

Statutory Instrument No. 98 of 1969.

THE NURSES AND MIDWIVES LAW, 1964

THE ENROLLED NURSES (TRAINING AND EXAMINATION) RULES, 1969

(Published on 3rd October, 1969)

It is notified for general information that in exercise of the powers vested in him by Section 12 of the Nurses and Midwives Law, 1964 (No. 43 of 1964), the Minister of Education, Health and Labour has approved the following rules made by the Nursing Council for Botswana —

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PART I
PRELIMINARY

Citation

1. These rules may be cited as the Enrolled Nurses (Training and Examination) Rules, 1969.

PART II
TRAINING SCHOOLS AND ADMISSION

Approval of Training Schools

2. (1) A hospital may be approved by the Council as a training school if —
- (a) a daily average of at least 80 occupied beds is available for the training of pupil nurses and of those beds at least 20 are medical, 20 surgical, and 10 paediatric;
 - (b) facilities are available for the adequate training of pupil nurses in all the subjects prescribed in the Syllabus set out in the First Schedule;
 - (c) a registered general nurse is in charge of the hospital who shall be responsible for satisfying the Council that every pupil nurse receives adequate instruction in the theoretical and practical aspects of the Syllabus set out in the First Schedule;
 - (d) at least one registered general nurse is on duty at all times;
 - (e) not more than ten pupil nurses are admitted in proportion to each registered nurse normally employed on the staff of the hospital;
 - (f) provision is made for satisfactory accommodation for lecturers and demonstrations, and the necessary equipment, models and library facilities for the proper instruction of the pupil nurses are available.
 - (g) all lecturers and demonstrators hold qualifications approved by the Council;
 - (h) pupil nurses are medically examined upon admission to training and yearly thereafter;
 - (i) pupil nurses are allowed at least one day off per week when on day duty and at least one night off per week when on night duty.

(2) The Council shall have the right to call for such information as it may deem fit and to point out any matter in which its requirements appear to be insufficiently met, or any matter which in its opinion adversely affects the training of pupil nurses and to withhold, suspend or withdraw its approval if its requirements are not met within a stipulated period.

(3) The Council or any person authorised by the Council shall have the right to inspect a training school at any time and to call for such information as may be deemed necessary.

(4) Any approval given by the Council may, at its discretion be varied, amended or withdraw.

Requirement for Admission

3. No person shall be admitted for training unless she submits to the person in charge of the training school —

- (a) a statement from the Education Department that she has attempted the Junior Certificate Examination or some other examination which in the opinion of the Council is equivalent to the Junior Certificate Examination ;
- (b) a certificate of good health signed by a registered medical practitioner ;
- (c) a certificate of good character signed by two responsible persons to the satisfaction of the training school concerned ;

Provided that —

- (i) a Junior Certificate examination attempted or passed outside Botswana shall not be accepted as adequate by the Council unless approved by the Director of Education ;
- (ii) notwithstanding anything in proviso (i), the Council shall in any case have power to grant exemption from the requirements in paragraph (a).

PART III REGISTER

Register of Pupil Nurses

4. (1) The Council shall keep a register of pupil nurses in which all pupil nurses in which all pupil nurses shall apply to have their names entered within six weeks after the commencement of their training or, in the event of their training having been terminated before completion, within six weeks of its resumption.

(2) When an application for the entry of a name in the register is received by the Council more than six weeks after the commencement or resumption of training, the date of commencement or resumption shall be deemed to have been six weeks prior to the date on which such application is received by the Council.

(3) If the training of a pupil nurse is terminated before completion for any reason whatsoever the person in charge of the training school attended by such nurse shall forth notify the Council of such termination, and the name of such nurse shall forthwith be removed from the register.

PART IV TRAINING

Resumption of Training

5. A pupil nurse whose training has been terminated for any reason whatsoever before completion may apply to be allowed to resume her training and in the event of her being accepted for continued training she may, subject to rule 6 (5) (a) and (b) be granted recognition of her previous training.

Period of Training and Breaks in Training

6. (1) Subject to the provisions of sub-rules 3 and 4 training shall be continuous.

(2) The period of training shall be thirty months.

(3) A pupil nurse may be granted not more than 10 weeks leave of absence during the prescribed period of training, and not more than four weeks leave of absence in any twelve months of training.

