

CHAPTER 280

THE NON-DESIGNATED EXPATRIATE OFFICERS (RETIRING BENEFITS) ACT

ARRANGEMENT OF SECTIONS

Section

1. Short title
2. Interpretation
3. Retirement
4. Supersession of certain entitled officers
5. Date of retirement and pension of entitled officer entering contract of re-employment under Government
6. Benefits in respect of leave, passages and baggage facilities for certain entitled officers
7. Special gratuity on the death of certain entitled officers
8. Grant of pensions and gratuities
9. Additional pension or gratuity payable to certain entitled officers
10. Additional pension or gratuity payable to certain retired officers re-employed
11. Place of payment and rate of exchange
12. Application of the Pensions Laws
13. Exemption from tax
14. Transitional provisions

SCHEDULE-Instructions for obtaining the appropriate factor

CHAPTER 280

**NON-DESIGNATED EXPATRIATE
OFFICERS (RETIRING**

***75 of
1965
6 of 1967***

BENEFITS)

An Act to implement the scheme of retirement benefits for non-designated expatriate officers; and to provide for matters incidental thereto or connected therewith.

[7th January, 1966]

1. This Act may be cited as the Non-Designated Expatriate Officers (Retiring Benefits) Act. Short title

2. (1) In this Act, unless the context otherwise requires- Interpretation
"the appropriate authority"- Cap. 1

(a) in relation to an entitled officer who is a police officer below the rank of Assistant Superintendent, means the Commissioner of Police; Cap. 4
Cap. 266

(b) in relation to an entitled officer who is a member of the Zambia Prison Service below the rank of Superintendent, means the Commissioner of Prisons;

(c) in relation to any other entitled officer, means the appropriate Commission;

"the appropriate Commission" has the meaning assigned thereto by the Constitution;

"confirmed officer" means an officer in the public service-

(a) who, on the operative date, had been confirmed in his appointment in the public service; or

(b) who, while serving on probation or as an officer on probationary agreement, is confirmed in his appointment in the public service; or

(c) who, at any time prior to his transfer to the public service, was an established officer or confirmed employee in the public service of the former Federation of Rhodesia and Nyasaland;

"entitled officer" means a confirmed officer-

(a) who is a citizen of a country other than Zambia, whether or not he is also a citizen of Zambia; and

(b) who, but for the provisions of this Act, would be eligible to be granted an additional pension under regulation 12 of the Pensions

Regulations (without taking the provisos to that regulation into account) in the event of his retirement in consequence of the abolition of his office; and

(c) who is not a designated officer for the purposes of the -Overseas Service (Northern Rhodesia) Agreement, 1961; and

(d) who has not received and is not eligible to receive any compensation or other benefit under the Zambia (Compensation and Retiring Benefits) Order, 1964;

"General Orders" means the General Orders of the Government;

"the Government" means the Government of Zambia or, in respect of any period before the 24th October, 1964, the Government of the former Protectorate of Northern Rhodesia;

"officer on probationary agreement" means an officer, who is serving the Government for a tour of duty under an agreement entered into between him and the Government and who-

(a) having entered into the agreement before he attained the age of forty-five years, is eligible under General Orders to be confirmed in his appointment in the public service on the completion of his tour of duty subject only to satisfactory service and the fulfilment of any examination obligations; or

(b) has been given on behalf of the Government a formal and written commitment to confirm him in his appointment in the public service on a specified date or after a specified period subject only to satisfactory service and the fulfilment of any examination obligations;

"operative date" means the 10th January, 1964;

"pensionable emoluments" means emoluments that may be taken into account in computing the pension of an officer under the Pensions Laws;

"pensionable service" means the aggregate amount of service that may be taken into account for the purpose of computing the pension of an officer under the Pensions Laws;

"the Pensions Act" means the European Officers' Pensions Act;

"the Pensions Laws" means the Pensions Act and the Pensions Regulations;

"the Pensions Regulations" means the regulations contained in the Third Schedule to the Pensions Act and any regulations varying or revoking the same;

"the prescribed period of notice"-

(a) in relation to an entitled officer who is not on leave of absence after completing a tour of duty at the time when he gives notice of his

intention to retire, means a period expiring not earlier than the date on which he will have completed six months' resident service reckoned from-

- (i) the date on which such notice is given; or
- (ii) the date on which he completes the first three months of his current tour of duty;

whichever is the later;

(b) in relation to an entitled officer who is on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire, means a period expiring not earlier than the date on which he will have completed six months' resident service reckoned from the date on which he returns to Zambia for further duty;

"the prescribed period of resident service", in relation to an entitled officer, means the period or periods of resident service, amounting in the aggregate to twenty-four months, served by that officer after the operative date;

"the public service" means the public service of Zambia or, in respect of any period before the 24th October, 1964, the public service of the former Protectorate of Northern Rhodesia and includes the Civil Service (Local Conditions) and the Teaching Service;

"resident service", in relation to an entitled officer, means pensionable service of the officer in the public service but does not include any period spent by the officer-

(a) on leave of absence on half pensionable emoluments or without pensionable emoluments; or

(b) on vacation leave of absence taken after the completion of a tour of duty; or

(c) on travelling time, that is to say, additional leave of absence granted in respect of rail, sea or air travel undertaken in proceeding on or returning from vacation leave, except to the extent that such travelling time is permitted by General Orders to be reckoned as resident service;

"the Scheme" means the scheme of retirement benefits for non-designated expatriate officers that was published by the Government on the 6th January, 1964, and any amendment of such scheme published by the Government before the commencement of this Act.

(2) For the purposes of this Act-

(a) a person whose office has been abolished and who retires in

consequence of the abolition of his office shall be deemed to be the substantive holder of that office during the period between the date on which the office was abolished and the date of the expiration of any leave of absence granted to him pending his retirement;

- (b) when an officer on probation is required to retire-
 - (i) under section 16 of the Zambia Independence Order, 1964; or
 - (ii) in consequence of injury or ill health; or
 - (iii) in consequence of the abolition of his office or for the purpose of facilitating improvements in the organisation of the part of the public service to which he belongs by which greater economy or efficiency may be effected; or
 - (iv) on the grounds of age in accordance with the provisions of the Pensions Laws;

he shall be deemed to have been confirmed in his appointment in the public service immediately before the day upon which he was given notice requiring him to retire;

- (c) when the appointment of an officer on probationary agreement is terminated for reasons which, if he had been an officer on probation, paragraph (b) would have applied to him, he shall be deemed to have been confirmed in his appointment in the public service immediately before the day upon which he was given notice of the termination of his appointment.

(3) An entitled officer who is required to retire and who, immediately before being so required acted for a period of six months to the satisfaction of the appropriate authority in an office the pensionable emoluments of which were higher than those of the office of which he was the substantive holder, shall be deemed to have been confirmed in the office in which he was acting.

3. (1) Subject to the provisions of this section, an entitled officer may, after giving to the appropriate authority notice of his intention to do so, being- Retirement

- (a) the prescribed period of notice; or
- (b) such shorter period of notice as the appropriate authority may accept;

retire under this section at any time:

Provided that-

(i) in the case of an officer who is not on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire under this section and who, if he gave the prescribed period of notice, would serve a tour of duty exceeding thirty-six months, the appropriate authority shall accept such shorter period of notice as will enable the officer, after completing a tour of duty of thirty-six months, to proceed on leave of absence pending retirement without returning to Zambia for further duty;

(ii) in the case of an officer who is not on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire under this section and who, before he gives such notice, has been granted permission to proceed on leave of absence after completing a tour of duty on a date within six months of the date on which he gives such notice, the appropriate authority shall accept such shorter period of notice as will enable the officer to proceed on such leave of absence pending retirement without returning to Zambia for further duty;

(iii) in the case of an officer who is on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire under this section, the appropriate authority shall, unless it considers that it is essential in the public interest that the officer be required to return to Zambia for further duty, waive any period of notice required under this section.

(2) An entitled officer who has given notice of his intention to retire under this section on any date may, with the consent of the appropriate authority, withdraw that notice at any time before that date.

(3) No entitled officer shall retire under this section without the permission of the appropriate authority:

Provided that the appropriate authority shall not withhold permission unless disciplinary proceedings are being taken, or are about to be taken, against the officer and those proceedings might lead to his dismissal.

(4) An entitled officer-

- (a) who is permitted to retire by reason of injury or ill health; or
 - (b) who is required to retire on or after his attainment of any age prescribed by law; or
 - (c) who is required to retire in consequence of the abolition of his office or for the purpose of facilitating improvements in the organisation of the part of the public service to which he belongs by which greater economy or efficiency may be effected; or
 - (d) who is required to retire in the public interest; or
 - (e) who is required to retire under section 16 of the Zambia Independence Order, 1964; or
 - (f) in the case of a woman officer, who is required to retire upon her marriage;
- shall be deemed to have retired under this section.

4. (1) Where, in pursuance of a policy of according preference to persons who are citizens of Zambia, the appropriate authority appoints or promotes to any office in the public service a citizen of Zambia in preference to an entitled officer whom, having regard to his merit, qualifications and seniority, it would otherwise have promoted to the office, the appropriate authority shall inform the Permanent Secretary (Establishments) of the name of that entitled officer and the Permanent Secretary (Establishments) shall thereupon, by notice in writing, inform that entitled officer of his supersession for promotion.

Supersession of certain entitled officers

(2) Subject to the provisions of this section, an entitled officer who is informed under subsection (1) of his supersession for promotion may, after giving to the appropriate authority notice of his intention to do so, retire under this section at any time thereafter:

Provided that-

- (i) no officer shall retire under this section on a date more than six months after the date on which he is informed of his supersession for promotion except after giving the period of notice which he would be required to give if he were retiring under section *three*;
- (ii) if an officer who has been informed of his supersession for

promotion subsequently is granted and accepts promotion to another office in the public service, he shall cease to be entitled to retire under this section unless and until-

- (a) he completes a period or periods of resident service, amounting in the aggregate to not less than twenty-four months, reckoned from the date with effect from which he was last granted promotion; or
- (b) he is informed under subsection (1) that he has again been superseded for promotion.

(3) An entitled officer who has given notice of his intention to retire under this section on any date may, with the consent of the appropriate authority, withdraw that notice at any time before that date.

(4) No entitled officer shall retire under this section without the permission of the appropriate authority:

Provided that the appropriate authority shall not withhold permission unless disciplinary proceedings are being taken, or are about to be taken, against the officer and those proceedings might lead to his dismissal.

5. (1) This section applies to an entitled officer who-

Date of
retirement and
pension of
entitled officer
entering contract
of re-employment
under
Government

(a) gives notice under section *three* or *four* of his intention to retire;
and

(b) at the same time, informs the appropriate authority of his desire to enter into a contract of re-employment under the Government immediately following his retirement.

(2) Where an entitled officer to whom this section applies enters into a contract of re-employment under the Government, he shall, notwithstanding anything to the contrary in this Act, be treated for the

purpose of this Act as if-

(a) in the case of an entitled officer who gives notice under section *three* of his intention to retire, he retired under that section; or

(b) in the case of an entitled officer who gives notice under section *four* of his intention to retire, he retired under that section;

on the expiry of the day immediately preceding the day on which such contract of re-employment is expressed to commence.

(3) Where an entitled officer to whom this section applies enters into a contract of re-employment under the Government whereby it is agreed that a sum of money shall be payable in instalments to that officer by the Government in respect of and for the duration of a period of time calculated by reference to a period of leave of absence which, but for the operation of the provisions of subsection (2), might have been granted to that officer pending his retirement under this Act, such sum of money and such period of time shall, notwithstanding anything to the contrary in the Pensions Laws, be taken into account for the purpose of computing the amount of the pension which may be granted under the Pensions Laws to that officer on his retirement under this Act as if-

(a) references in the Pensions Laws to emoluments which shall be taken into account as pensionable emoluments included a reference to such sum of money; and

(b) references in the Pensions Laws to periods which shall be taken into account as pensionable service included a reference to such period of time.

(4) In this section-

"contract of re-employment under the Government" means a written contract of service whereby the person employed is re-engaged, following his retirement under this Act, to serve in the public service for a period of not less than twenty-four months.

(No. 6 of 1967)

6. (1) In the case of an entitled officer who retires under subsection (1) of section *three* or who retires under section *four* (not being an Benefits in respect of leave,

officer to whom subsection (3) applies) and-

passages and
baggage facilities
for certain
entitled officers

(a) who is on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire-

(i) if he returns to Zambia for further duty at the requirement of the appropriate authority, he shall be provided with such passages for himself and his family and such baggage facilities as an officer of similar status is entitled to under General Orders when returning to Zambia for a tour of duty, and when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty;

(ii) if he returns to Zambia to settle his affairs and on his return completes a tour of duty of not less than twelve months, he shall be paid the cost of the passages for himself and his family and of transporting his baggage to Zambia (but not exceeding the cost of such passages and baggage facilities as an officer of similar status is entitled to under General Orders when returning to Zambia for a tour of duty) and provided with such passages for himself and his family and such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty;

(iii) if he does not return to Zambia, he shall be provided with such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty;

(b) who is not on leave of absence after completing a tour of duty at the time when he gives notice of his intention to retire, he shall be provided with such passages and baggage facilities for himself and his family as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty.

(2) In the case of the retirement of an entitled officer who is required to retire in the circumstances described in paragraph (c) or (e) of subsection (4) of section *three*, and-

(a) who is on leave of absence after completing a tour of duty-

(i) he shall, if the period of leave on full pensionable emoluments

for which he is eligible on the date on which he is given notice requiring him to retire is less than six months, be granted such additional leave on full pensionable emoluments as will bring the aggregate period of such leave of absence from that date up to six months; and

(ii) he shall (if he returns to Zambia to settle his affairs) be provided with a passage to Zambia for his own use as if he were returning to Zambia for a further tour of duty and such passage and such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty; and

(iii) in the case of the retirement of an entitled officer who is required to retire in the circumstances described in paragraph (e) of subsection (4) of section *three* and who returns to Zambia to settle his affairs, he shall be paid a subsistence allowance at the rate prescribed by General Orders for the period (but not exceeding twenty-one days) of his stay in Zambia;

(b) who is not on leave of absence after completing a tour of duty-

(i) he shall not be required to depart from Zambia on leave of absence pending his retirement until the expiration of a period of six months from the date upon which he was given notice requiring him to retire; and

(ii) he shall be provided with such passages and baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty;

(iii) he shall, if the period of leave on full pensionable emoluments for which he is eligible is less than six months, be granted such additional leave on full pensionable emoluments as will bring the aggregate period of such leave of absence pending his retirement up to six months.

(3) In the case of an entitled officer who is informed under subsection (1) of section *four* of his supersession for promotion and-

(a) who, being on leave of absence after completing a tour of duty when he is so informed, gives notice of his intention to retire under section *four* on the expiry of that leave of absence-

(i) he shall, if the period of leave on full pensionable emoluments for which he is eligible on the date upon which he is so informed is less

than six months, be granted such additional leave on full pensionable emoluments as will bring the aggregate period of such leave of absence from that date up to six months; and

- (ii) he shall, if he returns to Zambia to settle his affairs-
 - A. be provided with a passage to Zambia for his own use as if he were returning to Zambia for a further tour of duty and such passage and such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a tour of duty; and
 - B. be paid a subsistence allowance at the rate prescribed in General Orders for the period (but not exceeding twenty-one days) of his stay in Zambia;

(b) who, not being on leave of absence after completing a tour of duty when he is so informed and who, not having been on such leave of absence after being so informed, gives notice of his intention to retire under section *four*-

(i) he shall, if the period of leave on full pensionable emoluments for which he is eligible on the date upon which he proceeds on leave pending retirement is less than six months, be granted such additional leave on full pensionable emoluments as will bring the aggregate period of such leave of absence from that date up to six months; and

(ii) he shall be provided with such passages and such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty;

(c) who, not being on leave of absence after completing a tour of duty when he is so informed, thereafter proceeds on such leave of absence and within six months of being so informed gives notice of his intention to retire under section *four* on the expiry of that leave of absence-

(i) he shall, if the period of leave on full pensionable emoluments for which he was eligible on the date on which such leave of absence commenced is less than six months, be granted such additional leave on full pensionable emoluments as will bring the aggregate period of such leave of absence from the date on which it commenced up to six months; and

(ii) he shall be provided with such baggage facilities as an officer of similar status is entitled to under General Orders when retiring from the public service having attained the age of fifty-five years and having completed a final tour of duty.

(4) No entitled officer shall, in pursuance of the provisions of this section, be provided with overseas passages for himself or his family or be paid the cost of such passages unless his conditions of service include an entitlement to overseas passages.

7. (1) Where an entitled officer dies and it is lawful under the provisions of the Pensions Laws for a gratuity to be granted to his personal representatives, there shall be granted to his personal representatives either that gratuity or a gratuity equal to the maximum gratuity that could have been granted to that officer under the provisions of section *eight* if he had retired under this Act at the date of his death, whichever is the greater: Special gratuity on the death of certain entitled officers

Provided that, in the case of an officer to whom Part II of the Pensions Regulations applied, in respect of that proportion of the pensions for which he would have been eligible, if he had retired under this Act at the date of his death and which is attributable to his pensionable service otherwise than in the public service, the permitted fraction referred to in section *eight* shall not be less than three-quarters.

(2) For the purposes of the proviso to subsection (1), the proportion of a pension which is attributable to the pensionable service of an officer otherwise than in the public service shall be that proportion of the pension for which the officer would have been eligible if his pensionable service had been wholly in the public service as the aggregate amount of his pensionable emoluments during his pensionable service otherwise than in the public service bears to the aggregate amount of his pensionable emoluments throughout his pensionable service.

(3) The Permanent Secretary, Ministry of Finance, may direct that instead of being paid to the personal representatives, any gratuity payable under this section shall be paid to one of the dependants of the deceased or to two or more of those dependants in such proportions as the Permanent Secretary may think fit.

8. (1) Subject to the provisions of section *twelve*, an entitled officer, Grant of pensions and gratuities on his retirement under this Act, may be granted at his option (such option to be exercised in accordance with the provisions of regulation 16 of the Pensions Regulations) either-

(a) a pension of such amount as may be granted under the Pensions Laws; or

(b) a reduced pension equal to such fraction as he may desire of the pension that may be granted under the Pensions Laws (not being, in the case of an entitled officer who retires after completing less than twelve years' service under the Government after the operative date, less than the permitted fraction) together with a gratuity equal to the annual amount of the remaining fraction of that pension multiplied by the appropriate factor; or

(c) in the case of an entitled officer who retires after completing not less than twelve years' service under the Government after the operative date, a gratuity equal to the annual amount of the pension that may be granted under the Pensions Laws multiplied by the appropriate factor.

(2) For the purposes of this section, an entitled officer shall be deemed to be eligible for the grant of a pension under the Pensions Laws-

(a) notwithstanding that he may have retired before attaining the age specified in the Pensions Laws as qualifying him for the grant of a pension; and

(b) notwithstanding that he may not have completed at the date of his retirement the period of qualifying service required by the Pensions Laws to render him eligible for the grant of a pension.

(3) Where an entitled officer retires by reason of injury or ill health in circumstances in which he could under the Pensions Laws be granted an additional pension, the provisions of this section shall have effect in relation to that officer as if references to the pension that may be granted under the Pensions Laws included references to that additional pension.

(4) Where an entitled officer retires under this Act in circumstances in

which he is entitled to be granted an additional pension under section *nine*, the provisions of this section shall have effect in relation to that officer as if references to the pension that may be granted under the Pensions Laws included references to that additional pension.

(5) Where an entitled officer-

(a) is required to retire in the circumstances described in paragraph (c) or (e) of subsection (4) of section *three*;

or

(b) is required to retire on the grounds of age before attaining the age of fifty-five years; or

(c) retires under section *four*; or

(d) retires under the provisions of this Act after completing a period or periods of resident service, amounting in the aggregate to not less than twenty-four months, reckoned from the operative date or the date with effect from which he was last granted promotion in the public service, whichever is the later;

then, for the purposes of this section, the amount of the pension or gratuity that may be granted to the entitled officer under the Pensions Laws shall be calculated by reference to the full annual pensionable emoluments enjoyed by him on the date immediately prior to his retirement.

(6) If an entitled officer has not exercised the option conferred by subsection (1) within the period in which it is required to be exercised, he shall be deemed to have opted for the grant of a pension of such amount as may be granted under the Pensions Laws.

(7) In this section-

"the appropriate factor", in relation to an entitled officer, means the factor obtained from the Table in the Schedule that is appropriate to the age of that officer on the date immediately prior to his retirement reckoned in completed years and completed months;

"the permitted fraction"-

(a) in relation to an entitled officer who retires after completing less

than one year's service under the Government after the operative date, means three-quarters;

(b) in relation to an additional pension granted on account of injury under regulation 13 (1) of the Pensions Regulations, means three-quarters;

(c) subject to paragraph (b), in relation to an entitled officer who retires after completing not less than one and not more than twelve years' service under the Government after the operative date, means such fraction as is obtained by subtracting one-sixteenth for each completed year of his pensionable service under the Government after the operative date from three-quarters:

Provided that, in reckoning for the purposes of this definition the years of pensionable service under the Government after the operative date of an entitled officer whose pensionable service has been wholly under the Government and who is granted leave of absence pending his retirement, leave of absence granted in respect of service prior to the operative date the enjoyment of which had on the operative date been deferred shall not be taken into account.

9. (1) Subject to the provisions of this section, an entitled officer who retires-

Additional pension or gratuity payable to certain entitled officers

(a) in the circumstances described in paragraph (c) or (e) of subsection (4) of section *three*; or

(b) under section *four*;

shall be granted at his option (such option to be exercised in accordance with the provisions of regulation 16 of the Pensions Regulations) either-

(i) an additional pension calculated in accordance with subsection (3); or

(ii) a gratuity equal to one-half of the compensation (excluding interest thereon) to which he would have been entitled if, on the 1st May, 1964, or the date on which his pensionable service under the Government commenced, whichever is the later, he had been a

designated officer for the purposes of the Overseas Service (Northern Rhodesia) Agreement, 1961, and an entitled officer for the purposes of the Zambia (Compensation and Retiring Benefits) Order, 1964.

(2) Subject to the provisions of this section, but without prejudice to the grant of an additional pension on account of injury under regulation 13 (1) of the Pensions Regulations, an entitled officer (not being an officer to whom subsection (1) applies) who retires under this Act at any time after completing the prescribed period of resident service shall be granted an additional pension calculated in accordance with subsection (3).

(3) The additional pension referred to in subsections (1) and (2) shall be-

(a) in the case of an entitled officer to whom Part II of the Pensions Regulations applies, a pension equal to one-third of the amount of the pension which the officer would have been eligible to be granted under the Pensions Laws if the pensionable service of the officer had been wholly under the Government;

(b) in the case of any other entitled officer, a pension equal to one-third of the amount of the pension which the officer is eligible to be granted under the Pensions Laws.

(4) The additional pension payable to an entitled officer under this section, together with the pension payable to the officer under the Pensions Laws, shall not exceed the amount of the pension which the officer would have been eligible to be granted under the Pensions Laws if he had continued until he attained the age of fifty-five years to hold the office held by him immediately prior to his retirement, having received all increments for which he would have been eligible by that date.

(5) For the purposes of this section, references in section *eleven* of the Pensions Act to a pension granted under that Act shall be construed as references to the aggregate of the pension granted under the Pensions Laws and of any additional pension granted under this section.

(6) If an entitled officer to whom subsection (1) applies has not exercised the option conferred by that subsection within the period in

which it is required to be exercised, he shall be deemed to have opted for the grant of an additional pension calculated in accordance with subsection (3).

(7) The provisions of regulation 12 of the Pensions Regulations shall not apply to an entitled officer.

10. (1) This section applies to an entitled officer who has retired under this Act and-

Additional
pension or
gratuity payable
to certain retired
officers re-
employed

(a) who, immediately prior to his retirement, was not eligible to be granted an additional pension under section *nine*; and

(b) who, without a break in the continuity of his service, is re-employed by the Government.

(2) Subject to the provisions of subsection (4), where the re-employment under the Government of a person to whom this section applies is terminated in circumstances in which, if he had not retired, subsection (1) of section *nine* would have applied to him, he shall, with effect from the day following the last day of his re-employment under the Government, be granted, at his option, the additional pension or gratuity which he would have been entitled to be granted under subsection (1) of section *nine* on the date immediately prior to his retirement under this Act if that subsection had applied to him on that date.

(3) Subject to the provisions of subsection (4), where a person to whom this section applies continues in re-employment under the Government until such time as, if he had not retired, he would have completed the prescribed period of resident service, he shall, with effect from the day following the day on which he completes such period, be granted the additional pension which he would have been entitled to be granted under subsection (2) of section *nine* on the date immediately prior to his retirement under this Act had he completed the prescribed period of resident service on such date.

