

# MINNESOTA RULES 1985

5425

NURSING PREPARATION PROGRAMS 6300.0200

## CHAPTER 6300 BOARD OF NURSING NURSING PREPARATION PROGRAMS

APPROVAL OF REGISTERED NURSE PREPARATION PROGRAMS	APPROVAL OF LICENSED PRACTICAL NURSE PREPARATION PROGRAMS
6300.0200 DEFINITIONS.	6300.5100 DEFINITIONS.
6300.0300 APPLICATION FOR APPROVAL.	6300.5200 INTERIM APPROVAL.
6300.0400 INTERIM APPROVAL.	6300.5300 APPROVAL AND RENEWAL OF APPROVAL.
6300.0500 APPROVAL AND RENEWAL OF APPROVAL.	6300.5400 PROVISIONAL APPROVAL AND WITHDRAWN APPROVAL.
6300.0600 PROVISIONAL APPROVAL.	6300.5500 APPLICATION FOR APPROVAL.
6300.0700 CLOSING OF A NURSING PROGRAM.	6300.5600 CLOSING OF A PRACTICAL NURSING PROGRAM.
6300.0800 CONTROLLING INSTITUTION.	6300.5700 CONTROLLING INSTITUTION.
6300.0900 ORGANIZATION.	6300.5800 ORGANIZATION.
6300.1000 RECORDS AND REPORTS.	6300.5900 RECORDS AND REPORTS.
6300.1100 FACULTY COMPOSITION AND FUNCTIONS.	6300.6000 FACULTY COMPOSITION.
6300.1200 MINIMUM FACULTY QUALIFICATIONS.	6300.6100 NUMBER OF FACULTY.
6300.2000 PHILOSOPHY AND GOALS.	6300.6200 FACULTY QUALIFICATIONS.
6300.2050 DESCRIPTION OF GRADUATE COMPETENCIES.	6300.7000 PHILOSOPHY AND GOALS.
6300.2100 CURRICULUM DEVELOPMENT AND OBJECTIVES.	6300.7100 LENGTH OF PROGRAM OF STUDIES.
6300.2200 INSTRUCTION RESPONSIBILITIES.	6300.7200 CURRICULUM PLAN.
6300.2300 EVALUATION.	6300.7300 STRUCTURE FOR CURRICULUM IMPLEMENTATION.
6300.2400 APPROVAL OF MAJOR CHANGES.	6300.7400 CURRICULUM CONTENT.
6300.2500 EDUCATIONAL PROGRESSION OPPORTUNITIES.	6300.7500 EVALUATION.
6300.2600 PROGRESSION AND GRADUATION REQUIREMENTS.	6300.7600 MAJOR CHANGES IN PROGRAM.
6300.3000 CLINICAL FACILITIES.	6300.7700 EDUCATIONAL PROGRESSION OPPORTUNITY.
6300.3100 CURRICULUM IMPLEMENTATION PLAN.	6300.7800 PROGRESSION AND GRADUATION REQUIREMENTS.
6300.3200 WRITTEN AGREEMENTS.	6300.8000 CLINICAL FACILITIES.
	6300.8100 CURRICULUM IMPLEMENTATION PLAN.
	6300.8200 WRITTEN AGREEMENTS.

### APPROVAL OF REGISTERED NURSE PREPARATION PROGRAMS

#### 6300.0200 DEFINITIONS.

Subpart 1. **Approval.** "Approval" is synonymous with accreditation as stated in Minnesota Statutes, sections 148.171 to 148.285 and means the program has fulfilled requirements set forth in board rules. Graduates from board-approved programs are eligible to apply for registered nurse licensure.

Subp. 2. **Associate degree program.** "Associate degree program" means a program that is an integral part of a community/junior college or senior college which offers a curriculum leading to an associate degree in nursing.

Subp. 3. **Baccalaureate degree program.** "Baccalaureate degree program" means a program that is an integral part of a senior college or university which offers a curriculum leading to a baccalaureate degree in nursing.

Subp. 4. **Board.** "Board" means the Minnesota Board of Nursing.

Subp. 5. **Clinical facility.** "Clinical facility" means an institution, agency, or organization whose primary purpose is to provide care or services supportive to the promotion or maintenance or restoration of health.

Subp. 6. **Controlling institution.** "Controlling institution" means the larger institution that operates a nursing program.

Subp. 7. **Course.** "Course" means a distinct unit of the curriculum that has been organized for presentation within one term. In a nursing course, this word refers to all of the related learning experiences provided by the faculty, both within and without the classroom, in order to support the objectives.

# MINNESOTA RULES 1985

## 6300.0200 NURSING PREPARATION PROGRAMS

5426

Subp. 8. **Curriculum.** "Curriculum" means the planned studies and learning activities designed to lead to graduation and eligibility for registered nurse licensure.

