

## Proposed Amendments in Nursing Service Structure

The following amendments to nursing service structure were incorporated in line with BOG minutes in 85<sup>th</sup> board meeting.

### Background:

Table I-IV show data regarding, age, experience, qualification and proposed posts according to five tier approved formula by health department.

<b>Table I: Experience of Nurses</b>				
Experience Range	BPS-16/CPS-4		BPS -17/CPS-5	
	Frequency	%	Frequency	%
0.1-5	295	61	4	18
5.1-10	48	10	4	18
10.1-15	41	8	1	5
15.1-20	44	9	3	14
20.1-25	56	12	10	45
<b>Total</b>	<b>484</b>		<b>22</b>	

Table I shows that 61% of registered nurses having experience of upto 5 years and 12 % from 20-25 years. Similarly, 45% of the head nurses having experience from 20.1- 25 years.

<b>Table II: Age of Nurses</b>				
Age Range	BPS-16/CPS-4 (Registered Nurse)		BPS -17/ CPS-4 (Head Nurse etc)	
	Frequency	%	Frequency	%
22-25	18	4	0	0
26-30	160	33	0	0
31-35	95	20	3	14
36-40	75	15	0	0
41-45	59	12	0	0
46-50	48	12	10	45
51-55	14	4	8	36
56>	0		1	5
	<b>484</b>		<b>22</b>	

**Table II**, shows that 33% of RN are between 26-30 years; similarly, 45 % of the head nurses are between age 46-50.

In terms of education that 33% registered nurses (BPS-16) are in process of Post RN BSN, 25% completed BSN and 43% are diploma holder. Similarly, 86% of head nurses completed BSN and 14% are diploma holder.

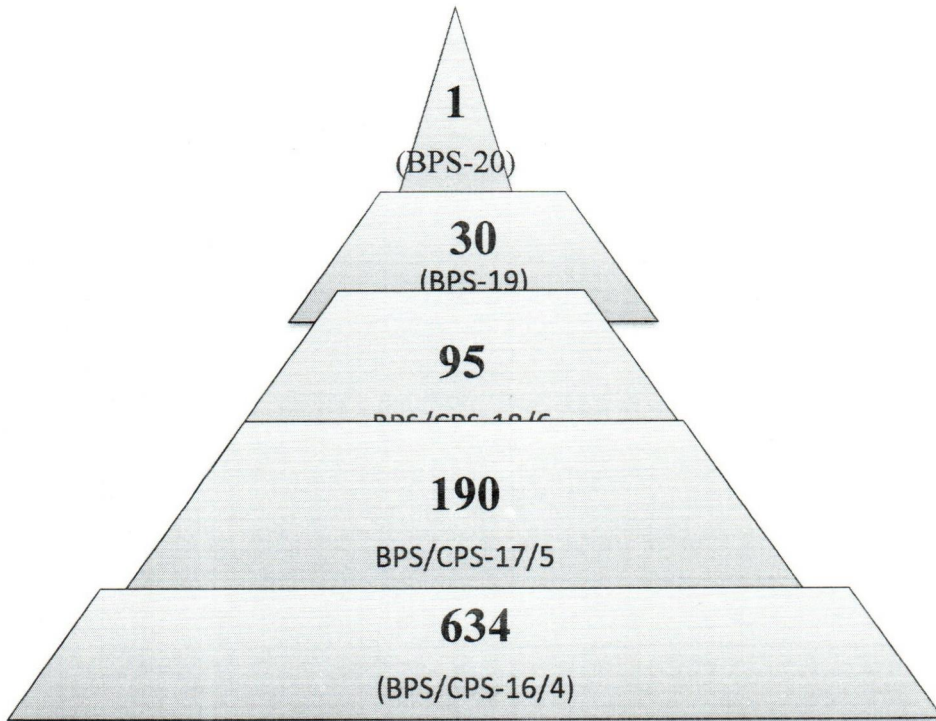
Data from table II & III show that 16% (62) of registered nurses are above 45 years and among them 07 are pursuing their Post RN BSN or equivalent degree, 21 have completed BSN or equivalent and 34 are diploma holders. Similarly, 81% of the head nurses, nursing manager, nursing superintendents are above 45 and among them 86% are BSN or equivalent degree holder. Moreover, 14 registered nurses are above 50 and 6 of them are degree holders. Similarly, 9 of the head nurses, nursing manager, nursing superintendents are above 50 and among them 80% are BSN or equivalent degree holder.

