

# ARKANSAS REGISTER

## Transmittal Sheet



W. J. "Bill" McCuen

Secretary of State

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### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

Linda C. Murphey  
Signature

LINDA C. MURPHEY, R.N., M.N.

EXECUTIVE DIRECTOR

Title

October 17, 1990

Date

FILED  
AR. REGISTER DIV.  
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W. J. "Bill" McCuen  
SECRETARY OF STATE  
LITTLE ROCK, ARKANSAS

## CHAPTER SEVEN

FILED  
AR. REGISTER DIV.MINIMUM REQUIREMENTS FOR SCHOOLS<sup>90 OCT 18 PM 3:38</sup>

## OF PRACTICAL NURSING

W.J. "BILL" MOORE  
SECRETARY OF STATE  
LITTLE ROCK, ARKANSAS

BY \_\_\_\_\_

## SECTION I

## DEFINITION OF TERMS

For the purpose of this Chapter, the following definitions apply:

1. BOARD - refers to the Arkansas State Board of Nursing.
2. SHALL, WILL - indicates a requirement.
3. SHOULD - indicates a recommendation.
4. MAY - indicates permission.
5. CHAIRMAN OF PRACTICAL NURSING PROGRAM - the chairman of the program of practical nursing is the person, regardless of title, in charge of the educational unit in nursing.
6. PROGRAM - refers to a school, division, or department of nursing offering a curriculum in practical nursing.
7. ORGANIZATION - refers to the administrative framework within which the program exists.
8. SPONSORING INSTITUTION - is the organization responsible for the administration and continuing operation of the program.
9. CLINICAL FACILITY - organization outside the sponsoring institution which provides opportunities for clinical laboratory experiences.
10. PURPOSE - purpose of the program of practical nursing is the education of its students.
11. PHILOSOPHY - identifies and includes the beliefs accepted by the faculty about education and nursing.
12. CURRICULUM - refers to the total group of courses including related clinical laboratories or other organized experiences.
13. COURSE - means a unit of the total curriculum.
14. AGREEMENTS and/or CONTRACTS - the Board considers any arrangements for observation and/or practice under one of the following types of experience:
  - a. OBSERVATION - one in which the student spends two or less weeks in a clinical facility under planned supervision.
  - b. CLINICAL EXPERIENCE - one in which an agency cooperates with the practical nurse program to provide clinical laboratory facilities and cooperates in the instruction and supervision for student learning.
15. APPROVED - refers to a program which has met the requirements of the Arkansas State Board of Nursing.

SECTION II

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APPROVAL

W.J. "BILL" HUGHEN  
SECRETARY OF STATE  
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BY \_\_\_\_\_

A. PURPOSES

1. To insure safe practice of nursing by setting minimum requirements for the conduct and approval of programs that prepare practical nurses.
2. To assure graduates of their eligibility for admission to the licensing examination for practical nurses in Arkansas.
3. To evaluate programs of practical nursing in relation to their stated philosophy and objectives within a sound educational framework.
4. To encourage within each program self-evaluation for the development and improvement of its curriculum in nursing education.
5. To aid in the development and maintenance of cooperative relationships with licensing agencies of other states.

B. TYPES

1. INITIAL APPROVAL

- a. Any institution wishing to establish a program of practical nursing shall make written request to the Board. One or more members or representatives of the Board shall study the proposed program, survey the facilities, and report findings to the Board.
- b. The program will receive Initial Approval from the Board upon satisfactory evidence of ability to establish and maintain a program. Students may be admitted only after Initial Approval is given.
- c. Such programs must show proof of merit for Full Approval. A minimum of six months shall be required.

2. FULL APPROVAL

- a. The program which has met the requirements as established by the Board is granted Full Approval.
- b. Any program to which students are not assigned during a twelve-month period shall automatically forfeit approval. Should the institution again desire to admit students, application shall be made to the Board.
- c. Any program not assigning students to a clinical facility for twelve months shall renegotiate the contract.

### 3. CONDITIONAL APPROVAL

This approval may be accorded to any program previously having Initial or Full Approval if conditions within the program are found to be unsatisfactory. Recommendations for improvement shall be met within allotted time set by the Board to avoid termination.

### 4. TERMINATION OF APPROVAL

The Board may withdraw any type of approval from any program if survey visits/reports identify continuing deficiencies within the allotted time.

## SECTION III

### PHILOSOPHY AND OBJECTIVES

- A. The philosophy and objectives of the practical nursing program shall be consistent with the overall philosophy and objectives of the sponsoring institution of which the nursing program is a part.
- B. The philosophy and education objectives of the program shall be formulated and adopted by the practical nursing faculty.
- C. Philosophy and objectives shall serve as a guide for the development, conduct, and evaluation of the nursing curriculum.