Subp. 9. **Diploma program.** "Diploma program" means a program under the control of the hospital which offers a curriculum leading to a diploma in nursing.

Subp. 10. **Director.** "Director" means the registered nurse delegated the authority and responsibility for the administration of the program and implementation of the curriculum. This title is used regardless of the person's official title in the controlling institution.

Subp. 11. **Faculty.** "Faculty" means the group of persons employed for administration, teaching, guidance, or research functions in the program preparing for registered nurse licensure.

Subp. 12. **Program.** "Program" means an educational unit of a larger controlling institution that prepares persons for registered nurse licensure.

Subp. 13. **Recommendations.** "Recommendations" means statements of desirable standards for the development of quality programs. These standards are strongly urged by the board although not mandatory.

Subp. 14. **Requirements.** "Requirements" means mandatory standards with which programs shall comply in order to be approved, as contained in Minnesota Statutes, sections 148.171 to 148.285.

Subp. 15. **Survey.** "Survey" means the board's collection of information for review purposes in granting, renewing, or denying approval. The information may be collected by such methods as onsite visits and review of reports.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.0300 APPLICATION FOR APPROVAL.

Subpart 1. **Conferring with board.** The controlling board of an institution contemplating establishment of a nursing program shall confer with the board in early stages of planning.

Subp. 2. **Forms.** The board will send copies of the application for approval to the controlling institution of a new program at its request.

Subp. 3. **Eligibility.** An institution shall have met the following requirements before it is eligible to file such an application with the board.

A. The appointment of a qualified director shall become effective sufficiently in advance of admission of students to develop an organizational plan and administrative policies, to appoint a qualified faculty, to develop budgetary plans and to make preliminary investigation of educational facilities. Experience has shown that a period of not less than one calendar year is necessary to accomplish these tasks.

B. Other qualified faculty members shall be appointed sufficiently in advance of admission of students to participate in developing the program's statement of philosophy and objectives and in devising the curriculum design.

Subp. 4. **Submitting.** The completed application for approval together with supplementary materials, such as faculty records, shall be submitted to the board at least three months preceding the expected date of admission of students.

Subp. 5. **Review, survey, and approval.** Following board review of the application for approval a survey will be made.

The board will review the survey report and notify the institution whether the program has been granted interim approval. The institution will receive copies of the report and a letter conveying board action.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

# MINNESOTA RULES 1985

5427

## NURSING PREPARATION PROGRAMS 6300.0700

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.0400 INTERIM APPROVAL.**

Interim approval shall be granted by the board to a new program which meets the board requirements as evidenced by the application for approval and by the survey.

Additional reports will be requested and additional surveys will be made by the board during the period of interim approval. This period extends through the length of time required for the first student group to be in the final year of the program.

Toward the end of this period, a survey will be made to determine end of interim approval and to grant approval or provisional approval.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.0500 APPROVAL AND RENEWAL OF APPROVAL.**

At the end of the interim approval period, providing the program has continued to meet board requirements and has completed the initial plans approved earlier by the board, approval shall be accorded.

The board publishes and revises a list of approved programs. Unless otherwise designated as "interim" or "provisional," the programs included on the list will be recognized as approved.

The board shall make surveys, review all approved programs, and grant renewal of approval to those which continue to meet board requirements.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.0600 PROVISIONAL APPROVAL.**

The board will accord provisional approval to any program previously having interim approval or approval if conditions within the program and controlling institution do not meet requirements.

These conditions will be brought to the attention of the authorities of the controlling institution and the program. A definite length of time will be stated by the board during which the conditions shall be corrected.

If the unsatisfactory conditions are not corrected within the defined period, the board will remove the program from approval status following hearing and reasonable notice thereof.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.0700 CLOSING OF A NURSING PROGRAM.**

When the authorities of a controlling institution have decided to discontinue an approved program, the institution shall notify the board to this effect.

Provided the quality of the educational program is safeguarded, the board will continue approval of the program until the enrolled students have graduated.

A controlling institution closing a program shall provide for safe storage of vital school records.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

# MINNESOTA RULES 1985

## 6300.0800 NURSING PREPARATION PROGRAMS

5428

### 6300.0800 CONTROLLING INSTITUTION.

The controlling institution shall be an educational institution which the board deems able to provide an effective program leading to graduation and eligibility for registered nurse licensure and which shall include universities, senior colleges, or community/junior colleges, both public and private. Only those general hospitals which have existing programs as of July 1, 1976, shall constitute a controlling institution within these rules.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.0900 ORGANIZATION.

The controlling institution shall make provision for a qualified director who shall be responsible for, and authorized to act on, matters concerned with the program.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.1000 RECORDS AND REPORTS.

Subpart 1. **Preservation of records.** There shall be an accurate system maintained for the preservation of academic records and files for students and graduates.

