

1957/78



**THE HOSPITAL EMPLOYMENT (NURSES) REGULATIONS
1957**

C. W. M. NORRIE, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington this 3rd day of April 1957

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Hospitals Act 1926, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. (1) These regulations may be cited as the Hospital Employment (Nurses) Regulations 1957, and shall be read together with and deemed part of the Hospital Employment Regulations 1957* (hereinafter referred to as the principal regulations).

(2) For the purposes of regulation 4 of the principal regulations, these regulations shall be deemed to form a Part of the principal regulations.

Commencement

2. (1) Such of the provisions of these regulations as have the effect of increasing the rates of salaries, wages and other emoluments and increments payable in respect of the classes of persons whose positions are specified in these regulations shall be deemed to have come into force on the 1st day of April 1956.

(2) Except as aforesaid, these regulations shall come into force on the day after the date of their notification in the *Gazette*.

Interpretation

3. In these regulations, unless the context otherwise requires,—

“Assistant home sister” means a registered nurse who assists a home sister and, in the absence of the home sister, discharges her duties:

“Assistant matron” means a registered nurse who assists a matron and, in the absence of the matron, discharges her duties:

- “Deputy Matron-in-Chief” means a registered nurse who assists the Matron-in-Chief and, in the absence of the Matron-in-Chief, discharges her duties, and who for the purposes of these regulations is designated by the Board with the approval of the Director-General as Deputy Matron-in-Chief:
- “District nurse” means a registered nurse engaged in domiciliary nursing duties and, where required by the Board in any particular locality, in public health activities:
- “District nurse supervisor” means a registered nurse employed in the supervision of three or more district nurses:
- “Duty” means a period of service required to be given by any nurse during any one period of twenty-four hours:
- “Established beds,” when used with reference to a nurses’ home, means the beds regularly available in the home for the use of nurses and other persons for whom accommodation is provided:
- “Extended treatment institution, ward, or annex” means an institution, ward, or annex recognised as such by the Director-General for the purposes of these regulations and mainly or wholly conducted for patients requiring prolonged medical or surgical treatment and nursing care; but does not include a tuberculosis institution, ward, or annex:
- “General duty nurse” means a registered nurse who—
- (a) Has served at least twelve months as a staff nurse; or
 - (b) Has undergone at least six months’ training as a maternity nurse and has served at least six months as a staff nurse—
- and who in either case, not being employed in the position of a ward or departmental sister or a higher position, undertakes general nursing duties:
- “Grade matron” means a Matron-in-Chief, a Deputy Matron-in-Chief, or the matron of any institution or group of institutions of which the number of occupied beds exceeds 200:
- “Grading Committee” means the Matrons’ Salaries Grading Committee constituted under regulation 6 of these regulations:
- “Home sister” means a registered nurse who is wholly or mainly employed in and is responsible for the administration of a nurses’ home and, within its precincts, for the comfort and welfare of the staff:
- “Hospital” means an institution for the reception or relief of patients requiring medical or surgical treatment:
- “Hospital aid” means a woman engaged in elementary nursing duties under the direct supervision of a registered nurse, but does not include a pupil nurse, nursing aid, or pupil nursing aid:
- “Karitane nurse” means a woman who has completed her training as a Karitane nurse at a hospital maintained by the Royal New Zealand Society for the Health of Women and Children:
- “Maternity hospital”, “maternity ward”, and “maternity annex” mean respectively a hospital, ward, and annex wholly or mainly conducted for the reception of maternity cases:
- “Maternity nurse trainee” means a woman undergoing a course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a maternity nurse:

“Matron” means a registered nurse who is the principal nurse employed in any institution or group of institutions and responsible for the engagement and discharge of nursing staff therein:

“Matron-in-Chief” means a matron responsible for three or more hospitals each of which is a training school for nurses and for each of which a matron is employed:

“Medical social worker” means a registered nurse with the Post-graduate Nursing Diploma whose duties are wholly or mainly to conduct inquiries into home conditions of patients and whose appointment has the approval of the Director-General:

“Nurses” and “nursing staff” include all employees who—

(a) Are registered as nurses, midwives, maternity nurses, or nursing aids; or

(b) Are undergoing a course of training prescribed by regulations under the Nurses and Midwives Act 1945 with a view to such registration as aforesaid; or

(c) Are qualified as Karitane nurses; or

(d) Are employed as hospital aids:

“Nursing aid” means a registered nursing aid:

“Plunket Certificate” means the certificate issued by the Royal New Zealand Society for the Health of Women and Children to a registered maternity nurse or a registered midwife who has completed the course of training in child welfare nursing at the Training School for Plunket Nurses conducted by the Society in Dunedin:

“Post-graduate Nursing Diploma” means the diploma issued jointly by the Department of Health and the Victoria University College to a registered nurse who has completed the course of training at the Nurses Post-graduate School established by the Department of Health, or such other diploma or certificate as is recognised by the Director-General as its equivalent for the purposes of these regulations:

“Pupil nursing aid” means a woman undergoing the course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a nursing aid:

“Pupil nurse” means a woman undergoing the course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a registered nurse:

“Registered” means registered under the Nurses and Midwives Act 1945:

“Staff nurse” means a registered nurse employed in any position not otherwise designated in the Schedule to regulation 4 hereof:

“Subsidiary institution” means an institution which is not—

(a) The main hospital of a Board; or

(b) A training school; or

(c) An institution the principal nurse of which is responsible for the engagement or discharge of nursing staff; or

(d) A tuberculosis institution; or

(e) A maternity hospital:

“Supervising home sister” means a registered nurse who is responsible for the supervision of two or more nurses’ homes whose aggregate established beds exceed four hundred:

“Supervising matron” means a registered nurse who is the matron of a Board’s principal hospital and also actively supervises other institutions of the Board:

“Supervising sister” means a registered nurse who—

(a) Has served at least twelve months as a staff nurse; or

(b) Has undergone at least six months’ training as a maternity nurse and has served at least six months as a staff nurse,—

and who in either case is employed in administrative and teaching duties over three or more wards or departments, or a registered nurse, not having recognised qualifications as a dietitian, in charge of the kitchen of a hospital of more than fifty occupied beds; but does not include a registered nurse commonly called an “afternoon sister” or “afternoon supervisor” who supervises several wards only during afternoons and evenings:

Provided that in special circumstances a Board may, with the approval of the Director-General, designate any other ward or departmental sister as a supervising sister for the purposes of these regulations:

“Theatre sister” and “theatre staff nurse” mean respectively a sister and staff nurse wholly or mainly employed in an operating theatre or suite:

“Training school” means an institution approved by the Nurses and Midwives Board as a training school for nurses, midwives, maternity nurses, or nursing aids:

“Tuberculosis institution”, “tuberculosis ward”, “tuberculosis annex”, and “tuberculosis clinic” mean respectively an institution, ward, annex, and clinic wholly conducted for the reception or treatment of persons suffering from tuberculosis; and the term “tuberculosis ward” includes a ward mainly conducted for the reception and treatment of persons suffering from tuberculosis:

“Tutor sister” means a registered nurse who is responsible for the teaching of pupil nurses:

“Ward or departmental sister” means a registered nurse who—

(a) Has served at least twelve months as a staff nurse; or

(b) Has undergone at least six months’ training as a maternity nurse and has served at least six months as a staff nurse,—

and who in either case is in charge of one or more wards or departments of a hospital (other than an operating theatre) and of the nursing staff therein:

Provided that in special circumstances a Board may, with the prior approval of the Director-General, employ two or more ward or departmental sisters in a particular ward or department.

Salaries and Wages

4. The scales of salaries and wages applicable to nurses shall be those set out in the Schedule appended to this regulation, namely:

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES

Position	Yearly Rate of Salary		
	Minimum	Maximum	Increments
1. Grade Matron—			
(a) A yearly rate of salary according to the scale of salary from time to time determined in each case by the Grading Committee, with the approval of the Minister, that scale being one of the three following:			
(i)	£ 977	£ 1,154	£ 59, 60, 58
(ii)	852	1,036	31, 31, 35, 28, 32, 27
(iii)	773	914	27, 26, 26, 31, 31
(b) Living out allowance for the Matron-in-Chief of the Auckland or Wellington Hospital Board, if quarters not provided by the Board			£200 additional.
2. Matron (other than a Grade Matron), Matron of a Maternity Hospital, and Matron of a Subsidiary Institution—			
(a) Institution of Grade IV	£ 689	£ 770	£ 33, 29, 19
(b) Institution of Grade V	660	689	17, 12
(c) Institution of Grade VI	626	660	21, 13
(d) Institution of Grade VII	588	626	27, 11,
(e) Institution of Grade VIII	499	580	23, 30, 12, 16
(f) For a supervising matron an additional sum of £13 for each institution other than the Board's principal hospital actively supervised, up to a maximum of £130.			
(g) For a matron of an institution where there is no whole time medical staff			£33 additional.
(h) For a matron undertaking tutorial duties			£26 additional.
(i) If possessing the Post-graduate Nursing Diploma			£23 additional.
3. Matron or Sister in Charge of a Subsidiary Institution—			
(a) Institution of Grade S/I	£ 582	£ 641	£ 33, 26
(b) Institution of Grade S/II	559	615	23, 33
(c) Institution of Grade S/III	499	580	23, 30, 12, 16
(d) If required to be a registered maternity nurse			£13 additional.
(e) If required to be a registered midwife			£26 additional.
(f) If possessing the Post-graduate Nursing Diploma			£23 additional.
4. First or Only Assistant Matron of an Institution—			
(a) Institution of Grade I	£ 660	£ 727	£ 29, 38
(b) Institution of Grade II	633	660	27
(c) Institution of Grade III	609	633	24
(d) Institution of Grade IV	580	609	29
(e) Institution of Grade V	552	580	28
(f) Institution of Grades VI to VIII inclusive			The remuneration of a ward or departmental sister.
(g) If possessing the Post-graduate Nursing Diploma			£23 additional.

