

Requirements and Recommendations
Governing the Approved
Schools of Practical Nursing
in New Jersey



1948

NEW JERSEY BOARD OF NURSING
1060 Broad Street, Room 737
Newark 2, New Jersey

MANUAL FOR SCHOOLS OF PRACTICAL NURSING

General Statement

The general purpose of licensure in nursing is the same as that of laws in general, namely, the protection and safeguarding of the public. The nursing profession in New Jersey supports the principles

- a. that safe and competent nursing care should be available to all who need it at a price that is within reach of the individual;
- b. that support shall be given to the inclusion of nursing care in hospital and medical prepayment insurance plans;
- c. that professional placement bureaus shall be provided for the proper distribution and supervision of nursing care.

The first step in providing safe and competent nursing care was the securing of legislation for the licensure of nurses in New Jersey, including, for the first time, the licensure of practical nurses. Such a law was approved June 11, 1947.

It is recognized that the qualified, licensed practical nurse has a distinct contribution to make to the health and well-being of the public in types of situations not requiring the highly skilled services of the registered professional nurse. The function of the practical nurse is to care for mildly ill, convalescent, handicapped and aged persons, well children and infants and to assist with housekeeping and home management duties when necessary.

The course in practical nursing is shorter and simpler than that in professional nursing. The quality of instruction should be as good as that of the professional school with a difference in content and methods and use of simpler terminology. Considerable emphasis is given to home and food management and recognition of the limits of responsibility in practical nursing. Because of the difference in purpose between the professional and practical nursing schools and the shortness of the course, only simple medications, procedures, and terminology should be taught. The general plan of instruction should safeguard the practical nursing student in assuming her proper function within the meaning of practical nursing in the Nursing Practice Act.

It should be recognized that the Nursing Practice Act does not provide for the supervision of licensed practical nurses. It is desirable that this be done through professional placement bureaus, qualified registered nurses, hospitals, and community nursing agencies. In caring for ill patients practical nurses should assume the nursing care of only such patients as are under the supervision and care of duly licensed physicians.

FOREWORD

In setting up these standards for approval of schools of practical nursing by the New Jersey Board of Nursing as provided in the law, it is recognized that these schools are planned for qualified candidates who will be well-trained to make an adequate contribution to the health of the community upon completion of the course. Every effort has been made to avoid the traditional handicaps of present professional nursing schools.

The course in practical nursing shall be a course providing adequate time for instruction which includes supervised, correlated educational practice in all necessary fields, and for study.

Requirements of Law New Jersey Nurse Practice Act Chapter 262, Laws of New Jersey, 1947 Effective June 11, 1947

C. 45:11-23 " 'Practical nursing' is the performance of such duties as are required in the care of a patient in carrying out of medical orders prescribed by a licensed physician, requiring an understanding of elementary nursing but not requiring the professional services outlined in the definition of professional nursing."

(" 'Professional nursing' is the performance of any professional service requiring the application of principles of nursing based on biological, physical and social sciences, including responsible supervision of a patient requiring skill in observation of symptoms and reactions and the accurate recording of the facts and carrying out of treatments and medications prescribed by the licensed physician, and the application of such nursing procedures as involve understanding of cause and effect in order to safeguard life and health of a patient and others."

C. 45:11-23)

"The terms 'nursing', 'professional nursing', and 'practical nursing' as used in this act shall not be construed to include services performed by attendants, orderlies and ward helpers in hospitals and institutions or by technicians, physiotherapists, or medical secretaries."

C. 45:11-24 "It (New Jersey Board of Nursing) shall approve schools of practical nursing which shall conform to the standards, curricula, and requirements prescribed by the board, and suspend or revoke approval for violations thereof; provided, that this power shall not extend to schools

operated by any board of education in this State.”

“It (the Board) shall from time to time prescribe rules and regulations not inconsistent with this act.”

