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**IOWA
BOARD OF NURSING
DEPARTMENTAL
RULES AND REGULATIONS
PURSUANT TO
AUTHORITY OF
SECTION 147.109 OF THE
CODE OF IOWA**

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STATE OF IOWA

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NURSING BOARD

CHAPTER 1 ACCREDITATION OF NURSING EDUCATION PROGRAMS

1.1(152) Definition of terms.

1.1(1) *Approval-accreditation* — used interchangeably. Terms refer to those programs and clinical facilities which have met requirements of the Iowa board of nursing. Also includes approval granted by voluntary, regional and other state agencies.

1.1(2) *Board*. Iowa board of nursing.

1.1(3) *Baccalaureate program*. A program in nursing leading to a baccalaureate degree which is conducted by an educational unit in nursing (department, division, school, or college) and is an integral part of a college or university and organized and controlled in the same way as similar units in the institution. The graduate is eligible to write the registered nurse licensing examination.

1.1(4) *Diploma program*. A program in nursing leading to a diploma which is conducted by a single purpose school under the control of a hospital or other authority. The graduate is eligible to write the registered nurse licensing examination.

1.1(5) *Associate degree program*. A program in nursing leading to an associate degree which is conducted by an educational unit in nursing (department or division) and is an integral part of a school system or a college and organized and controlled in the same way as similar units in the institution. The graduate is eligible to write the registered nurse licensing examination.

1.1(6) *Practical nurse program*. A program in nursing leading to a diploma or certificate in practical nursing, which is part of a larger controlling institution, either a department of a hospital or a school system. The graduate is eligible to write the practical nurse licensing examination.

1.1(7) *Controlling agency*. The single agency or institution that administers the school in its entirety.

1.1(8) *Co-operating agencies*. Those outside the framework of the controlling agency which offer facilities that contribute to the educational program. This includes institutions used as the clinical laboratory for students in nursing.

1.1(9) *Co-ordinator*. The individual immediately responsible for a nursing program in the vocational-technical system.

1.1(10) *Counseling and guidance.* Personnel services available to the student to assist in his adjustment.

1.1(11) *Course.* A subject area within the curriculum.

1.1(12) *Curriculum.* The course of studies organized in a systematic manner.

1.1(13) *Dean-chairman.* The individual immediately responsible for a nursing program controlled by a college or university.

1.1(14) *Director.* The individual immediately responsible for a nursing program. This title is usually used in hospital controlled schools.

1.1(15) *Educational climate.* An environment in which effective learning can take place and in which attitudes that recognize the student as a learner are fostered.

1.1(16) *Faculty.* Individuals employed to administer and to teach in the educational program. In this document, *nurse faculty* refers to the faculty members who are registered nurses or licensed practical nurses. *Nursing faculty* refers to all individuals employed to carry out the educational program.

1.1(17) *Learning experience.* Interaction between the student and his environment.

1.1(18) *Legal finishing date.* Legal finishing date is interpreted by the board to mean the date on which the student has completed all theory and clinical practice required for graduation. In accordance with this interpretation:

a. The diploma and the student final record shall bear this legal finishing date.

b. The effective date of the work permit will be the legal finishing date.

1.1(19) *Observational experience.* A planned and supervised experience of two weeks or less.

1.1(20) *Objectives.* Statements developed by the faculty which identify the behavioral changes which are expected to occur in the student during his educational experience.

1.1(21) *Organization.* The administrative framework within which the program exists.

1.1(22) *Philosophy.* A statement which identifies the beliefs accepted by the faculty about education and nursing.

1.1(23) *Principle.* Accepted or professed rule or guide for action.

1.1(24) *Program.* Used interchangeably with school.

1.1(25) *Purpose.* A statement which identifies the reason for the existence of the school of nursing.

1.1(26) *Recommendations.* Desirable standards for development of quality schools and

programs are those strongly urged by the board although they are not mandatory. The words "should," "it is desirable" and "it is suggested" designate the statement of recommendations.

1.1(27) Requirements. Mandatory standards with which schools must comply in order to be approved. The words "shall" and "must" designate the statements of requirements.

1.1(28) School. A division or department of nursing offering a basic course of study preparing individuals for licensure as a registered nurse or a licensed practical nurse.

1.2(152) Purposes of accreditation.

1.2(1) To insure the safe practice of nursing by setting minimum requirements for schools preparing the practitioner.

1.2(2) To assure the graduates of these schools of their eligibility for admission to the licensing examination.

1.2(3) To encourage within each school self-evaluation and study of its program for growth and improvement.

1.2(4) To provide on request, a list of schools of nursing accredited by the board for the use of prospective students and counselors in the selection of a school of nursing.

1.3(152) Types of accreditation.

1.3(1) Interim. Granted to a newly established school which is demonstrating that it can meet requirements established by the board. This accreditation will be continued until the first class of students is graduated. However, there must be evidence through reports and survey visits that minimum requirements are being met.

1.3(2) Provisional. Accorded for one year to any school previously having interim or full accreditation if minimum standards as established by the board are not being met. Before a school is placed on provisional status, representatives from the school will be asked to meet with the board of nursing. At periodic intervals, progress reports and survey visits will be required. If standards are not met within the defined period, the board may either extend provisional accreditation or remove the school from accreditation status.

1.3(3) Full. Granted to a school that has met the requirements set by the board and has demonstrated its ability to provide an educational program which meets the standards of the board. Full accreditation is granted for three years unless there is evidence that the school is not progressing satisfactorily.

1.4(152) Accreditation.

