

## **NURSING GROUP**

30.131 The Nursing Group comprises grades which form the major component of the healthcare workforce and incumbents therein are the front-liners of the healthcare delivery. This group includes occupations concerned with giving nursing care to the sick, injured and infirm; tendering nursing advice; and performing other nursing tasks in Hospitals, Area Health Centres, Vaccination Centres and in Units such as Aids, Emergency Medical Services (SAMU) and Non-Communicable Diseases (NCD). The grades forming the Nursing Group are principally from cadres of Nursing Officer, Midwife, Community Health Nursing Officer and Nurse Educator. There are also a few other grades belonging to the group which provide assistance and auxiliary services.

### **Nurses**

30.132 In the context of this review, various representations have been made on behalf of incumbents in the nursing group by different Staff Associations. While we consider below those representations that fall within our remit, we have referred to the Ministry of Health and Quality of Life those representations that fall to be considered by Management.

30.133 Nursing Officer, the largest establishment in the nursing service, constitutes the only grade which is present in all the health care settings. As front-liners in the health care delivery whether curative or preventive, their roles are crucial. Appropriate manning levels at all times are, therefore, critical for service delivery.

30.134 It is in this context that the Bureau, after a thorough study of the representations made, came up with a series of recommendations in its 2003 PRB Report to ease the retention problems. In the same context, Government set up two task forces to look into the matter and came up with measures to reduce attrition of the nursing personnel. The task forces made several recommendations which were approved by Government.

30.135 We have, in this Report reassessed the situation and consider that the measures taken to ease the retention problems should be maintained for some time and reviewed for effective healthcare delivery.

### **Retention Allowance**

30.136 At present, Nursing Officers who have completed their bonded period and incumbents in the other grades of the cadre up to the level of Regional Nursing Administrator as well as incumbents in the Community Health Nursing Cadre are eligible to a monthly retention allowance

equivalent to two increments at the point they have reached in their salary scales irrespective of whether they are at the top of their salary scales or not. We are maintaining the payment of this allowance for the coming five years.

#### **Recommendation 40**

**30.137** We recommend that Nursing Officers who have successfully completed the bonded period as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Regional Nursing Administrators, Community Health Nursing Officers, Senior Community Health Nursing Officers and Principal Community Health Nursing Officers should continue up to 30 June 2013 to be eligible to two additional increments at the point they have reached in their salary scales irrespective of whether they are at the top of their salary scales or not, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.

**30.138** We further recommend that those officers who leave the service prior to the age of 55 should be required to refund the totality of the Retention Allowance paid to them. Those officers who retire from the service on reaching the age of 55 or thereafter should be required to refund only that part of the retention allowance which they would have earned under this scheme after reaching the age of 55.

**30.139** We additionally recommend that the authorities should consider the advisability of training the maximum number of persons that the establishment can allow for the Nursing profession in the coming years, given the demands for the profession both at home and abroad.

#### **Shift Work and Night Duty Allowance**

30.140 Nursing Staff in hospitals provide a round-the-clock service. Presently, they work on two shifts namely the day shift from 7.30 a.m to 6.00 p.m and night shift from 6.00 p.m to 7.30 a.m the next day.

30.141 With a view to curbing absenteeism and having an adequate nursing staff during the night shift, the payment of a night duty allowance was introduced in the 2003 PRB Report. At present, officers in the Nursing Group except those in the Nursing Officer Cadre and officers in the grades of Health Care Assistant (General), Midwife and Student Midwife who effectively work on night shift, are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and

0500 hours including up to a maximum of two hours lying-in period. Officers in the Nursing Cadre as well as officers in the grades of Health Care Assistant (General), Midwife and Student Midwife are, however, exceptionally paid 15% of the normal rate for eight hours in respect of the present night shift of 13½ hours. It is reported that this incentive has a positive effect and we are, therefore, maintaining same, but reviewing the rate.

#### **Recommendation 41**

**30.142 We recommend that officers in the Nursing group who effectively work on night shift be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.**

**30.143 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 17.5% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre and officers in the grades of Health Care Assistant (General), Senior Midwife *formerly Community Midwife*, Midwife and Student Midwife.**

#### **Night Attendance Bonus**

30.144 To address the acute problem of absenteeism during the night, as reported by the Ministry of Health and Quality of Life and to further motivate employees who work on night shifts, the High Powered Committee recommended the payment of a monthly night attendance bonus in addition to the Night Duty Allowance to Nursing Students, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives and Health Care Assistants (General) provided that they attend duty on all scheduled night shifts during the month. We are maintaining the night attendance bonus but with a revised quantum.

