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TO HEADS OF:

PROVINCIAL DEPARTMENTS OF HEALTH CORRECTIONAL SERVICES DEFENCE

IMPLEMENTATION OF THE OCCUPATIONAL SPECIFIC DISPENSATIONS (OSDs) FOR THE OCCUPATIONS PROFESSIONAL NURSE, STAFF NURSE AND NURSING ASSISTANT IN THE PUBLIC SERVICE

INTRODUCTION

1. The remuneration policy, processes and systems of any organisation must be dynamic to adapt to continuously changing circumstances. In this regard, the South African Public Service is no exception. Recent studies have shown that the current remuneration framework impacts negatively on the State's ability in attracting and retaining sufficient numbers of employees with the required competencies in certain occupations, and to motivate such employees, with the view to improve service delivery.
2. This required a change in the State's policies toward remuneration, and culminated in an agreement with organised labour (PSCBC Resolution 1 of 2007) for the introduction of new salary scales per identified occupation to attract and retain employees after conclusion of agreements in the sectoral councils of the PSCBC. These dispensations will, amongst others, include –

- 2.1. Remuneration structure, including number of notches and percentages between notches;
 - 2.2. Benefits and allowances to be consolidated into salaries (if any);
 - 2.3. Frequency of pay progression;
 - 2.4. Grade progression opportunities;
 - 2.5. Career pathing;
 - 2.6. Required levels of performance; and
 - 2.7. Translation measures.
3. It is the intention to phase-in these dispensations for identified occupations over the next five years. The occupations Professional Nurse, Staff Nurse and Nursing Assistant in the Public Health Sector and occupations in the Justice cluster in which legal qualifications are required, have been identified for implementation in 2007.

DISPENSATIONS FOR THE OCCUPATIONS PROFESSIONAL NURSE, STAFF NURSE, AND NURSING ASSISTANT

4. An agreement (PHSDSBC Resolution 3 of 2007) was concluded in the PHSDSBC on the implementation of such dispensations (called Occupational Specific Dispensations (OSDs)) for the occupations Professional Nurse, Staff Nurse and Nursing Assistant with effect from 1 July 2007. The OSDs become a determination by the relevant Executive Authority at the national sphere of Government, and will be applicable to all employees covered by the scope of the OSD, irrespective whether they are employed at national or provincial level.
5. The OSDs for the three occupations is only applicable to employees where it is an inherent job (post) requirement that the incumbent of the job must maintain registration with the SA Nursing Council (SANC).
6. The Minister for the Public Service and Administration's determinations, and the explanation of her determinations, contained in this Circular must be read, interpreted and applied in conjunction with PHSDSBC Resolution 3 of 2007. If a particular provision in the Resolution is not covered by the Minister for the Public Service and Administration's determination or dealt with in this Circular, the relevant provision in the said Resolution apply, unless departments are informed otherwise.
7. The OSDs for the occupations Professional Nurse, Staff Nurse and Nursing Assistant are characterised and underpinned by the following:

- 7.1. Scope/description of each occupation is defined.
- 7.2. Unique salary structures that address the specific requirements of the occupations. This entails 3% increments between notches and overlaps in salary scales at certain levels in the OSD for Professional Nurses. This will facilitate adequate progression to employees who choose to remain on production levels instead of aspiring to supervisory (in general nursing) or post in specialty nursing in order to earn a higher salary.
- 7.3. Pay progression system, as part of the career pathing model, allows for a 3% increment every two years for employees who comply with the qualifying criteria.
- 7.4. Consolidation of the Scarce Skills allowances payable to Professional Nurses in terms of PHWSBC Resolution 1 of 2004 who are working in the specialties Oncology, Intensive Care and Operating Theatre into the new salary structure of the OSD for Professional Nurses.
- 7.5. Centrally determined grading structure (work levels and job descriptions). This will ensure consistent application between departments/provinces.
- 7.6. Centrally determined competency requirements per post/grade level.
- 7.7. Career pathing by means of grade progression at production levels. Such grade progression is not an automatic salary increase, but it is a forward-looking plan to systematically increase salaries after pre-determined periods based on specific criteria such as sustained above average performance, qualifications and experience. This will facilitate adequate progression to employees who choose to remain on production levels instead of aspiring to supervisory or speciality posts in order to advance their salaries.
- 7.8. Dual career paths in terms of which Professional Nurses can progress to higher levels when entering specialised fields (i.e. nursing specialities such as Oncology, Intensive Care, as well as Nursing Education) where they earn salaries that are equal to/or higher than that of managers in general nursing without moving into management/supervisory posts.
- 7.9. Salary recognition basis that allows appointing employees from outside the Public Service on higher notches/levels at production level, taking into account relevant experience.
8. As indicated, the salary structures in the OSDs for Professional Nurse, Staff Nurse and Nursing Assistant are based on the appropriate grading of posts. The implementation of these OSDs therefore does not entail a general