1.4(1) New and reopened schools. Any agency wishing to establish or reopen a school of nursing shall inform the board by writing to the executive director during the initial planning. Ear-

ly consultation and planning with the board is essential for the development of all types of sound programs in nursing.

a. Advisory committee. An advisory committee to the controlling agency may be utilized. If an advisory committee is formed:

(1) Membership shall be representative of the community and nursing.

(2) Functions shall be purely advisory.

(3) Relationships to the controlling agency and faculty shall be clearly defined in writing. Minutes of meetings shall be on file.

b. Proposal. Written proposal (eight copies) shall be submitted to the executive director one month prior to a regular meeting for board action. Proposal must include:

(1) Request for permission to open a school, signed by appropriate officials of the controlling agency.

(2) Classification of proposed school.

(3) Evidence of community interest.

(4) Financial support.

(5) Accreditation status of the controlling agency.

(6) Evidence of availability of clinical resources.

(7) Evidence of availability of physical facilities.

(8) Provision for qualified faculty.

(9) Educational philosophy of controlling agency.

(10) Availability of qualified applicants. This should be realistically projected for a five-year period.

c. Survey visits.

(1) A survey of the controlling agency and clinical resources to be used for student experience will be made by a representative of the board.

(2) Written reports of survey will be submitted to the board for action simultaneously with proposal. This will necessitate early notification of intention to open a school so that survey visits can be arranged.

(3) Representatives from the controlling agency will meet with the board at the time the proposal and reports of survey are discussed. This meeting will serve as a means of clarification and communication.

d. Report of board action.

(1) Written report of board action accompanied by the board survey reports will be sent to the administrative official of the controlling agency.

(2) The controlling agency will receive a copy of all reports.

(3) The co-operating agencies will receive only the copy of the report of their agency.

e. Faculty requirements—all programs.

(1) Educational requirements are outlined in 2.4(2).

(2) The head of the nursing program shall be employed for a sufficient period of time

prior to the admission of students to organize and develop the program.

(3) The instructors of the nursing program shall be employed for a sufficient period of time prior to the beginning of their teaching assignment to become oriented to the school and facilities and prepare for teaching assignment.

f. Progress reports.

(1) Monthly progress reports (eight copies) must be submitted to the executive director for review by the board of nursing.

(2) These reports will start one month after the head of the nursing program is employed and continue until otherwise notified by the board. These reports are to reflect the accomplishments in the development of the program.

g. Publicity. Publicity released relative to opening a new program should be carefully stated during the interim before approval is granted. Words such as "planning", "tentative opening date", etc., should be used.

1.4(2) Established schools.

a. Survey visits. All schools regardless of accreditation status will be visited by a qualified representative of the board at regular intervals as determined by the board. The purpose of the visit is to examine educational objectives, review courses, programs, administrative practices, services and facilities and to prepare a written report for review and action by the board. All visits will be conducted under impartial and objective conditions.

(1) The tentative written report of survey visit to the educational program is submitted to the dean-chairman, director, co-ordinator for review prior to typing in final form for board action.

(2) The final survey report accompanied by a written report of board action is sent to the administrative official of the controlling agency. A copy is sent simultaneously to the dean-chairman, director, co-ordinator of the program.

b. Survey of clinical facilities. All institutions used as a clinical laboratory for students will be visited by a qualified representative of the board as part of the school survey. The purpose of the visit is to review administrative practices, patient care practices, facilities and programs for patient care and personnel and to prepare a written report for review and action by the board.

(1) The tentative written report of survey visit to each clinical facility is submitted to the director of nursing service for review prior to typing in final form for board action.

(2) The final survey report accompanied by a written report of board action is sent to the chief administrative officer of the institution. A copy is sent simultaneously to the director of nursing service.

1.4(3) Withdrawal of accreditation.

a. Withdrawal of accreditation will be made only after the school has been on provisional status.

b. Accreditation will not be withdrawn until a survey has been made.

c. Representatives of the school will meet with the board to discuss problems and status of the school.

d. Final action will be communicated to the controlling agency in writing.

1.4(4) *Change of ownership or control.*

a. The board shall be notified in writing of any changes in ownership or control of a school.

b. Information shall include the official name of the school, organizational chart of the controlling agency and names of administrative officials.

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CHAPTER 2

CRITERIA FOR ACCREDITATION

2.1(152) Accreditation of controlling institution.

2.1(1) *Baccalaureate programs.* North Central Association of Colleges and Secondary Schools.

2.1(2) *Diploma programs.*

a. Community health facilities services, state department of health.

b. Joint Commission on Accreditation of Hospitals.

c. If appropriate, bureau of professional education, American Osteopathic Association.

2.1(3) *Associate degree programs.*

a. Department of public instruction, or

b. North Central Association of Colleges and Secondary Schools.

2.1(4) *Practical nursing programs.*

a. Department of public instruction, or

b. Joint Commission on Accreditation of Hospitals.

c. If appropriate, bureau of professional education, American Osteopathic Association.

2.2(152) Organization and administration of the program.

2.2(1) *Authorization.* Authorization for conducting a school of nursing is granted:

a. By the charter or articles of incorporation of the controlling institution, or by resolution of its board of control, or

b. By the school's own charter or articles of incorporation.

2.2(2) *Administrative responsibility.* The authority and administrative responsibility of the school are vested in the dean-chairman, director or co-ordinator who is responsible to the controlling board either directly or through proper administrative channels.

