

ANNUAL REPORT OF THE AUGMENTED STATE BOARD OF EXAMINERS OF NURSES
For the Year August 1, 1947 to June 30, 1948.

The annual report of the augmented State Board of Examiners of Nurses of ten members which includes three members appointed by the Governor for the purposes of the Act relating to Licensed Practical Nurses, covers a period of eleven months, namely from August 1, 1947 when the Act became effective, to June 30, 1948.

This report is our medium of reporting the board's administration of the Act and briefly its aims and accomplishments. When the board concerns itself with practical nursing, it includes in addition to the seven original members, three members appointed by the Governor August 1, 1947, who serve three year terms, one a physician, one a hospital administrator, and one a Licensed Practical Nurse. Those appointed August 1, 1947 are:

Dr. Philip F. Eckman of Duluth; term expires August 1, 1950
Dina Bremness, R.N. of Glenwood; term expires August 1, 1950
Alice Barlow, L.P.N. of Minneapolis; term expires August 1, 1950

The members of the original board are:

Sister M. Ancina, R.N. President, Rochester; term expires May 1, 1951
Leonora Collatz, R.N., Vice President, St. Paul; term expires May 1, 1950
Leila Halverson, R.N., Secretary-Treasurer, St. Paul; term expires May 1, 1949
Hazel Gabrielson, R.N., Duluth; term expires May 1, 1953
Karleen Gillies, R.N., Rochester, term expires May 1, 1950
Melvina Palmer, R.N., Minneapolis; term expires May 1, 1952
Margaret Randall, R.N., Minneapolis; term expires May 1, 1949

Helen G. Schwarz, R.N., Nursing Education Adviser, resigned September 30, 1947, thus serving one month with the augmented board.

Leila Halverson, Secretary Treasurer, submitted her resignation to the Governor as a board member, and to the board as its Secretary Treasurer, effective September 1948.

Helen G. Schwarz, R.N. appointed Executive Secretary effective September 1948.

Leonora Collatz, R.N. who has been employed since September 1947 in board office, appointed Assistant Executive Secretary.

Departmental Staff:

Leila Halverson, R.N., Secretary Treasurer
Leonora Collatz, R.N., Professional Assistant to Sec'y-Treas
Helen Freeburg, Executive I
Bertha N. Hanson, Clerk Stenographer III
Lorraine Spaeth, Clerk Stenographer I
Cleone Wobschall, Clerk Stenographer I
Georgianne Raehsler, Clerk Stenographer I

The clerical staff serves the entire board.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
AUG 20 1948

Mark H. Tolson
Secretary of State

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(The financial report of the board of seven members includes all financial transactions of income and expense.)

Board Activities:

The Act relating to Licensed Practical Nurses enacted by the 1947 legislature, went into effect August 1, 1947. Very early in the activities of the board, it was necessary to seek opinions of the Attorney General as to the proper interpretation of certain parts of the Act as it will be noted in reading the Act that its provisions are not too inclusive.

In its administration of the law, the board recognizes its implied responsibilities in connection with the stated requirements which include the determination and formulation of what constitutes an accredited program in practical nursing education, and the authority to amend such regulations; the regulation and promotion of standards of nursing care provided by practical nurses; the accreditation of schools; the examination and the granting of licenses to successful candidates and the reexamination of those who fail; the granting of licensure without examination to Licensed Practical Nurses of other states or countries whose qualifications are equivalent to those required in this state; the acceptance of fees for examination, reexaminations and renewals. The law gives the definition and functions of the Licensed Practical Nurse. It is a permissive law and does not prohibit any person from nursing the sick for hire who does not in any way assume or represent to be a Licensed Practical Nurse. It is a misdemeanor for one to practice as a Licensed Practical Nurse unless one is licensed. The abbreviation, L.P.N. is official for those who receive licenses.

In the work of the board and its committee the chief thought that has been a guide in its deliberations on the practical nurse activities has been that all want good nursing for all patients in Minnesota. Its chief concern has been with those schools whose job it is to prepare practical nurses to play the role expected of them -- expected of them by the public by professional nursing; by the physician. For the past several years there has been sporadic development of practical nurse education programs with varying standards. In the board's major undertaking the past year, namely the development and plan for the maintenance of standards for schools of practical nursing, it aimed to prepare a guide to those institutions and organizations planning to conduct accredited schools of practical nursing and for the use of the board as the accrediting body in determining the eligibility of schools for accreditation; the guide to include the purposes and objectives of a school of practical nursing.