salary increase for employees in these occupations or that all nursing employees will gain the same financial benefit with implementation of the respective OSDs. **However, nursing employees' salaries will not be reduced on translation to the respective OSDs.**

DETERMINATIONS BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION

9. The Minister for the Public Service and Administration's determinations contained in this Circular apply to all those employees on salary level 1 to 12 who are covered by the scope of the relevant OSD and who are appointed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998. Therefore, it includes employees in the Departments of Correctional Services, Defence and Education who are appointed in terms of Public Service Act, 1994.
10. The other relevant Executive Authorities, such as the Minister of Defence in respect of Defence Act employees, will make appropriate determinations for those employees on salary level 1 to 12 who fall within the scope of OSD.
11. The Minister for the Public Service and Administration has determined the following in terms of section 3(3)(c), read with section 5(4) of the Public Service Act, 1994, and PHSDSBC Resolution 3 of 2007, effective from **1 July 2007**:

Occupational specific dispensations (post and salary structures)

- 11.1. Implementation of the following OSDs for employees who are employed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998:
 - 11.1.1. Professional Nurse – Annexure A.
 - 11.1.2. Staff Nurse – Annexure B.
 - 11.1.3. Nursing Assistant – Annexure C.

Translation to the occupational specific dispensations

- 11.2. Translation of affected employees to the revised post structure contained in the relevant OSDs through the following 2 (two) phases:
 - 11.2.1. Phase 1

Translation in terms of the following translation keys, which constitutes the minimum translation to the respective OSDs:
 - 11.2.1.1. Professional Nurse – Annexure D.
 - 11.2.1.2. Staff Nurse – Annexure E.

11.2.1.3. Nursing Assistant – Annexure F.

11.2.2. Phase 2

Recalculation of the salary position of employees who are translated in terms of Phase 1 to production levels (grades) provided for in the OSDs based on the table attached as Annexure G

Translation of Professional Nurses who are not in possession of the prescribed qualifications to posts in Speciality Nursing and Primary Health Care (PHC)

- 11.3. Professional Nurses who occupied a designated post in a nursing speciality and who are **not** in possession of the prescribed post-basic clinical nursing qualification recognised (accredited) with the SANC and listed in Government notices R48 or R212, but who are permanently appointed in a post in such a speciality unit or primary health care clinic and has been performing these duties satisfactorily on 30 June 2007, translate as a **once-off provision** to the lowest grade (salary scale) attached to the production post.
- 11.4. A Professional Nurse (Registered Nurse) referred to in paragraph 11.3 above shall not progress by means of grade progression to the higher grade (salary scale) attached to a post in the clinical specialty without first obtaining the required post-basic clinical nursing qualification in the specialty.
- 11.5. A Professional Nurse (Registered Nurse) who is managing a nursing speciality unit (including a primary health care clinic), and who is not in possession of a post-basic clinical nursing qualification listed in Government Notices R48 or R212, but who has been performing these duties of managing the specialty unit satisfactorily on 30 June 2007, shall be translated as a **once-off provision** to the appropriate salary scale attached to the corresponding management level.
- 11.6. All appointees from outside the Public Health Sector or the promotion of internal nursing employees to posts of Professional Nurse (Speciality Nursing), Clinical Nurse Practitioner (Primary Health Care), Operational Manager Nursing (Speciality Nursing) or Operational Manager Nursing (Primary Health Care), shall comply with the prescribed educational requirements.

