

Title 19
Legislative Rules
West Virginia Board of Examiners for Registered Professional Nurses
Series 2

Criteria for the Evaluation and Accreditation of Colleges,
Departments or Schools of Nursing

Section 1 General

1.1 Scope - These rules further contain criteria
for evaluation & accreditation of ~~the~~ schools of
Nursing

1.2 Authority - WV Code 30-7, 30-15 and 30-24

1.3 Filing Date - Dec 17, 1982

1.4 Effective Date - Dec 17, 1982

~~PART II~~

CRITERIA FOR THE EVALUATION AND ACCREDITATION
OF COLLEGES, DEPARTMENTS, OR SCHOOLS OF NURSING

Section 2
2

PHILOSOPHY AND PURPOSES OF THE NURSING EDUCATION UNIT.

- 1.1 Statement of philosophy.
The philosophy upon which the program (or programs) of the nursing education unit (college, department or school) is based shall be clearly stated, periodically reviewed and in harmony with that of the parent institution.
(Effective 1-10-77)
- 1.2 Statement of purposes.
Purposes of the program (or programs) shall be realistically stated.
(Effective 1-10-77)
- 1.3 Implementation through an adequate program.
The program of the college, department, or school, of nursing shall provide for the purposes as stated.
(Effective 1-10-77)

Section 3
3

ADMINISTRATIVE CONTROL OF THE NURSING EDUCATION UNIT.

- 2.1 The nursing education unit in the college or university.
 - 2.11 Organization of the education unit.
The organizational pattern of the education unit in nursing shall be comparable to that of other like units in the college or university.
A chart showing the structure of the education unit in nursing, its relationship to administration, and with other units, shall be available.
(Effective 1-10-77)
 - 2.12 Budget of the education unit.
The budget of the education unit shall be part of the budget of the college or university. The dean or chairman of the department of nursing shall be responsible for the preparation, presentation, and administration of the budget for his or her unit. The budget shall be adequate for implementation of the program.
(Effective 1-10-77)
 - 2.13 Administration of nursing unit.
The nursing unit shall be administered by a nurse with appropriate rank and authority.
(Effective 1-10-77)
 - 2.14 Agreements with agency or agencies for clinical practice areas.
There shall be a written agreement between the college or university and the agency or agencies which provide clinical practice areas for students.
(Effective 1-10-77)
 - 2.15 Accreditation of agency or agencies.
The agency or agencies participating in the nursing program by providing clinical practice opportunities shall be accredited by the appropriate accrediting body, e.g. hospitals by the Joint Commission on the Accreditation of Hospitals.
(Effective 1-10-77)

- 2.2 The nursing education unit in the hospital.
- 2.21 Accreditation of the hospital.
The hospital which conducts a school of nursing shall be licensed by the Division of Hospitals, State Department of Health, and accredited by the Joint Commission on the Accreditation of Hospitals.
~~(Effective 1-10-77)~~
- 2.22 The Managing Board of the hospital.
Through its chief administrative officer the managing board shall:
- 2.221 Appoint a director who meets the qualifications specified by the West Virginia Board of Examiners for Registered Nurses and vest him or her with authority to administer the education program in nursing.
- 2.222 Provide adequate and appropriate facilities for the implementation of the nursing program.
- 2.223 Provide living quarters and perquisites for students as stated in the school announcement.
~~(Effective 1-10-77)~~
- 2.23 Organization of the school of nursing.
The school shall be organized within the hospital structure. Lines of authority shall be through the administrator to the managing board.
A chart showing the internal organization of the school and its relationship to administration and to other divisions within the hospital shall be available.
~~(Effective 1-10-77)~~
- 2.24 Financial support of the school.
Budget for the school should be sufficient to carry out its stated purposes. It is recommended that a projected statement of expenses for the school be prepared each year by the director and her faculty. The director shall have the responsibility of preparing and administering of the budget. Funds should be sufficient to assure the recruitment and retention of a qualified faculty, a good library, adequate educational equipment, supplies, and the like.
~~(Effective 1-10-77)~~
- 2.25 Agreements governing practice of students in other agencies.
There shall be a written agreement between the hospital and the agency or agencies which provide clinical practice areas for students.
~~(Effective 1-10-77)~~

Section 4
3E

FACULTY OF THE EDUCATION UNIT IN NURSING.

Administrative, teaching and ancillary staff shall be sufficient, both in preparation and numbers, to meet the needs of the educational program. A competent faculty is essential in any program which aims to prepare students for professional practice in nursing. Each member shall be qualified for her assignment. Her education shall prepare her not only in the areas of methods and content, but also to assume the responsibilities of direction, guidance and leadership. Appropriate experience is important in

vitalizing teaching and in guiding students in their care of patients. Thus, the majority of the faculty shall have more than the required minimum education and experience.