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position	Yearly Rate of Salary		
	Minimum	Maximum	Increments
5. Second Assistant Matron of an Institution—	£	£	£
(a) Institution of Grade I	609	633	24
(b) Institution of Grade II	580	609	29
(c) Institution of Grade III	552	580	28
(d) Institution of Grades IV to VIII inclusive	The remuneration of a ward or departmental sister.		
(e) If possessing the Post-graduate Nursing Diploma	£23 additional.		
6. Home Sister—			
(a) If supervising two or more homes containing altogether 400 established beds or more ("supervising home sister")	£	£	£
	552	609	28, 29
(b) Nurses' home of over 300 established beds (if not entitled to be paid as supervising home sister)	552	564	12
(c) Nurses' home of over 200 but not over 300 established beds	528	552	24
(d) Nurses' home of over 50 but not over 200 established beds	515	528	13
(e) Nurses' home of 50 established beds or fewer	The remuneration of a ward or departmental sister.		
(f) Assistant Home Sister—			
(i)	The remuneration of a ward or departmental sister.		
(ii) While on night duty ..	An allowance in accordance with clause 23 of this Schedule.		
(g) If possessing the Post-graduate Nursing Diploma	£23 additional.		
7. Tutor Sister—			
(a) Principal or Sole Tutor Sister—			
(i) Of the main or only training school for nurses of the Auckland, Wellington, North Canterbury, and Waikato Hospital Boards	The remuneration of a first or only assistant matron of an institution of Grade I.		
(ii) Of any other training school for nurses of the Auckland, Wellington, North Canterbury, or Waikato Board which is independent of the Board's main training school	The remuneration of the first or only assistant matron of such approved training school.		
(iii) Of the main or only training school for nurses of any other Board			
(b) (i) Any other Tutor Sister	£	£	£
	479	542	33, 30
(ii) If Principal or Sole Tutor Sister at an institution subsidiary to the main institution recognised as a training school for nurses	£26 additional.		
(c) If possessing the Post-graduate Nursing Diploma	£23 additional.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

	Position	Yearly Rate of Salary		
		Minimum	Maximum	Increments
8.	Ward or Departmental Sister—			
	(a) Supervising Sister—	£	£	£
	(i)	552	580	28
	(ii) If on night duty and having two or more sisters working under her	588	620	32
	(b) In any other case—			
	(i)	417	515	32, 37, 29
	Provided that in cases of special merit a Board may, with the approval of the Director-General, permit a ward or departmental sister who has been on the maximum rate of £515 for at least one year to proceed to a maximum of £570 by annual increments of £20, £17, and £18:			
	Provided also that the provisions of subclause (2) of regulation 6 of the principal regulations shall not apply in determining the date from which the maximum rate shall be payable.			
	(ii) While on night duty ..			An allowance in accordance with clause 23 of this Schedule.
	(iii) While engaged on duty as afternoon sister for a period exceeding two months ..			£33 additional.
	(c) If required to be possession of any one or more of the following qualifications—namely, a certificate of registration as a maternity nurse or a psychiatric nurse, or any other post-registration certificate (other than the Post-graduate Nursing Diploma) recognised by the Nurses and Midwives Board for registration purposes			£13 additional.
	(d) If possessing the Post-graduate Nursing Diploma			£23 additional.
9.	Supervising Theatre Sister—	£	£	£
	(a) Having supervision of five or more theatres	552	620	30, 38
	(b) Having supervision of two, three, or four theatres	515	588	44, 29
	(c) If possessing the Post-graduate Nursing Diploma			£23 additional.
10.	Theatre Sisters and Theatre Staff Nurses—			
	(a) Theatre Sister—			
	(i)			The remuneration of a ward or departmental sister and £13 additional for the first year as theatre sister increased to £26 additional for any subsequent period.
	(ii) If possessing the Post-graduate Nursing Diploma ..			£23 additional.
	(b) Theatre Staff Nurse			The remuneration of a staff nurse and £13 additional.