#### **Recommendation 42**

**30.145 We recommend the payment of a monthly Night Attendance Bonus up to 30 June 2013, in addition to the Night Duty Allowance, to officers in the grades as listed below provided they attend duty on all scheduled night shifts during the month.**

<u>Grade</u>	<u>Quantum of Allowances</u>
<b>Nursing Student</b>	<b>Rs 240</b>
<b>Nursing Officer:</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 480</b>
<b>Over 10 yrs' service</b>	<b>Rs 600</b>
<b>Charge Nurse:</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 600</b>
<b>Over 10 yrs' service</b>	<b>Rs 720</b>
<b>Nursing Supervisor:</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 720</b>
<b>Over 10 yrs' service</b>	<b>Rs 900</b>
<b>Midwife:</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 300</b>
<b>Over 10 yrs' service</b>	<b>Rs 420</b>
<b>Senior Midwife:</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 420</b>
<b>Over 10 yrs' service</b>	<b>Rs 600</b>
<b>Health Care Assistant (General):</b>	
<b>Up to 10 yrs' service</b>	<b>Rs 270</b>
<b>Over 10 yrs' service</b>	<b>Rs 390</b>

#### **Bank Nurses**

30.146 To palliate the shortage of Nursing Staff, a Bank Nurse Scheme (in service) and an external Bank Nurse Scheme were introduced. Under the

Bank Nurse Scheme (in service), serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors, Nursing Administrators and Haemodialysis Officers are employed on sessional basis in Government Health Institutions whereas under the external Bank Nurse Scheme, Registered Nurses and qualified Midwives not in the Government Service are employed. They all operate at the level of Nursing Officer against payment of a uniform allowance of Rs 475 per session of four hours on Weekdays, Sundays and Public Holidays.

30.147 Given the present situation, we consider that both the 'in service' and 'external' schemes should continue. We are, therefore, revising the allowance.

### **Recommendation 43**

**30.148 We recommend that the allowance payable to serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors, Nursing Administrators and Haemodialysis Officers who work on sessional basis under the Bank Nurse Scheme (in service) and Registered Nurses and qualified Midwives from outside the Government Health Service but employed on a temporary basis to work on sessions in Government Health Institutions, be revised to Rs 570 per session of four hours on Weekdays, Sundays and Public Holidays.**

### **Allowances to Nursing Officers posted in the Emergency Medical Services Units**

30.149 Nursing Officers posted in the Emergency Medical Services Units (SAMU) are granted a monthly allowance of Rs 530 in view of the extraneous duties that they have to perform. Over and above this allowance, the seniormost Nursing Officer is also paid an additional allowance of Rs 265 for organising work and preparing appropriate roster, taking charge of and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instrument. We are maintaining the allowance but revising the quantum.

### **Recommendation 44**

**30.150 We recommend that the monthly allowance payable to Nursing Officers posted in the SAMU for performing extraneous duties, be revised to Rs 635 and the allowance payable to the seniormost Nursing Officer for organising work and preparing roster, taking charge of**

**and controlling drugs, dressings, instruments and equipment and ensuring maintenance of equipment and instrument be revised to Rs 320.**

**Allowance to Charge Nurses and Nursing Officers posted at the Accident and Emergency Department for performing duties of ECG Technician at night**

30.151 ECG Technicians provide electrocardiogram services to patients during normal working hours. Emergency cases outside normal working hours at the Accident and Emergency Department are dealt with by Charge Nurses and Nursing Officers against payment of an allowance of Rs 100 per night. We are maintaining the allowance but revising the quantum.

**Recommendation 45**

**30.152 We recommend that Charge Nurses and Nursing Officers posted at the Accident and Emergency Department and who are called upon to perform the duties of ECG Technician in the Accident and Emergency Department at night should be paid an allowance of Rs 120 per night.**

**Allowance to Nursing Officers posted at the Hyperbaric Medicine Unit**

30.153 The Hyperbaric Medicine Unit has been operational since March 2004 at the Victoria Hospital. Its primary aim is to treat diving accident patients (decompression sickness). The Unit also attends to non-diving accident patients (emergency cases) like near hanging, sudden deafness and carbon monoxide poisoning cases coming for treatment. Consequently, Nursing Officers posted at this Unit have to attend to these cases. Generally, the duration of the session varies from one to eight hours.

30.154 It is submitted that during the treatment in a Hyperbaric chamber, the officer accompanying the patient inside the chamber has to bear the prevailing conditions though he is not sick. During the process, there can be outburst of fire and possibility of bleeding and joints pain may occur.

30.155 The Nursing Officers posted at the Hyperbaric Medicine Unit normally work from 7.30 a.m to 6.00 p.m on weekdays and from 7.30 a.m to noon on Saturdays, but they are required to be on call to attend to emergencies. When they are required to work over and above their normal working hours, they are paid an overtime allowance.

30.156 We are, in this Report, reviewing the present arrangements and providing henceforth, for the payment of an all-inclusive monthly

allowance to cater for attending patients both during and beyond normal working hours.