In the development of standards for accredited schools of nursing and of principles concerning the preparation of practical nurses, and of standards of eligibility for licensure as Licensed Practical Nurses, the board has been assisted by individuals who are familiar with programs in schools of practical nursing and by a state advisory committee. The president of the National Association of Practical Nurse Education, who has also directed a school of practical nursing, assisted the board for one week in an advisory capacity in the formulation of the curriculum. Contacts were made with the accrediting agencies of some of the other states and with out-of-state schools of practical nursing concerning programs in practical nurse education.

In soliciting the opinion of the Minnesota Practical Nurse Association, it was learned that this group felt that the Minimum Standards of the National Association of Practical Nurse Education as drawn up in 1942, should be met. It may be stated here that the approval of a school of practical nursing by the National Association of Practical Nurse Education does not constitute state accreditation. Early in its work, in fact before the law became effective, the board appointed a Temporary Advisory Committee with state-wide representation to assist in its plans. This committee met twice before the law went into effect. Miss Hazel Gabrielson, board member was appointed chairman of this temporary committee. Other board members on the committee being Pearl Engen and Leila Halverson, ex-officio. Other members of the committee represented the following:

Minnesota Nurses' Association
Minnesota League of Nursing Education
State Organization for Public Health Nursing
State Medical Association
Minnesota Hospital Association
State Department of Education, Vocational Education Division
Minnesota Dietetic Association
Catholic Sisters
Minnesota Practical Nurse Association
Minnesota Farm Bureau, Women's Division
Vocational Hospital, Minneapolis

After August 1, 1947, when the law went into effect, the Temporary Advisory Committee became a permanent committee with some changes in the personnel. Board members serve on this committee only in informative capacity. This committee met four times and made helpful suggestions and recommendations in the board's new undertaking. In the Advisory Committee's discussion of the practical nurse program, it was deemed inadvisable to establish training programs in the senior year of high school, the committee favoring programs on the adult education level.

The meetings of the augmented board beginning with its first meeting on August 8, 1947 numbered 8, covering $4\frac{1}{2}$ days. These were in addition to the four meetings of the Working Committee of the board. The temporary committee met twice before August 1, 1947 and the Advisory Committee has held two meetings after the law became effective. The committee was informed by letter of later developments. In addition to these meetings, representatives of this board and of the Advisory Committee to the board have participated in several meetings of the Governor's Minnesota Advisory Committee on Nursing.

A Working Committee of the board was appointed consisting of two registered nurse members and the practical nurse member which committee met a number of times. to study the source and reference material on practical nurse education and briefly the laws of other states and to start the groundwork of setting up standards, and a frame of reference was prepared by the board and this material was used to guide the Working Committee and the board in its preparation of a Working Manual into which the standards and requirements for an accredited school of nursing were incorporated. This manual is tentative in nature, open to revision and extension from time to time if and when advisable. Every effort was made to make the Working Manual workable and practical so that the schools

of practical nursing and those who graduate from them will make a distinct contribution to the care of the sick and will have a sound understanding of their appropriate place as members of the nursing team. In addition to the Minimum Standards which include a nine months program provided by law, the Manual suggests a long and more inclusive program possibly with affiliation. There is greater interest in the one year program than in the minimum nine months program provided by law.

The reference material used in setting up the curriculum and regulations for schools of practical nursing included:

1. Minnesota law "An Act Relating to Licensed Practical Nurses"
2. "Practical Nursing" An Analysis of the Practical Nurse Occupation with Suggestions for the Organization of Training Programs. Prepared by The Federal Security Agency - U.S. Office of Education - Vocational Education Division, 1947, Washington, D.C. with cooperation of allied groups.
3. "Practical Nurses and Auxiliary Workers for the Care of the Sick", Prepared by the Joint Committee on Auxiliary Nursing Service of the A.N.A., N.L.N.E., N.O.P.H.N., N.A.C.G.N.; A.C.S.N., N.A.P.N.E., 1947
4. "Practical Nurse Education" National Association for Practical Nurse Education, 1947.
5. References in the American Journal of Nursing
6. Programs of schools of practical nursing that have been approved by the N.A.P.N.E

In close correlation with the formulation of the Working Manual, which was the result of study, review, criticisms, suggestions, revisions, approval and adoptions, the preparation of other material proceeded. (One revision to the Working Manual has been made since first adopted.)