Subp. 2. **Submitting.** The program shall make reports as requested by the board.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.1100 FACULTY COMPOSITION AND FUNCTIONS.

The faculty shall formulate and implement the educational policies for the program according to the powers delegated to the faculty by the controlling body of the institution.

The director shall have adequate assistance in the administration of the program.

Members of the faculty are persons employed for instruction, guidance, research, or administration.

The faculty shall have the responsibility for development and implementation of the curriculum.

Nursing courses shall be the responsibility of faculty members who are registered nurses employed by the program.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.1200 MINIMUM FACULTY QUALIFICATIONS.

Faculty members should be qualified by academic preparation and experience and should have appropriate personal attributes for their positions. Minimum qualifications for diploma and associate degree program faculty members should be a baccalaureate level of preparation, and a master's level of preparation for baccalaureate programs. It is recommended that persons with less preparation hold provisional appointments.

Nurse faculty members shall be licensed as Minnesota registered nurses and shall be currently renewed to practice.

The selection of qualified faculty members, faculty policies, and practices shall be in accord with state and federal laws on nondiscrimination.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

# MINNESOTA RULES 1985

5429

## NURSING PREPARATION PROGRAMS 6300.2100

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.2000 PHILOSOPHY AND GOALS.**

The philosophy of the nursing program shall be compatible with the philosophy of the controlling institution. The faculty shall write, periodically review, and revise a philosophy that serves as the base for the curriculum and its implementation.

The philosophy shall include but not be limited to a clear description of the faculty's beliefs regarding man, society, health, nursing (including the relationship of the graduate being prepared to that from the other types of programs), and teaching and learning.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.2050 DESCRIPTION OF GRADUATE COMPETENCIES.**

**Subpart 1. Written description.** There shall be a written description of the competencies of the graduate being prepared. The knowledge and skills delineated shall be appropriate to the type of graduate being prepared and shall relate but not be limited to the following broad areas: nursing process or problem solving, nursing skills and delegated medical tasks, and role behaviors.

**Subp. 2. Discussions.** There shall be evidence that the faculty discusses the knowledge and skills of the graduates with nurses, employers, and consumers in the area serviced by the program. The focus of such discussion shall be upon mutual concerns, mutual understanding of philosophy and goals, and appropriate utilization of the graduate.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### **6300.2100 CURRICULUM DEVELOPMENT AND OBJECTIVES.**

**Subpart 1. Curriculum and planning defined.** The curriculum includes all the content, instructional activities, and learning experiences planned and guided by the institution's faculty to achieve stated curriculum and course objectives. The selection of content and activities of the learning experience is one of the central responsibilities of curriculum planning. The selection and organization of the learning experiences in the curriculum shall provide continuity, sequence, and integration of learnings.

**Subp. 2. Instruction areas.** The curriculum shall provide for instruction in the areas of human behavior and studies of cultures, natural sciences, and professional development. The nursing courses shall provide for classroom and clinical laboratory instruction so that concepts taught in the classroom are applied in the clinical situation. This classroom and clinical instruction shall be concurrent. Provision shall be made for learning experiences with patients having major nursing care needs in all age groups and stages of illness, with adults and children receiving medical and surgical therapy, with those having mental illness, and with mothers and infants in the maternity cycle.

**Subp. 3. Curriculum content.** The curriculum shall be based upon and shall provide:

- A. knowledge of individual behavior based on behavioral sciences;
- B. knowledge of principles of human functioning based on natural sciences; and
- C. knowledge of health and deviations therefrom, and knowledge of pathological processes.

**Subp. 4. Course content.** The following content shall be included in nursing courses:

# MINNESOTA RULES 1985

## 6300.2100 NURSING PREPARATION PROGRAMS

5430

- A. major nursing problems associated with patients in all age groups;
- B. application of knowledge in developing nursing skills in: problem-solving processes to make appropriate judgments; developing effective interpersonal relationships with the patient and his family, helping him to assess his resources; fulfilling the comforting, caring, and curing roles; developing communication skills with the patient, his family, nursing personnel, and health team members;
- C. application of knowledge to carry out delegated tasks; and
- D. information concerning opportunities for continued personal and professional development.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.2200 INSTRUCTION RESPONSIBILITIES.

Subpart 1. **Learning experiences.** Nurse faculty members shall be responsible for selecting, teaching, guiding, and evaluating all learning experiences in the classroom and clinical facility.

The learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of the nursing courses.

Learning experiences and methods that promote critical thinking and synthesis of learning shall be utilized in the teaching-learning process.

Provision shall be made for individual differences among students.

Subp. 2. **Course objectives.** Nursing course objectives shall be developed by the nurse faculty members and shall be in writing.

Nursing course objectives shall be consistent with the philosophy and goals of the program.

Nursing course objectives shall be developed in behavioral terms and shall identify the changes in behavior in the student as a result of the learning process.