In the collegiate program the minimum qualifications will be comparable to those required of other faculty in the college or university, but shall not be less than stipulated for hospital-conducted schools of nursing. ~~(Effective 1-10-77)~~

For the hospital-conducted school the following qualifications are required:

Dean, Chairman, Director or Head of Program, shall have had, at least, five (5) years of professional experience, including two (2) years as director or instructor in a school of nursing. She/he shall have a baccalaureate degree in nursing and a masters degree in: nursing; nursing administration; or, education, nursing or general.

Other nursing faculty shall have had a minimum of two years professional experience and have a baccalaureate degree in nursing.

~~(Effective 1-10-77)~~

3.1 Reports on faculty qualifications.

At the time of appointment the school shall submit to the Board on special forms, a record of the qualifications of each faculty member. ~~(Effective 1-10-77)~~

3.2 Conditions of faculty employment.

Policies governing faculty employment, promotion and tenure shall be available in written form. In the college or university policies governing appointment, promotion, tenure, salary, rank, retirement and the like shall apply to the nursing faculty in the same way as to faculty in other colleges, departments or schools.

~~(Effective 1-10-77)~~

3.3 Assignment of faculty.

Contributing to instruction and an essential part of the teacher's load are curriculum development, student counseling, writing, co-curricular and committee activities. For those in the clinical area, guidance and direction of student practice is a necessary and time-consuming addition to formal and/ or conference type teaching. Time should be allowed for study and preparation, and adjustments made when co-curricular activities are required or expected.

~~(Effective 1-10-77)~~

3.4 Organization of faculty.

The faculty shall be organized under its own governing rules, and shall meet regularly. Minutes of meetings shall be kept on file. ~~(Effective 1-10-77)~~

STUDENTS IN THE NURSING EDUCATION UNIT.

4.1 Selection and admission of students.

The selection and admission of students shall be based on established criteria. Numbers shall be determined by the clinical and teaching facilities available, and the size and preparation of the faculty.

In college or university programs admission of students to nursing shall follow the general pattern in the institution.

~~(Effective 1-10-77)~~

Section 5
H.

4.11 Requirements for admission.

4.111 Graduation from high school

Completion of an approved high school course of study or the equivalent thereof, as determined by the appropriate educational agency shall be required for admission to the college, department, or school of nursing.

~~(Effective 1-10-77)~~

4.112 Conditions for high school equivalency.

Equivalent of high school graduation shall mean a diploma from a State Board of Education through use of the General Educational Development (GED) tests or similar mechanism. West Virginia Board of Education basis for granting High School Equivalent Diploma are:

1. The State Department of Education requires that applicants make on the five parts of General Educational Development Test a standard score of 35 or above on each of the five tests or an average standard score of 45 on all five tests. Non-high school graduates (veterans and persons over the age of 19) must achieve a score of 40 on each of the five tests or an average of 50 on all five tests for admission to State Colleges.

2. Applicants, veterans and non-veterans, must be 19 years of age and the class of which they were a member must have graduated before the equivalent high school diploma is issued.

Individuals who are 17 years or older and who do not meet the minimum age requirement for issuance of a high school equivalency certificate and have been out of a formal high school classroom situation for a period of six months before making application OR whose high school class of which he was a member has been graduated, may be admitted to testing under the following conditions:

- (1) At the written request of an employer for an applicant who must establish high school equivalency for job opportunities.
- (2) At the written request of a college or university official who will consider accepting applicant on the basis of GED test scores.
- (3) Students enrolled in such programs as OEO, New Careers, Job Corps, NYC and other federal programs upon successful completion of their training certified in writing by the program administrator.
- (4) Upon written recommendation of the appropriate high school principal or vocational rehabilitation counselor.

~~(Effective 1-10-77)~~

4.12 Transfer or readmission of students.
The faculty shall establish policies for students requesting readmission or admission by transfer from another school of nursing which are in line with the standards set for regularly enrolled students.
(Effective 1-10-77) e

4.2 General welfare of students.
Policies concerning the general welfare of students should be clearly stated in the Student Handbook and/or School Catalogue.
(Effective 1-10-77) e

4.21 Counseling for students.
Students should be guided in matters relating to personal and professional adjustment by a regular faculty member, a counselor, or both. Outside help should be arranged as indicated. (Effective 1-10-77) e

4.22 Refund Policies.
The faculty shall establish a refund policy statement with the percentage to be returned stated in the school bulletin. Refund policies of the college shall apply to students in the Nursing Department in the same way as other students in the College.
(Effective 1-10-77) e

4.23 Co-curricular activities of students.
It is strongly recommended that there be a student organization with faculty counsel, through which students may have a voice in school policy and manage their own affairs.
(Effective 1-10-77) e

4.24 Promotion and Retention of students.
The school shall develop policies for the promotion and retention of students.
(Effective 1-10-77) e

4.25 Attendance at scheduled classes.
Attendance at scheduled classes, clinical practice, and other required activities shall not exceed 40 hours, per week.
(Effective 1-10-77) e

4.26 Leave of absence.
The faculty shall establish a policy with relation to leave of absence.
(Effective 1-10-77) e

4.27 Health programs for students.
The health and welfare of students shall be safeguarded in every way possible. Plans for hospitalization and other health care and/or student responsibility for their own care should be established and known by the student.
(Effective 1-10-77) e

4.28 Advertising and Recruitment.
The student is purchasing a service of intangible nature. All statements made in advertising and recruitment shall be accurate and demonstrable.
(Effective 1-10-77) e

4.29 Liability Insurance for Students.
Students should be covered by liability insurance for clinical practice.
(Effective 1-10-77) e

Section 6
st
THE PROGRAM AND FACILITIES OF THE NURSING EDUCATIONAL UNIT.