(a) This material included the setting up of equivalents concerning the provision of the law which states that in order to qualify for examination for licensure, the applicant must have graduated from an accredited school of practical nursing or its equivalent. A number of equivalents were set up giving consideration to the eligibility of persons for examination for licensure on the basis of experience in practical nursing in lieu of graduation from an accredited school.

(b) Application forms for state board examination for licensure and for licensure without examination on the basis of licensure in another state were prepared.

(c) A bulletin was prepared of general information for applicants for examination, concerning the pertinent points in the law and the provisions for eligibility for examination for licensure.

(d) A Schedule of Information to be Submitted by An Institution Applying for State Accreditation of a School of Practical Nursing was developed. The information requested in the schedule will provide data needed by the board in determining a school's readiness for a survey and will also be helpful when a survey is made. Both the Working Manual and the Schedule of Information are based on the responsibility placed upon the board by law which states the board "shall determine and formulate what constitutes an accredited course".

(e) Instructional staff record forms were prepared, same to be submitted to board office for all personnel engaged in instruction in schools of practical nursing.

A great deal of publicity has been released from the board office relative to the Act Relating to Licensed Practical Nurses and oftentimes accompanied by a copy of the Act. The following persons, organizations and agencies have been sent releases of various types: interested individuals; all Minnesota hospitals and rest homes; the Hospital Division of the State Department of Health; the State Division of Social Welfare; the State Civil Service Department; the Governor's Minnesota Advisory Committee on Nursing; the professional nurses' registries; the Minnesota Practical Nurses' Bulletin; newspapers throughout the state; the American Journal of Nursing; the Minnesota Registered Nurse (official organ of the state nursing organizations); the publication "Hospitals" of the Minnesota Hospital Association and Minnesota Medicine (official organ of the State Medical Association). The Hospital Licensing Unit of the State Department of Health has cooperated in releasing publicity regarding state board examinations to rest homes, homes for the aged and homes for chronic and convalescent patients and the Division of Public Health Nursing has cooperated in releasing publicity to all Minnesota Public Health Nurses and interested agencies. District Nurses' Associations and the Minnesota League of Nursing Education have conducted programs on practical nursing in which programs the board participated. It is interesting here to note that the Minnesota League of Nursing Education conducted a panel discussion on "Working with practical nurses in a local hospital". The orientation of practical nurses to their field of activity and their limitations are important as is the orientation of the registered nurse, the medical staff, and the auxiliary personnel to the employment of graduate practical nurses as part of the nursing service.

A local school of practical nursing gave a radio broadcast. Refresher courses for practical nurses have been conducted in various parts of this state by registered nurses.

The first Minnesota State Board examination for practical nurses was conducted on February 21, 1948 at four centers in the state, namely, St. Paul, Duluth, Mankato and Moorhead.

Number of candidates for examination	-	-	-	-	461
Number passed	-	-	-	-	424 (92%)
Number failed	-	-	-	-	37 (8%)

471 applications were accepted for examination
(10 who were eligible did not write)

8 withdrew application
28 were rejected
25 were not completed
208 applications were not returned to board office
126 more were sent letters of general information

866 Total number of practical nurses contacted by correspondence or interviewed.

The law requires that an applicant has completed at least an eighth grade course of study in a grade school or its equivalent. An applicant who is not an eighth grade graduate is required to write the eighth grade equivalence examination of the State Department of Education in which the applicant must pass four of the five subjects given in order to possess the equivalence of an eighth grade education.

Alice Barlow, practical nurse member of the board became licensed by examination, (license No. 1) thus meeting the requirement of the Act that the practical nurse serving on the board be a Licensed Practical Nurse.

