

14. Nursing Director.³ [(1) The Board shall appoint a full time, non-practicing Nursing Director for a hospital for a period of five years, and shall be eligible for re-appointment, on such terms and conditions as the Board may determine; provided that no Board member shall be appointed as such.]

(2) The Nursing Director shall possess such qualification and experience as may be prescribed ⁴[by the Board].

(3) The Nursing Director may be removed from the office by the Board, before the expiration of the period of three years, on such grounds as may be prescribed ⁵[by the Board].

⁶[(4) Deleted.]

¹Deleted vide Khyber Pakhtunkhwa Act No. 1 of 2019

² Inserted vide Khyber Pakhtunkhwa Act No. 1 of 2019

³ Substituted vide Khyber Pakhtunkhwa Act No. 1 of 2019

⁴ Added vide Khyber Pakhtunkhwa Act No. 1 of 2019

⁵ Added vide Khyber Pakhtunkhwa Act No. 1 of 2019

⁶Deleted vide Khyber Pakhtunkhwa Act No. 1 of 2019

(5) In performance of his functions, the Nursing Director shall be responsible to the Board.

(6) The Nursing Director shall not have any conflict of interest with such a position.

(7) The Nursing Director shall be responsible for all nursing functions, including training of nurses, ensuring adequate nursing staffing for all clinical needs, maintaining the highest nursing standards and performing regular audits of nursing functions.

(8) The Nursing Director shall perform such other functions as may be prescribed ¹[by the Board].

8. NURSING DIRECTOR

- a) The Nursing Director will be appointed by the Board for a term of 5 years which may be renewed by the Board at their discretion, for a further term, provided that no Board member shall be appointed as such. The renewal will be based upon the performance of the incumbent, and the Board will document a written explanation for such an action. No person may serve as Nursing Director for more than three terms.
- b) The Nursing Director will be a qualified nurse (RN), with an advanced degree in Nursing (BScN), preferably MScN with at least seven years administrative and teaching experience in a reputable health care facility, and Current Nursing Council Registration.
- c) The Board will constitute a selection committee, with the Medical Director as chairman, and including the Hospital Director, a representative of the Dean, plus one Medical consultant, to recruit and recommend a suitable candidate to the Board for the position of Nursing Director.
- d) The Selection Committee will follow the same procedure as in Regulation 4 (d) to (i) above.

9. FUNCTIONS AND DUTIES OF THE NURSING DIRECTOR

- a) The Nursing director will report to the Board as noted in Section 14 (4) of the Act.
- b) The responsibilities of the Nursing Director will be as noted in Section 14 of the Act.



MTI-MARDAN MEDICAL COMPLEX

Job Description for the Post of Nursing Director

Job Summary

The Nursing Director is the senior nursing executive responsible for all nursing functions within the hospital. The Director ensures the highest standards of nursing care, staff training, and clinical support in alignment with the MTI Act and institutional regulations.

Duties & Responsibilities

1. The Nursing Director is directly Accountable to the Board of Governors.
1. Serves as the administrative head of the Nursing staff & prepares reports, plans & budgets for the nursing service including recruitment.
2. Delegates specific tasks and responsibilities to Deputy Nursing Director.
3. Establishes and enforces structured policies for the allocation, rotation, and responsibility of nursing staff across units, while overseeing patient care scheduling to maintain operational efficiency and care standards.
4. Approve & Notify duty Rota for all nursing staff.
5. Oversees all aspects of nursing care and general patient well-being across the hospital.
6. Plans and coordinates nursing care delivery in compliance with hospital objectives, medical requirements, and Board-approved initiatives.
7. Ensures high level of performance, discipline & work ethics by nursing staff & continuously evaluates the efficacy of patients care provided to patients.
8. Make regular hospital rounds individually, with the Hospital Director & Medical Director as well as with various hospital committees to ensure the quality of patient care.
9. Makes regular visits to all wards, departments and ensures that the premises are clean & tidy. 13. Ensures the nursing education & training according to the Pakistan Nursing Council.
10. Recommends disciplinary action about any misconduct on the part of any nurse.
11. Enforce implementation of the hospital Rules, Regulation and Policies.
12. Develops & monitor rules, plans & procedures relating to nursing services.
13. Submits regular reports about nurses who are sick, absent or on leave to Hospital Director.
14. Initiate new projects/ study/ research for professional growth and submit the proposal to Nursing Director.
15. Any other duty assigned by Chairman BoG.

Key Performance Indicator

- Budgets needs and allocation for nursing service
- Future nursing needs
- Communication and coordination
- Administration of nursing staff
- Nursing performance
- Discipline
- Training and development plan for nurses
- Organizing of educational plan