2.2(3) *Organization chart.* The organization chart shall indicate responsibilities and lines of communication. It will show:

a. Relationship of school to the controlling body.

b. Relationship of school to the co-operating agencies, advisory committee and nursing service.

c. Such relationships may be direct, advisory, contractual or co-operative in nature.

d. A legend shall describe various lines used on the chart.

2.2(4) Finances.

a. There shall be adequate funds allocated by the controlling agency to carry out the purposes of the program.

b. The faculty through the head of the nursing program (dean-chairman, director, coordinator) will assist in the preparation and supervision of the budget within the administrative framework for the controlling institution.

2.2(5) Ethical practice.

a. The controlling agency of each school of nursing will establish a well-defined set of standards regarding the school's ethical practices, including recruitment and advertising.

b. These standards shall appear in writing and be available to students.

2.2(6) Contractual agreements.

a. If clinical resources are located outside the framework of the controlling agency, written contractual agreements shall be initiated by the school.

b. The agreement shall be developed jointly with the co-operating agency and reviewed periodically according to policies of the controlling institution.

c. The agreement shall insure full control of student education by the faculty. Faculty shall have freedom to teach and guide students. Selection of learning experiences shall be the responsibility of the faculty. Planning of clinical experience shall be done in co-operation with the director of nursing service and appropriate head nurses.

d. There shall be joint planning when more than one program uses the same facility for student experience. Representation shall be from nursing service and each nursing program. Meetings shall be scheduled for planning and subsequent evaluation. Minutes shall be written and disseminated to representatives.

2.2(7) Philosophy and objectives.

a. The philosophy and objectives of the nursing program shall be in writing and in accordance with currently accepted educational, social and nursing standards.

b. The philosophy shall be consistent with the philosophy of the controlling institution.

c. The philosophy and objectives developed and adopted by the faculty shall serve as a guide in the development, implementation and evaluation of the program.

d. The philosophy and objectives shall be reviewed periodically and revised as necessary by the faculty.

e. Students shall receive a copy of the philosophy and objectives of the program soon after admission.

2.3(152) Curriculum.

2.3(1) General requirements—all programs. The curriculum shall:

a. Reflect the philosophy and objectives of the program.

b. Follow an organized pattern in which the sequence of learning is from the simple to the complex and from the known to the unknown with each learning experience built upon previous ones.

c. Be organized to provide for regular terms.

(1) Courses shall be designed in keeping with those terms.

(2) There shall be a general plan of the total curriculum.

(3) There shall be a reasonable distribution of courses throughout the program.

d. Identify the terminal behavioral outcomes expected of students.

e. Be developed by the faculty and include plans whereby growth of students is promoted by:

(1) Understanding roles and responsibilities of the practitioners of nursing.

(2) Applying principles of sciences which are basic to nursing practice and to the understanding of plans for medical care.

(3) Recognizing physical and emotional needs of patients and making appropriate application of these learnings.

(4) Understanding effective human relations and demonstrating ability to use these principles in nursing situations.

(5) Understanding manifestations of diseases and abnormal conditions and initiating and applying the principles underlying the nursing care.

(6) Preparing the particular practitioner for his accepted role.

(7) Learning experiences which will develop skills and abilities in observation, communications, problem solving and working relationships and an understanding of related legal and professional responsibilities.

f. Provide learning experiences for both men and women in which there is no gross differentiation.

2.3(2) General requirements—baccalaureate programs only.

a. The curriculum shall be consistent with the quality of other degree programs in the college or university.

b. The program shall be planned within the college calendar and meet the requirements for a degree.

c. The program shall include courses in general and nursing education.

d. Required general education courses shall contribute in breadth and depth to student development.

e. Credit hours for lecture and clinical experience shall be consistent with the college pattern.

2.3(3) Instructional requirements—baccalaureate, diploma and associate degree programs.

a. *Biological and physical sciences.* Courses in biological and physical sciences may be planned separately or combined. The ability to use scientific principles in individualized patient care shall be the goal set for student achievement.

b. *Behavioral sciences.* Experience shall be provided for students to improve abilities in observation, communication, interviewing, problem solving and interpersonal relationships.

c. *Nursing content.* Content including theory and guided clinical practice must be provided in medical nursing, surgical nursing, obstetric nursing, nursing of children, psychiatric nursing and, for baccalaureate programs, community nursing.

d. *Supporting courses.* Supporting courses such as nutrition, diet modification, growth and development, etc., may be separate or integrated courses.

e. *Clinical experience.* Students shall have experience in the care of men, women and children. Experience should include preventive aspects, care during acute illness, chronic illness and rehabilitation.

2.3(4) Instructional requirements—practical nursing programs.

a. *Natural sciences.*

(1) Selected facts and principles of the natural sciences and related terminology.

(2) General gross aspects of body structure and function.

(3) Elementary microbiology.

(4) Nutrition.

b. *Behavioral sciences.*

(1) Elementary psychosocial facts and principles.

(2) Gross signs of emotional and mental health and development in all age groups.

(3) Elementary principles of human relations.

c. *Nursing content.* Content including theory and guided clinical practice must be provided in the following areas:

(1) Nursing care of adults.

(2) Nursing care of children.

(3) Nursing care of mothers and infants.

d. *Clinical experience.* Students shall have experience in the care of men, women and children. This experience shall be within the accepted role of the practical nurse.

2.3(5) Students in all programs shall receive copies of course outlines at the appropriate time.

2.4(152) Faculty—all programs.

2.4(1) Some factors to be considered in determining the number of faculty needed are:

- a. Number of students enrolled.
- b. Frequency of admissions.
- c. Level of students taught.
- d. Preparation and experience of the faculty member.
- e. Formal class or clinical laboratory.
- f. Number and location of the clinical resources.
- g. Total responsibilities of the faculty.