#### **Recommendation 46**

**30.157 We recommend the payment of an all-inclusive monthly allowance of Rs 1500 to Nursing Officers posted at the Hyperbaric Medicine Unit for the treatment of diving accident patients and other relevant emergencies both within and beyond normal working hours.**

#### **Allowance for Answering Calls on the Hotline at the Aids Unit**

30.158 An all-inclusive allowance of Rs 420 per week is paid to Nursing Officers posted at the Aids Unit and who are required to answer calls and provide information on the hotline from 1600 hours to 2200 hours during weekdays, from 1200 hours to 2200 hours on Saturdays and from 0900 hours to 2200 hours on Sundays and Public Holidays. As this arrangement will continue to exist, we are maintaining the allowance and revising the quantum.

#### **Recommendation 47**

**30.159 We recommend that the all-inclusive weekly allowance payable to Nursing Officers posted at the Aids Unit for answering calls and providing information on the hotline from 1600 hours to 2200 hours during weekdays, from 1200 hours to 2200 hours on Saturdays and from 0900 hours to 2200 hours on Sundays and Public Holidays be revised to Rs 505.**

#### **Student Nurse**

30.160 Student Nurses are required to follow a three year course at the School of Nursing. Upon successful completion of their training, they are awarded a General Certificate in Nursing.

#### **Recommendation 48**

**30.161 We recommend that the Ministry of Health and Quality of Life considers the advisability of running and awarding a Diploma in Nursing instead of a General Certificate in Nursing to Student Nurses on successful completion of their three year training. It is understood that the syllabus would have to be revamped in consonance with the Diploma.**

#### **Allowance to Student Nurses who are working on shift**

30.162 A monthly allowance of Rs 450 is paid to Student Nurses scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays. They are also drawing a night shift allowance as recommended at paragraph 30.141.

#### **Recommendation 49**

**30.163 We recommend that the monthly allowance payable to Student Nurses scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays be revised to Rs 600. They should also continue to be paid the night shift allowance as recommended at paragraph 30.143.**

#### **Allowance to Nursing Officers posted at Dr Yves Cantin Community Hospital**

30.164 It is reported that the catering facility at the Dr Yves Cantin Community Hospital is still not available. Nursing Officers who are posted at this hospital and are required to perform night shift and continue to work the following day from 9.00 a.m to 4.00 p.m (i.e. three continuous shifts - a day shift, a night shift and a day shift) are, at present, paid an all-inclusive allowance of Rs 160. This allowance is also paid to Nursing Officers posted at the neighbouring Community Health Centres who are called upon to perform night duty at the Dr Yves Cantin Community Hospital provided the night duty is preceded and followed by day duty. This present arrangement is suitable and we are, therefore, revising the allowance.

#### **Recommendation 50**

**30.165 We recommend that the all-inclusive allowance payable to Nursing Officers posted at Dr Yves Cantin Community Hospital and to Nursing Officers posted at the neighbouring Community Health Centres who are called upon to do night duty at the Dr Yves Cantin Community Hospital after a normal day shift and which is followed by day duty be revised to Rs 185 provided that they continuously work for three shifts i.e. a day shift, a night shift and a day shift.**

#### **Allowance for Performing Administrative Duties in respect of Dead Body Received/Delivered at the Mortuary**

30.166 In the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services), the administrative duties in respect of dead body received/delivered at the Mortuary (before 0900 hours and after 1600 hours) are undertaken by members of the Nursing Staff. They

are paid an allowance of Rs 50 for the administrative duties in connection with each dead body received/delivered at the Mortuary.

30.167 Given that the present arrangement is convenient, we are maintaining the allowance but revising the quantum.

#### **Recommendation 51**

**30.168 We recommend that the allowance payable to the Nursing Staff for performing administrative duties in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services) should be Rs 60.**

#### **Allowance to Nursing/Midwifery Staff Posted in Agalega Islands**

30.169 Nurses qualified in Midwifery are unwilling to serve on a tour of service in Agalega Islands on the ground that such posting disrupts their family life. The Ministry has lately encountered much difficulty for the replacement of these officers on completion of their tour of service in Agalega Islands. Community Health Nursing Officers who are qualified in Midwifery have expressed the wish to proceed on a tour of service in Agalega Islands. To address this issue, we are making appropriate recommendations below, in addition to the general recommendations on the whole issue of posting in the outer islands at Chapter 22 of Volume I of this Report.

#### **Recommendation 52**

**30.170 We recommend that consideration be also given to officers of the Nursing Group who are qualified in Midwifery to serve on a tour of service in Agalega Islands.**

30.171 A monthly allowance of Rs 3240 is paid to Male Nursing Officers as well as to Nursing Officers qualified in Midwifery, Female Charge Nurses and Community Midwives posted in Agalega Islands for providing round-the-clock coverage and for performing work over and above their normal working hours. We are maintaining the payment of this allowance while revising the quantum. We are also extending this allowance to all officers who are qualified in Midwifery within the Nursing Group when posted in Agalega Islands.

