State of Iowa
1949

Requirements, Recommendations, and Policies

Governing Iowa Accredited Schools of Nursing for Registered Nurses

IOWA BOARD OF NURSE EXAMINERS
STATE HOUSE
DES MOINES, IOWA

Published by
THE STATE OF IOWA
Des Moines

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Part 1

ACCREDITING

I. INTRODUCTION

A. Definition

An accredited school of nursing in Iowa is one which meets minimum requirements of the Law of Iowa and of the Board of Nurse Examiners.

B. Accrediting Body

The Board of Nurse Examiners maintains standards for, supervises, and approves schools of nursing.

C. Purposes of Accrediting Schools of Nursing

1. To provide for eligibility of the graduates of such schools for admission to the state board examinations for registered nurses.
2. To encourage and to foster the highest ideals of nursing service, and to insure that the preparation of nurses is in accordance with acceptable practices in nursing education.
3. To serve as a means whereby the community may be assured professionally prepared nurses to meet the needs of the sick and to aid in the conservation of health.
4. To facilitate cooperation and affiliation of nursing schools within the state with other nursing schools, organizations, and institutions of higher learning in developing a well-balanced nursing education program.

D. General Policies for Accrediting Schools of Nursing

1. The schools of nursing shall be judged by its total program. It is not desirable that schools be standardized, but schools shall meet the minimum requirements set forth. Schools shall maintain individuality based upon sound principles of nursing education. A school is judged not only on the basis of what it has been able to accomplish, but also upon its potentialities for future development. Some of the factors in a school which indicate strength are: growth of the educational program and the insight of the governing body into means of meeting future needs, the use that is made of educational facilities that are available, group relationships, general morale among personnel, interest in study and scientific attitude on the part of the faculty.
2. In establishing these minimum requirements, there has been taken into consideration the fact that a majority of the present schools have voluntarily established standards considerably higher than the ones specified.
3. Details of the school of nursing for analysis include: clearly defined objectives; provision for self-evaluation and improvement; control, finance, and budget; competence of faculty, including education, preparation, and professional activity; student personnel, including selection, orientation, health program, counseling, extra-professional activity, and organization; educational program and its effective administration; clinical facilities; physical facilities of school, including

offices, classrooms, laboratories, library, housing, recreational facilities, and upkeep; adequate, up-to-date functioning library; and administration, including curriculum, rotation of students, records and reports.

II. PROCEDURE FOR ACCREDITATION

A. Request for Establishing an Accredited School of Nursing

1. An institution desiring to establish an accredited school of of nursing shall make a written request for a copy of the requirements for an accredited school of nursing. If the institution believes that it can meet the requirements, a written request for an application form should be sent to the Board of Nurse Examiners.
   The application form and supplementary information relative to the following shall be submitted to the Board of Nurse Examiners for consideration: purpose or aim of school; control; clinical, teaching, and resident facilities; qualifications of faculty; requirements for admission and graduation; health program; extra-curricular program; and proposed curriculum with names of instructors, and textbooks.
2. If the information on the application form indicates that it may be possible to meet requirements, a representative of the Board will make a survey of the institution or school, and submit a written report to the Board of Nurse Examiners. If the report indicates the institution or school is able to provide an adequate program of instruction and practice, the report and recommendations of the Board will be sent to the authorities of the institution.
3. If the governing body of the institution desires to comply with the recommendations of the Board, a contractual agreement to comply with the requirements for an accredited school shall be signed in triplicate by the president or chairman of the governing body, the director of the school, and the administrator of the hospital. One copy shall be retained by the governing body, one by the school, and the third copy shall be sent to the Board of Nurse Examiners.
4. Upon filing of the signed agreement with the Board of Nurse Examiners, the school of nursing shall be placed on the list of Schools of Nursing accredited by the Iowa Board of Nurse Examiners.
   The school facilities and program will be subject to review by the Board at intervals during the first year of its accreditation, to determine if it is possible for the school to maintain the required standards.

B. Survey, Report, Contractual Agreement, Status of School

Visits to schools or surveys by the Board representative may be made annually or more frequently should it seem advisable. The regular annual survey is for the purpose of evaluating the school of nursing program in terms of specified standards, and to give assistance to the school in developing areas where further strengthening is indicated as necessary.

Problems of schools unable to meet certain minimum require-

ments specified by the Board are considered on an individual basis. A written report of each survey visit shall be sent to the director of nurses, the administrator of the hospital, and the chairman of the governing body of the hospital.

III. CLOSING OF A SCHOOL OF NURSING

A. Procedure

When it seems advisable to close a school of nursing, the authorities responsible for that school shall confer with the Board of Nurse Examiners relative to the placement of the students for the completion of their course. Until the school of nursing is closed, all requirements shall be met. If students are to be transferred to another school for the completion of their course, the transfer shall be approved by the Board. Monthly and annual reports shall be submitted by the school until the last student has completed her course. The school of nursing shall be closed officially on the date the last student completes her program.

Closing may be accomplished in the following manner:

1. Immediate
   All students shall be transferred to other schools of nursing. Copies of the Student Final Records to date for all students shall be filed with Board of Nurse Examiners. The diplomas shall be granted by the school of nursing to which the students are transferred.
2. Deferred
   a. Closing within one year
      1) Third year students may complete practice in the hospital if an adequate faculty is maintained to teach and supervise these students.
      2) First and second year students shall be transferred to other schools. Copies of Student Final Records shall be filed with Board of Nurse Examiners.
   b. Closing within two years
      1) No additional students shall be admitted.
      2) All students shall complete the program in the school if other applicable minimum requirements are maintained.

B. Custody of Records

If the school closes and the hospital continues, the hospital shall be responsible for the safe keeping of the school of nursing records. If the hospital closes, a responsible member of the alumnae association should be appointed as custodian.

IV. CHANGE OF OWNERSHIP

When a hospital changes ownership, the new authorities shall request accreditation, and shall comply with the procedures for the accreditation of a new school of nursing.

Part 2

GENERAL REQUIREMENTS AND RECOMMENDATIONS

I. INSTITUTIONS CONDUCTING SCHOOLS OF NURSING

A. Incorporation

The school of nursing or the institution of which it is a part must be incorporated.

