



REVISED

SCHEME OF SERVICE

FOR

CLINICAL OFFICERS

APRIL, 2010

REVISED SCHEME OF SERVICE FOR CLINICAL OFFICERS

2010

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and retain suitably qualified Clinical Officers in the Civil Service;
- (ii) To provide for well defined job descriptions and specifications with clear definition of duties and responsibilities at all levels within the career structure to enable Clinical Officers understand the requirements and demands of their jobs;
- (iii) To establish standards for recruitment, training and advancement within the Career Structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results; and
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION OF THE SCHEME OF SERVICE

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministries of Health in conjunction with the Public Service Commission and in consultation with the Permanent Secretary Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self development. However, in all matters of training, the Permanent Secretary administering the scheme will consult the Permanent Secretary Ministry of State for Public Service.

3. SCOPE OF SERVICE

The Services of a clinical officer entails: - History taking; Examining; Diagnosing; Treating; and follow up of patients and clients in medical health institutions and community. They also offer specialized services such as:- Ear, Nose and Throat, Ophthalmology/cataract surgery, Pediatrics and Child health, Anaesthesia, Orthopedics, Epidemiology, Lung/Skin, Reproductive Health, Dermatology and venerology at all levels of health delivery and Programmes. They also provide community health services including; Advocacy; Health Education and Promotion, disease control, Prevention and Management; follow up, Data collection and use, Disease surveillance, Monitoring and Evaluation, Standard and Quality Assurance, Home based care and Research.

4. GRADING STRUCTURE

- (a) The Scheme of Service establishes Ten (10) grades for Clinical Officers who will be designated and graded as follows:-

Designation	Job Group
Clinical Officer III (Intern- Diploma)	'H'
Clinical Officer III	'H'
Clinical Officer II	'J'
Clinical Officer I (Intern- Degree level)	'K'
Clinical Officer I	'K'
Senior Clinical Officer	'L'
Chief Clinical Officer	'M'
Principal Clinical Officer	'N'
Assistant Director Primary Clinical Services	'P'
Senior Assistant Director Primary Clinical Services	'Q'
Deputy Director Primary Clinical Services	'R'
Director Primary Clinical Services	'S'

Note:

The grades of Clinical Officer III/II/I/Senior, Job Groups 'H/J'/K'/L' for Diploma Holders and Job Group K/ L/ M/ N for Degree Holders will form a common establishment for the purpose of this Scheme.

(b) Conversion to the New Grading Structure

Serving Clinical Officers will convert to the new designations as follows:-

Present Designation	J/G	New Designation	J/G
-----		Clinical Officer III (Intern- Diploma)	`H'
Clinical Officer III	`H'	Clinical Officer III	`H'
Clinical Officer II	`J'	Clinical Officer II	`J'
-----		Clinical Officer I (Intern- Degree level)	`K'
Clinical Officer I	`K'	Clinical Officer I	`K'
Senior Clinical Officer	`L'	Senior Clinical Officer	`L'
Assistant Chief Clinical Officer	`M'	Chief Clinical Officer	`M'
Deputy Chief Clinical Officer	`N'	Principal Clinical Officer	`N'
-----		Assistant Director Primary Clinical Services	`P'
Senior Deputy Chief Clinical Officer	`P'	Senior Assistant Director Primary Clinical Services	`Q'
Chief Clinical Officer	`Q'	Deputy Director Primary Clinical Services	`R'
-----		Director Primary Clinical Services	`S'

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Scheme of Service. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grade. *They will undertake suitability interviews before they convert to the upgraded positions. Officers on Job Group 'L' and below will be interviewed by the Ministerial Human Resource Advisory Committee (MHRAC), while those on Job Group 'M' and above will be interviewed by the Public Service Commission of Kenya (PSCK).*

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the

Ministry's establishment proposal for consideration and approval by the Permanent Secretary Ministry of State for Public Service.

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will normally be made in the grade of Clinical Officer III, Job Group 'H' for Diploma holders or Job Group 'K' for Degree holders in Clinical Medicine and Community Health or any health related field. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health in consultation with the Permanent Secretary Ministry of State for Public Service provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements which entitle an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) Existence of a vacancy in the authorized establishment;
- (ii) Merit and ability as reflected in work performance and results; and
- (iii) Approval of the Public Service Commission.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (a) Kenya Certificate of Secondary Education (KCSE) mean grade C, with at least a C in Biology, a C in English or Kiswahili and a C- in any other two science subjects;(Physics, Physical Science, Chemistry and Mathematics)
- (b) Diploma in Clinical Medicine and Surgery/community health from a recognized institution;
- (c) **A Registration Certificate from the Clinical Officers' Council;**
- (d) Higher Diploma in Clinical Medicine such as Anaesthesia, ENT, Pediatrics, Lung/Skin, Orthopedics, Reproductive Health, Epidemiology, Dermato-venereology, Ophthalmology and Cataract Surgery from a recognized institution;
- (e) Bsc in Clinical Medicine and Community Health or Degree in other health related fields.
- (f) Such other qualifications as may be approved by the Permanent Secretary Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 1st July 2009. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

CLINICAL OFFICER III (INTERN- DIPLOMA), JOB GROUP 'H'

(a) Job Summary

This will be the entry grade into the Clinical Officers, Intern Diploma level. Duties at this level will be of limited scope and complexity and the officer will normally work under the guidance of an experienced Clinical Officer. Work at this level will mainly involve seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in a hospital, health centre or Dispensary under supervision of senior Clinicians. In addition, the intern officer will be expected to assist in planning and conducting Community Health Care activities; Engaged on routine Client/patients' care and giving support and health education to patients/Clients.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

(i) Academic Qualification:

Kenya Certificate of Secondary Education (KCSE), mean grade C, with at least C in Biology, English or Kiswahili and a C- in any other science subjects;

(ii) Professional Qualifications:

Have successfully completed at least three (3) years pre-service training at a Medical Training College or any other recognized Medical Training Institution and have passed the Clinical Officers' Council examination or its equivalent; and this grade will be temporary employment for one year during internship in a recognized hospital. And

(iii) Have been issued with an Internship Number/Booklet by the Clinical Officers Council.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

Key Result areas:

KRA 1; Patient Care and Management:

- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient department in a Hospital, Health Center or Dispensary.
- Counsel clients on and compliance to treatment in outpatient/inpatient department
- Order investigations on patients/clients
- Health education /client and community
- Appropriate referral

Standards of performance

- Documentation of history taking, physical examination on patients
- Clarity of investigations on forms and correct interpretation of results
- Make appropriate and document diagnosis
- Prescribe treatment to patients
- Record all cases seen daily on tally sheet
- Refer clients whenever need arises
- Give health education talks to clients
- Organize/Deliver health education talks in the community
- Keep records of clients/community health activities

KRA II; Planning and Conducting community Health Activities

- Identify Community health needs
- Plan for the facility and community health activities
- Implement the planned activities in the facility/community

- Train community health workers
- Supervise staff working under him/her in the facility
- Supervise community health activities

Standards of performance

- Identification and documentation of community health needs.
- Planning and implementation of community health interventions
- Develop facility/ community annual operational plan
- Monitor implementation of facility/community activities
- Keep records of community health activities
- Write monthly activity reports of the facility/ community
- Health education talks to community and client

KRA III; Teaching students attached to the health facility;

- Identify training needs of students and staff
- Develop and conduct training
- Counseling students in the facility
- Documentation of skills demonstrated

Standards of performance

- Documentation of training plan for students and staff in the facility
- Report of counseling
- Keep records of students attached to facility

KRA IV; Support Supervision and counseling of a small number of staff engaged on routine patients care.

- Develop support Supervisory plan
- Identify training and counseling needs of staff
- Document report of supervision

Standards of performance

- Documentation of support supervision activities
- On Job training and counseling of staff

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

(i) Academic Qualification:

Kenya Certificate of Secondary Education (KCSE), mean grade C, with at least C in Biology, English or Kiswahili and a C- in any other science subjects;

(ii) Professional Qualifications:

Have successfully completed at least three (3) years pre-service training at a Medical Training College or any other recognized Medical Training Institution and have been awarded a Diploma in Clinical Medicine/ Surgery or its equivalent; and with one year's internship in a recognized hospital. And

(iii) Have been registered by the Clinical Officers Council.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b) Core Competences

- Team Playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

I. CLINICAL OFFICER III, JOB GROUP 'H'

(a) Job Summary

This will be the entry grade into the Clinical Officers cadre. Duties at this level will be of limited scope and complexity and the officer will normally work under the guidance of an experienced Clinical Officer. Work at this level will mainly involve seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in a hospital, health centre or Dispensary. In addition, the officer will be expected to assist in planning and conducting Community Health Care activities; teaching students attached to hospitals and health centers; supervising and counseling a small number of staff engaged on routine patients' care and giving support and health education to patients.

Key Result areas:

KRA 1; Patient Care and Management:

- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient department in a Hospital, Health Center or Dispensary.
- Counsel clients on and compliance to treatment in outpatient/inpatient department
- Order investigations on patients/clients
- Health education /client and community
- Appropriate referral

Standards of performance

- Documentation of history taking, physical examination on patients
- Clarity of investigations on forms and correct interpretation of results
- Make appropriate and document diagnosis
- Prescribe treatment to patients
- Record all cases seen daily on tally sheet
- Refer clients whenever need arises
- Give health education talks to clients
- Organize/Deliver health education talks in the community
- Keep records of clients/community health activities

KRA II; Planning and Conducting community Health Activities

- Identify Community health needs
- Plan for the facility and community health activities
- Implement the planned activities in the facility/community
- Train community health workers
- Supervise staff working under him/her in the facility
- Supervise community health activities

Standards of performance

- Identification and documentation of community health needs.
- Planning and implementation of community health interventions
- Develop facility/ community annual operational plan
- Monitor implementation of facility/community activities
- Keep records of community health activities
- Write monthly activity reports of the facility/ community
- Health education talks to community and client

KRA III; Teaching students attached to the health facility;

- Identify training needs of students and staff
- Develop and conduct training
- Counseling students in the facility
- Documentation of skills demonstrated

Standards of performance

- Documentation of training plan for students and staff in the facility
- Report of counseling
- Keep records of students attached to facility

KRA IV; Support Supervision and counseling of a small number of staff engaged on routine patients care.

- Develop support Supervisory plan
- Identify training and counseling needs of staff
- Document report of supervision

Standards of performance

- Documentation of support supervision activities
- On Job training and counseling of staff

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

(i) Academic Qualification:

Kenya Certificate of Secondary Education (KCSE), mean grade C, with at least C in Biology, English or Kiswahili and a C- in any other science subjects;

(ii) Professional Qualifications:

Have successfully completed at least three (3) years pre-service training at a Medical Training College or any other recognized Medical Training Institution and have been awarded a Diploma in Clinical Medicine/ Surgery or its equivalent; and with one year's internship in a recognized hospital. And

(iii) Have been registered by the Clinical Officers Council.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(c) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions

- Good organizational and supervisory skills

(d) Core Competences

- Team Playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

II CLINICAL OFFICER II, JOB GROUP 'J'

(a) Job Summary

Duties and responsibilities at this level will involve management of Clinical Services in a hospital, health centre/Dispensary. Specifically, work will involve seeing and examining patients, ordering investigation and interpretation of results for diagnosis and treatment in a hospital, health centre/Dispensary; conducting Community health care activities; teaching, supervising and counseling students attached to the health facilities and training of community health workers; Secretary to health committees, as well as liaising with division heads on health services.

