

WEST VIRGINIA
STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES



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Executive Secretary

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December 20, 1982

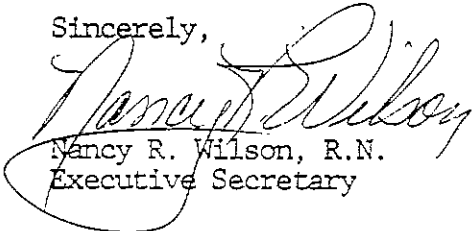
The Honorable A. James Manchin
Secretary of State
Building 1, Room W-157
State Capitol Complex
Charleston, West Virginia 25305

Dear Mr. Manchin:

The West Virginia State Board of Examiners for Licensed Practical Nurses, in accordance with Article 2, Section 5, Chapter 29A of the Code of West Virginia, does hereby certify that the attached copy of rules and regulations is a true and accurate copy of all rules promulgated by this Board. These Rules were promulgated in accordance with existing law at the time of their adoption.

Please file as prior rules, as is provided for in Chapter 29a, as amended and reenacted as of February 10, 1982.

Sincerely,


Nancy R. Wilson, R.N.
Executive Secretary

NRW/gk

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 12-21-82
Administrative Law Division

WEST VIRGINIA STATE BOARD OF
EXAMINERS FOR LICENSED PRACTICAL NURSES

Promulgation of Rules

Effective July 1, 1981

Procedure followed:

October 22, 1980 - Proposed revision of existing rules accepted by the Board for consideration.

Notice of Public Hearing - Mailed January 21, 1981

Open Hearing - Held February 24, 1981 (Transcript Available)

Adopted by the Board - February 24, 1981

Referred to Legislative Rule Making Committee - Reviewed by Committee June 16, 1981

Effective - July 1, 1981

Rules
~~WEST VIRGINIA LEGISLATIVE REGULATIONS~~
WEST VIRGINIA STATE BOARD OF
EXAMINERS FOR LICENSED PRACTICAL NURSES
~~CHAPTER 30-7A~~
SERIES 1

TITLE: Policies and Procedures for Development and Maintenance of Educational Programs in Practical Nursing

Section 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 and Related Code - W. V. Code 30-7A-1 et. sec.

1.3 Filing Date - March 18, 1981

1.4 Effective Date - July 1, 1981

Section 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, judgement 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 indicated 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.

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2.9 The term "Sponsoring Agency" refers to those agencies providing financial and administrative support for a program in practical nursing.

Section 3. New Programs:

3.1 Contemplation of a Program - When a new program is contemplated advice and counsel shall be sought from the Board of Examiners for Licensed Practical Nurses and the interested agency should request a copy of the manual entitled, "Manual of Recommendations and Requirements for Education and Licensure."

3.2 Planning Process - The following steps shall be included in planning a program:

3.2.1 Preliminary information should be submitted to the Board and include documentation of need for graduates of the program, availability of qualified faculty, 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.

Purpose - General review of the proposed program.

3.2.2 Pre-planning Conference with representatives of sponsoring agency and Board.

Purpose - Preliminary discussions related to roles and responsibilities of practical nurse education, faculty and administration.

3.2.3 Community Meeting with representatives of Board, potential employers, resource people and interested citizens planned by interested agency.

Purpose - Discuss present and future manpower needs, implications of expansion of existing health services, staffing patterns and the use of clinical facilities.

3.2.4 Submission of application with resume of potential coordinators and instructors for temporary approval to Board with required fee.

Purpose - Consideration for temporary approval to proceed in planning process.

3.2.5 Employment of coordinator by the sponsoring agency.

Purpose - Prepare supplementary materials for submission to the Board.

3.2.6 Submission of supplementary materials to the Board including philosophy, objectives, administrative structure, functions and names of advisory committee members, faculty qualifications, program policies, student policies, curriculum, rot-

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ation schedule, faculty job descriptions and affiliation agreements between clinical facilities and educational agency.

Purpose - To provide evidence of planning for quality educational program to Board of Examiners for Licensed Practical Nurses.

3.2.7. Official visit by representative of Board.

Purpose - To review material requested by the Board and to survey clinical facilities to be used for the program.

3.3.8. Submission of eight copies of the supplementary material to the Board three weeks in advance of the Board meeting scheduled to discuss new programs.

