

OCCUPATION SPECIFIC DISPENSATION

NURSING ASSISTANT



Determination by:
The Minister for Public Service and Administration

GLOSSARY OF TERMS

Amicably	Done in a friendly spirit or to show a friendly attitude
Scope of Practice	The parameters within which a professional nurse who has met the prescribed qualifications and registration requirements, may practice.
Clinical Nursing Practice	To provide comprehensive nursing care and management for the nursing treatment and rehabilitation for all health problems of individuals, groups and communities as an independent practitioner.
Competencies	The specific knowledge, skills, judgement and personal attributes required for a health professional to practice safely and ethically in a designated role and setting. The demonstrated ability to integrate the knowledge, skills and attitudes required for such performance. A particular mix of knowledge, skills attributes required to effectively perform a job/task/role.
Ethical Nursing Practice	To practice nursing in an ethical and justifiable manner. To create and maintain an enabling environment for ethical nursing practice.
Experiential Competency	Relates to an employee's capacity to meet the job requirements (job competency) in terms of the number of years appropriate experience after obtaining the required qualification and registration
Functional	The technical expertise and knowledge required for a health professional to perform the prescribed functions of the post within the framework of the scope of practice and standards as required by the relevant health facility.
Generic	General (transversal) competencies that apply to the majority of staff who deliver patient care in a variety of clinical settings.
Grade 1 & 2	The relevant grades within one particular specified post.
Grade (level)	A higher work level, with advanced duties which requires more advanced competencies (at production level) which can be reached by means of grade progression.
Grade Progression	Grade progression is progression to the higher production level, against the production level post, as and when the employee complies with the stipulated criteria. Grade progression is not dependant on a vacancy or subject to the principle of open competition.
Legal Nursing Practice	Laws and regulations relevant to nursing and health care in South Africa.
NA	The relevant salary level for the occupational category Nursing Assistant
Post (level)	A higher work level, with distinct duties (supervisory/managerial duties) which can be reached by means of post promotion.
Post Promotion	Promotion to a higher post, which is dependant on the availability of a funded vacancy, where the employee complies with the stipulated criteria and contends with other employees for the post through open competition.
Quality of Nursing Care	To develop standards, criteria and indicators for quality nursing and health care. To develop and maintain a plan to improve the quality of nursing and health care.

OCCUPATIONAL SPECIFIC DISPENSATION

NURSING ASSISTANT

Effective date of Dispensation: 1 July 2007

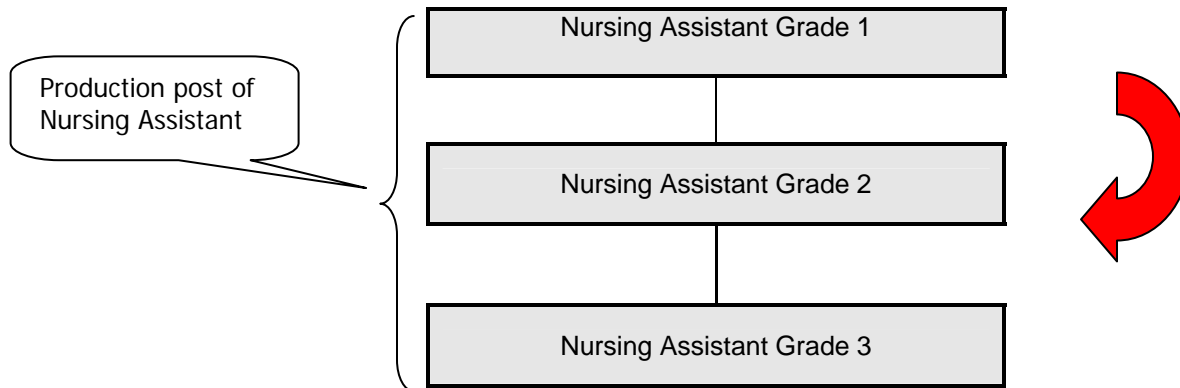
1. SCOPE OF APPLICABILITY

This dispensation is applicable to all employees registered with the South African Nursing Council (hereafter referred to as the SANC) as a Nursing Assistant and who are appointed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998


2. SCOPE/DESCRIPTION OF OCCUPATION

To provide quality elementary nursing care services under the supervision of a professional nurse within the scope of practice as defined by the South African Nursing Council (SANC) and Charter of Nursing Practice.