Subp. 3. **Course outlines.** Nursing course outlines shall be written by the faculty members and shall be periodically reviewed and revised to be consistent with ongoing evaluation processes. These outlines shall identify the content of each nursing course and its implementation as determined by the faculty members.

Subp. 4. **Materials.** Instructional materials shall be current, appropriate to assure implementation of the curriculum, and available to students and faculty.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.2300 EVALUATION.

There shall be written evidence of ongoing evaluation that shall include but not be limited to the curriculum in terms of the graduation competencies, and employment functioning of the graduates.

By July 1, 1978, and thereafter there shall be evidence of implementing recommendations based on the evaluation findings.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.2400 APPROVAL OF MAJOR CHANGES.

The program shall request and obtain board approval before instituting the following major changes:

- A. change in the philosophy, goals, curriculum, or objectives that would result in graduate competencies different from those approved as appropriate to the type of program;

# MINNESOTA RULES 1985

5431

## NURSING PREPARATION PROGRAMS 6300.3000

B. addition or deletion of a clinical facility utilized for student learning;

C. change in the control of the program; or

D. proposals of an experimental nature will be considered by the board and encouraged where appropriate.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.2500 EDUCATIONAL PROGRESSION OPPORTUNITIES.

By July 1, 1977, there shall be written policies regarding opportunities for student placement in and/or progression through the curriculum based on satisfactory establishment of knowledge and skills, however acquired.

During the 1977-1978 academic year there shall be evidence of opportunities for student placement in, and/or progression through one-third of the nursing courses of the curriculum based on satisfactory establishment of knowledge and skills, however acquired.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.2600 PROGRESSION AND GRADUATION REQUIREMENTS.

Criteria for graduation shall be prepared by the faculty and clearly communicated in writing to students upon admission to the program.

The graduation criteria shall include but not be limited to satisfactory achievement of the competencies as outlined in part 6300.2050 and the essential requirements delineated in each nursing course.

Evidence of progress toward meeting graduation criteria shall be an integral part of the student's records.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.3000 CLINICAL FACILITIES.

**Subpart 1. Approval.** Every plan to use a clinical facility, in whole or in part, for student learning that involves nursing assessment, intervention/implementation, and evaluation that necessitates direct teaching supervision must be approved by the board prior to utilization. Each program must submit evidence that the facility selected meets criteria listed in parts 6300.3000 to 6300.3200.

**Subp. 2. Objectives.** The faculty shall have objectives for all clinical learning written in measurable performance terms that are appropriate for the type of program.

All clinical facilities selected by the faculty shall provide experience that will be adequate and appropriate for achieving the learning objectives.

**Subp. 3. Documentation.** The program shall be able to document how the selected clinical facilities are utilized to implement the curriculum and learning objectives.

**Subp. 4. Accreditation.** All clinical facilities utilized for learning shall have current accreditation by an agency the board recognizes as evaluating quality of care, such as the Joint Commission for Accreditation of Hospitals, and/or demonstrate that they have complied with the criteria listed in subpart 5.

**Subp. 5. Quality of nursing service.** All clinical facilities utilized for learning shall have evidence of quality of nursing service in the following areas:

A. appropriate utilization of all types of nursing personnel;

B. staffing that is not affected by presence or absence of students and is adequate for effective patient care;

# MINNESOTA RULES 1985

## 6300.3000 NURSING PREPARATION PROGRAMS

5432

- C. medical and/or registered nurse supervision of direct patient care;
- D. clarity of nursing care plans for patients;
- E. a systematic plan and process for the review and improvement of patient care that utilizes evaluation tools such as a review of clinical records; and
- F. in-service education for nursing personnel.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.3100 CURRICULUM IMPLEMENTATION PLAN.

Subpart 1. **Evidence required.** The curriculum implementation plan for learning in the clinical facility shall include evidence that learning is assured in the following ways:

- A. faculty members responsible for selecting, guiding, and evaluating student learning;
- B. number of students appropriate to the learning objectives, available experience, and physical facilities; and
- C. teacher/student ratio appropriate to the learning objectives and the facility, dependent upon such factors as:
  - (1) availability of the educational experience within the facility;
  - (2) location of educational experience within the facility; and
  - (3) the educational guidance necessary for student achievement of objectives.

Subp. 2. **Other nursing programs.** When other nursing programs are using the facility, the programs and facility shall provide evidence that there are adequate learning experiences for all students involved.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.3200 WRITTEN AGREEMENTS.