2.4(2) Faculty requirements—all programs.

- a. General requirements for nurse faculty.
 - (1) Current nurse licensure in Iowa.
 - (2) Competent practitioner with knowledge and skills of current practice.
- b. Educational requirements for faculty.
 - (1) Senior colleges and universities shall establish educational qualifications for the faculty of the program in nursing comparable to all other faculty. The baccalaureate degree shall be the minimum qualification.
 - (2) Hospitals conducting programs in nursing shall establish educational qualifications for the nursing faculty. It is recommended that the baccalaureate degree be the minimum qualification.
 - (3) Community, junior colleges and area schools shall establish educational qualifications for the faculty of a program in nursing as required for other comparable programs leading to a like diploma and degree. It is recommended that the baccalaureate degree be the minimum qualification.
 - (4) Practical nurse programs only—in selected instances a licensed practical nurse who is a graduate of an approved program in practical nursing may be utilized as a faculty member in a practical nurse program.

2.4(3) Functions of faculty. The principal functions of the faculty are to:

- a. Develop the philosophy and objective of the program.
- b. Participate in construction, implementation, evaluation and revision of the curriculum.
- c. Develop policies for the selection of nursing students within the framework of the policies of the controlling agency.
- d. Participate in counseling and guidance of the nursing students.
- e. Organize and develop nursing courses and their sequence in the program, select and organize learning experiences and guide students in attaining the objectives.
- f. Establish policies consistent with those of the institution as a whole, for progression and completion of the program in nursing.
- g. Evaluate student achievement on the basis of determined policies, assign earned grades for the courses in nursing and recommend successful candidates for degree, diploma and other forms of recognition.
- h. Participate in appropriate activities of the controlling agency.

2.4(4) Organization of the nursing faculty.

a. There shall be a nursing faculty organization.

(1) All members of the faculty shall participate in the activities of this organization.

(2) Meetings shall be held on a regular basis.

(3) Minutes, which include faculty action, shall be recorded and available for reference.

(4) Committees, as needed, shall be established.

(5) Minutes of meetings shall be recorded and kept on file.

(6) Standard format shall be used to include resumé of discussion and action taken.

b. The conditions under which the faculty work will contribute stability as well as continuous professional growth.

(1) Qualifications and responsibilities are defined for each faculty position.

(2) There is an in-service education program designed to further the competence of individuals as well as that of the faculty as a whole.

(3) The teaching assignments and other responsibilities allow time for class and laboratory preparation, program revision, improvement of teaching methods, guidance of students, participation in the faculty organization and committees, and attendance at professional meetings and participation at workshops, institutes and special courses.

(4) There are written personnel policies that provide for orientation, promotion, leave of absence, sick leave, vacation, holidays and salary increments. The salary should be commensurate with preparation, responsibility and performance.

c. Provision for clerical staff.

(1) There shall be a sufficient number of personnel for secretarial and clerical work.

(2) There should be provision for continuity in the clerical service.

2.5(152) Students—all programs.

2.5(1) Selection of students.

a. Students shall be selected without discrimination on the basis of the philosophy and objectives of the program and the ability of the student to carry the program to completion.

b. Admission policies shall be developed in writing by the faculty.

c. There shall be adherence to these written policies.

2.5(2) Admission of students.

a. There shall be dates set for the beginning of each term.

b. In order to provide some flexibility, each school shall determine the date for close of registration. Close of registration is defined as the time after which a student will not be allowed to begin the program.

c. Any student leaving the school after close of registration shall be reported to the board

as a withdrawal when submitting statistics on enrollment.

d. All students admitted during the registration period shall be considered as having been admitted on the same date.

e. There shall be a well-defined refund policy governing all fees and tuition paid by students.

2.5(3) *Transfer and readmission.*

a. The faculty shall establish and adhere to written policies for transfer and readmission of students.

b. Students admitted by transfer from another approved school of nursing or readmitted for completion of the program shall meet standards required of those currently enrolled.

c. The admission date of a student shall be determined by the term in which the required courses that he needs will be given.

d. When a school accepts a transfer student (student with advanced standing), that school assumes the responsibility for recommending the individual for the state board test pool licensing examinations.

e. The transcript from the original school becomes part of the final record (official transcript) of the school graduating the applicant. The complete transcript shall be filed with the board of nursing when application for the state board test pool examination is made.

f. The school shall determine the time necessary for the student to meet the above criteria.

2.5(4) *Advanced standing.*

a. Individuals with previous experience or course of study related to nursing may be admitted to a registered nurse program or a practical nursing program with advanced standing after satisfactory evaluation has been made.

b. Whether or not a school wishes to participate in such programs shall be the prerogative of the individual school.

c. If a school elects to participate, the board shall be notified in writing. The board of nursing "Guide to the Development of a Program for Advanced Placement in a Nursing Program" shall be followed.

d. Approval of the board is required before program is initiated.

2.5(5) *Progression and graduation.*

a. The faculty shall establish and adhere to written policies regarding progression and graduation of the student.

b. These written policies shall be shared with the student.

c. These policies must include:

(1) Grading system.

(2) Suspension or dismissal policy.

(3) Requirements for graduation.

d. The board does not require or recommend that students be retained in a program to "make up days". A student should be retained only if he has not fulfilled the objectives of the program.

e. Prerequisites must be determined for each course.

f. Signed diplomas shall be granted only to students who complete the prescribed program.

g. The graduate shall have the privilege of writing the first scheduled state board test pool examination following completion of the program.