3. EXPOSITION OF LEVELS PROVIDED FOR IN THE DISPENSATION



Legend:

 Promotion to this level by means of grade progression

4. POST, GRADE AND SALARY STRUCTURE

	POST	GRADE (IF APPLICABLE)	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE – SEE APPENDIX 1	POST CLASS CODE	JOB TITLE CODE
	Nursing Assistant	Nursing Assistant Grade 1	To provide quality elementary nursing care services under the supervision of a Professional Nurse within the scope of practice as defined by the SANC and Charter of Nursing Practice	NA 1	82050	82050
		Nursing Assistant Grade 2	To provide quality elementary nursing care services under the supervision of a Professional Nurse within the scope of practice as defined by the SANC and Charter of Nursing Practice	NA 2		82051
		Nursing Assistant Grade 3	To provide quality elementary nursing care services under the supervision of a Professional Nurse within the scope of practice as defined by the SANC and Charter of Nursing Practice	NA 3		82052

5. PRESCRIBED BENCHMARK JOB DESCRIPTIONS

	JOB TITLE	ATTACHED ANNEXURE
1	Nursing Assistant	A

6. APPOINTMENT REQUIREMENTS – appointment from outside the Public Service

	JOB TITLE	SCALE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENTS	COMPETENCIES		EXPERIENTIAL COMPETENCY
					FUNCTIONAL	GENERIC	
1	Nursing Assistant Grade 1	NA 1	Qualification that allows registration with the SANC as Nursing Assistant	Registration with the SANC as Nursing Assistant	1. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. 2. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. 3. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.	1. Demonstrate elementary communication with patients, supervisors and other clinicians. 2. Work as part of the multi-disciplinary team to ensure good nursing care. 3. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. 4. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).	None
2	Nursing Assistant Grade 2	NA 2	Qualification that allows registration with the SANC as Nursing Assistant	Registration with the SANC as Nursing Assistant	1. Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. 2. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. 3. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.	1. Demonstrate elementary communication with patients, supervisors and other clinicians. 2. Work as part of the multi-disciplinary team to ensure good nursing care. 3. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. 4. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele).	A minimum of 10 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant

	JOB TITLE	SCALE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENTS	COMPETENCIES		EXPERIENTIAL COMPETENCY
					FUNCTIONAL	GENERIC	
					3	Nursing Assistant Grade 3	

Note:

Appropriate/recognisable experience in the context of these APPOINTMENT REQUIREMENTS also includes experience gained 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 the RSA.

7. SALARY RECOGNITION FOR APPROPRIATE/RECOGNISABLE EXPERIENCE ON APPOINTMENT

Only full years experience, as on 31 March of the year preceding date of appointment, are recognised for salary purposes

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
1	Nursing Assistant Grade 1	NA 1	Less than 3 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	2 nd
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	5 th
2	Nursing Assistant Grade 2	NA 2	10 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	2 nd
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	3 rd
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	4 th
			19 Years' or more, but less than 20 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	5 th
3	Nursing Assistant Grade 3	NA 3	20 years' or more, but less than 23 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	Minimum
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	2 nd
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	3 rd
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after registration with the SANC as Nursing Assistant	4 th
			29 Years' or more appropriate/recognisable experience after registration with the SANC as Nursing Assistant	5 th

Note:

Appropriate/recognisable experience in the context of these SALARY RECOGNITION BASES includes appropriate/recognisable experience gained 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 the RSA.

8. POST AND ORGANISATIONAL ARRANGEMENTS

	JOB TITLE	INDICATORS
1	Nursing Assistant Grade 1	<ul style="list-style-type: none"> <input type="checkbox"/> Nursing Assistant Grade 1, 2 and 3 constitute production levels <input type="checkbox"/> Only posts of Nursing Assistant are created on departments' establishments. <input type="checkbox"/> Nursing Assistants with the rank Nursing Assistant Grade 1 are kept in service against posts of Nursing Assistant
2	Nursing Assistant Grade 2	<ul style="list-style-type: none"> <input type="checkbox"/> Nursing Assistant Grade 1, 2 and 3 constitute production levels <input type="checkbox"/> Only posts of Nursing Assistant are created on departments' establishments. <input type="checkbox"/> Nursing Assistants with the rank Nursing Assistant Grade 2 are kept in service against posts of Nursing Assistant
3	Nursing Assistant Grade 3	<ul style="list-style-type: none"> <input type="checkbox"/> Nursing Assistant Grade 1, 2 and 3 constitute production levels <input type="checkbox"/> Only posts of Nursing Assistant are created on departments' establishments. <input type="checkbox"/> Nursing Assistants with the rank Nursing Assistant Grade 3 are kept in service against posts of Nursing Assistant

