaluation of the clinical experiences. (A copy of the evaluation shall be kept on file in the coordinator's office for review during accreditation site visits.)

(g) responsibilities of the affiliating agency to;

- (1) provide specific clinical learning experiences;
- (2) make available conference areas and reference materials for clinical teaching;
- (3) meet with program faculty at regular intervals for evaluation of the program and student experiences:

4.8.2.9. Evaluation.

4.8.2.9.1. Faculty shall evaluate student progress at regular intervals. The student shall assist with this evaluation.

4.8.2.9.2. Standardized achievement tests shall be used in addition to the regular testing program.

4.9. Students.

4.9.1. Selection of students.

4.9.1.1. Admission requirements. -- Applicants shall have completed the tenth grade or its equivalent, as required by the Licensed Practical Nurse Act (§30-7A-3, Code of WV). Applicants must hold high school or equivalency diplomas if a program desires to participate in federal student loan programs. In addition to evaluation of academic achievements found on high school, college and GED transcripts, the use of standardized tests that measure general intelligence should be used. Each school shall file a copy of admission criteria, including pre-entrance tests used and minimum acceptable scores for each, with the Board.

4.9.1.2. Readmission, transfer, withdrawal and advance standing. -- Faculty shall prepare written policies and evaluation procedures for readmission, transfer, withdrawal and advance standing. Acceptance of transfer students shall be at the discretion of the nurse coordinator.

4.9.1.3.1. A student shall be enrolled in the program which grants the diploma for a minimum of ninety (90) days in order to allow sufficient time for evaluation of theory and skills.

4.9.1.3.2. The final transcript of the student shall show credits given from the original school and credits given from the program graduating the student.

4.9.1.3.3. An applicant shall meet the requirements of the Board to be eligible to write the licensing examination.

4.9.1.4. Enrollment of students with law violations. -- The Board reserves the right to 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 is mentally incompetent.

4.9.2. Student health. -- Students accepted into the program shall be required to have a pre-admission physical, a PPD or chest x-ray, immunization for Hepatitis B, as well as other immunizations as recommended by the Center for Disease Control. A pre-admission dental examination with repairs is recommended. The program

shall be responsible for developing policies related to student health services.

4.9.3. Student sick leave. -- Each school shall have written policies regarding absences due to illness or other causes.

4.9.4. Student vacation-holidays. -- Vacation and holidays shall be at the discretion of program authorities and/or faculty; however, a minimum of three (3) weeks vacation in addition to legal holidays is recommended.

4.9.5. Counseling and guidance. -- There should be a counseling service available to the students through the school faculty. Faculty should refer students to a qualified counselor for problems which are not related to the course of study.

4.9.6. Graduation. -- Written policies shall be established regarding scholastic and personal achievement required for graduation from the program. Students receiving a diploma indicating satisfactory completion of an approved program in practical nursing are eligible to write the licensure examination.

4.10. Records, reports, bulletins.

4.10.1. The program shall maintain a comprehensive record for each student currently enrolled including:

- (a) admission records (interview, pre-admission test scores, references, transcripts for all previous education);
- (b) health records (physical and dental examination, and record of immunizations);
- (c) counseling records;
- (d) record of instruction while in program; and
- (e) evaluation of student progress and grades.

4.10.2. An individual permanent folder shall be kept for each student who is graduated. The complete, permanent record shall include:

- (a) high school transcript, GED score or proof of completion of the tenth grade;
- (b) record of grades on admission examination and standardized tests administered during the program;
- (c) Transcript of grades with interpretation of credit or unit; and
- (d) licensure examination results.

4.10.3. Each student who does not complete the program shall have on file:

- (a) entrance and departure dates;
- (b) high school transcript, GED score or proof of completion of tenth grade; and
- (c) partial transcript of grades for courses completed;
- (c) brief counseling and anecdotal record.

All records for students who do not complete the program may be discarded five (5) years from the date of departure from the program.

4.10.4. The program shall submit a final transcript, including title of course, clinical and theory grades, hours and/or interpretation of credit or unit, for each candidate making application for the licensure examination.

4.10.5. The program shall develop a plan for custody of student records. The records shall be safeguarded in such a manner that graduates may obtain copies of their transcripts as needed for future use.

4.10.6. Program brochure. -- It is recommended that each agency offering a program in practical nursing publish a brochure/bulletin of information for prospective students.

4.11. Annual report. -- Each program shall submit an annual report, on forms specified by the Board, within thirty (30) days of completion of a class.