C. 45:11-27 “Practical nursing.

(a) Qualifications of applicants. An applicant for a license to practice practical nursing shall submit to the board evidence in such form as the board may prescribe that the applicant: (1) has attained his or her eighteenth birthday; (2) is of good moral character; (3) has completed two years of high school or the equivalent thereof, as determined by the New Jersey State Department of Public Instruction; (4) has completed a course of study in a school of practical nursing approved by the board and holds a diploma therefrom, or holds a diploma from a school of practical nursing operated by a board of education in this State and is certified by the Department of Education as having completed the number of hours of instruction in the subject in the curriculum prescribed by the board and approved course of affiliation, or has equivalent qualifications as determined by the board.”

b. License.

(1) By examination. The applicant shall be required to pass a written examination in such subjects as the board may determine, which examination may be supplemented by an oral or practical examination or both. Upon successfully passing such examinations, the applicant shall be licensed by the board to practice practical nursing.

d. “Title used by licensee. Any person who holds a license to practice practical nursing under this act shall during the effective period of such license be entitled to use the title “Licensed Practical Nurse” but no abbreviation thereof.”

C. 45:11-37 “Violations of the act. It shall be unlawful for any person (including any corporation, partnership, association or individual):

b. To represent in any way that such person is licensed as a practical nurse or to use the title “licensed practical nurse” unless such person holds a subsisting unsuspended license as a practical nurse under this act; or

d. After two years after the effective date of this act, to represent in any way that such person conducts a school for practical nursing approved by the board un-

less such person holds the subsisting, unsuspended approval of the board.

f. To represent in any way that such person is authorized to issue a license for the practice of professional nursing or practical nursing.”

The Purpose of the School

The course in practical nursing shall be given in an educational institution* whose primary function in relation to the school of practical nursing is education.

The institution shall define its objectives in conducting a course in practical nursing. In general the purpose of the school should be to give students a practical working knowledge of elementary nursing including

- a. principles and practices of good housekeeping,
- b. selection, preparation and care of foods,
- c. care of the mildly ill, chronic, convalescent, handicapped and aged persons, and normal maternity patients and newborn,
- d. care of well children and infants.

The purpose of the school also needs to include such responsibilities and activities as will develop the student as an individual since this is one of the major aims of education.

Control

The institution conducting an approved school of practical nursing shall be legally incorporated or a public educational institution. It is recommended that the institution appoint an advisory board, council or committee whose chief interest is the education of practical nursing students. The membership of this group should include such interests as nursing, education, health and the community at large. The group *should be organized, meet at regular intervals and keep a record of its activities.* The responsibilities of the group should be delegated by the institution.

In general, its functions should include:

- a. a continuing study of practical nurse education.
- b. maintenance and support of standards and the interests of the school
- c. interpretation to the public

The director or principal of the school should be a member ex-officio, reporting regularly on the purposes and needs of the school and general trends in the education of practical nurses.

*It is recognized that if a hospital wishes to conduct a school of practical nursing, it then assumes the function of education with all the responsibilities and necessities involved in education, such as faculty, increased facilities and supervision and adequate financial resources separately budgeted for the purpose.

Finances

The school administrator shall have a definite knowledge of the income and expenses involved.

Income may be from such sources as tax funds, endowments, gifts, grants, and student fees. It is recognized that the hospital unit is the clinical laboratory practice field. In the preparation of practical nurses as in other types of education, students should not be expected to pay the total cost of their education through fees.

In calculating costs, such items as the value of clinical practice of students, maintenance if provided at any period of the course and time involved in instruction and supervision by cooperating hospitals and agencies should be taken into consideration.

Definite and adequate funds shall be allocated for the operation of the school on an educational basis and administered by use of a budget.

Faculty

The competence of the faculty is of prime importance since skill must be exercised in simplification of explanations and selection of materials of practical use. The distinction between the functions of practical nurses and professional nurses must be taught as well as the relationship to co-workers and doctors and the limits of responsibility. For these reasons an adequate and qualified faculty shall be provided, the number of members depending on the enrollment, number of classes admitted annually and location of clinical practice fields.