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position	Yearly Rate of Salary		
	Minimum	Maximum	Increments
11. General Duty Nurse—	£	£	£
(a)	403	449	31, 15
(b) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
(c) While employed wholly or mainly in an operating theatre or suite	£13 additional.		
(d) While acting as an afternoon sister for a continuous period exceeding two months	£33 additional.		
(e) While on afternoon duty as a general duty nurse for a continuous period exceeding two months	£13 additional.		
12. Staff Nurse—			
(a)	£370		
(b) A person employed continuously first as pupil nurse and then as staff nurse shall upon registration be paid the salary of a staff nurse retrospectively from the first day of the month immediately succeeding the day on which was held the last part of the examination by the passing of which she became eligible for registration.			
(c) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
(d) While acting as an afternoon sister for a continuous period exceeding two months	£33 additional.		
(e) While on afternoon duty as a staff nurse for a continuous period exceeding two months	£13 additional.		
13. Pupil Nurse	£203	£245	18, 11, 13
14. Nursing Aid			
(a)	265	362	27, 39, 31
(b) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
15. Karitane Nurse Employed in a Children's Ward—	£	£	£
(a)	278	362	14, 30, 40
(b) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
16. Pupil Nursing Aid	£203	£221	18
17. Hospital Aid—			
(a)	245	288	28, 15
(b) After 10 years' continuous service as a hospital aid	312		
(c) While on night duty	An allowance in accordance with clause 23 of this Schedule.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position	Yearly Rate of Salary		
	Minimum	Maximum	Increments
18. Nursing Staff of Maternity Hospital, Maternity Ward, or Maternity Annex—			
(a) Matron or Sister in Charge—			
(i) Hospital, ward, or annex of Grade M/I	£ 660	£ 727	£ 29, 38
(ii) Hospital, ward, or annex of Grade M/II	620	660	21, 19
(iii) Hospital, ward, or annex of Grade M/III	588	620	21, 11
(iv) Hospital, ward, or annex of Grade M/IV	580	588	8
(v) If tutorial duties are undertaken	£26 additional.		
(vi) If possessing the Post-graduate Nursing Diploma	£23 additional.		
(vii) If possessing the Plunket Certificate	£13 additional.		
(b) Assistant Matron or Assistant Sister in Charge—			
(i) Hospital, ward, or annex of over 60 occupied beds	£ 588	£ 620	£ 21, 11
(ii) Hospital, ward, or annex of over 40 but not over 60 occupied beds	580	588	8
(iii) If possessing the Post-graduate Nursing Diploma	£23 additional.		
(iv) If possessing the Plunket Certificate	£13 additional.		
(c) Registered Staff—			
(i) Qualified as registered nurse and registered midwife	£ 486	£ 580	£ 29, 37, 28
(ii) Qualified as registered nurse and registered maternity nurse	434	528	35, 30, 29
(iii) Qualified as registered midwife only	417	486	32, 37
(iv) Qualified as registered maternity nurse only	348	434	33, 22, 31
(v) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
(vi) While acting as sole tutor	£26 additional.		
(vii) If possessing the Post-graduate Nursing Diploma	£23 additional.		
(viii) If possessing the Plunket Certificate	£13 additional.		
(d) Maternity Nurse Trainee—			
(i) If already qualified as registered nurse	£ 370	£	£
(ii) Other trainees	203	221	18
(e) Karitane Nurse—			
(i)	278	362	14, 30, 40
(ii) While on night duty	An allowance in accordance with clause 23 of this Schedule.		
(f) Hospital Aid—			
(i)	£ 245	£ 288	£ 28, 15
(ii) After 10 years' continuous service as a hospital aid	312		
(iii) While on night duty	An allowance in accordance with clause 23 of this Schedule.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position	Yearly Rate of Salary		
	Minimum	Maximum	Increments
19. Nursing Staff of Tuberculosis Institutions, Wards, Annexes, and Clinics: The remuneration for corresponding positions provided for in clauses 1 to 17 inclusive and (except in the case of pupil nurses in an A Grade training school)	£33 additional for the first six months, increased to £65 additional for any subsequent period.		
20. Nursing Staff of Extended Treatment Institutions, Wards, or Annexes: The remuneration for corresponding positions provided for in clauses 1 to 17 inclusive and (except in the case of pupil nurses in an A Grade training school)	£33 additional.		
21. District Nursing Staff—			
(a) District Nurse Supervisor—			
(i) Responsible for supervising twenty or more district nurses	£ 760	£ 780	£ 20
(ii) Responsible for supervising less than twenty but not less than eleven district nurses	731	758	27
(iii) Responsible for supervising less than eleven but not less than three district nurses	The remuneration of a district nurse and £26 additional.		
(iv) If possessing the Post-graduate Nursing Diploma	£23 additional.		
(b) District Nurse—			
(i) Required to be both registered nurse and registered midwife	£ 612	£ 707	£ 30, 29, 36
(ii) Required to be both registered nurse and registered maternity nurse	560	671	39, 30, 29, 13
(iii) Required to be registered nurse only	546	658	35, 31, 30, 16
(iv) If possessing the Post-graduate Nursing Diploma	£23 additional.		
(v) If required by the Board to engage in public health activities	£13 additional.		
(c) Medical Social Worker	The remuneration of a district nurse and £36 additional.		
22. Part Time Nursing Staff—			
(a) Registered nurse, registered midwife, or registered maternity nurse employed for not more than thirty hours' duty in a week	5s. 10d. per hour.		
(b) Registered nursing aid, hospital aid, or Karitane nurse employed for not more than thirty hours' duty in a week	4s. 6d. per hour.		
(c) Registered nurse, registered midwife, registered maternity nurse, registered nursing aid, hospital aid, or Karitane nurse employed for more than thirty hours' duty in a week	A rate of salary representing that proportion of the salary and board and lodging allowance payable in respect of full time employment in the position occupied that the number of hours worked during the week bears to forty.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

23. Night Duty Allowances—

(a) This paragraph shall apply only to nurses employed in the following positions, namely:

- (i) Assistant home sisters.
- (ii) Ward or departmental sisters other than supervising sisters.
- (iii) Registered staff of a maternity hospital, maternity ward, or maternity annex other than a Matron or Sister in Charge or an Assistant Matron or Assistant Sister in Charge.