The controlling institution and program shall have written agreements with each clinical facility utilized for student learning. The agreements shall be reviewed annually by the parties to see that the provisions are current and meet the following criteria for coordinated planning and implementation:

- A. assurance from the clinical facility of access to learning experience that shall be both appropriate and adequate to fulfill the written learning objectives designated by the faculty;
- B. specification of the authority and responsibilities of program and clinical facility personnel wherever related to the educational experience of the student;
- C. arrangement for the faculty members assigned to the clinical facility to receive that degree of prior orientation mutually agreed upon as necessary to meet the needs of both the program and the facility; and
- D. provision of continuing multilevel communication between the clinical facility and the program personnel. Such communication shall include but not be limited to:
  - (1) provision for the familiarization of facility staff with the program's philosophy, goals, curriculum;
  - (2) provision for the familiarization of program faculty with the facility's philosophy, policy, and program expectations; and
  - (3) provision for followup evaluation of the clinical experience by facility staff and program faculty.

**Statutory Authority:** *MS s 148.191 subd 2; 148.251*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.



# MINNESOTA RULES 1985

5433

NURSING PREPARATION PROGRAMS 6300.5200

## APPROVAL OF LICENSED PRACTICAL NURSE PREPARATION PROGRAMS

### 6300.5100 DEFINITIONS.

Subpart 1. **Approval.** "Approval" means the program has fulfilled requirements set forth in board rules. Graduates from board-approved programs are eligible to apply for licensed practical nurse licensure.

Subp. 2. **Board.** "Board" means the Minnesota Board of Nursing.

Subp. 3. **Clinical facility.** "Clinical facility" means an institution, agency, or organization whose primary purpose is to provide care or service supportive to the promotion, maintenance, or restoration of health.

Subp. 4. **Controlling institution.** "Controlling institution" means the larger institution that operates a nursing program.

Subp. 5. **Course.** "Course" means a distinct unit of the curriculum that has been organized for presentation within one term. In a nursing course, this word refers to all of the related learning activities provided by the faculty, both within and without the classroom, in order to support the objectives for that unit of the curriculum.

Subp. 6. **Curriculum.** "Curriculum" means the planned studies and learning activities designed to lead to graduation and eligibility for licensed practical nurse licensure.

Subp. 7. **Director.** "Director" means the registered nurse delegated the authority and responsibility for the administration of the program and implementation of the curriculum. This title is used regardless of the person's official title in the controlling institution.

Subp. 8. **Faculty.** "Faculty" means the group of persons employed to administer or teach in the program preparing for licensed practical nurse licensure.

Subp. 9. **Program.** "Program" means an educational unit of a larger controlling institution that prepares persons for licensed practical nurse licensure.

Subp. 10. **Recommendations.** "Recommendations" means statements of desirable standards for the development of quality programs. These standards are strongly urged by the board although not mandatory.

Subp. 11. **Requirements.** "Requirements" means mandatory standards with which programs shall comply in order to be approved, as contained in Minnesota Statutes, sections 148.29 to 148.297.

Subp. 12. **Survey.** "Survey" means the board's collection of information for review purposes in granting, renewing, or denying approval. The information may be collected by on-site visits, review of reports, or through other methods.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5200 INTERIM APPROVAL.

A new program meeting the standards of the board will be granted interim approval. Interim approval will extend through the period of time required for the first group of students to complete the program.

Conferences and surveys will be scheduled as deemed necessary to assure the board that the program is developing satisfactorily.

A survey for consideration for approval will be made and a written report prepared for board review prior to graduation of the first class.

If the program shows evidence of satisfactory operation during the interim approval period, approval shall be accorded.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5300 APPROVAL AND RENEWAL OF APPROVAL.

The board publishes a list of approved practical nursing programs. Programs with interim or provisional approval are so designated.

From time to time renewal of approval is based on survey and other reports and shall be granted following the survey.

Additional conferences and surveys may be scheduled as necessary.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5400 PROVISIONAL APPROVAL AND WITHDRAWN APPROVAL.

Programs failing to maintain standards may have their approval withdrawn as follows:

A. The violation of standards and the need for major corrections of conditions will be brought to the attention of the program authorities with a reasonable stipulation of time in which the required changes are to be made. During this time the program is listed as having provisional approval.

B. If recommendations for major corrections have been met by the provisionally approved program within the time stipulated by the board, approval will be restored.

C. If the violation of board standards is not corrected within the time stipulated, provisional approval will be withdrawn and further graduates of that program will not be eligible for licensure.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5500 APPLICATION FOR APPROVAL.

Subpart 1. **Conferring with board.** An institution interested in developing a practical nursing program shall confer with the board representatives before the program begins so that assistance may be given in interpreting board rules regarding approval of programs and in promoting establishment of a sound educational program. A program must have board approval to enable its graduates to apply for licensure as Minnesota licensed practical nurses.

Subp. 2. **Advisory group.** During the planning period an advisory group shall be formed to aid the controlling body in studying the need for such a program in this community, in determining suitable resources, and by serving in a liaison capacity with the community.

Subp. 3. **Eligibility.** An institution must meet the following requirements before it is eligible to file the application for interim approval with the board.