The nurse director of the school shall be a New Jersey registered professional nurse with at least a bachelor's degree, having a major in nursing, courses in education and proved ability as a teacher or adequate equivalent of these qualifications as shall be determined by the board.

The nurse instructor shall have the same qualifications as the director. The director may act as instructor if the enrollment does not exceed twenty-five (25) in a class and if not more than one class is being instructed at one time.

The instructor in foods and housekeeping shall have at least a bachelor's degree with a major in Home Economics or Nutrition and proved ability in the field, or adequate equivalent of these qualifications as shall be determined by the Board.

For the period of practice in home care, the supervision of students shall be under the direction of qualified public health nurses of a public health agency approved by the National Organization for Public Health Nursing, Out Patient Department or other approved community resources.

Definite personnel policies and practices for the faculty should be set up including such items as job descriptions, salary scales, tenure,

health service, vacation, ill time allowance, pension and opportunities for professional growth. Exact terms of employment should be furnished to each faculty member.

Student Personnel Program

Admission

SELECTION: Students should be selected for admission on the basis of their ability to maintain the standards of the school and to show promise of success in the field of practical nursing.

GENERAL EDUCATION: The applicant shall have completed at least two years of accredited high school or the equivalent as determined by the New Jersey State Department of Education. Applicants with qualifications and aptitude for professional nursing should be guided into professional nursing schools and not admitted to schools of practical nursing unless they are fully informed of the implications of opportunities of professional nursing and the total personal circumstances of the individual warrant such choice.

AGE: Because of the responsibilities involved in practical nursing and because this type of work is considered of sufficient importance to the public to warrant licensure for its protection, the maturity of the applicant is important. Intellectual ability alone is not necessarily evidence of maturity of judgment in dealing with practice involving the lives of people. This type of work is particularly suitable for the more mature person with home-keeping experience. The age of admission should not be such as to disbar the student from licensure upon completion of the course. There is no specific age for entrance included in the revision of the Nursing Practice Act of June 11, 1947. The age of eligibility to take the licensing examination is the attainment of the eighteenth (18) birthday. Every student admitted before the attainment of the seventeenth (17) birthday will receive an individual notice from the Board notifying her that even though she finishes her course and holds a certificate she will still not be eligible to take the state examination until she attains her eighteenth (18) birthday.

HEALTH: The health program shall include a health examination to be given on admission including chest X-ray and other laboratory examinations.

PERSONAL CHARACTERISTICS: The applicant shall present evidence of demonstrated desirable personal characteristics and attitudes. Aptitude for this field of nursing should be determined through pre-tests, when available.

Orientation

A well planned orientation program is particularly important. One to three days should be set aside for this program and should include such objectives as: making the new student feel welcome to the school, completing necessary admission details, acquainting the new student with the school's objectives, rules and regulations, and offering advice as to practical nursing school methods and problems.

The activities might include conferences on the purpose of the school, aims and responsibilities of practical nursing, use of library, methods of study, health program and facilities and student activities. This orientation period should help students to adjust to their new relationships, also assist those who have any doubts as to their choice of vocation to reach decisions. It also offers the faculty an early opportunity to observe the students closely.

Counselling

Impressions of the applicant should be secured during the admission procedure and recorded by those persons having had personal contacts with the applicant.

A counseling and guidance program should be an integral part of the course in practical nursing. The aim of this program should be to assist the student to develop personally and culturally, to understand her contribution and responsibilities in the field of nursing and health and to grow in self direction.

Activities

The development of the student as a person in addition to her technical preparation should be a responsibility of the school. It is recommended that provision be made for student participation in activities relating to recreation and physical development. Opportunity should also be provided for contact with other groups in order to develop social and citizenship responsibilities. Such activities should be part of the weekly program of the school.

Health Program

Students of practical nursing are students in the general field of health, therefore the concept of positive health and prevention of disease shall be stressed throughout the course.