B. Hospital

The hospital in which students are to have their clinical practice shall meet the following standards:

1. It shall be general in type. It shall provide experience in medical, surgical, obstetric, pediatric, and psychiatric nursing. Experience in care of both men and women shall be given. It is desirable to offer experience in acute communicable disease and tuberculosis nursing, and out-patient and community nursing. If all facilities are not available in one institution affiliations are indicated.
2. It shall be approved by the American College of Surgeons, hold membership in the American Hospital Association, be registered by the American Medical Association, and be licensed by the Iowa State Department of Health. It is desirable that the hospital be approved for internes and/or residents by the Council on Medical Education and Hospitals of the American Medical Association.
3. It must have been in operation for at least one year immediately preceding application for accreditation of the school, while maintaining daily average requirements during that period.
4. Hospitals now conducting schools of nursing must maintain a minimum daily average patient census of 70, exclusive of new born infants. Hospitals opening or re-establishing schools of nursing must have a daily patient census of 100 or more, exclusive of new born infants, for the year immediately preceding application for accreditation of a school. It is recommended that this figure provide for a minimum of three of the five required basic services, and that these three be fully acceptable.

   In the divisions to which students are assigned, the hospital shall maintain a reasonably active service in accordance with recommendations of the National League of Nursing Education.

   The following daily averages are minimum requirements:

Medical	20 patients
Surgical	20 patients
Obstetrics (mothers)	10 patients
Pediatrics	10 patients
Psychiatry	20 patients
5. It shall have obstetrics, pediatric, and psychiatric services completely segregated. It is recommended that medical and surgical services also be segregated.

C. Nursing Service Personnel

The hospital nursing service shall be well organized and administered, and a quality of nursing suitable for student learn-

ing shall be maintained. It is essential that a sufficient staff of graduate nurses be employed in each clinical division to stabilize the service and insure students a well-balanced clinical program. Adequate physical facilities in the hospital and adequate administrative personnel are essential.

1. Nursing Service Personnel Recommended
   Use of the National League of Nursing Education publications is recommended for guidance in this area.
   It is recommended that analyses and time studies be made at frequent intervals in each clinical area to determine nursing service and supervision available.

D. Auxiliary Personnel

1. A hospital maintaining a school of nursing may employ only those practical nurses who are licensed in the State of Iowa.
2. Orderlies, ward maids, attendants, nursing aids, diet maids, messengers, ward clerks, etc., constitute a group of non-professional workers.
   a. The director of nursing service shall be responsible for their selection and outlining their functions. They shall be given, by instructional personnel employed by the hospital, in-service training for the activities to which they will be assigned in the hospital where trained. Functions are specified in references.*

E. Clinical Facilities

An accredited school of nursing shall provide adequate nursing practice in at least five services. The following services are required: medical, surgical, pediatric, obstetric, and psychiatric nursing. Additional recommended experiences are: acute communicable disease, tuberculosis, out-patient experience, and nursing and health service in the family. The adequacy of a clinical service for student experience is dependent upon: daily average number of patients, variety of disease conditions, acuteness of service, number of students, number of staff nurses, and number of auxiliary workers in the division. Satisfactory physical facilities shall be provided, and adequate nursing technics in effect. The services shall provide nursing practice in conditions listed as essential in the "Master List of Disease Conditions" in *A Curriculum Guide for School of Nursing.*

Minimum requirement for services are:

1. Medical Division
   There shall be an active service including both men and women; a daily average census of not less than twenty patients exclusive of children under fourteen; and a sufficient variety of conditions so that each student may receive nursing experience in medical disease conditions specified as essential. A segregated medical division is recommended. This division shall be under the supervision of a well qualified medical supervisor.
2. Surgical Division

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* Joint Committee on Auxiliary Nursing Service of the ANA, NLNE, NOPHN, NACGN, ACSN, and NAPNE, *Practical Nurses and Auxiliary Workers for the Care of the Sick,* New York, 1947, p. 11.

* Department of Studies, National League of Nursing Education, *A Study of Nursing Service,* New York, 1948.

There shall be an active service, surgical and surgical specialties, including both men and women; a daily average census of not less than twenty patients exclusive of children under fourteen; and a sufficient variety of conditions so that each student may receive nursing experience in surgical disease conditions specified as essential. A segregated division is recommended. This division shall be under the supervision of a well qualified surgical supervisor.

3. Operating Rooms
   This service shall provide for an adequate variety of cases, satisfactory nursing techniques, and a minimum for each student of twenty-five scrubs, approximately one-half of which shall be major. The experience shall be continuous. This division shall be under the supervision of a well qualified operating room supervisor.
4. Therapeutic Diet Department
   The therapeutic diet department shall provide practice in the calculation, preparation, and serving of special diets, with a minimum daily average of four varied therapeutic diets per student in the service. This division shall be under the supervision of a dietitian whose qualifications include a bachelor's degree, internship, and membership in the American Dietetic Association.
5. Obstetric Division
   This department shall be completely segregated, maintain a daily average census of not less than ten patients. Obstetric patients shall not be assigned to a division or unit with other types of patients, except if an obstetric patient has an infection, and the safety of other patients in the department requires her transfer; nor may any other type of patient be assigned to the obstetric department.
   Student experience shall follow the operating room, be continuous, follow or parallel her class work in obstetrics, and shall provide for practice in antepartum, intrapartum and postpartum care, as well as care of infants. The student shall assist with not less than fifteen patients during labor and delivery. This division shall be under the supervision of a well qualified obstetric supervisor.
6. Pediatric Division
   The pediatric division shall be segregated with a daily average census of at least ten patients, not including tonsil and adenoid cases, new born infants, or children beyond their fourteenth birthday. Adequate experience shall be provided for each student in caring for children in all age groups. The rotation program shall include provision for one full week's experience in the formula laboratory, under supervision of the pediatric supervision or dietitian. This division shall be under the supervision of a well qualified pediatric supervisor.
7. Psychiatric Division
   The psychiatric division shall be completely segregated, with provision for physical facilities recommended for a psychiatric department, and shall have a daily average census of not less than twenty patients. Provision shall be made for student nursing practice to include care of patients with

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7. Psychiatric Division
   The psychiatric division shall be completely segregated, with provision for physical facilities recommended for a psychiatric department, and shall have a daily average census of not less than twenty patients. Provision shall be made for student nursing practice to include care of patients with

those psychiatric conditions listed as essential. This division shall be under the supervision of a well qualified psychiatric supervisor.

8. Acute Communicable Disease Division
The communicable disease division shall be segregated, with provision for physical facilities recommended for a communicable disease division, provide for adequate nursing technics, and have a daily average census of not less than ten patients. Provision shall be made for student nursing practice to include care of patients with those diseases listed as essential. The division shall be under the supervision of a well qualified communicable disease supervisor.

F. Evaluation of Clinical Resources

The annual analysis of clinical resources in the hospital, made at the end of the fiscal year, July 1 to June 30, shall be used as one of the bases for determining adequacy of clinical experience, and size of school.

