



REPUBLIC OF KENYA

FINAL DRAFT

REVISED SCHEME OF SERVICE

FOR

CLINICAL PERSONNEL

JUNE, 2020

**APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE STATE DEPARTMENT FOR PUBLIC SERVICE**

REVISED SCHEME OF SERVICE FOR CLINICAL PERSONNEL

AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract, motivate and retain suitably qualified Clinical Personnel 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 Personnel 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 result.
- (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 Cabinet Secretary, Ministry responsible for Clinical Services Function in conjunction with the Public Service Commission. In administering the Scheme, the Principal Secretary and County Chief Officer for Health will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Principal Secretary will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/ specialization and experience required for both efficient and effective 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 Principal Secretary administering the scheme, will consult the Public Service Commission.

3. CLINICAL SERVICES FUNCTION

The Clinical Services Function entails: administration and enforcement of the Clinical Officers Act No 20 of 2017; formulation, development, implementation and review of clinical services' policies, procedures and guidelines; setting standards and quality assurance systems in the provision of clinical services; provision of clinical and family health care services in health institutions and communities through history taking, examination, investigation, diagnosis, treatment and management of diseases and conditions; monitoring patients and providing necessary guidance and counseling; formulation, development, review of medico-legal standards and guidelines; and undertaking disease surveillance, control and management in liaison with other stakeholders.

In addition, the functions include: research in critical health issues and emerging trends; provision of clinical outreach and school health services; development and review of referral strategies and guidelines in liaison with other stakeholders; provision of specialized services including Ear, Nose and Throat /Audiology, Ophthalmology, Cataract Surgery and low vision, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Forensic Medicine, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and building capacity for disaster preparedness and emergency health services.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

This Scheme of Service establishes five (5) grades of Registered Clinical Officers and five (5) grades of Clinical Officers who will be designated and graded as follows: -

REGISTERED CLINICAL OFFICERS

APPENDIX 'A'

New Designation	Job Group	CSG
Registered Clinical Officer II	'J'	11
Registered Clinical Officer I	'K'	10
Senior Registered Clinical Officer	'L'	9
Principal Registered Clinical Officer II	'N'	8
Principal Registered Clinical Officer I	'P'	7

CLINICAL OFFICERS**APPENDIX 'B'**

Designations	Job Group	CSG
Clinical Officer	'L'	9
Principal Clinical Officer	'N'	8
Assistant Director, Clinical Services	'P'	7
Deputy Director, Clinical Services	'R'	6
Director, Clinical Services	'S'	5

(b) Conversion to the new grading structure

Serving Officers will adopt and convert to the new designations and grading structure as follows:

REGISTERED CLINICAL OFFICERS**APPENDIX 'A'**

Present Designations	Job Group	New Designations	Job Group	CSG
Registered Clinical Officer III	'H'	Registered Clinical Officer II	'J'	11
Registered Clinical Officer II	'J'			
Registered Clinical Officer I	'K'	Registered Clinical Officer I	'K'	10
Senior Registered Clinical Officer	'L'	Senior Registered Clinical Officer	'L'	9
Chief Registered Clinical Officer	'M'	Principal Registered Clinical Officer II	'N'	8
Principal Registered Clinical Officer II	'N'			
Principal Registered Clinical Officer I	'P'	Principal Registered Clinical Officer I	'P'	7

CLINICAL OFFICERS**APPENDIX 'B'**

Present Designation	Job Group	New Designations	Job Group	CSG
Clinical Officer	'K'	Clinical Officer	'L'	9
Senior Clinical Officer	'L'			
Chief Clinical Officer	'M'	Principal Clinical Officer	'N'	8
Principal Clinical Officer	'N'			
Assistant Director, Clinical Services	'P'	Assistant Director, Clinical Services	'P'	7
Senior Assistant Director, Clinical Services	'Q'	Deputy Director, Clinical Services	'R'	6
Deputy Director, Clinical Services	'R'			
Director, Clinical Services	'S'	Director, Clinical Services	'S'	5

Notes:

- 1. The grades of Registered Clinical Officer III Job Group 'H' and Clinical Officer Job Group 'K' will become obsolete and no further appointment will be done at this grade.*
- 2. The grades of Registered Clinical Officer II/I, CSG '11/10' for Diploma Holders, Senior Registered Clinical Officer/ Principal Registered Clinical Officer II CSG '9/8' for Higher Diploma holders and Clinical Officer/Principal Clinical Officer, CSG '9/8' for Degree Holders will form common establishment for the purpose of this Scheme.*

(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.

5. PROVISION OF POST(S)

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 Public Service Commission.