Key Result Areas

KRA 1; Patient care and management

- History taking and physical examination of patients/clients
- Order investigations on patients/clients and interpretation of results
- Diagnosis and management of patients in Outpatient/Inpatient department in a Hospital, Health center or Dispensary
- Health education talks to patients/Clients
- Counseling clients/patients on treatment and compliance.
- Referral where applicable

Standards of performance

- Documentation of history and physical examination findings
- Clarity of investigations on request forms and interpretation of results
- Make and document diagnosis
- Clear prescription and treatment of patients

- Keep records of .daily work load on tally sheets
- Follow up of patients/clients
- Health education sessions held
- Number of referrals

KRA II; Management of Health Services

Planning: Plan for the health facility

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- Develop facility annual operational work plan
- Implement the planned activities in the facility
- Supervise staff working under him/her in the facility
- Write minutes of health facility committee as secretary
- Keep all records of Monthly health facility

KRA III; Training/capacity building/Supervising/Counseling of students attached to Health facilities

- Carry out training needs assessment of students
- Develop and conduct trainings and counseling for students and staff in the health facility
- Develop monitoring tools for trainings

Standards of performance

- Documentation of training plan for students and staff in the health facility
- Develop and conduct trainings and counseling for students in the facility
- Report of counseling and training programme for students and staff in the facility
- Monitor and review trainings of health workers

KRA IV; Conducting Community health care activities;

- Identify community health needs
- Plan and conduct community health activities

Standards of Performance

Documentation of community health needs

- Documentation of interventions undertaken to address community health needs
- Establishment of community networks through community health care workers and community own resource persons (CORPs)

KRA V; Training of community health workers;

- Identifying training needs of community health care workers and community owned resource persons (CORPs)
- Conduct training on community health care workers

Standards of Performance

- Documentation of training plan for students and staff in the facility
- Report of counseling and training programme for students and staff in the facility

KRA VI; Secretary to Health Committees:

- Organizing the health committee meetings
- Taking of minutes
- Ensuring implementation of the committee deliberations

Standards of Performance

- Plan of health committee meetings and
- Clear records of minutes
- Documentation of activity plans for the Health committees
- Evaluation report of activities

KRA VII; Partnership for development:

- Liaising with division heads on health services.
- List of collaborating partners

Standards of Performance

- Record of collaboration and liaison with other heads of departments of health interventions
- Clear identification and documentation of areas of collaboration

KRA VIII; Disease Surveillance and response

- Carry out record search in disease surveillance/response
- Carry out emergency needs assessment
- Plan for intervention at facility and community level

- Ensure reporting of notifiable diseases

Standards of Performance

- Compile ,analyze and use surveillance report as std tools
- Keep record of out breaks
- Timely response records
- Availability of reporting forms

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for at least three (3) years in the grade of Clinical Officer III, and
- (ii) Demonstrated competence and ability in Management of health services eg organizing, performing and discharging clinical duties at that level.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b) Core Competences

- Team playing skills
- Accuracy
- Care of resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

III. CLINICAL OFFICER I (INTERN- DEGREE LEVEL), JOB GROUP 'K'

(a) Job Summary

This will be the entry grade into the Clinical Officers, Intern Degree level. Duties at this level will be of limited scope and complexity and the officer will normally work under the guidance of an experienced Clinical Officer. Work at this level will mainly involve seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in a hospital, health centre or Dispensary under supervision of senior Clinicians. In addition, the intern officer will be expected to assist in planning and conducting Community Health Care activities; Engaged on routine Client/patients' care and giving support and health education to patients/Clients.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

(i) Academic Qualification:

Kenya Certificate of Secondary Education (KCSE), mean grade C+, with at least C+ in Biology, English or Kiswahili and a C+ in any other science subjects;

(ii) Professional Qualifications:

Have successfully completed at least three (4) years pre-service training for BSc. in Clinical Medicine or Degree in any other health related field from a recognized institution will enter at this grade and have passed the Clinical Officers' Council examination or its equivalent; and this grade will be temporary employment for one year during internship in a recognized hospital. And

(iii) Have been issued with an Internship Number/Booklet by the Clinical Officers Council.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

Key Result Areas

KRA I; Patient care and management

- History taking and physical examination to patients/clients

- Order investigations on patients/clients and interpret
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Appropriate referral
- Offer pre-referral treatment
- Follow up
- Periodic self assessment

Standards of Performance.

- Keep records of .daily work load
- Organize/address monthly health talk in the community
- Maintain records of clients
- Keep records of clients/community health activity

KRA II; Management of Health Services

Planning: Plan for the facility / community health activities

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide staff to achieve set objectives

Control: Monitor and evaluate

Discipline: Identify and recommend cases for disciplinary actions

Finance: Budgeting

Standards of performance

- Facility/community annual operational plan developed
- Implement the planned activities in the facility/community
- Supervise staff working under him/her in the facility/ community
- Write minutes of Health facility committee as secretary
- Write monthly activity report of the facility/ community activities
- Keep all records of Monthly Health Facility committee / community meetings
- Timely handling of disciplinary cases
- Keep records of finance expenditure

KRA III: Training

- Carry out training needs assessment
- Plan and organize for community health activities
- Carry out training of health /community health workers
- Monitor/ review trainings
- Guiding, training clinical officer students attached to the health facility
- Interpretation and dissemination of policy guidelines

Standard performance

- Keep records of training needs assessment
- Keep records of trainings of health /community health workers
- Keep records of all students attached to the facility
- Keep records of all disseminated guidelines

KRA IV Carrying out Community health care activities

- Identify community health needs
- Plan and conduct community health activities
- Develop report of the community health activities
- Establishment of community networks through community health care workers and community own resource persons (CORPs)

Standards of Performance

- Documentation of community health needs
- Documentation of interventions undertaken to address community health needs

KRA V: Secretary to Health Committees.