A. The director shall have been actively employed well in advance of the proposed admission of students. Experience has shown four months to be a minimum time.

B. It shall be planned that other faculty members engaged to teach at the beginning of the program shall be employed well in advance of the proposed admission of students. Experience has shown one month to be a minimum period of time.

C. Arrangements for budget, requisite educational facilities, curriculum, admission and graduation standards, and other essentials of administration and instruction (see parts 6300.5700 to 6300.8200) shall be planned for and developed. There shall be on file information which will show how the entire program has been and will be organized and implemented.

# MINNESOTA RULES 1985

5435

## NURSING PREPARATION PROGRAMS 6300.5900

Subp. 4. **Filing.** The completed application for interim approval, together with records of faculty experience and qualifications, if known, shall be submitted to the board by the director 30 days prior to the time the survey is desired.

After an analysis of the completed application the board will determine readiness and a date for the on-site survey. A written report of this survey will be made to the board for action at the regular meeting which precedes the proposed opening date of the program by at least 30 days.

Subp. 5. **Notice.** Notice of the board's action to grant or not grant interim approval will be sent with copies of the report to the administrative authorities.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5600 CLOSING OF A PRACTICAL NURSING PROGRAM.

When a controlling institution has decided to discontinue a program which has been approved by the board, it shall notify the board to that effect.

Approval of the program will continue until the currently enrolled students have completed the program provided that minimum standards are maintained.

The controlling institution closing a program shall provide for safe storage and accessibility of former students' and graduates' records. Arrangements for this shall be discussed with the board.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5700 CONTROLLING INSTITUTION.

The controlling institution shall be an educational institution which the board deems able to provide an effective licensed practical nurse preparing program and which shall include but not be limited to comprehensive high schools, vocational-technical schools, community/junior colleges, senior colleges, and universities, both public and private. Only those general hospitals which have existing programs as of July 1, 1976, shall constitute a controlling institution within these rules.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5800 ORGANIZATION.

The controlling institution shall make provision for a qualified director who shall be responsible for, and authorized to act on, matters concerned with the program.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.5900 RECORDS AND REPORTS.

Subpart 1. **Preservation of records.** There shall be an accurate system maintained for the preservation of academic records and files for students and graduates.

Subp. 2. **Submitting.** The program shall make reports as requested by the board.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

**6300.6000 FACULTY COMPOSITION.**

The faculty shall include a stable nucleus of well-qualified persons who have responsibility for the program and its administration.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

**6300.6100 NUMBER OF FACULTY.**

The faculty for a program shall include a minimum of a full-time director and a full-time nurse instructor. In some situations the equivalent of a full-time nurse instructor may be employed, although this practice is not desirable.

The acceptable total number of faculty members in relation to number of students depends upon such factors as philosophy and objectives of school, number of classes admitted per year, implementation of curriculum, nature and location of clinical facilities, and adequacy of clerical and secretarial services to the faculty.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

**6300.6200 FACULTY QUALIFICATIONS.**

The director shall have academic preparation consisting of a baccalaureate degree and at least one year of employment in nursing during the five years preceding appointment. Additional preparation in teaching of nursing and in administration is recommended.

It is essential that other faculty members be qualified by preparation, preferably a minimum of a baccalaureate degree, and one year of experience in direct relation to nursing care during the five years preceding appointment.

Nurse faculty members shall hold a current valid license to practice as registered nurses in Minnesota.

The selection of qualified faculty members, faculty policies, and practices shall be in accord with state and federal laws on nondiscrimination.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

**6300.7000 PHILOSOPHY AND GOALS.**

Subpart 1. **Philosophy requirements.** The philosophy of the nursing program shall be compatible with the philosophy of the controlling institution. The faculty shall write, annually review, and periodically revise a philosophy that serves as a base for the curriculum and its implementation.

The philosophy shall include but not be limited to a clear description of the faculty's beliefs regarding man, society, health, nursing (including the relationship of the graduate being prepared to that from the other types of programs), and teaching and learning.

Subp. 2. **Written description of graduate competencies.** There shall be a written description of the competencies of the graduate being prepared. The competencies delineated shall be appropriate to the type of graduate being prepared and shall relate but not be limited to nursing process or problem solving, nursing skills and delegated medical tasks, and role behaviors.

Subp. 3. **Discussions.** There shall be evidence that the faculty discusses with nurses, employers, and consumers in the area serviced by the program the competencies of the graduate. The focus of such discussion shall be upon mutual concerns, mutual understanding of philosophy and goals, and appropriate utilization of the graduate.

# MINNESOTA RULES 1985

5437

## NURSING PREPARATION PROGRAMS 6300.7000

Subp. 4. **Vocational-technical curriculum.** By July 1, 1976, and thereafter each practical nursing program shall be able to identify the content (knowledge and skills) within the curriculum which is usually taught in a nursing assistant training program of an area vocational-technical institute.