Post establishment matters

- 11.7. Departments are required to ensure alignment of departmental post establishments with the post structure contained in the respective OSDs. In respect of the conversion of current posts –
- 11.7.1. at production levels, and for the creation of posts on these levels in future, departments **shall** only create posts on their establishments based on the post designation and post class code reflected in the respective OSDs. Nursing employees at production levels in the OSDs, irrespective the grade within the production level, are kept in service against the post on the establishment; and
 - 11.7.2. of heads of unit in General Nursing into posts of Operational Manager: Nursing Grades 1 and 2 (General Nursing), and for the creation of these posts in future, departments **shall** only create posts on their establishments based on the post designation and post class code reflected in the respective OSDs (i.e. Operational Manager: Nursing (General Nursing)). Operational Managers: Nursing Grades 1 and 2 (General Nursing) are kept in service against posts of Operational Manager: Nursing (General Nursing) (the post on the establishment).
- 11.8. Abolishing of the Code of Remuneration (CORE) for Nursing and Support Personnel (Core Code 00801), as well as other related COREs, to the extent that it relates to the occupations Professional Nurse, Staff Nurse and Nursing Assistant , **except for Student and Pupil Nurses (training ranks) in the occupations Professional Nurse and Staff Nurse**. This includes the **abolishing** of the salary codes in the CORE Nursing and Support Personnel, as reflected in the attached Annexure H.
- 11.9. Implementation of the OSD Codes contained in the OSDs for the occupations Professional Nurse, Staff Nurse and Nursing Assistant, which replaces the salary codes in the respective COREs on the PERSAL system. These codes shall be utilised by all the affected departments.
- 11.10. Student Professional Nurses and Pupil Staff Nurses are not covered by the OSDs for Professional Nurse and Staff Nurse respectively. Departments may continue with this employment practice until further notice, and these students and pupils must still

be employed and remunerated in terms of the current employment and remuneration frameworks.

Scarce Skills allowance

- 11.11. Termination of the Scarce Skills allowance payable to Professional Nurses in terms of PHWSBC Resolution 1 of 2004 who are working in the specialities Oncology, Intensive Care and Operating Theatre.

Promotion

- 11.12. A ***promotion rule*** applies in the occupations Professional Nurse, Staff Nurse and Nursing Assistant. This entails that an employee must gain at least 1 (one) notch on –
- 11.12.1. promotion to a higher grade (grade progression);
 - 11.12.2. promotion to a higher post (post promotion);
 - 11.12.3. appointment to a post of Professional Nurse (General Nursing) in respect of a Staff Nurse who meets the requirements to register with the SANC as a Professional Nurse; or
 - 11.12.4. appointment to a post of Staff Nurse in respect of a Nursing Assistant who meets the requirements to register with the SANC as a Staff Nurse.
- 11.13. Nursing employees on production grades will at the earliest qualify with effect from 1 April 2012 for grade progression based on the provision for accelerated grade progression (above average performance) – therefore the performance assessment cycles 1 April 2008 to 31 March 2009, 1 April 2009 to 31 March 2010, 1 April 2010 to 31 March 2011 and 1 April 2011 to 31 March 2012.

Pay progression

- 11.14. The 1st two-yearly (biennial) pay progression cycle for employees who are translated to the respective OSDs commenced on 1 April 2007 and runs until 31 March 2009, with the next pay progression for qualifying employees to be awarded on 1 July 2009.
- 11.15. Assessment of employees who are translated to the respective OSDs for pay progression purposes, must be done in terms of departmental performance management systems until further notice.

Grading of jobs and job evaluation

- 11.16. The grading of posts, based on the job descriptions as contained in the OSDs, is centrally determined.
- 11.17. The prescribed job evaluation system is not applicable to the grading of jobs covered by the respective OSDs.

Application of Public Service Regulations (2001) Chapter I, Part V/C.3 – awarding of a higher salary

- 11.18. Public Service Regulations (2001) Chapter I, Part V/C.3 – awarding of a higher salary – are not applicable to existing employees, or candidates to be appointed from outside the Public Service, in the following production posts (and grades) in the OSD post structure.

Professional Nurse

- 11.18.1. Professional Nurse Grades 1, 2 and 3 (General Nursing).
- 11.18.2. Professional Nurse Grades 1 and 2 (Speciality Nursing).
- 11.18.3. Clinical Nurse Practitioner Grades 1 and 2 (Primary Health Care).
- 11.18.4. Lecturer Grades 1 and 2.

Staff Nurse

- 11.18.5. Staff Nurse Grades 1, 2 and 3.

Nursing Assistant

- 11.18.6. Nursing Assistant Grades 1, 2 and 3.