- Organizing the health committee meetings
- Taking of minutes
- Ensuring implementation of the committee deliberations

Standards of Performance

- Plan of health committee meetings and
- Clear records of minutes
- Documentation of activity plans for the Health committees
- Evaluation report of activities

KRA VI: Training, counseling and guiding clinical students attached to the hospital/health centre;

- Identify training needs of students
- Develop and conduct training and counseling for students attached to the facility

Standards of Performance

- Documentation of training plan for students and staff in the facility

- Report of counseling and training programme for students and staff in the facility
- Orientation of students on clinical practice/areas and maintenance of their records

KRA VII: Participating in curriculum development of training, implementation and evaluation; recruitment and

- Understand the competence needed for the
- Participate in the development and evaluation of training

Standards of Performance

- Participate in the development of course outline and competencies required
- Availability of draft curriculum

(b) Requirements for Appointment

For Promotion

- (i) Be registered by the Clinical Officers Council
- (ii) Served for at least three (3) years in the grade of Clinical Officer II;
And
- (iii) Shown professional competence and ability in planning, organizing and discharging clinical duties at that level as Clinical Officer 11

For Direct Appointment

- (iv) BSc. in Clinical Medicine and Community Health or Degree in any other health related field from a recognized institution will enter at this grade.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b)Core Competences

- Team playing skills

- Accuracy
- Care of resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical Skills
- Records management skills

III. CLINICAL OFFICER I, JOB GROUP 'K'

(a) Job Summary

Duties and responsibilities at this level will largely involve management of clinical services in hospitals or health centers. The officer may also be deployed to take charge of a health centre where work will entail attending to patients, supervising clinical services and carrying out Community health care activities of the catchment areas and also secretary to Health Committees. In addition, work may include practical training, counseling and guiding clinical students attached to the hospital/health centre; participating in curriculum development of clinical training, implementation and evaluation; recruitment and orientation of students on clinical practice and maintenance of their records.

Key Result Areas

KRA I; Patient care and management

- History taking and physical examination to patients/clients
- Order investigations on patients/clients and interpret
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Appropriate referral
- Offer pre-referral treatment
- Follow up
- Periodic self assessment

Standards of Performance.

- Keep records of .daily work load
- Organize/address monthly health talk in the community

- Maintain records of clients
- Keep records of clients/community health activity

KRA II; Management of Health Services

Planning: Plan for the facility / community health activities

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide staff to achieve set objectives

Control: Monitor and evaluate

Discipline: Identify and recommend cases for disciplinary actions

Finance: Budgeting

Standards of performance

- Facility/community annual operational plan developed
- Implement the planned activities in the facility/community
- Supervise staff working under him/her in the facility/ community
- Write minutes of Health facility committee as secretary
- Write monthly activity report of the facility/ community activities
- Keep all records of Monthly Health Facility committee / community meetings
- Timely handling of disciplinary cases
- Keep records of finance expenditure

KRA III: Training

- Carry out training needs assessment
- Plan and organize for community health activities
- Carry out training of health /community health workers
- Monitor/ review trainings
- Guiding, training clinical officer students attached to the health facility
- Interpretation and dissemination of policy guidelines

Standard performance

- Keep records of training needs assessment
- Keep records of trainings of health /community health workers
- Keep records of all students attached to the facility
- Keep records of all disseminated guidelines

KRA IV Carrying out Community health care activities

- Identify community health needs
- Plan and conduct community health activities
- Develop report of the community health activities

- Establishment of community networks through community health care workers and community own resource persons (CORPs)

Standards of Performance

- Documentation of community health needs
- Documentation of interventions undertaken to address community health needs

KRA V: Secretary to Health Committees.

- Organizing the health committee meetings
- Taking of minutes
- Ensuring implementation of the committee deliberations

Standards of Performance

- Plan of health committee meetings and
- Clear records of minutes
- Documentation of activity plans for the Health committees
- Evaluation report of activities

KRA VI: Training, counseling and guiding clinical students attached to the hospital/health centre;

- Identify training needs of students
- Develop and conduct training and counseling for students attached to the facility

Standards of Performance

- Documentation of training plan for students and staff in the facility
- Report of counseling and training programme for students and staff in the facility
- Orientation of students on clinical practice/areas and maintenance of their records

KRA VII: Participating in curriculum development of training, implementation and evaluation; recruitment and

- Understand the competence needed for the
- Participate in the development and evaluation of training

Standards of Performance

- Participate in the development of course outline and competencies required
- Availability of draft curriculum

(b) Requirements for Appointment

For Promotion

- (i) Be registered by the Clinical Officers Council
- (v) Served for at least three (3) years in the grade of Clinical Officer II;
And
- (vi) Shown professional competence and ability in planning, organizing and discharging clinical duties at that level as Clinical Officer 11

For Direct Appointment

- (vii) BSc. in Clinical Medicine and Community Health or Degree in any other health related field from a recognized institution will enter at this grade.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(b) Personal Qualities

- Ability to get on well with the diverse workforce
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b)Core Competences

- Team playing skills
- Accuracy
- Care of resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills

- Analytical Skills
- Records management skills

IV. SENIOR CLINICAL OFFICER, JOB GROUP 'L'

(a) Job Summary

Duties and responsibilities at this level will entail management of clinical services in a Provincial/District hospital or health centre; training, counseling and guiding students attached to the hospital or health centre; curriculum development, its implementation and evaluation; and supervising and guiding junior staff. An officer at this level may also be deployed to take charge of a large health centre or to be the Clinical Officer in-charge of special Clinics/Departments in a hospital e.g. ENT, Orthopedics, Paediatrics, Reproductive Health, Ophthalmology, Anaesthesia, Lungs & Skin.