Subp. 5. **Proposed curriculum design.** After January 1, 1976, all programs applying for approval shall show written evidence that the proposed curriculum is designed in such a way that:

A. the content (knowledge and skills) usually taught in a nursing assistant training program will be taught during the first 12 weeks. The written evidence shall include but not be limited to:

(1) written requests by the proposed program faculty to the faculty of at least one nursing assistant program asking the latter to cooperate in mutual curriculum planning;

(2) minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with subparts 4 and 5 were considered;

(3) course outlines from at least one nursing assistant program;

(4) all course outlines for the proposed program; and

(5) a comparison of the course outlines submitted under subitems (3) and (4).

B. not less than 25 percent of the nursing content which is included in at least one associate degree nursing program is incorporated into the proposed curriculum. The written evidence shall include but not be limited to:

(1) written requests by the proposed program faculty to the faculty of at least one associate degree nursing program asking the latter to cooperate in mutual curriculum planning;

(2) minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with subparts 4, 5, and 6 were considered;

(3) course outlines from at least one associate degree program;

(4) all course outlines for the proposed program; and

(5) a comparison of the course outlines submitted under subitems (3) and (4).

Subp. 6. **Approved program curriculum design.** After July 1, 1978, and thereafter each nursing program shall show written evidence that the curriculum is designed in such a way that:

A. the content (knowledge and skills) usually taught in a nursing assistant training program will be taught during the first 12 weeks; the written evidence shall include but not be limited to:

(1) written requests by the program faculty to the faculty of at least one nursing assistant program asking the latter to cooperate in mutual curriculum planning;

(2) minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with subparts 4 and 6 were considered;

(3) course outlines from at least one nursing assistant program;

(4) all course outlines for the program; and

(5) a comparison of the course outlines submitted under subitems (3) and (4).

B. not less than 25 percent of the nursing content which is included in at least one associate degree nursing program is incorporated into the curriculum; the written evidence shall include but not be limited to:

(1) written requests by the program faculty to the faculty of at least one associate degree nursing program asking the latter to cooperate in mutual curriculum planning;

# MINNESOTA RULES 1985

## 6300.7000 NURSING PREPARATION PROGRAMS

5438

(2) minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with subparts 4 and 6 were considered;

(3) course outlines from at least one associate degree program;

(4) all course outlines for the program; and

(5) a comparison of the course outlines submitted under subitems (3) and (4).

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.7100 LENGTH OF PROGRAM OF STUDIES.

The program of studies shall not be less than nine months or more than 12 months from beginning to end.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.7200 CURRICULUM PLAN.

The curriculum should be designed to prepare the student for licensure as a practical nurse.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.7300 STRUCTURE FOR CURRICULUM IMPLEMENTATION.

Subpart 1. **Number of hours.** The number of hours of class and clinical laboratory experience and distribution of these shall be in direct ratio to the amount of time necessary for the student at that particular state of development to accomplish the objectives of the course.

Throughout the program the total hours of class and clinical laboratory experience should not ordinarily be less than 22 hours nor more than 32 hours per week.

During the entire program the total number of hours of instruction, not including clinical laboratory, shall be at least 400.

Subp. 2. **Laboratory experience.** In each clinical course the laboratory experience shall be related to current instruction so as to serve as a meaningful expansion of the class content.

Subp. 3. **Materials.** Instructional materials shall be appropriate to assure implementation of the curriculum.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

## 6300.7400 CURRICULUM CONTENT.

The curriculum shall be based on broad areas of learning. The content shall be suitable to practical nursing and shall include scientific principles and nursing concepts and shall provide for application of these concepts.

The curriculum shall incorporate appropriate learnings suitably balanced in the areas of nutrition, growth and development, body structure and function, understanding of human behavior, personal and community health, and vocational responsibility.

The curriculum shall include concurrent instruction and clinical laboratory experience in the nursing care of children, mothers and newborn infants, adults with common illnesses, geriatric patients, and patients with mental and emotional problems. Learnings shall be focused on nursing care of patients and shall include concern for maintenance of health as well as care of the sick.

# MINNESOTA RULES 1985

5439

## NURSING PREPARATION PROGRAMS 6300.7800

Learning throughout the program shall provide continued application of theory in clinical laboratory practice. The student should have clinical laboratory experience wherever theory requires application.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.7500 EVALUATION.

There shall be written evidence of ongoing evaluation that shall include but not be limited to the curriculum in terms of the graduation competencies and employment functioning of graduates.

By July 1, 1978, and thereafter there shall be evidence of the implementation of the evaluation findings.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.7600 MAJOR CHANGES IN PROGRAM.

The program shall request and obtain board approval before instituting the following major changes:

A. change in the philosophy, goals, curriculum, or objectives that would result in graduate competencies different from those approved as appropriate to the type of program;

B. addition or deletion of clinical facility utilized for student learning;

C. change in the control of the program; or

D. proposals of an experimental nature, which will be considered by the board and encouraged where appropriate.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.7700 EDUCATIONAL PROGRESSION OPPORTUNITY.