Application of Public Service Regulations (2001) Chapter I, Part IV and Part V/C.4 to C.8 – job evaluation and upgrade/down grade of jobs (posts)

- 11.19. Public Service Regulations (2001) Chapter I, Part IV and Part V/C.4 to C.8 are not applicable in respect of posts on departmental establishments based on the OSD post structures.

Effect of PSCBC and Sectoral Resolutions on conditions of service (benefits) on the OSD salary structures

- 11.20. If conditions of service (benefits) are based on salary cut-off points on the standard 16 level salary grading system, the monetary value of such cut-off point prevails for nursing employees.

IMPLEMENTATION OF THE OSDs

12. Translation of nursing employees **will not be done** programmatically, from a central point, by PERSAL. Furthermore, PERSAL indicated that it would not be in a position to create departments' establishments programmatically from a central point.
13. In order to expedite and to ensure the consistent implementation of these dispensations, the Minister for the Public Service and Administration indicated that the implementation thereof must be dealt with in terms of the following distinct phases:

13.1. Phase A

- 13.1.1. Alignment of the PERSAL system with the organisational (post) structures contained in the relevant OSDs.
- 13.1.2. Phases A and B will run concurrently.
- 13.1.3. The **dpsa** and the national Department of Health will assume the responsibility to liaise with PERSAL in this regard.
- 13.1.4. National Treasury (PERSAL) will inform departments when the PERSAL system has been aligned accordingly, after which departments who have completed Phase B must commence with the translation of employees in terms of Phases C and D.

13.2. Phase B

- 13.2.1. Alignment of the post (organisational) establishment of each affected Department by converting the current post establishment in line with the post structure contained in the relevant OSDs. **Departments were already requested during the pre-implementation phases through the National Department of Health's coordination mechanisms to commence with this process.**
- 13.2.2. The existing posts of Professional Nurses, Senior Professional Nurses and Chief Professional Nurses who perform **production work** on 30 June 2007 in the following work streams in the occupation Professional Nurse must be created (converted) as follows:

13.2.2.1. General Nursing

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Professional Nurse	<u>Professional Nurse (General Nursing)</u>	
Senior Professional Nurse		
Chief Professional Nurse		

13.2.2.2. Speciality Nursing

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Professional Nurse	<u>Professional Nurse (Specialty Nursing)</u>	
Senior Professional Nurse		
Chief Professional Nurse		

13.2.2.3. Primary Health Care

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Professional Nurse	<u>Clinical Nurse Practitioner (Primary Health Care)</u>	
Senior Professional Nurse		
Chief Professional Nurse		

13.2.2.4. Nursing Education

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Professional Nurse	<u>Lecturer</u>	
Senior Professional Nurse		
Chief Professional Nurse		

13.2.3. The existing posts of Chief Professional Nurses in designated posts of Unit Manager on 30 June 2007 in the following work streams in the occupation Professional Nurse must be created (converted) as follows:

13.2.3.1. General Nursing

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Chief Professional Nurse	<u>Operational Manager Nursing (General Unit)</u>	

13.2.3.2. Speciality Nursing

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Chief Professional Nurse	<u>Operational Manager Nursing (Specialty Unit)</u>	

13.2.3.3. Primary Health Care

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
Chief Professional Nurse	<u>Operational Manager Nursing (Primary Health Care)</u>	

13.2.4. The existing posts of employees who perform **production work** in the occupations Staff Nurse and Nursing Assistant must be created (converted) as follows:

13.2.4.1. Staff Nurse

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
<u>Staff Nurse</u>	<u>Staff Nurse</u>	
<u>Senior Staff Nurse</u>		

13.2.4.2. Nursing Assistant

<u>30 June 2007</u>	<u>1 July 2007</u>	
<u>Post</u>	<u>Post</u>	<u>Post class code</u>
<u>Nursing Assistant</u>	<u>Nursing Assistant</u>	
<u>Senior Nursing Assistant</u>		

13.2.5. The primary objective with the re-alignment of departmental establishments should be to convert existing posts in line with the post structure contained in the respective OSDs, and not the expansion of establishments, unless it is dictated by the revised post structure.

- 13.2.6. Departments cannot commence with Phases C and D (i.e. translation of nursing employees to the OSD and the capturing thereof on the PERSAL system) until the Department's post (organisational) establishment has been aligned and implemented on the PERSAL system.
- 13.2.7. Posts vacated in the pre-revised post establishment must be abolished immediately after the incumbent has been translated to the new dispensation in terms of Phases C and D.
- 13.2.8. National Treasury (PERSAL), in conjunction with the National Department of Health, will after final implementation of these dispensations programmatically de-activate old salary codes that were contained in the abolished CORE, as well as posts that have not been translated to the new dispensation (excluding posts of Student Professional Nurse and Pupil Staff Nurse).