#### **Recommendation 53**

**30.172 We recommend that a monthly allowance of Rs 4050 be paid to Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives formerly**

**Community Midwives and officers who are qualified in Midwifery in other grades within the Nursing Group posted in Agalega Islands for providing a 24-hour coverage and effectively performing work over and above their normal working hours.**

#### **In-Attendance Allowance to Nursing Officers and Charge Nurses at Renal Dialysis Unit**

30.173 The Renal Dialysis Unit functions from 7.00 a.m to 9.00 p.m on weekdays and public holidays, but the normal hours of work of staff posted at the Renal Dialysis Unit is 7.00 a.m to 5.00 p.m. However, Nursing Officers and Charge Nurses are being called upon to put in extra hours of work against payment of overtime allowance. Renal dialysis is carried out to deal with emergency cases for saving life and to prevent further complications to patients up till 9.00 p.m or even later. We are making provision for an In-Attendance Allowance for the Nursing Officers and Charge Nurses who are required to work beyond 5.00 p.m.

#### **Recommendation 54**

**30.174 We recommend that Nursing Officers and Charge Nurses who are required to work beyond their normal working hours and up to 9.00 p.m at the Renal Dialysis Unit should be paid an In-Attendance Allowance of Rs 250 and Rs 380 respectively.**

#### **Scheme of Service of Nursing Officer**

30.175 Nursing Officers posted at the Community Health Centres (CHC) have to advise and educate the Community on various health issues such as diets, habits, proper sanitation, sexually transmitted diseases and prevention of non-communicable diseases. Additionally, they perform dispensing duties and maintain records of patients. The non nursing duties carried out by the Nursing Officers posted at the CHC are of regular occurrence and therefore, are considered as part and parcel of their role. We are, in this regard, amending the scheme of service to include these duties.

#### **Recommendation 55**

**30.176 We recommend that the scheme of service of the grade of Nursing Officer should be amended to include non nursing duties performed at Community Health Centres. This element has been taken into consideration in arriving at the salary scale recommended for the grade.**

#### **Head, School of Nursing (New Grade)**

30.177 The Schools of Nursing provide the necessary courses to allow the Nursing staff to meet the growing challenges in the Health Sector. The two Schools of Nursing located at the Victoria Hospital and SSR National Hospital provide, *inter alia*, courses in Mental Health, Nursing, Midwifery, General Nursing, Clinical Nursing Management and Ward Administration, Hospital Nursing Administration/Management, First Aid, Community Health Nursing, Anatomy, Physiology and Psychology.

30.178 At present, the management of the two schools rests with the Principal Nurse Educator who is assisted by the Senior Nurse Educators, Senior Midwife Educators, Nurse Educators and Midwife Educators. It has been represented that, for better coordination and supervision of the entire activities of the schools, it is necessary to have a proper structure with responsible officer at the apex.

### **Recommendation 56**

**30.179 We recommend the creation of a grade of Head, School of Nursing. Appointment thereto should be made by selection from among officers not below the grade of Senior Nurse Educator holding a substantive appointment and reckoning at least eight years' of teaching experience at the School and possessing a Degree in Nursing together with a postgraduate qualification.**

30.180 Incumbent would be responsible for the day-to-day running of the schools and would be required; *inter alia*, to enhance Nursing Education at all levels; ascertain that examinations are properly and effectively conducted; assess the quality of teaching by attending to lectures given by the tutorial staff and offer appropriate critiques with a view to enhancing Nursing Education.

### **Health Care Assistant (General)**

30.181 Officers in the grade of Health Care Assistant (General) provide assistance to nursing personnel in attending to the basic needs of patients and support Psychiatric Nurses. They also help other health care professionals in the implementation of the Non-Communicable Diseases programme.

30.182 With the extension of the Ayurvedic Services and due to a shortage of dispensing staff, Health Care Assistants (General) have been nominated to follow an in-service training course in Ayurvedic medicine. Some Health Care Assistants (General) have also been following training in Nutrition and Diet Therapy to enable them to assist the Nutritionist and to perform duties relating to Nutrition Counselling and Diet Therapy. Health Care Assistants (General) are also assisting blood bank staff in mobile blood

collection organised by the Blood Transfusion Service. We are, therefore, amending the scheme of service of Health Care Assistant (General) to include the foregoing tasks which, the Ministry submits, are operationally and in practice related to their roles depending upon their postings.

### **Recommendation 57**

**30.183 We recommend that the scheme of service of the grade of Health Care Assistant (General) should be amended to include checking of blood pressure; reading of glucometer; participating in health education/counselling on physical exercises, HIV/AIDS, Diet and Nutrition; assisting Blood Bank Officers in mobile blood collection and assisting Dispensers in the dispensing of Ayurvedic medicine. These elements have been taken into account in arriving at the salary scale recommended for the grade.**

### **AIDS Unit**

30.184 The Acquired Immune Deficiency Syndrome (AIDS) Unit at the Ministry of Health and Quality of Life is the main technical unit for Human Immunodeficiency Virus (HIV) and AIDS in Mauritius. It provides care and support to people with HIV/AIDS, including anti-retroviral treatment and counselling. It is also responsible for the coordination of the implementation of projects, programmes and activities related to HIV/AIDS.