## SECTION IV

### ADMINISTRATION AND ORGANIZATION

#### A. ADMINISTRATION

- 1. Nursing programs shall be established in institutions or agencies approved by appropriate bodies.
- 2. Programs may be public or private.
  - a. Public education programs are administered through the Board of Education and/or other educational institutions and receive financial assistance from local, state and federal funds.
  - b. Private programs are administered and financed by nonpublic hospitals or other private educational institutions.

## B. ORGANIZATION

The program of practical nursing should be an integral part of the structure and organization of the sponsoring institution.

### 1. PROGRAM

Functional relationships between the practical nursing program and overall administration shall be clearly defined on an organizational chart and reflected in job descriptions.

### 2. CHAIRMAN OF PROGRAM

All schools of practical nursing shall have a chairman who shall be a registered professional nurse.

### 3. FINANCES

There shall be evidence that there is a stable source of funds allocated and budgeted for the effective operation of the program.

## SECTION V

### RESOURCES, FACILITIES, AND SERVICES

#### A. CLINICAL FACILITIES

Clinical facilities providing clinical laboratory experiences to meet the stated educational objectives of the practical nursing program must have:

1. A stable and adequate staff of professional and practical nurses and auxiliary personnel to insure safe care of patients.
2. A registered nurse in charge at all times to direct and supervise the practical nurses and auxiliary personnel.
3. A well-planned inservice program for professional nurses, practical nurses and auxiliary personnel.
4. Job descriptions for all personnel, prepared and used for assignment purposes.
5. Adequate number and variety of patients for clinical experiences in each clinical service.
6. Available resources for education, such as conference area, library and resource materials.

## B. CONTRACTS

The sponsoring institution shall establish formal relationships with clinical facilities.

1. Sponsoring institutions shall enter into a written agreement with the clinical facility with respect to the objectives and plans of the program. The plan must guarantee supervision of the student practical nurse by a registered nurse on all tours of duty. Approval of these agreements must be secured from the Board before clinical experience is begun. A copy of the current agreement shall be signed by the chairman of the nursing program, director of nursing service, and the administrator of the clinical facility, and be on file in the school and the clinical facility.
2. Relationships shall be entered into after thorough study and joint planning.
3. The clinical facility shall release the student from the clinical laboratory area for observational experiences as a part of the planned learning experience.

## C. HEALTH CARE FACILITIES

### 1. HOSPITALS

All hospitals in which student practical nurses receive their clinical experience shall:

- a. Be approved by the Joint Commission on Accreditation or other appropriate agency.
- b. Have a combined daily average of not less than twenty-five (25) patients.
- c. Provide major clinical laboratory area for any of the following:
  - (1) Adult patients with medical and surgical conditions.
  - (2) Mothers and infants.
  - (3) Child care.

### 2. LONG TERM CARE FACILITIES

Long term care facilities must be approved by the Office of Long Term Care or other appropriate bodies.

### 3. AMBULATORY CARE FACILITIES

- a. Contract not necessary for observational experience.
- b. Contract necessary for clinical experience.

## D. EDUCATIONAL FACILITIES

Facilities necessary for educational programs are:

1. Library with current books and periodicals; classrooms; laboratories with teaching materials; and office space for instructors and clerical help adequate to meet the needs of the program.
2. Adequate space for equipment, supplies, records, practice laboratories, lounge and storage areas.

## E. INFORMATION

Information about the practical nursing program shall be provided by the sponsoring institution.

## SECTION VI

### PERSONNEL

#### A. ADMINISTRATIVE

The sponsoring institution shall provide general administrative leadership and a qualified practical nursing faculty.

#### B. The faculty of the program in practical nurse education shall be adequate in number and in qualifications to conduct the nursing curriculum.

1. The chairman should have a minimum of a baccalaureate degree, a broad educational background and nursing experience which prepares for leadership, and shall be currently licensed as a registered nurse in Arkansas.
2. Major responsibility of the chairman shall be the administration of the nursing program with the teaching load adjusted accordingly.
3. The instructor should have a nursing experience background and shall be currently licensed as a registered nurse in Arkansas.
4. Major responsibility of the instructor shall be teaching and supervising students as defined by the job description.
5. A licensed practical nurse may serve as an assistant clinical instructor under the supervision of the registered nurse instructor. The assistant instructor shall hold a current license as a licensed practical nurse in the State of Arkansas.
6. Clerical services shall be provided to meet the needs of the program.

#### C. FACULTY

1. The faculty shall set admission standards and the requirements for graduation in accordance with the policies of the Arkansas State Board of Nursing.
2. The faculty shall provide learning experiences for progression of students which are consistent with the objectives of the program.
3. The faculty shall be responsible for the planning and implementation of all phases of the program.
4. The faculty shall be responsible for nursing education, including classroom teaching, and teaching and supervising in the clinical laboratory area.