Key Result areas: Key Result Areas

KRA I; Patient care and management

- History taking and physical examination to patients/clients
- Order investigations on patients/clients and interpret
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Appropriate referral
- Offer pre-referral Treatment
- Follow up
- Periodic self assessment

Standards of performance.

- Keep records of .daily work load
- Organize/address monthly health talk in the community
- Maintain records of clients
- Keep records of clients/community health activity

KRA II; Management of Health Services

Planning: Plan for the facility / community health activities

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide staff to achieve set objectives

Control: Monitor and evaluate

Discipline: Identify and recommend cases for disciplinary actions

Finance: Budgeting

Standards of performance

- Facility/community annual operational plan developed
- Implement the planned activities in the facility/community
- Supervise staff working under him/her in the facility/ community
- Write minutes of Health facility committee as secretary
- Write monthly activity report of the facility/ community activities
- Keep all records of Monthly Health Facility committee / community meetings
- Timely handling of disciplinary cases
- Keep records of finance expenditure

KRA III: Training

- Carry out training needs assessment
- Plan and organize for community health activities
- Carry out training of health /community health workers
- Monitor/ review trainings
- **Counseling and guiding students attached to the hospital or health center.**
- Interpretation and dissemination of policy guidelines

Standard performance

- Keep records of training needs assessment
- Keep records of trainings of health /community health workers
- Keep records of all students attached to the facility
- Keep records of all disseminated guidelines

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for at least three (3) years in the grade of Clinical Officer I; and
- (ii) Shown professional competence and administrative ability in managing and rendering clinical services at that level.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization

- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b) Core Competences

- Team Playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

V. CHIEF CLINICAL OFFICER, JOB GROUP ‘M’

(a) Job Summary

Duties and responsibilities at this level will involve managing and rendering clinical services in a hospital. At this level, the officer may also be deployed in a Provincial General Hospital/District Hospital as Clinical Officer incharge or Coordination of Special Clinical Services /programmes at Provincial level e.g. TB, Child Health, HIV/AIDS. The officer may also be deployed to a Provincial Health Training Centre as a trainer.

Key Result areas:

KRA I; Patient care and management

- History taking and physical examination to patients/clients
- Order investigations on patients/clients and interpret
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Appropriate referral

- Offer pre-referral Treatment
- Follow up
- Periodic self assessment

Standards of performance.

- Keep records of .daily work load
- Organize/address monthly health talk in the community
- Maintain records of clients
- Keep records of clients/community health activity

KRA II; Management of Health Services

Planning: Plan for the facility / community health activities

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide staff to achieve set objectives

Control: Monitor and evaluate

Discipline: Identify and recommend cases for disciplinary actions

Finance: Budgeting

Standards of performance

- Facility/community annual operational plan developed
- Implement the planned activities in the facility/community
- Supervise staff working under him/her in the facility/ community
- Write minutes of Health facility committee as secretary
- Write monthly activity report of the facility/ community activities
- Keep all records of Monthly Health Facility committee / community meetings
- Timely handling of disciplinary cases
- Keep records of finance expenditure

KRA III: Training

- Carry out training needs assessment of staff under him/her
- Plan and organize for Facility community health activities
- Carry out training of health workers
- Carry out training of community health workers and committees
- Monitor/ review trainings
- Develop/implement/review curriculum for health workers/community
- Guiding, training clinical officer students attached to the health facility

Standard performance

- Keep records of training needs assessment/ curriculum developed

- Keep records of trainings of health /community health workers
- Keep records of all students attached to the facility

KRA IV: Community Health Activities

- Review reports of community activities by staff and give feedback
- Identify training needs of health care workers on community activities
- Develop a capacity building plan for the health care providers
- Undertake support supervision of community activities

Standards of Performance

- Report of support to community health activities at all levels
- Report of support supervision and trainings
- Policies and national guidelines disseminated

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Senior Clinical Officer for at least three (3) years; and
- (ii) Wide experience in provision and management of clinical services in a Provincial/District Hospital, a large Health Centre, or Ministry Headquarters.

For promotion

- (i) Must have served for three (3) years in the grade of Senior Clinical Officer
- (ii) Availability of vacancies in this grade

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b) Core Competences

- Team playing skills

- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

VI. PRINCIPAL CLINICAL OFFICER/ASSISTANT CHIEF CLINICAL SPECIALIST- JOB GROUP 'N'

(a) Job Summary

Duties and responsibilities at this level will involve managing and rendering clinical services in a hospital. At this level, the officer may also be deployed in a Specialized Clinic in a Provincial General Hospital or District Hospital as the Clinical Officer In charge; or in a District as the District Clinical Officer or Coordination of Special Clinical Services / Programmes at District level.e.g. TB, Child Health,HIV/AIDS, anaesthesia, ophthalmology, ENT. He/she should be a member of HMT/DHMT.

Key Result Area

KRAI: Patient care and management

- Order investigations on patients/clients
- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Carry out community health activities

Standards of Performance.