G. Affiliations

When any clinical division is inadequate for student experience, the school shall plan for affiliation. A written contract setting forth the conditions of agreement shall be signed by the school of nursing and the affiliating agency. All affiliations shall be approved by the State Board of Nurse Examiners.

In addition to the five basic experiences the following are recommended for a well-balanced nursing program: communicable disease nursing, tuberculosis nursing, out-patient department service, and nursing and health service in the family.

Part 3

THE SCHOOL OF NURSING

I. PURPOSE OF SCHOOL

The purpose of the school of nursing shall be clearly defined and appear in the school bulletin. The educational program shall be directed toward its fulfilment. The purpose shall come within the scope of the following generally accepted purpose of a school of nursing:

"The aim of the school of nursing is to select young persons with aptitude for nursing and help them to develop that aptitude in preparing themselves to give the best nursing service of which they are capable in the field of general nursing in an evolving democratic society, while achieving an optimum of self-realization."*

II. CONTROL OF THE SCHOOL

According to controlling institutions or governing bodies, schools of nursing fall into three general classes:

A. The Collegiate or University School

The aims are usually safeguarded, since the primary concern of the institution is education. However, if the school does not

* Committee to Study Administration in Schools of Nursing, National League of Nursing Education, *Fundamentals of Administration for School of Nursing*, 1940, p. 22.

function as one of the independent schools of the university, but as a division of another professional school, a nursing school committee or council is desirable.

B. The Hospital School

The institution in which this school is developed has as its primary function not education but service. Therefore, to safeguard and carry out the purpose of the educational aims of the school, it is essential that there be appointed in each hospital school of nursing a school of nursing committee or council which will serve in an advisory capacity to the governing board of the hospital in all matters pertaining to education.

The personnel of the school of nursing committee, their method of appointment, functions, committee organization, and lines of authority are fully described in the *Essentials of a Good School of Nursing.*

C. School Conducted by an Independent Board

A school of this type usually is the major interest of the board.

III. FINANCE

An accredited school of nursing must be assured of adequate funds to carry out its functions. Since the cost of conducting an accredited school varies with the individual schools of nursing, it can only be determined through a cost analysis carried out by the application of sound methods of accounting. The procurement of funds for the school is the responsibility of the governing body.

A. Budget

A budget is essential for the successful operation of the school as an educational institution. It shall be prepared annually by the director of the school and should be separate from the budget for nursing service.

B. Tuition, Fees, and Other Expenses

Tuition and fees are not to be confused with such expenses as the cost of uniforms and textbooks; they should be determined on the basis of sound principles which conform to the purpose and the objectives of the school, and should be itemized in the school bulletin, with the statement of terms under which they will or will not be returned.

C. Loan Funds

The establishment of a loan fund is desirable in every school of nursing to aid capable young women who are unable to plan for the entire course because of lack of funds. It is customary in some schools not to make a loan to a student until she has been in the school long enough to establish proof of satisfactory qualifications for nursing.

D. Scholarships

Scholarships assist and encourage superior students who would not otherwise be able to continue with their education.

E. Allowances

Schools paying allowances to students shall not be accredited.

IV. FACULTY

A. Definition

The faculty is defined as the nursing personnel who have a substantial share in the teaching of nursing students and in the formulation of the educational policies of the school.

B. Titles

The titles of faculty members should be clearly defined, consistent with their functions, and differentiated from the titles of the personnel whose functions are limited to administration of the nursing service in the hospital or the management of a ward or supervision of a division. The nurse who serves in a dual capacity, dividing her time between the hospital and the school, would logically assume the two titles which correspond to her functions.

The following titles and functions of the faculty of the school of nursing and personnel responsible for the nursing service in the hospital are those recommended by The Subcommittee of the Committee on State Board Problems of the National League of Nursing Education, 1943.

DEFINITION OF TITLES SHOWING RELATIONSHIPS

Personnel of Nursing School	Personnel of Nursing Service
Director or Principal:* The administrative head who is responsible for the administration of the nursing school as a whole.	**Director:** The administrative head head who is responsible for the administration of the nursing service as a whole.
* The term, Dean, is advised only for collegiate schools.	
Assistant Director or Assistant Principal: One who assists in the administration of the nursing school as a whole; serving as assistant director or assistant principal during either day or night.	**Assistant Director:** One who assists in the administration of the nursing service as a whole; serving as assistant director during either day or night.
Clinical Instructor: One who is responsible for the teaching of the nursing arts in a clinical department and co-ordinating the teaching of all who co-operate in such a course; clinical nursing courses are medical and surgical nursing, obstetric nursing, nursing of infants and children, psychiatric nursing, and nursing and health service in the family.	**Supervisor:** One who is responsible for the administration of the nursing service in a clinical department consisting of two or more units or division of a unit, each of which is under the direction of a head nurse.

DEFINITION OF TITLES SHOWING RELATIONSHIPS (Continued)

Personnel of Nursing Service	Personnel of Nursing School
Assistant Clinical Instructor: One who participates in the teaching of nursing arts in a clinical department.	**Head Nurse:** One who is responsible for the administration of the nursing service in one unit or division of a unit in a clinical department.
	Assistant Head Nurse: One who assists with the administration of the nursing service in one unit or division of a unit in a clinical department and is also employed to give expert nursing care. She exerts a profound influence on students by her example.
	Graduate Staff Nurse (general duty nurse): One of the group of graduate nurses employed in the hospital to give expert nursing care. She exerts a profound influence on students by her example.
Instructor in Nursing Arts: One who is responsible for the teaching of the basic course in the area of nursing arts and for participating in related courses in that area.	
Instructor in Physical and Biologic Sciences: One who is responsible for the teaching of the courses in the area of physical and biologic sciences.	
Instructor in Social Science: One who is responsible for the teaching of the courses in the area of social science.	
Lecturer or Special Instructor: One who is an expert in a specific field and teaches one or two courses (or part of a course) in his speciality. The lecturer may be a member of a staff of a community health agency or some division of a hospital, as for example, a physician, a pharmacist, a social worker, a dietition. In a university nursing school a lecturer may be a member of another faculty of the university.	