2.5(6) Health and welfare.

a. There must be written policies that safeguard the health and well-being of students. These will include:

- (1) Vacation.
- (2) Health policies.
- (3) Leave of absence.
- (4) Holidays.
- (5) Employment.
- (6) Class attendance required.
- (7) Provision of counseling and guid-

ance.

b. The board recommends that each student be covered by liability and malpractice insurance.

c. Copies of these policies shall be distributed to the students.

2.6(152) Records and school bulletin.

2.6(1) School records.

a. A nursing program shall maintain a meaningful and useful system of records. These should include:

- (1) Current course outlines.
- (2) Current faculty and committee minutes.
- (3) Faculty personnel records.
- (4) Pertinent correspondence.
- (5) Pertinent reports.
- (6) School bulletins.

b. All printed materials shall have a heading and a date. Dates shall be added as materials are reviewed and revised.

2.6(2) Student records.

a. The nursing program shall maintain an individual record for each student.

b. School policy will determine contents necessary to serve the purpose intended. These may include:

- (1) Application.
- (2) Health summary.
- (3) Student final record or transcript.
- (4) Summary of evaluations and achievement.

(5) Results of state board test pool licensing examination.

(6) Verification of change of name if change occurs while enrolled in the school.

c. Student final record or transcript. The student final record submitted to the board of nursing:

- (1) Must carry the correct dates of admission to and completion of the program.
- (2) Must include the name and location of school of previous enrollment and dates of that enrollment.

- (3) Must include legal name of student.
 - (4) Must be signed by the proper school official.
 - (5) Must have the school seal affixed. If there is no school seal, the signature must be notarized.
 - (6) Must be legible.
- d. The student final record retained in the permanent file of the school should be signed by the proper official and have the school seal affixed.

2.6(3) Provision shall be made for the protection of records against loss, destruction and unauthorized use.

2.6(4) School catalog.

a. Information about the school shall be published periodically (at least every two years).

b. The publication shall be dated and include:

- (1) Philosophy and objectives of the school.
- (2) A general description of the program.
- (3) Curriculum plan.
- (4) Brief course descriptions.
- (5) Facilities and conditions provided for student learning and welfare.
- (6) Faculty.
- (7) Statement of tuition, fees and refund policies.
- (8) Statement regarding ethical practices, including recruitment and advertising.
- (9) Housing and residence facilities.

2.7(152) Evaluation.

2.7(1) Evaluation shall be a planned, ongoing activity of the school of nursing directed toward the improvement of the program, faculty and students.

2.7(2) The plan for evaluation shall be in writing and take into consideration the following:

a. Program evaluation should assist the faculty in determining accomplishments, setting new goals and making a blueprint for action.

b. Evaluation of the individual faculty member is part of the total evaluation process.

c. The faculty shall make provision for the evaluation of student performance at specified intervals. Since the student is the direct object of the evaluation process, provision must be made for him to participate actively.

2.8(152) Physical facilities of the program.

Physical facilities shall be appropriate to the type of program and size of the student body and include:

- 1. Classrooms.
- 2. Offices for faculty and clerical staff.
- 3. Library.

Holdings shall be commensurate with the needs of the program. Library hours shall provide for maximum usage by students.

Audio-visual equipment should be provided so that a multi-media approach to learning can be used.

4. Conference rooms.

5. Residence facilities, if provided, should provide healthful and pleasant surroundings.

2.9(152) Clinical resources.

2.9(1) The clinical resource (hospital, extended care facility, nursing home) to which the student is assigned for clinical practice is considered an integral part of the nursing program.

2.9(2) The following criteria must be met:

a. There shall be a well organized and directed nursing service department.

b. There shall be an environment in which effective learning can take place and in which the student is recognized as a learner.

c. There shall be an adequate number of qualified professional and other nursing personnel to insure safe care of the patient.

d. There shall be a sufficient number of patients to provide adequate learning experiences.

2.9(3) Clinical resources used for student experience shall be selected so that the best experience in each major area of nursing can be secured. Community resources outside of hospitals should be investigated.

2.9(4) The clinical resource must be surveyed and approved by the board of nursing before it can be used for student experience.

2.9(5) Accreditation.

a. *Hospitals.*

(1) Community health facilities service, state department of health.

(2) Joint Commission on Accreditation of Hospitals.

(3) If appropriate, bureau of professional education, American Osteopathic Association.

b. *Nursing homes and extended care facilities.* Community health facilities service, state department of health.

2.10(152) Reports.

2.10(1) The head of the nursing program should make at least an annual written report to the controlling agency.

2.10(2) The head of the nursing program shall submit an annual report to the board of nursing on forms provided. This report will provide current data on:

a. Progress toward achievement of its stated objectives in nursing education.

b. Qualifications and major responsibilities of the dean-chairman, director, co-ordinator and of each faculty member.

c. Policies used for selection, promotion and graduation of students.

d. Practices followed in safeguarding the health and well being of students.

e. Current enrollment by class and student-teacher ratios.

f. Number of admissions to school per year for past five years.

g. Number of graduations from school per year for past five years.

h. Performance of students on state board test pool examinations for past five years.

i. Curriculum plan.

j. Brief course descriptions.

k. Descriptions of resources and facilities, clinical areas, and contractual arrangements which reflect upon the academic program.

l. Copy of audited fiscal reports, including a statement of income and expenditures.

m. Achievements of past year.

n. Goals for present year.

2.10(3) Forms for reporting the following information to the board will be sent to schools at the appropriate time:

a. Legal name and address of students admitted.

b. Legal name of candidates for state board test pool examinations.