Provision shall be made for early reporting of illness and exclusion from contact with others when necessary for the protection of patients, other students and teachers.

The weekly schedule of classes and clinical ward practice has been arranged to meet the health requirements of adequate time for recre-

ation and rest in addition to instruction and study. Rest rooms shall be provided during the clinical ward period if general maintenance is not included.

LENGTH OF COURSE: The course shall be forty-eight (48) weeks in length not including vacations.

1. Summary — Minimum Curriculum for Schools of Practical Nursing:

Total course (52 weeks)

Preclinical	16 weeks
Clinical laboratory (ward practice)	32 weeks
Vacation	4 weeks

Preclinical (16 weeks) 480 hours

Orientation	15 hours
Instruction	185 hours
Practice	180 hours
Study	70 hours
Extra curricular activities	30 hours
Physical culture	
Organization	
Social, etc.	

*Clinical Period (32 weeks) 1280 hours

Instruction	130 hours
Practice	1010 hours
Study	100 hours
Extra curricular activities	40 hours

Total 1760 hours

2. A. Fundamentals of Nursing Care..... 165 hours

1. Orientation	15 hours
2. Study of Body Structure, Functions and Disease	90 hours
3. Care of Chronic, Aged and Convalescent	40 hours
4. Review	20 hours

B. Personal Hygiene and Working Relationships.... 55 hours

1. Personal and Community Health and Agencies	30 hours
2. Working Relationships	25 hours

*As revised December 12, 1950

C. Homemaking	75 hours
1. Food Management	45 hours
2. Housekeeping	30 hours
D. Care of Convalescent Mothers and Newborn.....	15 hours
E. Care of Children -- (Well and Ill).....	20 hours
F. Related Individual Laboratory Practice.....	180 hours

The related individual laboratory practice is given for the development of skills and application of knowledge.

*"WEEKLY SCHEDULE: During the *preclinical* period the schedule is for a five day, thirty hour week. During the *clinical* period, the schedule shall be a five day, forty hour week, to include instruction and clinical practice."

*The practical nurse students shall have a minimum of 1,280 hours of supervised clinical practice. (This will make these graduates eligible to take Federal Civil Service examinations for the title and position of licensed practical nurse.)

The hours of classroom instruction are minimum only and may be increased upon approval of the Board.

G. Clinical Period:

1. Medical and Surgical Nursing, including the chronic, aged and convalescent	12 weeks
2. Care of Mothers and Infants	4 weeks
3. Care of Children	4 weeks
4. Care of Mentally Ill	4 weeks
5. Home Care	6 weeks
*6. Elective	2 weeks

*It is recommended that experience allowed under elective be given students in one of the following services:

Care of Mothers and Babies
Psychiatric Nursing
Food Management

Not more than two weeks of *evening or night* laboratory (ward practice) shall be included. This service shall not be given until after the 24th week of the course. This experience is recommended if qualified instructional supervision can be provided.

ADMISSION OF CLASSES: All members of a class must be admitted on the same date and be given the same course.

*As revised December 12, 1950

Clinical Laboratory Fields

HOSPITAL CLINICAL FIELD: Hospitals used for clinical ward experience shall be approved by the American College of Surgeons, or an equivalent as determined by the Board of Nursing. Psychiatric hospitals shall be approved by the American Psychiatric Association.

Hospitals chosen for these experiences shall provide suitable and adequate experience as determined by the Board of Nursing. The clinical experience shall include the care of mildly ill, convalescent and chronic patients, well children and infants, mentally ill and normal maternity patients after 48 hours. The student may assist the registered nurse in the care of an acutely ill patient and in giving first 48 hours postpartum care, if working directly with her and under her immediate supervision and direction, and if the assistance is within practical nurse experience.

The physical facilities of the hospital shall be such as to make it possible to practice good patient care, since good practical nursing can be learned only in a situation where good practical nursing care is given. There shall be adequate equipment, supplies, materials and auxiliary work units.