**Five Tier Formulas for Nurses Promotion Health Department, KPK (2018) and Financial Implications**

The number of nurses in different grade/scale as per five tier formula of health department. The finance department KPK through letter # SO(FROFO/7-3/2018/23262 dated October 28<sup>th</sup>, 2018 approved the five tier formula for the promotion of nurses working in health department at the rate 0.2% for BPS-20, 4.8% for BPS-19, 15% for BPS 18, 30% for BPS 17 and the remaining 50% will be in BPS-16. In the below table the number of nurses in different scale has been calculated based on approved posts (634).

<b>Table IV: Number of Position as Per Five Tier Formula and Financial Implications</b>						
<b>BPS/CPS</b>	<b>%</b>	<b>Based on Approved Seats (634)</b>				<b>Total</b>
20	0.2	1				1
19	4.8	30				30

18/6	15	95				95
17/5	30	190				190
16/4	50	317				317
Total		634				634



**Pyramid of Nursing Division as Per Govt of KPK Formula**

**Comparison of MTI and Health Department Service Structure**

<b>Medical Teaching Institute Nursing Service Structure</b>		<b>KPK Health Department Nursing Service Structure</b>	
<b>Designation</b>	<b>Specifications</b>	<b>Marking Criteria</b>	<b>Registered Nursing Officer (BPS-16)</b>
<b>A. Registered Nurse BPS-16/CPS-4</b>			
<b>1. Registered Nurse (RN)</b>	<b>Current Number (484)</b>	<b>Basic Criteria</b>	
a. Level I	<ul style="list-style-type: none"> <li>Diploma in general nursing with specialty/midwifery</li> <li>Registered with Pakistan Nursing Council</li> </ul>		<ul style="list-style-type: none"> <li>Diploma in general nursing with specialty/midwifery</li> <li>Registered with Pakistan Nursing Council</li> </ul>
b. Level II	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>BSN</li> <li>Registered with PNC</li> <li>Staff from level I will only be promoted to level II based on satisfactory performance and having at least three years experience</li> </ul>		<b>Nil</b>
c. Level III	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>BSN</li> </ul>		<b>Nil</b>

			<p><b>OR</b></p> <ul style="list-style-type: none"> <li>Post RN BSN</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Having at least five years experience.</li> </ul>			
<b>B. Head Nurse/Clinical Instructor/Quality Control Nurse (BPS-17/CPS-5)</b>						
<b>Designation</b>	<b>Approved Posts</b>	<b>Specifications</b>	<b>Marking Criteria</b>			
a. Head Nurse	40	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> <li>Specialty/ midwifery for candidates having Post RN BSN</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least five years experience as registered Nurse</li> <li>Having the required competencies</li> </ul>	<p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal (35%)</p> <p>II. Experience (25%)</p> <p>III. Additional qualifications (30%)</p> <p>IV. Contributions in the tasks beyond designated job</p>	<p>1. 50% amongst the holders of the posts of registered nurse officer with at least five years experience.</p> <p>2. 25% amongst the holders of the posts of registered nurse officer who has qualification of MSN, or BSc Nursing, Or Ward and teaching administration or Post RN BSN, or BSN fast track with three years' service</p> <p>3. 25% by initial recruitment</p>		

b. Quality Control Nurse	1	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> <li>• Specialty/ midwifery for candidates having Post RN BSN</li> <li>• Basic course from a recognized organization/institute on quality and patient safety</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least five years experience</li> </ul>	<p>(10%)</p> <p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal (35%)</p> <p>II. Experience (25%)</p> <p>III. Additional qualifications (30%)</p> <p>IV. Contributions in the tasks beyond designated job (10%)</p>	<ul style="list-style-type: none"> <li>• No separate criteria</li> </ul>	
c. Clinical Instructor	3	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least five years</li> </ul>	<p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after</p>	<p>Same as above</p>	6

		<p>experience preferably one year teaching experience</p>	<p>meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal (35%)</p> <p>II. Experience (25%)</p> <p>III. Additional qualifications (30%)</p> <p>IV. Contributions in the tasks beyond designated job (10%)</p>	
<p><b>C. Nursing Superintendent/Nursing Manager /Quality Control Nursing Manager/Senior Head Nurse (BPS-18/CPS-6)</b></p>				
<p><b>Nursing Manager</b> a. <b>Clinical Nursing Manager</b></p>	<p>10</p>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least seven years experience including three years managerial or teaching experience</li> </ul>	<p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal</p>	<p><b>Deputy Director/Nursing Superintendent /Senior Head Nurse/Nursing Manager/Clinical Nursing Instructor</b></p> <p>By promotion on the basis of seniority-cum fitness, from amongst the holders of the posts Deputy Director/Nursing Superintendent /Senior Head Nurse/Nursing Manager/Clinical Nursing Instructor from (BPS-17) having at least five years service. Half of the service in BPS -16 or one fourth</p>