(4) No person shall-

(a) be granted an additional pension or gratuity by virtue of subsection (2) if he has been granted an additional pension by virtue of subsection (3); or

(b) be granted an additional pension by virtue of subsection (3) if he has been granted or is eligible to be granted an additional pension or gratuity by virtue of sub-section (2).

(5) Where a person who has been granted a pension or a reduced pension and gratuity in accordance with the provisions of subsection (1) of section *eight* is subsequently granted an additional pension by virtue of this section, the option exercised or deemed to have been exercised by him under that section shall have effect as if it had been exercised in relation to the aggregate of that pension and the additional pension granted by virtue of this section:

Provided that where such person did not opt to be granted a reduced pension equal to the permitted fraction of the pension that may be granted under the Pensions Laws, he may, on or before the date on which he becomes eligible to be granted an additional pension by virtue of this section or such later date as the appropriate Commission may allow-

(a) revoke his previous option; and

(b) opt instead for the grant of a reduced pension equal to the permitted fraction of the aggregate of the pension that may be granted under the Pensions Laws and the additional pension granted by virtue of this section together with a gratuity equal to the annual amount of the remaining fraction of the aggregate of those pensions multiplied by the appropriate factor;

and, if he does so, the pensions payable to him shall be adjusted accordingly and any pension over-payments made to him after his retirement shall be recovered by deducting an equivalent amount from the gratuity payable to him.

(6) An option conferred by subsection (5) shall be exercised by notice in writing addressed to the Permanent Secretary (Establishments) and shall, when exercised, be irrevocable.

(7) In this section, "the appropriate factor" and "the permitted fraction", in relation to a person to whom this section applies, mean respectively the appropriate factor and the permitted fraction (as defined by subsection (7) of section *eight*) which were applicable to such person on the date immediately prior to his retirement.

11. (1) Any pension or gratuity payable under this Act to an officer or to his personal representatives or dependants shall, subject to the provisions of subsection (2), be paid in accordance with any request made from time to time by such officer, his personal representatives or his dependents, as the case may be, in any of the following countries: Place of payment and rate of exchange

(a) in the United Kingdom;

(b) in Zambia;

(c) in the country from which the officer was recruited or where he intends to reside;

(d) in the case of payments to the personal representatives of an officer or his dependants, in the country in which the personal representatives or the dependents, as the case may be, reside; or

(e) in such other country as the officer or his personal representatives or dependants may, with the concurrence of the Permanent Secretary, Ministry of Finance, select;

in the currency of the country in which payment is to be made; and where payment is to be made in a country other than Zambia, the amount of the payment shall be such as would produce, at the official rate of exchange prevailing at the date of payment, the amount in sterling of the pension or gratuity as calculated at the official rate of exchange prevailing on the operative date.

(2) A request made under subsection (1) for the payment of any pension or gratuity outside Zambia shall have effect.

12. The provisions of the Pensions Laws shall, subject to the provisions of this Act, apply in relation to the grant of any pensions or gratuity under this Act and to any pension or gratuity granted Application of the Pensions Laws

thereunder as they apply in relation to the grant of a pension or gratuity, and to any pension or gratuity granted under the Pensions Laws.

13. Any gratuity payable under the provisions of this Act shall be exempt from tax under any written law relating to the taxation of incomes or imposing any other form of taxation. Exemption from tax

14. (1) Where any officer or authority has before the commencement of this Act in pursuance of any provisions of the Scheme given any permission or consent or prescribed any condition or granted any benefit or made any payment or made any declaration or done any other thing for the purposes of the Scheme, that permission, consent, condition, benefit, payment, declaration or other thing shall be deemed to have been given, prescribed, granted, made or done, as the case may be, under the corresponding provision of this Act; and the provisions of this Act shall have effect accordingly. Transitional provisions

(2) Where any officer has before the commencement of this Act in pursuance of any provision in the Scheme given or received any notice or retired or received any benefit he shall, provided that any conditions prescribed or deemed to have been prescribed by or under this Act are satisfied, be deemed to have given or received that notice, or to have retired or to have been granted or received that benefit, as the case may be, under the corresponding provision of this Act; and the provisions of this Act shall have effect accordingly.

(3) Any officer who has, before the 24th October, 1964, been required under the provisions of the Scheme to retire to facilitate the localisation of the public service shall, for the purposes of this Act, be deemed to have retired under section 16 of the Zambia Independence Order, 1964.

SCHEDULE

(Sections 8 and 10)

INSTRUCTIONS FOR OBTAINING THE APPROPRIATE FACTOR

I. Read off from the Table the factors for the officer's age-

(a) at his last birthday;

(b) at his next birthday.

II. Divide the difference between I (a) and I (b) by twelve and multiply by the number of completed months of age since the last birthday.

III. Subtract II from I (a). III is the factor required.

In calculating factors by interpolation, calculations should be taken to three places of decimals.

TABLE

<i>Age of Officer</i>	<i>Factor</i>	<i>Age of Officer</i>	<i>Factor</i>
25	17.08	40	15.07
26	16.97	41	14.90
27	16.86	42	14.73
28	16.74	43	14.55
29	16.62	44	14.36
30	16.50	45	14.17
31	16.38	46	13.97
32	16.25	47	13.76
33	16.12	48	13.54
34	15.98	49	13.32
35	15.84	50	13.08
36	15.70	51	12.84
37	15.55	52	12.59
38	15.40	53	12.50
39	15.24	54	12.50

CHAPTER 300

THE NURSES AND MIDWIVES ACT (REPEALED AND REPLACED BY ACT NO. 31 OF 1997)

ARRANGEMENT OF SECTIONS

PART I

PRELIMINARY

Section

1. Short title

2. Interpretation

PART II

GENERAL NURSING COUNCIL OF ZAMBIA

3. Establishment of General Nursing Council of Zambia
4. Establishment and proceedings of committees of Council
5. Registrar and staff of Council
6. Office of Council
7. Funds of Council
8. Accounts and audit

PART III

REGISTRATION AND ENROLMENT

9. Establishment of register and roll
10. General provisions as to admission to register and roll
11. Appeal against refusal of registration or enrolment
12. Removal from the restoration to register or roll
13. Custody and keeping of register and roll
14. Publication of copies of register and roll
15. Published copies of register and roll to be evidence

PART IV

TRAINING

16. Power of Council to consider matters relating to training
17. Diplomas and certificates of competency
18. Rules relating to training

PART V

PROHIBITIONS AND RESTRICTIONS

Section

19. Prohibition of falsely professing to be registered or enrolled

20. Prohibition of false assumption or use of title, uniform, badge, etc., relating to registered or enrolled persons
21. Falsification of register or roll
22. Fees for prohibited acts not recoverable
23. Uniforms and badges

PART VI

DISCIPLINE

24. Disciplinary Committee of Council
25. Proceedings of Disciplinary Committee
26. Powers of Disciplinary Committee and inquiries
27. Disciplinary powers
28. Restoration of names to register or roll
29. Deletions from register or roll on grounds of fraud or error
30. Appeals
31. Rules relating to disciplinary proceedings

PART VII

MISCELLANEOUS

32. Approval of rules
33. Protection of Council
34. Recovery by Council of fees, etc.
35. Proof of registration or enrolment
36. Notification of deaths of registered or enrolled persons
37. Notification of *prima facie* evidence of infamous conduct
38. Construction

PART VIII

TRANSITIONAL

39. Persons deemed to be registered or enrolled
40. Saving

CHAPTER 300

NURSES AND MIDWIVES

55 of 1970
10 of 1971
13 of 1994

An Act to make further and better provision for the registration, enrolment, control and training of nurses and midwives; to provide for purposes relating to the practice of nursing and midwifery; to establish the General Nursing Council of Zambia; and to provide for matters incidental to or connected with the foregoing.

(1st December, 1970)

PART I

PRELIMINARY

1. This Act may be cited as the Nurses and Midwives Act. Short title

2. (1) In this Act, unless the context otherwise requires- Interpretation
"Council" means the General Nursing Council of Zambia established by section *three*;
"Disciplinary Committee" means the Disciplinary Committee of the Council established by section *twenty-four*;
"Examinations Committee" and "Executive Committee" mean respectively the Examinations Committee and the Executive Committee of the Council;
"president" means the president of the Council;
"profession" includes calling;
"register" means the register maintained under this Act, and "registered" and "registration" shall be construed accordingly;
"Registrar" means the Registrar of the Council;
"roll" means the roll maintained under this Act, and "enrolled" and "enrolment" shall be construed accordingly.

(2) The following provisions shall have effect in relation to nurses and midwives registered or enrolled under this Act for the purpose of indicating their respective qualifications as nurses or midwives, that is to say:

(a) a nurse whose name is contained in that part of the register containing the names of Registered Nurses shall be entitled to use the description "Registered Nurse" or any abbreviated form of that description approved by the Council;

(b) a midwife whose name is contained in that part of the register containing the names of Registered Midwives shall be entitled to use the description "Registered Midwife" or any abbreviated form of that description approved by the Council;

(c) a nurse whose name is contained in that part of the roll containing the names of Enrolled Nurses shall be entitled to use the description "Enrolled Nurse" or any abbreviated form of that description approved by the Council;

(d) a midwife whose name is contained in that part of the roll containing the names of Enrolled Midwives shall be entitled to use the description "Enrolled Midwife" or any abbreviated form of that description approved by the Council.

PART II

GENERAL NURSING COUNCIL OF ZAMBIA

3. (1) There is hereby established the General Nursing Council of Zambia which shall by that name be a body corporate with perpetual succession and a common seal and shall be capable of suing and being sued and, subject to the provisions of this Act, of doing all such acts as a body corporate may be law perform. Establishment of General Nursing Council of Zambia

(2) The Council shall be constituted and shall act in accordance with the provisions of the Schedule.

(3) The application of the seal of the Council shall be authenticated by the signature of the president or some other member of the Council authorised by the Council to authenticate the application of the seal thereof, and of the Registrar or some other person authorised by the Council to act in his stead in that behalf.

4. Subject to the provisions of this Act, the Council may appoint from among its members an Executive Committee and an Examination Committee and such other committees as it may deem expedient and may delegate to a committee such of its powers as it may from time to time determine, and make rules for regulating the proceedings of those committees.

5. (1) There shall be a Registrar of the Council who shall be appointed by the Council.

Establishment
and proceedings
of committees of
Council
Registrar and
staff, of Council

(2) The Registrar shall, in addition to his other functions under this Act, be the secretary of the Council and of all committees there of and shall, on the instructions of the president or of the chairman of any committee, convene and keep minutes of the proceedings at all meetings of the Council and of any such committee.

(3) The Council may, whenever the Registrar is absent or is from any other cause prevented from or incapable of discharging the functions of his office, appoint an acting Registrar to discharge those functions and may appoint such other employees of the Council as it thinks fit.

(4) The Registrar, acting Registrar or other employee of the Council shall hold office on such conditions as the Council may, with the approval of the Minister, determine.

6. The office of the Council shall be at Lusaka, but this provision shall not prevent the holding of meetings of the Council or of any committee thereof at any other place.

Office of Council

7. (1) The funds of the Council shall consist of-

Funds of Council

(a) all fees and other moneys payable to the Council in pursuance of this Act; and

(b) such moneys as may be payable to the Council out of moneys appropriated by Parliament; and

(c) such other moneys and assets as may vest in or accrue to the Council whether in the course of the discharge of its functions or otherwise.

(2) There shall be paid from the funds of the Council-

(a) the remuneration and allowances of the Registrar and of other employees of the Council; and

(b) such reasonable travelling, transport and subsistence expenses of members of the Council when engaged on the business of the Council as the Council may, with the approval of the Minister, determine; and

(c) any other expenses incurred by the Council in the discharge of its functions.

8. (1) The financial year of the Council shall be the period of twelve months ending on the 31st December in each year: Accounts and audit

Provided that the first financial year of the Council shall be the period commencing on the date of establishment of the Council and ending on the 31st December next following.

(2) The Council shall keep proper books of account and other records relating thereto.

(3) The Council shall prepare in respect of each financial year a statement of account and a balance sheet showing, in all necessary detail, the income and expenditure and the assets and liabilities of the Council.

(4) The accounts of the Council for each financial year of the Council shall be audited by the Auditor-General and, for that purpose, the Auditor-General and any person authorised by him shall have access to

all books and other records relating to such accounts.

(5) The Auditor-General shall, not later than twelve months after the end of each financial year of the Council, submit a report on the accounts of the Council for that financial year to the Council and to the Minister, and the Minister shall, not later than seven days after the first sitting of the National Assembly next after the receipt by him of such report, lay the report before the National Assembly.

(6) In the exercise of his functions under this section, the Auditor-General shall not be subject to the direction or control of any other person or authority.

PART III

REGISTRATION AND ENROLMENT

9. (1) The Council shall cause to be prepared and maintained a register of nurses and midwives which shall consist of- Establishment of register and roll

(a) a general part containing the names of all nurses and midwives who satisfy the conditions of admission thereto;

(b) a part containing the names of Registered Nurses;

(c) a part containing the names of Registered Midwives;

(d) a part containing the names of Registered Nurses trained in the nursing and care of persons suffering from mental diseases;

(e) a part containing the names of Registered Nurses trained in the nursing of sick children;

(f) a part containing the names of persons qualified as tutors for the training of nurses and midwives; and

(g) such other parts as may be prescribed.

(2) The Council shall cause to be prepared and maintained a roll of nurses and midwives which shall consist of-

- (a) a general part containing the names of all nurses and midwives who satisfy the conditions of admission thereto;
- (b) a part containing the names of Enrolled Nurses;
- (c) a part containing the names of Enrolled Midwives; and
- (d) such other parts as may be prescribed.

(3) Where a person satisfies the conditions of admission to a part of the register or of the roll other than the general part thereof, his name may be included in that other part notwithstanding that it is also included in the general part.

(4) A registered person shall not be entitled to be admitted to, nor shall his name be entered in, the roll, and, where any enrolled person is admitted to the register under this Act, his name shall be deleted from the roll and he shall cease to be an enrolled person.

10. (1) The Council shall, after consultation with the Minister, make General rules for regulating the conditions of admission to the register and to provisions as to the roll respectively, and for the conduct of any examinations which admission to may be prescribed as a condition of admission thereto and any matters register and roll ancillary to or connected with such examinations, and any such rules shall contain provisions-

- (a) requiring, as a condition of the admission of any person to the register or to the roll, that that person shall have undergone the prescribed training and shall possess the prescribed experience in nursing; and
- (b) requiring that the prescribed training shall be carried out in an institution approved by the Council.

(2) There shall be paid to the Council in respect of every application to be examined or to be registered or enrolled such fees as the Council

may, with the approval of the Minister, from time to time determine.

11. (1) If a person seeking registration or enrolment is refused such registration or enrolment, the Registrar shall, if required to do so, state in writing the reason for the refusal and the person refused may appeal to the High Court. Appeal against refusal of registration or enrolment

(2) On any appeal under this section, the Council shall be the respondent.

(3) The High Court may on any appeal under this section-

(a) dismiss the appeal;

(b) direct that the appellant is to be treated as having proved or shown any of the matters in question;

(c) remit the case to the Council for further consideration;

(d) make such other order as to costs or otherwise as may to it seem just.

(4) The Chief Justice may make rules regulating appeals to the High Court under this section.

12. (1) The Council shall make rules prescribing-

Removal from and restoration to register or roll

(a) the circumstances and the manner in which persons may be removed by the Council from the register and from the roll respectively; and

(b) the circumstances and the manner in which persons who have been removed from the register or the roll may be restored thereto, and the fee payable in respect of any such restoration.

(2) Any person removed by the Council from the register in

accordance with rules made under this section in that behalf shall cease to be a registered person, and any person removed by the Council from the roll in accordance with rules made under this section in that behalf shall cease to be an enrolled person:

Provided that nothing in this subsection shall prejudice the restoration of any person to the register or the roll in accordance with rules made under this section in that behalf.

13. (1) The register and the roll shall be kept in the custody of the Registrar at the office of the Council and shall be open to inspection by any person without charge during usual business hours. Custody and keeping of register and roll

(2) It shall be the duty of the Registrar to prepare and maintain the register and the roll correctly and in accordance with this Act and any directions given under this Act, to delete therefrom the names of persons who have died, and from time to time to make the necessary alterations in the register or the roll in respect of the particulars entered therein relating to registered persons or enrolled persons, as the case may be.

(3) For the purposes of subsection (2), it shall be the duty of every registered or enrolled person who changes his address to notify the fact to the Registrar within one month after the change.

14. (1) The Registrar shall from time to time, under the authority of the Council, cause copies of the register and of the roll, or of supplementary lists relating thereto showing all alterations, additions and deletions made since the last publication of the complete register or roll, as the case may be, to be printed and published. Publication of copies of register and roll

(2) Copies of the register and of the roll shall be printed and published in such form as the Council may direct.

15. (1) Subject to the provisions of this section, a copy of the last published issue of a copy of the register or of the roll, or of any supplementary list relating thereto, purporting to have been printed and published under the authority of the Council, shall be *prima facie* evidence admissible in all legal proceedings in proof of the facts stated. Published copies of register and roll to be evidence

therein, and the absence of the name of any person from such copy shall be *prima facie* evidence that such person is not registered or enrolled, as the case may be.

(2) Where a person is registered or enrolled, as the case may be, after the date of the last published issue of a copy of the register or of the roll, a copy of the entries in the register or the roll relating to that person certified under the hand of the Registrar shall be evidence that such person is registered or enrolled, as the case may be.

(3) Where the name of a person has been deleted from the register or from the roll after the date of the last published issue of a copy thereof, a certificate under the hand of the Registrar stating that the name has been deleted therefrom shall be evidence that such person is not registered or, as the case may be, is not enrolled.

PART IV

TRAINING

16. (1) The Council may consider and, if it thinks fit, report to the Minister upon all matters relating to professional and technical training and other qualifications required for admission to the register or to the roll and the conditions of practice after registration or enrolment. Power of Council to consider matters relating to training

(2) The Minister may require the Council to advise him on any matter referred to in subsection (1).

17. (1) The Council may institute diplomas and certificates of competency for nurses and midwives and may issue diplomas or certificates so instituted to persons who have qualified therefor in accordance with rules made under section *eighteen*. Diplomas and certificates of competency

(2) The Registrar shall keep lists of all persons to whom a diploma or certificate instituted under this section has been issued.

(3) A diploma or certificate instituted under this section may be

prescribed under section *ten* as a primary qualification for the purpose of registration or enrolment.

- 18.** The Council may, by statutory instrument, make rules as to- Rules relating to training
- (a) the form of diplomas or certificates of competency instituted by the Council;
 - (b) the issue of duplicates and certified copies of diplomas and certificates of competency issued by the Council and the fees payable to the Council therefor;
 - (c) the requirements to be fulfilled by persons as a condition of the issue of a diploma or certificate of competency to them, including the training and courses of instruction to be undergone and the examinations to be passed, and exemptions from the fulfilment of such requirements;
 - (d) the institutions and other places at which the training and courses of instruction referred to in paragraph (c) shall be undergone, the age and standard of education and character required to qualify persons to undergo such training and courses of instruction and the supervision of persons undergoing such training and courses of instruction;
 - (e) the holding of examinations referred to in paragraph (c) including-
 - (i) the appointment and remuneration of examiners, moderators and invigilators;
 - (ii) the entry and disqualification of candidates for examination;
 - (iii) the fees payable to the Council by candidates for examination; and
 - (iv) the publication of the results of examinations;
 - (f) the functions of the Examinations Committee in relation to any of the foregoing matters.

PART V

PROHIBITIONS AND RESTRICTIONS

19. Any person, not being registered or enrolled, who by any means whatsoever holds himself out to be a registered or enrolled nurse or a registered or enrolled midwife, or uses any name, title, description or symbol indicating or calculated to lead persons to infer that he is such a nurse or midwife shall be guilty of an offence and liable on conviction to a fine not exceeding one thousand five hundred penalty units.

(As amended by Act No. 13 of 1994)

20. (1) Any person who-

(a) not being registered, takes or uses the name or title of registered nurse or registered midwife, either alone or in combination with any other words or letters, or any name, title, addition, description, or badge implying that he is registered or recognised by law as registered; or

Prohibition of false assumption or use of title, uniform, badge, etc., relating to registered or enrolled persons

(b) not being enrolled, takes or uses the name or title of enrolled nurse or enrolled midwife, either alone or in combination with any other words or letters, or any name, title, addition, description, uniform or badge implying that he is enrolled or recognised by law as enrolled; or

(c) being a person whose name is included in any part of the register or of the roll, takes or uses any name, title, addition, description, uniform or badge, or otherwise does any act of any kind, implying that his name is included in some other part of the register or of the roll, as the case may be; or

(d) at any time, with intent to deceive, makes use of any certificate of registration or of enrolment issued to him or to any other person; shall be guilty of an offence and liable on conviction to a fine not exceeding, in the case of a first offence, three hundred penalty units or, in the case of a second or any subsequent offence, one thousand five hundred penalty units.

(2) Any person who, knowing that some other person is not registered or enrolled, makes any statement or does any act calculated to suggest that that person is registered or enrolled, shall be guilty of an offence and liable on conviction to a fine not exceeding, in the case of a first offence, three hundred penalty units or, in the case of a second or any subsequent offence, one thousand five hundred penalty units.

(As amended by Act No. 13 of 1994)

21. Any person who wilfully makes, or causes to be made, a falsification in a matter relating to the register or the roll shall be guilty of an offence and liable on conviction to a fine not exceeding three thousand penalty units.

Falsification of register or roll

(As amended by Act No. 13 of 1994)

22. No remuneration or reward shall be recoverable by legal proceedings in respect of any act pertaining to the profession of a registered or enrolled person where such act is performed by a person who is prohibited by this Act from performing such act for gain.

Fees for prohibited acts not recoverable

23. (1) The Minister may, after considering the recommendations of the Council in that behalf, by statutory instrument, make regulations specifying distinctive uniforms, badges or tokens which may be worn or used by registered persons and enrolled persons respectively, and prohibiting the wearing or use of such uniforms, badges or tokens or any imitation thereof by any person not qualified to wear or use them.

Uniforms and badges

(2) Any person who contravenes the provisions of any regulations made under this section shall be guilty of an offence and liable on conviction to a fine not exceeding seven hundred and fifty penalty units.

(As amended by Act No. 13 of 1994)

PART VI

DISCIPLINE

24. (1) There shall be a committee of the Council styled the Disciplinary Committee which shall consist of-

Disciplinary Committee of Council

(a) the president, who shall be member *ex officio*; and

(b) six appointed members who shall be registered persons nominated by the Council and appointed by the Minister.

(2) An appointed member of the Disciplinary Committee shall hold office for twelve months and shall, on ceasing to be a member, be eligible for re-appointment.

(3) An appointed member of the Disciplinary Committee may at any time, by notice in writing to the Minister, resign his office.

(4) The president shall be the chairman of the Disciplinary Committee and shall preside at all meetings of the Disciplinary Committee at which he is present, and, in the absence of the president from any meeting thereof, the members present shall elect one of their number to preside at that meeting.

(5) A registered person may be appointed by the Council to fill a casual vacancy in the appointed membership of the Disciplinary Committee occurring by reason of resignation, death or otherwise, but he shall hold office only so long as the member in whose stead he is so appointed would have held office.

(6) During the absence from Zambia of any appointed member of the Disciplinary Committee, the Council may appoint any registered person to be a temporary member in place of the absent member for the period of his absence or until the expiration of his term of office, whichever first occurs, and a temporary member so appointed shall be deemed for all purposes to be a member of the Disciplinary Committee during that period.

25. (1) At any meeting of the Disciplinary Committee three members shall form a quorum.

Proceedings of
Disciplinary
Committee

(2) Any question proposed for decision by the Disciplinary Committee shall be determined by a majority of votes of the members present at a meeting of the Committee at which a quorum is present, and every member so present shall record a vote.

(3) Each member present at a meeting of the Disciplinary Committee shall have one vote on a question proposed for decision by the

Committee, and, in the event of any equality of votes, the president, or the member presiding in the absence of the president, shall have a casting vote in addition to a deliberative vote.

26. (1) The Disciplinary Committee may exercise such functions as are conferred upon it by or under this Part and may conduct an inquiry into any matter referred to it for inquiry for the purposes of this Part. Powers of Disciplinary Committee and inquiries

(2) For the purposes of any inquiry by it, the Disciplinary Committee may hear and receive evidence and may, under the hand of the president or of the Registrar, subpoena witnesses and require the production of any book, record, document or thing, and may, through the president, administer an oath to any witness.