9. STAFFING NORMS/INDICATORS

	JOB TITLE	INDICATORS
1	Nursing Assistant Grade 1	Still to be determined
2	Nursing Assistant Grade 2	Still to be determined
2	Nursing Assistant Grade 2	Still to be determined

10. NATURAL CAREER PATH WITHIN THE OCCUPATION AND TO OTHER (RELATED) OCCUPATIONS

These career paths are subject to compliance with the prescribed requirements for these job levels/occupations

NURSING CATEGORY		JOB LEVELS/OCCUPATIONS
1	Nursing Assistant Grade 1	<input type="checkbox"/> Nursing Assistant Grade 2 <input type="checkbox"/> Nursing Assistant Grade 3 <input type="checkbox"/> Staff Nurse <input type="checkbox"/> Professional Nurse Grade 1 (General Nursing)
2	Nursing Assistant Grade 2	<input type="checkbox"/> Nursing Assistant Grade 3 <input type="checkbox"/> Staff Nurse <input type="checkbox"/> Professional Nurse Grade 1 (General Nursing)
3	Nursing Assistant Grade 3	<input type="checkbox"/> Staff Nurse <input type="checkbox"/> Professional Nurse Grade 1 (General Nursing)

11. REQUIREMENTS FOR PROMOTION TO HIGHER LEVELS (GRADE PROGRESSION) OR TO HIGHER VACANT POSTS (POST PROMOTION)

	JOB LEVEL		WAY OF PROMOTION	CRITERIA
	From	To		
1	Nursing Assistant Grade 1	Nursing Assistant Grade 2	<input type="checkbox"/> Grade progression <input type="checkbox"/> Grade progression is effected from 1 April of the year following the date on which the employee meets the prescribed requirements	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : <u>Above average performance for grade progression purposes:</u> <ul style="list-style-type: none"> <input type="checkbox"/> A combination of 5 years actual service and/or appropriate/recognisable post-registration experience. <input type="checkbox"/> At least 4 years of this period must be actual service as Nursing Assistant Grade 1 <u>Average performance for grade progression purposes:</u> A combination of 10 years actual service and/or appropriate/recognisable post-registration experience.

	JOB LEVEL			
2	Nursing Assistant Grade 2	Nursing Assistant Grade 3	<input type="checkbox"/> Grade progression <input type="checkbox"/> Grade progression is effected from 1 April of the year following the date on which the employee meets the prescribed requirements	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : <u>Above average performance for grade progression purposes:</u> <ul style="list-style-type: none"> <input type="checkbox"/> A combination of 15 years actual service and/or appropriate/recognisable post-registration experience. <input type="checkbox"/> At least 4 years of this period must be actual service as Nursing Assistant Grade 2 <u>Average performance for grade progression purposes:</u> A combination of 20 years actual service and/or appropriate/recognisable post-registration experience.
3	Nursing Assistant Grades 1, 2 and 3	Staff Nurse	Appointment/promotion to vacant post	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post Staff Nurse, as contained in item 6 of the OSD for Staff Nurse
4	Nursing Assistant Grades 1, 2 and 3	Professional Nurse Grade 1 (General Nursing)	Appointment/promotion to vacant post	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post Professional Nurse Grade 1 (General Nursing), as contained in item 6 of the OSD for Professional Nurse

Note:

Appropriate/recognisable experience in the context of these APPOINTMENT REQUIREMENTS includes appropriate/recognisable experience gained 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 the RSA

12. TRAINING AND DEVELOPMENT

As determined by departments based on their service delivery obligations.

13. OTHER CONDITIONS OF SERVICE

As determined by the Minister for the Public Service and Administration and conveyed to departments.

14. AMENDMENT CONTROL SHEET

	ITEM AND DESCRIPTION OF AMENDMENT	EFFECTIVE DATE OF AMENDMENT
1		
2		
3		
4		
5		