- Keep records of .daily work load
- Organize/address one health talk in the community
- Maintain records of clients
- Organize/address one health talk in the community
- Keep records of clients/community health activity

KRA II: Management of Health Services

Planning: Prepare annual operational plans for the staff in the Hospital and department

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide Assign specific tasks to staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- Keep regular updates of clinical officers
- Monthly rosters prepared and kept
- Annual operational plans for clinical officers in the hospital
- Minutes of health facility committee meetings
- Reports of supervision

KRA III: Training

- Carry out training needs assessment for staff/community
- Plan and organize for Facility/ community health activities
- Carry out training of Health /community health workers
- Monitor/ review trainings
- Develop/implement/review curriculum for health workers/community
- Guiding, training clinical officer students

Standards of performance

- Records of continuing professional education
- Records of students in the facility
- Reports of training needs assessment
- Records of trainings attended by clinical officers

KRA VI: Research

- Carry out needs assessment for research
- Carry out research on clinical/community services
- Evaluate research findings

Standards of performance

- Research findings /reports

KRA IV: Community Health Activities

- Review reports of community activities by staff and give feedback
- Identify training needs of health care workers on community activities
- Develop a capacity building plan for the health care providers
- Undertake support supervision of community activities

Standards of Performance

- Report of support to community health activities at all levels
- Report of support supervision and trainings

- Policies and national guidelines disseminated

For appointment to this grade, an officer must have;

- (i) **Experience:** Served in the grade of Senior Clinical Officer for at least three (3) years; and
- (ii) **Merit:** Shown professional competence in rendering clinical services at that level.
- (iii) **Management:** Skill to plan, organize, coordinate, direct and control clinical services.
- (iv) **Training:** Skill to carry out and evaluate training

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(b) Core Competences

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills

VII. ASSISTANT DIRECTOR PRIMARY CLINICAL SERVICES/SENIOR ASSISTANT CHIEF CLINICAL SPECIALIST- JOB GROUP 'P'

(a) Job Summary

An officer at this level will deputize the Senior Assistant Director of Clinical Services/Deputy Chief Clinical Specialist where duties will entail assisting in the formulation of clinical services policies; maintenance of clinical standards and ethics. The officer may also be deployed to head any of the Public and Community health Programmes. Or may be deployed as the Provincial Clinical Officer /incharge of Provincial Hospital or as in charge of Provincial Health training Centers or coordinator of special programmes at Provincial level e.g. TB, Child Health, HIV/AIDS/Malaria/Disease Surveillance/Reproductive Health/ ENT/Ophthalmology and primary eye care/Dermato venerology/Anaesthesia/community health services. The officer may also be deployed to head a Provincial Health Training Centre as a trainer.

Key Result Area

KRA I: Patient care and management

- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Order investigations on patients/clients
- Referral

KRA II: Management Health Services

Planning: Prepare annual operational plans for the staff in the Hospital

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide Assign specific tasks to staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- Records of each individual clinical officer be kept
- Monthly rosters prepared and kept
- Annual operational plans for clinical officers in the hospital
- Minutes of Hospital management committee meetings
- Reports of supervision

KRAIII: Training

- Carry out training need assessment of staff/community
- Carry out training of staff/community

- Organize continuing professional development
- Guide and counsel students attached to the health facility

Standards of performance

- Records of continuing professional education
- Records of students in the facility
- Report on training needs assessment
- Records of trainings attended by clinical officers

KRA IV: Monitoring and evaluation

- Participate in monitoring and evaluation of clinical services
- Compile, analyze and store data on clinical officers
- Review work plans for the clinical staff
- Prepare and evaluate appraisals for clinical officers

Standards of performance

- Monitor targets and deadlines as per annual operational plans
- All appraisal of clinical staff are completed
- All data collected are tabulated and analyzed
- Compile periodic reports on clinical services

KRA VI: Research

- Carry out needs assessment for research
- Carry out research on clinical/community services
- Evaluate research findings

Standards of performance

- Research findings /reports
- Research proposal

KRA VII: Policy formulation and dissemination

- Identification of policy and guideline needs of health care providers
- Assisting in the formulation and dissemination of policies and guidelines of clinical services;

Standards of Performance

- Disseminate policy and guidelines to clinical health workers
- Maintenance of clinical standards and ethics.

KRA VIII: Community Health Activities

- Review reports of community activities by staff and give feedback
- Identify training needs of health care workers on community activities
- Develop a capacity building plan for the health care providers
- Undertake support supervision of community activities

Standards of Performance

- Report of support to community health activities at all levels
- Report of support supervision and trainings
- Policies and national guidelines disseminated

Requirements for Appointment

For appointment to this grade, an officer must have:-

- Served in the grade of Senior Assistant Chief Clinical Officer for at least three (3) years;
- A management course lasting not less than four (4) weeks from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Higher diploma in Clinical Medicine; **or**
- BSc Degree in Clinical Medicine and Community Health or Degree in any health related field
- **Be registered with the Clinical Officers Council.**

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to articulate and implement Ministerial/Departmental mandates.
- Organizational, analytical, managerial and decision making skills
- Creativity and innovation
- Technical problem solving
- Resource management skills
- Interpersonal and communication skills
- Integrity and commitment to producing results

- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development
- Initiative to achieve expected results.

(b) Core Competences

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

VIII. SENIOR ASSISTANT DIRECTOR PRIMARY CLINICAL SERVICES /DEPUTY CHIEF CLINICAL SPECIALIST- JG ‘Q’

(a) Job Summary

The Senior Assistant Director of Clinical Services/Deputy Chief Clinical Specialist will deputize the Deputy Director Clinical Services/Chief Clinical Specialist for the management of Clinical Services in the Department/Division of Clinical Services; formulation of Clinical services policies; and maintenance of Clinical standards and ethics. Duties will further entail deployment of clinical officers in the Ministry; training and development of clinical officers; staff performance appraisal; planning, implementation and supervision of curriculum development; evaluation of training programmes, Public and Community health Services and Research

Key Result Area

KRA I: Patient care and management

- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Order investigations on patients/clients

- Referral

Standards of Performance.