(3) Any person summoned to attend before the Disciplinary Committee who, without sufficient cause-

(a) refuses or fails to attend at the time and place specified in the summons; or

(b) having attended, refuses to be sworn; or

(c) having been sworn-

(i) refuses to answer, or to answer fully and satisfactorily to the best of his knowledge and belief, any question lawfully put to him; or

(ii) refuses to produce any book, record, document or thing which he has been required by summons to produce; or

(iii) gives false evidence, knowing it to be false or not believing it to be true;

shall be guilty of an offence and liable on conviction, for every such refusal or failure, to a fine not exceeding one thousand five hundred penalty units:

Provided that no person shall be compelled to answer any question or produce any book, record, document or thing which he could not be compelled to answer or produce if he were an accused person or a witness, as the case may be, in criminal proceedings in the High Court.

(As amended by Act No. 13 of 1994)

27. (1) If any registered or enrolled person is, after due inquiry, judged by the Disciplinary Committee to have been guilty of infamous conduct in any professional respect, the Disciplinary Committee may, if it thinks fit, impose one or more of the following penalties, that is to say:

- (a) direct the deletion of his name from the register or the roll;
- (b) censure him;
- (c) caution him and postpone for a period not exceeding one year any further action against him on one or more conditions as to his conduct during that period;
- (d) order him to pay to the Council any costs of and incidental to the proceedings incurred by the Council.

(2) If any registered or enrolled person is, after due inquiry, judged by the Disciplinary Committee to have become mentally or physically disabled to the extent that the continued practice by such person of his profession is contrary to the public welfare, the Disciplinary Committee shall direct the deletion of his name from the register or from the roll, as the case may be, and may, if it thinks fit, order him to pay to the Council any costs of and incidental to the proceedings incurred by the Council.

(3) In any inquiry under this Part, any finding of fact which is shown to have been made in-

- (a) any criminal proceedings in a court in Zambia; or
- (b) any matrimonial proceedings in the High Court or the Court of Appeal;

shall be conclusive evidence of the fact found.

(4) If, after due inquiry, the Disciplinary Committee is satisfied that during the period of any postponement under paragraph (c) of subsection (1) a person has not complied with the conditions imposed thereunder, the Disciplinary Committee may, if it thinks fit, impose any one or more of the penalties mentioned in paragraphs (a), (b) or (d) of

that subsection.

(5) A certificate under the hand of the president that any costs have been ordered to be paid by a person under this section shall be conclusive evidence thereof.

28. (1) Where the name of a person has been deleted from the register or from the roll in pursuance of a direction given under section *twenty-seven*, the Disciplinary Committee may, if it thinks fit, at any time direct the restoration of his name thereto: Restoration of names to register or roll

Provided that an application for the restoration of a name as aforesaid shall not be made to the Disciplinary Committee-

(a) before the expiration of six months from the date of deletion; or

(b) within a period of six months from the consideration by the Disciplinary Committee of a previous application in that behalf.

(2) There shall be payable to the Council by any person on the restoration of his name to the register or the roll in pursuance of a direction given under this section the like fees as would be payable by that person on first becoming registered or enrolled, as the case may be.

29. (1) If the Disciplinary Committee is satisfied that any entry made in the register or in the roll has been fraudulently or incorrectly made, the Disciplinary Committee may direct that the entry shall be deleted therefrom. Deletions from register or roll on grounds of fraud or error

(2) A person may be registered or enrolled under this Act notwithstanding that his name has been deleted in pursuance of a direction under subsection (1), but if such deletion was made on the ground of fraud he shall not be registered or enrolled, as the case may be, except on an application in that behalf to the Disciplinary Committee; and, on any such application, the Disciplinary Committee may, if it thinks fit, direct that such person shall not be registered or, as the case may be, shall not be enrolled or may be so registered or enrolled after the expiration of such period as may be specified in the direction.

30. (1) Where the Disciplinary Committee-

Appeals

(a) makes a finding and imposes a penalty on a registered or enrolled person under section *twenty-seven*; or

(b) rejects an application for the restoration of a name to the register or to the roll under section *twenty-eight*; or

(c) directs the deletion of an entry from the register or from the roll under section *twenty-nine*;

the Registrar shall give notice in writing thereof to the person to whom the proceedings relate, and such person may, within ninety days of the date on which notice was given, appeal to the High Court.

(2) On any appeal under this section, the Council shall be the respondent.

(3) No direction for the deletion of the name of a registered or enrolled person under section *twenty-seven* or *twenty-nine* shall take effect until the expiration of the time for appealing or, if the appeal is brought, until such time as the appeal is disposed of, withdrawn or struck out for want of prosecution, as the case may be.

(4) The High Court may, on any appeal under this section-

(a) confirm, vary or set aside any finding of or penalty imposed or direction given by the Disciplinary Committee;

(b) confirm the rejection by the Disciplinary Committee of an application for restoration of name or direct the restoration of the name to the register or to the roll, as the case requires;

(c) remit the matter to the Disciplinary Committee for further consideration;

(d) make such other order as to costs or otherwise as may to it seem just:

Provided that no proceedings of the Disciplinary Committee shall be set aside by reason only of informality in those proceedings which did not prejudice or embarrass the appellant.

(5) The Chief Justice may make rules regulating appeals to the High Court under this section.

31. (1) The Council may make rules as to-

Rules relating to
disciplinary
proceedings

(a) the acts or omissions on the part of a registered or enrolled person which shall constitute infamous conduct in a professional respect;

(b) the times and places of the meetings of the Disciplinary Committee and the mode of summoning the members;

(c) the form and manner of service of a summons requiring the attendance of a witness before the Disciplinary Committee, and the production of any book, record, document or thing;

(d) the procedure to be followed and the rules of evidence to be observed in proceedings before the Disciplinary Committee.

(2) Rules made under this section may, in particular, provide-

(a) for requiring that before any matters are referred to the Disciplinary Committee they shall, in such manner as may be provided by the rules, have been brought before and investigated by the Executive Committee;

(b) for securing that notice of proceedings to be brought before the Disciplinary Committee shall be given, at such time and in such manner as may be specified in the rules, to the person to whom such proceedings relate;

(c) for securing that any party to proceedings before the Disciplinary Committee shall, if he so requires, be entitled to be heard by the Committee;

(d) for enabling any party to proceedings before the Disciplinary Committee to be represented at such proceedings;

(e) for requiring proceedings before the Disciplinary Committee to be held in public except in so far as may otherwise be provided by the rules;

(f) for requiring that where, in a case in which it is alleged that a person has been guilty of infamous conduct in any professional respect, the Disciplinary Committee judges that the allegation has not been proved, it shall record a finding that the said person is not guilty of such conduct in respect of the matters to which the allegation relates.

(3) Nothing in any rules made under paragraph (a) of subsection (1) shall be construed as precluding the Disciplinary Committee from exercising its powers in relation to any person judged by it to be guilty of infamous conduct in a professional respect notwithstanding that such conduct is not prescribed by the rules.

PART VII

MISCELLANEOUS

32. No rules made by the Council under this Act shall have the force of law until they have been approved by the Minister.

33. Save as provided by this Act, no civil or criminal proceedings shall lie against the Council or any member or employee of the Council in respect of any act or duty performed in accordance with Part VI.

34. The Council may by action in a competent court recover any costs ordered to be paid to the Council under section *twenty-seven* or any fee payable to the Council under this Act.

Protection of
Council
Recovery by
Council of fees,
etc.

35. In any criminal proceedings against any person upon a charge of having performed any act which constitutes an offence if performed by a person who is not registered or enrolled, the person charged shall be

Proof of
registration or
enrolment

deemed not to be registered or enrolled unless he proves the contrary.

36. If the Registrar-General of Births and Deaths receives notice of a death showing that the deceased belonged to a profession in respect of which a register or a roll is maintained under this Act, he shall forthwith notify the Registrar of such death.

Notification of deaths of registered or enrolled persons

37. Whenever in the course of any proceedings before any court in Zambia it appears to the court that there is *prima facie* evidence that a registered or enrolled person has been guilty of infamous conduct in any professional respect, the court shall cause a copy of the record of such proceedings, or of such portion thereof as is material to the issue, to be transmitted to the Registrar.

Notification of *prima facie* evidence of infamous conduct

38. In any written law other than this Act, unless the context otherwise requires-

Construction

(a) a reference to a duly qualified nurse or a registered nurse or to a duly qualified midwife or a registered midwife shall be construed as a reference to a registered nurse or, as the case may be, to a registered midwife;

(b) a reference to any other class of persons in respect of whom a part of the register is maintained under section *nine* shall be construed as a reference to the class of persons for the time being registered in that part.

PART VIII

TRANSITIONAL

39. For the purposes of this Act, any person who, at the commencement of this Act-

Persons deemed to be registered or enrolled
Cap. 297
Cap. 297

(a) is registered under the Medical and Allied Professions Act as a nurse or a midwife shall be entitled to be registered as such under this Act, and, until so registered, shall be deemed to be registered as such under this Act;

(b) is enrolled under the Medical and Allied Professions Act as a nurse or a midwife shall be entitled to be enrolled as such under this Act, and, until so enrolled, shall be deemed to be enrolled as such under

this Act:

Provided that nothing in this section shall prevent or prejudice the exercise by any authority of any power conferred upon it by or under Part VI or VII in relation to any such person.

40. Nothing in this Act shall render invalid any diploma or certificate issued under the Medical and Allied Professions Act, or any qualification or standard of education or instruction attained or received, including any course of instruction or examination undergone, by any person under that Act: Saving,
Cap. 297

Provided that nothing in this section shall prevent or prejudice the exercise by the Council of the powers conferred on it by Part IV in relation to any of the foregoing matters.

SCHEDULE

(Section 3)

CONSTITUTION OF THE GENERAL NURSING COUNCIL OF ZAMBIA

Composition

1. The Council shall consist of seventeen members and shall be composed of-
 - (a) the Director of Medical Services;
 - (b) the Chief Nursing Officer;
 - (c) three members appointed by the Minister, one of whom shall be a legal practitioner; and
 - (d) twelve members appointed by the Minister, of whom-
 - (i) one shall be a registered tutor engaged or qualified in the training of Registered Nurses;
 - (ii) one shall be a registered tutor engaged in or qualified in the training of midwives;
 - (iii) one shall be a registered tutor engaged in or qualified in the training of Enrolled Nurses;
 - (iv) five shall be Registered Nurses;
 - (v) two shall be Registered Midwives;
 - (vi) one shall be a Registered Nurse having special training in mental treatment; and
 - (vii) one shall be a Registered Nurse having special training in public health.

(As amended by No. 10 of 1971)

2. No person shall be appointed a member of the Council-
 - (a) while he is an undischarged bankrupt; z
 - (b) while he is, under any written law, adjudged or otherwise declared to be of unsound mind;
 - (c) while he is serving a sentence of imprisonment; or
 - (d) if he has at any time been convicted of an offence against this Act or the Medical and Allied Professions Act (Chapter 544), or any written law relating to medicine, pharmacy, poisons or dangerous drugs, or if he was at any time been convicted of an offence involving fraud or dishonesty.
3. The members of the Council shall hold office for a period of three years and shall be eligible for re-appointment.
4. The office of a member of the Council shall become vacant-
 - (a) if he resigns his office by notice in writing to the Minister;
 - (b) if he is adjudged bankrupt;
 - (c) if circumstances arise which, if he were not a member of the Council, would disqualify him for appointment as such;
 - (d) if he is absent from three consecutive meetings of the Council without the leave of the Council.
5. If the office of a member of the Council becomes vacant before the expiration of his term of office, whether by death, resignation or otherwise, the vacancy shall be filled by appointment by the Minister:

Provided that a person appointed to fill a casual vacancy as aforesaid shall hold office only so long as the member in whose stead he is so appointed would have held office.
6. If a member of the Council is granted leave of absence by the Council, the Council may, if it thinks fit, fill the vacancy during his absence by co-opting to the Council a person who is a member of the same profession as the member whose place he fills.

President and Vice-President

7. There shall be a president and a vice-president of the Council who shall be elected by the Council from amongst the members thereof who are registered nurses.
8. The president and the vice-president of the Council shall hold office until the expiration of their respective terms of office as members of the Council.
9. The offices of president and vice-president of the Council shall, respectively, become vacant-
 - (a) if the holder of the office resigns his office by notice in writing to the Registrar;
 - (b) if the holder of the office ceases to be a member of the Council;
 - (c) in the case of the office of vice-president, if the holder of the office is elected to the office of president.
10. If the office of president or vice-president of the Council becomes vacant under

paragraph 9 or by reason of death, the members of the Council shall elect one of their number to fill the vacancy.

Procedure

11. Save as otherwise provided in this Schedule, the Council may determine and regulate its own procedure and may act notwithstanding a vacancy in its membership.

12. The Council shall hold its first meeting at such place and on such date as the Minister may direct, and thereafter, but subject to paragraph 14, meetings of the Council shall be held at such places and times as the Council shall determine.

13. The quorum of the Council shall be six members of whom not less than three shall be Registered Nurses.

14. The president may cause a special meeting of the Council to be convened at any time and shall cause such a meeting to be convened if not less than five members of the Council sign a request in writing for such special meeting and such written request states clearly the purposes for which the meeting is to be convened.

15. There shall preside at a meeting of the Council-

(a) the president; or

(b) in the absence of the president, the vice-president of the Council; or

(c) in the absence of the president and the vice-president, such one of their number as the members present at the meeting shall elect to preside at that meeting.

16. Decisions of the Council shall be made according to the majority of votes of the members present and voting at a meeting of the Council at which a quorum is present, and, in the event of an equality of votes, the member presiding at the meeting shall have a casting vote in addition to his deliberative vote.

17. A member of the Council who is in any way directly or indirectly interested in a contract made or proposed to be made by the Council shall disclose the nature of his interest at a meeting of the Council, and the member shall not take part in any deliberations or decision of the Council with respect to that contract.

18. The Council shall cause minutes to be kept recording all resolutions, proceedings and meetings of the Council and the names of the members present at each meeting of the Council.

SUBSIDIARY LEGISLATION

NURSES AND MIDWIVES ACT

THE ZAMBIA REGISTERED NURSES (TRAINING) RULES

ARRANGEMENT OF RULES

Rule

1. Title
2. Interpretation
3. Training needs
4. Institution of Zambia Registered Nurses' Certificate
5. Nursing schools
6. Training to be at nursing schools
7. Admission to nursing schools
8. Training period for student nurse admitted under paragraph (a) (i) of Third Schedule
9. Training period for student nurse admitted under paragraph (a) (ii) of Third Schedule
10. Instruction of nurses
11. Nurse's Practical Work Record Book
12. Institution of examinations
13. Intermediate Examination
14. Entry to Intermediate Examination
15. Conduct of Intermediate Examination
16. Tests comprising Intermediate Examination
17. Entry to Final Examination
18. Tests comprising Final Examination
19. Passing in Final Examination
20. Examiners for Final Examination
21. Publication of examination results
22. Registration as nurse

FIRST SCHEDULE-Zambia Registered Nurses' Certificate

SECOND SCHEDULE-Conditions for approval of nursing schools and training hospitals

THIRD SCHEDULE-Requirements for admission to nursing schools

FOURTH SCHEDULE-Syllabus of subjects for examination for the Certificate of General Nursing (Z.R.N.)

FIFTH SCHEDULE-Minimum class hours

SIXTH SCHEDULE-Zambia Registered Nurses' Examination- Entry Form

SEVENTH SCHEDULE-Prescribed fee

EIGHTH SCHEDULE-Certificate of tutor as to progress of training prior to sitting Intermediate Examination for Zambia Registered Nurses

NINTH SCHEDULE-Certificate of tutor as to progress of training prior to sitting Final Examination for Zambia Registered Nurses

SECTIONS 17 AND 18-THE ZAMBIA REGISTERED NURSES (TRAINING) RULES
Rules by the General Nursing Council of Zambia with the approval of the Minister

Statutory Instrument
106 of 1972
41 of 1976
44 of 1979
45 of 1979
Act No.
13 of 1994

1. These Rules may be cited as the Zambia Registered Nurses (Training) Rules and shall apply to the training of Zambia Registered Nurses. Title

2. (1) In these Rules, unless the context otherwise requires- Interpretation

"clinical instructor" means a registered nurse who is experienced in the teaching of bedside nursing and who is part of the nursing school staff;

"matron" means-

(a) in relation to a nursing school which consists of one hospital, the matron of that hospital;

(b) in relation to a nursing school which consists of a group of hospitals, the matron of one of those hospitals designated by the Council as the matron of that nursing school;

"medical superintendent" means-

(a) in relation to a nursing school which consists of one hospital, the medical superintendent of that hospital;

(b) in relation to a nursing school which consists of a group of hospitals, the medical superintendent of one of those hospitals designated by the Council as the medical superintendent of that nursing school;

"nurse tutor" means a qualified nurse tutor registered on the Register of Nurse Tutors kept by the Council;

"nursing school" means a hospital or group of hospitals recognised or deemed to have been recognised under rule 5 as a nursing school for the purposes of these Rules;

"principal tutor" means a qualified nurse tutor registered on the Register of Nurse Tutors kept by the Council and appointed to administer a nursing school;

"student nurse" means a person undergoing the course of training prescribed by these Rules;

"training period" means the periods prescribed by rule 8 (1) or 9 (1) for the course of training of a student nurse;

"ward" means a ward of a nursing school;

"ward sister" means a registered nurse in charge of a ward in a hospital associated with a nursing school.

(2) Save where the context otherwise requires, a reference in these Rules to the feminine gender shall be construed as including a reference to the masculine gender.

3. (1) The training needs of students shall not be allowed to suffer by Training needs service needs in hospitals; all students shall be wholly supernumerary and may be removed entirely from the hospital environment at any time, night or day.

(2) The principal tutor shall be wholly in charge of the training programme and responsible only to the Council in implementing the programme.

(3) Clinical instructors shall be employed in the ward situation to teach practical skills and associated underlying theory; and they shall not be utilised as classroom teachers. The principal tutor shall be wholly responsible for the delegation of clinical instructors' duties and their supervision.

4. (1) For the purpose of enabling persons to become qualified to carry on the calling of a nurse, the Council may grant a certificate of competency, to be styled the Zambia Registered Nurses' Certificate, to such persons as have qualified under these Rules for the grant thereof. Institution of Zambia Registered Nurses' Certificate
- (2) Every Zambia Registered Nurses' Certificate shall be in the form prescribed in the First Schedule.
5. (1) Subject to the provisions of this rule, the Council may, on application being made to it, recognise any hospital or group of hospitals within the Republic as a nursing school for the purposes of these Rules if, in the opinion of the Council, it provides the facilities necessary for the training of student nurses. Nursing schools
- (2) The Council shall not recognise a hospital or group of hospitals as a nursing school for the purposes of these Rules unless requirements as specified in the Second Schedule are, in the opinion of the Council, substantially complied with.
- (3) The Kitwe School of Nursing, the Lusaka School of Nursing and the Mufulira School of Nursing are hereby deemed to have been recognised by the Council as nursing schools for the purposes of these Rules as from the commencement of the Act.
6. Every person wishing to qualify for the Zambia Registered Nurses' Certificate shall undergo the course of training prescribed by these Rules at one or more nursing schools. Training to be at nursing schools
7. A candidate shall be eligible for admission to a nursing school for the purpose of undergoing the course of training prescribed by these Rules if, and only if, she conforms with the requirements specified in the Third Schedule. Admission to nursing schools
8. (1) The training period of a student nurse admitted to a nursing school under the provisions of paragraph (a) (i) of the Third Schedule shall be as prescribed in this rule. Training period for student nurse admitted under paragraph (a) (i) of Third

Schedule

(2) The course of training of a student nurse shall extend over a period of not less than three years inclusive of-

(a) periods of vacation leave not exceeding four weeks per year;
and

(b) periods of sick leave not exceeding six weeks during the whole period of the course of training.

(3) Save for the periods of vacation and sick leave specified in sub-rule (2) or any period recognised by the Council under sub-rule (4), the training of a student nurse shall be continuous throughout the whole period of the course of training and, on any interruption thereof, no recognition shall be accorded to the student nurse in respect of any period of the course of training undergone prior to such interruption.

(4) Where the course of training of a student nurse is interrupted for a period not exceeding two years, and the Council considers that the reasons for such interruption are sufficient, having regard to all the circumstances of the case, it may recognise the whole or any part of the period of training undergone by the student nurse prior to such interruption as counting towards the period of three years prescribed in sub-rule (2).

(5) The Council may allow a candidate to enter training at any stage of the training course if it is satisfied that the candidate has sufficient previous training or experience to exempt her from the requirements of these Rules.

9. (1) The training period of a student nurse admitted to a nursing school under the provisions of paragraph (a) (ii) of the Third Schedule shall be as prescribed in this rule.

Training period
for student nurse
admitted under
paragraph (a) (ii)
of Third
Schedule

(2) The course of training of a student nurse shall extend over a period

of not less than eighteen months inclusive of-

(a) a period of vacation leave not exceeding six weeks during the course of training;

(b) a period of sick leave not exceeding three weeks during the course of training.

(3) Save for the periods of vacation and sick leave specified in sub-rule (2), the training shall be continuous throughout the whole period of the course of training.

10. (1) During her course of training, a student nurse shall receive Instruction of theoretical and practical instruction in every subject prescribed by these nurses Rules for an examination.

(2) Without derogation from the generality of the provisions of sub-rule (1), a student nurse shall be instructed according to the syllabus set out in the Fourth Schedule and shall attend not less than the minimum number of lectures in the subjects as set out in the Fifth Schedule.

(3) Every lecture given to student nurses on a subject prescribed by these Rules for an examination shall be delivered by a medical practitioner, a nurse tutor, a registered nurse or midwife or a person who, in the opinion of the Council, is sufficiently qualified to teach that particular subject. The teaching staff of a nursing school shall, subject to the approval of the Council, be appointed by the body responsible for the administration of that school.

(4) The instruction of every student nurse shall be generally supervised by a qualified nurse tutor.

11. (1) Every student nurse shall, at the commencement of her course of training, be furnished with a practical work record book supplied by the Council in a form approved by the Examinations Committee, to be styled a Nurse' Practical Work Record Book, on which the teaching of practical nursing to such student nurse shall be recorded by a ward sister or a clinical instructor in charge of that part of the training in the manner prescribed in the Practical Work Record

Nurse's Practical
Work Record
Book

Book.

(2) The entries on a Nurse's Practical Work Record Book shall be checked by the nurse tutor at regular intervals not being less frequently than once in each month.

(3) A student nurse shall produce her Nurse's Practical Work Record Book to the examiner whenever she undergoes an examination held under these Rules.

12. For the purposes of these Rules, examinations, to be styled the Intermediate Examination and the Final Examination, shall be held from time to time as directed by the Council. Institution of examinations

13. The Intermediate Examination shall be held- Intermediate Examination
(a) in the case of a student nurse admitted to a nursing school under the provisions of paragraph (a) (i) of the Third Schedule, at the end of twelve months of training; and

(b) in the case of a student nurse admitted to a nursing school under the provisions of paragraph (a) (ii) of the Third Schedule, at the end of eight months of training;

and shall be in such form as the Examinations Committee shall from time to time direct.

(As amended by S.I. No. 41 of 1976)

14. (1) A student nurse shall be eligible to be entered for the Intermediate Examination if, and only if, by the date fixed for the Intermediate Examination she will have satisfactorily completed not less than eighteen months or nine months of her training period, as the case may be. Entry to Intermediate Examination

(2) Every application for entry to the Intermediate Examination shall be in the form set out in the Sixth Schedule, as adapted, and shall be accompanied by a certificate in the form set out in the Eighth Schedule issued by the head of the nursing school stating that the applicant is suitable and eligible to be entered for the Intermediate Examination.

15. The Intermediate Examination of student nurses at a nursing school will be conducted by the staff of the nursing school at which they study. The head of the nursing school shall forward to the Examinations Committee the examination papers of the Intermediate Examination, the provisional results of the Intermediate Examination and the comments of the examiners. The Examinations Committee shall be the final moderator in respect of the Intermediate Examination.

Conduct of
Intermediate
Examination

16. (1) The Intermediate Examination shall be based on the study of the systems covered during the training period and shall include pharmacology, microbiology, radiology and shall consist of-

Tests comprising
Intermediate
Examination

(a) Written Paper One, in general medicine, based on the study of the systems covered during the training period and on the study of integrated subjects;

(b) Written Paper Two, in general surgery, based on the study of the systems covered during the training period and on the study of integrated subjects;

(c) practical examination, which shall be conducted in suitable areas of the hospital by internal examiners appointed by the principal tutor and shall last not more than one hour and not less than forty minutes; two examiners shall examine each candidate; the examination shall be conducted under normal working conditions, and every effort shall be made to ensure that there is no artificiality or unnecessary strain on the candidate; oral questions shall be centred on the nurse's day-to-day activities in the ward, and shall be at a realistic level for her stage of training.

