NATIONAL ADMINISTRATIVE REGISTER · MAY 23, 2008

# GUIDELINES AND PROCEDURES IN THE SPECIALTY TRAINING OF PNP NURSES

*PNP CIRCULAR NO. 2008-006, May 23, 2008*

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**I. REFERENCES:**

- PNP Memorandum Circular No. 99-006 re: Guidelines and Procedures in the Residency Training of Medical Officers.

- PNP Memorandum Circular No. 99-014 dated 08 November 1999 re: Guidelines and Procedures in the Specialty Training of Dental Personnel.

**II. RATIONALE:**

One of the philosophies of the Nursing Service is to train PNP nurses for them to be more responsive with the current changes and innovations in the health care system

Inline with this, the training and continuing education of PNP nurses in their field of specialization will be pursued in order to enhance their professional growth ~m modern nursing care.

**III. PURPOSE:**

This circular prescribed the guidelines and procedures governing and regulating the conduct of specialty training of PNP nurses.

**IV. DEFINITION OF TERMS:**

For the purpose of this circular, the term "Specialty Training" shal) embrace the training of PNP nurses in any of the various fields of nursing care as enumerated in paragraph 5.1.

The term PNP nurses refer to PCO, PNCO and NUP Nurses assigned with the Health Service.

**V. POLICY/CONCEPT/PROCEDURES:**

It is the policy of the PNP Health Service to institutionalize a uniformed and standard system of selecting candidates to undergo specialty training. This shall ensure the availment of opportunities for all nurses based in the seniority lineal list., and their potential to grow professionally.

The Chief, Nursing Service Division thru the Director, PNP Health Service shall coordinate with private and government hospitals which are offering specialty training. These training opportunities shall be programmed and disseminated to alt interested/qualified nurses who s,hall signify his/her intention to avail of the training opportunity and shall be recommended in writing by their superior officer/chief of office.

Specialty Training shall not be considered as equivalent of any PNP mandatory career courses.

The Director, PNP Health Service shall create a PNP Nurses Specialty Training Board to be chaired by the



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incumbent Chief, Nursing Service Division.

5.1 Period of Training

The following specialty training in the field of nursing shall be for the maximum period indicated for each specialization or based on the prescribed curriculum of the training institutions.

Clinical Areas Number of Years

Nursing Administrative One (1) year

Flight Nursing One (1) year

Diabetic Nursing Six (6) months

Dialysis Nursing Six (6) months

EENT Nursing Six (6) months

Intensive Care Nursing Six(6)months

OB-Gyne Nursing Six (6) months

Oncology Nursing Six (6) months

Operating Room Nurses Six (6) months

Orthopedic Nursing Six (6) months

Pediatric Nursing Six (6) months

Psychiatric Nursing Six (6) months

Trauma Nursing Six (6) months

5.2 Place of Training

Since the PNP Health service does not have the necessary training facilities, qualified nurses will have to undergo specialty training as On-the-Job Training (OJT) in different private and government hospitals with approved and accredited training program subject to the recommendation of the Chief, Nursing Service Division thru Director, PNP Health Service and approved by the Chief, Philippine National Police, until such time that the PNPGH can train PNP Nurses in different field of specialties. The nurse trainee should render another six (6) months of On-the-Job Training (OJT) at the Philippine National Police General Hospital (PNPGH) for the actual practice/application oi his/her specialty training.

5.3 Number of Trainees:

Specialty training of PNP nurses shall not exceed ten percent (10%) of the total nurse's strength.

5.4 Qualifications:

a. Must have a permanent appointment as attested by the Civil Service Commission (CSC);
b. Must not have any pending case filed in any court of law or any administrative body;
c. Must have been in the service for at least three (3) years;
d. Must be physically and mentally fit to undergo training;


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e. Must be willing to be assigned in any Health Service facility where the gained profes sional expertise is deemed needed;
f. Must have no outstanding financial obligation in previous specialty training grants;
g. Must have no pending application or recommendation for scholarship or training grants.