13.3. Phase C

- 13.3.1. Translation of the employees to appropriate posts on the Department's **revised** post establishments, and the awarding of a revised salary, in terms of the translation tables referred to in paragraph 11.2.1 (Annexes D, E and F).
- 13.3.2. Departments must advise National Treasury (PERSAL) accordingly in respect of each nursing employee who are translated to the OSD.
- 13.3.3. This constitutes a minimum translation to the OSD for nursing employees who are translated to the productions levels (any grade attached to the respective production level).
- 13.3.4. It is important that the translation to the revised dispensation is based on the proper recording of the transaction. This is necessary for auditing purposes, as well as to serve as documentary evidence should individual disputes arise regarding the implementation.
- 13.3.5. Departments have the choice to finalise Phase C before commencing with Phase D, or to conduct these Phases simultaneously.

13.4. Phase D

- 13.4.1. Recalculate the position of each nursing employee who, in terms of Phase 3, **is translated to any of the following**

grades at production levels in the respective OSDs by means of the table referred to in paragraph 11.2.2 (Annexure G).

Professional Nurse

13.4.1.1. Professional Nurse Grades 1, 2 and 3 (General Nursing).

13.4.1.2. Professional Nurse Grades 1 and 2 (Speciality Nursing).

13.4.1.3. Clinical Nurse Practitioner Grades 1 and 2 (Primary Health Care).

13.4.1.4. Lecturer Grades 1 and 2.

Staff Nurse

13.4.1.5. Staff Nurse Grades 1, 2 and 3.

Nursing Assistant

13.4.1.6. Nursing Assistant Grades 1, 2 and 3.

- 13.4.2. The purpose is to determine whether the nursing employee is eligible for a higher notch on the relevant scale attached to the grade or for translation to a higher production grade based on the recognition of appropriate experience after registration in the relevant nursing category, than the notch and grade awarded in terms of Phase C.
- 13.4.3. The re-calculation of relevant experience entails recognising full years service/experience as on 31 March 2007. The recognition of relevant experience not reflected on the existing personnel record will be based on verified proof of such experience. The verification will be undertaken at departmental level. Proof of such experience must at the latest be submitted to the employer by 31 March 2008. Any submission received after the said date will not be considered.
- 13.4.4. If a nursing employee is eligible for a higher notch/grade based on recalculation of his or her salary position in terms of this Phase than the notch awarded in terms of Phase C, **then the higher notch or grade to be awarded based on the recalculation of his or her salary position apply.**
- 13.4.5. The nursing employee must comply with the required educational qualifications, statutory requirements, competencies and experiential competency prescribed for the

higher production grade in item 6 of the relevant OSD if a higher grade is to be awarded in terms of this Phase,

14. The National Department of Health will –
 - 14.1. assist departments with implementation of the OSDs through regular provincial visits; and
 - 14.2. on a continuous basis monitor the implementation of the OSDs (i.e. utilisation of the current codes on the PERSAL system), and where necessary, will liaise with departments in this regard.

OTHER MATTERS RELATING TO THE OSDS, AND IMPLEMENTATION THEREOF

Scope of the OSDs

15. The OSDs for the three occupations is only applicable to employees where it is an inherent requirement of the incumbent of the post to maintain registration with the SA Nursing Council (SANC). Departments must apply this consistently.

Pay progression

16. Please note that the 2006/07 pay progression cycle concluded on 31 March 2007. Employees who meet the criteria for pay progression in terms of **the dpsa Incentive Policy Framework must** receive the pay progression for the said period on 1 July 2007 before translation in terms of Phases C and D.
17. Departments will appreciate that the awarding of pay progression has a direct impact on the position (notches/packages) to which employees will translate in terms of the implementation of the OSDs. **Departments are therefore requested to finalise the awarding of pay progression in terms of the pre-OSD arrangements as a matter of urgency.**
18. As indicated, the pay progression cycle has been amended for employees covered by the OSDs for Professional Nurse, Staff Nurse and Nursing Assistant from annual pay progression (yearly basis) to biennial pay progression (every second year). This means that the two-year pay progression cycle commenced on 1 April 2007 and runs until 31 March 2009, with the next pay progression for qualifying employees on 1 July 2009. Employees will still be assessed on an annual basis, as per departmental performance management arrangements.
19. Apart from the amendment to the cycle referred to above, no further amendments have been made to the Incentive Policy Framework that was issued by **the dpsa** in 2003. The change in nursing employees' salaries due to implementation of the OSDs during the course of the new pay

progression cycle do not impact on their eligibility for pay progression on 1 July 2009.