Purpose - Consideration for Tentative State Accreditation:

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

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

Section 4. Accreditation:

4.1. Types of Accreditation - All programs shall have tentative, provisional or full accreditation by the Board for its graduates to be eligible for the licensing examination.

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

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.

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 year from date notice shall be known as a state provisionally accredited program.

4.1.3. A program which has met the requirements herein set forth, 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 accreditation shall be made at three 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. Following a visit, a report will be sent to the program stating the findings and recommendations. Copies of visitation reports will be presented to the Board for approval of continuing Full State Accreditation.

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4.1.5 National Accreditation - All programs are urged to seek accreditation from the National Association for Practical Nurse Education and Service, Inc. or National League for Nursing, Inc.

4.2 Withdrawal of State Accreditation - Any program failing to meet legal standards and Board requirements shall be given written notice of deficiencies with a specified date by which the deficiencies are to be corrected. (Chapter 30, Article 7-A). The letter shall be immediate notice that the program's accreditation status is in jeopardy.

Survey findings indicating consideration of withdrawal of accreditation shall be reported to the Board at an official meeting.

Sponsoring agencies under consideration for withdrawal of state accreditation may request a hearing before the Board on behalf of the program. A program that has had its accreditation withdrawn and desires to reopen shall be required to follow the established procedure as a new program.

If a program has consistently high failure rate on the State Board Test Pool Examination, the Executive Secretary will visit the school to assist with evaluation of the probable causes and offer guidance. The Executive Secretary may then ask that the faculty develop and present to the Board a plan for corrective measures.

4.3 Change in Control of Programs - When an accredited program undergoes a change in administrative control, the new agency must 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 The sponsoring agency 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 State Board Test Pool Examination.
- c. Provision for storage of records.

4.5 Reopening of a Program - A program previously accredited 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 the Executive Secretary or a member of the Board.

A program which has been closed more than a year shall reapply as a new program.

4.6 Advisory Committee

4.6.1 Local Advisory Committee - The program offering a course in practical nursing shall appoint an advisory committee composed of members whose interest is in education of practical nurses and the health care of individuals. This committee shall meet at least twice a year.

4.6.2 The committee members should include at least one of the following:

Consumer
Director of Nursing Service
Hospital Administrator
Licensed Practical Nurse
Physician
Professional Nurse
Representative of General Education

The nurse coordinator and county director shall be ex-officio members of Practical Nurse Program Advisory Committees.

4.6.3 Functions of the Committee - Members should be expected to:

- a. Be knowledgeable of working and financial relationships between the programs and practice areas.
- b. Assist in interpreting the program to the community, e.g., function in a liaison capacity.
- c. Keep informed of the current concepts in practical nurse education and health trends in the area.
- d. Make recommendations for the program.

4.7 Faculty

4.7.1 Number of Faculty Members - The number of faculty members in the program offering a program in practical nursing will vary according to the size of the class and physical plan of facilities, and the philosophy of the educational program. (The faculty shall be sufficient in number to accomplish all tasks without being expected to carry an unrealistic workload.)

A nurse coordinator shall be designated for each program.

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 planning an innovative program.

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. Part-time instructors shall be employed to assist faculties numbering less than three (3) and other instances as deemed

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necessary. Part-time faculty shall not be employed as a staff member by the same clinical facility in which he/she has student supervision responsibilities.

4.7.2 Qualification of Faculty Members - The nursing coordinators and instructors in practical nursing programs shall be registered professional nurses currently licensed in West Virginia.

4.7.2.1 Nurse Coordinator - is the supervisor of the program, whose responsibilities include planning, evaluating, and implementing the entire program.

4.7.2.1.1 Should have or be working toward a Baccalaureate degree, preferably in nursing.

4.7.2.1.2 Shall have a minimum of three (3) years of professional experience. The most recent experience shall be within the past three (3) years. Such experience shall include a minimum of three (3) years in one or more of the following fields: teaching, supervision or administration.

4.7.2.1.3 Shall submit evidence of continuing education.

4.7.2.2 Instructor - is responsible for supervision of students within the clinical areas, plus teaching and correlation of theory.

4.7.2.2.1 Should have or be working toward a Baccalaureate degree preferably in nursing.

4.7.2.2.2 Shall have a minimum of three (3) years of professional experience. The most recent experience shall be within the past three (3) years. Such experience shall include a minimum of one (1) year of experience in one or more of the following fields: teaching, supervision, or administration. Such experience should also include one (1) year in the major field of clinical responsibility or shall show evidence of continuing education in the areas of clinical specialization within the first year of employment as an instructor.