(2) In this rule, "systems" means the alimentary system, the respiratory system, the cardio vascular system, the urinary system, the nervous system and the special senses, the endocrine system, the locomotor system, and the reproductive system.

(As amended by S.I. No. 41 of 1976)

17. (1) A student nurse shall be eligible to be entered for the Final Examination if, and only if-

Entry to Final
Examination

(a) she has either passed or been exempted from the Intermediate Examination; and

(b) by the date fixed for the commencement of the Final Examination-

(i) she will have completed not less than-

- A. three years of training period, if she was admitted to a nursing school under the provisions of paragraph (a) (i) of the Third Schedule; or
- B. eighteen months of training period if she was admitted to a nursing school under the provisions of paragraph (a) (ii) of the Third Schedule;

(ii) she will have attended courses of lectures and demonstrations extending over the whole syllabus and will have attended not less than the minimum number of class hours prescribed; and

(iii) she will have undergone the practical instruction in the wards necessary for the completion of her Nurse's Practical Work Record Book; and

(c) her conduct during her training period has been satisfactory and she has obtained a certificate mentioned in sub-rule (2) (b); and

(d) she is the holder of a certificate issued by a medical practitioner stating that he has medically examined her and declaring that her health is such that no danger to her patients would be involved by her engaging in the duties of a nurse.

(2) Every application for entry to the Final Examination shall be in the form set out in the Sixth Schedule, as adapted, and shall be accompanied by-

(a) the appropriate examination fee prescribed in the Seventh Schedule;

(b) a certificate in the form set out in the Ninth Schedule issued by the head of the nursing school stating that the applicant is in every way suitable and eligible to be entered for the Final Examination; and

(c) the medical certificate referred to in sub-rule (1) (d).

18. (1) The Final Examination shall consist of-

Tests comprising
Final
Examination

(a) Written Paper One, containing eight questions which shall include-

- (i) three questions in general medicine and medical nursing, of which candidates shall be required to answer two questions;
- (ii) two questions in tropical medicine, of which candidates shall be required to answer one question;
- (iii) three questions in paediatrics, of which candidates shall be required to answer two questions, one of which shall be a compulsory question in paediatrics infectious diseases;

and for which the time allowed shall be three hours;

(b) Written Paper two containing eight questions which shall include-

- (i) three questions in surgery and surgical nursing, of which candidates shall be required to answer two questions;
- (ii) two questions in gynaecology and obstetrics, of which candidates shall be required to answer one question;
- (iii) three questions in orthopaedics, ENT, and ophthalmology, of which candidates shall be required to answer two questions;

and for which the time allowed shall be three hours;

(c) practical examination shall be conducted by external examiners appointed by the Council, and shall include-

- (i) practical examination in suitable areas of the hospital; the practical examination shall last not more than one hour and not less than forty minutes; two examiners shall examine each candidate; the examination shall be conducted under normal working conditions, and every effort shall be made to ensure that there is no artificiality; oral questions shall be about the nurse's day-to-day activities in the ward;
- (ii) health teaching by the candidate during the practical examination and which shall be observed by the examiners.

(2) Where possible the following subjects shall be integrated in both Written Paper One and Written Paper Two;

- (a) pharmacology;
- (b) psychology and sociology;
- (c) public health and health education;
- (d) nutrition and dietetics;
- (e) physiotherapy;
- (f) radiology;

(As amended by S.I. No. 41 of 1976)

(ii) practical examination in health teaching to be conducted in the hospital or clinic; the practical shall last no more than thirty minutes, and no less than twenty minutes.

(2) Where possible, public health aspects shall be included in all questions.

19. (1) To satisfy the examiners in the Final Examination, it shall be necessary for a candidate to obtain- Passing in Final Examination

- (a) not less than fifty per centum in every written test; and
- (b) not less than fifty per centum in every practical test.

(2) No candidate shall be credited with passing the Final Examination unless on the same occasion she satisfies the examiners in both the requirements specified in sub-rule (1).

20. Every examiner appointed by the Examinations Committee shall be either a qualified medical practitioner, a qualified registered tutor or a qualified registered nurse. Examiners for Final Examination

21. (1) The list of successful candidates in the Final Examination shall be published in alphabetical order, classified into two divisions, to examination Publication of examination

be designated the Honours Division and the Pass Division.

results

(2) Honours shall be awarded to candidates who obtain seventy-five per centum or more in every written and practical test.

22. A student nurse who has-

Registration as nurse

(a) completed the course of training to the satisfaction of the Examinations Committee; and

(b) satisfied the examiners in the Final Examination; and

(c) attained the age of twenty years;

shall be qualified for and shall be entitled to be registered on the Register of Zambia Registered Nurses.

FIRST SCHEDULE

Rule 4)

ZAMBIA REGISTERED NURSES' CERTIFICATE

This is to certify

that.....
has passed the qualifying examination for Zambia Registered Nurses held by the General Nursing Council of Zambia on.....,19.....,
at.....

Date.....

.....

*Registrar,
General Nursing Council of Zambia*

SECOND SCHEDULE

(Rule 5)

PART A

CONDITIONS UNDER WHICH SCHOOLS OF NURSING ARE APPROVED FOR THE TRAINING OF STUDENT NURSES FOR ADMISSION TO THE REGISTER OF

ZAMBIA REGISTERED NURSES

The authorities of any school of nursing for which approval is sought are required to submit to the Council full particulars of the facilities available for training.

In every case a visit by the Council's Inspectors of Training Schools to the school making such application will be carried out before approval is granted.

1. The Teaching Department shall comprise-

- (a) at least two spacious classrooms;
- (b) one large demonstration room;
- (c) one large library with chairs and tables for at least 25 per centum of the entire student body;
- (d) a large hall to accommodate the entire student body;
- (e) one large office for the principal tutor;
- (f) one office for each registered nurse tutor;
- (g) a communal office for clinical instructors;
- (h) a small clinical laboratory;
- (i) a small kitchen;
- (j) toilet facilities; and
- (k) 120-150 students who would be the smallest unit which will be economic.

2. The Hostel shall comprise-

- (a) separate bedrooms with wardrobe and dressing table cum desk;
- (b) sitting and recreation rooms;
- (c) a separate room for television;
- (d) a large room for storage of students' trunks and other luggage;
- (e) toilet and bathroom/showers, 1:6;
- (f) one linen room or linen cupboards;
- (g) a room or rooms for cleaners' materials;
- (h) accommodation for housekeepers or wardens;
- (i) tutors' accommodation;
- (j) visitors' room near front entrance;
- (k) housekeeper's or warden' office;
- (l) dining and kitchen facilities; and
- (m) outdoor recreational facilities.

3. There must be at least one registered nurse tutor to organise and carry out the classroom teaching with sufficient teaching staff in relation to the number of students. The minimum

overall ratio of tutors to students should be 1:40. It is considered that clinical instructors are a valuable addition to the trained staff in general and children's hospitals, but although they should be attached to the teaching department they should not be appointed in place of tutors. There must also be adequate secretarial and clerical assistance in the teaching department.

4. There should be an Education Committee whose membership, in addition to representatives of the Board of Governors or Management Committee, should include the Matron, Chief Male Nurse, or Principal Nursing Officer, representatives of the tutorial staff, clinical instructors, ward and departmental sisters and/or charge nurses, members of the medical staff participating in the teaching of student nurses, and a representative from the public health service and from the field of general education. There should also be a Ward Affairs Committee consisting of the Matron, Chief Male Nurse, or Principal Nursing Officer, representatives of the tutorial staff, clinical instructors and ward and departmental sisters and/or charge nurses in the hospital or group of hospitals, which should meet regularly to discuss methods of procedure in order to co-ordinate ward and classroom teaching.

5. The health care of the students should be under the care of a doctor appointed by the Medical Superintendent of the hospital to which the school is attached. Provision should be made for a complete pre-admission medical examination, annual X-ray and a complete medical examination at the end of training. Students should be allowed six statutory holidays with an average working week of 35-37 hours. Provision should also be made for suitably trained and experienced counsellors to be available to students needing advice on personal matters.

PART B

CONDITIONS UNDER WHICH HOSPITALS ASSOCIATED WITH TRAINING SCHOOLS FOR STUDENT NURSES FOR ADMISSION TO THE REGISTER OF ZAMBIA REGISTERED NURSES ARE APPROVED

The authorities of any hospital, or group of hospitals, for which approval as a training hospital is sought are required to submit to the Council full particulars of the clinical experience available for training and of the arrangements which will be made to ensure systematic practical and theoretical instruction of the student nurses in the subjects prescribed for admission to the appropriate part of the Register of Nurses.

In every case a visit by the Council's Inspectors of Training Schools to the hospital, or group of hospitals, making such application will be carried out before approval is granted.

The following are the general requirements relating to the practical and theoretical instruction of student nurses:

1. The hospital, or group of hospitals, must satisfy the Council that adequate clinical experience is available for the training.

2. Satisfactory arrangements must be made for the supervision and teaching of the student nurses by registered nurses in all wards and departments, both by day and night.
3. The standards of nursing practice, the equipment and facilities in the wards and departments of the hospital or hospitals must be such as to permit the teaching of good nursing care and allow the principles taught to be put into practice. It is essential that adequate domestic services (including domestic supervision) be available.

Training in General Nursing

A hospital involved in the training of nurses for admission to the Register kept for Zambia Registered Nurses is required to have a minimum of 300 beds and the necessary departments including Casualty/Accident Centre, Out-Patient Clinics and Operating Theatres. Such a group may comprise one or more hospitals. A hospital ward unit should ideally comprise not more than 30 beds and there should be one clinical room for student nurses attached to each ward or two-ward units.

I. The hospital, or group of hospitals, must be able to provide the following experience:

(a) General medical nursing of men and women.

General surgical nursing of men and women, including gynaecological and genito-urinary nursing.

Nursing of children (*see* below).

Operating theatre.

Casualty/Accident Centre, Out-Patient Clinics and Health Clinics.

Ear, nose and throat, ophthalmic and orthopaedic conditions.

(b) Specialisation in paediatric nursing is required together with-

One or more speciality, such as-

Obstetric nursing.

Psychiatric nursing.

Neuro-surgical nursing.

Thoracic surgical nursing.

Infectious diseases nursing.

II. Every student is required to complete the following minimum clinical experience before entry to the final examination:

A. In the case of a student nurse admitted to a nursing school under the provisions of paragraph (a) (i) of the Third Schedule:

General medical nursing (male wards)-10 weeks

General medical nursing (female wards)-10 weeks

General surgical nursing (male wards)-10 weeks

General surgical nursing (female wards)-10 weeks

Paediatric nursing-12 weeks

Gynaecological nursing-6 weeks

Obstetric nursing-6 weeks

Operating theatre-6 weeks
Out-Patient department/Casualty-6 weeks
Public health nursing-6 weeks

B. In the case of a student nurse admitted to a nursing school under the provisions of paragraph (a) (ii) of the Third Schedule:

Medical nursing (male or female)-6 weeks
Surgical nursing (male or female)-6 weeks
Paediatrics-6 weeks
Out-Patient department or Casualty-6 weeks
Operating theatre-6 weeks
Ophthalmology-6 weeks
Public and community nursing-6 weeks
Gynaecology-6 weeks
Psychiatric nursing-6 weeks

Practical experience in public health nursing includes-

Follow-up study of two patients discharged from the hospital.

Individual health teaching in the wards and out-patient department.

Planned group health teaching in the wards and out-patient department, out-patient clinics and under-five clinics.

Organisation of under-five clinics.

Home visits to follow up babies and mothers who need more care, such as under weight babies, babies with diarrhoea, malnourished babies, babies with common upper respiratory tract infections, etc.

Six weeks' experience in one or more of the following specialties, such as:

Psychiatric nursing.

Infectious diseases nursing.

Neuro-surgical nursing.

Thoracic surgical nursing.

Orthopaedic nursing.

Ophthalmic nursing.

Night duty not exceeding eight weeks during the second and third year of training (four weeks each year).

Male Nurses

In general the foregoing conditions should apply. Midwifery and gynaecological experience may be replaced by an obligation to undertake genito-urinary, casualty or venereology experience for similar periods as those required for the relevant subjects of female nurses.

The number of weeks gained in each type of clinical experience will need to be entered in the student nurses' record of practical experience for presentation to the examiners at the

final examination.

A minimum number of students should be about 100 and the ratio of students to beds shall be 1:4.

The number of student nurses accepted must be related to the clinical experience available and no school should undertake the training of more student nurses than the number for whom the hospital can provide a planned programme of practical instruction.

THIRD SCHEDULE

(Rule 7)

REQUIREMENTS FOR ADMISSION TO NURSING SCHOOLS

A candidate shall be eligible for admission to a nursing school if, and only if-

(a) the candidate satisfies the following educational requirements:

(i) applicants must be in possession of a Cambridge or equivalent Certificate with a pass in English and four other subjects at GCE "O" level, three of them being General Science, Mathematics and Biology; or

(ii) the candidate is the holder of a certificate to the effect that she had been a medical assistant for three years and has been working as such continuously for at least one year immediately prior to the commencement of the course of student nurse;

(The Council may, however, use its discretion in cases of applicants with lower qualifications.)

(b) the candidate must have attained the age of 17 years on the last day of the month in which the course commences;

(c) the candidate must satisfy the Council as to her aptitude and suitability to undergo nurse training; and

(d) the candidate must be prepared to be resident.

FOURTH SCHEDULE

(Rule 10 (2))

SYLLABUS OF SUBJECTS FOR EXAMINATION FOR THE CERTIFICATE OF GENERAL NURSING (Z.R.N.)

A. PRINCIPLES AND PRACTICE OF NURSING

1. *The Hospital and the Health Services:*

an outline of the history and background of nursing and medical services, with particular reference to Zambia;
the Health Services of Zambia;
hospitals, their various departments and functions, and their relation to other health services.

2. *The Nurse:*

personal qualities and attitudes required;
standards of ethical conduct;
relationships between nurse, patient and relatives;
the place of the nurse in the hospital team;
her relationship with medical staff and other hospital workers;
responsibilities for leadership.

3. *The Ward:*

the plan of the ward routine and the patient's day;
elimination of noise;
ventilation, heating and lighting;
cleanliness of the ward as it affects the safety and comfort of the patient;
care of linen, disposal of soiled infected linen;
care and use of equipment;
care, storage and handling of food.

4. *The Patient:*

reception and admission of patients;
transfer and discharge of patients;
recording necessary particulars;
care of the patient's clothing and other belongings, including valuables;
observing and reporting on the patient's general condition and behaviour;
the nurse's responsibility for the patient's general cleanliness and hygiene;
prevention and treatment of infestation;
bedmaking, moving and lifting patients, helping patients to get in and out of bed;
care of patients confined to bed;
care of ambulant patients;
serving meals;
feeding patients; measuring and recording fluid intake and output;
recording weight;
taking and charting the temperature, pulse, respiration and blood pressure;
observing and reporting on urine, faeces, vomit and sputum;
giving and receiving reports.

5. *Nursing Procedures:*

(a) Associated with general care of the patient:
special positions used in nursing care;
bed and cot making with modification of method required in special conditions;
methods of warming the bed;

- methods of relieving pressure;
 - prevention and treatment of pressure sores;
 - disposal and/or disinfection of urine, faeces, sputum and vomit;
 - care of incontinent patients;
 - care of the unconscious patient;
 - last offices;
 - bathing of infants and children;
 - feeding of infants and children.
- (b) Prevention of spread of infection (or surgical technique):
- prevention of spread of infection in a ward;
 - principles of asepsis;
 - aseptic technique;
 - methods of cleansing, sterilisation and disinfection;
 - preparation of lotions;
 - conduct of surgical dressings and other sterile procedures;
 - methods of securing dressings;
 - methods of disposal of soiled dressings.
- (c) Administration and storage of drugs:
- weights and measures (Metric System);
 - rules for the storage of drugs and poisons;
 - rules for and method of the administration of drugs.
- (d) Associated with specialised conditions:
- care of the patient before and after anaesthesia;
 - general pre- and post-operative nursing care;
 - inhalations.
 - administration of oxygen; and oxygen and carbon dioxide;
 - nursing of patients requiring artificial respirators;
 - intravenous and subcutaneous infusions;
 - artificial feeding;
 - gastric aspiration and washout;
 - preparation and administration of enemas of various types;
 - passing of flatus tube;
 - colonic and rectal washouts;
 - vaginal irrigations, perineal care, insertion of pessaries;
 - catheterisation and irrigation of urinary bladder-in the case of male patients, the nurse should be prepared to carry out these procedures ONLY when no male nurse is available;
 - treatment of the eye, bathing, irrigation, instillation of drops, application of ointments and dressings;
 - treatment of the ear, swabbing, instillation of drops, insufflation, syringing, application of ointments and dressings;
 - treatment of the mouth and throat by gargling, irrigation and painting;
 - uses and applications of heat, cold and medicated preparations;

principles and methods of treatment by baths and sponging.

(e) Clinical procedures:

- collection of specimens of blood, blood slides, urine, faeces, vomit, sputum and discharge;
- urine testing;
- preparation and care of patient and preparation of apparatus for-
 - (i) examination of ear, nose, mouth, throat, of respiratory, alimentary, urinary and genital tracts, neurological examination;
 - (ii) procedures including the examination of body fluids, gastric analysis, renal and liver efficiency test, estimation of basal metabolic rate, X-ray examination, lumbar puncture, cisternal puncture, bone marrow puncture, venepuncture and venesection, aspirating the pleural cavity;
 - (iii) drainage of peritoneal cavity and subcutaneous tissues;
 - (iv) advanced procedures, as follows, and subject to notes below:
 - simple suturing of skin wounds;
 - application of simple splint, Plaster of Paris splints;
 - all methods of artificial respiration, including mechanical external massage in cardiac failure;
 - inoculations and vaccinations, all types;
 - intravenous procedures:
 - the taking of blood for all diagnostic purposes or from a donor;
 - the introduction of drugs of fluids other than blood.

IMPORTANT NOTES

1. Methods of resuscitation-the nurse needs to appreciate the indications for various methods in varying circumstances, to understand their use and be able to carry them out effectively.
2. Inoculations and vaccinations-these are restricted to the execution as directed, and specifically exclude subsequent assessment.
3. Intravenous procedures-while it is to be clearly understood that the delegation to the nurse of these procedures normally carried out by the doctor or by specially trained technicians may on occasions or in certain circumstances be deemed necessary, any doctor thus delegating this responsibility must be prepared to satisfy himself that the nurse concerned is competent to carry out the procedure efficiently; to accept full responsibility should the patient suffer ill effects; and to ensure the awareness of the employing body or bodies that such delegation is taking place.

(f) Operating theatre techniques:

- preparation and use of theatre annexes;
- preparation and sterilisation of instruments, ligatures, sutures, needles and equipment;
- observation and care of patients during anaesthesia and operation;
- management of theatre table and lighting;
- management of diathermy and suction apparatus;
- positions used in operations;
- general preparation of anaesthetic apparatus;

scrubbing for minor operations.

6. *First-Aid and Treatment in Emergencies:*

aims of first-aid treatment;
general principles and rules to be observed;
improvisation of equipment;
methods of moving and carrying injured persons;
use of triangular and roller bandages and splints;
haemorrhage;
shock;
asphyxia;
fractures;
burns and scalds;
poisoning;
bites and stings;
fits;
emergencies, e.g., fire and accidents in the ward.

B. STUDY OF THE HUMAN INDIVIDUAL

1. *Human Biology:*

the living cell as the unit of life; characteristics of living organisms; man as a complex organism with differing structure of cells according to function; a simple outline of body tissues;

the requirements for life, e.g., nutrition, fluids, oxygen; elimination, movement, control of activity, awareness of environment; protection from harm; reproduction;

how these requirements are met anatomically and physiologically:

(a) General structure of the body:

anatomical parts of body as a whole;
body cavities;
position and relation of main organs;
skin as protecting organ;

(b) How the body moves:

skeleton, joints, muscles and their relationship to movement (no detailed anatomy to be given);

(c) Transport-fluids and oxygen:

the heart; circulation, composition and functions of blood and lymph (no detailed anatomy of heart);

(d) Food:

(basic requirements given in section on nutrition);
simple outline of digestive system;
digestion; absorption;

(e) Respiration:

how and why it is carried out;
simple outline of air passages; lungs;
muscles of respiration and action;

(f) Elimination:

general outline of urinary system; function of kidneys;
micturition; composition of urine; colon and elimination;
lungs and elimination;
skin and effect of its function on elimination;
fluid balance;

(g) Control of activity and awareness of environment:

general arrangements and outline of function of nervous system and
special senses;
simple description of hormonal activity;
regulation of body temperature;

(h) Reproduction:

outline of organs' function.

2. *Elementary Psychology and Mental Health:*

a brief outline of normal development from birth, through childhood, adolescence to
maturity and old

age;

mental hygiene and adolescence;

personality-its development, its changes;

learning; remembering; forgetting and perceiving;

behaviour in illness;

nurse-patient relationship;

value of mental health;

influence of body on mind;

emotional needs;

common reactions to unmet emotional needs;

psychology of working with individual groups;

mental defectives-causes, prevention and treatment;

juvenile delinquency-causes, prevention and treatment;

mental health in relation to nursing practice;

qualities of an emotionally matured person and how to be a useful citizen.

C. SOCIOLOGY

1. *The Individual in Society:*

structural organisation of community life as a means of meeting basic human needs;

the health of the individual;

meaning of health in our society;

epidemiology of health;

promotion of health in various cultures and societies.

2. *Patterns of Community Life:*

(a) Family:

organisation of the family;
changes in family life;
family breakdown;
problems arising from family breakdown;
dependence of families on community services;

(b) Community:

factors influencing development and characteristic of the community;
development of community services;
external factors influencing community life;

(c) customs, taboos, folklore in Zambia and their influence on health;

(d) social problems, social disorganisation;
social pathology in Zambia.

3. *Nursing and the Social Organisation:*

development of nursing in relation to social changes;
social legislation and activities of social welfare department;
sociology in relation to nursing practice.

D. PROMOTION OF HEALTH

1. *Personal and Communal Hygiene:*

(a) Personal health:

eating and drinking, smoking, work, exercise and games, rest and relaxation,
sleeping, personal cleanliness, clothing, shoes;

(b) Air and Ventilation:

composition, air pollution, principles of ventilation, effects of inefficient
ventilation;

(c) Water:

composition, sources, uses, domestic and communal purification, contamination,
water-borne
diseases;

(d) Housing:

minimum requirements for health;
accident prevention;

(e) Sanitation:

general principles of collection and disposal of sewage and refuse;

(f) Pests, Vermin, Parasites:

simple description of common types, methods of destruction, adverse effect on

health.

2. *Microbiology:*

- (a) history of microbiology;
- (b) the part micro-organisms play in health and disease, simple classification, growth and production, spore-bearing organisms;
- (c) infection and immunity:
 - modes of entry and transmission of infection, reaction of the body to infection, prevention of cross-infection in hospital wards;
- (d) the microscope;
- (e) normal flora of the human body;
- (f) bactericides;
- (g) microbiology applied to nursing procedures.

3. *Nutrition:*

basic principles of feeding patients and nutritional needs in sickness and health;
classification of foodstuffs with the functions of each;
effects of cooking on foodstuffs;
the calorie-as a unit of heat;
dietary requirements of individuals at different ages and living under different conditions of physical activity;
effects of inadequate diet;
composition of common articles of diet (percentage composition not required);
milk-percentage composition;
comparative value of cows' milk and human milk;
protection of food and milk from contamination and adulteration;
care in the home and hospital;
diseases spread by milk and other foods.

4. *Public Health Nursing, Including Health Education:*

the role of the nurse as a health educator;
public health services;
principles of community health nursing;
methods of teaching various levels groups;
health teaching lesson plan;
audio-visual aids;
home visit-follow-up care;
principles in the use of a nursing bag;
the care of pre-scholars-nutrition;
immunisation;
school health;
industrial health;
statistics-their place in public health;

national, voluntary and international organisations which contribute to development of public health services in the country.

E. NATURE AND CAUSES OF DISEASES AND PRINCIPLES OF TREATMENT

1. *Nature and Causes of Disease (not already covered):*

- hereditary conditions;
- congenital abnormalities and birth trauma;
- nutritional and metabolic disorders-deficiencies or excesses in the diet-failure in absorption;
- endocrine disorders;
- psychosomatic conditions;
- trauma-types of injury and processes of healing;
- infections and infestations;
- new growths; types and characteristics;
- degeneration;
- poisons-common types only;
- undetermined origin.

NOTE-These general headings setting out in the broadcast possible lines the nature and cause of disease should be applied in the study of all types of conditions, which include general and specialised medical and surgical conditions, affecting all age groups and all systems and organs in the body.

The study of any conditions from which a patient may be suffering either of a general or specialised character should include-

- applied anatomy and physiology;
- causes;
- symptoms and the well-known signs;
- reasons for investigation;
- treatment;
- nursing care to include observation and records;
- normal course of the disease; complications;
- social aspects and rehabilitation.