#### D. FACULTY ORGANIZATION

This organization shall have written policies and rules of procedure established by the faculty and in harmony with the philosophy and objectives of the program. All members of the faculty shall participate in the activities of the organization.

## SECTION VII

### STUDENTS

#### A. SELECTION OF STUDENTS

1. Policies and procedures used by the faculty in the selection of students for admission to the practical nursing program should consider scholastic and nursing aptitude, academic achievement, physical and emotional health.
2. High school graduation shall be an admission requirement. GED or American School are acceptable equivalencies.

#### B. SCHOOL BULLETIN

1. The publication should be current and dated.
2. The publication should include:
  - a. The philosophy and objectives of the program.
  - b. The approval status as granted by the Arkansas State Board of Nursing.
  - c. The curriculum plan.
  - d. The cost to student.
  - e. The scholarship and loan funds.
  - f. The admission requirements.
  - g. Entrance dates of classes.
  - h. Other information as recommended by the faculty.

#### C. ADVANCED STANDING

Advanced standing may be granted for previous educational experience by granting credit for specific courses through testing, i.e., teacher-made final examinations, practical examinations, achievement tests.

#### D. TRANSFER OF STUDENTS

Transfer students may be accepted. The school shall evaluate transcript of work completed for transfer of specific course credits.

## SECTION VIII

### RECORDS AND REPORTS

#### A. RECORDS

A record system essential to the operation of the program shall be maintained. Records should be safely stored to prevent loss by destruction and unauthorized use.



1. Record forms specifically for the school of nursing shall be selected by the practical nursing faculty and shall include:
  - a. Student records.
  - b. Faculty Records.
  - c. General records, including minutes of faculty meetings, reports to controlling board, follow-up studies of graduates, etc.

2. CUSTODY OF RECORDS

When a school closes, the sponsoring institution receiving the financial support for the school shall be responsible for the safekeeping of the student records.

If the sponsoring institution also closes, legal advice should be obtained concerning the permanent safekeeping of the records of the program.

The Arkansas State Board of Nursing shall be informed concerning the placement of these records.

- B. RECORDS REQUIRED TO BE FILED IN THE BOARD OFFICE.

1. FACULTY RECORDS

Each newly appointed faculty member shall file a record of preparation and experience on forms provided by the Board. The Board should be informed of additional preparation acquired by each faculty member after the initial record is submitted.

2. QUARTERLY REPORTS

Programs shall submit to the Board a quarterly report indicating admissions, graduations and withdrawals of students within the quarter. The report shall also indicate any changes in the faculty. Reports are due in the Board office within the month following each calendar quarter.

3. CONTRACTS

Clinical facilities shall enter into a written agreement with the sponsoring institution with respect to the objectives and plans of the program. A copy of the current agreement shall be signed by the chairman of the nursing program, director of nursing service, and the administrator of the clinical facility.

4. STUDENT FINAL RECORDS

Student final records, which are supplied by the Board, shall be submitted for all graduates who qualify to write the examination in Arkansas as soon as they have completed the curriculum. The student final record shall include statements of hours of instruction and clinical practice per course satisfactorily completed, bear the impression of the school seal, and the signature of the chairman of the program.

Student final records and applications shall not be notarized prior to the date of completion of the program and must be submitted to the Board office not later than thirty (30) days before the date of the licensing examination.

## SECTION IX

### CURRICULUM

#### CURRICULUM

The entire curriculum should be so designed that qualified individuals are prepared to meet community nursing needs and to perform those functions which are generally recognized as being within the scope of practical nursing and where skill of registered nurses is not required. The purpose of the curriculum is to guide administrative and instructional staff in achieving the objectives of the school.

##### A. CURRICULUM PLAN

The purpose of the curriculum is to provide a plan of action. It offers the teacher direction as well as being a guide to persons responsible for selection of students, teachers, and educational resources.

1. The nursing curriculum shall be organized to provide selected and supervised learning experiences to help the student acquire the knowledge, skills and attitudes essential for beginning practice as a practical nurse.
2. The curriculum shall adhere to and implement the stated philosophy and objectives.
3. The curriculum shall follow an organized pattern presenting pertinent knowledge, skills, and attitudes for successive learning experiences appropriate to the student's stage of advancement.
4. The curriculum plan shall include:
  - a. A rotation plan showing placement of courses and experience for the entire program.
  - b. A minimum of 560 hours of instruction.
  - c. The relationship of theory and clinical laboratory experience which implies concurrent teaching controlled and supervised by the faculty in the educational unit.
  - d. Course outlines, including learning experiences to be used in teaching and the planning for the correlation of the theory and clinical practice, shall be readily available to all faculty and clinical facilities.