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will normally be made in the grade of Registered Clinical Officer II, CSG 11 for Diploma holders, Senior Registered Clinical Officer CSG 9 for Higher Diploma holders and Clinical Officer, CSG 9 for Degree holders. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Principal Secretary responsible for Clinical Services provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) 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 of Kenya.

8. RECOGNIZED QUALIFICATIONS

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

- (i) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution.
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Chest Medicine, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management, Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution.
- (iii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.
- (iv) Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution.
- (v) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution.
- (vi) Certificate of Registration from the Clinical Officers' Council.

- (vii) Valid Professional Practice License from the Clinical Officers' Council.
- (vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (x) Certificate in computer applications.
- (xi) Any other qualifications as may be approved by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

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

10. JOB AND APPOINTMENT SPECIFICATIONS

I. REGISTERED CLINICAL OFFICER II, CSG 11

(a) Duties and Responsibilities

This is the entry grade into this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include: taking history, examining, diagnosing, ordering laboratory and imaging investigations; interpreting laboratory and imaging results; treating patients' common ailments at an outpatient or inpatient health facility; implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; carrying out surgical procedures as per training and skill; collecting and compiling clinical data;

assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- (i) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Certificate in computer applications.

II REGISTERED CLINICAL OFFICER I, CSG 10

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: taking history, examining, diagnosing, ordering laboratory and imaging investigations; interpreting laboratory and imaging results; treating patients' common ailments at an outpatient or inpatient health facility; implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; carrying out surgical procedures as per training and skill; collecting and compiling clinical data; providing clinical outreach and school health services; organizing health management teams and convening health management committee meetings; assessing, preparing and presenting medico-legal reports and referring patients and clients to appropriate health facilities.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Registered Clinical Officer II for a minimum period of three (3) years;

- (ii) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Certificate in computer applications; and
- (vi) Shown merit and ability in work performance and results.

III. SENIOR REGISTERED CLINICAL OFFICER, CSG 9

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: implementing Community Health Care activities in liaison with other health workers; history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; guiding and counseling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; leading and organizing health management teams and convening health management committee meetings at level 2 health facilities; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including and not limited to Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; and collecting and compiling clinical data.

(b) Requirements for Appointment

Promotion

For promotion to this grade, an officer must have:

- (i) served in the grade of Registered Clinical Officer I for a minimum period of three (3) years;

- (ii) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Certificate in computer applications; and
- (vi) shown merit and ability as reflected in work performance and results.

Direct Appointment

For direct appointment to this grade, a candidate must have:

- (i) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management, Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution;
- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Certificate in computer applications.

IV. PRINCIPAL REGISTERED CLINICAL OFFICER II, CSG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and

management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; leading and organizing health management teams and convening health management committee meetings at level 3 health facilities; coordinating and managing special programs including and not limited to HIV/AIDS, TB, Leprosy, Malaria, Child Health, Reproductive Health non-communicable diseases and emerging health issues ; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including and not limited to Ear, Nose and Throat /Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Medical Education, Health Systems Management, Mental Health and Psychiatry, Family and Community Health Services; and providing emergency clinical and critical care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

OR

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Chest Medicine, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management, Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution;

- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;

- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in computer applications; and
- (vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL REGISTERED CLINICAL OFFICER I, CSG 7

(a) Duties and Responsibilities

This will be the highest grade for the Diploma cadre. An officer at this level may be deployed to head special Programmes including and not limited to: Disease Surveillance, Quality Assurance, HIV/AIDS, TB, Malaria, Integrated Management of Childhood Illnesses (IMCI) Programmes/Units at the National/County level. Specific duties and responsibilities at this level will include: implementing clinical services policies, procedures and guidelines; maintaining standards, ethics and quality assurance systems in the provision of clinical services; leading and organizing health management teams and convening health management committee meetings at level 4 and 5 health facilities; providing clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including and not limited to Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Medical Education, Mental Health and Psychiatry, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Principal Registered Clinical Officer II for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

- (iii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Chest Medicine, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education, Clinical Oncology and Palliative Care, Sonography, Mental Health and Psychiatry, Chronic Disease Management, Nephrology, Audiology and Hearing Care Technology, Emergency and Critical Care, Family Health, Cardiology, Pediatric Emergency and Critical Care or any other equivalent qualification from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer applications; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

CLINICAL OFFICERS

APPENDIX 'B'

I. CLINICAL OFFICER, CSG 9

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer where duties and responsibilities will include: taking history of the patient; examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counseling patients, clients and staff on health issues; organizing health management teams and convening health management committee meetings at level 2 health facilities; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; organizing health management teams and convening health management committee meetings; and collecting and compiling data for research on clinical services issues.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

OR

Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution; and

- (ii) Certificate in computer applications.