Translation of Professional Nurses who are not in possession of the prescribed qualification to the post and salary structure for the nursing specialities

20. Those Professional Nurses who occupied production posts in a nursing speciality who were **not** in possession of the prescribed post-basic clinical nursing qualification, but who are translated as a **once-off provision** to the lowest grade (salary scale) attached to the production level in the nursing specialty, are not eligible for grade progression to the higher production grade without first having obtained the required post-basic qualification in the specialty.
21. However, it should be noted that these Professional Nurses would still be eligible for pay progression in terms of **the dpsa** Incentive Policy Framework in the lower production grade.
22. The current shortage of adequately qualified speciality nurses could affect service delivery in the relevant speciality areas. In such cases where specialty posts cannot be filled by suitable post-basic qualified nurses, departments are advised that such posts should be advertised and filled on the salary structure applicable to the General Nursing stream.

Mobility of Professional Nurse between Speciality Nursing, Primary Health Care and Lecturers on the one hand and General Nursing on the other

23. Professional Nurses who occupy production posts of Professional Nurse (Speciality Nursing) who, for **personal** reasons, request to be transferred to a post of Professional Nurse (General Nursing), must accept the lower scale attached to the post, with a reduction in her or his notch, before the transfer can be effected. However, if such transfer is **employer initiated**, the scale of the relevant lower grade attached to the post of Professional Nurse will be awarded to the affected Professional Nurse, but she or he will retain her or his salary notch as personal.
24. The same principles apply in respect of the mobility of Professional Nurses who occupy posts of Specialist Nurse Practitioner (PHC) and Lecturer (any grades) to posts of Professional Nurse (General Nursing).

Accelerated grade progression based on cumulative periods of above average performance

25. Accelerated grade progression for employees will be based on **above average performance for a cumulative period of 4 years in their respective production grades – therefore above average performance assessments for at least 4 annual performance cycles.**

26. Certain departments have not assessed nursing employees consistently the last couple of years, and therefore the provision for accelerated grade progression cannot be implemented at this stage. Therefore, the Minister for the Public Service and Administration has determined that nursing employees on production grades will at the earliest qualify with effect from 1 April 2012 for grade progression based on above average performance – performance assessment cycles 1 April 2008 to 31 March 2009, 1 April 2009 to 31 March 2010, 1 April 2010 to 31 March 2011 and 1 April 2011 to 31 March 2012.
27. The National Department of Health is currently developing a Performance Management and Development System for nursing personnel that would, amongst others, facilitate the assessment of employees in the occupations Professional Nurse, Staff Nurse and Nursing Assistant for purposes of grade progression based on above average performance. It is the intention that the said system would apply to all the provincial departments of Health to ensure consistent performance management in the Public Health sector. The national Department of Health, together with the dpsa, will provide the details in due course.

Utilisation of training ranks in the occupations Professional Nurse and Staff Nurse

28. It transpired that certain provincial departments of Health still utilise the training ranks Student Nurse (in respect of the occupation Professional Nurse) and Pupil Nurse (in respect of the occupation Staff Nurse) by appointing these persons for training purposes, whereas most health departments either pay a stipend or grant bursaries for this purpose.
29. It must be noted that the OSDs for the occupations Professional Nurse and Staff Nurse does not provide for training ranks or grades. However, those departments who have appointed persons in training ranks may continue with this employment practice, but these students and pupils must still be employed and remunerated in terms of the current (non-OSD) employment and remuneration frameworks. It is for this reason that no provision is made in the translation tables (keys) for translation of employees in training ranks to the respective OSDs.

Rural allowance payable in terms of PHWSBC Resolution 2 of 2004 to Professional Nurses who work in identified areas

30. The payment of Rural allowances in terms of PHWSBC Resolution 2 of 2004 to Professional Nurses who work in identified areas is not affected by the OSD for the occupation Professional Nurse. The employer will continue to pay these allowances until it is re-negotiated in the PHSDSBC.