2. *Tropical Medicine:*

(public health aspects are to be integrated in all the subjects) nutritional disorders;
malaria;
African trypanosomiasis-sleeping sickness;
schistosomiasis-bilharzia;
ankylostomiasis-hookworms;
ascariasis-round worms;
tape worm taenia solium; taenia saginata;
thread worms;
filariasis;
leprosy;
tropical ulcer;

yellow fever;
yaws;
poisonous bites-snakes; insects.

3. *Infectious Diseases:*

(public health aspects are to be integrated in all the subjects)

dysentery;
infantile gastro-enteritis;
food poisoning;
cholera;
enteric fever (typhoid fever and paratyphoid fever);
tuberculosis;
diphtheria;
measles;
rubella (German measles);
whooping cough;
meningococcal fever (meningitis);
poliomyelitis;
rabies;
chickenpox;
smallpox;
mumps;
gonorrhoea;
syyphilis;
influenza.

4. *Dermatology:*

scabies;
eczema;
ringworm;
impetigo;
viral warts.

5. *General Principles of Medical and Surgical Nursing (not already covered):*

(special emphasis to be placed on diseases and conditions prevalent in Central Africa)

(a) alimentary system:

abnormalities and disorders of appetite, swallowing, digestion,
absorption, metabolism and defaecation;
types of vomiting, diarrhoea and constipation; diseases of the alimentary tract and its associated organs;

(b) respiratory system:

abnormalities of respiration; types of cough and sputum;
diseases of the respiratory tract, lungs and pleura;

(c) cardiovascular system:

abnormalities of pulse, cardiac action and blood pressure;
diseases affecting the heart, blood, blood vessels and blood-forming organs, lymphatic vessels and nodes;

(d) urinary system:

abnormalities of urine; disorders of micturition;
diseases of the urinary tract;

(e) nervous system and special senses:

disorders and diseases of the brain, spinal cord and peripheral nerves. Assessment of level of consciousness, sensory changes and types of paralysis. Abnormalities and disorders of sight, hearing, smell, taste and touch; diseases of the eye, ear, nose, tongue and skin;

(f) endocrine system:

effects of disordered function of endocrine glands;

(g) locomotor system:

abnormalities and diseases of bones, joints and muscles-traumatic and inflammatory conditions only;

(h) reproductive system:

(i) female-

A. gynaecology:

abortion and ectopic pregnancy;
disorders of menstruation;
infertility;
infection of the genital tract;
displacements of the genital organs;
benign tumours of the genital tract including ovarian tumours;
carcinoma of the genital tract;
urinary and rectal fistulae;
contraception;

B. obstetrics, maternal and child care:

importance of mother and child care;
maternal and child health problems in Zambia;
signs and symptoms, diagnosis of pregnancy;
principles of ante-natal care;
growth and development of foetus;
diet for the pregnant mother and general care;
stages of normal labour;
care of mother during labour;
post-natal care of mother and child;
prematurity, care of the premature baby;
feeding problems in Zambia;
under-five clinic and its activities;
accidents in home and prevention;

(ii) male-prostata, infections and neoplastic conditions only;

(i) psychiatric disorders:

interrelation of mental and physical processes;
elementary psychopathology;
psychosis and neurosis compared and nursing management;
special treatments and drugs;

(j) paediatrics:

diseases of infancy and childhood (not already covered);
protein deficiency-kwashiorkor;
immunisation;

adaptation of usual nursing measures to care of children, with special reference to drugs and administration of parenteral fluids;

(k) ophthalmology:

optics, squints;
disorders of lacrymal apparatus and eyelids;
conjunctivitis;
trachoma;
glaucoma, uveitis;
cataract;
local treatments;

(l) ear, nose and throat:

diseases of the nose;
diseases of the paranasal sinuses;
diseases of the throat;
diseases of the larynx;
diseases of the ear-external, middle and inner.

6. *Treatment of Disease (relevant items from previous sections should be studied in relation to the nursing care required in the treatment of any condition from which patients may be suffering):*

Other aspects of treatment:

(a) rest:

general rest of mind and body;
psychological principle of patient care; the therapeutic climate;
importance of environment and planning the patient's programme to include adequate rest;
physiological rest of affected organ or area;
complications associated with prolonged local or general immobilisation;

(b) dietetics:

ward meals;
modification of the normal diet in the treatment of various conditions;
preparation of normal and special diets;

(c) pharmacology:

Dangerous Drugs Act (Chapter 95);
rules under the Pharmacy and Poisons Act (Chapter 299);
the use, dosage, action and side effects of drugs commonly ordered in diseases of-
cardiovascular system;
alimentary system;
endocrine system;
nervous system;
genito-urinary system;
respiratory system;
locomotor system;

- preparations of vitamins and hormones;
- anti-histamines;
- chemo- and bio-therapeutic agents;
- (d) radiotherapy:
 - principles of treatment by X-ray and radioactive substances;
- (e) physiotherapy:
 - principles and practices of treatment;
- (f) occupational and industrial therapy:
 - principles and use of occupational industrial therapy as a means of return to health and working capacity.

F. WARD ADMINISTRATION

- (a) qualities of a good ward sister;
- (b) patient's needs;
- (c) working with other members of the hospital;
- (d) running and supervision of the ward;
- (e) the principles of ordering stores for the ward;
- (f) ward teaching and the importance of good relationship with the tutorial staff;
- (g) how to prepare for a doctor's ward round;
- (h) how to write off duties;
- (i) how to write nursing reports;
- (j) how to write confidential reports;
- (k) care of equipment and inventory.

FIFTH SCHEDULE

(Rule 10 (2))

MINIMUM CLASS HOURS

(including demonstrations but excluding practice sessions)

					<i>Student nurse admitted under paragraph (a) (i) of Third Schedule</i>	<i>Student nurse admitted under paragraph (a) (ii) of Third Schedule</i>	
Anatomy and physiology	50	20	
Psychology and mental health	12	10
Microbiology	12	6	

Sociology	10	10
Personal hygiene and public health nursing, including health education	40	20
Obstetrics	6	3
Maternal and child care	14	7
Nutrition and dietetics	16	8
First-aid	12	6
Principles and practice of nursing	90	40
General principles of medical and surgical nursing	60	30
General surgery	24	12
General medicine	24	12
Paediatrics	12	10
Gynaecology	8	10
Tropical medicine	12	10
Infectious diseases	12	6
Pharmacology	12	8
Ear, nose, throat and eye diseases	10	6
Psychiatry	10	6
Dermatology	4	2
Ward administration	6	6
Orthopaedics	6	-
 TOTAL hours over three years' training	 462	
248		

SIXTH SCHEDULE

(Rules 14 (2) and 17 (2))

ZAMBIA REGISTERED NURSES' EXAMINATION

....., 19.....

ENTRY FORM

Candidates for examination are asked to enter all details requested below and return the form immediately to the General Nursing Council of Zambia together with the examination fee of.....

Surname (in BLOCK CAPITALS)

.....
Other names

.....
Age.....
..... Day..... Month..... Year.....
Place of Birth.....
.....
Permanent Address
.....
Training School
.....
Date of Commencement of Training
.....
Amount of Fee
.....
How sent (cheque, money order or postal order): Nos
.....

To the best of my knowledge this is a true statement

Date.....

Signature of Candidate.....

SEVENTH SCHEDULE

(Rule 17 (2))

PRESCRIBED FEE

Final Examination
(As amended by Act No. 13 of 1994)

EIGHTH SCHEDULE

(Rule 14 (2))

**CERTIFICATE OF TUTOR AS TO PROGRESS OF TRAINING
PRIOR TO SITTING INTERMEDIATE EXAMINATION FOR
ZAMBIA REGISTERED NURSES**

Name of Applicant

.....

Age of Applicant

.....

Date of Entry into Training

.....

Comments of Tutor as to progress of candidate and suitability of candidate as a Zambia Registered Nurse. Tutor should certify that the candidate has satisfactorily undergone the course of training as set out in the first part of the syllabus.

.....

Tutor in charge of Applicant's Training

Date.....

NINTH SCHEDULE

(Rule 17 (2))

CERTIFICATE OF TUTOR AS TO PROGRESS OF TRAINING PRIOR TO SITTING FINAL EXAMINATION FOR ZAMBIA REGISTERED NURSES

Name of Applicant

.....

Age of Applicant

.....

Date of Entry into Training

.....

Has the Pupil passed the Intermediate Examination?

.....

passing If so, give the date of

.....

Comments of Tutor as to progress of candidate and suitability of candidate as a Zambia Registered Nurse. Tutors should certify that the candidate has satisfactorily undergone the full course of training as set out in the syllabus and that the candidate is suitable in every way to practise as a Registered Nurse. The Tutor will be required to provide for the perusal by the Examiners of the Nurse's Practical Work Record Book.

.....
Tutor in charge of Applicant's Training
Date.....

SECTION II AND 30-THE NURSES AND MIDWIVES (APPEALS) RULES *Statutory Instrument 10 of 1984*
Rules by the Chief Justice

1. These Rules may be cited as the Nurses and Midwives (Appeals) Title Rules.
2. Subject to any specific provisions of the Act, the High Court (Appeals) (General) Rules, shall apply to any appeal to the High Court brought pursuant to the provisions of the Act. Appeals to High Court. Cap. 27
3. Subject to any specific provisions of the Act, the Supreme Court Rules shall apply to any appeal to the Supreme Court brought pursuant to the provisions of the Act. Appeals to Supreme Court. Cap. 25

SECTIONS 17 AND 18-THE ZAMBIA ENROLLED NURSES (TRAINING) RULES *Statutory Instrument 73 of 1974 Act No. 13 of 1994*
Rules by the General Nursing Council of Zambia.

1. These Rules may be cited as the Zambia Enrolled Nurses (Training) Title Rules.
2. In these Rules, unless the context otherwise requires- Interpretation
"Act" means the Nurses and Midwives Act. Cap. 300

"Committee" means the Examinations Committee of the Council;

"Council" means the General Nursing Council of Zambia established under section *three* of the Act;

"matron" means-

(a) in relation to a training school which consists of one hospital, the matron of that hospital;

(b) in relation to a training school which consists of a group of hospitals such one of the matrons of such hospitals as is designated by the Council to be the matron of the training school;

"pupil nurse" means a person undergoing training in a training school;

"training period" means the period prescribed by subrule (1) of rule 8 for the course of training of pupil nurses;

"training school" means a hospital or group of hospitals recognised or deemed to have been recognised under rule 4 to be a training school for the purposes of these Rules;

"ward" means a ward of a training school.

3. (1) For the purpose of enabling a person to become qualified to carry on the calling of a nurse, the Council may, subject to the other provisions of these Rules, grant a certificate of competency, to be styled the Zambia Enrolled Nurses' Certificate. Institution of Zambia Enrolled Nurses' Certificate

(2) Every Zambia Enrolled Nurses' Certificate shall be in the form set out in the First Schedule to these Rules.

4. (1) Subject to the provisions of this Rule, the Council may on application being made to it recognise any hospital or group of hospitals within the Republic to be a training school for the purposes of these Rules if, in the opinion of the Council, it provides adequate facilities for the training of nurses. Training schools

(2) The Council shall not recognise any hospital or group of hospitals as a training school unless requirements specified in the Second Schedule to these Rules have been substantially complied with.

(3) The Council shall before recognising any hospital or group of hospitals as a training school inspect or cause to be inspected such hospital or hospitals for the purpose of ascertaining that they are a fit and proper place for the training of nurses.

(4) The hospitals set out in the Third Schedule to these Rules shall be deemed to have been recognised by the Council as training schools.

5. (1) Every training school shall be in the charge of a Supervisor to be approved by the Council:

Provided that no person shall be qualified to be approved as a Supervisor of a training school unless she is a Registered Nurse.

(2) The Supervisor of a training school shall be responsible for ensuring that the pupil nurses admitted to the training school are trained in accordance with the provisions of these Rules and shall designate one or more experienced sisters or charge nurses as teachers of the training school.

6. Every person wishing to qualify for Zambia Enrolled Nurses' Certificate shall undergo the course of training prescribed by these Rules at one or more training schools. Training to be at training school

7. A person shall not be eligible for admission to a training school as a pupil nurse unless she fulfils the requirements set out in the Fourth Schedule hereto. Admission to training schools

8. (1) The course of training of a pupil nurse shall extend over a period of not less than twenty-four calendar months inclusive of- Period of training

(a) periods of vacation leave not exceeding eighteen days per year;

- (b) public holidays not exceeding six days per year;
- (c) period of sick leave not exceeding four weeks during the whole course of training.

(2) Save for the period of vacation leave or sick leave specified in sub-rule (1) or any period recognised by the Council under sub-rule (3), the training of a pupil nurse shall be continuous throughout the whole period of the course of training and, on any interruption thereof, no recognition shall be accorded to the pupil nurse in respect of any period of the course of training undergone by her prior to such interruption.

(3) Where the course of training of a pupil nurse is interrupted for a period not exceeding two years, the Council may, if having regard to all the circumstances of the case it considers the reasons for such interruption to be adequate and justified, recognise the whole or any part of the period of training undergone by the pupil nurse before such interruption as counting towards the period of twenty-four calendar months prescribed by sub-rule (1).

9. (1) During the course of her training a pupil nurse shall receive theoretical and practical instruction and clinical experience in every subject contained in the syllabus. Instruction of pupil nurse

(2) For each pupil nurse there shall be kept a record to be known as the Pupil Nurses' Record of Practical Instruction; wherein the Supervisor of the training school shall enter the number of weeks for which each type of clinical experience is undergone by the pupil nurse.

10. For the purposes of these Rules examinations to be styled the Zambia Enrolled Nurses' Examination, shall be held from time to time but not less frequently than twice in each year. Institution of examination

11. The syllabus for the Zambia Enrolled Nurses' Examination shall be as prescribed in the Fifth Schedule to these Rules. Syllabus for examinations

12. (1) A pupil nurse shall be eligible to be entered for Zambia Enrolled Nurses' Examination if, and only if, by the date fixed for the commencement of the examination- Entry to examination

(a) she will have completed not less than twenty months of her training to the satisfaction of the person in charge of the training school;

(b) she will have attended courses in the theoretical and practical instruction and clinical experience extending over the whole syllabus;

(c) she is of good character and suitable to be an enrolled nurse.

(2) Every application for entry to the Zambia Enrolled Nurses' Examination shall be in the form set out in the Sixth Schedule to these Rules and shall be accompanied by-

(a) examination fee of forty fee units; and

(b) a certificate in the form set out in the Seventh Schedule to these Rules by the Supervisor of the training school certifying that the applicant has fulfilled the conditions mentioned in rule 12 (1) and that she is eligible to be entered for the Zambia Enrolled Nurses' Examination.

(As amended by Act No. 13 of 1994)

13. Subject to any modifications which the Examinations Committee may, from time to time, prescribe the Zambia Enrolled Nurses' Examination shall consist of the following:

Tests comprising the examination

(a) written test of 2G hours duration, consisting of-

(i) Paper A. Comprising thirty short answer questions; and

(ii) Paper B. Comprising three essay questions of which the candidate shall be required to answer two questions;

(b) a practical examination which shall be conducted by two external examiners appointed by the Council and which shall-

(i) last for not more than 1 hour nor less than 40 minutes;

(ii) be conducted in suitable areas of the hospital under normal working conditions; and

(iii) comprise practical tests and oral questions which questions shall relate to the nurses' day-to-day activities in the ward.

14. Every examiner shall be appointed by the Examinations Committee for the purposes of the Zambia Enrolled Nurses' Examination and shall be either a qualified registered nurse or registered nurse tutor. Examiner for Examination

15. To satisfy the examiner in any examination it shall be necessary for a candidate to obtain not less than fifty per cent in all parts of the examination. Marking of Examination

16. A list of successful candidates in an examination shall be published, classified into two divisions to be designated the Honours Division and the Pass Division and in each such division the successful candidates' names shall appear in alphabetical order. Publication of examination results

17. Subject to the approval of the Council a pupil nurse who has failed in part of the examination may be permitted to re-sit that part on not more than two occasions: Conditions under which students may be allowed to re-sit

Provided that the pupil nurse may not re-sit for a part of an examination unless she shall have been in continuous training up to the time of such re-sit.

18. A pupil nurse who has- Grant of Zambia Enrolled Nurses' Certificate

- (a) completed the course of training prescribed by these Rules to the satisfaction of the Examinations Committee; and
- (b) passed the examination; and
- (c) attained the age of 19 years;

shall be qualified for and shall be entitled to be granted the Zambia Enrolled Nurses' Certificate.

19. Any period of training undergone at the hospitals set out in the Third Schedule hereto and any examination held prior to the coming into operation of these Rules shall be deemed to have been undergone or passed in terms of these Rules. Savings

FIRST SCHEDULE

(Rule 3 (2))

ZAMBIA ENROLLED NURSES' CERTIFICATE

This is to certify

that.....

.... has passed the qualifying examination for Zambia Enrolled Nurses held by the General Nursing Council of Zambia on, 19.....

at

Date.....

.....

*Registrar,
General Nursing Council of Zambia*

SECOND SCHEDULE

(Rule 4 (2))

CONDITIONS UNDER WHICH HOSPITALS MAY BE APPROVED AS TRAINING SCHOOLS FOR PUPIL NURSES FOR ADMISSION TO THE ROLL OF NURSES

The authorities of any hospital or group of hospitals for which approval as a training school is sought, shall submit to the Council full particulars of the clinical experience available for training and of the arrangements which will be made to ensure systematic practical and theoretical instruction of the pupil nurses in the subjects prescribed for admission to the Roll of Nurses.

In every case before a hospital, or group of hospitals, is recognised as a training school inspection of such hospital or hospitals shall be carried out by the Council's inspectors.

The following are the general requirements relating to the practical and theoretical instruction of pupil nurses:

1. The hospital, or group of hospitals, must satisfy the Council that adequate clinical experience is available for the training.
2. Satisfactory arrangements must be made for the supervision and teaching of the pupil nurses by registered nurses in all the wards and departments, both by day and night.
3. An experienced sister or charge nurse interested in teaching and preferably having attended a recognised course for teachers of pupil nurses for the Roll, should be responsible for teaching the students. The minimum overall ratio of nurse teachers to pupils should be one to thirty. A total strength of registered nurses in the training school should not be less than eight at any one time for a 150-bed hospital. Where suitable arrangements can be made

teaching should be under the overall guidance of a registered nurse tutor. There must also be adequate secretarial and clerical assistance in teaching departments.

4. A teaching department should comprise as follows:

- (a) one spacious lecture room;
- (b) one large demonstration room to accommodate one or two beds;
- (c) a library which may accommodate at least one-quarter of the total number of students;
- (d) a tutor's office;
- (e) a clerk's office;
- (f) cooking facilities for demonstration;
- (g) teaching aids which should include a skeleton, anatomical charts, slides, film strips, slide and film strip projector and a 16 mm projector.

This department should be in close proximity to the hospital, in order to facilitate integration of teaching and practice.

5. The standards of nursing practice, the equipment and facilities in the wards and departments of the hospital must be such as to permit the teaching of good nursing care and the principles taught to be put into practice on the wards. It is essential that adequate domestic services (including domestic supervision) be available.

6. There should be an Education Committee whose membership should include the Matron and/or Chief Male Nurse, representatives of the teaching staff, ward and departmental sisters and/or charge nurses, members of the medical staff participating in the teaching of the pupil nurses and, where possible, a member from the field of general education. The Education Committee should meet regularly to discuss methods of procedure, in order to co-ordinate ward and classroom teaching. There should be co-operation between hospital administrators and teaching staff with regard to allocation of duties and the teaching programme.

7. Accommodation of the following standards should be available:

- (a) pupils can be accommodated in two-, four- or six-bedroomed units with individual wardrobe and dressing table facilities;
- (b) a sitting and recreation room;
- (c) a visitors' room;
- (d) a dining room;
- (e) adequate kitchen facilities;
- (f) a laundry room;
- (g) a linen room or linen cupboards;
- (h) toilets and bathrooms/showers, 1:6 not less than 1:8;
- (i) outdoor recreational facilities such as netball, tennis, etc.;
- (j) housekeeper's accommodation.

Training for the Pupil Nurses in General Nursing

A training school for admission to the general part of the Roll of Nurses is required to have a minimum of 150 beds (of which not less than ninety beds are acute general beds) and the necessary departments including Casualty/Accident Centre, Out-Patient Clinics and

Operating Theatres.

Every pupil nurse is required to complete the following minimum clinical experience before entry to the final examinations:

Preliminary Training School-4-6 weeks

Male Medical-8 weeks

Female Medical-8 weeks

Male Surgical-8 weeks

Female Surgical-8 weeks

Paediatrics-12 weeks

Theatre-4 weeks

Public Health, Child Health Clinics-4 weeks

Casualty and/or O.P.D.-4 weeks

Gynaecology or Obstetrics-4 weeks

Experience in one or more of the following:

Orthopaedic, E.N.T. Ophthalmic-4 weeks

Night duty not less than 16 weeks and not more than 24 weeks.

Such experience may be consecutively or intermittently gained during the course of the nurse's training.

Hours of duty, not exceeding 42 hours per week. Lecture periods should be counted as duty.

THIRD SCHEDULE

(Rule 4(4))

The following hospitals are recognised by the Council as Zambia Enrolled Nurses' Training Schools:

1. Chitambo Hospital, P.O. Kanona
2. Kalene Hills Hospital, P.O. Ikelenge
3. Lewanika Hospital, P.O. Box 147, Mongu
4. Livingstone Hospital, P.O. Box 91, Livingstone
5. Macha Mission Hospital, Private Bag 11XC, Choma
6. Mbereshi Hospital, P.O. Box 94, Kazembe
7. Monze Mission Hospital, P.O. Box 29, Monze
8. Mukinge Mission Hospital, P.O. Kasempa
9. Mwami Mission Hospital, P.O. Box 169, Chipata
10. Nchanga North Hospital, P.O. Box 63, Chingola
11. Our Lady's Hospital, Chilonga, P.O. Mpika
12. Roan Antelope Hospital, P.O. Box 98, Luanshya
13. Ronald Ross Hospital, P.O. Box 197, Mufulira
14. Salvation Army Hospital, Chikankata, Private Bag S2, Mazabuka
15. St Francis Hospital, P.O. Box 16, Katete
16. Wusikili Hospital, P.O. Box 1900, Kitwe

FOURTH SCHEDULE

(Rule 7)

A candidate shall be eligible for admission to a training school if, and only if-

(a) the candidate meets the following educational requirements:

(i) Form II or equivalent up to 1970;

(ii) Form III from 1970 with passes in English, one Science subject and two other subjects;

(b) the candidate shall have attained the age of seventeen years on the last day of the month in which the course commences;

(c) the candidate should have passed a medical examination and received a certificate from a registered medical practitioner stating that she is free from disease and is medically fit to undergo training.

FIFTH SCHEDULE

(Rule 11)

SYLLABUS OF SUBJECTS FOR EXAMINATION FOR ADMISSION TO THE ROLL OF NURSES (Z.E.N.)