(4) A pupil nurse may be granted sick leave not exceeding 14 days in all during the prescribed period of training. If sick leave in excess of 14 days be granted, the pupil nurse shall undergo supplementary training for a period equivalent to such excess so that the prescribed period of training is completed: Provided that, if the sick leave granted exceeds 110 days in all, the pupil nurse shall, in addition to the prescribed period of training, undergo an extension of training equal to one half of the total period of sick leave taken, unless the Council determines otherwise.

(5) (a) No recognition of previous training shall be granted if a break in training occurs before the completion of at least six months of the prescribed period of training, unless the Council determines otherwise.

(b) No recognition of previous training shall be granted if there is more than one break in training.

(c) The period of any break in training shall be made up by supplementary training for an equivalent period so that the prescribed period of training is completed.

(d) If a break in training exceeds a period of 110 days, the pupil nurse shall, in addition to undergoing the prescribed period of training, undergo an extension of training equal to one half of the period of such break, unless the Council determines otherwise.

(e) For the purposes of this rule the term "break in training" shall include any absence from training which is not authorised in this rule. Any such absence and the reasons therefor shall be reported to the Council forthwith by the person in charge of the training school.

(6) The person in charge of a training school shall notify the Council forthwith when any pupil nurse has completed the prescribed period of training and shall lodge with the Council a record of the training undergone by the pupil nurse.

Lectures, Demonstrations and Practical Training

7. (1) Every pupil nurse shall attend a complete course of lectures and demonstrations covering the subjects prescribed in the Syllabus in the First Schedule.

(2) Every pupil nurse shall receive practical instruction in, and carry out, all the nursing procedures prescribed in the Syllabus in the First Schedule.

(3) Every pupil nurse shall receive practical experience in the various clinical fields as prescribed in the Second Schedule.

PART V EXAMINATIONS

Examinations

8. The examinations shall comprise two examinations during the course of training for Enrolled Nurses, namely —

- (1) The Intermediate Examination ; and
- (2) The Final Examination.

Intermediate Examination

9. (1) The Intermediate Examination may be taken on the completion of 12 months of training :

Provided that the pupil nurse has —

- (a) completed the prescribed lectures in Section 1 and 2 of the Syllabus in the First Schedule, except that she need not have had lectures in First Aid ;
- (b) received the applied teaching in basic nursing prescribed in Section 1 of the said Syllabus ;
- (c) had not more than 28 days leave and not more than 7 days sick leave, or has undergone the prescribed supplementary training.

(2) The Intermediate Examination shall consist of an oral and practical examination in basic nursing. 30 minutes oral and 30 minutes practical, and will be marked out of a total of 100 marks of which 50 will be considered as a pass mark.

(3) Candidates will not be allowed to have more than two attempts to pass the Intermediate Examination.

Final Examination

10. (1) The Final Examination may be taken on the completion of 24 months of training :

Provided that the pupil nurse has —

- (a) passed the Intermediate Examination at least nine months previously ;
- (b) completed the lectures on First Aid and passed the First Aid practical examination conducted by a recognised examiner of the Red Cross Society ;
- (c) completed the prescribed lectures in Section 3 of the Syllabus in the First Schedule ;
- (d) received the applied teaching in basic nursing prescribed in the said Syllabus ;
- (e) undergone the clinical experience prescribed in the Second Schedule ;
- (f) had not more than 10 weeks leave during the course and not more than 14 days sick leave, or has undergone the prescribed supplementary training.

(2) The Final Examination shall consists of two sections :

- (a) A written paper of 3 hours duration covering all clinical subjects in the Syllabus in the First Schedule including First Aid as it is applied to nursing.
- (b) An oral and practical examination in basic nursing of 60 minutes duration covering the entire Syllabus in the First Schedule.

(3) No pupil nurse shall be admitted to the practical examinations unless she has with her her "Training Syllabus and Record of Practical Instruction and Experience (General) for Admission to the Roll of Nurses", and Section 1 and 4 of the record have been completed.

(4) Each section of the examination will be marked out of 100 marks and 50 marks will be considered as a pass mark. Candidates are required to pass each section of the examination. Any marks below 50 % will be deemed a failure.

(5) A candidate who fails the examination at her first attempt may be credited with the section of the examination which she has passed: Provided that all credits will be lost after failing a second time.

(6) A candidate who fails at her third attempt shall be debarred from further entry to the examination.

Merits in the Final Examination

11. (1) Successful candidates in the Final Examination shall be shown as having "passed" "passed with credit" or "passed with honours".