2.10(4) *Special reports.* The board shall be informed in writing regarding:

a. Change in ownership or administrative control of the school.

b. Changes in administrative personnel in the school and the controlling agency.

c. Dismissal of a student for reasons outlined under sections 147.55 and 147.56.

2.11(152) Board approval requirements. Board approval is required before the following can be instituted.

2.11(1) Major curriculum change to include:

a. Alteration of the present curriculum which increases or shortens the program, exclusive of vacation days.

b. Changes in use of co-operating agencies.

c. Major change in course offering.

2.11(2) Experimentation which represents a deviation from these rules. The board of nursing "Guide to Experimentation in Nursing Education" shall be followed.

2.11(3) Schools with interim or provisional accreditation shall request board approval to increase the number of students admitted to a program.

2.11(4) All schools regardless of accreditation status must have board approval to admit additional classes during a given school year.

2.11(5) Eight copies of all above proposed changes shall be submitted to the executive director one month prior to a regular board meeting.

[Filed May 12, 1970;
amended August 11, 1970]

CHAPTER 3
LICENSURE TO PRACTICE—
REGISTERED NURSE

3.1(152) Licensure by examination.

3.1(1) Official examination.

a. The state board test pool examination constructed by the evaluation service of the National League for Nursing shall be the official licensing examination of the Iowa board of nursing.

b. The passing score for each series of the Iowa licensing examination shall be determined by the Iowa board of nursing.

c. The Iowa certificate to practice nursing will not be issued until the final record (transcript) has been received.

d. The licensing examination shall be administered in Des Moines three times a year.

e. State board test pool examination statistics:

(1) Compiled once a year and include all graduates of all Iowa schools for the year.

(2) Identity of schools other than the one to which the report is sent is not revealed.

(3) Scores achieved by individual applicants are personal information and hence will be released only on permission of the applicant.

f. Licensed practical nurse graduating from a school preparing the registered nurse.

(1) The board shall be notified on list of eligible candidates submitted for the state board test pool examination of any candidates already licensed as a licensed practical nurse.

(2) When the candidate is issued a registered nurse license to practice nursing, his licensed practical nurse license will be put on inactive status.

3.1(2) Application.

a. The application form and instructions for filing are provided by the Iowa board of nursing.

b. The completed application, accompanied by the statutory fee and identification picture, shall be submitted in advance of the published deadline for the desired examination date.

c. Only a person who has filed the required application and has been notified of acceptance by the Iowa board of nursing will be permitted to write the examination.

d. Prior to the examination date each accepted applicant will be sent an admission card which shall be presented by the applicant for admission to the examination center.

3.1(3) Qualifications.

a. Requirements set forth in the Code must be met.

b. All requirements for graduation from an accredited school of nursing, including theory and clinical experience, must be completed before examination date.

c. Accredited school of nursing means one approved by the Iowa board of nursing or by a

similar board in another jurisdiction to prepare persons for registered nurse licensure.

d. Previous conviction of a felony does not automatically bar an individual from eligibility for licensure. In order to determine eligibility, the applicant must be reviewed by the board of nursing to determine that qualification of good moral character is met.

3.1(4) *Work permit.*

a. A work permit to practice nursing for compensation at the general staff level will be issued to new graduates of Iowa programs by the board of nursing upon receipt of proof of graduation from an approved school of nursing. A letter from the director or the official transcript shall be considered proof of graduation.

b. The work permit shall be effective on the legal finishing date.

c. The graduate must appear for the first scheduled examination following graduation unless a written valid excuse is submitted to the board of nursing.

d. A second permit may be issued to a candidate who fails no more than two areas of the examination upon application for the next scheduled examination.

e. No more than two work permits will be issued.

f. Any candidate who fails three or more areas on the examination must return his work permit to the board of nursing. No further work permit will be issued.

g. A work permit may be issued by the board of nursing to graduates of approved schools of nursing in other states who submit documentary evidence to the Iowa board of nursing that they have either applied for or written the licensing examination in that state. All of the above paragraphs ("a" to "f") apply in these cases.

h. Work permits must be signed by the permittee to be valid.

i. A holder of a work permit shall not use the title registered nurse or use the abbreviation R. N. in Iowa until his certificate is issued although he may be employed in nursing while the permit is valid.

3.1(5) *Re-examination.*

a. Any applicant who fails three or more areas of the examination shall be required to rewrite the entire examination (all five areas).

b. An applicant who fails one or two areas of the examination shall be required to write only the area or areas failed.

c. An applicant who fails to pass the Iowa licensing examination may rewrite the area or areas as above until a passing score is attained.

After the first failure, candidate may repeat the required areas of the examination without further preparation than what they wish to pursue on their own initiative.

d. Application for re-examination shall be a letter of intent accompanied by the statutory fee

and identification picture. Application shall be submitted in advance of the published deadline for the desired examination date.

3.1(6) Nurses educated in another country.

a. Standardized tests may be used as an evaluation device.

b. If the individual was graduated in 1950, or thereafter, he must have taken the state board test pool examination and achieved at least a score of 350 in each area.

c. The transcript from the school of nursing must show theory and practice in all five areas (medical, surgical, obstetrics, nursing of children and psychiatric nursing) if required in Iowa at the time of his graduation.

d. The board will accept midwifery in lieu of obstetrical nursing.

e. The candidate will be required to enroll in an approved school of nursing to make up deficiencies.

f. Individuals writing the state board test pool examination will follow the same schedule as other first time candidates.

3.2(152) Licensure without examination by interstate endorsement.