1st Year

1. INTRODUCTORY

Section I:

Hospital and Health Services

Nurse

Ward

Patient

Nursing Procedure and Other Procedures

Care of the Sick Child

Medicine and Poisons

First-Aid

Section II:

1. Personal Development

2. Anatomy and Physiology

3. (a) Personal Hygiene

(b) Communal Hygiene

4. Nutrition and Simple Cookery

5. Microbiology

2nd Year

Section I:

Advanced Nursing Procedures

Section II:

Public Health and Health Education

Section III:

1. General Medical and Surgical Conditions
2. Tropical, Parasitical and Infectious Diseases
3. Nutritional Conditions

Section IV:

Ward Management

SECTION I

PRINCIPLES AND PRACTICE OF NURSING

1. The Hospital and Health Services:

Brief history of nursing

The health services of Zambia

Hospital departments and functions

The role of the enrolled nurse

2. The Nurse:

Personal qualities

Professional attitude in relation to patients, relatives, visitors and staff

Ethical conduct

Uniform

3. The Ward:

Ward routine, and its general management

The environment of the patient

Cleanliness, ventilation, heating and lighting

Elimination of noise

Safety measures within the hospital

Care of rubber goods

Economy

Care, storage and handling of food

Disposal of refuse

4. The Patient:

Admission, transfer and discharge

Care of patients' clothes, property and valuables

Observations of the patient's condition, weighing of patients

Bed making

Positions

Bed accessories

Care of mouth

Special beds

Bathing in bed or bathroom

Lifting and moving patients

Total nursing care of ambulant and bed patients

The use of urinals and bedpans

Care of infants and children

5. Nursing Procedures:

A-Routine Nursing Care of Patient

Temperature, pulse and respiration

Observation, disposal and disinfection of urine, faeces, vomit and sputum

Measuring and recording fluid intake and output

Preparation for serving of meals

Urine testing

Care of the hair

Treatment of verminous patients

Feeding helpless patients

Preparation for and assisting in routine medical examination

Collection of specimen

Simple dressing

B-Other Nursing Procedures

Ward dressings

Administration of oxygen

Inhalation and steam tents

Simple enemas and suppositories

Rectal and colonic lavage

Barrier nursing and isolation care

Taking and recording of blood pressure

Local application including linaments, ointments, poultices and compresses

Sponging of patient-Tepid sponging

Eye treatment-Swabbing, irrigation and instillation of drops and ointments

Preparation for ear syringing

Ear treatment

Preparation for assisting in special examination of eye, ear, nose, throat, rectum and vagina

Preparation of patient for X-ray

Care of patient with continuous bladder drainage

Giving, receiving and writing of ward reports

Care of the dying and last offices

C-Advanced Nursing Procedures

Preparation for and maintenance of infusion

Preparation for operation, anaesthetic and pre- and post-operative care

Preparation for and the administration of hypodermic, intramuscular and sub-cutaneous injection

Preparation for (only) intravenous injection

Preparation for and catheterisation of patient

Preparation for lumbar puncture

Preparation for abdominal paracentesis

Preparation for aspiration

Preparation for and care of tracheostomy

Preparation for and care of patient with skin traction

Care of patient with underseal drainage

Naso-gastric feeding

Surgical dressing
Vulval swabbing
Taking of blood slides
Simple suturing

6. Care of the Sick Child:

Bathing, feeding and general care including sleep, play, dietary intake
Routine observations for children
Safety precautions for children
Care of scalp vein and intra-peritoneal infusion
Care of premature baby and maintenance of incubators

7. Medicine and Poisons:

Introduction of Metric System
Calculation of solution and dilutions
The Dangerous Drugs Act
Storage and safe custody of medicines and drugs
Methods of administration of drugs
Rules for giving medicines
Uses and side effects of drugs in common use
Disinfectants and antiseptics

8. First-Aid:

Aims of first-aid treatment
General principles and rules to be observed
Improvisation of equipment
Methods of moving and carrying injured persons
Use of triangular and roller bandages and splints
Treatment of the following emergencies:
Haemorrhage
Shock
Asphyxia-resuscitation
Fracture
Burns and scalds
Poisoning-carbon monoxide from charcoal fires, and the gases formed in the mining industry
Bites and stings
Fits
Fainting
Fire and accidents
Foreign bodies

SECTION II

THE HUMAN INDIVIDUAL AND HIS ENVIRONMENT

1. Personal Development of the Individual:

The patient as a person, his relationship to family, community
The effect of illness and separation from familiar background on the behaviour of child and adult

The child; its normal growth and development

2. The Structure and Function of the Human Body:

The body and how it works

A simple outline and function of all body systems

3. The Promotion of Individual and Communal Health:

A. Personal Hygiene

B. Communal Hygiene; water supply, sanitation, housing, pests, vermin and parasites

The factor which causes breakdown of health, welfare and other social services

4. Public and Health Education:

The nurse in relation to the teaching of health participation in National, Provincial or District Programmes which contributes to the promotion of public health:

(a) Vaccinations

(b) Child Health Clinics (Under Fives Clinic)

(c) Health Education

5. Nutrition and Simple Cookery:

(a) Basic principles of nutrition:

1. Constituents of food

2. Body requirements

3. Balanced diet

(b) Effects of inadequate or unsuitable diet

(c) Dietetics

(d) Invalid cookery

6. Micro-Organisms (Microbiology):

Bacteria

Body defence mechanism

Immunisation

Infection-its spread and prevention

Sterilisation

SECTION III

AN OUTLINE OF CAUSE, COURSE AND TREATMENT OF DISEASE

1. General Medical and Surgical Conditions:

Respiratory: Upper respiratory tract disorders, asthma, bronchitis, pneumonia, tuberculosis, pleural effusion (menstron)

Circulatory: Anaemia, heart disease, hypertension, haemorrhoids, varicose veins, thrombosis, embolism, gangrene, congenital heart disease

Digestive: Ulcer, obstruction, cholecystitis, cirrhosis of the liver, gastroenteritis, jaundice,

dysentery, carcinoma and appendicitis

Urinary: Nephritis, pyelitis, renal failure, uraemia, calculi, trauma, cystitis, prostatic hypertension, urethral strictures

Skin: Eczema, scabies, dermatitis, boils, psoriasis, styes, urticaria, ring-worm

Skeletal/Muscular: Fractures, arthritis, amputations, dislocations, osteomyelitis, sprains, rickets

Nervous: Epilepsy, meningitis, cerebro-vascular, accident, Parkinson's disease, congenital conditions, peripheral neuritis

Endocrine: Diabetes mellitus, thyroxicosis, simple goitre

Reproduction: Abortions, pelvic infections, ectopic pregnancy, traumatic conditions, tumours, menstrual abnormalities, infertility, venereal diseases, emergency midwifery

Ophthalmic: Trachoma, conjunctivitis, spring catarrh, cataract, glaucoma

2. *Tropical Parasitical and Infectious Diseases:*

Bilharzia (Schistosomiasis); malaria; leprosy; cholera; rabies; typhoid; measles; smallpox; mumps; whooping cough; diphtheria; poliomyelitis; chickenpox; trypanosomiasis; hookworm; threadworm; roundworm; tetanus

3. *Nutritional:*

Kwashiorkor, marasmus, P.C.M. malnutrition, vitamin deficiencies

SECTION IV

WARD MANAGEMENT

4. A. Responsibility towards patients and other ward staff

B. Running and the supervision of the ward

C. The principles of ordering stores for the ward

D. Preparation for a doctor's ward round

E. Care of equipment and inventory

5. *Conduct of Normal Labour:*

Signs and symptoms of pregnancy

Aims of antenatal care (*briefly*)

Complications of pregnancy (*briefly*)

Brief outline of normal labour

Conduct of normal delivery

HOURS OF TEACHING IN EACH DEPARTMENT

Introductory Course:

			<i>Hours</i>
Nursing Theory and Demonstration	24
Personal Hygiene and Communal Health	16
Nutrition and Diabetics	7

First-Aid Theory and Practice	5
Anatomy and Physiology	22
Visits	5
Practice	41
TOTAL				<u>120 hours</u>

1st Year:

				<i>Hours</i>
Nursing	40
Microbiology	8
Pharmacology	8
Nutrition	8
Anatomy and Physiology	24
Paediatrics	8
Public Health and Health Education	16
TOTAL				<u>112 hours</u>

2nd Year

				<i>Hours</i>
Surgery	24
Medicine	24
Paediatrics	16
Other Specialities	24
TOTAL				<u>88 hours</u>
GRAND TOTAL				<u>320 hours</u>

SIXTH SCHEDULE

(Rule 12 (2))

ZAMBIA ENROLLED NURSES' EXAMINATION

....., 19.....

ENTRY FORM

Candidates for examination are asked to enter all details required below and to return the form immediately to the General Nursing Council of Zambia together with the examination fee.

Surname (IN BLOCK LETTERS):

.....

Other

Names:

.....

Age:..... day..... month.....
year.....

Place of

Birth :

.....

Training

School:

.....

Permanent

Address:

.....

Date of Commencement of

Training:

..

To the best of my knowledge this is a true statement.

.....

Signature of Candidate

Date.....

SEVENTH SCHEDULE

(Rule 12 (2) (a) and (b))

Examination Fee 40 fee units

CERTIFICATE OF TUTOR AS TO PROGRESS OF TRAINING PRIOR TO SITTING OF
THE EXAMINATION FOR ZAMBIA ENROLLED
NURSES' ENTRY*

Name of

Applicant:

.....

Age of

Applicant:

.....

Date of Entry into

Training:

Number of Days Absent (casual leave and sick leave):.....

Comments of Tutor as to progress of candidate during training and suitability of candidate to practise as a Zambia Enrolled Nurse:

*State whether 1st, 2nd or 3rd entry.

Tutor in Charge of Applicant Training

Date.....

(As amended by Act No. 13 of 1994)

THE ZAMBIA ENROLLED MIDWIVES (TRAINING) RULES

ARRANGEMENT OF RULES

Rule

1. Title
2. Interpretation
3. Institution of Zambia Enrolled Midwives' Certificate
4. Midwifery schools
5. Supervisor of midwifery school
6. Training to be at midwifery school
7. Admission to midwifery school
8. Period of training
9. Instruction of pupil midwife
10. Institution of examination
11. Syllabus for examination
12. Entry to examination
13. Tests comprising examination
14. Marking of examination
15. Examiners for examination
16. Publication of examination results
17. Grant of Zambia Enrolled Midwives' Certificate

FIRST SCHEDULE-Zambia Enrolled Midwives' Certificate

SECOND SCHEDULE-Requirements to be fulfilled by a hospital to be approved as a midwifery school

THIRD SCHEDULE-Hospitals recognised as midwifery schools

FOURTH SCHEDULE-Requirements for admission to midwifery school

FIFTH SCHEDULE-Syllabus of subjects for admission to the register of enrolled midwives for candidates with no previous experience

SIXTH SCHEDULE-Zambia Enrolled Midwives' Examination-Entry Form

SEVENTH SCHEDULE-Prescribed fee

EIGHTH SCHEDULE-Certificate of suitability to enter Zambia Enrolled Midwives' Examination

SECTIONS 32 AND 33-THE ZAMBIA ENROLLED MIDWIVES (TRAINING) RULES
Rules by the Medical Council of Zambia with the approval of the Minister

Statutory Instrument 61 of 1970 Act No. 13 of 1994

1. These Rules may be cited as the Zambia Enrolled Midwives (Training) Rules.

Title

2. In these Rules, unless the context otherwise requires-

Interpretation

"examination" means the Zambia Enrolled Midwives' Examination held in accordance with the provisions of these Rules;

"midwifery school" means a hospital recognised under rule 4 (1) or deemed to have been recognised under rule 4 (3) as a midwifery school for the purposes of these Rules;

"pupil midwife" means a person undergoing the course of training prescribed by these Rules;

"training period" means the period prescribed by rule 8 (1) for the course of training of a pupil midwife.

3. (1) For the purpose of enabling persons to carry on the practice of a midwife, the Council may grant a certificate of competency, to be styled the Zambia Enrolled Midwives' Certificate, to such persons as have qualified under these Rules for the grant thereof.

Institution of Zambia Enrolled Midwives' Certificate

(2) Every Zambia Enrolled Midwives' Certificate shall be in the form

prescribed in the First Schedule.

4. (1) Subject to the provisions of this rule, the Council may, on application being made to it, recognise any hospital within the Republic schools as a midwifery school for the purposes of these Rules if, in the opinion of the Council, it provides the facilities necessary for training pupil midwives.

(2) The Council shall not recognise a hospital as a midwifery school for the purposes of these Rules unless the Council is satisfied that the requirements as specified in the Second Schedule have been substantially complied with.

(3) The hospitals set out in the Third Schedule shall be deemed to have been recognised by the Council as midwifery schools for the purposes of these Rules.

5. (1) The person in charge of a midwifery school (in these Rules referred to as the supervisor of the midwifery school) shall be a person who is registered both as a midwife and as a general nurse.

(2) The supervisor of a midwifery school shall be responsible for ensuring that pupil midwives admitted to that midwifery school are trained in accordance with the provisions of these Rules and shall designate one or more midwives as midwifery teachers for the purposes of these Rules.

6. Every person wishing to qualify for the Zambia Enrolled Midwives' Certificate shall undergo the course of training prescribed by these Rules at a midwifery school.

7. A person shall be eligible for admission to a midwifery school for the purpose of undergoing the course of training prescribed by these Rules if, and only if, she complies with the requirements specified in the Fourth Schedule.

8. (1) The course of training of a pupil midwife shall extend over a period of not less than-

(a) one year in case of a pupil midwife who holds the Zambia Enrolled Nurses' Certificate; or

(b) two years in the case of any other pupil midwife.

(2) The period prescribed in sub-rule (1) shall be inclusive of vacation leave not exceeding two weeks per year and sick or compassionate leave not exceeding two weeks per year.

(3) Subject to the provisions of sub-rules (2), (4) and (5), the training period of a pupil midwife shall be continuous throughout the whole period of the course of training and, on any interruption thereof, no recognition shall be accorded to the pupil midwife in respect of any period of the course of training undergone by her prior to such interruption.

(4) If the period of training of a married pupil midwife is interrupted by reason of her pregnancy-

(a) during the first six months of commencement of training, she may be re-admitted to recommence her training period;

(b) during the second six months, she may be re-admitted to undertake nine months of further training at the end of which she will be deemed to have completed one year of her training period;

(c) during the third six months, she may be re-admitted to undertake fifteen months of further training at the end of which she will be deemed to have completed two years of her training period;

(d) during the fourth six months, she may be re-admitted to undertake nine months of further training at the end of which she will be deemed to have completed two years of her training period:

Provided that in all cases mentioned in paragraphs (a) to (d)-

(i) re-admission shall be at the discretion of the supervisor of the midwifery school;

- (ii) the period of interruption shall not be longer than one year; and
- (iii) there is evidence of proper provision having been made for the child of such pregnancy.

(5) Where the course of training of a pupil midwife is interrupted for a period not exceeding two years, and the Council considers that the reasons for such interruption are sufficient having regard to all the circumstances of the case, it may recognise the whole or any part of the period of training undergone by the pupil midwife prior to such interruption as counting towards the period of the course of training prescribed by sub-rule (1).

9. (1) During the course of her training, a pupil midwife shall receive theoretical and practical instruction in the syllabus prescribed for the examination. Instruction of pupil midwife

(2) Without derogation from the generality of the provisions of sub-rule (1), every pupil midwife shall, during her course of training-

- (a) attend lectures on the syllabus prescribed for the examination, including lectures on the infant; and
- (b) attend not less than forty-four clinical teaching sessions; and
- (c) conduct ante-natal examinations on not less than fifty pregnant women and receive instruction in the care and supervision of women during the course of pregnancy, including the booking of the cases and the keeping of the records; and
- (d) receive clinical instruction in the conduct of labour, including the witnessing of not less than ten labours; and
- (e) perform not less than ten vaginal examinations and be taught the procedure for rectal examination; and
- (f) attend not less than twenty labours, under the supervision of a person trained in midwifery, in each case making a full examination during the course of labour, personally delivering the infant and the after-birth and keeping records of each case; and

(g) attend and nurse puerperal women and their infants during the period that the patients are in the hospital; and

(h) attend not less than ten infant welfare clinics which may include post-natal examination; and

(i) attend a number of lectures on mothercraft and health education.

(3) The instruction of every pupil midwife shall be generally supervised by a midwifery teacher and be conducted throughout training in the maternity and associated departments of a midwifery school.

10. For the purposes of these Rules, examinations, to be styled the Institution of Zambia Enrolled Midwives' Examination, shall be held from time to time, not being less frequently than twice in each year. examination

11. The syllabus for the examination shall be as prescribed in the Fifth Schedule. Syllabus for examination

12. (1) A pupil midwife shall be eligible to be entered for the examination if, and only if, by the date fixed for the commencement of the examination- Entry to examination

(a) she will have completed not less than eleven months of her training period, if undergoing a one year course, or not less than twenty-two months if undergoing a two year course; and

(b) she will have attended courses of lectures and demonstrations extending over the whole syllabus prescribed for the examination; and

(c) the supervisor of the midwifery school is satisfied that her health is such that no danger to her patients would be involved by her engaging in the duties of a midwife.

(2) Application for entry to the examination shall be in the form set out in the Sixth Schedule and it shall be accompanied by-

(a) the appropriate examination fee prescribed in the Seventh Schedule; and

(b) a certificate in the form prescribed in the Eighth Schedule, issued by the supervisor of the midwifery school at which the applicant is undergoing her training, stating that the applicant is eligible to be entered for the examination.

13. The examination shall consist of-

Tests comprising examination

(a) a written test in accordance with current recommendations for which the time allowed shall be two hours; and

(b) an oral and practical test of one hour's duration, of which the candidate should spend twenty minutes with the patient, on the syllabus prescribed by rule 11 for the examination.

14. (1) Marks for the tests forming part of the examination shall be allotted as follows:

Marking of examination

(a) 100 marks shall be allotted to the written test;

(b) 100 marks shall be allotted to the oral and practical test.

(2) To satisfy the examiners in the examination, it shall be necessary for a candidate to obtain not less than fifty per centum of the aggregate of the marks allotted to both tests of the examination.

15. Every examiner appointed by the Examinations Committee for the purposes of the examination shall be a registered midwife and general nurse who is actively involved in midwifery training.

Examiners for examination

16. The list of successful candidates in the examination shall be published in alphabetical order.

Publication of examination results

17. A pupil midwife who has-

Grant of Zambia

(a) completed the course of training prescribed by these Rules; and

Enrolled Midwives'

- (b) passed the examination; and
- (c) attained the age of nineteen years;

Certificate

shall be qualified for and shall be entitled to be granted the Zambia Enrolled Midwives' Certificate.

FIRST SCHEDULE

(Rule 3 (2))

ZAMBIA ENROLLED MIDWIVES' CERTIFICATE

This is to certify that who has attained the age of nineteen years, has completed the course of training prescribed by the Zambia Enrolled Midwives (Training) Rules, and has passed the Zambia Enrolled Midwives' Examination held by the Medical Council of Zambia on, 19....., at

She is hereby granted the Zambia Enrolled Midwives' Certificate.

Date -----

Registrar,

Medical Council of Zambia.

LUSAKA,
ZAMBIA.

SECOND SCHEDULE

(Rule 4 (2))

REQUIREMENTS TO BE FULFILLED BY A HOSPITAL TO BE APPROVED AS A MIDWIFERY SCHOOL

1. The permanent medical and midwifery staff employed at the hospital shall be satisfactory in the opinion of the Council and, without derogation from the generality of the foregoing, such staff includes-

- (a) a medical practitioner with special experience in obstetrics; and
- (b) experienced midwives in relation to the size of the hospital.

2. The annual average of confinements taking place in the hospital amounts to not less than 130.

3. The hospital-

- (a) contains ante-natal beds associated with an ante-natal clinic and a post-natal department; and
- (b) contains satisfactory accommodation for lectures and demonstrations and the equipment, models and facilities necessary for the proper instruction of pupil midwives; and
- (c) is able to provide facilities for infant welfare experience.

THIRD SCHEDULE

(Rule 4 (3))

HOSPITALS RECOGNISED AS MIDWIFERY SCHOOLS

The following hospitals are recognised by the Council as midwifery schools:

1. Batoka Hospital, P.O. Box 91, Livingstone.
2. St Francis' Hospital, P.O. Katete.
3. Our Lady's Hospital, Chilonga, P.O. Mpika.
4. Mbereshi Hospital, P.O. Kawambwa.
5. Salvation Army Hospital, Chikankata, Private Bag S.2, Mazabuka.
6. Wusikili Hospital, P.O. Box 1900, Kitwe.
7. Nchanga North Hospital, P.O. Box 63, Chingola.
8. Monze Mission Hospital, P.O. Box 29, Monze.

FOURTH SCHEDULE

(Rule 7)

REQUIREMENTS FOR ADMISSION TO MIDWIFERY SCHOOL

A person shall be eligible for admission to a midwifery school if, and only if-

- (a) she possesses the former Standard VI Certificate or a Form II Certificate;
- (b) she shall have attained the age of seventeen years on the last day of the month in which the course commences;
- (c) she shall have passed a medical examination and received a certificate from a registered medical practitioner stating that she is free from disease and infection and is medically fit to undergo training.

FIFTH SCHEDULE

(Rule 11)

SYLLABUS OF SUBJECTS FOR ADMISSION TO THE REGISTER OF ENROLLED MIDWIVES FOR CANDIDATES WITH NO PREVIOUS EXPERIENCE

FIRST YEAR

1. *The Hospital and Health Services:*
Health services of Zambia; hospitals and various departments and their functions.
2. *The Nurse:*
Personal qualities and attitudes; standards of ethical conduct; relationships between

nurse, patient and relatives. The place of the Enrolled Midwife in the hospital team.

3. *The Ward:*

The environment of the patient.

Cleanliness, ventilation and the prevention of cross-infection; and heating.

Elimination of noise.

Safety measures, including fire precautions.

Care and use of ward linen and equipment.

4. *Personal Hygiene:*

The meaning of health; personal cleanliness; care of skin, hair, hands and feet; care of personal clothing; value of recreation, exercise, fresh air and sleep; excretory system.

5. *The Structure of the Human Body:*

The body as a whole.

Chief cavities and contents.

How it moves.

Simple outline of body systems.

Introduction to Midwifery.

6. *Nursing Procedures:*

Bedmaking-ordinary, admission and operation beds.

General care of patients:

Prevention of pressure sores.

Lifting and turning patients.

Positions commonly used in nursing.

Shaving.

Tepid sponging.

Feeding and preparation of meals.

Feeding of helpless patients.

Taking and recording of temperature, pulse and respiration.

Range of temperatures.

Normal and abnormal pulse and respiration.

Observation, disposal and disinfection of urine, faeces and sputum.

Collection of specimens; blood slides.

Intake and output charts.

Medicines, drugs and poisons-weights and measures; administration of medicine and dosages; methods of administering drugs; regulations regarding dangerous drugs and poisons; preparation and dilution of lotions in common use.

Preparation of equipment for and the care of the patient during a routine medical examination.

Enemata and suppositories.

Hypodermic and intramuscular injections.

Pre-operative care-general and skin preparation.

Post-operative care.

Simple ward dressings.

Removal of stitches and clips.

Catheterisation.

Preparation for sub-cutaneous and intra-peritoneal infusions, intravenous infusions

and blood transfusions.

Prevention of cross-infection.

Last offices.

Emphasis must be placed at all times on bedside teaching.

7. *The Principal Causes of Disease:*

To be introduced with emphasis on recognition, implications for preventive measures and health education, *avoiding all detail not absolutely essential to effective midwifery and child welfare.*

Malnutrition, e.g. Kwashiorkor.

Infection and infestation, e.g.:

inflammation-cross-infection, causes and prevention.

tuberculosis.

pneumonia.

meningitis.

gastro-enteritis, dysentery.

measles, smallpox, mumps, whooping cough, diphtheria.

poliomyelitis.

malaria. trypanosomiasis.

leprosy.

hook worm and other intestinal parasites.

bilharziasis (Schistosomiasis).

rabies.

tetanus.

SECOND YEAR

A. ANATOMY AND SPECIAL PHYSIOLOGY:

1. *The Female Skeletal Pelvis:*

Bones, joints-types and essential measurements in relation to the foetal skull.

2. *The Female Generative Organs:*

External, internal, Main ligaments, muscles, blood supply, nerve supply, pelvic floor.

3. *The foetal skull.*

4. *Ovulation and Menstruation:*

Puberty; amenorrhoea; dysmenorrhoea; menopause.

5. *Development of Foetus:*

Fertilisation; placenta; umbilical cord.

6. *Physiology of Pregnancy:*

Changes in mother-uterus, breast, skin, nervous system, respiratory system, circulatory system, urinary system, endocrine system.

B. NORMAL MIDWIFERY:

1. *Normal Pregnancy:*

Diagnosis-presumptive and positive signs.

History-age, date of last menstrual period, expected date of delivery, previous health, previous pregnancies and labours.

2. *Ante-Natal Care:*

Personal hygiene; diet; bowels; sleep; clothing; exercise; blood pressure; abdominal inspection; asoultation; presentation; head fitting; mothercraft.

3. *Normal Labour:*

Physiology of labour-1st, 2nd and 3rd stages; mechanism of labour; the foetus as passenger-lie, presentation, position and engagement of head.

Management of normal delivery.

1st Stage-Admission of patient; prevention of infection; rest and sedation; nourishment; examination.

2nd Stage-Delivery; care of perineum; episiotomy; tears; immediate care of the infant.

3rd Stage-Prevention of post-partum haemorrhage; delivery of placenta; examination of placenta and membranes; suturing of perineum.

4. *Normal Puerperium:*

Physiology-involution, lochia.

Management-rest, sleep, cleanliness, bowels and bladder, fundal height.

Anatomy of breasts; management of breast feeding.

5. *Newborn Baby:*

- (a) care at birth.
- (b) first bath and examination.
- (c) cord care.
- (d) daily care and observations.
- (e) feeding.

C. ABNORMAL MIDWIFERY:

1. *Abnormal Pregnancy:*

(a) *Minor disorders*-morning sickness; constipation; nsomnia; varicose veins; mild oedema; indigestion; urinary infection; sacro-iliac strain.

(b) *Haemorrhages:*

Bleeding in early pregnancy.

Abortion-causes, diagnosis and treatment.

Ante-partum haemorrhage.