By July 1, 1976, there shall be written policies regarding opportunities for student placement in and/or progression through the curriculum based on satisfactory establishment of competency, however acquired.

During the 1976-1977 academic year there shall be evidence of opportunities for student placement in and/or progression through one-third of the courses of the curriculum based on satisfactory competency, however acquired.

By July 1, 1978, and thereafter there shall be written evidence of opportunities for student placement in and/or progression through all of the courses of the curriculum based on satisfactory establishment of competency, however acquired.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.7800 PROGRESSION AND GRADUATION REQUIREMENTS.

Criteria for graduation shall be prepared by the faculty and clearly communicated in writing to students upon admission to the program.

The graduation criteria shall include but not be limited to satisfactory achievement of the competencies as outlined in part 6300.7000, subpart 2 and the essential requirements delineated in the nursing courses.

Evidence of progress toward meeting graduation criteria shall be an integral part of the students' records.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

**NOTE:** This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

# MINNESOTA RULES 1985

## 6300.8000 NURSING PREPARATION PROGRAMS

5440

### 6300.8000 CLINICAL FACILITIES.

Subpart 1. **Approval.** Every plan to use a clinical facility, in whole or in part, for student learning that involves nursing intervention/implementation that necessitates direct teaching supervision must be approved by the board prior to utilization. Each program must submit evidence that the facility selected meets criteria listed in parts 6300.8000 to 6300.8200.

Subp. 2. **Objectives.** The faculty shall have objectives for all clinical learning written in measurable performance terms that are appropriate for the type of program.

All clinical facilities selected by the faculty shall provide experience that will be adequate and appropriate for achieving the learning objectives.

Subp. 3. **Documentation.** The program shall be able to document how the selected clinical facilities are utilized to implement the curriculum and learning objectives.

Subp. 4. **Accreditation.** All clinical facilities utilized for learning shall have current accreditation by an agency the board recognizes as evaluating quality of care, such as the Joint Commission for Accreditation of Hospitals and/or demonstrate that they have complied with the criteria listed in subpart 5.

Subp. 5. **Quality of nursing service.** All clinical facilities utilized for learning shall have evidence of quality of nursing service in the following areas:

- A. appropriate utilization of all types of nursing personnel;
- B. staffing that is not affected by presence or absence of students and is adequate for effective patient care;
- C. medical and/or registered nurse supervision of direct patient care;
- D. clarity of nursing care plans for patients;
- E. a systemic plan and process for the review and improvement of patient care that utilizes evaluation tools such as a review of clinical records; and
- F. in-service education for nursing personnel.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.

### 6300.8100 CURRICULUM IMPLEMENTATION PLAN.

Subpart 1. **Evidence required.** The curriculum implementation plan for learning in the clinical facility shall include evidence that learning is assured in the following ways:

- A. faculty members responsible for selecting, guiding, and evaluating student learning;
- B. number of students appropriate to the learning objectives, available experience, and physical facilities; and
- C. teacher/student ratio appropriate to the learning objectives and the facility dependent upon such factors as availability of educational experience within the facility, location of the educational experience within the facility, and the educational guidance necessary for student achievement of objectives.

Subp. 2. **Other nursing programs.** When other nursing programs are using the facility the programs and facility shall provide evidence that there are adequate learning experiences for all students involved.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.



# MINNESOTA RULES 1985

5441

NURSING PREPARATION PROGRAMS 6300.8200

## 6300.8200 WRITTEN AGREEMENTS.

The controlling institution and program shall have written agreements with each clinical facility utilized for student learning. The agreements shall be reviewed annually by the parties to see that the provisions are current and meet the following criteria for coordinated planning and implementation:

A. assurance from the facility of the availability of access to experience that shall be both appropriate and adequate to fulfill the written learning objectives designated by the faculty;

B. specification of the authority and responsibilities of program and clinical facility personnel wherever related to the educational experience of the student;

C. arrangement for the faculty members assigned to the clinical facility to receive that degree of prior orientation mutually agreed upon as necessary to meet the needs of both the program and the facility;

D. provision of continuing multilevel communication between the clinical facility and the program personnel. Such communication shall include but not be limited to:

(1) provision for the familiarization of facility staff with the program's philosophy, goals, and curriculum;

(2) provision for the familiarization of the program facility with the facility's philosophy, policy, and program expectations; and

(3) provision for followup evaluation of the clinical experience by facility staff and program faculty.

**Statutory Authority:** *MS s 148.191 subd 2; 148.292; 148.296*

NOTE: This part is repealed effective June 30, 1985. The Notice of Adoption was published June 13, 1983, at 7 State Register, page 1751.