3.2(1) Application.

a. The application form and instructions for filing are provided by the Iowa board of nursing.

b. The completed application accompanied by the statutory fee and proof of licensure elsewhere shall be filed with the Iowa board of nursing.

3.2(2) Qualifications.

a. Applicants for licensure in Iowa as a registered nurse must meet the qualifications for licensure in effect at the time of their graduation from their school of nursing.

b. A person licensed as a registered nurse in another United States jurisdiction by waiver shall be accepted for Iowa licensure only if the waiver period corresponds to that in Iowa.

c. An applicant must have written the same licensing examination as that administered in Iowa and achieved scores established as passing for that series by the Iowa board of nursing unless he graduated and was licensed by examination prior to September, 1946.

d. An applicant whose licensing examination scores do not meet the Iowa requirements shall rewrite the current Iowa examination in order to raise his scores to meet Iowa standards.

e. A registered nurse who is based and currently licensed in another state does not need an Iowa license to perform consultant services in Iowa.

f. High school equivalency shall be the high school equivalency certificate issued by the state department of public instruction.

3.2(3) Work permit.

a. A work permit to practice nursing in Iowa for a period up to 30 days shall be issued by the Iowa board of nursing to an applicant who is a graduate of an approved United States school of nursing and is licensed by examination in another United States jurisdiction upon submission of the current, valid license from another state or completed endorsement form.

b. Such permit allows employment in nursing in Iowa while application credentials are being assembled and Iowa certificate issued. The work permit does not entitle the individual to use the abbreviation R.N. or the title registered nurse.

c. If the permit expires and the certificate has not been issued, a second permit may be issued for a period not to exceed 15 days.

d. A work permit shall not be issued to an applicant educated in a foreign country until all credentials are on file and eligibility for licensure has been determined.

3.3(147) Annual renewal.

3.3(1) The application form and instructions for renewal of license to practice nursing as a registered nurse will be mailed to the licensee at least 90 days prior to expiration of his license.

3.3(2) In order for a change of name to appear on the renewal license, the board of nursing must be notified. Name can be changed by:

a. Submitting marriage certificate, or

b. Submitting notarized change of name card supplied by the board of nursing.

3.3(3) An applicant for renewal of license, except if on inactive status, shall pay the statutory penalty fee plus the statutory renewal fee if the application for renewal is postmarked after June 30.

3.4(147) Reinstatement.

3.4(1) A delinquent letter will be sent each year after July 1 to those licensees who fail to renew their license or fail to ask for inactive status.

3.4(2) Licensees who fail to notify the board of nursing of change of address as provided by statute shall pay statutory reinstatement fees.

3.5(147) Enforcement—discipline of licensees.

3.5(1) All complaints regarding licensees or those purporting to be registered nurses shall be investigated by the staff or inspector of the board of nursing.

3.5(2) In investigating such complaints the licensee may be asked to appear at a board meeting for consultation by board members.

3.5(3) The board may accept the voluntary surrender of a license.

3.5(4) Any person whose license has been revoked or suspended may apply to the board for reinstatement at any time. Upon submission of

documentary evidence of rehabilitation of the licensee, the board may reinstate the license or remove the license from suspension. The board may impose reasonable terms and conditions in conjunction with such action.

3.5(5) An Iowa license to practice nursing as a registered nurse will not be issued by endorsement to an individual whose license to practice is under revocation, suspension, or, if applicable, probation, in another state.

[Filed May 12, 1970]

CHAPTER 4

LICENSURE TO PRACTICE— LICENSED PRACTICAL NURSE

4.1(152) Licensure by examination.

4.1(1) Official examination.

a. The state board test pool examination constructed by the evaluation service of the National League for Nursing shall be the official licensing examination of the Iowa board of nursing.

b. The passing score for the Iowa licensing examination shall be determined by the Iowa board of nursing.

c. The Iowa certificate to practice nursing will not be issued until the final record (transcript) has been received.

d. The licensing examination shall be administered in Des Moines twice a year.

e. State board test pool examination statistics:

(1) Compiled once a year and include all graduates of all Iowa schools for the year.

(2) Identity of schools other than the one to which the report is sent is not revealed.

(3) Scores achieved by individual applicants are personal information and hence will be released only on permission of the applicant.

f. The board shall be notified when an individual licensed by waiver as a licensed practical nurse enrolls in a practical nurse program. Upon successful completion of the program, the status of the individual's license will be changed to graduate of an approved program. The state board test pool examination need not be repeated.

4.1(2) Application.

a. The application form and instructions for filing are provided by the Iowa board of nursing.

b. The completed application, accompanied by the statutory fee and identification picture, shall be submitted in advance of the published deadline for the desired examination date.

c. Only a person who has filed the required application and been notified of acceptance by the Iowa board of nursing will be permitted to write the examination.

d. Prior to the examination date each accepted applicant will be sent an admission card which shall be presented by the applicant for admission to the examination center.

e. Those individuals who apply for the licensing examination by virtue of one year in a school preparing registered nurses must submit an official transcript for review to determine eligibility.

f. Nursing content required for a licensed practical nurse shall include successful completion of theory and clinical experience in four basic areas, i.e. medical nursing, surgical nursing, obstetric nursing and nursing of children.

g. An individual who does not meet requirements may enroll in an approved school of practical nursing with advanced standing and complete the program in practical nursing.