C. Size

The size of the faculty will depend upon the size of the school of nursing. An adequate number shall be maintained to administer, teach, and supervise students effectively. The minimum faculty of a school of nursing shall be:

Director of School
Assistant Director (Evenings)
Assistant Director (Nights)
Instructor in Nursing Arts
Instructor in Sciences (unless taught in college)
Clinical Instructor in Surgical Nursing } combined where
} service is
Clinical Instructor in Medical Nursing } non-segregated
Clinical Instructor in Obstetric Nursing, if no affiliation
Clinical Instructor in Pediatric Nursing, if no affiliation
Clinical Instructor in Psychiatric Nursing, if no affiliation
Instructor in Operative Aseptic Technique
Assistant Clinical Instructors (Head Nurses)
There shall be a sufficient number of assistant clinical instructors to insure an adequate teaching and supervision program.
Qualified Dietitian

Recommended personnel include:

Student counselor
Director of health program
Director of social and recreational program
Public health coordinator

Clerical Staff

A minimum of one full time secretary shall be employed. Sufficient clerical assistance shall be employed for records, correspondence, and general secretarial work of the school.

D. Organization

The faculty of the school shall be organized and committees appointed so that each member will have some part in the activities of the school, in developing the educational policies, and in areas affecting the educational program and welfare of the students. There shall be regular meetings of the faculty for discussing educational matters, and minutes of each meeting shall be recorded by the secretary.

E. Qualifications and Preparation

Faculty members shall be adequately prepared and competent to execute the functions of the position to which they are appointed.

Contributing factors include: general education, basic professional education, type and amount of professional experience, advanced study in certain fields, and interest and participation in professional activities.

BASIC REQUIREMENTS include graduation from an accredited school of nursing, registration in Iowa, eligibility for matriculation in college, ability to give expert nursing care, acceptable personal qualities, cognizance of an ability to fulfill her professional responsibilities as a nurse and as a citizen, prerequisite experience for the position, and specialized prepara-

tion in her field of work. All nurse members of the faculty shall maintain membership in their professional organizations, the State Nurses Association, and League of Nursing Education.

The following shall be **MINIMUM QUALIFICATIONS AND PREPARATION FOR FACULTY MEMBERS** in an accredited school of nursing. These requirements do not apply to nurses employed before the date specified if they are more than fifty years of age when the requirements become effective.

Experience and Preparation	Requirement, or to become a requirement
Graduate Staff Nurse	
Graduation from an accredited school of nursing and state registration	Required at all times
Assistant Head Nurse	
Experience: Three months as staff nurse Education: Registration for one or more courses in a college or university	July 1, 1952
Assistant Clinical Instructor (Head Nurse)	
Experience: Minimum of six months as staff nurse, head nurse or assistant, assistant clinical instructor	
Education: At least fifteen semester hours beyond basic course in an accredited college or university, with satisfactory completion of courses in ward management and teaching, and educational psychology	July 1, 1952
Clinical Instructor (and/or Supervisor)	
Experience: Minimum of one year experience in at least two or more of the following: graduate staff, public health, assistant clinical instructor (may be combined with head nurse), clinical instructor (may be combined with supervisor)	Present requirement: Post graduate course in clinical specialty (operative aseptic technique, pediatrics, obstetrics, psychiatry, etc.)
Education: a) Post-graduate course in clinical specialty, and a minimum of thirty semester hours in approved college or university courses beyond the basic nursing course; including educational teaching and supervision psychology, sociology, ward management and teaching, and principles of	Experience and education, thirty semester hours (a), by July 1, 1954

MINIMUM QUALIFICATIONS AND PREPARATION FOR FACULTY MEMBERS (Continued)

Experience and Preparation	Requirement, or to become a requirement
b) Bachelor's degree from a recognized institution, including or supplemented by courses in the program of studies for clinical instructors recommended	
Instructor in Physical, Biological, or Social Sciences	
Experience: Some experience in teaching, and experience as staff nurse, assistant clinical instructor, or assistant director recommended	
Education: Bachelor's degree from an accredited college or university, with a program which will insure competency in her particular field	July 1, 1952
Instructor in Nursing Arts	
Experience: A minimum of one year in two or more of the following: staff nurse, assistant clinical instructor (may be combined with head nurse) or clinical instructor (may be combined with supervisor), or instructor, assistant director of nursing	
Education: Bachelor's degree from an accredited college or university, with a program which will insure competency in her particular field	July 1, 1952
Assistant Instructor in Nursing Arts	
Experience: Some recommended	
Education: Minimum of thirty semester hours beyond the basic nursing course in an accredited college or university, with courses to insure competency in her particular field	July 1, 1952
Assistant Director (Day or Night)	
Experience: A minimum of one year in two or more of the following: assistant clinical instructor	

MINIMUM QUALIFICATIONS AND PREPARATION FOR FACULTY MEMBERS (Continued)

Experience and Preparation		Requirement, or to become a requirement
	(may be combined with head nurse), or clinical instructor (may be combined with supervisor); instructor; or assistant director	
Education:	A minimum of thirty semester hours in an approved college or university beyond the basic nursing course; inclusion of educational psychology, sociology, ward management and teaching, principles of teaching and supervision recommended	July 1, 1954
	Bachelor's degree from a recognized institution with work in nursing education and administration recommended	
	Bachelor's degree with work in nursing education required by July 1, 1952 for **Assistant Director of the School of Nursing** responsible for the educational program	July 1, 1952
Director of the School		
As chief executive of the school and largely responsible for its ideals and standards, she shall have qualifications and preparation in advance of other members of the faculty		
Experience:	A minimum of three years experience in two or more of the following: director; assistant director; instructor; clinical instructor (may be combined with supervisor) or assistant clinical instructor (may be combined with head nurse)	
Education:	Bachelor's degree, with work in nursing school administration at a recognized college or university; a master's degree with a major in nursing school administration recommended	Effective July 1, 1954

F. Selection and Appointment

To assist in selection, the details for each position should be outlined relative to academic and professional education, quali-

fications of character, personality, health, experience, and functions involved in the position.

An application form is recommended, and presentation of credentials with the application is suggested. Notification of the appointment in writing should specify such terms of service as: functions and conditions of service including salary, health services, service load, tenure, vacation and illness allowance. The acceptance of the appointment should be in writing.

G. Conditions of Service

1. Personnel Policies

   The personnel policies shall be in line with the recommendations of the Iowa State Nurse Association.

2. Service Load

   "Effective service can be rendered only when there is a reasonable limitation upon the work which members of the administrative and the teaching staff are expected to perform."*

   Maximum teaching load for full time instructor should not exceed 16-18 hours per week.

   The recommended maximum number of students in a laboratory section for each instructor is: sciences—twenty students; nursing arts laboratory—ten students.

   In related areas of the curriculum, one instructor should not be required to teach more than four subjects. Where unrelated, the number of subjects taught by the individual instructor should be decreased.

3. Aids to Faculty Growth

   The following are recommended: in-service educational programs, leaves of absence for study, opportunities to observe work of other teachers, provision for attendance at professional meetings.