5.1 The curriculum of the nursing education unit.
The curriculum of the nursing education unit is the means whereby its philosophy and purposes are realized. It takes into account the growth and maturation process, and assists

the individual to develop, not only as a beginning practitioner of nursing, but also as a person and a citizen.

Content will include:

5.11 Biological, physical and behavioral sciences.

5.12 Nursing Science.

5.121 The nursing science area of the curriculum shall encompass understandings and experiences related to nursing care of persons in health and disease in a variety of settings. These should include assignments with different age groups and in representative situations in hospitals, homes and community agencies. Clinical practice shall be under the direct guidance of the faculty, and shall include: Medical and Surgical nursing of children and adults
Maternity and newborn nursing
Mental Health concepts and Psychiatric Nursing
Attention should be directed to concerns pertaining to health maintenance, rehabilitation, the needs and care of the elderly, home care of the sick, health teaching and disaster nursing. Students should gain skill in establishing nursing diagnoses, setting up plans for nursing care and evaluating outcomes. Appreciations should focus on the role of the professional nurse as he/she functions in the total complex of health services, and as he/she relates to medical, paramedical and ancillary groups.
Clinical assignments shall be so planned and organized that instruction focuses directly on the area of practice, i.e., theory and practice shall be concurrent. The pattern of assignment shall support logical learning sequences, beginning with simple forms of nursing care and progressing to those more demanding and more complex.

~~(Effective 1-10-77)~~

5.2 Major changes in the nursing curriculum or the nursing education pattern.
Six copies of proposed major changes in the curriculum or nursing education pattern currently approved by the Board shall be sent to the Board office well in advance of a regular board meeting. Changes shall not be effected unless and until official approval is received. Whenever possible the director should plan to be present at the Board meeting to explain and clarify points as they come up for discussion and consideration.

~~(Effective 1-10-77)~~

5.3 Facilities for instruction in the nursing education unit or participating agency.
There shall be adequate teaching facilities provided. These will include well equipped classrooms, conference rooms, libraries, laboratories and offices for instructional personnel. The number of students and faculty, the arrangement of the curriculum and other factors will determine the number of classrooms.

~~(Effective 1-10-77)~~

5.4

Clinical facilities for student practice. Opportunities for learning should be sought in situations which best meet the objectives of the nursing program, e.g., the home, hospital, school, industrial plant and health agency. Both rural and urban experiences are useful and desirable.

Learning experiences in which students are directly or indirectly involved shall be planned and controlled by the faculty of the school.

5.41 Conditions required in participating hospitals and health agencies:

5.411 Accreditation by the appropriate accrediting body.

5.412 A well organized nursing service department under competent direction.

5.413 A sufficient and effective staff, professional and non-professional, on all tours of duty.

5.414 A well planned in-service education program for professional and non-professional nurses.

5.415 A clear definition of the duties and responsibilities for the various positions in the nursing department.

~~(Effective 1-10-77)~~

5.5

Physical requirements for teaching in the clinical area. The hospital serving as a practice laboratory for students shall be so equipped and administered as to meet essential requirements for good clinical teaching and learning.

There should be:

5.51 Secure areas for the students necessary personal property.

5.52 Libraries on the nursing units to which students are assigned. Procedure and policy manuals, dictionary and up-to-date text and reference books and periodicals, together with other materials useful in the clinical area represented shall be shelved and easily accessible.

5.53 Conference rooms for clinical instruction and/or other teaching uses.

5.54 Other, and special needs should be set forth in the contract between the school and the hospital or other service agency.

~~(Effective 1-10-77)~~

Section 7
22

RECORDS, REPORTS AND BULLETINS OF THE NURSING EDUCATION UNIT.

A simple, accurate and suitable system of records and reports is essential to effective administration of the nursing education program. Such papers shall be kept locked in fire-resistant metal files. Records for every student shall be kept.

~~(Effective 1-10-77)~~

Section 8
22

GRADUATION FROM THE NURSING EDUCATION PROGRAM.

Graduation signifies the candidate has satisfied all requirements of the college, department, or school of nursing granting the diploma or degree.

~~(Effective 1-10-77)~~

Section 9
22

RECOMMENDATION FOR LICENSURE.

The faculty recommends the graduate to the Board of Examiners for Registered Professional Nurses' for admission to the National Council Licensing Examination for Registered Nurses.

~~(Effective 1-10-77)~~