4.7.2.2.3 Shall show evidence of continuing education.

Substitute and part-time instructors shall meet the same criteria as full-time faculty. Exceptions will be made for specific subject areas, i.e., nutrition. The sponsoring agency shall submit evidence that the faculty meets minimum requirements of the Board.

4.7.3 Faculty Responsibilities - Faculty responsibilities include: All activities related to instruction, curriculum

development, faculty organization, administration, student guidance, and maintaining a learning environment for the student in the classroom and clinical practical areas.

Membership in professional organizations for faculty members is encouraged. Counseling of students should be limited to problems directly related to the program. Additional needs should be referred to agencies/people prepared in the field of counseling.

Evidence of additional education must be submitted annually to the Board. Participation in a least three (3) activities in continuing education every two (2) years related to his/her nursing speciality is required.

4.7.4. Faculty Functions

4.7.4.1 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, and counseling of students, and to determine criteria for progression and dismissal.

c. Schedule regular faculty conferences and maintain a written record of discussions.

d. Establish a system for maintaining essential records that will be used to evaluate student's 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 areas used as clinical practice areas for the purpose of renewing contracts annually.

g. Plan and develop with administration the annual budgetary needs 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 on going evaluation of curriculum, clinical facilities and faculty.

m. Evaluate and document, at least every six months, instructor's performance in terms of personal and

professional achievement.

n. Participate in continuing education for professional growth.

o. Other duties and responsibilities related to practical nurse education as assigned by administration.

4.7.4.2 The Instructor 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.

e. Assist with the administrative duties when indicated including interviewing, testing and selection of students.

f. Participate in continuing education for professional growth.

g. Other duties and responsibilities related to practical nurse education as assigned by the nurse coordinator.

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

4.8 Facilities

4.8.1 Classroom Teaching Facilities

4.8.1.1 Nursing Laboratory - A sufficient modern patient care unit shall be provided to meet the objectives of the program.

There shall be a variety of up-to-date equipment, teaching methods, training aids and learning experience available for the students.

4.8.1.2 Classroom or lecture room - The room 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 the student for convenience of study. There shall be available the latest editions of resourceful practical nursing textbooks, nursing review books, and latest editions of professional nursing periodicals.

The nursing 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 Programs

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 help 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 curriculum.

4.8.2.1.5 The total program shall be reviewed by the Board every two or five years for the purpose of accreditation. Major curriculum changes in the interium shall be made in 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 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 give evidence

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that the curriculum is designed to achieve the objectives of the program and include the following:

- a. Provision for instruction of students in the classroom and clinical areas to learn to meet both physical and psychosocial needs of families including mothers, infants, children and adults.
- b. Provision for clinical instruction shall include care in medical, surgical, maternal and infant care, pediatric, geriatric and mental health areas. Both acute care and community health facilities and programs shall be utilized if appropriate learning experiences are available. Speciality areas including Intensive Care Unit, Coronary Care Unit, Emergency Room shall be used only with faculty supervision and written justification to the Executive Secretary and/or Board.
- c. Provision shall be made for concurrent learning experiences in theory and clinical practice with emphasis on basic nursing principles and procedures related to practical nursing.
- d. Inclusion of basic concepts of nutrition, anatomy, physiology, mental health, pharmacology, communications, history and trends in nursing, vocational responsibilities, and family living shall be integrated throughout the curriculum.
- e. Arrangements shall be made for learning to progress from simple to the complex experiences. Clinical practice shall begin by the 3rd week of the program to facilitate concurrent learning.
- f. Division of hours for Classroom and Supervised Clinical Instruction may vary from program to program depending on availability of learning experiences.

Subject	Suggested Hours
	Actual Instructional time
Principles and Fundamentals	200
Social Sciences Integrated	150
Body Structure	60
Nutrition and Diet Therapy	40
Pharmacology	80
Medical-Surgical	450
Obstetrical	80
Pediatric Nursing	80
Mental Health	80
Geriatric	80
Total Instructional Hours	1300

No less than 1/4 nor more than 1/2 of the actual instruction time may be devoted to theory unless written justification is presented to the Board.

4.8.2.4 Rotation Plan

4.8.2.4.1 A complete rotation plan showing daily classroom theory content and corresponding clinical practice for the

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various nursing practice experiences shall be developed and posted for each student. (The assignment of weekend, evening or night duty may be included in the plan with written justification to the Executive Secretary and/or Board.)