<p>b. <b>Nursing risk Manager</b></p>	<p>1</p>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN</li> <li>• Specialty for candidates having Post RN BSN</li> <li>• Specialize courses in patient safety and infection control</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least seven years experience including three years managerial or teaching experience or nursing risk management</li> </ul>	<p>II. Experience (35%)</p> <p>III. Additional qualifications (30%)</p> <p>IV. Contributions in the tasks beyond designated job (10%)</p>	<p>lower than BPS-16 shall be counted as service in BPS-17</p>	
			<p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal (35%)</p> <p>II. Experience (25%)</p> <p>III. Additional qualifications (30%)</p> <p>IV. Contributions in the tasks beyond</p>	<p>Same</p>	



		designated job (10%)	Same	
c. Nursing education manager	1	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN</li> <li>• Specialty for candidates having Post RN BSN</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least seven years experience including three years managerial or teaching experience</li> </ul>	<p>The following criteria will be used to calculate marks of each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>V. Personal appraisal (35%)</p> <p>VI. Experience (25%)</p> <p>VII. Additional qualifications (30%)</p> <p>I. Contributions in the tasks beyond designated job (10%)</p>	
<b>D. Associate Nursing Director BPS-19</b>				
Associate Nursing Director	02	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN</li> </ul>	The following criteria will be used to calculate marks of	By promotion on the basis of seniority-cum fitness, from amongst the holders of

		<ul style="list-style-type: none"> <li>Specialty for candidates having Post RN BSN</li> <li>MSN or equivalent qualification recognized by the PNC</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>12 years service in BS-17 and BS-18 with at least 04 years service in BS-18</li> </ul>	<p>each institutional employee who applied for promotion after meeting the basic criteria i.e qualification and experience.</p> <p>I. Personal appraisal (35%)</p> <p>II. Experience (25%)</p> <p>III. Additional qualifications (30%)</p> <p>Contributions in the tasks beyond designated job (10%)</p>	<p>the posts in (BPS-18) having at least 12 years service from 17 and above. .</p>	
<p><b>2. Nursing Director</b></p>	<p>01</p>	<p>As per MTI regulations</p>			

The health department KPK service structure is focused on seniority cum fitness and 50% of the total nurses needs only basic qualification (Diploma+speciality) for promotion to higher grades. Contrary to it, Medical Teaching Institute, Abbottabad nursing service structure is focused on qualification where for promotion to next grade BSN or equal recognized qualification from Pakistan Nursing and Midwifery is mandatory. Moreover, in addition, experience, personal appraisal, and contribution in task beyond job descriptions are also considered for promotion.

**Marking Criteria:**

The following marking criteria shall be used for promotion of nurses after meeting the basic eligibility criteria. Aggregate will be calculated and promotion will be given to those applicants who scored highest.

S/No.	Factors	Weight age
A.	Quantification of PERs (Personal Evaluation Report)	35
B.	Experience	25
C.	Additional qualification in relevant field including Degree, Diploma, training and Workshops	30
D.	Contribution in tasks/activities beyond designated job	10
	<b>TOTAL Marks</b>	<b>100</b>
<b>Deduction as a result of Penalties</b>		
E.	Litigation, pending inquiries, warning or disciplinary actions	10

**Quantification Personal Evaluation Report (PER): 35**

The PER will be quantified for each year as follow:

Categories	Percentage	Marks
Outstanding	(80 and above)	10
Excellent	(60.1 to 79)	08
Good	(50-59)	06
Fair	(40-49)	04
Poor performance	40 and below	01

**Experience:**

**25**

Fulfillment of length of service for promotion to any particular post or basic pay scale or grade is mandatory. Minimum length of regular service for promotion to posts in various basic scales will be as specified below. The candidate having experience beyond the

eligibility criteria will be given 1.5 marks/year up to 25 marks.