##### B. PROGRAM REQUIREMENTS

Programs in practical nursing shall comply with the following minimum requirements:

1. LENGTH OF PROGRAM - The practical nurse program shall be a minimum of 560 theory hours and 768 clinical hours. Vacation and holidays shall be consistent with the policies of the sponsoring institution.

2. SICK LEAVE - Time off allowed shall be determined by the program.
3. EVENING AND NIGHT - After completion of the first sixteen (16) weeks, students may have evening or night experience at the discretion of the practical nurse faculty.
4. LEARNING EXPERIENCES - Clinical experiences shall consist of a minimum of 768 hours of supervised practice.

Total learning experiences shall consist of not more than 40 hours nor less than 30 hours per week. Concurrent instruction of theory and practice is recommended. The faculty shall be responsible for all the learning experiences of the student and for the adequate supervision of practice throughout the entire curriculum. Patient census must be sufficient in each area to permit meaningful assignment to each student.

#### C. CURRICULUM

Differing curricula patterns may be developed, but the principle of planning a progressive sequence of learning opportunities for students of practical nursing will be common to all. Any program may choose to integrate a specific course throughout the curriculum; however, course outlines must show how all areas of content are included.

Broad areas of content are suggested which may be adapted to the individual programs. The following course content may be combined in other ways or under other titles.

#### INSTRUCTION AND EXPERIENCE

	Theory Hours	Laboratory Practice Hours
VOCATIONAL, LEGAL AND ETHICAL CONCEPTS	16	

This includes personal development; ethical, legal and social responsibilities with the patient, family and co-workers; communication skills; vocational responsibilities of the practical nurse; nursing organizations; and local, state and national health resources.

#### BODY STRUCTURE AND FUNCTION

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This includes anatomy and physiology of the human body in all its systems--a foundation for understanding the principles of maintaining positive health, as well as understanding the deviations from the normal.

	Theory Hours	Laboratory Practice Hours
NURSING OF THE GERIATRIC PATIENT	16	48
This includes the normal aging process, characteristics of aging, special problems associated with aging, and experience in the care of the aging patient.		
NUTRITION IN HEALTH AND ILLNESS	32	
This course includes the principles of good nutrition for all age groups and the principles of modifications for therapeutic purposes. Nutrition concepts are to be integrated throughout the entire curriculum.		
BASIC NURSING PRINCIPLES AND SKILLS	160	96
This includes the fundamental principles, skills and attitudes needed to give nursing care and prevent spread of disease; common procedures used in the care of the sick and the development of the ability to adapt them to various situations with skill, safety, and comfort for the patient; first aid and CPR; and the development of an awareness of responsibility to make, report and record observations.		
NURSING OF ADULT PATIENTS WITH MEDICAL AND SURGICAL CONDITIONS	128	504
This includes information about common conditions of illness and nursing care of patients in acute, subacute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs.		
NURSING OF CHILDREN	32	48
This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children. Observation and experience may be found in the nursery, physicians' offices, well-child conferences and other agencies.		
NURSING OF MOTHERS AND INFANTS	32	72
This includes the principles and practices of nursing care during prenatal, labor, delivery, post partum and neonatal periods.		

	Theory Hours	Laboratory Practice Hours
MENTAL HEALTH AND CARE OF MENTALLY ILL	16	
Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses. (Mental hygiene aspects should be integrated throughout the course.)		
PHARMACOLOGY	64	
This includes a brief history of drugs, methods of administration, drugs commonly used in the treatment of illness, and such information as usual dosages, expected actions, side effects, contraindications, and points of observation following the administration of drugs. Formulas for conversion of measures from the apothecary to the metric system, as well as formulas for calculations of dosages for infants and children are included.		
TOTALS	560 HOURS THEORY	768 HOURS PRACTICE

## SECTION X

### EVALUATION

- A. The program required will be affected by social and technological changes; therefore, periodic review of curriculum is indicated to determine adequacy and possible need for revision.
  1. The study, development, implementation and evaluation of the nursing curriculum shall be the responsibility of the practical nursing faculty.
  2. Cooperative planning, problem solving and evaluation by the members of the nursing faculty and the personnel of the clinical facilities are essential for the effective conduct of the program.

B. The curriculum shall be continuously evaluated.

1. The degree to which the program accomplishes its objective shall be determined by effective and continuous evaluation of instructional procedures, learning experiences, student progress, and nursing competence of the graduates.
2. There shall be provision for student participation in the evaluation of his/her own learning experience.
3. Appropriate records shall be maintained to assist in the evaluation of the educational program.
4. There should be provisions for student participation in assessing, planning, implementing and evaluating nursing care.

## SECTION XI

### PROGRAM VARIATION

Flexibility and experimentation in the development, implementation, and evaluation of programs is encouraged. Major curriculum changes and minimum requirement variations will be considered and must be approved by the Arkansas State Board of Nursing.