4.8.2.4.2 The rotation plan should be made by the coordinator and the affiliating agencies working together, giving consideration to requirements of the Board, clinical services available and quality of supervision to be provided.

4.8.2.4.3 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.

4.8.2.5 Supervision

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

4.8.2.5.2 All clinical practice must be supervised by the faculty of the program. 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 a faculty member is immediately available for consultation. Student-teacher ratio will be based on the number of Registered Nurse Faculty.

4.8.2.5.3 The clinical practice areas shall be so selected that they offer the student the opportunity to observe and practice good nursing care. The clinical practice areas should be periodically evaluated by the faculty to determine whether they are meeting the needs of the program.

4.8.2.5.4 There shall be sufficient experience and supervisory personnel to safeguard the needs and interest of each group of students if more than one nursing program is in operation.

4.8.2.5.5 Although the overall objectives of the program is to prepare the students 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 education needs of the student.

4.8.2.5.6 Clinical facilities must be reviewed by the Executive Secretary and/or Board member. It is the responsibility of the sponsoring agency to request this visitation.

4.8.2.5.7 Agencies used as clinical facilities

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shall meet the following minimum requirements:

- a. Acute care facilities - Be licensed by the State Health Department, accredited or working toward accreditation by the Joint Commission on Accreditation of Hospitals.
 1. Have an active in-service education program.
 2. Be staffed by qualified service personnel.
- b. Extended care facilities - Be licensed by the State Health Department.
 1. Have an active in-service education program.
 2. Be staffed by qualified service personnel.
- c. Other clinical facilities - Meet appropriate State requirements for operation.

4.8.2.5.8 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 must be under the supervision of an employee of that agency in absence of program faculty, and must have pre-conferences and post-conferences with faculty. Written objectives for the experience must be developed and related to the overall objectives of the program.

4.8.2.6 Instruction

4.8.2.6.1 For each course the instructor shall develop and utilize:

- a. A written course outline that includes objectives stated in behavioral terms content sequence, unit setting, time allotment and methods of student evaluation.
- b. A written plan for each lesson shall contain behavioral objectives, and outline of lesson content, time allotment, teaching methods, visual aids and reference materials.

4.8.2.6.2 The course outline and lesson plans to be utilized shall give evidence that:

- a. The objectives of the course or lesson are consistent with, and contribute to, the achievement of the objectives of the program and curriculum.
- b. Insofar as is possible the clinical learning experience for a unit of content are provided concurrently with classroom instruction.
- c. The time is distributed in such a way that:
 - 1) The time allotted to each lesson is consistent with the content to be covered and the learning expected

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of the students.

2) The scheduled instructional time for classroom and clinical experiences does not exceed thirty-two (32) hours per week.

3) The time allotted for each clinical learning experience is sufficient to permit the instructor to modify the planned assignments in order to meet the needs of individual students.

d. The content and teaching methods reflect current concepts and practices in nursing education.

e. The program shall set a minimum final passing score of "C" in each course.

4.8.2.6.3 The clinical laboratory experiences are selected by the instructors on the basis of their contribution to the objectives of the course and the total program.

4.8.2.6.4 The clinical laboratory experiences include, in addition to experiences with patients.

a. Instructor-student conferences (individual or group) related to the care of patients.

b. Participation of the students in staff conferences.

c. Opportunity for the student to assist with preparation, implementation and continuing evaluation of the nursing care plans for individual patients with the focus on the patients' goals.

d. Student Clinical Evaluation shall reflect use of measurable performance objectives. Satisfactory attainment of these objectives will be necessary for progression in the program.

4.8.2.7 Affiliation Agreements - When a practical nurse education program, whether conducted by a Bureau of Vocational-Technical and Adult Education, an independent organization, or a hospital, enters into any type of cooperative relationship or affiliation with another organization, a written agreement shall be negotiated by responsible persons of participating organizations.