Promotion to higher grades and posts

31. As indicated – refer to Phase B of the implementation process - departments are required to create only posts, based on the post class code. Where grades are attached (linked) to these posts, based on job title codes, nursing employees may progress to such higher grades by means of grade progression. It should be noted that –
 - 31.1. nursing employees on the relevant grades attached to the post are kept in service against the post on the Department's establishment; and
 - 31.2. progression to the next higher grade (salary scale) attached to the post is **not** dependent on a vacancy (on the higher grade) or subject to the principle of open competition.
32. Promotion to higher posts (i.e. to posts in identified specialties, supervisory and managerial levels) is dependant on the availability of funded vacancies and shall be advertised and filled through open competition.
33. The salary structures, as contained in the respective OSD, for the occupation Professional Nurse provide for overlaps in salary scales between production and supervisory levels. It should be noted that the Minister for the Public Service and Administration has determined that an employee must gain at least 1 (one) notch on promotion to a higher post (post promotion).

Application of Public Service Regulations (2001) Chapter I, Part V/C.3 – awarding of a higher salary

34. The OSDs provide for a recognition basis in the following production grades for purposes of the awarding of a higher salary based on experience on appointment from outside the Public Service:

Professional Nurse

- 34.1. Professional Nurse Grades 1, 2 and 3 (General Nursing).
- 34.2. Professional Nurse Grades 1 and 2 (Specialty Nursing).
- 34.3. Clinical Nurse Practitioner Grades 1 and 2 (Primary Health Care).
- 34.4. Lecturer Grades 1 and 2.

Staff Nurse

- 34.5. Staff Nurse Grades 1, 2 and 3.

Nursing Assistant

- 34.6. Nursing Assistant Grades 1, 2 and 3.

35. However, the Public Service Regulations (PSR) (2001) provides in Chapter I, Part V/C.3 that an Executive Authority may award a higher salary

to an employee under certain circumstances. The salary recognition basis provided for in the OSDs is not compatible with the provisions contained in PSR (2001) Chapter I, Part V/C.3, hence the Minister for the Public Service and Administration's determination that the said PSR provision does not apply to employees in the production grades referred to in paragraph 34 above. This means that candidates who are to be appointed in these production grades may only be awarded a higher salary in terms of the prescribed recognition basis in their respective OSDs.

Separate salary structure for Professional Nurse performing duties in the identified specialties

36. A separate salary structure applies to nurses performing duties in designated speciality fields, in Primary Health Care and Nursing Education, as identified in the OSD for the occupation Professional Nurse. The inclusion of other specialties for this purpose is subject to the relevant one-year post-basic qualification being registered with the SANC in the relevant specialty.

Application of the Middle Management Service (MMS) dispensation

37. The MMS dispensation, as contained in the relevant **dpsa** Circulars, applies to the posts in the occupation Professional Nurse listed below, and the incumbents of these posts may structure their total packages in terms of the MMS dispensation:

- 37.1. Deputy Manager Nursing (Level 1 and 2 Hospitals) (salary level 11).
- 37.2. Manager Nursing (Level 3 Hospital and Specialised Hospital) (salary level 12).
- 37.3. Vice Principal of Nursing College (Single Nursing college) (salary level 11).
- 37.4. Principal of Nursing College (Single Nursing Campus) (salary level 12).
- 37.5. Vice Principal of Nursing College (Head of Nursing Campus) (salary level 12).

Advertising of positions at production levels

38. Due to the fact that the production levels (posts) in the OSDs for Professional Nurse, Staff Nurse and Nursing Assistant consist of various production grades, it should be noted that departments have the flexibility to advertise and fill posts at production levels in the following manner:
- 38.1. Advertising of the appointment requirements (i.e. statutory and experience requirements) and salary of a **specific** grade attached to the post with the view to appointing the designated candidate on the

specific grade if he/she complies with the stipulated criteria for the grade.

- 38.2. Advertising of the requirements (i.e. statutory and experience requirements) and salaries of **all** the grades attached to the post with the view to appointing the designated candidate on the appropriate production grade based on his/her relevant experience.