H. Records

Complete credentials, including preparation, references, qualification, etc., of faculty members shall be on file before appointment. These shall be kept in individual folders.

A personnel card, including name, home address, education, experience, date of appointment, salary, etc., shall be placed in the current file. If the individual resigns, details are to be completed, and the card placed in inactive file.

A faculty record, on the form provided, is to be sent to the Iowa Board of Nurse Examiners with the monthly report.

V. STUDENTS

A. Selection

"Students should be selected on the basis of their ability to carry and to profit by the program which the school offers to accomplish its objectives."*

The most reliable bases of selection have been found to include

* National League of Nursing Education, *Essentials Of A Good School Of Nursing*, 1945, p. 18.

* National League of Nursing Education, *Essentials Of A Good School Of Nursing*, 1945, p. 20.

a combination of requirements which includes general education, age, health, character, personality, and special aptitudes. All information available, including the results of pre-nursing tests, contribute toward a more reliable estimate of the applicant's acceptability than any single factor.

The National League of Nursing Education pre-nursing tests shall be administered as selective aids.

B. Entrance Requirements and Recommendations

1. Educational Qualifications
   a. Graduation

      Graduation from an accredited high school with a minimum of fifteen units is a requirement. Subjects recommended:

      English ..... 3-4 units
      Mathematics ..... 2 units
      Social Studies ..... 2-4 units
      Sciences ..... 2 units
      (Suggested units of science are: chemistry, physics, biology.)
      Foreign Language ..... some background desirable

   b. Class Rank

      The upper third or half of the graduating class is preferable. Students ranking in the lower third of their high school class are not eligible without pursuance of further study (successfully completing a full college program for at least one year) or favorable results on the National League of Nursing Education pre-nursing tests.

2. Credentials

   Two certificates of high school credit for each applicant must be submitted on the form of the Iowa State Board of Education or the National League of Nursing Education form, signed by the principal or superintendent. These certificates with credential card, results of the National League of Nursing Education Pre-nursing and Guidance tests on special form, and birth certificate shall be sent to the Board of Nurse Examiners. If credentials are satisfactory, a Certificate of Preliminary Education is issued to the student. A student may not be admitted to a school of nursing until the qualifying certificate is presented.

3. Age
   a. The applicant must be at least seventeen years of age on date of admission to the school of nursing. All other credentials being equal, preference should be given more mature applicants.
   b. A copy of the applicant's birth certificate* must be on file in this department before the qualifying certificate of preliminary education will be issued.

4. Health

   Applicants shall present satisfactory evidence of good mental, physical, and dental health before admission. The pre-entrance physical examination shall include: chest X-Ray,

* Information regarding delayed birth registration or amendment of birth certificate may be obtained from the Division of Vital Statistics, State Department of Health, or Clerk of the county in which the applicant was born.

small pox vaccination, typhoid fever vaccination, Schick test and immunization if positive, Dick test, and the serology test for syphilis.

C. Admission of Classes

Only one class shall be admitted annually, preferably in September. The minimum size of a class admitted to an existing school shall be seven students. No student shall be admitted after the day of registration.

D. Readmissions

The request for readmission of a student shall be made to the Iowa Board of Nurse Examiners by the director of nurses. The applicant shall meet present entrance requirements and the date of readmission will be determined by the term or semester in which required classes are offered. Credit will not be granted for incomplete courses of organized instruction nor incomplete periods of clinical practice. A report of the planned program which meets present requirements, classwork, and adjustment in the clinical divisions shall be sent to the Board after the readmitted student has been in the school four to six months. Time allowance for previous work will be based upon this report.

E. Transfer Students

1. Transfers from one school of nursing to another are to be strongly discouraged and will be granted only after careful consideration of the individual case.
2. No allowance may be given for time spent in any school unless that school is fully accredited.
3. Transfers from accredited schools may be admitted only at the time regular classes are admitted, or at the beginning of a semester.
4. Two complete records of class and practical work must be obtained by the admitting school together with the reason for resignation or dismissal. These are to be submitted with the other usual entrance requirements.
5. Credit for theory may be given only in subjects completed. No time is allowed for an incomplete semester either in theory or in practice.
6. A report of the planned program which meets present requirements, classwork, and adjustment in the clinical divisions shall be sent to the Board after the transfer student has been in the school four to six months. Time allowance for previous work will be based upon this report.
7. No school of nursing shall graduate any transfer student who has not received the last twelve consecutive months of nursing education in the school of graduation.

F. Resignation and Dismissal

Upon resignation or dismissal at the end of the preclinical period or during the remainder of the course, the Student Final Record, completed to date and including reason for resignation or dismissal, shall be sent to the Iowa Board of Nurse Examiners.

G. Student Records

The school of nursing shall maintain a satisfactory system of student records. Use of the National League of Nursing Education records is recommended.

Required records shall include:

1. Admission Records
   1. Application for admission
   2. Birth certificate
   3. General education transcripts, high school and college
   4. Personality record
   5. Personal interview record
   6. Pre-entrance medical record
   7. Pre-entrance dental record
   8. Pre-nursing tests
2. Records after admission
   1. Cumulative health record
   2. Student ability and personality record
   3. Clinical experience records (procedures, conditions, clinical teaching)
   4. Affiliation record
   5. Student record of nursing assignments for all non-segregated services
   6. Day book or other record showing attendance and place of practice
   7. Cumulative records of student's entire experience, including class, practice and personality records
   8. Class record with supplementary outline of each course with name of instructor, textbook, grades, and date course was given
   9. Counseling record

H. Student Welfare

1. Residence Facilities

   The residence should be such that it will allow the student to practice hygienic habits. The building should be of fire-resistant materials and should be properly protected against fire. Housing nurses in any part of the hospital building is not desirable.

   a. Sleeping Rooms

      Single rooms are desirable. If the rooms are large, two students may occupy the same room, but a single bed must be provided for each student. A dresser or chest of drawers and ample closet space should be provided for the exclusive use of each student. A study table and desk lamp are necessary in every room unless ample provision is made for a common study room. Adequate heating, lighting, and ventilation are essential. It is essential that night nurses have quiet rooms in which to sleep.

   b. Bath Room Facilities

      The minimum acceptable ratio of bath and toilet facilities is 1:6.

   c. Reception Rooms

      A room shall be provided where friends of students may be received. In addition, provision for one or more small reception rooms is desirable.

d. Recreation Room
A recreation room is desirable.

e. Residence Director
A residence director shall be appointed to supervise the residence. Sufficient maid and janitor service shall be provided.