- Keep records of .daily work load
- Organize/address one health talk in the community
- Maintain records of clients
- Organize/address one health talk in the community
- Keep records of clients/community health activity

KRA II: Management of Health Services

Planning: Prepare annual operational plans for the staff in the Department/Division

Organizing: Assign specific tasks to staff working under him/her

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide, Assign specific tasks to staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- Records of each individual clinical officer be kept
- Monthly rosters prepared and kept
- Annual operational plans for clinical officers in the hospital
- Minutes of Hospital management committee meetings
- Reports of supervision
- Maintain standards and Ethics

KRAIII: Training

- Carry out training need assessment of staff/community
- Carry out training of staff/community
- Organize continuing professional development
- Guide and counsel Staff in the Department
- Participate in review of curriculum for clinical officers

Standards of performance

- Records of continuing professional education
- Records of students in the facility
- Report on training needs assessment
- Records of trainings attended by clinical officers
- Records of curriculum reviewed

KRA IV: Monitoring and evaluation

- Participate in monitoring and evaluation of clinical services
- Compile, analyze and store data on clinical officers
- Review work plans for the clinical staff
- Prepare and evaluate appraisals for clinical officers

Standards of performance

- Monitor targets and deadlines as per annual operational plans
- All appraisal of clinical staff are completed
- All data collected are tabulated and analyzed
- Compile periodic reports on clinical services

KRA VI: Research

- Carry out needs assessment for research
- Carry out research on clinical/community services
- Evaluate research findings

Standards of performance

- Research findings /reports
- Research proposal

KRA VII: Policy formulation and dissemination

- Identification of policy and guideline needs of health care providers
- Assisting in the formulation and dissemination of policies and guidelines of clinical services;

Standards of Performance

- Disseminate policy and guidelines to Clinical health workers
- Maintenance of Clinical standards and ethics.

KRA VIII: Community Health Activities

- Review reports of community activities by staff and give feedback
- Identify training needs of health care workers on community activities
- Develop a capacity building plan for the health care providers
- Undertake support supervision of community activities

Standards of Performance

- Report of support to community health activities at all levels
- Report of support supervision and trainings
- Policies and national guidelines disseminated

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for at least three (3) years in the grade of Assistant Director Clinical Services/Senior Assistant Chief Clinical Specialist;
- (ii) Demonstrated a high degree of professional, administrative competence and ability in management of clinical services.
- (iii) Possess broad working experience in formulation of clinical policies, programmes, and in the general development of clinical services in the country;
- (iv) Management course lasting not less than four (4) weeks.
- (v) Should possess higher diploma in Clinical Medicine; **or**
- (vi) BSc. Degree in Clinical Medicine and Community health or any other Degree in health related field
- (vii) **Be registered with the Clinical Officers Council.**

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to articulate and implement Ministerial/Departmental mandates.
- Organizational, analytical, managerial and decision making skills
- Creativity and innovation
- Technical problem solving
- Resource management skills
- Interpersonal and communication skills
- Integrity and commitment to producing results
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development
- Initiative to achieve expected results.

(b) Core Competences

- People management

- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

IX. DEPUTY DIRECTOR PRIMARY CLINICAL SERVICES/CHIEF CLINICAL SPECIALIST JOB GROUP 'R'

(a) Job Summary

The Deputy Director of clinical Services/ Chief Clinical Specialist will be responsible to the Director of Clinical Services for the management of Clinical Services in the country; formulation of clinical services policies; and maintenance of clinical standards and ethics. Duties will further entail deployment of Clinical Officers in the Ministry; training and development of clinical officers; staff performance appraisal; planning, implementation and supervision of curriculum development; evaluation of training programmes and Research.

Key Result Area

KRAI: Patient care and management

- Order investigations on patients/clients
- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Carry out community health activities

Standards of performance.

- Keep records of .daily work load
- Organize/address one health talk in the community
- Maintain records of clients
- Organize/address one health talk in the community
- Keep records of clients/community health activity

KRA II: Management of Health Services

Planning: Prepare annual operational plans for the Department/Division of clinical services

Organizing: Assign specific tasks to staff working in the Department/Division

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide, assign specific tasks to staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- Records of each individual clinical officer in the country are kept
- Annual operational plans for clinical staff in the department
- Reports of supervision visits
- Minutes of all disciplinary / promotions/ training of clinical staff
- Records of staff guided and counseled

KRA III: Training

- Participate in curriculum development
- Coordinate continuing professional development the Department/ Division of clinical services
- Evaluate training programme for clinical officers
- Guide and counsel staff Division of clinical services
- Carry out training needs assessment
- Approval staff for further training

Standards of performance

- Records of continuing professional education
- Records of curriculum developed
- Reports of training needs assessment
- Evaluation of training programme
- Records of staff approved for further training

KRAIV: Policy formulation and dissemination

- Participate in policy formulation for the Ministry
- Participate in the formulation of the Ministries strategic plan
- Enforce cap 260

Standards of performance

- Implement all clinical activities as per Ministries plan
- Ensure all policies of the Ministry
- Maintenance of clinical standards and ethics.