The examination is conducted and scored in the board office, the State Department of Education supplying the tests and the determination of grades.

An analysis was made in the board office of the educational status and experience background of the candidates writing the first Minnesota examination for the licensure of practical nurses. It was learned that most of the candidates were engaged in institutional nursing.

The test used for the state board examinations for practical nurses is the Practical Nurse Competency Test prepared by the N.L.N.E. Department of Measurement and Guidance. The test included 300 items, one day being given to the examination. This agency by agreement of the board, provides the tests in locked metal trunks, answer sheets, and the machine scoring and reporting of results. The board supplies the electrographic pencils and pays the express one way, that is to New York. Grades are determined and assigned by the board. Before the board adopted these tests for its use, the tests were permitted to be reviewed by the board as confidential material, and state boards using these tests were contacted to learn their reactions to them. The same tests are applicable to all practical nurses including those with no formal preparation.

The reactions of the applicants to the tests with regard to their difficulty and reasonableness have been interesting; there naturally were criticisms but for the most part, the applicants considered them fair and good.

The form of application for examination for licensure and for licensure without examination of Licensed Practical Nurses of other states, were revised for the examination to be held in September 1948.

Twenty-five copies of the Working Manual have been requested by and given to individuals, hospitals, agencies that were interested in establishing a school of practical nursing.

The board concurs in the policy of the American Nurses' Association and the National League of Nursing Education regarding the establishment of programs for both basic professional and practical nursing in the same institution, namely, that there be the two schools only in rare instances where sound educational programs can be assured for both groups without sacrifice of clinical facilities and faculty personnel for one or the other. At present there are two institutions in Minnesota that carry the two programs. A recent survey by the board through a questionnaire to other states, revealed that in relation to the operation of two schools, basic professional and practical nursing in one institution, the graduate practical nurse of such school may meet with difficulty in obtaining licensure in some other states due to such practice.

Six schools have applied for the Schedule of Information to be submitted to board as an application for accreditation. Three applications for accreditation have been received, and up to June 30, 1948, surveys were made of two schools of practical nursing. The third survey will be made very shortly. A policy adopted by the board regarding surveys provides that surveys shall be made by two board members at least one of which shall be one of the members appointed for the purpose of the Act relating to Licensed Practical Nurses.

The Minnesota Nurses' Association Committee on Recruitment of students for the schools offering basic professional programs in nursing education is concerned as well in the recruitment of applicants for the practical nurse schools.

A number of conferences were held with representatives of the Division of Vocational Education, State Department of Education, concerning the curriculum and standards for schools of practical nursing, as outlined in the Working Manual, and concerning the availability of cooperation through this division with local school systems desiring to set up practical nurse programs. Upon the board's accreditation of a school of practical nursing, the school may apply to the Division of Vocational Education for the approval of the admission of eligible veterans under Public Law 346.

During the summer of 1947, the State Division of Social Welfare made licensure of their practical nurses a requirement for employment after July 1, 1948. This was modified to apply only to those practical nurses caring for Old Age Assistance patients requiring nursing service where the total cost is in excess of \$50 per month. This requirement was postponed by this agency until after the first of the year 1949, the feeling being that the February 1948 and the September 1948 State Board examinations will permit of time for these practical nurses to secure their state licensure thus relieving the situation. In some instances this is difficult because some of these practical nurses do not qualify for examination on the basis of limited experience with probably only one patient.

Office equipment and supplies have been purchased as needed, and licensure files have been set up.

The services rendered by the office staff has been splendid under the increased workload in the board office. Much credit is due them for their initiative with regard to record forms necessary in setting up the new activity in the board office.

Inasmuch as my service as Secretary Treasurer of this board is soon to terminate by reason of my resignation, I want to thank you as a board and individually for your sympathetic consideration, your tolerance and your support. I want to express my very sincere appreciation of our working relationships with the board and particularly that with Miss Collatz, with whom I have worked daily for the past ten months.

Under the able service of our Executive Secretary soon to assume her duties, together with the work of Miss Collatz, we are confident that the program of this board will prosper. This report is just the first chapter of the board's activities in relation to the program of practical nurse education in Minnesota.

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Mark H. ...
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