2. Food and Food Services
The food provided should be of good quality and sufficient quantity and variety, well prepared, and attractively served. Meals shall be well balanced and their planning under supervision of the dietitian. Night service shall be on the same level as that provided during the day, and under supervision of the dietary department.
The dining room should be attractive, spacious, quiet, well-lighted, and well-ventilated.

3. The Health Program
Each school shall have a planned health program for its students. The policies should cover the period from the time of application until graduation and should be developed in line with recommendations in *Essentials of a Good School of Nursing* and other references. At least four physical examinations, including chest X-Rays, shall be provided by the school physician or other staff member. These shall be pre-entrance and at the end of each year.

4. Hours of Assignment for Clinical Experience, Day or Night
As a health measure, the recommended total of weekly hours of clinical assignment, day or night, including classes and clinical teaching, is 44. The maximum acceptable is 48. When the class program is heavy, further decrease in total hours is recommended.
Evening and night duty assignment hours shall be consecutive. The maximum term for night duty shall not exceed four weeks, and the number of terms shall not exceed four for the entire course. Two terms of night duty may not be given consecutively.

5. Loss of Time by Illness
As a health measure, the school shall provide for an illness time allowance of one week annually, to be cumulative.

6. Vacations
An annual vacation of four weeks is recommended. A minimum of ten weeks shall be provided, with an annual minimum of three weeks. Terminal vacations are not recommended.

VI. SIZE OF SCHOOL OF NURSING

The minimum size of either an established or new school of nursing shall be twenty-five students.

Part 4
THE EDUCATIONAL PROGRAM

I. PURPOSE

The aim of the nursing education program is to develop the ability of the nurse to make a maximum contribution to social welfare and progress, and to live an individually satisfying life, through

the medium of the service she renders to individuals, families, and communities in caring for the sick, in prevention of disease, and in conservation of health. In the balanced and effective curriculum, it is essential:

A. To develop a knowledge of those basic scientific principles underlying intelligent nursing.
B. To develop technical, social and educative skills in nursing and adapt them to changing situations.
C. To aid in the development of the nursing profession, and to cooperate in the promotion of health and the prevention of disease.
D. To develop such integration of the social, spiritual, emotional, physical, and intellectual aspects of personality as will be conductive to her continuous growth.
E. To assist the student to become a useful happy citizen, whose professional life is dedicated to the service of others, and who, by choosing the nursing profession has assumed a professional responsibility and an ethical obligation to care for the sick wherever and whenever she is needed.

II. GENERAL PRINCIPLES

A. In order that the student may become a good nurse, she should have an opportunity to observe and practice good nursing, with guidance which will foster an inquiring attitude of mind, initiative, and self-direction.
B. Class instruction and clinical experience should be correlated or integrated as far as possible in any particular field. The teaching in the clinical division is of primary importance in the learning experience of the student.
C. The definite plan of rotation through the clinical services should be in a logical order, providing experience in essential clinical areas only for the length of time considered necessary for experience and educational purposes. Clinical experience in special services should be continuous; whereas in medical and surgical nursing, the plans should include an assignment early in the program, with a later time reserved for advanced experience.
D. Learning experiences of the program should be built around carefully selected typical nursing situations requiring facts, principles, a wide variety of technical skills, professional attitudes, ideals, and appreciations.
E. Orientation with guidance and supervision in each new experience is indicated to provide an intelligent working knowledge in the clinical area.
F. The responsibility for supervision and teaching in the clinical area rests with the supervisor and clinical instructor, but emphasis should be placed on self-evaluation as the responsibility of the student.
G. The good school of nursing will plan for the development of the student in the extra-professional areas.

III. PLANNING THE PROFESSIONAL PROGRAM

A. Length of Course

"No school of nursing for registered nurses shall be approved by the board of nurse examiners as a school of recognized stand-

ing unless said school is affiliated with a hospital and requires for graduation or any degree the completion of at least three (3) years course of study in subjects prescribed by board."

B. Organization of Program

1. Professional Program Plan

   A Curriculum Guide for Schools of Nursing published by the National League of Nursing Education shall be used as a guide for content and sequence of the courses of clinical and classroom teaching. In planning the curriculum attention is directed also to classification of courses in divisions: Biological and Physical Sciences (20%); Social Sciences (15%); Medical Sciences (25%); Nursing and Allied Arts (40%).

   Each school shall study its curriculum and through faculty conferences, plan for the integration of mental, social, and health aspects within appropriate areas.

   The total class program shall be organized at the beginning of the year, with over-all master plan to show number of hours, arrangement of courses, instructors, textbooks, etc.

   Clinical practice and instruction should be correlated as far as possible with the instruction either preceding or paralleling the related practice. In the required subjects and clinical experience specified, no attempt has been made to fix the number of hours of lecture or laboratory, or the specified arrangement of courses and experience in terms since the recommendations of *A Curriculum Guide for Schools of Nursing* shall be used for this purpose.

   Nursing classes shall be taught by a nurse instructor, supervisor or clinical instructor, or head nurse or assistant clinical instructor. Course outlines shall be on file for all courses. Achievement tests are recommended in all areas, so that the progress of the students may be judged in relation to larger groups.

2. Preclinical Period

   The preclinical term shall cover a minimum of 24 weeks. Basic sciences shall be completed during this period.

   During the first half of the preclinical term, the weekly hours of class and laboratory shall not exceed 24, and weekly hours of nursing arts practice after the first month may not exceed eight.

   During the last half of the preclinical term, the total weekly hours of nursing arts practice and class shall not exceed thirty-eight, with a maximum of twenty hours of nursing arts practice weekly. During this period, hours in the clinical division shall be planned so that the student practices under supervision on medical and surgical floors those procedures learned in the classroom.

   All subjects included in the preclinical period shall be completed before the class is promoted to the clinical period.

3. Class Hours

   The hours in each course have been set up on the basis of the 15 semester-hour credit. A class hour is 50 minutes; a laboratory period consists of two class periods or 100 minutes.

   For each hour of class, exclusive of laboratory, from one

and one-half to two hours of study should be allowed.
It is recommended that all classes be given before 7:00 P.M.

4. Class Sections
Since provision should be made for the individual student to be given guidance essential to her needs, especially in laboratory work where student practice and independent work are necessary, where one instructor is responsible for the supervision, science laboratory sections shall be no larger than 16-20 students, and the nursing arts laboratory sections no larger than 10-12 students.