(Emergency treatment in the home, the rural health clinic and the hospital should be specially referred to.)

(c) *Toxaemias of Pregnancy:*

Hyperemesis gravidarum.

Pre-eclampsia and eclampsia.

(d) *Displacement of gravid uterus:*

Retroversion and anteflexion-brief mention.

(e) *Diseases associated with pregnancy:*

Anaemias.

Vaginal discharges.

Urinary infection.

Malaria.

Veneral diseases.

German measles.
Heart disease.
Tuberculosis.
Diabetes.

2. *Abnormal Labour:*

Prolonged labour; maternal and foetal distress.

- (a) *Disproportion.*
- (b) *Abnormal uterine action:*
Primary uterine inertia; secondary uterine inertia.
Tonic contraction; rigid cervix; constriction ring; hour-glass contraction.
(Cause, recognition and management.)
- (c) *Abnormal presentations:*
Posterior positions.
Brow, face, breech, shoulder and transverse lie.
(Causes, recognition, dangers and management.)
- (d) *Obstructed labour and uterine rupture.*
- (e) *Multiple pregnancy.*
- (f) *Accidents and emergencies of labour:*
Prolapsed cord.
Perineal, vaginal and cervical tears.
- (g) *Emergencies of the third stage:*
Post-partum haemorrhage.
Retained placenta.
Acute inversion of uterus.
Obstetric shock.

3. *Traumatic results of childbirth:*

Cystocoele.
Rectocoele.
Vulvo-vaginal fistula.

4. *Abnormal puerperium:*

- (a) Uterine infection.
- (b) Urinary infection.
- (c) Disorders of the breasts.
- (d) Secondary post-partum haemorrhage.
- (e) Thrombosis, embolus and phlebitis-*briefly*.
- (f) Puerperal insanity.
- (g) Associated pyrexias.

D. DISORDERS OF THE NEWBORN CHILD:

Asphyxia.
Cerebral haemorrhage.
Birth injuries.
Infections.
Jaundice.

Blood disorders.
Malformations.
Tetanus.

Premature infant:

Definition; dangers; preparation for birth.

Feeding and general care.

Dysmaturity-briefly.

Postmaturity-briefly.

E. OBSTETRIC OPERATIONS:

Technique.

Induction of labour.

Vacuum extraction.

Forceps delivery.

Version.

Caesarean section.

Manual removal of placenta.

Symphiotomy.

F. DRUGS USED IN MIDWIFERY:

Drugs and their uses.

Dosages.

The Law.

Introduction to the Metric System.

Practical instruction in the following should be continued throughout training:

History-taking.

Giving and receiving reports.

Estimation of haemoglobin.

Sterilisation.

Infection.

Injections.

Blood pressure.

Catheterisation.

Enemata.

Urine testing.

Removal of stitches and clips.

Infusions and transfusions.

Skin preparations.

Collection of specimens; blood slides.

Oxygen administration.

Care of drugs.

Shock and haemorrhage.

Incubation management.

Inhalation analgesia.

SIXTH SCHEDULE

(Rule 12 (2))

ZAMBIA ENROLLED MIDWIVES' EXAMINATION

....., 19.....

ENTRY FORM

Candidates for examination are asked to enter all details requested below and return the form immediately to the Medical Council of Zambia together with the examination fee.

Surname (in BLOCK CAPITALS)

Other Names

Date of Birth

Place of Birth

Permanent Address

Training School

Date of Commencement of Training

To the best of my knowledge this is a true statement.

Signature of Candidate

Date

SEVENTH SCHEDULE

(Rule 12 (2) (a))

PRESCRIBED FEE

Examination Fee 60 fee units

(As amended by Act No. 13 of 1994)

EIGHTH SCHEDULE

(Rule 12 (2) (b))

CERTIFICATE OF SUITABILITY TO ENTER ZAMBIA ENROLLED MIDWIVES'

EXAMINATION

Name of Applicant

Date of Entry into Training

Number of days absent (causal leave, sick leave and compassionate leave)

Comments regarding suitability to practise as a midwife

I, being the supervisor in charge of the Midwifery School at

hereby certify that the applicant has fulfilled the requirements of the Zambia Enrolled Midwives (Training) Rules in every respect, and is eligible to be entered for the examination.

Date -----

THE ZAMBIA ENROLLED PSYCHIATRIC NURSE (TRAINING) RULES

ARRANGEMENT OF RULES

Rule

1. Title
2. Interpretation
3. Institution of Zambia Enrolled Psychiatric Nurses' Certificate
4. Training school
5. Supervisor of training school
6. Training to be at training school
7. Admission to training school
8. Period of training
9. Instruction of student nurse
10. Institution of examination
11. Syllabus for examination
12. Entry to examination
13. Tests comprising examination

14. Examiners for examination
15. Marking of examination
16. Publication of examination results
17. Grant of Zambia Enrolled Psychiatric Nurses' Certificate
18. Transitional provisions

FIRST SCHEDULE-Zambia Enrolled Psychiatric Nurses' Certificate

SECOND SCHEDULE-Conditions under which hospitals are approved as training schools for student nurses for admission to the roll of psychiatric nurses

THIRD SCHEDULE-Hospital recognised as training school

FOURTH SCHEDULE-Requirements for admission to training school

FIFTH SCHEDULE-Syllabus of subjects for Zambia Enrolled Psychiatric Nurses' Examination

SIXTH SCHEDULE-Zambia Enrolled Psychiatric Nurses' Examination-Entry form

SEVENTH SCHEDULE-Prescribed fee

EIGHTH SCHEDULE-Certificate of tutor as to progress of training prior to sitting of examination for Zambia Enrolled Psychiatric Nurses

SECTIONS 32 AND 33-THE ZAMBIA ENROLLED PSYCHIATRIC NURSE (TRAINING) RULES *Statutory Instrument 63 of 1970*
Rules by the Medical Council of Zambia with the approval of the Minister

1. These Rules may be cited as the Zambia Enrolled Psychiatric Nurse (Training) Rules. Title

2. (1) In these Rules, unless the context otherwise requires- Interpretation
 "Council" means the Medical Council of Zambia;
 "student nurse" means a person undergoing the training prescribed by

these Rules;

"training period" means the period prescribed by rule 8 (1) for the course of training of a student nurse;

"training school" means a hospital or group of hospitals recognised or deemed to be recognised under rule 4 (4) as a training school for the purposes of these Rules;

"ward" means a ward of a training school.

(2) Save where the context otherwise requires, a reference in these Rules to the feminine gender shall be construed as including a reference to the masculine gender.

3. (1) For the purpose of enabling persons to become qualified to carry on the calling of a nurse, the Council may grant a certificate of competency, to be styled the Zambia Enrolled Psychiatric Nurses' Certificate, to such persons as have qualified under these Rules for the grant thereof. Institution of Zambia Enrolled Psychiatric Nurses' Certificate

(2) Every Zambia Enrolled Psychiatric Nurses' Certificate shall be in the form set out in the First Schedule.

4. (1) The Zambia Enrolled Psychiatric Nurses' Training School will be situated at Chainama Hills Hospital, Lusaka. Training school

(2) The Council shall not recognise a hospital or group of hospitals as a training school unless the requirements specified in the Second Schedule have been substantially complied with.

(3) The Council shall cause an inspection of the hospital or group of hospitals which make an application for recognition as a training school before any such application is approved.

(4) The hospital set out in the Third Schedule shall be deemed to have been recognised by the Council as a training school for the purposes of these Rules.

5. (1) The person in charge of a training school (in these Rules Supervisor of

referred to as the supervisor of the training school) shall be a person who is registered as a Registered Mental Nurse. training school

(2) The supervisor of a training school shall be responsible for ensuring that student nurses admitted to that training school are trained in accordance with the provisions of these Rules and shall designate one or more experienced sisters or charge nurses as teachers for the purposes of these Rules.

6. Every person wishing to qualify for the Zambia Enrolled Psychiatric Nurses' Certificate shall undergo the course of training prescribed by these Rules at one or more training schools. Training to be at training school

7. A person shall be eligible for admission to a training school for the purpose of undergoing the course of training prescribed by these Rules if, and only if, she fulfills the requirements specified in the Fourth Schedule. Admission to training school

8. (1) The course of training of a student nurse shall extend over a period of not less than twenty-four calendar months inclusive of- Period of training

(a) periods of vacation leave not exceeding eighteen days per year; and

(b) periods of sick leave not exceeding four weeks during the whole course of training.

(2) Save for the period of vacation leave or sick leave specified in sub-rule (1), or any period recognised by the Council under sub-rule (3), the training of a student nurse shall be continuous throughout the whole period of the course of training and, on any interruption thereof, no recognition shall be accorded to the student nurse in respect of any period of the course of training undergone by her prior to such interruption.

(3) Where the course of training of a student nurse is interrupted for a period not exceeding two years, and the Council considers the reasons for such interruption are sufficient, having regard to all the circumstances of the case, it may recognise the whole or any part of the

period of training undergone by the student nurse prior to such interruption as accounting towards the period of twenty-four calendar months prescribed by sub-rule (1).

9. (1) During the course of her training, a student nurse shall receive Instruction of theoretical and practical instruction and clinical experience in every student nurse subject contained in the syllabus.

(2) For each student nurse there shall be kept a Student Nurse's Record of Practical Instruction and the supervisor of the training school shall enter therein the number of weeks undergone in each type of clinical experience by the student nurse.

10. For the purposes of these Rules, examinations, to be styled the Institution of Zambia Enrolled Psychiatric Nurses' Examination, shall be held from examination time to time, not being less frequently than twice in each year.

11. The syllabus for the Zambia Enrolled Psychiatric Nurses' Examination shall be as prescribed in the Fifth Schedule. Syllabus for examination

12. (1) A student nurse shall be eligible to be entered for the Zambia Entry to Enrolled Psychiatric Nurses' Examination if, and only if, by the date examination fixed for the commencement of the examination-

(a) she will have completed not less than twenty months of her training period to the satisfaction of the person in charge of the training school;

(b) she will have attended courses in the theoretical and practical instructions and clinical experience extending over the whole syllabus;

(c) she is of good character and suitable to be an enrolled psychiatric nurse;

(d) she is the holder of a certificate issued by a medical practitioner stating that he has medically examined her and declaring that her health is such that no danger to her patients would be involved by her engaging in the duties of a nurse.

(2) Every application for entry to the Zambia Enrolled Psychiatric Nurses' Examination shall be in the form prescribed in the Sixth Schedule and shall be accompanied by-

(a) the appropriate examination fee prescribed in the Seventh Schedule; and

(b) a certificate in the form set out in the Eighth Schedule by the supervisor of the training school certifying that the applicant has fulfilled the conditions mentioned in sub-rule (1) and that she is eligible to be entered for the Zambia Enrolled Psychiatric Nurses' Examination.

13. The Zambia Enrolled Psychiatric Nurses' Examination shall consist of the following, subject to any modifications the Examinations Committee may from time to time prescribe: Tests comprising examination

(a) written tests consisting of-

(i) Paper A-comprising thirty short-answer questions; and

(ii) Paper B-comprising one long-answer question;

(b) an oral test;

(c) a practical test;

on the syllabus prescribed in rule 11.

14. Every examiner appointed by the Examinations Committee for the purposes of the Zambia Enrolled Psychiatric Nurses' Examination shall be either a qualified registered nurse or a qualified nurse tutor. Examiners for examination

15. To satisfy the examiner in an examination, it shall be necessary for a candidate to obtain not less than fifty per centum in all parts of the examination. Marking of examination examination.

16. The list of successful candidates in an examination shall be published in alphabetical order classified into two divisions, to be designated the Honours Division and the Pass Division.

Publication of examination results

17. A student nurse who has-

Grant of Zambia

- (a) completed the course of training prescribed by these Rules to the satisfaction of the Examinations Committee; and
- (b) passed the examination; and
- (c) attained the age of nineteen years;

Enrolled
Psychiatric
Nurses'
Certificate

shall be qualified for and shall be entitled to be granted the Zambia Enrolled Psychiatric Nurses' Certificate.

18. Any period of training, similar to the course of training prescribed by these Rules, undergone prior to the promulgation of these Rules, at the hospital mentioned in the Third Schedule, shall be deemed to have been a period of training undergone in terms of these Rules, and any examinations held prior to the promulgation of these Rules, in respect of such course of training, shall be deemed to have been the Zambia Enrolled Psychiatric Nurses' Examination held under the provisions of these Rules.

Transitional

FIRST SCHEDULE

(Rule 3(2))

ZAMBIA ENROLLED PSYCHIATRIC NURSES' CERTIFICATE

This is to certify that
has satisfactorily completed the course of training prescribed by the Zambia Enrolled Psychiatric Nurse (Training) Rules, and has passed in
Division the Zambia Enrolled Psychiatric Nurses' Examination held by the Medical Council of Zambia on, 19..... at

The said is hereby granted the Zambia Enrolled Psychiatric Nurses' Certificate.

Date -----

Registrar,

Medical Council of Zambia.

LUSAKA,
ZAMBIA

SECOND SCHEDULE

(Rule 4 (2))

CONDITIONS UNDER WHICH HOSPITALS ARE APPROVED AS TRAINING SCHOOLS FOR STUDENT NURSES FOR ADMISSION TO THE ROLL OF PSYCHIATRIC NURSES

The authorities of any hospital or group of hospitals, for which approval as a training school is sought, are required to submit to the Council full particulars of the clinical experience available for training and of the arrangements which will be made to ensure the systematic practical and theoretical instruction of the student nurses in the subjects prescribed for admission to the Roll of Psychiatric Nurses.

In every case, a visit by the Council's Inspectors of Training Schools to the hospital, or group of hospitals, making such application will be carried out before approval is granted.

The following are the general requirements relating to the practical and theoretical instruction of student nurses:

1. The hospital, or group of hospitals, must satisfy the Council that adequate clinical experience is available for the training.
2. Satisfactory arrangements must be made for the supervision and teaching of the student nurses by registered nurses in all the wards and departments, both by day and night.
3. An experienced sister or charge nurse interested in teaching and preferably having attended a recognised course for teachers of student nurses for the Roll, should be responsible for teaching the students. The minimum overall ratio of nurse teachers to students should be one to thirty. A total strength of registered nurses in the training school should not be less than eight at any one time for a 150-bed hospital. Where suitable arrangements can be made the teaching should be under the overall guidance of a registered mental nurse tutor. There must also be adequate secretarial and clerical assistance in teaching departments.
4. A teaching department should comprise-
 - (a) lecture room-large enough to accommodate one or two beds. Shelving and cupboards to house teaching aids;
 - (b) library to house 300 to 400 books and small tables and chairs;
 - (c) Tutor's office;
 - (d) Clerk's office;
 - (e) cooking facilities for demonstration;
 - (f) teaching aids should include articulated skeleton, anatomical slides, film strips and projector and link projector.

This department should be in close proximity to the hospital, or one of the hospitals forming the training school, in order to facilitate integration of teaching and practice.

5. The standards of nursing practice, the equipment and facilities in the wards and departments of the hospital or hospitals must be such as to permit the teaching of good nursing care and allow the principles taught to be put into practice on the wards. It is essential that adequate domestic services (including domestic supervision) be available.

6. Where possible there should be an Education Committee whose membership, in addition to representatives of the Board of Governors or Management Committee, should include the Matron, Chief Male Nurse, or Chief Nursing Officer, representatives of the teaching staff, ward and departmental sisters and/or charge nurses, members of the medical staff participating in the teaching of the student nurses, a representative from the public

health service and from the field of general education. There should also be a Ward or Chief Nursing Officer, representatives of the teaching staff, ward and departmental sisters and/or charge nurses in the hospital or group of hospitals, which should meet regularly to discuss methods of procedure in order to co-ordinate between hospital administrators and teaching staff with regard to the allocation of duties and the teaching programme.

7. The Council will require an assurance that accommodation of the following standard is available:

(a) students can be accommodated in two-, four- or six-bed-roomed units with individual wardrobe and dressing table facilities;

(b) sitting and recreation room;

(c) visitors' room;

(d) dining room;

(e) kitchenette facilities;

(f) laundry room;

(g) linen room or linen cupboards;

(h) toilets and bathrooms-showers, 1 to 6, not less than 1 to 8;

(i) outdoor recreational facilities such as netball and tennis.

8. Schemes of part-time training for the Roll may be approved by the Council.

TRAINING FOR STUDENT NURSES IN PSYCHIATRIC NURSING

A training school for admission to the Psychiatric part of the Roll is required to have a minimum of 150 beds (of which not less than 40 are acute beds) and the necessary departments including Out-Patient, Clinics, Occupational Therapy and Recreational. Such a school may comprise one or more hospitals.

Every student nurse is required to complete the minimum clinical experience to be gained in the following wards:

(a) wards for long stay patients;

(b) wards for acute patients;

(c) wards for disturbed patients;

(d) wards for psychopathic patients;

(e) wards for epileptic and subnormal patients;

(f) convalescent wards.

Long Stay patients:

Emphasis here is on the prevention of deterioration in patients who have been ill for a considerable time.

From this ward students will gain experience in accompanying patients to Occupational Therapy, Social and Recreational Therapy.

Convalescent patients:

Experience will be in participating with patients in preparation for their discharge. It is planned that students working in this ward will make visits to patients' homes accompanied

by the psychiatric social worker. They will also visit the Matero "Half Way House".

Mentally subnormal patients:

Students will gain valuable experience in this very special type of nursing care.

A planned programme of practical experience covering the main outline of the training period must be drawn up and submitted to the Council. The number of weeks gained in each type of clinical experience will need to be entered in the Student Nurses' Record of Practical Instruction.

The length of the introductory course shall not be less than four weeks.

THIRD SCHEDULE

(Rule 4 (4))z

HOSPITAL RECOGNISED AS TRAINING SCHOOL

The following hospital is recognised by the Council as a Zambia Enrolled Psychiatric Nurses' Training School:

Chainama Hills Hospital, P.O. Box 43, Lusaka.z

FOURTH SCHEDULE

(Rule 7)

REQUIREMENTS FOR ADMISSION TO TRAINING SCHOOL

A candidate shall be eligible for admission to a training school if, and only if-

- (a) the candidate meets the following educational requirements:
 - (i) Standard VI, if obtained before 1965; or
 - (ii) Full Junior School Certificate;
- (b) the candidate shall have attained the age of seventeen years on the last day of the month in which the course commences;
- (c) the candidate shall have passed a medical examination and received a certificate from a Government Medical Officer stating that she is free from disease and infection and is fit to undergo training.

FIFTH SCHEDULE

(Rule 11)

SYLLABUS OF SUBJECTS FOR ZAMBIA ENROLLED PSYCHIATRIC NURSES' EXAMINATION

1. *The Hospital and the Health Services:*

The health services of Zambia.

Hospitals, their various departments and functions, and their relation to other health services.

2. *The Nurse:*

Personal qualities and attitudes required.

Standards of ethical conduct.

Relationships between nurse, patient and relatives.

The place of the enrolled nurse in the hospital team.

3. *The Ward:*

The environment of the patient.

Cleanliness, ventilation and the prevention of cross-infection; heating.

Elimination of noise.

Safety measures, including fire precautions.

Care and use of ward linen and equipment, including bed accessories, utensils and instruments in common use.

4. *The Patient:*

Admission, transfer and discharge.

General and regular observation of patient's condition and changes therein.

Routine washing and bathing in bed and bathroom.

Care and prevention of pressure sores; mouth toilet.

Use of urinals and commodes.

The nursing care of:

- (a) the ambulant patient;
- (b) the patient, mobile in bed;
- (c) the patient confined to bed for a long period;
- (d) the patient at complete rest in the supine position;
- (e) the patient being nursed upright;
- (f) the febrile patient;
- (g) the unconscious patient;
- (h) the incontinent patient;
- (i) the infectious patient;
- (j) the paralysed patient;
- (k) the mentally-disturbed patient;
- (l) pre- and post-operative patients;
- (m) patients in plaster and extension;
- (n) the dying (plus last offices, care of relatives).

Special nursing of infants and children: bathing, feeding.

5. *Nursing Procedures:*

Observation, disposal and disinfection of urine, faeces, vomit and sputum - collection of specimens of these excretions.

Measuring and recording fluid intake and output.

Simple urine testing (clintest range).

Taking and recording temperature, pulse and respiration.

Roller bandaging-application of strapping-elastoplast.

Preparing for and serving of meals.

Treatment of verminous patients.

Sponging the patient.

Simple enemas and suppositories.

Passing a flatus tube.

Local applications:

- applications of cold compress and fomentations;

- preparation and application of kaoline poultices, linaments and ointments;

- preparation of equipment for immobilising a limb-application of a Thomas's splint;

- rectal and colonic lavage;

- preparation for and examination of ears, nose, throat, eyes;

- swabbing and bathing the eyes;

- preparation for syringing the ears;

- preparation for and examination of the vagina and rectum.

Medicines and poisons:

- weights and measures;

- storage and safe custody of medicines and drugs;

- various methods of administering drugs into the body;

- preparation for and giving medicines;

- use and regulations regarding poisons and dangerous drugs;

- preparation and dilution of lotions in common use.

Advanced nursing procedures:

- preparation of equipment for and the care of the patient during a routine medical examination;

- taking and recording blood pressure;

- preparation of patients for X-ray;

- care of the patient after anaesthetics;

- preparation for and the administration of hypodermic and intramuscular injections;

- preparation for intravenous injections;

- inhalations, dry and moist, use of steam kettles and steam tents;

- preparation for and administration of oxygen.

Surgical techniques:

- surgical cleanliness and surgical nursing care-asepsis and antiseptic;

- sterilisation of articles in common use;

- preparation and conduct of ward dressings;

- preparation for lumbar puncture;

- preparation for catheterisation;

- preparation for taking blood specimens including blood slides;

- preparation of equipment for intravenous infusion;

- care of patients receiving intravenous infusion.

Other nursing procedures:

- Physical methods of treatment in psychiatry including:

artificial feeding;
preparation for neurological examination;
preparation of patient before and care of patient after Electroplexy (E.C.T.);
modified insulin;
abreaction;
pre- and post-operative care of patient undergoing Leucotomy;
occupational and work therapy;
toxic and side effects of drugs used in psychiatry;
psychological methods of treatment.

6. *First Aid:*

The principles and practice of first aid in the street, the home and the hospital:
methods of moving and carrying the injured;
the use of triangular bandages;
first aid treatment of-

wounds and haemorrhages (internal and external);
simple fractures-sprains and dislocations;
burns and scalds;
asphyxia;
methods of artificial respiration;
poisoning;
loss of consciousness;
fits and convulsions;
bites and stings;
foreign bodies.

7. *The Human Individual and his Environment:*

(An elementary knowledge under all headings, avoiding all detail not absolutely essential to effective nursing.)

8. (a) *Personal Development of the Individual:*

The individual, his development and his relationship with the family and other people.
The patient as an individual.

The effect of illness and separation from familiar background on the behaviour of children and adults.

The needs of the individual.

(b) *The Structure and Function of the Human Body:*

The body as a whole; general arrangement and how it moves; the cavities, with names and positions of principal contents.

A simple outline of the body systems.

Conception, foetal development and birth.

Physical development from birth to maturity.

(c) *The Promotion of Individual and Communal Health:*

The promotion and maintenance of good health.

The laws of healthy living as these affect the individual and the community, and as applied to the home.

The importance of good personal habits.

The factors which cause deterioration in health, and how these may be dealt with by the

individual, in the family and in the community.

Infection and how it may be carried.

Parasites-internal and external.

The laws governing healthy living as these affect the individual and the community.

The maintenance of health and the importance of promoting good health.

Ventilation and the problems of overcrowding.

Control of epidemics within the community.

Nutrition: basic principles, nutritional needs of infants, children and adults in sickness and for the promotion of health; effects of inadequate or unsuitable diet.

Welfare and other social services.

9. *The Principal Causes of Disease:*

(To be taught with special emphasis on implications for preventive measures and health education.)

Malnutrition, e.g. kwashiorkor.

Infection and infestation, e.g.:

inflammation-cross infection causes and prevention;

tuberculosis;

pneumonia;

meningitis;

gastro-enteritis, dysentery;

measles;

malaria-trypanosomiasis;

hook-worm and other intestinal parasites;

bilharziasis (schistosomiasis);

anaemias;

venereal disease.

10. *Psychiatry:*

Causation of psychiatric illness.

Preventive psychiatry, e.g.:

child guidance;

education of public;

early treatment.

(a) Disorders primarily due to failure of normal development:

(i) amentiae;

(ii) immaturities of personality;

(iii) anomalies of instinct.

(b) Disorders primarily due to abnormal development or reaction to internal

stress:

(i) functional neuroses-hysterical reaction, obsessive-compulsive reaction;

(ii) affective disorders-anxiety states, depressive illness, mania, hypomania.

Schizophrenic psychoses.

Acute confusional states.