KRA V: Monitoring and evaluation

- Participate in monitoring and evaluation of clinical services
- Compile, analyze and store data on clinical staff
- Review work plans for the clinical staff at the Division of clinical services
- Prepare and evaluate appraisals for clinical staff at the Ministry Headquarters

Standards of performance

- Monitor targets and deadlines as per annual operational plans
- Keep records of completed appraisal of clinical staff
- All data collected are tabulated and analyzed
- Compile periodic reports on clinical services

KRA VI: Research

- Carry out needs assessment for research
- Carry out research on clinical/community services
- Evaluate research findings

Standards of performance

- Research findings /reports
- Research proposal

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for at least three (3) years in the grade of Senior Assistant Director of clinical Services
- (ii) Demonstrated a high degree of professional, administrative Competence and ability in management of Clinical services.
- (iii) Possesses broad working experience in formulation of Clinical Policies, programmes, and in the general development of Clinical Services in the country; and
- (iv) Actively participated in curriculum development and evaluation in a Relevant continuous education programme in the field of clinical Services
- (v) **Be registered by Clinical Officers' Council.**
- (vi) Should possess higher diploma in Clinical Medicine; **or**
- (vii) Bsc Degree in Clinical Medicine and Community Health or any other Degree in health related field **or**
- (viii) Masters Degree in any other Health related field.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to articulate and implement Ministerial/Departmental mandates.
- Organizational, analytical, managerial and decision making skills
- Creativity and innovation
- Technical problem solving
- Resource management skills
- Interpersonal and communication skills
- Integrity and commitment to producing results
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development
- Initiative to achieve expected results.

(b) Core Competences

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

X. DIRECTOR PRIMARY CLINICAL SERVICES, JOB GROUP 'S'

(a) Job Summary

This is the highest grade in the cadre. The Director of Clinical Services will be responsible to the Director of Medical Services/Health Secretary for the management of Clinical Services in the country; formulation of clinical services policies; and maintenance of clinical standards and ethics. Duties will further entail deployment of clinical officers in the Ministry; training and development of clinical officers; staff performance appraisal; planning, implementation and supervision of curriculum development; evaluation of training programmes and Research.

Key Result Area

KRA I: Patient care and management

- Order investigations on patients/clients
- History taking and physical examination to patients/clients
- Diagnosis and management of patients in outpatient/inpatient
- Give health talks to clients
- Counsel clients in outpatient/in patient
- Carry out community health activities

Standards of performance.

- Keep records of .daily work load
- Organize/address one health talk in the community
- Maintain records of clients
- Organize/address one health talk in the community
- Keep records of clients/community health activity

KRA II: Management of Health Services

Organizing: Assign / specific tasks to staff working in the Department

Planning: Prepare annual operational plans for Department of clinical services

Coordination: Ensure staff work together to achieve set objectives

Directing: Guide, assign specific tasks to staff to achieve set objectives

Control: Monitor and evaluate the performance of staff to achieve set objectives

Standards of performance

- All plans must be in line with government regulation
- Targets for staff performance must be put in place
- All activities must be performed in conformity with plans, targets, budgets and standards
- Clear guidelines must be given for all activities/ functions and documented in reports
- All deviations from plans, schedules, targets, budgets and standards must be promptly detected and rectified
- Deployment of clinical officers in the Ministry.

KRA III: Training

- Participate in curriculum development and research
- Coordinate continuing professional development the Department of clinical services
- Guide and counsel staff Department of clinical services
- Training needs assessment
- Evaluate training programme for clinical officers

Standards of performance

- Records of continuing professional education
- Records of curriculum developed
- Reports of training needs assessment
- Records of staff guided and counseled
- Training needs report

KRA IV: Policy formulation and dissemination :

- Participate in formulation of clinical services policies
- Participate and implement policy formulation for the Department/Ministry
- Participate the Department/ Ministries strategic plan
- Maintenance of clinical standards and ethics

Standards of performance

- Implement all clinical activities as per Ministries plan
- Ensure all policies of the Ministry are implemented
- Enforce cap 260

KRA V: Research

- Carry out needs assessment for research
- Carry out research on clinical/community services
- Evaluate research findings

Standards of performance

- Research findings /reports
- Research proposal

KRA VI: Deployment of clinical officers in the Ministry;

Monitoring and evaluation

- Participate in monitoring and evaluation of clinical services
- Compile, analyze and store data on clinical staff
- Review work plans for the clinical staff at the Department of clinical services
- Prepare and evaluate appraisals for clinical staff at the Ministries Headquarters

Standards of performance

- Monitor targets and deadlines as per annual operational plans
- All appraisal of clinical staff are completed
- All data collected are tabulated , analyzed and utilized
- Compile periodic reports on clinical services

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) **Experience:** Served in the grade for at least three (3) years as Deputy Director Clinical Services/Chief Clinical Specialist; and
- (ii) **Capacity:** Demonstrated technical Competence and administrative ability in management of Clinical services.
- (iii) **Management:** Skill to plan, organize, coordinate, direct and control Clinical services at a National or Provincial as well as management of Public and Community Health Programmes at National level.
- (iv) **Training:** Strategic management course lasting not less than four (4) weeks from a recognized institution or policy analysis.
- (v) **Professional Qualification:** Higher diploma in Clinical Medicine; **or** BSc Degree in Clinical Medicine and Community Health **or** Degree in any health related field **or**
- (vi) Msc Degree in Clinical Medicine and Community Health or any other health related field.
- (vii) **Decision making:** Skill to carry out situational analysis and make informed decision
- (viii) **Integrity:** Being honest and morally upright
- (ix) **Diligence:** Quality of being thorough and able to harder after hours and odd hours
- (x) **Influence:** Ability to convince and obtain cooperation from others
- (xi) **Be registered with the Clinical Officers Council**

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

(a) Personal Qualities

- Ability to articulate and implement Ministerial/Departmental mandates.
- Organizational, analytical, managerial and decision making skills
- Creativity and innovation
- Technical problem solving
- Resource management skills
- Interpersonal and communication skills
- Integrity and commitment to producing results
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development
- Initiative to achieve expected results.

(b) Core Competences

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation