

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #6

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE.**

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

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: _____

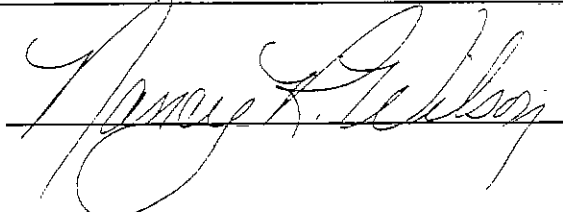
TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) Senate Bill 1

SECTION 64-9-17(d), PASSED ON March 14, 1992

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON
THE FOLLOWING DATE: April 16, 1992



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

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, 10 CSR 1, Policies and Procedures for Development and Maintenance of Educational Programs in Practical Nursing, effective July 1, 1981.

§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.

§10-1-3. Accreditation

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

3.1. Minimum requirements for accreditation

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

3.1.1. establish a practical nursing program advisory committee as required in section 5 of this rule,

3.1.2. provide classroom and clinical facilities as required by section 6 of this rule,

3.1.3. employ qualified faculty as required by section 7 of this rule,

3.1.4. provide a program of instruction as required by section 8 of this rule,

3.1.5. select students and develop student policies as required by section 9 of this rule, and

3.1.6. maintain records, reports and bulletins as required by section 10 of this rule.

3.2. 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 for practical nurses.

3.2.1. Tentative state accreditation

A new program for which the sponsoring agency requires time to demonstrate its eligibility for accreditation shall be 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 from the first examination following graduation of the first class.

3.2.2. Provisional state accreditation

A program which fails to maintain the minimum requirements and which the board has duly notified that it must meet the Board recommendations within one (1) year from date of the notice is known as a "State Provisionally Accredited Program."

3.3.3. Full state accreditation

A program which has met 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. Accreditation site visits

A representative of the Board shall visit 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 make additional visits at any time depending upon the 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 send a report to the nurse coordinator stating the findings and recommendations. The board representative shall provide copies of visitation reports to the Board for approval and to continue the program's full state accreditation.

3.5. National accreditation

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

3.6. Withdrawal of state accreditation

The board shall give 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 specified date by which the program is to correct the deficiencies. The letter is immediate notice that the program's accreditation status is in jeopardy. The board shall maintain the program on the list of accredited programs, as a Provisionally accredited program, for the period specified to correct deficiencies. A representative of the board shall make 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.

3.6.1. A sponsoring agency of a program placed on Provisional State Accreditation may request a hearing before the board on behalf of the program.

3.6.2. The sponsoring agency of a program that has had its accreditation withdrawn who desires to reopen a program is required to follow the established procedure for opening a new program.

3.6.3. 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.

3.7. Change in control of a program

When a sponsoring agency transfers a program to a new sponsoring agency, the new sponsoring 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.

3.8. Closing a program

The sponsoring agency of a program of practical nursing scheduled to close shall inform 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 storage of student records.

3.9. Reopening a program

3.9.1. 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 notify 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 visit the program prior to the opening date.

3.9.2. 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 reapply, to the board, as a new program.

§10-1-4. Establishing a New Program

3.1. Contemplation of a program

An agency contemplating sponsoring a new program of practical nursing shall request 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.

3.2. Planning process

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

3.2.1 Pre-planning meetings

3.2.1.1. 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.

3.2.1.2. 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.

The sponsoring agency shall plan the meeting.

3.2.2. Temporary approval to plan a program of practical nursing

3.2.2.1. The sponsoring agency shall submit 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 submit;

- (a) documentation of need for graduates of the program,
- (b) verification that adequate clinical facilities are available for student experience,
- (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 submit 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.

3.2.2.2. The sponsoring agency shall employ a nurse coordinator after the board has granted temporary approval to plan a program of practical nursing.

3.2.2.3. The sponsoring agency shall submit 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 review the materials and make recommendations for revision where necessary to meet board requirements.

3.2.2.4. 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.

3.2.3. Tentative state accreditation

3.2.3.1. The sponsoring agency shall submit ten (10) copies of the curriculum and supplementary materials identified in subsection 3.2.2.3. of this rule, with necessary revisions, to the board. The sponsoring agency shall submit 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.

3.2.3.1. The Executive Secretary of the board and/or a member of the board shall make consultation visits to a program with tentative state accreditation when:

- (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 appoint 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 meet 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 nurse coordinator and sponsoring agency administrator are ex officio members of the advisory committee.

5.3. Functions of the committee

Members should:

- 5.3.1. be familiar with the relationships between the program and clinical practice areas;

- 5.3.2. assist in interpreting the program to the community, e.g., function in a liaison capacity;
- 5.3.3. be aware of the current concepts in practical nurse education and health trends in the area; and
- 5.3.4. make recommendations for improvement in the program.

§10-1-6. Classroom and Clinical Facilities

6.1. Classroom and office facilities.

The sponsoring agency shall provide:

- 6.1.1. 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;
- 6.1.2. 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;
- 6.1.3. a reference library containing the latest editions of practical nursing textbooks, nursing review books and periodicals;
- 6.1.4. a student lounge, lavatory facilities and space for students' personal belongings;
- 6.1.5. a separate office with a telephone for the nurse coordinator; and,
- 6.1.6. 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.

6.2.1. Acute care facilities shall:

- (a) be licensed by the State Department of Health and Human Services;
- (b) be accredited or working toward accreditation by the Joint Commission of Accreditation of Health Care Organizations;
- (c) have an active in-service education program; and
- (d) be staffed by qualified service personnel.

6.2.2. Long-term care facilities shall:

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

6.2.3. 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 meets 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 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 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.

7.2. Clinical ratio of students to faculty

The ratio of students to faculty in the clinical area shall not exceed ten (10) students to one (1) instructor. The sponsoring agency shall consider 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.

7.3. Nurse coordinator

The sponsoring agency shall designate a nurse coordinator for each practical nursing program. The nurse coordinator shall be 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:

- 7.5.1. be a registered professional nurse currently licensed in West Virginia;
- 7.5.2. have or be working toward a baccalaureate degree, preferably in nursing;
- 7.5.3. have a minimum of three (3) years of professional experience, with the most recent experience within the three (3) years immediately preceeding employment;
- 7.5.4. have a minimum of three (3) years experience in one or more of the following areas: teaching, supervision or administration; and
- 7.5.5. show evidence of continuing education.

7.6. Part-time and substitute faculty members

Each part-time and substitute faculty shall meet 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 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

7.8.1. The nurse coordinator shall:

- (a) assume responsibility for organizing and directing the program under the jurisdiction of the sponsoring agency;
- (b) seek recommendations from the practical nursing advisory committee for establishing policies for the 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 to maintain essential records that will be 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;
- (e) report, at least monthly, the status of the program to the sponsoring agency 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 the sponsoring agency administrator, an annual budget for the program;
- (h) make recommendations for faculty appointments and promotions;
- (i) arrange for activities for selecting students including testing and interviewing;
- (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 the ongoing evaluation of the curriculum, the clinical facilities and the faculty;
- (m) evaluate and document, at least every six (6) months, a new instructor's performance in terms of personal and professional achievement; and evaluate tenured faculty annually.

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

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 instruction;
- (r) perform other duties, related to the program of practical nursing, assigned by the sponsoring agency administrator.

7.8.3. The instructor/s shall:

- (a) develop course outlines and lesson plans for teaching 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 instruction;
- (e) assist with administrative duties when requested by the nurse coordinator or sponsoring agency administrator including the reviewing, testing and selecting of students; and
- (f) perform other duties, related to program of practical nursing, assigned by the nurse coordinator.

7.8.4. Secretarial assistance

The sponsoring agency shall provide 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 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.

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

8.2.2 The faculty should plan 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 nurse practitioners in developing and evaluating the curriculum.

8.2.3. The faculty shall place emphasis on development of measurable objectives for the total program rather than number of clock hours. The faculty may adapt and enrich curriculum in accord with stated objectives, clinical resources and facilities.

8.2.4 The faculty shall utilize 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.

8.2.5. The faculty may make major curriculum changes only after written consultation with the board's Executive Secretary or the board.

8.3. Curriculum content

8.3.1. The faculty shall develop a master plan of the curriculum and shall make the master plan available to students. The master plan shall show length and sequence of courses, areas of content to be covered and classroom and clinical settings to be used.

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

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

The faculty shall utilize acute, long-term and community health facilities and agencies in the program if appropriate learning experiences are available. The faculty shall utilize 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.

8.4. The board suggests the following subjects and 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	1,300

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.

8.5.1. 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.

8.5.2. 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.

8.5.3. 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

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

8.6.2. The program faculty shall supervise all clinical practice.

8.6.3. Faculty members shall be 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 student-teacher ratio, as specified in subparagraph 4.7.2. of this rule, on the number of registered nurse faculty members.

8.6.4. 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.

8.6.5. 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.

8.6.6. A representative of the board shall review a program's clinical facilities when new facilities are added. It is the responsibility of the sponsoring agency to request this visitation.

8.6.8. 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 supervised of 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 not exceed thirty-two (32) hours per week.

(b) A final passing score of "C" shall be set in each course.

8.7.1. 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 contain behavioral objectives, an outline of lesson content, time allotment for the lesson, teaching methods, evaluation methods, visual aids and reference materials.

(a) The behavioral objectives and the corresponding outline of lesson content shall be consistent with and shall contribute to the achievement of the objectives of the program;

(b) The scheduled learning experiences for a unit of content shall be consistent with the master plan and rotation schedule and shall provide for concurrent clinical instruction;

(c) The time allotted to each lesson shall be consistent with the content to be covered and the learning expected of the students.

- (d) The content of the program and teaching methods shall reflect current concepts and practices in nursing education.

8.7.2. Clinical instruction

The faculty shall develop written objectives for each area of clinical instruction and shall contribute to the achievement of the 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 the program's faculty on the basis of their contribution to the objectives of the course and the total program.
- (d) include instructor-student conferences 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 the preparation, implementation and continuing evaluation of the nursing care plan for individual patients; and
- (g) provide for regular evaluation of the student's achievement utilizing measurable performance objectives.

The sponsoring agency shall require 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 execute 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 sign an agreement before the Board may grant final approval 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:

- 8.8.1. the names of the respective agencies;
- 8.8.2. the effective date of agreement;
- 8.8.3. the length of notice required by either party to terminate the agreement;
- 8.8.4. the signature, title and date signed, for the administrative representatives from both agencies involved;
- 8.8.5. provision for coordinated planning between the faculty and agency;
- 8.8.6. the responsibilities of the sponsoring agency to;
 - (a) appoint qualified faculty to teach, supervise and counsel students,
 - (b) provide basic learning experiences related to clinical assignment prior to assignment in the clinical area;
 - (c) arrange for orientation and supplemental teaching by agency personnel;
 - (d) select a student's clinical experience;
 - (e) maintain student records;

- (f) notify the affiliating agency of the inclusive dates of the affiliation and the expected numbers of students, in advance;
- (g) schedule an annual conference for review of the program and its objectives, including the rotation plan; and,
- (h) prepare a written evaluation of the clinical experiences.

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

8.8.7. the responsibilities of the affiliating agency to;

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

8.9. Evaluation

8.9.1. The faculty shall evaluate a student's progress at regular intervals. The student shall assist with this evaluation.

8.9.2. The faculty shall use standardized achievement tests in addition to the faculty designed testing program.

§10-1-9. Students

9.1. Selection of students

9.1.1. Admission requirements

An Applicant must complete 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 file a copy of the admission criteria, including the pre-entrance test used and the minimum acceptable score for admission, with the Board.

9.1.2. Readmission, transfer, withdrawal and advance standing

9.1.2.1. 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.

9.1.2.1. A 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.

9.1.2.1. The nurse coordinator shall prepare a final transcript of the student's grades showing credits given from the original program and credits given from the program graduating the student.

9.1.2.3. An applicant shall meet the requirements of the Board to be eligible to take the licensure examination.

9.1.3. 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.

9.2. Student health

The sponsoring agency shall require that students accepted into the program 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. 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. Student sick leave

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

9.4. Student vacation and holidays

The sponsoring agency shall determine 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. Counseling and guidance

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

9.6. Graduation

The sponsoring agency shall establish 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 take the licensure examination.

§10-1-10. Records Reports and Bulletins

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

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

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

10.1.3. counseling records;

10.1.4. a record of instruction while in the program; and

10.1.5. an evaluation of the student's progress and grades.

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

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

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

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

10.2.4. licensure examination results.

10.3. The sponsoring agency shall keep an individual file for students who does not complete the program for five (5) years from the date the student leaves the program. The individual file shall include:

10.3.1. entrance and departure dates;

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

10.3.3. a transcript of grades for courses completed; and

10.3.4. brief counseling and anecdotal record.

10.4. The nurse coordinator shall submit 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 sponsoring agency is responsible for safeguarding student records so that graduates may obtain copies of their transcripts.

10.6. Program brochure

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

10.7. Annual report

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

Bill LPN, Ed Programs 10-1

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H. B. 4303

(By Delegate Grubb)

(Introduced January 27, 1992; referred to the
Committee on Health and Human Resources
then the Judiciary)

A BILL to amend and reenact section seventeen, article nine,
chapter sixty-four of the code of West Virginia, one thousand
nine hundred thirty-one, as amended, relating to authorizing
the West Virginia board of examiners for licensed practical
nurses to promulgate legislative rules relating to policies
and procedures for the development and maintenance of
educational programs in practical nursing.

Be it enacted by the Legislature of West Virginia:

That section seventeen, article nine, chapter sixty-four of
the code of West Virginia, one thousand nine hundred thirty-one,
as amended, be amended and reenacted, to read as follows:

ARTICLE 9. AUTHORIZATION FOR MICELLANEOUS AGENCIES AND BOARDS TO
PROMULGATE LEGISLATIVE RULES.

§64-9-17. West Virginia board of examiners for licensed
practical nurses.

1 (a) The legislative rules filed in the state register on the
2 thirtieth day of July, one thousand nine hundred eighty-six,
3 modified by the West Virginia board of examiners for licensed
4 practical nurses to meet the objections of the legislative
5 rule-making review committee and refiled in the state register on
6 the thirtieth day of September, one thousand nine hundred
7 eighty-six, relating to the West Virginia board of examiners for
8 licensed practical nurses (policies relating to licensure of the
9 licensed practical nurse), are authorized.

10 (b) The legislative rules filed in the state register on the
11 thirtieth day of July, one thousand nine hundred eighty-six,
12 relating to the West Virginia board of examiners for licensed
13 practical nurses (legal standards of nursing practice for the
14 licensed practical nurse), are authorized.

15 (c) The legislative rules filed in the state register on the
16 thirtieth day of July, one thousand nine hundred eighty-six,
17 relating to the West Virginia board of examiners for licensed
18 practical nurses (fees for services rendered by the board), are
19 authorized.

20 (d) The legislative rules filed in the state register on the
21 eleventh day of July, one thousand nine hundred ninety-one,
22 modified by the West Virginia board of examiners for licensed
23 practical nurses to meet the objections of the legislative rule-
24 making review committee and refiled in the state register on the
25 twenty-fourth day of September, one thousand nine hundred ninety-

1 one, relatingx to the West Virginia board of examiners for
2 licensed practical nurses (policies and procedures for
3 development and maintenance of educational programs in practical
4 nursing), are authorized.

5

6 NOTE: The purpose of this bill is to authorize the West
7 Virginia Board of Examiners for Licensed Practical Nurses to
8 promulgate legislative rules relating to policies and procedures
9 for the development and maintenance of educational programs in
10 practical nursing.

11

12 Strike-throughs indicate language that would be stricken from
13 the present law, and underscoring indicates new language that
14 would be added.



KEN HECHLER
Secretary of State

MARY P RATLIFF
Deputy Secretary of State

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Deputy Secretary of State

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RECEIVED

(Plus all the volunteer
help we can get)

SEP 1 1992

**WEST VIRGINIA BOARD OF
PRACTICAL NURSES**

TO: Nancy Wilson

AGENCY: Examiners for Licensed Practical Nurses

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: August 27, 1992

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 1 TITLE: 10 Examiners for Licensed Practical Nurses

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: Nancy R. Wilson

TITLE OF PERSON SIGNING: Exec Sec

DATE: 9/4/92

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.