Puerperal psychoses.

Psychosomatic reactions.

Dementias.

SIXTH SCHEDULE

(Rule 12 (2))

ZAMBIA ENROLLED PSYCHIATRIC NURSES' EXAMINATION

....., 19.....

ENTRY FORM

Candidates for examination are asked to enter all details requested below and return the form immediately to the Medical Council of Zambia together with the examination fee.

Surname (in BLOCK CAPITALS)

Other Names

Age Date of Birth

Place of Birth

Permanent Address

Training School

To the best of my knowledge this is a true statement.

Date -----

Signature of Candidate

SEVENTH SCHEDULE

(Rule 12 (2) (a))

PRESCRIBED FEE

Examination Fee 60 fee units

EIGHTH SCHEDULE

(Rule 12 (2) (b))

CERTIFICATE OF TUTOR AS TO PROGRESS OF TRAINING PRIOR TO SITTING OF EXAMINATION FOR ZAMBIA ENROLLED PSYCHIATRIC NURSES

Name of Applicant

Age of Applicant

Date of Entry into Training

Comments of tutor as to progress of candidate and suitability of candidate as a Zambia Enrolled Psychiatric Nurse.

I certify that the candidate has fulfilled the conditions mentioned in rule 12 (1) of the Zambia Enrolled Psychiatric Nurse (Training) Rules, and that the candidate is eligible to be entered for the Zambia Enrolled Psychiatric Nurses' Examination.

Date -----

Supervisor of the

Training School

(As amended by Act No. 13 of 1994)

THE ZAMBIA REGISTERED MIDWIVES (TRAINING) RULES

ARRANGEMENT OF RULES

Rules

1. Title
2. Interpretation
3. Zambia Registered Midwives' Certificate
4. Registered midwifery schools
5. Supervisor of registered midwifery school
6. Training to be at registered midwifery school
7. Admission to registered midwifery school
8. Period of training
9. Married student midwives
10. Instruction of student midwife
11. Institution of examination
12. Syllabus for examination
13. Tests comprising examination
14. Marks for examination
15. Examiners for examination
16. Publication of examination results
17. Grant of Zambia Registered Midwives' Certificate

FIRST SCHEDULE-Zambia Registered Midwives' Certificate

SECOND SCHEDULE-Requirements to be fulfilled by a hospital to be approved as a registered midwifery school

THIRD SCHEDULE-Hospital recognised as registered midwifery school

FOURTH SCHEDULE-Requirements for admission to registered midwifery school

FIFTH SCHEDULE-Syllabus of subjects for the Zambia Registered Midwives' Examination

SIXTH SCHEDULE-Zambia Registered Midwives' Examination-Entry form

SEVENTH SCHEDULE-Prescribed fee

EIGHTH SCHEDULE-Certificate of suitability to enter Zambia Registered Midwives' Examination

SECTION 32 AND 33-THE ZAMBIA REGISTERED MIDWIVES (TRAINING) RULES
Rules by the Medical Council of Zambia with the approval of the Minister

Statutory Instrument 62 of 1970 44 of 1979 Act No. 13 of 1994

1. These Rules may be cited as the Zambia Registered Midwives (Training) Rules. Title

2. In these Rules, unless the context otherwise requires- Interpretation

"Council" means the Medical Council of Zambia.

"examination" means the Zambia Registered Midwives' Examination held in accordance with the provisions of these Rules;

"registered midwifery school" means a hospital recognised under rule 4 (1) or deemed to have been recognised under rule 4 (3) as a registered midwifery school for the purposes of these Rules;

"student midwife" means a person undergoing the course of training prescribed by these Rules;

"training period" means the period prescribed by rule 8 for the course of training of a student midwife.

3. For the purpose of enabling persons to carry on the practice of a midwife, the Council may grant a certificate of competency, to be styled the Zambia Registered Midwives' Certificate, to such persons as have qualified under these Rules for the grant thereof.

Zambia
Registered
Midwives'
Certificate

(2) Every Zambia Registered Midwives' Certificate shall be in the form prescribed in the First Schedule.

4. (1) Subject to the provisions of this rule, the Council may, on application being made to it, recognise any hospital within the Republic as a registered midwifery school for the purposes of these Rules if, in the opinion of the Council, it provides the facilities necessary for training student midwives.

Registered
midwifery
schools

(2) The Council shall not recognise a hospital as a registered midwifery school for the purposes of these Rules unless the Council is satisfied that the requirements as specified in the Second Schedule have been substantially complied with.

(3) The hospital set out in the Third Schedule shall be deemed to have been recognised by the Council as a registered midwifery school for the purposes of these Rules.

5. (1) The person in charge of a registered midwifery school (in these Rules referred to as the supervisor of the registered midwifery school) shall be a person who is in possession of the Midwife Teachers Diploma.

Supervisor of
registered
midwifery school

(2) The supervisor of a registered midwifery school shall be

responsible for ensuring that student midwives admitted to that registered midwifery school are trained in accordance with the provisions of these Rules and shall designate one or more registered midwives as midwifery teachers for the purposes of these Rules.

6. Every person wishing to qualify for the Zambia Registered Midwives' Certificate shall undergo the course of training prescribed by these Rules at a registered midwifery school. Training to be at registered midwifery school

7. A person shall be eligible for admission to a registered midwifery school if, and only if, she complies with the requirements specified in the Fourth Schedule. Admission to registered midwifery school

8. (1) The course of training shall extend over a period of not less than one year inclusive of- Period of training

(a) periods of casual leave not exceeding two weeks per year; and

(b) periods of sick leave or compassionate leave not exceeding two weeks per year.

(2) Subject to the provisions of rule 9 and save for periods of casual leave, sick leave or compassionate leave, the training of a student midwife shall be continuous throughout the whole period of the course of training and, on any interruption thereof, no recognition shall be accorded the student midwife in respect of any period of the course of training undergone by her prior to such interruption.

9. Married student midwives whose training is interrupted owing to pregnancy- Married student midwives

(a) during the first six months, shall be re-admitted (at the discretion of the supervisor of the registered midwifery school) to recommence training;

(b) during the second six months, may be re-admitted to undertake nine months of further training.

In each of the above cases, the interval should be no longer than one year and there should be evidence of proper provision having been made for the child of such pregnancy.

10. (1) During the course of her training, a student midwife shall receive theoretical and practical instruction in the syllabus prescribed for the examination. Instruction of student midwife

(2) Without derogation from the generality of the provisions of sub-rule (1), every student midwife shall, during the course of her training-

- (a) attend lectures on the syllabus prescribed for the examination;
- (b) receive concurrent clinical instruction;
- (c) conduct ante-natal examinations on not less than fifty pregnant women;
- (d) witness ten normal deliveries;
- (e) perform not less than twenty vaginal examinations;
- (f) conduct not less than twenty normal labours under the supervision of a registered midwife, in each case making a full examination during the course of labour, personally deliver the infant and after-birth and keep records of each case;
- (g) attend and nurse puerperal women and their infants during the period that the patients are in hospital;
- (h) visit not less than ten puerperal women and their babies in the women's own homes;
- (i) attend not less than ten child welfare clinics;
- (j) give not less than ten health education talks to pregnant or puerperal women and keep records of each.

(3) The instruction of every student midwife shall be generally supervised by a qualified midwifery tutor and be conducted throughout the period of training in the maternity and associated departments of a registered midwifery school.

11. For the purposes of these Rules, examinations, to be styled the Zambia Registered Midwives' Examination, shall be held from time to time but not less frequently than twice in each year.

Institution of examination

12. The syllabus for the examination shall be as prescribed in the Fifth Schedule.

Syllabus for examination

(1) A student midwife shall be eligible to be entered for the examination if, and only if-

(a) she will have completed not less than eleven months of her training period;

(b) she will have attended courses of lectures and completed experience under rule 10(2)(a) to (g);

(c) the supervisor of the registered midwifery school is satisfied that her health is such that no danger to her patients would be involved by her engaging in the duties of a midwife.

(2) Every application for entry to the examination shall be in the form prescribed in the Sixth Schedule and shall be accompanied by-

(a) the appropriate examination fee prescribed in the Seventh Schedule; and

(b) a certificate in the form prescribed in the Eighth Schedule, issued by the supervisor of the registered midwifery school at which the applicant is undergoing training, stating that the applicant is eligible to be entered for the examination.

13. The examination shall consist of-

Tests comprising examination

(a) a written test in accordance with current recommendations for which the time allowed shall be three hours;

(b) an oral and practical test of one hour's duration, of which the candidate shall spend twenty minutes examining the patient, twenty minutes with the Consultant Obstetrician examining and twenty minutes with the Midwifery Tutor examining.

14. (1) Marks for the tests forming the examination shall be allotted as follows:

Marks for examination

- (a) 100 marks for the written part of the test;
 - (b) 100 marks for the oral and practical part of the test.
- The marks shall be equally divided as follows:

- (i) Consultant Obstetrician-50 marks;
- (ii) Midwifery Tutor-50 marks.

(2) To satisfy the examiners, it shall be necessary for a candidate to obtain not less than fifty per centum of the marks allotted to each test of the examination.

(As amended by S.I. No. 44 of 1979)

15. Every examiner appointed by the Examinations Committee for the purposes of the examination shall be actively involved in midwifery training, that is to say-

- (a) a practising obstetrician; or
- (b) a qualified midwifery tutor.

16. The list of successful candidates in the examination will be published in alphabetical order.

Publication of examination results

17. A student who has-

- (a) completed the course of training prescribed by these Rules; and
- (b) passed the examination;

Grant of Zambia Registered Midwives' Certificate

shall be qualified for and shall be entitled to be granted the Zambia Registered Midwives' Certificate.

FIRST SCHEDULE

(Rule 3 (2))

ZAMBIA REGISTERED MIDWIVES' CERTIFICATE

This is to certify that

has completed the course of training prescribed by the Zambia Registered Midwives (Training) Rules, and has passed the Zambia Registered Midwives' Examination held by the Medical Council of Zambia on

....., 19....., at

The said is hereby granted the Zambia Registered Midwives's Certificate.

Date

LUSAKA-----

ZAMBIA, *Registrar,*
Medical Council
of Zambia.

SECOND SCHEDULE

(Rule 4 (2))

REQUIREMENTS TO BE FULFILLED BY A HOSPITAL TO BE APPROVED AS A REGISTERED MIDWIFERY SCHOOL

1. The permanent medical and midwifery staff employed at the hospital shall be satisfactory in the opinion of the Council and, without derogation from the generality of the foregoing, such staff includes:

- (a) a medical practitioner with special experience in obstetrics; and
- (b) a qualified midwifery tutor; and
- (c) experienced midwives in relation to the size of the hospital.

2. The annual average number of confinements taking place in the hospital amounts to not less than 150.

3. The hospital-

- (a) contains ante-natal beds associated with an ante-natal clinic;
- (b) conducts a post-natal clinic;
- (c) contains satisfactory accommodation for lectures and demonstrations;
- (d) has satisfactory equipment, teaching aids and facilities necessary for the proper instruction of student midwives;
- (e) is able to provide facilities for infant welfare and health education experience;
- (f) has satisfactory accommodation for student midwives in training.

THIRD SCHEDULE

(Rule 4 (3))

HOSPITAL RECOGNISED AS REGISTERED MIDWIFERY SCHOOL

The following hospital is recognised by the Council as a registered midwifery school:
University Teaching Hospital, Lusaka.

FOURTH SCHEDULE

(Rule 7)

REQUIREMENTS FOR ADMISSION TO REGISTERED MIDWIFERY SCHOOL

A candidate shall be eligible for admission to a registered midwifery school if, and only if-

- (a) the candidate shall be in possession of the Zambia Registered Nurses' Certificate; or be in possession of a certificate recognised by the Council as being equivalent to the Zambia Registered Nurses' Certificate;
- (b) the candidate shall have completed one year of experience as a Registered Nurse in Zambia, this may have been in:
 - (i) a Government hospital;
 - (ii) a Mine hospital; or
 - (iii) a Mission hospital;
- (c) the candidate shall have passed a medical examination and received a certificate from a registered medical practitioner stating that she is free from disease and infection and is medically fit to undergo training.

FIFTH SCHEDULE

(Rule 12)

SYLLABUS OF SUBJECTS FOR THE ZAMBIA REGISTERED MIDWIVES' EXAMINATION

INTRODUCTORY TRAINING:

Two weeks prior to entry to wards and departments:

Theoretical and practical introduction to the following:

1. Normal pregnancy.
2. Normal labour.
3. Normal neonate.
4. Normal puerperium.
5. Danger signs in midwifery (*briefly*) to facilitate reporting.

TRAINING SYLLABUS:

Obstetric Anatomy and Physiology (includes pregnancy changes) (Midwifery Tutor):

1. The pelvis.
2. External genitalia and vagina.
3. The uterus.
4. Fallopian tubes and ovaries.
5. Menstrual cycle.
6. Fertilisation and, *briefly*, embryology.
7. The placenta-foetal circulation.
8. Pelvic floor.
9. Breasts.
10. Foetal skull and moulding.
11. Hormones.

Normal pregnancy (Midwifery Tutor):

1. Signs and symptoms (revise physiological changes).
2. Uterine changes.
3. Examination of ante-natal patient:
 - (a) booking and general examination;
 - (b) abdominal examination;
 - (c) special examinations.
4. Ante-natal care.
5. Mothercraft and health education:
 - (a) nutrition;
 - (b) general health and hygiene;
 - (c) methods of health education.
6. Minor disorders of pregnancy.

Normal labour (Midwifery Tutor):

1. Physiology of labour-all stages.
2. Management of labour-all stages.
3. Care of newborn.
4. Mothercraft:
 - (a) labour talks;
 - (b) preparation for and care of newborn in the village;
 - (c) dangers of local medicine and practices.
5. Perineal laceration and repair.

The newborn (Midwifery Tutor):

1. Normal physiology.
2. Examination and cord treatment.
3. First bath and daily observations.
4. Breast feeding and problems of breast feeding.
5. Common infections and prevention.
6. Child welfare.
7. Immunisation and vaccination.
8. Artificial feeding.

The puerperium (Midwifery Tutor):

1. Physiology.
2. Routine observations.

3. Nursing care.
4. Breast care.

Abnormal pregnancy (Obstetrician):

1. Hyperemesis gravidarum.
2. Vaginal discharges.
3. Abortion and allied subjects.
4. Pre-eclampsia and eclampsia.
5. Diseases associated with pregnancy:
 - (a) anaemia;
 - (b) tuberculosis;
 - (c) renal and urinary tract diseases;
 - (d) cardiac;
 - (e) diabetes;
 - (f) venereal diseases.
6. Ante-partum haemorrhage.
7. Unstable lie.

Abnormal labour (Obstetrician):

1. Abnormal uterine action.
2. Prolonged labour-include maternal and foetal distress.
3. Posterior positions.
4. Breech presentation.
5. Face and brow presentations.
6. Shoulder and transverse lie.
7. Trial labour.
8. Cephalo-pelvic disproportion.
9. Obstructed labour.
10. Ruptured uterus.
11. Multiple pregnancy.
12. Hydramnios, cord presentation and prolapse.
13. Intra-uterine death.
14. Obstetric operations.
15. Post-partum haemorrhage.
16. Retained placenta and manual removal (abnormal placenta).
17. Obstetric shock.
18. Traumatic results of childbirth:
 - (a) third degree tear;
 - (b) cystocele, rectocele, uterine prolapse;
 - (c) vesico-vaginal fistula, recto-vaginal fistula.

Abnormal neonate (Paediatrician):

1. Asphyxia neonatorum.
2. Abnormal moulding, caput, cephalhaematoma.
3. Prematurity.
4. Dysmaturity, postmaturity.
5. Cerebral injury.
6. Other birth injuries.
7. Infections of newborn.

8. Congenital abnormalities.
9. Blood disorders.
10. The diabetic baby.
11. Artificial feeding.

Abnormal puerperium (Obstetrician):

1. Puerperal sepsis.
2. Secondary P.P.H. (revision).
3. Emergencies of puerperium (embolus, etc.).
4. Puerperal insanity.

Other subjects (Midwifery Tutor):

1. Statutory Rules.
2. Midwives handbook.
3. Drugs in midwifery.
4. Responsibility of a midwife to teach.

SIXTH SCHEDULE

(Rule 12 (2))

ZAMBIA REGISTERED MIDWIVES' EXAMINATION

....., 19.....

ENTRY FORM

Candidates for examination are asked to enter all details requested below and return the form immediately to the Medical Council of Zambia together with the examination fee.

Surname (BLOCK CAPITALS)

Other Names

Date of Birth

Place of Birth

Permanent Home Address

Training School

Date of Commencement of Training

To the best of my knowledge this is a true statement.

Date -----

Candidate Signature of

SEVENTH SCHEDULE

(Rule 12 (2) (a))

PRESCRIBED FEE

Examination Fee 60 fee units

EIGHTH SCHEDULE

(Rule 12 (2) (b))

CERTIFICATE OF SUITABILITY TO ENTER ZAMBIA REGISTERED MIDWIVES' EXAMINATION

Name of Applicant

Date of Entry into Training

Number of days absent (casual leave, sick leave and compassionate leave)

Comments regarding suitability to practise as a Registered Midwife

I, being the Supervisor in charge of the Registered Midwifery School at

hereby declare that the applicant has fulfilled the requirements of the Zambia Registered Midwives (Training) Rules in every respect and is eligible to be entered for the Zambia Registered Midwives' Examination.

Date -----

Supervisor,
Registered Midwifery School
(As amended by Act No. 13 of 1994)

SECTION 17-NURSES AND MIDWIVES (SICK CHILDREN'S NURSES PRIMARY QUALIFICATIONS) REGULATIONS
Regulations by the Minister after consultation with the

Statutory Instrument 247 of 1969

Medical Council of Zambia

- | | |
|---|---|
| <p>1. These Regulations may be cited as the Nurses and Midwives (Sick Children's Nurses Primary Qualifications) Regulations.</p> | Title |
| <p>2. The certificates specified in the Schedule shall be primary qualifications for the purposes of registration on the register of fully registered sick children's nurses.</p> | Primary qualifications of fully registered sick children's nurses |

SCHEDULE

(Regulation 2)

SICK CHILDREN'S NURSES

A certificate of qualification as a sick children's nurse granted by any of the following examining authorities:

General Nursing Council for England and Wales.

General Nursing Council for Scotland.

An Bord Altranais (Republic of Ireland).

Joint Nursing and Midwives Council for Northern Ireland.

NURSES AND MIDWIVES SECTION 17-THE MEDICAL AND ALLIED PROFESSIONS (ENROLLED NURSES PRIMARY QUALIFICATIONS) REGULATIONS

***Statutory
Instrument
283 of 1969***

Regulations by the Minister after consultation with the Medical Council of Zambia

- | | |
|---|--|
| <p>1. These Regulations may be cited as the Medical and Allied Professions (Enrolled Nurses Primary Qualifications) Regulations.</p> | Title |
| <p>2. The certificates specified in the Schedule shall be primary qualifications for the purposes of registration on the register of fully enrolled nurses.</p> | Primary qualifications of fully enrolled |

SCHEDULE (Regulation 2)

ENROLLED NURSES

<i>Examining Authority</i>	<i>Qualification</i>
Medical Council of Zambia.	Zambia Enrolled Nurses' Certificate.
Department of Health, Republic of Zambia	Certificate of Zambian Enrolled Nurse Training.
Any of the Hospitals in the Third Schedule to the Zambia Enrolled Nurse (Training) Rules:	Certificates of training granted prior to Department of Health or Council recognition
Chitambo Hospital.	Female Nursing Assistant's Certificate.
	Practical Nursing Certificate.
	Hospital Assistant's Certificate.
	Nursing Certificate.
	Medical Assistant's Certificate
	Orderly's Certificate.
Kaonde Hospital (now Mukinge).	
Batoka Hospital.	
Mbereshi Hospital (London Missionary Society).	
General Nursing Council for England and Wales.	Enrolled Assistant Nurse Certificate (to August, 1961).
	Enrolled Nurse Certificate (from August, 1961)
General Nursing Council for Scotland.	Enrolled Assistant Nurse Certificate (to August, 1961).
	Enrolled Nurse Certificate (from August, 1961)
Professional College Schools for Nurses (Scuola Convitto Professionale per Infermiere) recognised by the Ministry of Health, Italy.	Diploma of Professional Nurse (Diploma di Infermiera Professionale).
Medical Department of the Seventh Day Adventist Church, Zambesi Union:	
Kanye Hospital, Botswana	General Medical And Surgical Nurse Certificate.
Malamulo Hospital Training School, Malawi.	Medical Assistant Certificate.
Medical Council of Southern Rhodesia.	Enrolled Nurse's Certificate.
Hospitals recognised by the International Red Cross.	Assitant Nurse's Certificate.
	Nurse's Certificate.

Department of Health of the Federal Republic Nursing Sister's Certificate.
of Germany.
Nurses and Midwives Council of Malawi. Enrolled Nurse's Certificate.
Nurses and Midwives and Nursing Assistants Nursing Assistant's Certificate.
Council of Uganda.
Nurses and Midwives Council of Tanzania. Auziliary Nurse's Certificate.

SECTION 17-THE MEDICAL AND ALLIED PROFESSIONS (MENTAL PRIMARY QUALIFICATIONS) REGULATIONS

*Statutory
Instrument
310 of 1967*

Regulations by the Minister after consultation with the Medical Council
of Zambia

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|----|--|--|
| 1. | These Regulations may be cited as the Medical and Allied Professions (Mental Nurses Primary Qualifications) Regulations. | Title |
| 2. | The certificates specified in the Schedule shall be primary qualifications for the purposes of registration on the register of fully registered mental nurses. | Primary qualifications of fully registered mental nurses |

SCHEDULE

(Regulation 2)

MENTAL NURSES

A certificate of qualification as a mental nurse granted by any of the following examining authorities:

General Nursing Council for England and Wales;
General Nursing Council for Scotland;
An Bord Altranais (Republic of Ireland);
Joint Nursing and Midwives Council for Northern Ireland;
South African Nursing Council;
The "B" Certificate granted by the Medical Officer of Health The Hague;
Nursing Council of Nigeria.

SECTION 17-THE MEDICAL AND ALLIED PROFESSIONS (NURSES AND MIDWIVES PRIMARY QUALIFICATIONS) REGULATIONS

*Statutory Instrument
14 of 1967*

Regulations by the Minister after consultation with the Medical Council

of Zambia

1. These Regulations may be cited as the Medical and Allied Professions (Nurses and Midwives Primary Qualifications) Regulations.

Title

2. The certificates specified in the First Schedule shall be primary qualifications for the purposes of registration on the register of fully registered nurses.

Primary qualifications of fully registered midwives

3. The certificates specified in the Second Schedule shall be primary qualifications for the purposes of registration on the register of fully registered midwives.

FIRST SCHEDULE

(Regulation 2)

NURSES

A certificate of qualification as a general nurse granted by any of the following examining authorities:

- General Nursing Council for England and Wales.
- General Nursing Council for Scotland.
- Joint Nursing and Midwives Council for Northern Ireland.
- An Bord Altranaíais (Republic of Ireland).
- Nurses' Registration Board of Australian Capital Territory.
- Nurses' Registration Board of New South Wales.
- Nurses' and Masseurs' Registration Board of Queensland.
- Nurses' Board of South Australia.
- Nurses' Registration Board of Tasmania.
- Victorian Nursing Council.
- Nurses' Registration Board of Western Australia.
- Nurses' and Midwives' Board of New Zealand.
- Alberta Association of Registered Nurses.
- Manitoba Association of Registered Nurses.
- Saskatchewan Registered Nurses' Association.
- Nurses' Board of Ghana.
- Nurses' and Midwives' and Nursing Assistants' Council of Uganda.
- Medical Council of Southern Rhodesia.
- South African Nursing Council.
- Nurses' and Midwives' Council of Kenya.
- Association of Nurses of the Province of Quebec.

The "A" Certificate granted by the Medical Officer of Health-The Hague.

SECOND SCHEDULE

(Regulation 3)

MIDWIVES

A certificate of qualification as a midwife granted by any of the following examining authorities:

Central Midwives Board for England and Wales.

General Nursing Council for Scotland.

Joint Nursing and Midwives Council for Northern Ireland.

An Bord Altranais (Republic of Ireland).

Nurses' Registration Board of Australian Capital Territory.

Nurses' Registration Board of New South Wales.

Nurses' and Masseurs' Registration Board of Queensland.

Nurses' Board of South Australia.

Nurses' Registration Board of Tasmania.

Victorian Nursing Council.

Nurses' Registration Board of Western Australia.

Nurses' and Midwives' Board of New Zealand.

Nurses' Board of Ghana.

Medical Council of Southern Rhodesia.

South African Nursing Council.

The "A" Certificate granted by the Medical Officer of Health-The Hague.