While she is on night duty every nurse to whom this paragraph applies shall, in addition to the salary to which she is entitled in accordance with this Schedule, be paid an allowance at the rate of £26 a year from the commencement of the period of night duty, increased to the rate of £39 a year from the end of the third month of any continuous period of night duty exceeding three months, and increased to the rate of £65 a year from the end of the first year of any continuous period of night duty exceeding one year.

(b) This paragraph shall apply only to nurses employed in the following positions, namely:

- (i) General duty nurses.
- (ii) Staff nurses.
- (iii) Nursing aids.
- (iv) Karitane nurses.
- (v) Hospital aids.

While she is on night duty every nurse to whom this paragraph applies shall, in addition to the salary to which she is entitled in accordance with this Schedule, be paid an allowance at the rate of £13 a year from the commencement of any period of night duty, increased to the rate of £39 a year from the end of the third month of any continuous period of night duty exceeding three months.

(c) For the purposes of this clause any two periods of night duty shall be deemed to be a continuous period if the intervening period consists of the usual day or days off duty each week or if the nurse during the intervening period is off duty for not more than four weeks because of sickness or injury or is on annual leave or on bereavement leave.

Where the intervening period consists of the usual day or days off each week it shall be counted as part of the period of night duty.

5. (1) For the purposes of clauses 2, 3, 4, 5, 7, and 18 of the Schedule to regulation 4 hereof, the grade of an institution, maternity hospital, maternity ward, or maternity annex shall, subject to the provisions of this regulation, be determined in relation to the number of occupied beds in accordance with the following tables:

TABLE A—INSTITUTION OTHER THAN A SUBSIDIARY INSTITUTION OR MATERNITY HOSPITAL, MATERNITY WARD, OR MATERNITY ANNEX

	Number of Occupied Beds					Grade
(a) Over 500	I
(b) Over 300, but not over 500	II
(c) Over 200, but not over 300	III
(d) Over 100, but not over 200	IV
(e) Over 50, but not over 100	V
(f) Over 20, but not over 50	VI
(g) Over 10, but not over 20	VII
(h) 10 or fewer	VIII

TABLE B—SUBSIDIARY INSTITUTION

	Number of Occupied Beds					Grade
(a) Over 100	S/I
(b) Over 50, but not over 100	S/II
(c) 50 or fewer	S/III

TABLE C—MATERNITY HOSPITAL, MATERNITY WARD, OR MATERNITY ANNEX

	Number of Occupied Beds				Grade
(a) Over 40	M/I
(b) Over 25, but not over 40	M/II
(c) Over 12, but not over 25	M/III
(d) 12 or fewer	M/IV

(2) In any particular case a Board may from time to time, with the approval of the Director-General, determine that the grade of an institution, maternity hospital, maternity ward, or maternity annex (not being the highest grade in the relevant table) shall be the grade next above that specified in the table for that institution, maternity hospital, maternity ward, or maternity annex.

(3) With respect to a newly opened institution, maternity hospital, maternity ward, or maternity annex, the grade shall be determined by the Director-General after considering the recommendation of the Board concerned, and that grade shall apply from the date of opening until the end of the next ensuing financial year, when the provisions of subclause (1) of this regulation shall thereupon apply.

Matrons' Salaries Grading Committee

6. (1) In addition to any advisory committee appointed under the Hospital Board Employees (Conditions of Employment) Regulations 1947,* the Minister may establish a Matrons' Salaries Grading Committee whose function it shall be to advise the Minister as to determinations with respect to salaries and other matters which it is expressly provided by these regulations shall be so determined.

(2) The Grading Committee shall consist of—

- (a) The Director-General, who shall be Chairman of the Committee:
- (b) The Director of the Division of Nursing appointed under the Health Act 1956:
- (c) Two persons, being members of Hospital Boards, to be appointed by the Minister:
- (d) Two other persons, not being nurses employed by Hospital Boards, to be appointed by the Minister after consultation with the executive committee of the New Zealand Registered Nurses Association (Incorporated).

(3) The appointed members of the Grading Committee shall hold office at the pleasure of the Minister.

(4) Meetings of the Grading Committee shall be held at such times and places as the Chairman from time to time appoints.

(5) At every meeting of the Grading Committee the Chairman, if present, shall preside. If the Chairman is absent from any meeting, the officer of the Department of Health authorised to attend the meeting in his stead pursuant to subclause (6) of this regulation shall act as his deputy and shall have and may exercise the powers and duties of the Chairman for the purpose of the meeting.