30.185 With the rising rate of HIV/AIDS cases, the activities related to prevention and care are also increasing. In this regard, the Ministry of Health and Quality of Life has made submissions for the setting up of a Harm Reduction Section. This section will be responsible for the Needle Exchange Programme and Methadone Substitution Therapy.

30.186 At present, the AIDS Unit is serviced by officers in the grades of AIDS Coordinator, AIDS Physician and AIDS Education Nurse. To cope with the increasing volume, complexity and diversity of work at the Unit, we are strengthening the structure at the support level as well. We are also restyling the grade of AIDS Education Nurse to reflect the nature of duties being performed.

### **Recommendation 58**

**30.187 We recommend that the grade of AIDS Education Nurse be restyled Specialised AIDS Nurse.**

### **Senior Specialised AIDS Nurse (New Grade)**

### **Recommendation 59**

**30.188** We recommend the creation of a grade of Senior Specialised AIDS Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Specialised AIDS Nurse formerly AIDS Education Nurse reckoning at least five years' service in a substantive capacity.

30.189 Senior Specialised AIDS Nurse would, *inter alia*, be responsible to train officers of different Ministries and members of NGOs in counselling and prevention of HIV/AIDS; supervise infection control in all public health institutions; supervise and monitor the Needle Exchange Programme and submit reports as and when required by the Head AIDS Unit.

### **Specialised AIDS Assistant (New Grade)**

#### **Recommendation 60**

**30.190** We recommend the creation of a grade of Specialised AIDS Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity.

30.191 Job incumbent would be required, among others, to schedule appointment of patients at respective centres; assist in counselling of patients on HIV and AIDS; participate in awareness and sensitisation campaign and prepare and distribute Harm Reduction equipment (Needles and Syringes).

### **Harm Reduction Section**

30.192 With a view to improving the services provided by the AIDS Unit, the Harm Reduction Section is being set up and we are providing for a three level structure to service the unit.

### **Harm Reduction Nurse (New Grade)**

#### **Recommendation 61**

**30.193** We recommend the creation of a grade of Harm Reduction Nurse. Appointment thereto should be made by selection from among Registered Nurses reckoning at least 10 years' experience in a substantive capacity.

30.194 Appointee would, among others, be required to conduct group psychotherapy and counsel patients; indent and administer dangerous drugs including Methadone; ensure the proper dispatch of Methadone prescription forms to all hospitals and methadone dispensing units;

organise and assist Dietician, Psychologist, Social Workers and AIDS Unit Staff during their visit to patients.

### **Senior Harm Reduction Nurse (New Grade)**

#### **Recommendation 62**

**30.195** We recommend the creation of a grade of Senior Harm Reduction Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Harm Reduction Nurse reckoning at least five years' service in a substantive capacity.

30.196 The Senior Harm Reduction Nurse would be required, *inter alia*, to ensure that Methadone and other drugs are properly administered to patients; manage assessment of patients; organise regular visits of Dietician, Psychologist, Social Workers and AIDS Unit staff and ensure proper dispatch of Methadone prescription forms to all hospitals and methadone dispensing units.

### **Harm Reduction Assistant (New Grade)**

#### **Recommendation 63**

**30.197** We recommend the creation of a grade of Harm Reduction Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity.

30.198 The Harm Reduction Assistant would be required, *inter alia*, to prepare patients' folders for admission and OPD; assist patients in occupational therapy and in screening programmes; and prepare and distribute Harm Reduction equipment (Needles and Syringes).

### **NON COMMUNICABLE DISEASES AND HEALTH PROMOTION UNIT**

30.199 Health promotion is of utmost importance in the community as it helps to prevent secondary and tertiary complications in non-communicable diseases, improve health eating habit and inculcate the importance of exercise.

30.200 In view of the Ministry's commitment for a healthy population and to reduce the budget for the curative services, the Non-Communicable Diseases (NCD) and Health Promotion Unit is being restructured and would be headed by a Director assisted by a Deputy Director, both Medical Officers. At present, the Unit is serviced by officers in the Community Health Development Motivator Cadre, Community Health Rehabilitation

Officer Cadre, Community Health Care Officer Cadre, Nutritionist Cadre and officers in the grade of Podiatrist.

- 30.201 Activities in the Health Promotion Section are being carried out by the Health Promotion Coordinator, who is assisted by Community Health Development Motivators and Community Health Development Organiser which post is currently vacant. To strengthen the structure, we are making provision for a new grade of Health Promotion Officer/Senior Health Promotion Officer.

### **Health Promotion Officer/Senior Health Promotion Officer (New Grade)**

#### **Recommendation 64**

- 30.202 We recommend the creation of a grade of Health Promotion Officer/Senior Health Promotion Officer. Appointment thereto should be made by selection from among officers in the grade of Nursing Officer reckoning at least 10 years' service in a substantive capacity and having followed a relevant Diploma Course after obtaining the General Certificate in Nursing.**

- 30.203 Incumbent would, among others, assist the Health Promotion Coordinator in the organisation of NCD Screening, School Health Screening, Physical activity and other health promotion activities; supervise the work of officers involved in health promotion activities; monitor health promotion activities, collect data and submit reports and liaise with NGOs for the organisation of health promotion activities.

- 30.204 With the on-going reforms in the Health Sector and in order to further support the decentralisation of NCD and Health Promotion Service, there is need for a proper structure for coordinating and monitoring the implementation of projects, programmes and activities. In this context, we are making provision for a three level structure.

### **Health Promotion Nurse (New Grade)**

#### **Recommendation 65**

- 30.205 We recommend the creation of a grade of Health Promotion Nurse. Appointment thereto should be made by selection from among officers in the grade of Nursing Officers reckoning at least 10 years' experience in a substantive capacity and having experience in NCD and Health Promotion activities.**

- 30.206 Incumbent would, *inter alia*, carry out clinical activities pertaining to NCD Screening Programme at workplace, school and in the community;

assist in the practical training of subordinate staff and carry out inspection of foot in diabetic patients and provide nursing care as appropriate.

### **Senior Health Promotion Nurse (New Grade)**

#### **Recommendation 66**

**30.207 We recommend the creation of a grade of Senior Health Promotion Nurse. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Health Promotion Nurse reckoning at least five years' service in a substantive capacity.**

30.208 Senior Health Promotion Nurse would be required, among others, to supervise the Health Promotion Nurse and Health Promotion Assistant; be responsible for the inventory of equipment and consumables for screening activities; supervise and perform technical nursing procedure and liaise with NCD Coordinators for follow up of patients referred for treatment and further management.

### **Health Promotion Assistant (New Grade)**

#### **Recommendation 67**

**30.209 We recommend the creation of a grade of Health Promotion Assistant. Appointment thereto should be made by selection from among officers in the grade of Health Care Assistant (General) reckoning at least five years' service in a substantive capacity and having experience in NCD and Health promotion activities.**

30.210 Incumbent in the grade would be required, among others, to assist in clinical activities pertaining to NCD Screening Programme at workplace, school and in the community; liaise with patients referred from screening sites for treatment and further management and assist in activities pertaining to Health Promotion Programme at workplace, school and in the community.

### **Community Midwife Cadre**

30.211 Midwifery is practised in hospitals and the community. It is a distinct profession with its unique skill and body of knowledge. Midwives give care, supervision and advice to women and their families throughout pregnancy and early motherhood. However, over the years, there has been an evolution in Gynaecology issues as:

- (i) the number of women attending Area Health Centres/Community Health Centres for Midwifery services has decreased whereas the

number of attendances for Antenatal and Gynae Clinics in hospitals has been increasing;

- (ii) pregnant women attending Area Health Centres/Community Health Centres are being examined and followed by a doctor, and as a result, the role of the Midwife is reduced considerably; and
- (iii) some activities are being undertaken by other grades resulting in duplication of work.

30.212 In view of the decreased role and activities of officers in the Community Midwife Cadre, the need is felt to review its structure such that the services of qualified officers in Midwifery be used effectively and efficiently both in the community and in health delivery services in hospitals. We are, therefore, restyling the grades in the Community Midwife Cadre.

**Recommendation 68**

**30.213 We recommend that:**

- (a) **the Community Midwife Cadre be restructured and the grades be restyled as follows:**

<b>Midwife</b>	<b>Community Midwife</b>	<b>to</b>	<b>Senior</b>
<b>Midwife</b>	<b>Senior Community Midwife</b>	<b>to</b>	<b>Principal</b>
	<b>Principal Community Midwife</b>	<b>to</b>	<b>Chief Midwife</b>

- (b) **the Senior Midwife *formerly Community Midwife* be posted in hospitals and be required to work on shift to provide round-the-clock service. This element has been taken into consideration in arriving at the salary recommended for the grade. However, we are making provisions for personal salary scale to holders in post as at 30 June 2008 who do not wish to work on shift.**
- (c) **the Senior Midwife *formerly Community Midwife* should on implementation of the shift system be granted three additional increments on conversion.**
- (d) **Senior Midwife *formerly Community Midwife* should be eligible to the Night Duty Allowance and Night Attendance**

**Bonus as recommended at paragraphs 30.143 and 30.145 respectively.**

- (e) The Principal Midwife formerly Senior Community Midwife and the Chief Midwife formerly Principal Community Midwife should work both in hospitals and the community to meet the operational needs of the Midwifery Unit. This element has been taken into account in arriving at the salary scales recommended.**

### **Student Midwife**

30.214 At present, Student Midwives are enlisted from among candidates possessing the Cambridge School Certificate or GCE 'O' Level with passes in five subjects including English Language and are required to follow two-years' training. Upon successful completion of the training, they are awarded a Certificate and are appointed to the grade of Midwife as and when vacancies occur. In view of the reorganisation of the Community Midwife Cadre, we are reviewing the entry qualification requirements for enlistment as Student Midwife.

30.215 Union members have made representations that the duration of the training course for student midwife should be three years instead of two. The Ministry of Health and Quality of Life is agreeable to this proposal. We are, therefore, making appropriate provision in this regard.

### **Recommendation 69**

- 30.216 (a) We recommend that, in future, Student Midwife should be enlisted from among candidates possessing the Cambridge School Certificate with credit in five subjects including at least a pass in either Human Biology or Human and Social Biology or Chemistry or Physics.**
- (b) We further recommend that the Ministry of Health and Quality of Life considers the advisability of introducing a three-year training course for Student Midwife.**

### **Allowance to Student Midwife who are working on shift**

30.217 Student Midwife scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays is paid a monthly allowance of Rs 450. We are revising the allowance.

### **Recommendation 70**

**30.218 We recommend that the monthly allowance paid to Student Midwife scheduled to work on shift, i.e at night, on Saturday afternoons, on Sundays and Public Holidays be revised to Rs 600.**

**Risk Allowance**

30.219 Officers in certain grades in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts are paid a risk allowance equivalent to one increment at the initial of the salary scale. We are maintaining the present arrangement and revising the quantum of the allowance.

30.220 Occupational Therapy Assistants, *inter alia*, help in conducting activities for patients in Psychiatric Hospital and also assist in the rehabilitative treatment of patients in Regional and Psychiatric Hospitals. The Occupational Therapy Assistants are required to be in constant contact with patients in the Psychiatric Hospital. In view of the above, we are providing for the payment of a Risk Allowance to this grade as well.

**Recommendation 71**

**30.221 We recommend the payment of a risk allowance equivalent to one and a half (1½) increments at the initial of the salary scale to officers in the grades of Nursing Officer, Nursing Officer (Psychiatric), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric), Ward Manager (Male), Ward Manager (Female), Occupational Therapy Assistant working in Psychiatric Hospital and Health Care Assistant (General) posted at the Brown Sequard Mental Health Care Centre and Poudre D’Or Hospital working in constant contact with mental patients, TB patients and drug addicts.**

**Shift/Roster/Staggered**

30.222 Employees in the grades listed below work either on shift or at staggered hours. This element has been taken into consideration in the determination of the recommended salaries.

<b>Shift</b>	<b>Staggered</b>
Haemodialysis Officer	Blood Bank Assistant
Health Care Assistant (Haemodialysis)	Blood Bank Officer
Health Care Assistant (General)	Senior Blood Bank Officer

Midwife	Specialised Aids Nurse <i>formerly Aids Education Nurse</i>
Senior Midwife <i>formerly Community Midwife</i>	Senior Specialised Aids Nurse (New Grade)
Nursing Officer	
Nursing Officer (Psychiatric)	
Charge Nurse (Male)	
Charge Nurse (Female)	
Charge Nurse (Psychiatric) (Male)	
Charge Nurse (Psychiatric) (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	
Permanencier/Senior Permanencier <i>formerly Permanencier</i>	

### **Refund of Vacation and Casual Leave**

30.223 Up to 30 June 2008, officers of the Nursing Officer cadre were allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. Such leave may be taken as leave prior to retirement. If these officers choose to work during the excess accumulated leave, they are refunded the accumulated vacation leave and casual leave at the rate of 1/30 of their last monthly salary per day at the time of retirement. We are maintaining this provision.

### **Recommendation 72**

**30.224 We recommend that officers of the Nursing Officer cadre be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken, for the period 01 July 2008 to 30 June 2013. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, these officers should be refunded the**

**accumulated vacation leave and casual leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**Compensation for work on Public Holidays falling on Night Shift**

30.225 We have made recommendations at paragraph 18.5.55(c) of Volume I of this Report for appropriate compensation to an officer who work on a shift or roster covering part of a Public Holiday and part of a normal working day.

30.226 The Unions have made representations that the handing over time at the end of a shift and the start of a new one should be considered as effective working hours for the purpose of determining the compensation or granting of day's off. In this regard, we are making appropriate provision.

**Recommendation 73**

**30.227 We further recommend that the handing over time up to a maximum of 30 minutes should be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
09 72 81	<p style="text-align: center;"><b>NURSING GROUP</b></p> <p><b>Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000</b></p> <p>Director Nursing</p> <p style="text-align: center;"><i>formerly Chief Nursing Officer</i></p>
09 67 77	<p><b>Rs 40000 x 1250 – 50000 x 1500 – 53000</b></p> <p>Deputy Director Nursing</p> <p style="text-align: center;"><i>formerly Deputy Chief Nursing Officer</i></p>
09 63 75	<p><b>Rs 35000 x 1250 – 50000</b></p> <p>Regional Nursing Administrator</p>