4.1(3) *Qualifications.*

a. Requirements set forth in the Code must be met.

b. All requirements for graduation from an accredited school of practical nursing, including theory and clinical experience, must be completed before examination date.

c. Accredited school of practical nursing means one approved by the Iowa board of nursing or by a similar board in another jurisdiction to prepare persons for practical nurse licensure.

d. Previous conviction of a felony does not automatically bar an individual from eligibility for licensure. In order to determine eligibility, the applicant must be reviewed by the board of nursing to determine that qualification of good moral character is met.

4.1(4) *Work permit.*

a. A work permit to practice practical nursing for compensation will be issued by the board of nursing upon receipt of proof of graduation from an approved school of practical nursing.

(1) A letter from the co-ordinator or the official transcript will be considered proof of graduation.

(2) The work permit shall be effective on the legal finishing date.

(3) The graduate must appear for the first scheduled examination following graduation unless a written valid excuse is submitted to the board of nursing.

(4) A permit will be reissued once in the event of failure on the licensing examination upon application for the next scheduled examination.

b. A work permit to practice practical nursing for compensation may be issued by the board to graduates of approved schools of practical nursing in other states who submit documentary evidence to the board that they have either applied for or written the licensing examination in that state, provided the applicant meets all requirements for licensure as a practical nurse in this state. All of the above [paragraph "a", subparagraphs (1) to (4)] apply to these cases.

c. Those candidates who qualify for the licensing examination by virtue of previous enrollment in a school preparing registered nurses are not eligible for a work permit.

d. A holder of a work permit shall not use the title licensed practical nurse or use the abbreviation L.P.N. in Iowa until his certificate is issued although he may be employed in practical nursing while the permit is valid.

4.1(5) *Re-examination.*

a. An applicant who fails to pass the Iowa licensing examination may rewrite the examination until a passing score is attained.

After the first failure, candidates may repeat the examination without further preparation other than what they wish to pursue on their own initiative.

b. Application for re-examination shall be a letter of intent accompanied by the statutory fee and identification picture. Application shall be submitted in advance of the published deadline for the desired examination date.

4.1(6) *Nurses educated in another country.* If the applicant for licensure in Iowa does not meet the requirements for licensure as a registered nurse, he may apply for the practical nurse licensing examination provided qualifications 4.2(2) "e" and "f" are met.

4.2(152) Licensure without examination by interstate endorsement.

4.2(1) *Application.*

a. The application form and instructions for filing are provided by the Iowa board of nursing.

b. The completed application accompanied by the statutory fee and proof of licensure elsewhere shall be filed with the Iowa board of nursing.

c. A work permit or license to practice as a licensed practical nurse shall be received by the applicant from the Iowa board of nursing prior to employment.

4.2(2) *Qualifications.*

a. Applicants for licensure in Iowa as a licensed practical nurse must meet the qualifications for licensure in effect at the time of their graduation from their school of nursing.

b. A person licensed as a licensed practical nurse in another United States jurisdiction by waiver shall be accepted for Iowa licensure only if the waiver period corresponds to that in Iowa.

c. An applicant must have written the same licensing examination as that administered in Iowa and achieved score established as passing for that examination by the Iowa board of nursing unless he graduated and was licensed by examination prior to July 1951.

d. An applicant whose licensing examination score does not meet the Iowa requirements shall rewrite the current Iowa examination in order to raise his scores to meet Iowa standards.

e. Tenth grade equivalency shall be determined by the general educational development test. A standard score of not less than 35 on each

test or an average standard score of 45 or above on the five tests will be accepted.

f. High school equivalency shall be the high school equivalency certificate issued by the state department of public instruction.

4.2(3) Work permit.

a. A work permit for the practice of practical nursing in Iowa for a period up to 30 days shall be issued by the Iowa board of nursing to an applicant who is a graduate of an approved United States school of nursing and is licensed by examination in another United States jurisdiction upon submission of the current, valid license from another state or completed endorsement form.

b. Such permit allows employment in practical nursing in Iowa while application credentials are being assembled and Iowa certificate issued. The work permit does not entitle the individual to use the abbreviation L.P.N. or the title licensed practical nurse.

c. If the permit expires and the certificate has not been issued, a second permit may be issued for a period not to exceed 15 days.

4.3(147) Annual renewal.

4.3(1) The application form and instructions for renewal of license to practice nursing as a licensed practical nurse will be mailed to the licensee at least 90 days prior to expiration of his license.

4.3(2) In order for a change of name to appear on the renewal license, the board of nursing must be notified. Name can be changed by:

- a. Submitting marriage certificate, or
- b. Submitting notarized change of name card supplied by the board of nursing.

4.4(147) Reinstatement.

4.4(1) A delinquent letter will be sent each year after July 1 to those licensees who fail to renew their license or fail to ask for inactive status.

4.4(2) Licensees who fail to notify the board of nursing of change of address as provided by statute shall pay statutory reinstatement fees.

4.5(147) Enforcement—discipline of licensees.

4.5(1) All complaints regarding licensees or those purporting to be licensed practical nurses shall be investigated by the staff or inspector of the board of nursing.

4.5(2) In investigating such complaints the licensee may be asked to appear at a board meeting for consultation by board members.

4.5(3) The board may accept the voluntary surrender of a license.

4.5(4) Any person whose license has been revoked or suspended may apply to the board for reinstatement at any time. Upon submission of documentary evidence of rehabilitation of the licensee, the board may reinstate the license or remove the license from suspension. The board may impose reasonable terms and conditions in conjunction with such action.

4.5(5) An Iowa license to practice nursing as a licensed practical nurse will not be issued by endorsement to an individual whose license to practice is under revocation, suspension, or, if applicable, probation, in another state.

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amended August 11, 1970]

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