(6) In the absence from any meeting of the Grading Committee of the Director-General of Health, he may appoint an officer of the Department of Health to attend the meeting in his stead. Where the person so appointed is not a member of the Grading Committee by

*S.R. 1947/69

Amendment No. 1: S.R. 1950/83

Amendment No. 2: S.R. 1950/89

virtue of his appointment in accordance with subclause (2) of this regulation, he shall while attending any meeting of the Committee pursuant to this subclause be deemed for all purposes to be a member of the Committee. The fact that any person so attends shall be sufficient evidence of his authority so to do.

(7) No business shall be transacted at any meeting unless the Chairman or his deputy and at least three other members are present during the whole time the business is transacted.

(8) Except with respect to a determination made under regulation 8 of these regulations, every determination shall be the subject of a prior application by the Director-General or the Board concerned.

(9) Every question before the Grading Committee shall be decided by the votes of the majority of members present. The Chairman of the meeting shall have a deliberative vote and, in the case of an equality of votes, shall also have a casting vote.

(10) At the request of any member who objects to any decision of the Grading Committee, the Chairman shall cause the objection to be recorded with the decision.

(11) It shall be the duty of the Chairman to notify the Minister of all determinations made by the Grading Committee and of every objection recorded on behalf of any member or members.

(12) Every determination of the Grading Committee under these regulations shall be subject to the approval of the Minister.

(13) Subject to the provisions of these regulations, the Grading Committee may regulate its own procedure as it thinks fit.

Determinations of Grading Committee

7. (1) The Grading Committee, in making a determination as to the salary and other emoluments of a grade matron, shall have regard to the nature and relative importance of the duties and responsibilities of the position, to the hours of duty, and to the qualifications, experience, status, and ability of the grade matron, and any such determination shall be effective only so long as the duties and responsibilities of the position and the hours of duty remain substantially the same and the grade matron in respect of whom the determination was made continues to hold the position.

(2) The Grading Committee may, in any case where it considers special circumstances exist, fix a commencing salary for a grade matron at any rate above the minimum rate of the scale of salary applicable to her position, and it may, in addition to or instead of fixing such a rate, fix a maximum salary at any rate below the maximum rate of the scale of salary applicable to the position.

(3) In making a determination for the purpose of these regulations, the Grading Committee shall specify the date from which the determination is to take effect. The first determination affecting a grade matron employed by a Board on or after the 1st day of April 1956 may be made retrospective to a date not earlier than the said 1st day of April 1956 but, subject to this provision, no determination shall take effect earlier than one year before the date on which the determination is made.

Reconsideration of Determinations

8. (1) Where a grade matron is dissatisfied with any determination made in respect of her grading by the Grading Committee and approved by the Minister in accordance with the provisions of these regulations, she may, within such time as is specified by the Director-General or within such extended time as the Director-General may in special circumstances allow, apply to the Committee through her employing Board to have the determination reconsidered by the Committee.

(2) The Grading Committee shall accordingly reconsider the determination, and shall make a new determination either confirming or amending the original determination. If the new determination amends the original determination and is approved by the Minister, it shall be deemed to be in substitution for the original determination and, unless the Committee otherwise determines, to take effect on and from the date on which the original determination became operative.

(3) For the purposes of that reconsideration the grade matron may appear and present her case or submit a written statement, and a member or officer of the employing Board may appear and make representations on behalf of the Board or the Board may submit a written statement.

(4) The Minister's decision on any determination made by the Grading Committee as a result of its reconsideration in accordance with this regulation shall be final.

Board and Lodging

9. (1) This regulation shall apply only to nurses employed in institutions.

(2) Except in the case of a matron-in-chief, for whom provision is made in clause 1 of the Schedule to regulation 4 hereof, and except in the case of part time staff paid at an hourly rate, where a Board requires or authorises a nurse to live out there shall be paid to her an allowance at an annual rate of £156.

(3) Free meals shall be provided while on duty to a nurse living out.

(4) A nurse not living out shall be provided with free board and lodging.

Uniforms

10. (1) This regulation shall apply to all nurses except district nurses and those part time nurses who are paid at an hourly rate.

(2) A uniform dress, including a cap and a cape or cardigan, shall be supplied for the use of every nurse, but shall remain the property of the Board.

(3) Where a Board requires a nurse employed part time to wear a particular uniform, this shall be supplied free of charge, but shall remain the property of the Board.

(4) All uniform dresses, but not other clothing, shall be laundered free of charge.

(5) Two pairs of duty shoes and six pairs of duty stockings shall be supplied free of charge to every nurse each year:

Provided that a Board may, instead of supplying such shoes and stockings, grant a nurse a reasonable allowance towards the cost incurred by her in providing those shoes and stockings—

- (a) In the case of a nurse who is employed part time or as a relieving nurse and is required to wear white shoes and stockings; and
- (b) In any other case if the Board is unable to supply duty shoes or stockings.