The hospital is expected to have an adequate, qualified and well supervised staff for the care of its patients. Practical nursing students will be given selected educational nursing experiences. The director of the school shall be responsible for the educational experiences of the students and arrange for adequate supervision of students during these experiences. At no time during the course is the student expected to be a full-fledged graduate practitioner or used as replacement for such practitioners.

The regular in-service program of the hospital for its regularly employed staff should include the subject of adjustment of the hospital staff to practical nursing students.

The school and the hospital administration shall have contractual agreement with specified policies for student experiences.

HOME CARE: Home and clinical experiences shall be arranged by the director through public health nursing agencies approved by the National Organization for Public Health Nursing, Out Patient departments or other approved community nursing resources.

The school and agencies shall meet similar requirements relating to physical facilities, staff, in-service programs and contractual arrangements to those of hospitals used for clinical laboratory ward experience.

Evaluation

At periodic intervals, such as the completion of subject matter or clinical practice periods, the faculty shall evaluate the progress of

students to ensure mastery and competence in the various aspects of practical nursing. Standardized achievement tests should be used in addition to the regular testing program of the school, if available.

Students should receive reports of their status at periodic intervals, including necessary assistance and guidance in maintaining satisfactory progress.

Classrooms and Offices

Essential to the satisfactory functioning of a curriculum are suitable classrooms, offices and a library properly located and equipped.

The number and size of the classrooms and offices should be evaluated in relation to the size of the school and its curriculum activities.

In planning classrooms consideration should be given to the size of individual classes, length of class periods, number of times classes meet weekly, repetition of courses during the year and unexpected changes in enrollment. In general, a small or moderately sized school of practical nursing, entirely dependent upon its own facilities, should have at least two general classrooms, a teaching unit for the demonstration and practice of procedures, a laboratory for instruction in food management and an assembly room large enough to accommodate the entire student body.

All classrooms should be properly lighted, heated and ventilated. Lighting should be such that students when seated do not face direct light continuously.

Classrooms should be supplied with equipment suitable to the purposes for which they are used. Desks, chairs and tables should be so constructed as to encourage good posture. In lecture rooms chairs should be movable, have tablet arms and undershelves for books. Equipment universally needed in classrooms are bookcases, bulletin boards, screen and projector. Individual laboratory equipment should be provided for the teaching of food management.

The offices should be located in a quiet part of the building and be easily accessible to students. The director of the school should have a private office, large enough for small group conferences. An outer office should be provided for the clerical staff and which may also be used for persons waiting for interviews. The offices of the instructors should be located conveniently near their teaching units.

Library

The fundamental purpose of a library is to provide the reference materials and the means necessary to the effective carrying out of the educational program of the school. These include: librarian, content, availability of service and physical facilities, budget and accessions,

You are viewing an archived copy from the New Jersey State Library library records. If funds do not permit the services of a librarian or one is not available, the general responsibility should be placed in one person. The content includes the books, periodicals, pamphlets, reprints and other materials of value. Adequate provision should be made both in quantity and quality for reference books for each subject included in the curriculum. Book collections should also contain an unabridged dictionary. It is desirable to include books for cultural and pleasure reading. Journals pertinent to the work of practical nurses should complement the book content.

The resources of the library should be accessible to students and faculty throughout the period when classes are in session and any additional time that may be needed for study. Good lighting and ventilation are essential. Important also are suitable furnishings and equipment, such as adequate tables and chairs, desk for librarian, properly constructed open bookshelves, racks for periodicals, filing cases, catalogue cabinets and a bulletin board.

An adequate budget should be allotted to the library annually for library service, new books, new editions and replacements, subscriptions for periodicals, binding of periodicals, equipment as needed and current supplies.

Records, Reports, Bulletins

The well-administered schools of Practical Nursing will maintain a meaningful and satisfactory system of records and reports and also have a well prepared school bulletin.