(2) To pass in the Final Examination a candidate shall obtain at least 50% of the possible marks in each section of the examination. To pass with credit a candidate shall obtain at least 60% of the possible marks in each section of the examination. To pass with honours a candidate shall obtain at least 75% of the possible marks in each section of the examination.

(3) Save as prescribed in sub-rule (1) candidates shall not be placed in order of merit, and no information in regard to the marks or places obtained by candidates shall be made public.

Dates of Examinations, Applications for Admission and Re-Admission and Examination Fees

12. (1) The person in charge of a training school shall notify the Council forthwith, giving reasons, if a candidate becomes ineligible through termination of training, sickness or otherwise, for admission or re-admission to an examination subsequent to the lodging of an application in terms of this rule.

(2) The examinations shall be held twice a year during the months of March and September and applications for admission and re-admission shall be lodged with the Council on or before the 31st January and 31st July, respectively.

(3) The following fees shall be paid to the Council –

(a) on application for admission to the Final Enrolled Nurses Examination R2.00

(b) on application for re-admission to the Final Enrolled Nurses Examination R2.00

(4) An application lodged not more than seven days after the prescribed date for the lodging of application for admission and re-admission to an examination may be accepted, but shall be accepted only on payment of an additional fee of R1.00.

(5) An application lodged more than seven days after the prescribed date for the lodging of application for admission and re-admission to an examination shall not be accepted.

(6) An application for admission or re-admission to an examination shall not be deemed to have been "lodged" in terms of this rule unless an application form, duly completed, together with the examination fee and, where applicable, the additional fee referred to in sub-rule 4 shall have reached the Council. The onus will be on the applicant to ensure that the application reaches the Council in time.

Examination Centres

13. A candidate shall take her examinations at the training school attended by her.

Examiners and Moderators

14. (1) Examiners shall be appointed by the Council.

(2) The Council may appoint a moderator for any examination.

FIRST SCHEDULE (rules 2, 7, 9 and 10)

THE SYLLABUS FOR ENROLLED NURSE TRAINING

In addition to the formal lectures listed below, applied teaching shall be given in each subject.

SECTION 1

Principles and Practice of Nursing

Introduction	6 Lectures
General Care in the Ward Unit	6 Lectures
Routine Care of Patients	28 Lectures
Care of Babies and Children	5 Lectures
Medicines and Poisons	12 Lectures
Other Nursing Procedures	38 Lectures
First Aid (Theory and Practice)	24 Lectures

SECTION 2

The Human Individual and his Environment

Personal Development of the Individual	6 Lectures
The Promotion of Individual and Communal Health	15 Lectures
The Structure and Function of the Human Body including Nutrition	40 Lectures

SECTION 3

Outline of the Cause, Course and Treatment of Disease

General Medical and Surgical Conditions (including Doctor's Lectures)	60 Lectures
Nursing of Babies and Children	12 Lectures
Nursing of Patients with Chronic Conditions	12 Lectures

NOTE :

The number of lectures listed above is the *minimum* number required to cover the syllabus. Additional lectures, demonstrations, tests, visits, films and revision should be noted and added when submitting entry forms to examinations.

For the guidance of pupil nurse teachers, at least four hours of teaching should be given each week and this may include tests, films, visits of interest, demonstrations and set study periods.

Where possible, lectures should be given in the nurses' on-duty time, but each individual hospital is at liberty to arrange study days or a block system to suit the exigencies of the hospital.

SECOND SCHEDULE

(rules 7 and 10)

THE MINIMUM PERIODS OF EXPERIENCE IN THE VARIOUS CLINICAL FIELDS

Male Medical	12 weeks
Male Surgical	12 weeks
Female Medical	12 weeks
Female Surgical	12 weeks
Gynaecology	12 weeks
Paediatric	12 weeks
Casualty and/or O.P.D.	4 weeks
Theatre	8 weeks
Infectious Diseases	4 weeks

Where there is only one ward combining medical and surgical cases, or medical, surgical and gynaecology, these periods of experience may be combined, e.g. where there is one male ward, the nurse must complete a minimum period of 24 weeks in that ward, or where there is a female ward combining medical, surgical and gynaecology, the nurse must complete a minimum period of 36 weeks in that ward.

C.M. ARMSTRONG,
Acting Permanent Secretary.

Ministry of Education, Health and Labour,
GABORONE.

18th September, 1969.

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