11. District nurses shall for the purposes of their work be supplied free of charge with reasonable and sufficient uniform dresses, including frocks, coats, skirts, blouses, and overalls, or, alternatively, be paid an allowance of £50 for the first year and thereafter an allowance at the rate of £17 a year and be required in each case to provide uniform dresses of approved types.

Transport

12. Any nurse employed in an institution who is required to undertake duty in another institution maintained by the same Board shall be transported with her luggage free of charge.

Hours of Work

13. (1) This regulation shall apply only to nurses employed in institutions and in the following positions, namely:

- (a) Ward or departmental sisters other than supervising night sisters:
- (b) Theatre sisters and theatre staff nurses:
- (c) General duty nurses:
- (d) Staff nurses:
- (e) Pupil nurses:
- (f) Nursing aids:
- (g) Pupil nursing aids:
- (h) Hospital aids:
- (i) Maternity nurse trainees:
- (j) Karitane nurses.

(2) The hours of work shall be as follows:

- (a) For nurses on night duty, one duty not exceeding eight hours commencing not earlier than 10 p.m. and not later than 11 p.m.:
- (b) For nurses on day duty, one duty not exceeding eight hours or two duties not together exceeding eight hours, and in either case inclusive of a break of ten minutes for morning tea, afternoon tea, or supper during duty hours, the day duty or duties to be between the hours of 6 a.m. and 11 p.m. and not involving more than five hours' work between meals.

(3) A nurse on day duty shall be allowed a break of half an hour for each meal during duty hours, but any such break shall not count as hours of work for the purposes of these regulations.

(4) A nurse changing from day duty to night duty, or *vice versa*, shall have at least twenty-four hours off duty before commencing the new duty.

(5) Every nurse shall have one clear period of at least twenty-four hours off duty each week.

(6) Time occupied by pupil nurses, maternity nurse trainees, and pupil nursing aids in attendance at classes of instruction for the purposes of their training and at State examinations shall be deemed to be hours of work.

(7) Notwithstanding the foregoing provisions of this regulation, a Board may in case of emergency require a nurse to work at times and for periods other than those hereinbefore prescribed.

Overtime Allowances

14. (1) This regulation shall apply to all nurses except grade matrons.

(2) If and so long as the hours of work of any class of nurses, as assessed according to a roster of duties approved by the Board, exceed forty each week, the Board may, pursuant to a resolution in that behalf, pay overtime allowances in respect of the excess hours:

Provided that no such resolution shall be operative for more than twelve months at a time.

15. (1) The rate of overtime allowance per annum shall be an amount representing a percentage of the basic annual salary determined according to the scale prescribed in the Schedule set out in subclause (5) of this regulation:

Provided that no payment shall be made in respect of overtime beyond four hours weekly except with the approval of the Director-General upon satisfactory evidence of the necessity for that overtime.

(2) For the purposes of the Schedule a fraction of an hour less than a half shall be disregarded and a fraction of a half or greater shall be counted as one hour.

(3) For the purposes of this regulation the basic annual salary means the annual salary payable for the time being with the addition of £156 where the nurse is provided by the Board with free board and lodging or is paid a board and lodging allowance:

Provided that there shall be excluded from the basic annual salary—

- (a) Any allowances in respect of additional qualifications provided for in paragraph (f) of clause 3 and in clauses 2, 4 to 10, 18, and 21 of the Schedule to regulation 4 hereof; and
- (b) Any location allowances provided for in regulation 16 of these regulations; and
- (c) Any subsistence allowance provided for in regulation 20 of these regulations.

(4) Where an overtime allowance is payable to a nurse it shall continue during any period of annual leave, but not during any other period of leave.

(5) The Schedule referred to in subclause (1) of this regulation is as follows:

SCHEDULE: OVERTIME ALLOWANCES FOR NURSES

Weekly Hours of Overtime Usually Worked	Annual Rate of Overtime Allowance
1	2½ per cent of basic annual salary.
2	5 per cent of basic annual salary.
3	7½ per cent of basic annual salary.
4	10 per cent of basic annual salary.
5	12½ per cent of basic annual salary.
6	15 per cent of basic annual salary.
7	17½ per cent of basic annual salary.
8 or more	20 per cent of basic annual salary.

Location Allowances

16. (1) In addition to the salary and other emoluments payable in accordance with the foregoing provisions of these regulations, there shall be payable to every nurse employed for twenty-eight days or more in an institution whose location in the opinion of the Director-General justifies extra remuneration a location allowance at a rate determined by the Director-General, but in no case exceeding £65 a year.

(2) In respect of the first month during which a nurse is so employed the location allowance shall be paid in one sum upon completion of the month, and thereafter as a regular addition to her salary.

Residential Accommodation for Certain District Nurses

17. While a district nurse is required by the Board to be on call for duty on all seven days of the week, she shall either be provided with furnished residential accommodation free of charge or be paid a residential allowance at the rate of 30s. a week.