5. Grades; Promotion; Failures
The passing grade in any subject shall not be less than 75%. A student failing in two or more subjects during the preclinical term shall be eliminated. If her record in other work is satisfactory, upon request to the Department, she may reenter the school with the next class, and repeat the course. A student failing in a subject in any one school year after the preclinical term may be given a re-examination. She may not be promoted to the next class until all work of the semester has been completed.
It is recommended that the school adopt policies for promotion, such as maintenance of an average grade above the required minimum, etc. A student failing in more than one subject in any school year shall be eliminated.
If more than one fifth of any course is missed, the course must be repeated.

6. Textbooks
Students shall be required to own the latest revision of good texts in each of the major courses in the curriculum. These include:
   Anatomy and Physiology
   Chemistry
   Microbiology
   Introduction to Medical Science
   History of Nursing
   Nursing Arts
   Nutrition and Diet Therapy
   Pharmacology and Therapeutics
   Medical Nursing
   Surgical Nursing
   Obstetric Nursing
   Pediatric Nursing
   Psychiatric Nursing
   Medical Dictionary

7. Planning the Clinical Practice Program
A complete plan of rotation for the clinical practice of every student in the class shall be prepared by the end of the preclinical period. Such a plan will facilitate a well-organized and balanced clinical experience, even though changes may have to be made.

IV. PROFESSIONAL CURRICULUM

A. Required subjects, minimum acceptable hours

Title of Course		Minimum hours
Group I—Biological and Physical Sciences		
Anatomy and Physiology		90
Microbiology		60
Chemistry		60
Group II—Social Science		
Psychology		30
Sociology		30
Social Problems in Nursing Service (recommended)		30
History of Nursing		30
Professional Adjustments I		15
Professional Adjustments II		30
Group III—Medical Science		
Introduction to Medical Science (Pathology, Sanitation)		30
Pharmacology and Therapeutics		30
Other content in Medical Science incorporated with Nursing Arts in clinical courses in Group IV		
Group IV—Nursing and Allied Arts		
Introduction to Nursing Arts		135
Nutrition, Foods and Cookery		45
Diet Therapy		15
General Medical Nursing		30
General Surgical Nursing		30
First Aid and Nursing in Emergency Situations		20
Obstetric Nursing		30
Pediatric Nursing		30
Surgical Specialties		70
Operative Aseptic Technique	15	
Genito-Urinary Nursing	10	
Gynecologic Nursing	15	
Orthopedic Nursing	15	
Eye, Ear, Nose, and Throat Nursing	15	
Medical Specialties		45
Venereal Disease and Dermatological Nursing	15	
Communicable Disease and Tuberculosis Nursing	30	
Psychiatric Nursing		30
Nursing and Health Service in the Family (recommended)		15

B. Required Clinical Experience

	Minimum requirements in weeks
Preclinical period	24
Medical and Medical Specialties (exclusive of psychiatric nursing)	20
Minimum of 12 weeks in general medical nursing required	
Dietary experience	4
Surgical and Surgical Specialties	24

Minimum of 12 weeks of general surgical required	
Four weeks in each clinical specialty recommended	
Operating Room	8
Obstetric Nursing	12
Nursing of Children, including one week in formula room	12
Vacation	10
Minimum of 3 weeks during any one year	
Psychiatric Nursing	12
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This program leaves 30 weeks for additional recommended services and for rounding out the student's program in any service in which she needs additional experience. Recommendations are those of Advanced Nursing and Electives as outlined in *A Curriculum for Schools of Nursing.*

C. Clinical Instruction: Ward Classes

All schools shall conduct an organized clinical teaching program. The minimum required hours of ward teaching are as follows:

	Hours
Medical and Medical Specialties	40
Dietary experience	8
Surgical and Surgical Specialties	48
Operating Room	16
Obstetric Nursing	24
Nursing of Children	24
Psychiatric Nursing	24

A comparable number of hours of ward instruction must be provided in communicable disease, and tuberculosis or other service where these services are included in the program.

An organized plan of ward teaching must be developed. Attendance records shall be kept, tests administered, and final grades, and complete number of hours recorded in the proper space on the Student Final Record.

V. EXTRA—PROFESSIONAL CURRICULUM

A well planned program of professional education will make provision for organized and well functioning programs of orientation, counseling, health, social, and recreational activities.

A. Orientation Program

To assist the students to adjust most satisfactorily to their new environment, a well organized program of orientation is essential. Suggestions include: aid in adjusting to the new environment (residence, school of nursing, hospital, community and its agencies), appreciation of personal and group health, familiarity with learning and teaching tools, acquaintance with method and field of nursing education, and standards of professional behavior.

The length of the initial orientation will vary, but a minimum of three days prior to the beginning of classes is recommended for the average school.

B. Social and Recreational Program

This program is designed to aid in the all-around development of the student as an individual, through guidance and assistance in the best use of leisure time. Suggestions are included in the *A Curriculum Guide for Schools of Nursing* and *Essentials of a Good School of Nursing* published by the National League of Nursing Education.

C. Counseling and Guidance Program

An organized program, developed by the faculty, designed to assist students in their educational, social, and personal problems is essential in the educational program of the school.

D. Health Program

Each school of nursing shall have an organized, well-developed health program for its students. This program should cover the period from the time of application until completion of the course.

VI. DEGREE PROGRAMS

Schools of nursing with college or university affiliations shall conform to the admission requirements of the Board of Nurse Examiners. The minimum time requirement of the current nursing law must be met. The school of nursing shall send an outline of the academic professional curriculum and the time allotment of the student's clinical experience to the Board of Nurse Examiners.

Part 5

PHYSICAL FACILITIES OF THE SCHOOL

Suitable classrooms, offices, and library, properly located, constructed, and equipped, are essential to the satisfactory functioning of the curriculum. The facilities vary with the size of the school and its curriculum activities. The following are minimum requirements: classroom, nursing arts laboratory, science laboratory, dietetic laboratory, library, administrative office, instructors' office, toilet, and storage and janitor closets. Ward conference rooms should be provided in the clinical divisions. All should be located on or above ground level and be properly lighted, heated, and ventilated.

I. CLASSROOMS

The number and size of the classrooms will be determined by the needs of the individual school, but there shall be at least one good-sized classroom, adequately equipped with instructor's table, desk-arm student chairs, ample blackboard space, bulletin board, models, charts, screen projection apparatus with visual aid material, and such other teaching material as may be indicated by the needs of the individual school. If there is no provision for a general assembly room, at least one classroom shall be large enough to accommodate the entire student body.

II. NURSING ARTS UNIT

If the unit does not include a separate demonstration room and a separate laboratory, provision shall be made for a room sufficiently

large to seat the class, as well as providing for an adequate number of patient-units for student practice. One unit for each two students in a practice section is recommended as a satisfactory ratio. The laboratory shall be available for practice when not in use during the class period.

