

YT Nursing Academy

Human Resource Policy

Introduction

YT Nursing Academy, Bhutan, is committed to building a skilled, ethical, and compassionate workforce that supports excellence in nursing education and training. This Human Resource Development (HRD) Policy provides a structured approach to staff capacity building, professional development, and institutional sustainability.

2. Objectives

The HRD Policy aims to:

- Promote continuous learning and upskilling of academic and administrative staff.
- Attract, develop, and retain high-caliber professionals in the academy.
- Foster leadership, innovation, and accountability among the staff.
- Align staff capabilities with institutional goals, national health policies, and nursing education standards.

3. Scope

This policy applies to:

- Academic faculty
- Administrative and support staff
- Contractual and visiting faculty.

4. Core Principles

- **Merit-Based Development:** Opportunities based on performance, need, and potential.
- **Inclusivity:** Equal access to training for all staff based on their own need and capacity.
- **Accountability:** Mutual responsibility for institutional learning and development outcomes.
- **Alignment with National Vision:** Reflects Bhutan's national development goals, public health needs, and spiritual well-being.

5. Capacity Building Strategies

5.1 Induction and Orientation on

- structured pedagogy program for the academic faculty.
- institutional vision, academic standards, KGUMSB requirements, BMHC guidelines, code of ethics, and related policies.

5.2 In-Service Training

- Regular in-house training on:
 - Teaching methodologies
 - Simulation lab use and clinical procedures
 - Digital tools and ICT approaches.
 - Student counselling and communication skills

5.3 Professional Development Opportunities

- **Study Leave:** Up to 2 years with partial/full pay based on institutional needs and approval.
- **Scholarships:** Encouraged through collaboration with MoH, Royal Civil Service Commission (RCSC), or international donors.
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5.4 Conferences, Seminars & Workshops

- Staff are encouraged to:
 - Conduct and Present research papers
 - Attend Continuing Medical Educational programs,
 - Granted financial incentives and grants for PD programs.

5.5 Mentorship Program

- Senior faculty assigned to mentor junior staff.
- Goals: teaching enhancement, career guidance, research development.

6. Performance Management

6.1 Annual Appraisal System

- Based on:
 - Teaching effectiveness
 - Contribution to institutional initiatives
 - Research/publication
 - Professional conduct
 - Volunteering for the social cause
- Appraisal results used for promotions, recognition, and training needs assessment.

6.2 Performance Improvement Plan (PIP)

- For staff requiring targeted support in performance areas.
- Includes mentoring, training, and regular feedback.

7. Succession Planning & Leadership Development

- Identification of high-potential staff for future leadership roles.

- Training in:
 - Academic management
 - Strategic planning
 - Ethical leadership
- Internal promotion prioritized where applicable.

8. Research and Innovation Encouragement

- Incentives for publication in peer-reviewed journals.
- Institutional research grants or proposal support.
- Establishment of a Research Committee to review and guide projects.

9. Collaboration and Exchange Programs

- MoUs with:
 - Other nursing colleges in Bhutan
 - Teaching hospitals
 - International nursing institutions and hospitals for exchange programs.

10. Grievance and Feedback Mechanisms

- HRD feedback survey conducted annually.
- Confidential reporting mechanism for concerns related to professional development.
- Regular meetings between Management and faculty representatives.

11. Monitoring and Evaluation

- An HRD Committee will:
 - Oversee training effectiveness
 - Track progress against HRD goals
 - Submit annual reports to the Director

12. Budget and Funding

- Budget allocation for PD of minimum 5% from annual operational fund.
- External grants (WHO, UNFPA, JICA, etc.)
- Government partnerships and CSR initiatives

13. Policy Review and Amendments

- This policy shall be reviewed every **3 years** or as needed.
- Amendments to be approved by the Academic Board of the Academy.

Annexures (Optional)

- **Annex 1:** Staff Professional Development Calendar
- **Annex 2:** Application form for leave
- **Annex 4:** List Institutions for Collaboration.