A file should be provided for the permanent preservation of school records, individual records of all students and of each faculty member. Records should be kept up to date properly dated and signed by the reporting person. Durable paper should be used for permanent records.

An individual folder should be kept for each student who is graduated and for any who satisfactorily completes the preliminary term. For those who do not complete this term, there should be on file a record of the name, entering and leaving dates, and reason for leaving even if the student was in the school only one day.

STUDENT RECORDS begin with those assembled for admission to the school. Their purpose is to record information of the applicant's background, such as family, social and vocational history, personal characteristics and interests, attitudes, scholastic work, past and present health history and reports on tests, if administered. The usual types of forms used are the application for admission, secondary school transcript, personality report, pre-entrance, medical, dental, and interview forms. School records also include student final records, which includes date of entrance and completion of course, class record and

grades, clinical experience records showing types of nursing experience, amount of each and where obtained, with grades or comment indicating degree of proficiency in practice, health and personality.

FACULTY RECORDS: A record should be kept of each faculty member including name, title of position, date of appointment, school from which appointee was graduated, year of graduation, amount and type of general education, special preparation, professional experience, date and reasons for resignation with comments concerning professional activity and growth. All faculty records should be kept in the office of the director of the school.

GENERAL FILE: The general file should contain among other things a copy of the complete curriculum as given each year, (subjects with hours and name of instructor of each), dated copy of each school bulletin issued, all correspondence with the Board of Nursing, affiliating institutions or agencies, reports and minutes, and other important general correspondence.

Other records which a school keeps will depend upon its activities.

REPORTS: The director should prepare at least a comprehensive annual report dealing with changes in administrative and teaching personnel, curriculum changes, statistics concerning number of students admitted, number withdrawn and reasons for their withdrawal, the number who were graduated, use of library, new health measures, days illness, average number per student, problems to be considered, progress made and recommendations of policies and program for the future.

The *minutes* of all meetings of the faculty should be dated and give specifically and accurately the transactions that occurred.

The *diploma* should include the length of the course and bear the signature, in ink, of the director or principal and at least one other official of the school.

Administration

The aims and objectives of a good school of practical nursing can best be achieved by means of an efficient and cooperative administrative control. There should be a definite plan of organization clearly understood by all who participate.

Leadership should be unified with authority centered in the director or principal. Responsibilities and duties should be clearly defined and understood.

Number of personnel needed will be determined by the size of the school, the curriculum and all other activities. Definite provisions should be made for planning and coordinating class schedules and practice.

Student admissions, registration, graduation, orientation, counseling, recreation, health and organizations are important administrative responsibilities of student personnel services. There should be specially designated persons, qualified and competent, to direct these activities. The responsibility for all records should be vested in one person.

The director or principal should prepare a budget, with reasons given for requests made, which should be based on the policies of the school and presented to the Board. The administration of the budget is the function of the director or principal of the school.

APPENDIX I

SCHOOL BULLETIN: Every school should have a bulletin of information for prospective students. It should be revised as often as necessary to keep it up to date. The necessity for exactness of statement cannot be overemphasized.

The purpose of a bulletin is to give information about the organization, policies and program of the school and should include information pertinent to that purpose only.

In planning the bulletin, the following items are suggested as applying to all schools:

1. Table of contents, school calendar, names of Board members and school faculty with a summary of the latter's professional preparation and experience.
2. Purpose and length of course.
3. Number of classes admitted annually and admission dates.
4. Division of course — preliminary, clinical, affiliations, vacation.
5. Living arrangements during the course if such arrangements are necessary.
6. Brief explanation of course content.
 - a. classes — list course title.
 - b. practice — types of experience included.
7. Statement regarding state licensing examination.
8. Costs: Fees, required equipment, approximate living expenses.
9. Entrance requirements: Education, health, others.
10. Procedure of application.

"Professional" is a term which should not appear in a practical nurse school bulletin as this term applies only to a course leading to a professional registered nurse license. The legal term "Licensed Practical Nurse" should be adhered to in relation to this type of school,