The unit shall be fully equipped to teach Nursing Arts and shall include: student desk-arm chairs, instructor's table, blackboard, bulletin board, running hot and cold water, sinks, hopper, gas or electric plates, long work table, ample cupboard space with equipment and linens, medicine cupboard, an adult Chase doll, at least one crib and small teaching type doll, screens, and equipment of patient-bedside units similar to that of the hospital. In planning the nursing arts unit, thought should be given to the possibility of instruction in the home care of the sick.

III. SCIENCE LABORATORY

The science laboratory shall provide adequate facilities for individual laboratory work and demonstrations in the teaching of the physical and biological sciences.

Equipment should include: instructor's table, blackboard space, bulletin board, cupboards, individual units each with running water, proper laboratory drainage facilities, gas, electric outlet, special light for use with microscope, stool, and equipped apparatus drawer. One microscope should be provided for each two students.

Where affiliations are maintained with a college or university, laboratory facilities of that educational institution may replace those maintained by the school of nursing.

IV. DIET LABORATORY

An adequately equipped dietary laboratory separate from the hospital diet kitchen is required where courses in this field are taught in the home school.

Provision should be made for the inclusion of instructor's desk, blackboard space, bulletin board, stools, dishes, linens, silver, cupboards for supplies, running hot and cold water, sinks, stove, ovens, icebox, individual gas or electric plate, and cupboard and drawer space with equipment for each student.

V. CLINICAL TEACHING FACILITIES

Each division of the hospital shall provide a conference room with table and chairs and other facilities for classes in the clinical division. Facilities in each division shall be available for filing students' traveling records of clinical experience and teaching.

A limited ward library with up-to-date authoritative texts, references, illustrative material, and nursing procedure and hospital policy manuals shall be provided in each clinical division.

VI. LIBRARY FACILITIES

A good library is essential, and shall provide adequate physical facilities, recent nursing texts, and good reference books for each course in the curriculum, authoritative and up-to-date medical and allied texts, well-selected periodicals and professional magazines, and a daily newspaper.

Provision shall be made for: full or part time librarian, classification and cataloguing of books and periodicals, adequate library

lighting (testing with light meter recommended), satisfactory heating and ventilation, ample reading space, seating and study facilities to accommodate one-third of the student body at one time, bulletin board, easy accessibility of books and library, flexible regulations, and a definite annual budget for library purposes with specific provision for new books and replacement of out-of-date editions. A reference section or separate room should be provided for faculty use, the references therein to include publications of the National League of Nursing Education and books dealing with principles and methods of teaching, administration, curriculum, and guidance. The National League of Nursing Education publications, *Library Handbook for Schools of Nursing, and A Basic Book List for Schools of Nursing* should be available.

VII. OFFICES

There shall be a private office for the director of the school of nursing for conferences with members of her faculty, students, and other personnel. A large adjacent office shall be provided for the clerical staff.

It is recommended that each instructor be provided with an office located near the respective teaching unit. At least one instructor's office must be provided.

Office equipment shall include: desk with drawer space, desk chair, two or more chairs, telephone, filing cabinets, bookcase, and cupboard space or shelves.

Each department or floor in the hospital, including the dietary department, should provide an office for the use of the person in charge of that department.

Part 6
ADMINISTRATION

I. ADMINISTRATIVE ORGANIZATION

The administrative organization should provide for performance of the various administrative functions by the persons best qualified for them. Principles of organization include centralization of executive responsibility, delegation of responsibility with well defined lines of authority, provision for cooperation between groups, and flexibility and opportunity for development. The director of the school of nursing shall have the authority and responsibility for the various phases of the school administration.

II. RECORDS; REPORTS

It is recommended that the records prepared by the National League of Nursing Education be used by the Iowa Schools of Nursing. Records shall be accurate, up-to-date, and available at all times.

A. Student Records

1. Admission records shall include: application for admission, birth certificate, pre-entrance medical record, pre-entrance dental record, estimate of behavior traits, educational transcripts of high school and college work, notes on interviews with applicant, and pre-nursing tests.
2. Nursing course records shall include: health record, nursing

assignment record, student record of case assignments in all non-segregated services, nursing ability and personality development, summary of nursing ability and personality development, counseling record, class attendance record and instructor's report, affiliation report, counseling record, student's final record, clinical experience or traveling record which includes, for each clinical division, basic and advanced nursing procedures, condition list, and planned clinical instruction.

3. Organized plan of rotation through the clinical areas and a cumulative work plan showing the number of days each student has spent in each clinical service to date are essential.
4. Cumulative records of the student's course, including nursing practice, class, nursing ability, health records, etc., shall be up-to-date and available at all times.

B. Other Records

1. Administrative Records
   Weekly and daily time assignment and weekly and daily clinical assignment records should be used.
2. Faculty Records
   The following are recommended: folder for each member with application, references, transcripts, correspondence, active file of personnel cards, and inactive file for personnel cards.
3. Graduate Staff Records
   Records similar to those for the faculty should be kept.
4. Nursing School Committee Meetings
   A record of activities and minutes of the meetings should be filed in the school office.
5. Faculty Meetings
   A record of activities, organization, meetings and committee activities should be filed in the school office.

C. Bulletin

Each school of nursing shall publish a regularly issued school bulletin, to be revised annually or biennially, giving complete information about the school and its aims and purposes as agreed upon by the administrative body. A description of the educational program, clinical facilities, living accommodations, counseling, and extra-professional and health programs should be included.

D. Reports and records to be submitted to the Board of Nurse Examiners

1. Reports
   a. Two monthly reports completed on the last day of the month, and one returned to the Board by the tenth of the following month are necessary. If a class has been enrolled, a list of students admitted must be submitted on a special form with the monthly report.
   b. Two annual reports completed June 30, and one returned to Board by the tenth of July are necessary.
2. Records
   a. For each applicant the following are required:
      2 high school transcripts

2 college transcripts (if applicable)
birth certificate
marriage certificate (if married)
results of National League of Nursing Education pre-nursing tests

If approved the following will be returned:
approved high school transcript
approved college transcript
verification of name form
marriage certificate
(Qualifying Certificate of Preliminary Education will be sent to applicant)

b. Filing of credentials is necessary in the event any student enrolled in the school of nursing alters her name thru marriage, divorce, religious affiliation, or for any other reason.
c. Transcripts of theory and practice (Student Final Record) for all students withdrawing or dismissed (at end of pre-clinical period or later) from the school of nursing during the month shall accompany the monthly report.
d. For students completing course, Student Final Record, within fifteen days.
e. Faculty Qualification Form of the Board with the monthly report for each faculty change.