• BS-17/CPS-5	5-years service in BS -16/CPS-4
• BS-18/CPS-6	5-years service in BS-17/CPS-5
• BS-19/CPS-7	12 years service in BS17 and 18 with at least 04 years service in 18

**Additional Qualification in Relevant Field: 30**

Additional qualification including degrees, diplomas, CMEs, workshop or course in relevant medicine or administration field will be given weight age as per following criteria,

- i. Additional qualification means above minimum eligibility criteria for the said post
- ii. Degrees & Diplomas may be awarded by Higher Education Commission (HEC) accredited institution with HEC approved curriculum. Courses. CMEs or workshops must be conducted by FBR registered institutes/bodies.
- iii. It is mandatory for candidate to obtain written NOC for higher studies require attendance of regular classes during hospital working hours. In case of evening or other off time classes, only permission from competent authority is required before joining of the program.

S#	Description	Marks
1	Relevant degree etc. MS Nursing, or any other relevant qualification recognized by Pakistan Nursing Council	10/degree
2	Diploma from a recognized institute of minimum 06 months pertinent to management, quality, and patient care OR any international certification i.e CPHQ etc	03/ diploma
3	International certification pertinent to patient care/management/quality/safety	01/certificate
4	National/institutional certification related to patient care/management/quality/safety	0.5/certificate

**Contribution to Organization beside Designated Job:**

10

Those employees who contributed beyond their job descriptions in the areas will be awarded marks as per below criteria. The competent authority will acknowledge these contributions.

S#	Description	Marks
1	Worked in two or more than 02 committees	02
2	Innovations in units/areas	02
3	Arranged/facilitated workshop	02
4	Contributed in the development of policy/pathway	02
5	Extra-ordinary Task assigned	02
6	Research for promotion of evidence based practice	05

**Litigation Pending Inquires/Penalties: 10**

The penalties as result of disciplinary action will result in deduction of marks. In case of major penalty 04 marks will be deducted and incase of minor penalty 02 will be deducted.

**Recommendations:**

1. For promotion from BPS-16 to 17 or 17 to 18 the minimum qualification will be BSN or Post RN BSN, Diploma in ward administration & teaching or any other relevant qualification recognized by Pakistan Nursing and Midwifery Council. However, Those nurses whose age are 51 years or above till the approval of this service structure and having at least 20 years of experience their cases shall be considered for promotion from BPS-16 to 17 even if they have done only diploma and speciality.
2. The posts of nursing superintendent, nursing manager, quality control manager are in BPS-18 in health department. The same will be upgraded at ATH as approved in the nursing service structure 2022.
3. The experience marks will be increased to 25, and contribution towards organization marks will be decreased to 10 to acknowledge the services of senior nurse.
4. 25 % of all the posts in BPS-17, 18 & 19 or equivalent CPS scale will be filled through initial recruitment. The following criteria shall be used:

<b>Head Nurse/Clinical Instructor/Quality Control Nurse (BPS-17/CPS-5)</b>		
<b>Head Nurse</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> <li>• Specialty/ midwifery for candidates having Post RN BSN</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• At least five years experience as registered Nurse</li> </ul>
<b>Clinical Instructor</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> <li>•</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• At least five years experience preferably one year teaching experience</li> </ul>
<b>Quality Control Nurse</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> <li>• Specialty/ midwifery for candidates having Post RN BSN</li> <li>• Basic course from a recognized organization/institute on quality and patient safety</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• At least five years experience</li> </ul>
<b>Nursing Manager / Nursing Risk Manager/Senior Head Nurse (BPS-18/CPS-6)</b>		
<b>Clinical Nursing Manager</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN or Diploma in Teaching and ward administrations</li> </ul>	<b>Experience:</b> At least seven years experience including three years managerial or teaching experience
<b>Nursing education manager</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN</li> <li>• Specialty for candidates having Post RN BSN</li> </ul>	<b>Experience</b> At least seven years experience including three years managerial or teaching experience
<b>Nursing Risk Manager</b>	<b>Qualification:</b> <ul style="list-style-type: none"> <li>• Post RN BSN or BSN</li> <li>• Specialty for candidates having Post RN BSN</li> <li>• Specialize courses in patient safety and infection control nurse.</li> </ul>	<b>Experience</b> At least seven years experience including three years managerial or teaching experience. Working experience as infection control nurse, quality control nurse and patient safety will be preferred.

<b>Associate Nursing Director (BPS-19/CPS-7)</b>		
<b>Associate Nursing Director</b>	<b>Qualification:</b> <ul style="list-style-type: none"><li>• Post RN BSN or BSN</li><li>• Specialty for candidates having Post RN BSN</li><li>• MSN or equivalent PNC recognized qualification.</li></ul>	<b>Experience</b> At least 10 years experience including six years administrative or teaching experience