II. PRINCIPAL CLINICAL OFFICER, CSG 8

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing clinical services in a health facility; history taking, examining, investigating, diagnosing, treating and managing diseases/conditions; ordering laboratory and imaging investigations; interpreting laboratory and imaging results; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; assessing, collecting, preparing and presenting medico-legal reports; undertaking disease surveillance, control and management; guiding and counseling patients, clients and staff on health issues; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; leading and organizing health management teams and convening health management committee meetings at level 3 health facilities; collecting data and compiling clinical reports; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; coaching and mentoring students and interns on attachment and providing emergency clinical and critical care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Clinical Officer for a minimum period of one (1) year;
- (ii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

OR

Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;

- (v) Certificate in computer applications; and
- (vi) shown merit and ability as reflected in work performance and results.

VII. ASSISTANT DIRECTOR, CLINICAL SERVICES, CSG 7

(a) Duties and Responsibilities

An officer at this level may be deployed to head any of the following Programmes/Units: Disease Surveillance, Quality Assurance, HIV/AIDS, TB and Leprosy, Malaria or Integrated Management of Childhood Illnesses (IMCI) at the National/County level.

Duties and responsibilities at this level will include: ensuring implementation and enforcement of the Clinical Officers Act No 20 of 2017; implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; leading and organizing health management teams and convening health management committee meetings at level 4 and 5 health facilities ; providing specialized services including and not limited to Child Health and Pediatrics, Epidemiology, Reproductive Health, Medical Education, Health Systems Management, Mental Health and Psychiatry, Family and Community Health Services; undertaking research on critical health issues and emerging trends; capacity building for disaster preparedness and emergency response; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Clinical Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

OR

Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy , Epidemiology, Human Anatomy, Accidents and Emergency Care, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer applications; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

VIII. DEPUTY DIRECTOR, CLINICAL SERVICES, CSG 6

(a) Duties and Responsibilities

An officer at this level will deputize the Director, Clinical Services at the National level or head Programmes/Units including but not limited to: Disease Surveillance, Quality Assurance, HIV/AIDS, TB and Leprosy, Malaria or Integrated Management of Childhood Illnesses (IMCI).

At the County an officer at this level will head the clinical services function.

Duties and responsibilities at this level will include: ensuring implementation and enforcement of the Clinical Officers Act No 20 of 2017; reviewing and developing clinical services policies, procedures and guidelines; setting standards, ethics and quality assurance systems in the provision of clinical services; ensuring proper provision of clinical and family health care services in health institutions and communities; developing and reviewing medico-legal standards and guidelines; identifying areas of research on critical clinical health issues and emerging trends; developing and reviewing referral strategies and guidelines in liaison with other stakeholders; ensuring proper skills mix and training needs for provision of quality service in the relevant specialized areas; coordinating capacity building for disaster preparedness and emergency response; budgeting, capacity building and performance management for the department; and coordinating development and dissemination of strategic/work plans.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;

OR

Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health

Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency Care, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;

- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer applications; and
- (viii) shown outstanding professional competence and administrative capability in the general organization and management of the Clinical Services Function.

X. DIRECTOR, CLINICAL SERVICES, CSG 5

(a) Duties and Responsibilities

The Director, Clinical Services will be responsible for coordinating the Clinical Services Function; and overseeing implementation and enforcement of the Clinical Officers Act No 20 of 2017. Specific duties and responsibilities will include: formulating, developing, implementing and reviewing policies, procedures and guidelines for clinical services; setting standards, ethics and quality assurance systems in the provision of clinical services; ensuring proper provision of clinical and family health care services in health institutions and communities; overseeing formulation and review of medico-legal standards and guidelines; facilitating research and innovation on critical health issues and emerging trends; overseeing development and review of referral strategies and guidelines in liaison with other stakeholders; providing technical advice on matters pertaining to clinical services; overseeing preparation of Departmental plans and budgets; managing resources and assets; building capacity and performance management of the Department; overseeing development and dissemination of strategic/work plans.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Deputy Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

OR

Bachelors degree in any of the following disciplines: Community Health and Development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine, Tropical and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Family Health, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency Care, Medical Sociology, Human Physiology, Clinical Psychology, Medical Biostatistics, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer applications;
- (viii) demonstrated high degree of professional competence and

administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function;

- (ix) thorough understanding of national goals, policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030; and
- (x) fulfill the requirements of Chapter Six (6) of the Constitution leadership and integrity on national values and principles.

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