The administrative representative(s) of each agency concerned with a program shall meet to establish their respective responsibilities. The written agreement must 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 toward the educational program and the welfare of students. The agreement shall be reviewed and submitted annually to the Board. The agreement shall include:

a. General information:

1. Names of agencies

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2. Effective date.
3. Provision for coordinated planning between the faculty and the agency.
4. The responsibility for the selection and supervision of student experience and for the appointment of faculty to teach the students rests with the sponsoring agency.
 - b. Sponsoring agency shall provide:
 1. Basic learning experiences relevant to clinical assignment shall be provided prior to assignment to the clinical area.
 2. Maintenance of student records.
 3. Qualified faculty whose responsibilities are to:
 - a. Teach, supervise and counsel students.
 - b. Arrange for orientation and supplemental teaching by agency personnel.
 - c. Prepare student time schedules as approved by the coordinator.
 - d. Select learning experiences for students.
 4. Advance notification of date of arrival and expected number of students. As far in advance as possible.
 5. The coordinator shall plan an annual conference with each affiliating agency to:
 - a. Review the program and its objectives including the rotation plan.
 - b. Prepare a written evaluation, according to program objectives, of the clinical experiences provided for students. A copy of these evaluations must be kept on file in the coordinator's office.
 - c. The affiliating agency shall provide:
 1. clinical facilities for learning experiences
 2. conference area and reference material for clinical teaching
 3. an opportunity for agency personnel to meet with the program faculty at intervals for periodic evaluation of program and students
 - d. Length of notice for termination of agreement by either party shall be specified.
 - e. The official agreement shall bear date as well as signature and titles of administrative representative.

4.8.2.8 Evaluation

1. At regular intervals the faculty shall evaluate the student progress. The student shall assist with this evaluation.
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 Educational Requirements - Applicants shall have completed at least a tenth (10) grade education, or its equivalent, as required by the Licensed Practical Nurse Act (30-7A-3). However, if the school desires participation in the Federal Loan Programs, all applicants must hold High School or equivalency diplomas. In addition to evaluation of academic achievements found on High School, College, and G.E.D. transcripts the use of standardized tests that measure general intelligence should be used. Each school shall file with the Board a copy of the admission criteria, including preentrance tests used and minimum acceptable scores for each.

4.9.1.2 Health Requirements - Immunization, i.e. Tine Test, Chest-X Ray as recommended by the county health officer. A pre-entrance dental examination and repairs are recommended.

4.9.1.3 Readmissions, Transfers, Withdrawals, Advance Standing - The faculty shall prepare written policies and evaluation procedures regarding readmissions, transfers, withdrawals, and advance standing. Acceptance of transfer students and evaluation of credits, with a plan of completion, shall be at the discretion of the nurse coordinator of the program and approved by the Board.

4.9.1.3.1 A student must be enrolled in the program which grants the diploma for a minimum of one (1) quarter in order to allow sufficient time for evaluation of theory and skills.

4.9.1.3.2 A final transcript of the school record must show the 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 applicants to the licensure examination who have been convicted of a felony, are habitually intemperate, addicted to the use of habit-forming drugs or are mentally incompetent.

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4.9.2 Student Health - The program shall be responsible for developing policies related to student health services.

4.9.3 Student Vacation-Holidays - Vacation and holidays shall be at the discretion of program authorities and/or faculty, however, a minimum of 3 weeks is suggested.

4.9.4 Counseling and Guidance - There should be a counseling service available to the students through the school faculty.

4.9.5 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 course in practical nursing are eligible to write the State Board Test Pool licensing examination.

4.10 Records, Reports, Bulletins

4.10.1 The program shall maintain a meaningful and satisfactory system of records for each student currently enrolled including:

- a. admission records - (interview, test scores, references, previous education)
- b. health records - (immunizations as recommended by county health officer, TB Tine Test and/or chest X-Ray)
- c. counseling records
- d. record of instruction while in program
- e. evaluations 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 (10) grade
- b. transcript of grades, with interpretation of credit or unit
- c. final summary evaluation
- d. State Board score

4.10.3 For each student who does not complete the program there shall be on file:

- a. entrance and departure dates
- b. high school transcript, GED score, or proof of completion of the tenth (10) grade
- c. brief counseling and anecdotal record

4.10.4 The program shall submit final record forms for each candidate making application for State Board licensing examination. The student final record submitted to the Board shall include

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transcript, including grade, hours, and/or interpretation of credit or unit.

4.10.5 The program shall make some plan satisfactory to the Board for the 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 the agency offering a program in practical nursing publish a brochure/bulletin of information for prospective students.

4.11 Student Sick Leave - Each school shall have written policies regarding absences due to illness or for other causes.

4.12 Annual Report - Annual reports shall be submitted by October 1 of each year.