**VI. DURATION:**

Each specialty trainee shall complete the training within the specified period as indicated in the specialty course.

**VII. EMOLUMENTS:**

All specialty trainee is entitled to an additional daily training subsistence allowance (TSA) of Thirty Pesos (P30.00) and One Hundred Pesos (100.00) monthly allowance for instructional materials, chargeable against Health Service Training Funds, subject to availability of funds and auditorial rules and regulations.

**VIII. SERVICE OBLIGATIONS:**

All PNP nurses who will be recommended for training by the Chief, Nursinq Service Division/Chairman, PNP Nurses Specialty Training Board and the Director, PNP Health Service shall sign a Specialty Training Contract (with the CPNP) Such contract shall stipulate among others that the trainee is required to render service obligation or return service to the organization according to the following terms:

Duration of Training Return Service

Twenty four (24) months Four (4) years"

Six (6) months to one (1)year Two (2) years

Three(3) months but not more than Six (6) months One (1) year

Below three (3) months Six (6) months

In instances when a trainee fails to satisfy the required service obligation for reason/s within his/her control, said trainee will be compelled to refund all the expenses incurred by the PNP incidental to his/her specialty training. His/her payment shall be chargeable against any benefits due him/her, particularly but not limited to his/her salary and allowances, without prejudice to further legal action. The terms and conditions in the contract shall be implemented by the Director, Health Service.

**IX. POLICY ON DEFERMENT:**

No request for deferment shall be entertained once the personnel is selected and recommended for schooling except in any of the following reasons:

a. When he/she becomes sick or incapacitated and such condition would prevent him/her from attending classes; His/her condition shall be certified by the Chief, PNPGH or Re gional Health Officer

b. A criminal or administrative case is filed against the personnel concerned before the convening of the course or within the duration of his/her schooling where such administra tive or criminal case will prevent him/her from attending classes or will affect his/her school ing. (By the word "filed", it shall mean that the criminal or administrative case has been submitted to the person or body that has jurisdiction to decide the matter or the merit of the case).


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c. When a member of his/her immediate family (parents, spouse, and children) dies and his/her presence is necessary and his situation would affect his/her training/schooling.

d. During disaster/calamities where he/she or his/her immediate family are the victims and such situation would prevent him/her to regularly attend classes.

**X. RECORDS AND REPORTS:**

The Chief, Nursing Service Division, PNP Health Service shall monitor the s*al^ trainees and shall submit reports of their performance to the Director, PNP Health Sen/

**XI. ACADEMIC BREAK/LEAVE:**

Academic break/leave is not a "special leave", hence, the approved academic break/ leave shall be deductible from the cumulative leave credits of the PNP personnel concerned if he/she will apply for academic break.

To institutionalize the implementation of the academic breaks, the following shall be followed:

Duration of Course Authorized Academic Break

Less than six (6) months Seven (7) days excluding Sundays & Holidays

Six (6) months to one (1)year Fifteen (15) days excluding Sundays and Holidays

More than one (1) year to two (2) years Thirty (30) days excluding Sundays and Holidays

**XII. RESPONSIBILITY:**

a. The Chief, PNP shall approve the specialty training of PNP nurses upon the recommendation of the Chairman, PNP Nurse Specialty Training Board thru the Director, PNP Health Service.

b. The Director, PNP Health Service shall be the OPR in the implementation of this circular.

c. The Chief, Nursing Service Division shall maintain records and reports of all proceed ings of the Board and those who avail of the specialty training.

d. The Chief, Nursing Service Division shall monitor the status of individual specialty trainee and submit appropriate report to the CPNP attn: DHRDD thru the Director, PNP Health Service.

e. It shall also be the responsibility of the Director, Health Service thru the Chief, Nursing Service Division to design Program of Instructions for the upgrading of qualification standards of PNP Nurses.

**XIII. RESCISSION:**

All other publication inconsistent with the provisions of this circular are hereby rescinded and/or modified accordingly.

**XIV. EFFECTMTY:**

This Circular shall take effect fifteen (15) days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Section 3 & 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.


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Adopted: 23 May 2008

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