Annual Leave

18. (1) Leave of absence on full pay for recreational purposes shall be granted to the several classes of nurses according to the scale and conditions prescribed in the Schedule set out in subclause (5) of this regulation.

(2) The number of days shown in the Schedule is the number of days' leave that the respective classes of nurses are to be granted in respect of each year of their employment and is to be reckoned in consecutive days' leave (including Saturdays and Sundays).

(3) Any nurse employed on night duty for a period of at least twelve months shall be granted, in addition to the annual leave to which she is entitled according to the Schedule, annual leave at the rate of seven days for each twelve months on night duty.

(4) When the employment of a nurse ceases she shall be paid salary instead of being granted leave in respect of any annual leave or proportion of annual leave accrued due to her.

(5) The Schedule referred to in subclause (1) of this regulation is as follows:

SCHEDULE: ANNUAL LEAVE FOR NURSES

Class of Nurses	Number of Days Leave	Conditions
1. Hospital aids	23	Leave to be granted in one or two periods.
2. Maternity nurse trainees ..	28	Leave to be granted in two periods, neither less than seven days.
3. District nurses on call for seven days a week	35	Leave to be granted in two periods, neither less than seven days.
Registered staff of maternity hospitals, wards, or annexes required to be on call ..		
Tutor sisters		
4. All other classes of nurses ..	28	Leave to be granted in one or two periods.

Sick Leave

19. (1) Where a nurse is granted leave of absence on account of sickness or injury not arising out of and in the course of her employment (hereinafter referred to as sick leave) she shall be entitled to full pay or half pay, as the case may be, according to the scale prescribed in the Schedule set out in subclause (7) of this regulation.

(2) The length of service for the purposes of the Schedule means the aggregate period of nursing service, whether continuous or intermittent, in the employ of a Board, a separate institution, or the Crown, or of two or more of such employers.

(3) The total period of sick leave with pay set out in the Schedule may consist of one or more periods. Sick leave with pay for each period allowed is to be reckoned in consecutive days (including Saturdays and Sundays).

(4) For every nurse whose length of service exceeds four years the period of sick leave with pay to which she is entitled shall for the purposes of the Schedule be computed in respect of her whole length of service. For the purposes of that Schedule every two days previously allowed on half pay shall be computed as one day previously allowed.

(5) In addition to sick leave with pay as provided for in the foregoing provisions of this regulation, a nurse may, at the discretion of a Board, be granted sick leave with full pay for not more than eight days in any year where on account of minor illness it is deemed inadvisable for her, in her own interests or those of the institution, to be on duty.

(6) Where in the opinion of a Board a nurse in its employ is incapacitated by sickness or injury arising out of and in the course of her employment it shall be permissible for the Board to continue to pay her full salary during incapacity:

Provided that the prior written approval of the Director-General shall be obtained for any such payment beyond a period of three months:

Provided also that the period in respect of which salary is paid in accordance with the provisions of this subclause shall not be regarded as sick leave with pay for the purposes of the foregoing provisions of this regulation.

(7) The Schedule referred to in subclause (1) of this regulation is as follows:

SCHEDULE

Length of Service	Total Period of Sick Leave With Pay During Whole Length of Service
Up to four years' service	4 weeks on full pay and 4 weeks on half pay in any one year.
Over four years' and up to five years' service	46 days on full pay, inclusive of days previously allowed.
Over five years' and up to ten years' service	92 days on full pay, inclusive of days previously allowed.
Over ten years' and up to twenty years' service	183 days on full pay, inclusive of days previously allowed.
Over twenty years' and up to thirty years' service	275 days on full pay, inclusive of days previously allowed.
Over thirty years' service	365 days on full pay, inclusive of days previously allowed.

Subsistence Allowances

20. (1) Where a nurse who, in accordance with the provisions of these regulations, ordinarily receives free board and lodging is granted annual leave or sick leave with pay, she shall, if living away from the institution during that leave, be paid a subsistence allowance at the rate of £1 6s. a week.

(2) Where a nurse who, in accordance with the provisions of these regulations, ordinarily receives an allowance for board and lodging is granted annual leave or sick leave with pay, she shall continue to be paid the allowance during that leave.

Nurse Temporarily Performing Duties of Matron or Sister in Charge of Hospital of Grade M/IV

21. Notwithstanding the provisions of regulation 7 of the principal regulations, a Board shall pay to a nurse who temporarily performs the duties of matron or sister in charge of a hospital of Grade M/IV for a consecutive period of not less than seven days an allowance for that period sufficient to make her total remuneration equal to the minimum rate of a matron or sister in charge of a hospital of that grade.

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations prescribe the scales of salaries and allowances and other conditions of employment of nurses employed by Hospital Boards. They form part of the Hospital Employment Regulations 1957, which prescribe other matters relating generally to the salaries, allowances, and conditions of employment of certain classes of Hospital Board employees.

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