Employment capacity

39. In order to provide flexibility, departments may employ nurses in the following capacities:
- 39.1. Permanent, either in a full-time or part-time (5/8th) capacity.
 - 39.2. Fixed-term contract.
 - 39.3. Sessional basis – one-hour sessions (for a predetermined number of sessions per week).
40. Sessional employees are to be accommodated (kept in service) against production posts on departments' establishments. The combined number of sessions of sessional employees accommodated against a single production post may not be more than 40 sessions per week – therefore equivalent to the work hours of a full-time employee.
41. The provision to employ nurses on a sessional basis is a special interim measure to accommodate an abnormal situation. The aim should therefore be to reduce the number of vacancies through full-time employment, where possible.
42. The Minister for the Public Service and Administration has indicated that departments must limit the number of hours to 20 hours per week per individual.

Application of Public Service Regulations (2001) Chapter I, Part IV and Part V/C.4 to C.8 – job evaluation and upgrade/down grade of jobs (posts)

43. The Minister for the Public Service and Administration centrally determined the grading of the jobs, as contained in the respective OSDs, and departments may not deviate in this regard. Therefore, the (re)grading of jobs by departments by means of the prescribed job evaluation system are not permissible

Introduction for a Clinical Nurse Specialist career stream

44. Provision is made in the PHSDSBC Resolution 3 of 2007 for a post and salary structure for a Clinical Nurse Specialist career stream. The dispensation for Clinical Nurse Specialists will be implemented once the required Regulations has been promulgated to give effect to the envisaged

clinical nursing qualification that will serve as appointment requirement. Therefore, nursing employees are not translated to this career stream with implementation of the OSD for Professional Nurses and departments may not create such posts on their establishments at this stage.

45. Departments will be informed in due course on the implementation of the said career stream.

Positions on SMS level

46. Certain positions in the OSD for Professional Nurses (i.e. Senior Manager of Nursing (levels 3 Hospitals), Senior Manager of Nursing (Provincial Head Office), Principal of Nursing college (2 or more Nursing Campuses), Director: Nursing Colleges (Provincial Head Office) are graded on SMS Grade A (Director level).
47. Although these positions are reflected in the OSD for Professional Nurses for career pathing purposes, the SMS remuneration dispensation (including the salaries), as determined by the Minister for the Public Service and Administration, apply to incumbents in these positions. This means, inter alia, that the pay progression policy for the SMS applies to these nursing employees (i.e. annual pay progression).

Recognition of relevant experience on appointment from outside the Public Health Sector


48. Relevant experience after compliance with the prescribed appointment requirements will be recognised for appointment and salary recognition purposes. This includes relevant experience after registration in the particular discipline in a foreign country, and which registration is recognised by the SANC for registration in the particular discipline in South Africa.

Effect of PSCBC and Sectoral Resolutions on conditions of service (benefits) on the OSD salary structures

49. The conditions of service (benefits) regulated by PSCBC and Sectoral Resolutions are still applicable to nursing employees. The qualifying criteria for certain of these conditions of service are based on salary cut-off points on the standard 16 level salary grading system. The best example in this regard is the collective agreement on the employer subsidy to members of GEMS.
50. Please note that where conditions of service (benefits) are based on such cut-off points on the standard 16 level salary grading system, the monetary value of such cut-off point prevails for nursing employees. This implies that the monetary value of the maximum of salary level 5 (R80,058) will be the cut-off point for the free medical benefit for the sapphire option.

GENERAL

51. Departments are reminded that funds for implementation of the OSDs for the occupations Professional Nurse, Staff Nurse and Nursing Assistant have been allocated in the provincial budgets for the 2007/08 financial year. It stands to reason that the implementation (and translation of employees) must be finalised as soon as possible.
52. It is possible that the measures contained in this Circular (or Annexes thereto) may be erroneous or that errors may be made in the implementation of the measures. All affected employees must be informed in writing that errors would be rectified when it become known and that any amounts that have been overpaid or underpaid because of errors will be rectified (paid or recovered).
53. Departments are requested to ensure that these measures are implemented correctly. Should any problems arise with the implementation of these measures, departments should approach the dpsa or the National Department of Health for assistance.



DIRECTOR-GENERAL

Date: 28/09/2007

Annexes to Circular

- A OSD - Professional Nurse
- B OSD - Staff Nurse
- C OSD - Nursing Assistant
- D Translation table – Professional Nurse
- E Translation table – Staff Nurse
- F Translation table – Nursing Assistant
- G Recalculation table – Professional Nurse, Staff Nurse and Nursing Assistant
- H Abolishing of CORE Codes