Salary Code	Salary Scale and Grade
09 59 71	<p><b>Rs 30000 x 1250 – 45000</b></p> <p>Nursing Administrator (Male) Nursing Administrator (Female)</p>
09 53 65	<p><b>Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500</b></p> <p>Nursing Supervisor (Male) Nursing Supervisor (Female)</p>
09 48 61	<p><b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b></p> <p>Ward Manager (Male) Ward Manager (Female)</p>
09 43 57	<p><b>Rs 18400 x 600 – 23200 x 800 – 28000</b></p> <p>Charge Nurse (Male) Charge Nurse (Female)</p>
09 28 53	<p><b>Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800</b></p> <p>Nursing Officer</p>
09 16 18	<p><b>Rs 9200 x 200 – 9600</b></p> <p>Student Nurse</p>
09 58 75	<p><b>Rs 29000 x 1000 – 30000 x 1250 – 50000</b></p> <p>Senior/Principal Health Economist</p>
09 48 67	<p><b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b></p> <p>Health Economist</p>
09 67 77	<p><b>Rs 40000 x 1250 – 50000 x 1500 – 53000</b></p>

Salary Code	Salary Scale and Grade
09 62 73	Head of School of Nursing (New Grade) <b>Rs 33750 x 1250 – 47500</b>
	Principal Nurse Educator
09 57 69	<b>Rs 28000 x 1000 – 30000 x 1250 – 42500</b>
	Senior Nurse Educator
09 50 63	<b>Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000</b>
	Nurse Educator
09 57 69	<b>Rs 28000 x 1000 – 30000 x 1250 – 42500</b>
	Senior Midwife Educator
09 50 63	<b>Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000</b>
	Midwife Educator
	Principal Community Health Nursing Officer
09 47 60	<b>Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</b>
	Senior Community Health Nursing Officer
09 41 57	<b>Rs 17200 x 600 – 23200 x 800 – 28000</b>
	Community Health Nursing Officer
09 48 61	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b>
	Haemodialysis Supervisor

Salary Code	Salary Scale and Grade
09 28 53	<p><b>Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800</b></p> <p>Haemodialysis Officer</p>
09 19 48	<p><b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b></p> <p>Health Care Assistant (Haemodialysis)</p>
09 47 61	<p><b>Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b></p> <p>Chief Midwife <i>formerly Principal Community Midwife</i></p>
09 44 58	<p><b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b></p> <p>Principal Midwife <i>formerly Senior Community Midwife</i></p>
09 38 55	<p><b>Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400</b></p> <p>Senior Midwife <i>formerly Community Midwife</i></p>
09 36 52	<p><b>Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</b></p> <p>Senior Midwife (Personal) <i>formerly Community Midwife</i></p>
09 24 50	<p><b>Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600</b></p> <p>Midwife</p>
09 16 18	<p><b>Rs 9200 x 200 – 9600</b></p> <p>Student Midwife</p>
09 48 61	<p><b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b></p>

Salary Code	Salary Scale and Grade
09 43 57	Ward Manager (Psychiatric) (Male) Ward Manager (Psychiatric) (Female)  <b>Rs 18400 x 600 – 23200 x 800 – 28000</b>  Charge Nurse (Psychiatric) (Male) Charge Nurse (Psychiatric) (Female)
09 28 53	<b>Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800</b>  Nursing Officer (Psychiatric)
09 48 61	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b>  Senior Specialised Aids Nurse (New Grade)
09 43 57	<b>Rs 18400 x 600 – 23200 x 800 – 28000</b>  Specialised Aids Nurse <i>formerly Aids Education Nurse</i>
09 31 51	<b>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b>  Specialised Aids Assistant (New Grade)
09 48 61	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b>  Senior Harm Reduction Nurse (New Grade)
09 43 57	<b>Rs 18400 x 600 – 23200 x 800 – 28000</b>  Harm Reduction Nurse (New Grade)
09 31 51	<b>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b>

Salary Code	Salary Scale and Grade
09 43 57	Harm Reduction Assistant (New Grade)  <b>Rs 18400 x 600 – 23200 x 800 – 28000</b>
09 48 61	Health Promotion Officer/Senior Health Promotion Officer (New Grade)  <b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b>
09 43 57	Senior Health Promotion Nurse (New Grade)  <b>Rs 18400 x 600 – 23200 x 800 – 28000</b>  Health Promotion Nurse (New Grade)

Salary Code	Salary Scale and Grade
09 31 51	<b>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b>  Health Promotion Assistant (New Grade)
09 46 58	<b>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b>  Senior Blood Bank Officer
09 33 55	<b>Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b>  Blood Bank Officer
09 18 48	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b>

Salary Code	Salary Scale and Grade
09 31 51	Blood Bank Assistant  <b>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b>
09 19 48	Permanencier/Senior Permanencier <i>formerly Permanencier</i>  <b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b>
09 31 51	Health Care Assistant (General)  <b>Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b>
09 17 46	Senior Occupational Therapy Assistant  Senior Physiotherapy Assistant  <b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b>
09 43 57	Occupational Therapy Assistant  Physiotherapy Assistant  <b>Rs 18400 x 600 – 23200 x 800 – 28000</b>  Podiatrist